



## **E-TENDER DOCUMENT**

**FOR**

**OUTSOURCING OF HOUSEKEEPING MANPOWER UNDER RO IWAI  
FOR DEPLOYMENT AT PANDU/ DHUBRI/ DIBRUGARH ON NW-2 FOR  
THE PERIOD OF ONE YEAR**

**TENDER NO. IWAI/GHY/3(13)/HK/Re.T/2023**

**MARCH 2023**

भारतीय अन्तर्देशीय जलमार्ग प्राधिकरण  
**INLAND WATERWAYS AUTHORITY OF INDIA**  
**(MINISTRY OF SHIPPING, Govt. OF INDIA)**  
(पोत परिवहन मंत्रालय, भारत सरकार)  
Pandu Port Complex, Pandu, Guwahati-781012 (Assam)  
Telephone Nos. 0361-2676925, 2676929, 2570099  
E mail:- [dirguw.iwai@nic.in](mailto:dirguw.iwai@nic.in) **Web Site:-** [www.iwai.nic.in](http://www.iwai.nic.in)  
<https://eprocure.gov.in/eprocure/app>

*(For publication in News Paper)*



**INLAND WATERWAYS AUTHORITY OF  
INDIA,**

Pandu Port Complex, Pandu, Guwahati-781012

[Tel:- 0361 – 2676925, 2570099](tel:0361-2676925,2570099)

**NOTICE INVITING TENDER**

Tender no: IWAI/GHY/3(13)/HK/Re.T/2022

IWAI invites online bids/tenders from experienced, reputed agencies for the work of “Outsourcing of housekeeping manpower under RO, Guwahati for deployment at Pandu/ Dhubri/ Dibrugarh for the period of one year”. The details of tender document can be download from our web site [www.iwai.nic.in](http://www.iwai.nic.in) and CPP portal web site <https://eprocure.gov.in/eprocure/app> from 22.03.2023 to 30.03.2023. Last date of submission is upto 30.03.2023 at 15:00 hours. Date of opening on: - 31.03.2023 at 15:30 hours. Cost of Tender document is Rs.5900/- including GST at 18%. For details please visit to IWAI website [www.iwai.nic.in](http://www.iwai.nic.in) and CPP portal website [https://eprocure.gov.in/eprocure /app](https://eprocure.gov.in/eprocure/app)

**-sd-  
Director**

### CHECK LIST

The first cover shall be submitted online along with scan documents of the following:

- i. Tender Acceptance Letter' duly signed and stamped in company letter head.
- ii. Form of Tender' duly signed and stamped in company letter head.
- iii. The copy of proof of payment instrument for the cost of the bidding document must be uploaded. The original RTGS / NEFT must be deposited in the office before the bid submission closing date & time.
- iv. The copy of proof of payment instrument for Earnest Money Deposit must be uploaded. The original RTGS / NEFT must be deposited in the office before the bid submission closing date & time.
- v. Copy of valid Micro, Small and Medium Enterprises (MSME) certificate for this tender work for redemption of EMD & Tender cost, if applicable.
- vi. Experience certificate for similar works completed by the Bidder.
- vii. Latest Bank Solvency certificate (issued Not later than one year from the last date of submission this tender).
- viii. Letter of Authority for signing and negotiation of tender (as the case may be).
- ix. Certificate of registration with Govt. departments/Central Public Works Department, Railways, MES and State PWD/ Irrigation Department or any other concern authority or nonregistered contractors having experience of working with IWAI
- x. Valid GST registration certificate
- xi. Integrity Pact (given in Part-II, General conditions).
- xii. Permanent Account Number (PAN) issued by Income Tax Department.
- xiii. ITR last 3 years ending March 2020-21/2021-22
- xiv. Audited balance sheets along with turnover, profit and loss account for the last 3 years i.e. ending March 2020-21/2021-22.
- xv. Self certificate (in company letter head) to extent that the employees are paid not less than the wages notified under the Minimum wages Act.
- xvi. The registration certificate with ESIC, EPF, Authorities and with other statutory authorities
- xvii. Valid trade license/license for shop & establishment/registration from the State Govt if applicable.
- xviii. A signed declaration stating that the firm has not been **banned** or **de- listed** by any govt. or quasi Govt. agency or Public Sector Undertaking (in company letter head).
- xix. The details of the organization, its area of function, financial status, and available manpower at least the key personnel along with documentary evidence of having sub-office in Assam.
- xx. EPF deposit Challan or ECR copies for the last three (3) months
- xxi. Copy of signed full tender documents.

**Non submission of any of the above documents shall lead to disqualification of the bid.**

Note: Hard copies of the above documents are to be submitted to reach this office on or before the opening of the technical bid of the tender



भारतीय अन्तर्देशीय जलमार्ग प्राधिकरण  
**INLAND WATERWAYS AUTHORITY OF INDIA**  
**(MINISTRY OF SHIPPING, Govt. OF INDIA)**

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<https://eprocure.gov.in/eprocure/app>

**NOTICE INVITING TENDER NO: IWAI/GHY/3(13)/HK/Tender/2022**

1. Name of Work: Outsourcing of housekeeping man power under RO, Guwahati for deployment at Pandu/Dhubri/Dibrugarh for the period of one year.
2. Inland waterways Authority of India (IWAI) invites online tenders/bids in two cover system (Cover I – Technical bid and Cover II – Financial bid) from resourceful & experienced manpower supply contractors for “Outsourcing of housekeeping man power under RO, Guwahati for deployment at Pandu/Dhubri/Dibrugarh for the period of one year”. The tenders will be placed online at <https://eprocure.gov.in/eprocure/app>
3. Estimated cost of work & EMD requirement are as under:

Description of the work	Total Estimated (Rs.)	Earnest Money Deposit (Rs.)	Solvency Amount (Rs.)
Outsourcing of housekeeping man power under RO, Guwahati for deployment at Pandu /Dhubri /Dibrugarh for the period of one year	1703159.00	34063.00	682000.00

4 Date of publishing: 22.03.2023

5 Date of Download start date & Time: 22.03.2023 at 17:30 hrs

6 Bid submission start date & Time: 23.03.2023 at 11:00 hrs.

7 Bid Closing/Document Download End Date & Time: 30.03.2023 at 15:00 hrs.

8 Bid Opening Date & Time: 31.03.2023 at 15:30 hrs.

9 Cost of Tender Document (Tender Fee): Rs. 5000/- + GST@18% = Rs.5900/-

10 The tender document can be downloaded from the IWAI's website [www.iwai.nic.in](http://www.iwai.nic.in) and CPP Portal Website <https://eprocure.gov.in/eprocure/app>. Bidders participating in e-tender process are required to deposit non refundable Tender Fee **Rs.5,900/-** (Rupees Five thousand nine hundred only) including GST @18% towards the tender cost to 'IWAI FUND PLAN' through RTGS/NEFT in the following Account:-

- i) Name of Bank Account : IWAI FUND PLAN
- ii) Bank Name and Address : Punjab National Bank, Maligaon

- iii) Bank Account Number : 4589001800000074  
iv) IFSC : PUNB0458900  
v) GST No. of IWAI : 18AATI7021F1ZX

Scanned copy of the same is to be uploaded in Technical bid. The Bids are to be submitted only online at <https://eprocure.gov.in/eprocure/app>. Bid without tender cost & EMD will be **rejected**.

11. A signed declaration stating that no alteration has been made in any form in the downloaded tender document is to be enclosed with the technical bid by the bidder.
12. Tenderer shall agree to the terms & conditions of the tender and submit the tender online duly signed on each page for agreeing the same.
13. The complete bid as per the tender documents should be placed online at <https://eprocure.gov.in/eprocure/app> by **15:00** hrs. on **30.03.2023** and will be opened online on **31.03.2023** at **15:30** hours at IWAI, Regional office Guwahati. The original RTGS/NEFT copy for tender fee and EMD should be deposited before closing date and time of submission of bid at Inland Waterways Authority of India, Pandu port Complex, Pandu, Guwahati-781012 except Micro and Small Enterprises (MSEs) as defined in MSE Procurement Policy issued by Department of Micro, Small and Medium Enterprises (MSME) or Department or Startups as recognized by Department of Industrial Policy & Promotion (DIPP) on submission of a valid registration certificate as per the Government of India rules. The cost of tender fee is non-refundable.
13. **Under provision of this contract, the work shall be awarded initially for a period of one year. However, subsequently IWAI shall reserve the right to extend the work for a period of another two years to the successful contractor subject to performance of the work, on the same terms & conditions of the contract and with escalation of 5% (five percent) per year on their quoted service charge, after getting the willingness from the concerned contractor. Any changes in the rate by the Govt. for minimum wages, VDA or any other components, the same would be paid on pro rata basis.**

**Pre-Qualification Criteria: -**

- 1) The tenderer shall be registered with Central Public Works Department, Railways, MES and State PWD/ Irrigation Department or non-registered contractors having experience of working with IWAI.
- 2) Tenderer shall have Permanent Account Number issued by Income Tax Deptt.
- 3) The tenderer shall be registered with GST department.
- 4) The agency should have registered with ESIC, EPF, Authorities and with other statutory authorities as required as per prevailing rules for supply of housekeeping manpower's & the proof of deposit of these statutory dues should be submitted.
- 5) The tenderer must have valid GST registration, valid trade license/license for shop & establishment/registration from the State Govt. for supply of housekeeping manpower's to concerned district/EPF, ESI & GST registration.
- 6) The Firm should have Labour license from the concerned authority (Optional).
- 7) The tenderer must have a registered office in India with a sub-office in Assam. Details of the organization, its area of function, financial status, and available manpower atleast the key personnel etc
- 8) Average annual financial turnover during last three years ending 31st March of the previous

financial year i.e. 2020-21/2021-22 should be at least 30% of the estimated cost of the work as mentioned in this tender.

- 9) Experience of having successfully completed similar works during the last 7 years ending last day of month previous to the one in which this tender is invited should be either of following for this work:
- a) Three works costing not less than 40% of the estimated cost; **or**
  - b) Two works costing not less than 60% of the estimated cost; **or**
  - c) One work completed not less than 80% of the estimated cost

AND

One completed work for similar nature of work {either part of (a, b or c) or a separate one} costing not less than the amount equal to 40% of the estimated cost put to tender with some Central Government Department/State Government Department/ Central Autonomous Body/State Autonomous Body/Central Public Sector Undertaking/ State Public Sector Undertaking/City Development Authority/ Municipal Corporation of City formed under any Act by Central/ State Government and published in Central/State Gazette.

**Note:** The successful completion of the similar work should be supported with a completion certificate issued by the department/ agency for which the work has been executed. Similar work means supply of Housekeeping Manpower.

- 10) Latest certificate of solvency issued within the current financial year i.e. 2022-23 from nationalized / scheduled Bank included in the second schedule of the RBI Act for not less than the **Rs. 6.82 lakh**
- 11) EMD to be remitted IWAI Account through RTGS only prior to the Tender submission date.
- 12) Self certificate stating that the agency has not **banned** or **de-listed** by any Govt. or quasi Govt. agency or Public Sector Undertaking. Further, the banned or blacklisted contractor who will be participated in this tender will not considered.
- 13) A consistent history of litigation or arbitration awards against the applicant may result in disqualification
- 14) IWAI reserves the right to accept or reject any or all tenders without assigning any reason and no correspondence shall be entertained in this regard.
- 15) The bidder should see the General Conditions, Technical & Special Conditions of contract very carefully before bidding.

**Director  
IWAI, GHY**

**NIT for 'E' PROCUREMENT**



**INLAND WATERWAYS AUTHORITY OF INDIA,**  
**PANDU PORT,PANDU,GUWAHATI-12**

‘E’ tender for “ Outsourcing of housekeeping man power under RO, Guwahati for deployment at Pandu/Dhubri/Dibrugarh for the period of one year”

Description	Estimated Cost (Rs.)	Earnest Money Deposit (Rs.)	Cost of Tender Document (Inclusive GST @ 18%)
Outsourcing of housekeeping man power under RO, Guwahati for deployment at Pandu/ Dhubri/ Dibrugarh for the period of one year	1703159/-	Rs. 34,063/-	5900/-

‘E’ Tenders are published in IWAI website. Firms are requested to log in to [www.iwai.nic.in](http://www.iwai.nic.in) and quote against this tender. Manual quotations will not be entertained for this tender. Closing of this tender is **30.03.2022** at **15:00 hrs** & Opening on **31.03.2023** at **15:30 hrs** respectively. For other terms & conditions please refer to IWAI website [www.iwai.nic.in](http://www.iwai.nic.in)

**DIRECTOR**  
**IWAI, GHY**



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## **PART-I (A)**

### **1. TENDER ACCEPTANCE LETTER (To be given on Company Letter Head)**

**Date:**

**To,**

**The Director**

Inland Waterways Authority of India,  
Pandu Port Complex, Pandu,  
Guwahati-781012 (Assam)

**Sub:** Acceptance of Terms & Conditions of Tender.

**Tender no.: IWAI/GHY/3(13)/HK/Tender/2022**

**Name of Tender / Work:** - Outsourcing of housekeeping man power under RO, Guwahati for deployment at Pandu/Dhubri/Dibrugarh for the period of one year

Dear Sir,

1. I/ We have downloaded / obtained the tender document(s) for the above mentioned 'Tender/Work' from the web site(s) namely: [www.iwai.nic.in](http://www.iwai.nic.in) OR <https://eprocure.gov.in/eprocure/app> as per your advertisement, given in the above mentioned website(s).

2. I / We hereby certify that I / we have read the entire terms and conditions of the tender documents from Page No. \_\_\_\_\_ to \_\_\_\_\_ (including all documents like annex(es), schedule(s), etc .), which form part of the contract agreement and I / we shall abide hereby by the terms / conditions / clauses contained therein.

3. The minutes of the pre-bid meeting and/ or corrigendum(s) issued from time to time by your department/ organisation too have also been taken into consideration, while submitting this acceptance letter.

4. I / We hereby unconditionally accept the tender conditions of above mentioned tender document(s) / minutes of the pre-bid meeting/corrigendum(s) in its totality / entirety.

5. In case any provisions of this tender are found violated, then your department/ organisation shall without prejudice to any other right or remedy be at liberty to reject this tender/bid including the forfeiture of the full said earnest money deposit absolutely.

Yours Faithfully

(Signature of the Bidder, with Official Seal)

**Part-I (B)**  
**2. FORM OF TENDER**

To,

THE DIRECTOR,  
INLAND WATERWAYS AUTHORITY OF INDIA,  
PANDU PORT COMPLEX, PANDU,  
GUWAHATI – 781 012 (ASSAM)

Sub: Outsourcing of housekeeping man power under RO, Guwahati for deployment at Pandu/Dhubri/Dibrugarh for the period of one year

Sir,

1. Having visited the site and examined the information and instructions for submission of tender, general conditions of contract, Special Condition of contracts, Technical, General and Detailed specification, Schedules and Bill of Quantities, agreement and bank guarantee forms, etc for the above named works, I/ We hereby tender for execution of the works referred to in the tender documents in conformity with the said Conditions of Contract, Specifications, Schedule of quantities for the sum as stated in Bill of quantities of this tender Document or such other sum as may be ascertained in accordance with the said conditions of contract.

2. I/ We undertake to complete and Deliver the whole of the works comprised in the Contract within the time as stated in the tender and also in accordance in all respects with the specifications, designs, drawings and instructions as mentioned in the tender documents.

3. I am tendering for the works mentioned in the table below and submitting the EMD separately for each stretch of National waterway in the form of demand draft in favour of **“IWAI FUND PLAN”** payable at **GUWAHATI** Nationalized / schedule bank as per the details given therein:

Name of work	Demand draft No. & Date	EMD (Rs.)	Tender/Bid Cost (Rs.)	Details of Bank (Name of Bank, Branch and address)
Outsourcing of housekeeping man power under RO, Guwahati for deployment at Pandu/ Dhubri/ Dibrugarh for the period of one year				

4. I/ We agree to abide by this tender. I/ We agree to keep the tender open for a period of 180 days from the date of opening of price bids or extension thereto as required by the IWAI and not to make any modifications in its terms and conditions.

5. I/ We agree, if I/ we fail to keep the validity of the tender open as aforesaid or I/ we make any modifications in the terms and conditions of my/ our tender if I/ We fail to commence the execution of the works as above, I/ We shall become liable for forfeiture of my/ our Earnest money, as aforesaid and IWAI shall without any prejudice to another right or remedy, be at the liberty to forfeit the said Earnest Money absolutely otherwise the said earnest money shall be retained by IWAI towards part of security deposit to execute all the works referred to in the tender documents upon the terms and conditions contained or referred to therein and to carry out such deviations as may be ordered. Should this tender be accepted, I/ We agree to abide by and fulfil all the terms and conditions and provisions of this tender. No interest is payable on earnest money deposit and/ or security deposit.

6. I/ We have independently considered the amount of Liquidated Damages shown in the tender hereto and agree that it represents a fair estimate of the loss likely to be suffered by IWAI in the event of works not being completed in time.

7. If this tender is accepted, I/ We undertake to enter into execute at my/ our cost when called upon by the employer to do so, a contract agreement in the prescribed form. Unless and until a formal Agreement is prepared and executed this tender together with your written acceptance thereto shall constitute a binding contract.

8. If my/ our tender is accepted, I/We am/are to be jointly and severely responsible for the due performance of the Contract. I/We also declare that the firm has not been banned or blacklisted by any Govt. or its department or any Quasi Govt. agency or Public Sector Undertaking.

9. I/ We understand that you are not bound to accept the lowest or any tender you may receive and may reject all or any tender without assigning any reason.

10. I/ We certify that the tender submitted by me, us is strictly in accordance with the terms, conditions, specifications etc. as contained in the tender document, and it is further certified that it does not contain any deviation to the aforesaid documents.

Date .....

Signature .....

Name .....

Designation .....

Duly authorized to sign & submit tender  
for an on behalf of  
(Name and address of firm)

M/s.....

Telephone No.....

FAX No.....

Witness :

Signature.....

Name : .....

Occupation .....

Address .....

.....

Telephone No. ....

**INLAND WATERWAYS AUTHORITY OF INDIA**  
Ministry of Ports, Shipping & Waterways (Govt. Of India)  
**Part-I (C)**

**INSTRUCTIONS FOR SUBMISSION OF BID**

- 1.0 All covering letters and information to be included in the bid shall be submitted along with the bid itself.
- 2.0 This tender schedule is only for “Outsourcing of housekeeping man power under RO, Guwahati for deployment at Pandu/Dhubri/Dibrugarh for the period of one year”.
- 3.0 Details of Estimated cost and EMD-

Sl. No.	Name of the work	Estimated cost (In Rs.)	E.M.D. (In Rs.)	Place of Work
1	Outsourcing of housekeeping man power under RO, Guwahati for deployment at Pandu / Dhubri / Dibrugarh for the period of one year	1703159/-	34,063/-	IWAI offices at Pandu, Dhubri & Dibrugarh

- 4.0 Tender should be submitted in two folders viz. Folder-1 and Folder-2 and Other Important Documents from the My Space Part, all of these covers should be placed online in website <https://eprocure.gov.in/eprocure/app>.
- Folder -1** : Technical & Commercial Bid.
- Folder-2** : Price Bid of offer.
- No other document other than the Price schedule/ schedules should be placed inside Folder – 2 containing price bid otherwise tender will be summarily rejected.

**Folder –1:**

The first cover shall be submitted online along with the following documents:

- Scanned copy of the ‘Tender Acceptance Letter’ duly signed and stamped in company letter head..
- Scanned copy of the ‘Form of Tender’ duly signed and stamped in company letter head.
- Scanned copy of the proof of payment instrument for the cost of the bidding document must be uploaded. The original RTGS / NEFT must be deposited in the office before the bid submission closing date & time.
- Scanned copy of proof of payment instrument for Earnest Money Deposit must be uploaded. The original RTGS / NEFT must be deposited in the office before the bid submission closing date & time.
- Scanned copy of valid Micro, Small and Medium Enterprises (MSME) certificate for this tender work for redemption of EMD & Tender cost, if applicable.
- Scanned copy of experience certificate for similar works completed by the Bidder.
- Scanned copy of Solvency certificate.
- Scanned copy of Letter of Authority for signing and negotiation of tender (as the case may be).

- ix. Scanned copy of certificate of registration with Govt. departments/Central Public Works Department, Railways, MES and State PWD/ Irrigation Department or any other concern department or nonregistered contractors having experience of working with IWAI
- x. Scanned copy of valid GST registration certificate
- xi. Duly signed Integrity Pact (given in Part-II, General conditions).
- xii. Scanned copy of Permanent Account Number (PAN) issued by Income Tax Department.
- xiii. ITR last 3 years ending March 2020-21/2021-22
- xiv. Scanned copy of Audited balance sheets along with turnover, profit and loss account for the last 3 years i.e. ending March 2020-21/2021-22.
- xv. Scanned copy of Self certificate to extent that the employees are paid not less than the wages notified under the Minimum wages Act.
- xvi. Scanned copy of the registration certificate with ESIC, EPF, Authorities and with other statutory authorities
- xvii. Scanned copy of a valid trade license/license for shop & establishment/registration from the State Govt.
- xviii. Scanned copy of a signed declaration stating that the firm has not been **banned** or **de-listed** by any govt. or quasi Govt. agency or Public Sector Undertaking.
- xix. Scanned copy of details of the organization, its area of function, financial status, and available manpower at least the key personnel along with documentary evidence of having sub-office in Assam.
- xx. Scanned copy of EPF deposit challan or ECR copies for the last three (3) months
- xxi. Scanned copy of signed full tender documents

**Non submission of any of the above documents shall lead to disqualification of the bid**

Note: Hard copies of the above documents are to be submitted to reach this office on or before the opening of the technical bid of the tender

Folder-2: Before submission of Financial bid special conditions of contract should be read carefully

The second cover shall be submitted online for:

- (i) Schedule of Prices duly filled in the specified form.
  - (ii) It may please be noted that this part shall not contain any terms & conditions other than the item at (i) above. Any condition given in the price bid will be a sufficient cause for rejection of bid.
- 5) Bidders are advised to submit quotation strictly based upon technical specification, terms and conditions contained in technical specifications, terms and conditions contained in documents and not to stipulate any deviations. Any change in this may lead to rejection of bid.
- 6) Bidders shall furnish EMD of the amounts as mentioned in NIT. However, Micro and Small Enterprises (MSEs) as defined in MSE procurement policy issued by Department of Micro, Small and Medium Enterprises (MSME) or Department or Startups as recognized by Department of Industrial Policy & Promotion (DIPP) on submission of a valid registration certificate as per the Government of India rules are exempted from the requirement to furnish EMD.
- EMD for the amount mentioned above shall be deposited to IWAI Fund through RTGS in

the following account:

- i) Name of Bank Account: IWAI FUND PLAN
  - ii) Bank Name & Address: Punjab National Bank Maligaon
  - iii) Bank Account number : 4589001800000074
  - iv) IFSC : PUNB : PUNB0458900
  - v) Gst No. : 18AATI7021F1ZX
- 7) Any annotations or accompanying documentation in the bid shall be in Hindi or English language only and in metric system. Tenders filled in any other language will be summarily rejected.
- 8) Bidders shall sign their proposal with the exact name of the firm to whom the bid document has been issued. The bid shall be duly signed and sealed by an authorized person of the bidder's organization as following:
- 8) (a) If the Tender is submitted by an individual, it shall be signed by the proprietor above his full name and full name of his firm with its current business address.
- 8) (b) If the Tender is submitted by the proprietary firm, it shall be signed by the proprietor above his full name and full name of his firm with its name and current business address.
- 8) (c) If the Tender is submitted by a firm in partnership, it shall be signed by all the partners of the firm above, their full names and current business address, or by a partner holding the power of attorney for the firm for signing the Tender in which cases a certified copy of the power of attorney shall accompany the Tender. A certified copy of the partnership deed and current business address of all the partners of the firm shall also accompany the Tender.
- 8) (d) If the Tender is submitted by a limited company, or a limited Corporation, it shall be signed by a duly authorized person holding the power of attorney for signing the tender in which case a certified copy of the power of attorney shall accompany the Tender. Such limited company or corporation may be required to furnish satisfactory evidence of its existence before the contract is awarded. 'Satisfactory evidence' means the certificate of incorporation of the limited company or corporation under Indian Companies Act, 1956.
- 8) (e) If the Tender is submitted by a group of firms, the sponsoring firm shall be submit complete information pertaining to each firm in the group and state along with the bid as to which of the firm shall have the responsibility for tendering and for completion of the contract document and furnish evidence admissible in law in respect of the authority assigned to such firm on behalf of the group of firms for tendering and for completion of the contract document. The full information and satisfactory evidence pertaining to the participation of each member of the group of firm in the firm in the Tender shall be furnished along with the Tender.
- 8) (f) All witnesses and sureties shall be persons of status and their full names, occupations and addresses shall be stated below their signatures. All signatures affixed in each page in the tender will be dated.
- 9) Bidders shall clearly indicate their legal constitution and the person signing the tender shall state his capacity and also the source of his ability to bind the bidder. The power of attorney or authorization or any other document constituting adequate proof of the ability of the signatory to bind the bidder shall be annexed to the bid. The Owner may reject outright any bid unsupported by adequate proof of the signatory's authority.

- 10) The bid document shall be completed in all respects and shall be submitted together with the requisite information and appendices. They shall be complete and free from ambiguity, change or inter-lineation. In case IWAI requires any information/clarification(s) from the Bidder in respect of the bid documents, the bidder shall be required to furnish the same in writing, to IWAI at the earliest where no time is specified by IWAI to furnish the same. A failure to furnish the same shall entitle IWAI to cancel/reject the bid.
- 11) If the space in the bid form or in the Appendices thereto is insufficient, additional pages shall be separately added. These pages shall be consecutively page numbered and shall also be signed by the Bidder.
- 12) Bidders should indicate at the time of quoting against this bid their full postal addresses, telephone numbers and other communication details enabling IWAI to contact the bidder in case the need so arise.
- 13) IWAI shall have an unqualified option under the said bid bond to claim the amount there under in the event of the Bidder failing to keep the bid valid up to the date specified or refusing to accept work or carry it out in accordance with the bid if the IWAI decides to award the Work to the Bidder.
- 14) The EMD shall be retained with the IWAI until finalization of tenders. Further, security deposit as per the clause of Security shall be payable by the successful bidder. If the tenderer fails to furnish the security deposit in accordance with tender conditions EMD shall be forfeited. In the event of the Bidder becoming the successful Contractor, the amount of EMD would be adjusted against the Security deposit.
- 15) In respect of unsuccessful bidders, IWAI shall arrange to release the EMD within 30 (thirty) days of placement of order to successful bidder. No interest shall be payable on EMD by IWAI.
- 16) The Tender Evaluation Committee (TEC) shall open the tenders in the presence of the intending tenderers who may be present at the date and time of opening informed in the bid document or subsequently. If any of the tenderer or his agent is not present at the time of opening of tender, the TEC shall, on opening of tenders of the absentee tenderer, prepare a statement of the attested and unattested corrections in the tender over their signature. Such a list shall then be binding on the absentee tenderer.
- 17) The successful tenderers shall be required to execute a contract agreement in the given format. In case of any refusal/ failure on the part of such successful tenderer to execute such a contract shall be deemed to be a failure on the part of such successful bidder to comply with the terms contained herein.
- 18) Each Bidder shall submit only one online Bid for the work. A Bidder who submits more than one Bid will cause proposals with the Bidder's participation to be disqualified.
- 19) The Bidder shall bear all costs associated with the preparation and submission of his Bid, and the Owner will, in no case, be responsible or liable for those costs regardless of the conduct or outcome of the bidding process
- 20) IWAI reserves the right to reject any or all bids without assigning any reasons.

## **INSTRUCTION TO THE CONTRACTORS/BIDDERS FOR THE e.SUBMISSION.**

- 21) Possession of valid Digital Signature Certificate (DSC) and enrollment/registration of the consultants/bidders on the eprocurement/etender portal is a prerequisite for e-tendering.
- 22) Bidder should do the enrollment in the eProcurement site using the <https://eprocure.gov.in/eprocure/app> option available "Enroll Here" on the home page. Portal. Enrollment is free of charge. During enrollment/registration, the bidders should provide the correct/true information including valid email id. All the correspondence shall be made directly with the contractors/bidders through email id provided.
- 23) Bidder need to login to the site through their user ID/ password chosen during enrollment/registration.
- 24) Then the Digital Signature Certificate (Class II or Class III Certificates with signing key usage) issued by SIFY/TCS/n-Code/e-Mudra or any Certifying Authority recognized by CCA India on e-Token/SmartCard, should be registered.
- 25) The DSC that is registered only should be used by the bidder and should ensure safety of the same.
- 26) Consultant/Bidder may go through the tenders published on the site and download the required tender documents/schedules for the tenders he/she is interested.
- 27) After downloading / getting the tender document/schedules, the Bidder should go through them carefully and then submit the documents as asked.
- 28) If there are any clarifications, this may be obtained online through the tender site, or through the contact details. Bidder should take into account of the corrigendum published before submitting the bids online.
- 29) Bidder then logs in to the site through the secured log in by giving the user id/ password chosen during enrolment/registration and then by giving the password of the eToken/ SmartCard to access DSC.
- 30) Bidder selects the tender which he/she is interested in by using the search option & then moves it to the 'my favourites' folder.
- 31) From the favourites folder, he selects the tender to view all the details indicated.
- 32) It is construed that the bidder has read all the terms and conditions before submitting their offer. Bidder should go through the tender schedules carefully and upload the documents as asked; otherwise, the bid will be rejected.
- 33) Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document/schedule and generally, they can be in general PDF/xls/rar/jpg formats. If there is more than one document, they can be clubbed together and can be provided in the requested format. Each document to be uploaded through online for the tenders should be less than 2 MB. If any document is more than 2MB, it can be reduced through zip/rar and the same can be uploaded, if permitted.
- 34) If there are any clarifications, this may be obtained through the site, or during the pre bid meeting if any. Bidder should take into account the corrigendum published from time to time before submitting the online .
- 35) The Bidders can update well in advance, the documents such as certificates, annual report details etc., under My Space option and these can be selected as per tender requirements and then send along with bid documents during 0 bid submission. This will facilitate the bid submission process faster by reducing upload time of bids.



- 36) Bidder should submit the Tender Fee/ EMD as specified in the tender. The original payment instruments should be posted/couriered/given in person to the Tender Inviting Authority within the due date as mentioned in this tender document. Scanned copy of the instrument should be uploaded as part of the offer, if asked for.
- 37) While submitting the bids online, the bidder reads the terms & conditions and accepts the same to proceed further to submit the bid packets.
- 38) The bidder has to select the payment option as offline to pay the Tender FEE/ EMD as applicable and enter details of the instruments.
- 39) The details of the DD/any other accepted instrument, physically sent, should tally with the details available in the scanned copy and the data entered during bid submission time. Otherwise submitted bid will not be acceptable.
- 40) The bidder has to digitally sign and upload the required bid documents one by one as indicated. Bidders to note that the very act of using DSC for downloading the bids and uploading their offers shall be deemed to be a confirmation that they have read all sections and pages of the bid document including General conditions of contract without any exception and have understood the entire document and are clear about the requirements of the tender requirements.
- 41) The bidder has to upload the relevant files required as indicated in the cover content. In case of any irrelevant files, the bid will be rejected.
- 42) If the price bid format is provided in a spread sheet file like BoQ\_xxxx.xls, the rates offered should be entered in the allotted space only and uploaded after filling the relevant columns. The Price Bid/BOQ template must not be modified/replaced by the bidder, else the bid submitted is liable to be rejected for this tender.
- 43) The bidders are requested to submit the bids through online e-tendering system to the Tender Inviting Authority (TIA) well before the bid submission end date & time (as per Server System Clock). The TIA will not be held responsible for any sort of delay or the difficulties faced during the submission of bids online by the bidders at the eleventh hour.
- 44) After the bid submission, the acknowledgement number, given by the e-tendering system would be printed by the bidder and kept as a record of evidence for online submission of bid for the particular tender and will also act as an entry pass to participate in the bid opening date.
- 45) The bidder should ensure/see that the bid documents submitted should be free from virus and if the documents could not be opened, due to virus, during tender opening, the bid is likely/liable to be rejected.
- 46) The time settings fixed in the server side & displayed at the top of the tender site, will be valid for all actions of requesting, bid submission, bid opening etc., in the e-tender system. The bidders should follow this time during bid submission.
- 47) All the data being entered by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered will not be viewable by unauthorized persons during bid submission & not be viewable by any one until the time of bid opening.
- 48) Any bid document that is uploaded to the server is subjected to symmetric encryption using a system generated symmetric key. Further this key is subjected to a symmetric encryption using buyers/bid openers public keys. Overall, the uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- 49) The confidentiality of the bids is maintained since the secured Socket Layer 128 bit encryption technology is used. Data storage encryption of sensitive fields is done.
- 50) The bidder should logout of the tendering system using the normal logout option available at the top right hand corner and not by selecting the (X) exit option in the browser.

- 51) Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority for a tender or the relevant contact person indicated in the tender.

Any queries relating to the process of online bid submission or queries relating to CPP Portal in general may be directed to the 24x7 CPP Portal Helpdesk. The contact number for the helpdesk is 1800 233 7315

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## **PART - II**

### **1. INTEGRITY AGREEMENT**

**To be signed by the bidders' and same signatory competent/ authorized to sign the relevant contract on behalf of IWAI.**

This Integrity Agreement is made at ..... on this..... Day of..... 20.....

BETWEEN

Authorized representative of Inland Waterways Authority of India.

IWAI, (Hereinafter referred as the 'Principal/ Owner', which expression shall unless repugnant to the meaning or context hereof include its successors and permitted assigns)

AND

.....  
(Name and Address of the Individual/firm/Company)

Through ..... (Hereinafter referred to as the

(Details of duly authorized signatory)

"Bidder/Contractor" and which expression shall unless repugnant to the meaning or context hereof include its successors and permitted assigns)

Preamble

WHEREAS the Principal / Owner has floated the Tender (NIT No.....) (hereinafter referred to as "Tender/Bid") and intends to award, under laid down organizational procedure, contract for ".....)" hereinafter referred to as the "Contract".

AND WHEREAS the Principal/Owner values full compliance with all relevant laws of the land, rules, regulations, economic use of resources and of fairness/transparency in its relation with its Bidder(s) and Contractor(s).

AND WHEREAS to meet the purpose aforesaid both the parties have agreed to enter into this Integrity Agreement (hereinafter referred to as "Integrity Pact" or "Pact"), the terms and conditions of which shall also be read as integral part and parcel of the Tender/Bid documents and Contract between the parties.

NOW, THEREFORE, in consideration of mutual covenants contained in this Pact, the parties hereby agree as follows and this Pact witnesses as under:

#### **Article 1: Commitment of the Principal/Owner**

- 1) The Principal/Owner commits itself to take all measures necessary to prevent corruption and to observe the following principles:
  - (a) No employee of the Principal/Owner, personally or through any of his/her family members, will in connection with the Tender, or the execution of the Contract, demand, take a promise for or accept, for self or third person, any material or immaterial benefit which the person is not legally entitled to.
  - (b) The Principal/Owner will, during the Tender process, treat all Bidder(s) with equity and reason. The Principal/Owner will, in particular, before and during the Tender process, provide to all Bidder(s) the same information and will not provide to any Bidder(s) confidential / additional information through which the Bidder(s) could obtain an advantage in relation to the Tender process or the Contract execution.

- (c) The Principal/Owner shall endeavor to exclude from the Tender process any person, whose conduct in the past has been of biased nature.
- 2) If the Principal/Owner obtains information on the conduct of any of its employees which is a criminal offence under the Indian Penal code (IPC)/Prevention of Corruption Act, 1988 (PC Act) or is in violation of the principles herein mentioned or if there be a substantive suspicion in this regard, the Principal/Owner will inform the Chief Vigilance Officer and in addition can also initiate disciplinary actions as per its internal laid down policies and procedures.

## **Article 2: Commitment of the Bidder(s)/Contractor(s)**

1. It is required that each Bidder/Contractor (including their respective officers, employees and agents) adhere to the highest ethical standards, and report to the IWAI all suspected acts of fraud or corruption or Coercion or Collusion of which it has knowledge or becomes aware, during the tendering process and throughout the negotiation or award of a contract.
2. The Bidder(s)/Contractor(s) commit himself to take all measures necessary to prevent corruption. He commits himself to observe the following principles during his participation in the Tender process and during the Contract execution:
  - a) The Bidder(s)/Contractor(s) will not, directly or through any other person or firm, offer, promise or give to any of the Principal/Owner's employees involved in the tender process or execution of the contract or to any third person any material or other benefit which he/she is not legally entitled to, in order to obtain in exchange any advantage of any kind whatsoever during the Tender process or during the execution of the contract.
  - b) The Bidder(s)/Contractor(s) will not enter with other Bidder(s) into any undisclosed agreement or understanding, whether formal or informal. This applies in particular to prices, specifications, certifications, subsidiary contracts, submission or non-submission of bids or any other actions to restrict competitiveness or to cartelize in the bidding process.
  - c) The Bidder(s)/Contractor(s) will not commit any offence under the relevant IPC/PC Act. Further the Bidder(s)/Contractor(s) will not use improperly, (for the purpose of competition or personal gain), or pass on to others, any information or documents provided by the Principal/Owner as part of the business relationship, regarding plans, technical proposals and business details, including information contained or transmitted electronically.
  - d) The Bidder(s)/Contractor(s) of foreign origin shall disclose the names and addresses of agents/representatives in India, if any. Similarly Bidder(s)/Contractor(s) of Indian Nationality shall disclose names and addresses of foreign agents/representatives, if any. Either the Indian agent on behalf of the foreign principal or the foreign principal directly could bid in a tender but not both. Further, in cases where an agent participate in a tender on behalf of one manufacturer, he shall not be allowed to quote on behalf of another manufacturer along with the first manufacturer in a subsequent/parallel tender for the same item.
  - e) The Bidder(s)/Contractor(s) will, when presenting his bid, disclose any and all payments he has made, is committed to or intends to make to agents, brokers or any other intermediaries in connection with the award of the Contract.
3. The Bidder(s)/Contractor(s) will not instigate third persons to commit offences outlined above or be an accessory to such offences.
4. The Bidder(s)/Contractor(s) will not, directly or through any other person or firm indulge in fraudulent practice means a willful misrepresentation or omission of facts or submission of fake/forged documents in order to induce public official to act in reliance thereof, with the purpose of obtaining unjust advantage by or causing damage to justified interest of others and/or to influence the procurement process to the detriment of the Government interests.
5. The Bidder(s)/Contractor(s) will not, directly or through any other person or firm use Coercive Practices (means the act of obtaining something, compelling an action or influencing a decision

through intimidation, threat or the use of force directly or indirectly, where potential or actual injury may befall upon a person, his/ her reputation or property to influence their participation in the tendering process).

### **Article 3: Consequences of Breach**

Without prejudice to any rights that may be available to the Principal/Owner under law or the Contract or its established policies and laid down procedures, the Principal/Owner shall have the following rights in case of breach of this Integrity Pact by the Bidder(s)/Contractor(s) and the bidder/contractor accepts and undertakes to respect and uphold the Principal/Owner's absolute right:

1. If the Bidder(s)/Contractor(s), either before award or during execution of Contract has committed a transgression through a violation of Article 2 above or in any other form, such as to put his reliability or credibility in question, the Principal/Owner after giving 14 days' notice to the contractor shall have powers to disqualify the Bidder(s)/Contractor(s) from the tender process or terminate/determine the Contract, if already executed or exclude the Bidder/Contractor from future contract award processes. The imposition and duration of the exclusion will be determined by the severity of transgression and determined by the Principal/Owner. Such exclusion may be forever or for a limited period as decided by the Principal/Owner.
2. Forfeiture of EMD/Performance Guarantee/Security Deposit: If the Principal/Owner has disqualified the Bidder(s) from the tender process prior to the award of the contract or terminated/determined the contract or has accrued the right to terminate/determine the contract according to Article 3(1), the Principal/Owner apart from exercising any legal rights that may have accrued to the Principal/Owner, may in its considered opinion forfeit the entire amount of Earnest Money Deposit, Performance Guarantee and Security Deposit of the Bidder/Contractor.
3. Criminal Liability: If the Principal/Owner obtains knowledge of conduct of a bidder or Contractor, or of an employee or a representative or an associate of a bidder or Contractor which constitutes corruption within the meaning of IPC Act, or if the Principal/Owner has substantive suspicion in this regard, the Principal/Owner will inform the same to law enforcing agencies for further investigation.

### **Article 4: Previous Transgression**

- 1) The Bidder declares that no previous transgressions occurred in the last 5 years with any other Company in any country confirming to the anticorruption approach or with Central Government or State Government or any other Central/State Public Sector Enterprises in India that could justify his exclusion from the Tender process.
- 2) If the Bidder makes incorrect statement on this subject, he can be disqualified from the Tender process or action can be taken for banning of business dealings/ holiday listing of the Bidder/Contractor as deemed fit by the Principal/ Owner.
- 3) If the Bidder/Contractor can prove that he has resorted / recouped the damage caused by him and has installed a suitable corruption prevention system, the Principal/Owner may, at its own discretion, revoke the exclusion prematurely.

### **Article 5: Equal Treatment of all Bidders/Contractors/Subcontractors**

- 1) The Bidder(s)/Contractor(s) undertake(s) to demand from all subcontractors a commitment in conformity with this Integrity Pact. The Bidder/Contractor shall be responsible for any violation(s) of the principles laid down in this agreement/Pact by any of its Subcontractors/ sub-vendors.
- 2) The Principal/Owner will enter into Pacts on identical terms as this one with all Bidders and Contractors.

- 3) The Principal/Owner will disqualify Bidders, who do not submit, the duly signed Pact between the Principal/Owner and the bidder, along with the Tender or violate its provisions at any stage of the Tender process, from the Tender process.

#### **Article 6: Duration of the Pact**

This Pact begins when both the parties have legally signed it. It expires for the Contractor/Vendor after the completion of work under the contract or till the Contract has been awarded.

If any claim is made/lodged during the time, the same shall be binding and continue to be valid despite the lapse of this Pacts as specified above, unless it is discharged/determined by the Competent Authority, IWAI.

#### **Article 7: Other Provisions**

- 1) This Pact is subject to Indian Law, place of performance and jurisdiction is the Headquarters of the Division of the Principal/Owner, who has floated the Tender.
- 2) Changes and supplements need to be made in writing. Side agreements have not been made.
- 3) If the Contractor is a partnership or a consortium, this Pact must be signed by all the partners or by one or more partner holding power of attorney signed by all partners and consortium members. In case of a Company, the Pact must be signed by a representative duly authorized by board resolution.
- 4) Should one or several provisions of this Pact turn out to be invalid; the remainder of this Pact remains valid. In this case, the parties will strive to come to an agreement to their original intentions.
- 5) It is agreed term and condition that any dispute or difference arising between the parties with regard to the terms of this Integrity Agreement / Pact, any action taken by the Owner/Principal in accordance with this Integrity Agreement/ Pact or interpretation thereof shall not be subject to arbitration.

#### **Article 8: LEGAL AND PRIOR RIGHTS**

All rights and remedies of the parties hereto shall be in addition to all the other legal rights and remedies belonging to such parties under the Contract and/or law and the same shall be deemed to be cumulative and not alternative to such legal rights and remedies aforesaid. For the sake of brevity, both the Parties agree that this Integrity Pact will have precedence over the Tender/Contact documents with regard any of the provisions covered under this Integrity Pact.

IN WITNESS WHEREOF the parties have signed and executed this Integrity Pact at the place and date first above mentioned in the presence of following witnesses:

.....  
(For and on behalf of Principal/Owner)

.....  
(For and on behalf of Bidder/Contractor)

WITNESSES:

1. ....  
(signature, name and address)
2. ....  
(signature, name and address)

Place:

Date :

## **PART-II**

### **2. GENERAL CONDITIONS OF CONTRACT**

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PART-II  
**2. GENERAL CONDITIONS OF CONTRACT**

**CLAUSE - 1: DEFINITIONS**

In the contract, the following words & expressions shall, unless context otherwise requires, have the meaning thereby respectively assigned to them:

- i) **Contract:** means the documents forming the tender and acceptance thereof and the formal agreement executed between the competent authority on behalf of the Chairman, Inland Waterways Authority of India and the contractor, together within the documents referred to therein including these conditions, the specifications, designs, drawings and instructions issued from time to time by the Engineer-in-charge and all these documents taken together shall be deemed to form one contract and shall be complementary to one another
- ii) **Contract sum;** means the amount arrived at by multiplying the quantities shown in the schedule of quantities and price by the respective item rates as allowed.
- iii) **Contractor:** means the successful tenderer who is awarded the contract to perform the work covered under this tender document and shall be deemed to include the contractor's successors, executors, representatives or assign approved by the Engineer-in-charge.
- (iv) **Employer** means the Chairman, Inland Waterways Authority of India and his successors.
- (v) **IWAI/ Authority/ Department/ Owner** shall mean the Inland Waterways Authority of India, which invites tenders on behalf of the Chairman, IWAI and includes therein-legal representatives, successors and assigns.
- (vi) **Engineer-In-Charge (EIC)** means the Engineer officer authorised to direct, supervise and be In-charge of the works for the purpose of this contract who shall supervise and be in charge of the work.
- (vii) **Engineer-in-charge representative** shall mean any officer of the Authority nominated by the Engineer-in-charge for day to day supervision, checking, taking measurement, checking bills, ensuring quality control, inspecting works and other related works for completion of the project.
- (viii) **Chairman:** means Chairman of Inland Waterways Authority of India.
- (ix) **Chief Engineer:** means the Chief Engineer of the Authority.
- (x) **Director** means the Director of the Authority, as the case may be.
- (xi) **Deputy Director** means the Deputy Director of the Authority, as the case may be.
- (xii) **Assistant Director** means the Asstt. Director of the Authority, as the case may be.
- (xiii) **Assistant Hydrographic Surveyor** means the Assistant Hydrographic Surveyor of the Authority, as the case may be
- (xiv) **Work Order** means a letter from the Authority conveying the acceptance of the tender/offer subject to such reservations as may have been stated therein.
- (xv) **Day:** means a calendar day beginning and ending at mid-night.
- (xvi) **Week:** means seven consecutive calendar days
- (xvii) **Month:** means the one Calendar month.
- (xviii) **Site** means the waterway and / or other places through which the works are to be executed.
- (xix) **Vessel:** means the vessel/craft belonging to the Contractor for carrying out the work.
- (xx) **Drawings :** means the drawings referred to in the specifications and / or appended with the tender document, any modifications of such drawings approved in writing by the Engineer-in-Charge and shall also include drawings issued for actual execution of the work time to time by the Engineer-in-Charge.



- (xxi) **Urgent Works:** means any urgent nature which in the opinion of the Engineer-In-Charge become necessary at the time of execution and / or during the progress of work to obviate any risk or accident or failure or to obviate any risk of damage to the vessel structure, or required to accelerate the progress of work or which becomes necessary for security or for any other reason the Engineer-in-Charge may deem expedient.
- (xxii) **Work/ works:** means work / works to be executed in accordance with the contract.
- (xxiii) Schedules referred to in these conditions shall mean the relevant schedules annexed to the tender papers or the standard schedule of rates of the govt. mentioned with the amendments thereto issued up to the date of receipt of the tender.
- (xxiv) District specifications means the specifications followed by the State Government in the area where the work is to be executed.
- xxv) Tendered value means the value of the entire work as stipulated in the letter of award.

## **CLAUSE – 2: INTERPRETATIONS**

- 2.1 Where the contract so requires, words imparting the singular only shall also include the plural and vice versa. Any reference to masculine gender shall whenever required include feminine gender and vice versa.
- 2.2 Heading and marginal notes in these General Conditions shall not be deemed to form part thereof or be taken into consideration in the interpretation of construction thereof of the contract.

## **CLAUSE – 3: PERFORMANCE GUARANTEE**

- 3.1 The contractor shall be required to deposit an amount equal to 3% of the tendered value of the work as performance guarantee in the form of either demand draft payable at any nationalized/schedule bank **OR** an irrevocable bank guarantee bond of any scheduled bank or State Bank of India in accordance with the form prescribed within 15 days of the issue of the work order.
- 3.2 Performance guarantee shall be initially valid up to the stipulated date of completion plus sixty days beyond that. In case the time for completion gets enlarged, the contractor shall get the validity of the performance guarantee extended to cover such enlarged time of the work. After recording of the completion certificate for the work by the competent authority, the performance guarantee shall be returned to the contractor without any interest.
- 3.3 In the event of contract being determined under the provision of any of the clauses/conditions of agreement, the performance guarantee shall be forfeited in full and shall be absolutely at the disposal of the authority.

## **CLAUSE – 4: SECURITY DEPOSIT**

- 4.1 A sum @ 10% of the gross amount of the bill shall be deducted from each running bill of the contractor till the sum along with the sum already deposited as the earnest money will amount to security deposit of 5% of the contract value of work. Bank guarantee will not be accepted as security deposit.
- 4.2 The total security deposit shall remain with IWAI till the defect liability period is over, as per clause no. 25.16, or the payment of the final bill payable in accordance with agreement conditions whichever is later, provided the Engineer-in-Charge is satisfied that there is no demand outstanding against the contractor.
- 4.3 No interest will be paid on security deposit.
- 4.4 If the contractor neglects to observe or fails to perform any of his obligations under the contract, it shall be lawful for the Employer/ EIC to forfeit either in whole or in part, the security deposit furnished by the contractor. However, if the contractor duly performs and completes the contract in all respects and presents in absolute "NO DEMAND CERTIFICATE" in the prescribed form, the IWAI shall refund the security deposit to the contractor after deduction of cost and expenses that the Authority may have incurred and other money including all losses and damages which the

Authority is entitled to recover from the Contractor.

- 4.5 In case of delay in the progress of work, the Engineer- in-Charge shall issue to the contractor a memo in writing pointing out the delay in progress and calling upon the contractor to explain the causes for the delay within 3 days of receipt of the memo and 10 days from issuance of memo whichever is earlier. If the Engineer-in-Charge is not satisfied with the explanations offered, he may forfeit the security deposit and / or withhold payment of pending bills in whole or in part and/ or get the measures of rectification of progress of work accelerated to the pre-defined level at the risk and cost of the contractor.
- 4.6 All compensation or other sums of money payable by the contractor under the terms of the contract or any other contract or on any other account whatsoever, may be deducted from or paid by the sale of a sufficient part of his security or from the interest arising there from or from any sums which may be due or may become due to the contractor by the Authority on any account whatsoever. Also in the event of the contractor's security deposit being reduced by reasons of such deductions or sale, as aforesaid the contractor shall, within 14 days of receipt of notice of demand from the Engineer-in-Charge make good the deficit in his security deposit.

#### **CLAUSE – 5: SUFFICIENCY OF TENDER**

The contractor shall be deemed to have satisfied himself before tendering as to the correctness and sufficiency of his tender for the works and of the rates quoted in the schedule of Quantities and Prices which shall (except as otherwise provided in the contract) cover all his obligations under the contract and all matters and things necessary for the proper execution and completion of the works in accordance with the provisions of the contract and its operation during execution of work.

#### **CLAUSE – 6: CONTRACT DOCUMENTS**

- 6.1 The language in which the contract documents shall be drawn up shall be English and if the said documents are written in more than one language, the language according to which the contract is to be constructed and interpreted shall be English.
- 6.2 The Contractor shall be furnished free of charge certified true copy of the contract document.
- 6.3 A copy of the Contract Documents furnished to the Contractor as aforesaid shall be kept by the Contractor on the Site in good condition and the same shall at all reasonable time be available for inspection and use by the Engineer-in-Charge, his representatives or by other Inspecting officers of the Authority.
- 6.4 None of these Documents shall be used by the Contractor for any purpose other than that of this contract.

#### **CLAUSE – 7: DISCREPANCIES AND ADJUSTMENT OF ERRORS**

- 7.1 Detailed drawings shall be followed in preference to small-scale drawings and figured dimensions in preference to scaled dimensions. The case of discrepancy between the Schedule of Quantities and prices, the Specifications and/ or the drawings, the following order of precedence shall be observed : -
- (a) Description in the Schedule of Quantities and Prices.
  - (b) Relevant Specifications and Special Conditions, if any.
  - (c) Drawings.
  - (d) Indian Standards Specifications of BIS.
- 7.2 The contractor shall study and compare the drawings, specifications and other relevant information given to him by the Engineer-in-Charge and shall report in writing to the Engineer-in-Charge any discrepancy and inconsistency which he notes. The decision of the Engineer-in-Charge regarding the correct intent and meaning of the drawings and specifications shall be final and binding.
- 7.3 Any error in description, quantity or price in Schedule of Quantities and Prices or any omission there from shall not vitiate the Contract or release the Contractor from the execution of the whole or any part of the work(s) comprised therein according to drawings and specifications or from any of his obligations under the contract.
- 7.4 If on check there is difference in the amount worked out by contractor in the schedule of quantities and

prices and General summary the same shall be adjusted in accordance with the following rules:

- (a) In the event of error/discrepancy occurring in the rates written in figures and words, then the rate which corresponds with the amount worked out by the contractor shall, unless otherwise proved, be taken as correct. If the amount of an item is not worked out by the contractor or it does not correspond with the rate written either in figures or in words, then the rate quoted by the contractor in words shall be taken as correct. When the rate quoted by the contractor in figures and words tally, but the amount is not worked out correctly, the rate quoted by the contractor will, unless or otherwise proved, be taken as correct.
- (b) All errors in totaling in the amount column and in carrying forward totals shall be corrected.
- (c) The totals of various sections of schedule of quantities and price amended shall be carried over to the General Summary and the tendered sum amended accordingly. The tendered sum so altered shall, for the purpose of tender, be substituted for the sum originally tendered and considered for acceptance instead of the original sum quoted by the tenderer. Any rounding off of quantities or in sections of schedule of quantities and prices or in General summary by the tenderer shall be ignored.

#### **CLAUSE-8: DUTIES AND POWERS OF THE ENGINEER-IN-CHARGE REPRESENTATIVE**

- 8.1 The duties of the representative of the Engineer-in-Charge are to watch and supervise the works and to test and examine any materials/ parts to be used or workmanship achieved in connection with the works.
- 8.2 The Engineer-in-Charge may, from time to time in writing, delegate to his representative any of the powers and authorities, vested in the Engineer-in- Charge and shall furnish to the contractor a copy of all such written delegation of powers and authorities. Any written instruction or written approval given by the representative of the Engineer-in-Charge to the contractor within the terms of such delegation shall bind the contractor and the Authority as though it has been given by the Engineer-in-Charge.
- 8.3 Failure of the representative of the Engineer-in-Charge to disapprove any work or materials shall be without prejudice to the power of the Engineer-in-Charge thereafter to disapprove such work or materials and to order the pulling down, removal or breaking up thereof. The contractor shall, at his own expense, again carry out such works as directed by the Engineer-in-Charge.
- 8.4 If the Contractor is dissatisfied with any decision of the representative of the Engineer-in-Charge, he will be entitled to refer the matter to the Engineer-in- Charge who shall thereupon confirm, reverse or vary such decision and the decision of the Engineer-in- Charge in this regard shall be final and binding on the contractor.

#### **CLAUSE – 9: ASSIGNMENT AND SUB-LETTING**

The Contractor shall not sub-let, transfer or assign the whole or any part of the work under the contract. Provided that the Engineer-in-Charge may at his discretion, approve and authorize the Contractor to sub-let any part of the work, which in his opinion, is not substantial, after the contractor submits to him in writing the details of the part of the work(s) or trade proposed to be sublet, the name of the sub-contractor thereof together with his past experience in the said work/trade and the form of the proposed sub-contract. Nevertheless any such approval or authorization by the Engineer-in-Charge shall not relieve the contractor from his any or all liabilities, obligations, duties and responsibilities under the contract. The contractor shall also be fully responsible to the Authority for all the acts and omissions of the sub-contractor, his employees and agents or persons directly employed by the contractor. However, the employment of piece rate works shall not be construed as sub-letting.

#### **CLAUSE – 10: FACILITIES TO OTHER CONTRACTORS**

The contractors shall, in accordance with the requirements of the work as decided by the Engineer-in-Charge, afford all reasonable facilities to other contractors engaged contemporaneously on separate contracts and for departmental labour and labour of any other agency properly authorised by Authority or any statutory body which may be employed at the site for execution of any work not included in the contract which the Authority may enter into in connection with or ancillary to the works. In all matters

of conflict of interest, the Engineer-in-Charge shall direct what compromise should be made and his decision shall be final and binding on the parties.

#### **CLAUSE – 11: CHANGE IN THE CONSTITUTION OF THE FIRM TO BE INTIMATED**

Where the contractor is a partnership firm, prior approval in writing of the Engineer-in-Charge shall be obtained before any change is made in the constitution of the firm. Where the contractor is an individual or a Hindu Undivided Family business concern, such approval, as aforesaid, shall like-wise be obtained before the contractor enters into any partnership agreement where under the partnership firm would have the right to carry out the works hereby undertaken by the contractor. If prior approval as aforesaid is not obtained the contractor shall be deemed to have been assigned in contravention to Clause 36 hereof and the same action will be taken and the same consequences shall ensure as provided for in the said clause-36.

#### **CLAUSE – 12: COMMENCEMENT OF WORK**

The contractor shall commence the work at the respective sites within 10 days of the issue of Letter of Award. If the contractor commits default in mobilization of resources, and equipment as aforesaid, the Engineer-in-Charge shall without prejudice to any other right or remedy be at liberty to cancel the contract and forfeit the earnest money/security deposit.

#### **CLAUSE – 13: SETTING OUT THE WORKS**

The contractor shall provide all assistance and adhere to the instruction of E.I.C during the course of surveying, inspection, etc.

#### **CLAUSE – 14: URGENT WORKS**

If any urgent work (in respect of which the decision of the Engineer-in-Charge shall be final and binding) becomes necessary, the contractor shall execute the same as may be directed by Engineer-in-Charge, provided the directions are in accordance and confirmatory with provisions in Clause - 8.

#### **CLAUSE - 15: CONTRACTOR'S SUPERVISION**

- 15.1 The contractor shall either himself supervise the execution of the works or shall appoint at his own expense, a qualified and experienced Engineer as his accredited agent approved by the Engineer-in-Charge, if contractor has himself not sufficient knowledge or experience to be capable of receiving instruction or cannot give his full attention to the works. The contractor or his agent shall be present at the site(s) and shall supervise the execution of the works with such additional assistance in each trade, as the work involved shall require and considered essential by the Engineer-in-Charge. Further the directions/instructions given by the Engineer-in-Charge to the contractor's agent shall be considered to have the same force as if these had been given to the contractor himself.
- 15.2 If the contractor fails to appoint a suitable agent as directed by the Engineer-in-Charge, the Engineer-in- Charge shall have full powers to suspend the execution of the works until such date as a suitable agent is appointed by the contractor and takes over the charge of supervision of the work. For any such suspension, the contractor shall be held responsible for delay so caused to the work.

#### **CLAUSE - 16: INSTRUCTIONS AND NOTICE**

- 16.1 Except as otherwise provided in this contract, all notices to be given on behalf of the Authority and all other actions to be taken on its behalf may be given or taken by the Engineer-in-Charge or any officer for the time being entrusted with the functions, duties and powers of the Engineer-in-Charge.

- 16.2 All instructions, notices and communications etc. under the contract shall be given in writing and any such oral orders / instructions given shall be confirmed in writing and no such communication which is not given or confirmed in writing shall be valid.
- 16.3 All instructions, notices and communications shall be deemed to have been duly given or sent to the contractor, if delivered to the contractor, his authorized agent, or left at, or posted to the address given by the contractor or his authorized agent or to the last known place of abode or business of the contractor or his agent of services by post shall be deemed to have been served on the date when in the ordinary course of post these would have been delivered to him and in other cases on the day on which the same were so delivered or left.
- 16.4 The Engineer-in-Charge shall communicate or confirm the instructions to the contractor in respect of the execution of work through a "Site Order Book" maintained in the office of the Engineer-in-Charge (whichever is relevant) and the contractor or his authorized representative shall confirm receipt of such instructions by signing the relevant entries in this book. If required by the Contractor, he shall be furnished a certified true copy of such instruction(s). The pro-forma for Site Order Book to be maintained at site is given in Annexure – III.
- 16.5 The "Hindrance Register" shall be maintained at the site of work, (if applicable) where any hindrance which comes to the notice of the representative of the Engineer-in-Charge shall be recorded and immediately a report will be made to the Engineer-in-Charge within a week. The Engineer-in-Charge shall review the Hindrance Register at least once in a month. The pro-forma on which the Hindrance Register shall be maintained is given in Annexure-IV.

#### **CLAUSE - 17: LAWS GOVERNING THE CONTRACT**

The Courts at Guwahati only shall have the jurisdiction for filing the award of the arbitration and for any other judicial proceedings.

#### **CLAUSE - 18: LABOUR**

- 18.1 (a) The contractor shall employ labour in sufficient numbers to maintain the required rate of progress and of quality to ensure workmanship of the degree specified in the contract and to the satisfaction of the Engineer-in-Charge. The Contractor shall not employ in connection with the works any person who has not completed eighteen years of age the minimum age specified in Indian Labour Law.
- (b) If any foreigner is employed by the contractor on the work within the site the later shall ensure that such foreigner possesses the necessary special permit issued by the Civil Authorities in writing and also comply with the instructions issued there-from from time to time. In the event of any lapse in this regard on the part of such foreigner the contractor shall be personally held responsible for the lapse & Authority shall not be liable in any event.
- (c) The Contract is liable for cancellation if either the contractor himself or any of his employee is found to be a person who has held Class-I post under the Authority immediately before retirement and has within two years of such retirement accepted without obtaining the previous permission of the Authority or of the Chairman as the case may be and employment as contractor for, or in connection with the execution of the public works, or as an employee of such contractor. If the contract is terminated on account of the failure of the contractor to comply with the above clause, the Authority shall be entitled to recover from him such damages as may be determined by the Engineer-in-Charge with due regard to the inconvenience caused to the Authority on account of such termination without prejudice to the Authority's right to proceed against such officer.

18.2 The contractor shall furnish and deliver fortnightly to the Engineer-in-Charge, a distribution return of the number and description by trades of the works of people employed on the works. The contractor shall also submit on the 4th and 19th of every month for the period of second half of the preceding month and first half of the current month respectively to the Engineerin-Charge, a true statement in respect of the following.

- i) Any accident if occurred during the said fortnight showing the circumstances under which it happened and the extent of damage and injury caused by it and.
- ii) The number of female workers who have been allowed maternity benefit as provided in the Maternity Benefit Act 1961 or Rules made thereunder and the amount paid to them.

18.3 The Contractor shall pay to labourer employed by him either directly or through sub-contractors wages not less than wages as defined in Minimum Wages Act 1948 and Contract Labour (Regulation and Abolition) Act 1970 amended from time to time and rules framed thereunder and other labour laws affecting contract labour that may be brought in force from time to time.

18.4 The Contractor shall also comply with the provisions of all Acts, Laws, any Regulation or Bye Laws of any Local or other Statutory Authority applicable in relation to the execution of works such as:

- i) Payment of Wages Act, 1936 (Amended)
- ii) Minimum Wages Act, 1948 (Amended).
- iii) The Contract Labour (Regulation & Abolition) Act, 1970 with Rules framed there under as amended.
- iv) Workmen Compensation Act, 1923 as amended by Amendment Act no.65 of 1976.
- v) Employer's Liability Act 1938 (Amended)
- vi) Maternity Benefit Act. 1961 (Amended)
- vii) The Industrial Employment (Standing orders) Act 1946 (Amended).
- viii) The Industrial Disputes Act. 1947 (Amended)
- ix) Payment of Bonus Act.1965 and Amended Act No. 43 of 1977 and No. 48 of 1978 and any amended thereof:
- ix) The Personal Injuries (Compensation Insurance) Act 1963 and any modifications

thereof and rules made thereunder from time to time. The Contractor shall take into account all the above and financial liabilities in his quoted rates and nothing extra, whatsoever, shall be payable to him on this account.

The list is indicative only; otherwise the contractor should be aware of all the Acts/Labour Laws and should follow diligently on the work. The contractor shall be fully and personally responsible for the violation of any Act/Labour Law

18.5 The Contractor shall be liable to pay his contribution and the employees contribution to the State Insurance Scheme in respect of all labour employed by him for the execution of the contract, in accordance with the provision of "the Employees State insurance Act 1948" as amended from time to time. In case the Contractor fails to submit full details of his account of labour employed and the contribution payable, the Engineer-in- Charge shall recover from the running bills the contribution amount as assessed by him. The amount so recovered shall be

adjusted against the actual contribution payable for Employees State Insurance.

- 18.6 The Engineer-in-Charge shall on a report having been made by an inspecting officer as defined in the Contract Labour (Regulation and Abolition) Act and Rules or on his own in his capacity as Principal Employer, have the power to deduct from the amount due to the contractor any sum required for making good the loss suffered by worker(s) by reason of nonfulfillment of the conditions of the Contract for the benefit of Workers, nonpayment of wages or on account of deduction made from the wages of the workers which are not justified by the terms of the contract or non- observance of the said Act and Rules framed there under with amendments made from time to time.
- 18.7 The Contractor shall indemnify the Authority against any payments to be made under and for observance of the Regulation Laws, Rules as stipulated in Clause-18.4 above without prejudice to his right to claim indemnity from his sub-contractors. In the event of the contractor's failure to comply with the provisions of all the Acts/Laws stipulated in Clause-25.4 or in the event of decree or award or order against the contractor having been received from the competent authority on account of any default or breach or in connection with any of the provisions of the Acts/Laws/Rules mentioned in Sub-Clause 18.4 above, the Engineerin-Charge without prejudice to any other right or remedy under the contract shall be empowered to deduct such sum or sums from the Bill of the contractor or from his security deposit or from other payment due under this contract or any other contract to satisfy within a reasonable time the provisions of the various Acts/Laws/Rules/Codes as mentioned under Sub-Clause 18.4 above, on the part of the contractor under the contract on behalf of and at the expenses of the contractor and make payment and /or provide amenities/ facilities/services accordingly. In this regard, the decision of the Engineer-in-Charge shall be conclusive and binding on the contractor.
- 18.8 In the event or the Contractor committing a default or breach of any of the provisions of the aforesaid Contract's Labour (Regulation and Abolition) Act and Rules as amended from time to time or furnishing any information or submitting or filling any form/Register/Slip under the provisions of these Regulations which is materially incorrect then on the report of the Inspecting officer as defined in the relevant Acts and Rules as referred in Clause 18.4 above, the Contractor shall without prejudice to any other liability pay to the Authority a sum not exceeding Rs.50/- (Rs. Fifty only) as liquidated damages for every default, breach or furnishing, making, submitting, filling materially incorrect statement as may be fixed by the Engineer-in-Charge. The decision of the Engineer-in-Charge in this respect shall be final &binding.
- 18.9 The Contractor shall at his own expenses comply with or cause to be complied with the Provisions/ Rules provided for welfare and health of Contract Labour in the Contract Labour(Regulation and Abolition) Act and other relevant Acts and Rules framed there under or any other instructions issued by the Authority in this regard for the protection of health and for making sanitary arrangements for workers employed directly or indirectly on the works. In case the contractor fails to make arrangements as aforesaid, the Engineer-in-Charge shall be entitled to do so and recover the cost thereof from the contractor.
- 18.10 The Contractor shall at his own expense arrange for the safety or as required by the Engineer-in-Charge, in respect of all labour directly or indirectly employed for performance of the Works and shall provide all facilities in connection therewith. In case the contractor fails to make arrangements and provide necessary facilities as aforesaid, the Engineer-in- Charge shall be entitled to do so and recover the cost thereof from the Contractor. But this will not absolve the contractor of his responsibility or otherwise thereof.
- 18.11 Failure to comply with "Provisions/Rules made for Welfare and Health of Contract Labour" Safety Manual, or the provisions relating to report on accidents and grant of maternity benefits to female workers and the relevant Acts/Rules referred in clause 18.4 above shall make the contractor liable to pay to the Authority as liquidated damages an amount not exceeding Rs. 50/- for each default or materially incorrect statement. The decision of the

Engineer-in-Charge in such matters based on reports from the inspecting Officers as defined in the relevant Acts and Rules as referred in clause 18.4 above shall be final and binding and deductions for recovery of such liquidated damages may be made from any amount payable to the contractor. In the event of any injury, disability or death of any workmen in or about the work employed by the contractor either directly or through his sub-contractor, contractor shall at all time indemnify and save harmless the Authority against all claims, damages and compensation under the Workmen Compensation Act, 1923 as amended from time to time or in other Law for the time being in force and Rules there-under from time to time and also against all costs, charges and expenses of any smooth action by proceedings arising out of such accidents or injury, disability or death of a workmen and against all sum or sums which may with the consent of the contractor be paid to compromise or compound any claim in this regard. If any award, decree or order is passed against the contractor for recovery of any compensation under the Workmen Compensation Act, 1923, for any injury, disability or death of a workman by any competent court, the said sum or sums shall be deducted by the Engineer-in-Charge from any sum then due or that may become due to the contractor or from his security deposit or sale thereof in full or part under the contract or any other contract with the Authority towards fulfillment of the said decree, award or orders.

- 18.12 Provided always that the contractor shall have no right to claim payments/claims whatsoever on account of his compliance with his obligations under this clause and Labour Regulations.
- 18.13 The contractor shall not otherwise than in accordance with the statutes ordinance and Government Regulations or orders for the time being in force import, sell, give, barter or otherwise dispose of any alcoholic liquor or drugs to permit or suffer any such import, sale, gift, barter or disposal by his sub-contractor, agent or employees.
- 18.14 The contractor shall not give, barter or otherwise dispose of to any person or persons any arms or ammunition of any kind or permit to suffer the same as aforesaid.
- 18.15 The Contractor shall employ for the execution of the works only such persons as are skilled and experienced in their respective trades and Engineer-in-Charge shall be at liberty to object to and require the contractor to remove from the works any persons employed by the Contractor for the execution of the works who, in the opinion of the Engineer-in-Charge, misconduct himself or is incompetent or negligent in the proper performance of his duties. The contractor shall forthwith comply with such requisition and such person shall not be again employed upon the works without permission of the Engineer-in-Charge.
- 18.16 **Release of Security deposit after labour clearance:** Security deposit of the work shall not be refunded till the contractor produces a clearance certificate from the Labour Officer. As soon as the work is virtually completed, the contractor shall apply for clearance certificate to the Labour Officer under intimation to Engineer-in-Charge. The Engineer-in-Charge on the receipt of such communication shall write to Labour Officer to intimate if any complaint is pending against the contractor in respect of the work. If no complaint is pending on record till after three months after completion of work and/or no communication is received from Labour Officer to this effect till six months after the date of completion, it will be deemed to have received the clearance certificate and the security deposit will be released if otherwise due.

**CLAUSE – 19: MATERIALS OBTAINED FROM EXCAVATION SUCH AS COINS, FOSSILS, ETC.**

- 19.1 Materials of any kind obtained from excavation on the site shall remain the property of the Authority and shall be disposed off as directed by the Engineer-in-Charge.
- 19.2 However if any of the materials thus obtained from excavation on the site is such as can be used in the execution of the work under the contract, the contractor will be allowed to use the same free of cost (except that any amount of royalty paid for in this regard by the Authority shall be recoverable from the contractor) for the aforesaid purpose provided the same is found suitable



and is approved by the Engineer-in-Charge.

- 19.3 Fossils, coins, articles of value, structures and other remains or things of geological or archeological interest discovered on the site shall be the absolute property of the Authority. The contractor shall take reasonable precautions to prevent his labour or any other person from removing or damaging any such article or thing and shall acquaint the Engineer-in-Charge with such discovery and carryout the Engineer-in-Charge's directions as to the disposal of the same at the expense of the Authority.

#### **CLAUSE 20: FORCE MAJEURE**

- 20.1 The term Force Majeure shall herein mean Riots (other than among the contractor's employees), Civil Commotion (to the extent no insurable), war (whether declared or not), invasion, act of foreign enemies, hostilities, civil war, rebellion, revolution, insurrection, military or usurped power, damage from aircraft, nuclear fission, acts of God, such as earthquake (above 7 magnitude on Richter Scale), lightning, unprecedented floods, fires not caused by contractor's negligence and other such causes over which the contractor has no control and are accepted as such by the Engineer-in-Charge, whose decision shall be final and binding. In the event of either party being rendered unable by Force Majeure to perform any obligation required to be performed by them under this contract, the relative obligation of the party affected by such Force Majeure shall be treated as suspended for the period during which such Force Majeure cause lasts, provided the party allowing that it has been rendered unable as aforesaid, thereby shall notify within 15 days of the alleged beginning and ending thereof giving full particulars and satisfactory evidence in support of such cause.
- 20.2 For delays arising out of Force Majeure, the bidder shall not claim extension in completion date for a period exceeding the period of delay attributable to the causes of Force Majeure and neither the Authority nor the bidder shall be liable to pay extra costs provided it is mutually established that Force Majeure conditions did actually exist.
- 20.3 If any of the Force Majeure conditions exists in the places of operation of the bidder even at the time of submission bid, he shall categorically specify in his bid and state whether they have been taken into consideration in their quotations.

#### **CLAUSE 21: CONTRACTOR'S LIABILITY AND INSURANCE**

- 21.1 From commencement to completion of the work(s) as a whole, the Contractor shall take full responsibility for the care thereof and for taking precautions to prevent loss or damage. He shall be liable for any damage or loss that may happen to the works or any part thereof and to the Authority's Plant, Equipment and Material (hired or issued to the Contractor) shall be in good order and condition and in conformity in every respect with the requirements of the Contract and instructions of the Engineer-in-Charge.
- 21.2 i) Neither party to the contract shall be liable to the other in respect of any loss or damage which may occur or arise out of "Force Majeure" to the works or any part thereof on to any material or article at site but not incorporated in the works or to any person or anything or material whatsoever or either party provided such a loss or damage could not have been foreseen or avoided by a prudent person and the either party shall bear losses and damages in respect of their respective men and materials. As such liability of either party shall include claims/ compensations of the third party also.
- ii) Provided, however, in an eventuality as mentioned in sub-clause - 21.2 (i) above, the following provisions shall also have effect:
- (a) The Contractor shall, as may be directed in writing by the Engineer-in-Charge proceed with the completion of the works under and in accordance with the provisions and conditions of the contract, and
- (b) The Contractor shall, as may be directed in writing by the Engineer-in-charge, re-execute the works lost or damaged, remove from the site any debris and so much of

the works as shall have been damaged and carry the Authority's T & P, Plant and Equipment, Material etc. to the Authority's store. The cost of such re-execution of the works, removal of damaged works and carrying of Authority's store shall be ascertained in the same manner as for deviations and this shall be added to the contract sum. Provided always that the Contractor shall, at his own cost, repair and make good so much of the loss or damage as has been occasioned by any failure on his part to perform his obligations under the contract or not taking precautions to prevent loss or damage or minimize the amount of such loss or damage, Final assessment of loss or damage shall be decided by the Engineer-in-Charge and his decision shall be final and binding.

- 21.3 The contractor shall take special precautions to see that public places and roads adjacent to contractor's yard are not blocked at anytime either by his material or by his workmen. The roads are to be kept always clear and no equipment/materials shall be stacked.
- 21.4 The navigable waterways shall not be blocked by Contractor's vessels. The anchors dropped in the waterways shall be properly marked and removed after done with.
- 21.5 The contractor shall indemnify and keep indemnified the Authority against all losses and claims for death, injuries or damage to any person or any property whatsoever which may arise out of or in consequence of the construction and maintenance, of works during the contract period and also against all claims, demands, proceedings, damages, costs, charges and expenses whatsoever in respect of or in relation thereto, and such liabilities shall include claims/compensations of the third party.
- 21.6 (a) Before commencing execution of the work, the Contractor shall without in any way limiting his obligations and responsibilities under this condition, insure against any damage, loss or injury which may occur to any property (excluding that of the Authority but including the Authority building rented to the contractor wholly or in part and any part of which is used in part and any part of which is used by him for storing combustible materials) public liability by arising out of the carrying out of the contract. For this purpose the contractor shall take out, pay all costs and maintain throughout the period of his contract public liability with the following coverage.
  - i) Public liability limits for bodily injury or death not less than Rs. 1,00,000 for one person and Rs. 2,00,000 for each accident.
  - ii) Property liability limits for each accident not less than Rs. 1,00,000 ;
  - iii) The Contractor shall prove to the Engineer-in Charge from time to time that he has taken out all the insurance policies referred to above and has paid the necessary premiums for keeping the policies alive till expiry of the Defects Liability Period.
- (b) The Contractor shall ensure that similar insurance policies are taken out by his sub-contractor (if any) and shall be responsible for any claims or losses to the Authority resulting from their failure to obtain adequate insurance protection in connection thereof. The Contractor shall produce or cause to be produced by his sub-contractors (if any) as the case may be, relevant, policy or policies and premium receipt as and when required by the Engineer-in-Charge.
- (c) If the contractor and/or his sub- contractor (if any) shall fail to effect and keep in force the insurance referred to above or any other insurance which he/they may be required to effect under the term of the Contract then and in any such case the Authority may, without being bound to effect and keep in force any such insurance and pay such premium or premiums as may be necessary for that purpose and from time to time deduct the amount so paid by the Authority from any moneys due or which may become due to the contractor

or recover the same as a debt due from the contractor.

- (d) The contractor shall at his own expense arrange for the safety provisions as required in respect of the works covered under this contract as per the instruction of Engineer-in-charge. In case, the contractor fails to comply with the provisions of the safety the Engineer- in-Charge shall be entitled to and make the necessary arrangements at the risk and cost of the contractor. This will, however, not absolve the Contractor of his overall responsibility to execute the works under the contract.

## **CLAUSE 22: SUSPENSION OF WORKS**

- 22.1 The contractor shall on the receipt of order of the Engineer-in-Charge (whose decision shall be final and binding on the contractor) suspend the progress of the works or any part thereof for such time or times and in such manner as the Engineer-in-Charge may consider necessary.
- 22.2 The suspension of the work can be done by Engineer-in-Charge for any of the following reasons:
  - (a) On account of any default on the part of the contractor or
  - (b) for proper execution of the works or part thereof for the reasons other than the default of the contractor or
  - (c) For the safety of the works or part thereof.
- 22.3 The contractor shall during the suspension period, properly protect and secure the works to the extent necessary and carry out the instructions given in that behalf by the Engineer-in-Charge.
- 22.4 If the suspension is ordered for the reasons under the Clause 22.2(b) and (c) above, the contractor shall be entitled to the extension of time equal to the period of every such suspension Plus 25% for the completion of the item or group of items of work for which a separate period of completion is specified in the contract and of which suspended work forms a part

## **CLAUSE 23: FORECLOSURE OF CONTRACT IN FULL OR IN PART DUE TO ABANDONMENT OR REDUCTION IN SCOPE OF WORK**

If at any time after acceptance of the tender the Authority decides to abandon or reduce the scope of the works for reason whatsoever and hence does not require the whole or any part of the works to be carried out, the Engineer-in-Charge (with the prior approval of competent authority mentioned in scheduled 'B') shall give notice in writing to that effect to the contractor and the Contractor shall have no claim to any payment of compensation or otherwise whatsoever, on account of any profit or advantage which he might have derived from the execution of the works in full but which he could not derive in consequence of the fore closure of the whole or part of the works.

## **CLAUSE 24: TERMINATION OF CONTRACT ON DEATH**

If the Contractor is an individual or a proprietary concern and the individual or the proprietor dies, or if the Contractor is a partnership concern and one of the partners dies, then, unless the Engineer-in-Charge is satisfied that the legal representatives of the individual contractor or of the proprietor of the proprietary concern and in the case of partnership, the surviving partners are capable of carrying out and completing the contract, the Engineer-in-Charge shall be entitled to terminate the Contract as to its incomplete part without the Authority being in anyway liable to payment of any compensation whatsoever on any account to the estate of the deceased Contractor and/or to the surviving partners of the Contractor's firm on account of termination of the Contract. The decision of the Engineer-in-Charge that the legal representatives of the deceased contractor or the surviving partners of the Contractor's firm cannot carry out and

complete the works under the contract shall be final and binding on the parties. In the event of such termination, the Authority shall not hold the estate of the deceased Contractor and/or the surviving partners of the Contractor's firm liable for damages for not completing the contract. Provided that the power of the Engineer-in-Charge of such termination of contract shall be without prejudice to any other right or remedy which shall have accrued or shall accrue to him under the contract.

## **CLAUSE 25: CARRYING OUT PART OF WORK AT THE RISK AND COST OF THE CONTRACTOR**

### **25.1 If the contractor**

- (i) At any time makes default during the currency of work or does not execute any part of the work with due diligence and continues to do so even after a notice in writing of 7 days in this respect from the Engineer-in-Charge; **or**
- (ii) Commits default in complying with any of the terms and conditions of the contract and does not remedy it or takes effective steps to remedy it within 7 days even after a notice in writing is given in that behalf by the Engineer-in-Charge; **or**
- (iii) Fails to complete the work (s) or items of work with individual dates of completion, on or before the date (s) so determined, and does not complete them within the period specified in the notice given in writing in that behalf by the Engineer-in-Charge.

### **25.2 The Engineer-in-Charge without invoking action under clause 27 may, without prejudice to any other right or remedy against the contractor which have either accrued or accrue thereafter to IWAI, by a notice in writing to take the part work/ part incomplete work of any item (s) out of his hands and shall have powers to:**

- (a) Take possession of the site and any materials, constructional plant, implements, stores, etc., thereon; and/ or
- (b) Carry out the part work/ part incomplete work of any items (s) by any means at the risk and cost of the contractor.

### **25.3 The Engineer-in-Charge shall determine the amount, if any, is recoverable from the**

contractor for completion of the part work/ part incomplete work of any item (s) taken out of his hands and execute at the risk and cost of the contractor, the liability of contractor on account of loss or damage suffered by IWAI because of action under this clause shall not exceed 10% of the tendered value of the work.

### **25.4 In determining the amount, credit shall be given to the contractor with the value of work done in all respect in the same number and at the same rate as if it had been carried out by the original contractor under the terms of his contract, the value of contractor's materials taken over and incorporated in the work and use of plant and machinery belonging to the contractor. The certificate of the Engineer-in-Charge as to the value of work done shall be final and conclusive against the contractor provided always that action under this clause shall only be taken after giving notice in writing to the contractor. Provided also that if the expenses incurred by the IWAI are less than the amount payable to the contractor at his agreement rates, the difference shall not be payable to the contractor.**

### **25.5 Any excess expenditure incurred or to be incurred by IWAI in completing the part work/ part incomplete work of any item (s) or the excess loss of damages suffered or may be suffered by IWAI as aforesaid after allowing such credit shall without prejudice to any other right or remedy available to IWAI in law or per as agreement be recovered from any money due to the contractor on any account, and if such money is insufficient, the contractor shall be called upon in writing and shall be liable to pay the same within 30 days.**

25.6 If the contractor fails to pay the required sum within the aforesaid period of 30 days, the Engineer-in-Charge shall have the right to sell any or all of the contractors' unused materials, constructional plant, implements, temporary building at site etc. and adjust the proceeds of sale thereof towards the dues recoverable from the contractor under the contract and if thereafter there remains any balance outstanding, it shall be recovered in accordance with the provisions of the contract.

25.7 In the event of the above course being adopted by the Engineer-in-Charge, the contractor shall have no claim to compensation for any loss sustained by him by reason of his having purchased or procured any materials or entered into any engagements or made any advance on any account or with a view to the execution of the work or the performance of the contract.

#### **CLAUSE 26: LIQUIDATED DAMAGES FOR DELAY**

26.1 If the contractor fails to supply the security guards as per contract within stipulated time or fails to maintain the required progress in terms of contract or to complete the work and clear the site on or before the date of completion as per the contract or extended date of completion, he shall, without prejudice to any other right or remedy available under the law to the authority on account of such breach, pay as agreed liquidated damages the amount calculated at the rates stipulated below.

(i)	Liquidated Damages	@ 1.5 % per month of delay
	for delay of work	to be computed on per day basis

Provided always that the total amount of compensation for delay to be paid under this condition shall not exceed 10% of the Tendered Value of work.

The competent authority mentioned in Schedule 'B' (whose decision in writing shall be final & binding) may decide on the amount of tendered value of the work for every completed day/month (as applicable) that the progress remains below that specified in contract or that the work remains incomplete. The amount of liquidated damages may be adjusted or set-off against any sum payable to the Contractor under this or any other contract with the authority.

26.2 In case of contracts having tendered amount more than 10 crores, if the contractor does not achieve a particular milestone mentioned in schedule 'B', or the re-scheduled milestone(s) in terms of contract, the amount shown against that milestone shall be withheld, to be adjusted against the liquidated damages levied at the final decision on Extension of Time. Withholding of this amount on failure to achieve a milestone, shall be automatic without any notice to the contractor. However, if the contractor catches up with the progress of work on the subsequent milestone(s), the withheld amount shall be released. In case the contractor fails to make up for the delay in subsequent milestone(s), amount mentioned against each milestone missed subsequently also shall be withheld. However, no interest, whatsoever, shall be payable on such withheld amount.

26.3 In case of contracts having tendered amount less than 10 crores, if the work remains incomplete after the stipulated date of completion, the Engineer-in-charge may withheld 10% of the tendered value of the work from the running payments of the contractor pending final decision of the competent authority mentioned in schedule 'B' on the extension of time case. If the competent authority decides to grant extension of time without levy of liquidated damages or levy part of the total liquidated damages specified above then the balance withheld amount after adjusting the amount of the liquidated damages levied by the competent authority will be refunded to the contractor.

## **CLAUSE 27: WHEN THE CONTRACT CAN BE DETERMINED**

27.1 Subject to other provisions contained in this clause, the Engineer-in-Charge may, without

prejudice to his any other rights or remedy against the contractor in respect of any delay, inferior workmanship, any claims for damages and/or any other provisions of this contract or otherwise, and whether the date of completion has or has not elapsed, by notice in writing absolutely determine the contract in any of the following cases:

- (i) If the contractor having been given by the Engineer-in-Charge a notice in writing to rectify, reconstruct or replace any defective work or that the work is being performed in an inefficient or otherwise improper or un-workman like manner shall omit to comply with the requirement of such notice for a period of seven days thereafter.
- (ii) If the contractor has, without reasonable cause, suspended the progress of the work or has failed to proceed with the work with due diligence so that in the opinion of the Engineer-in-Charge he will be unable to secure completion of the work by the date for completion and continues to do so after a notice in writing of seven days from the Engineer-in-Charge.
- (iii) If the contractor fails to complete the work within the stipulated date or items of work with individual date of completion, if any stipulated, on or before such date(s) of completion and does not complete them within the period specified in a notice given in writing in that behalf by the Engineer-in-Charge.
- (iv) If the contractor persistently neglects to carry out his obligations under the contract and/ or commits default in complying with any of the terms and conditions of the contract and does not remedy it or take effective steps to remedy it within 7 days after a notice in writing is given to him in that behalf by the Engineer-in-Charge.
- (v) If the contractor shall offer or give or agree to give to any person in IWAI service or to any other person on his behalf any gift or consideration of any kind as an inducement or reward for doing or forbearing to do or for having done or forborne to do any act in relation to the obtaining or execution of contract.
- (vi) If the contractor shall enter into a contract with IWAI in connection with which commission has been paid or agreed to be paid by him or to his knowledge, unless the particulars of any such commission and the terms of payment thereof have been previously disclosed in writing to the Engineer-in-Charge.
- (vii) If the contractor shall obtain a contract with IWAI as a result of wrong tendering or other non-bonafide methods of competitive tendering or commits breach of integrity pact.
- (viii) If the contractor being an individual, or if a firm, any partner thereof shall at any time be adjudged insolvent or have a receiving order or order for administration of his estate made against him or shall take any proceedings for liquidation or composition (other than a voluntary liquidation for the purpose of amalgamation or reconstruction) under any Insolvency Act for the time being in force or make any conveyance or assignment of his effects or composition or arrangement for the benefit of his creditors or purport so to do, or if any application be made under any Insolvency Act for the time being in force for the sequestration of his estate or if a trust deed be executed by him for benefit of his creditors.
- (ix) If the contractor being a company shall pass a resolution or the court shall make an order that the company shall be wound up or if a receiver or a manager on behalf of a creditor shall be appointed or if circumstances shall arise which entitle the court or the creditor to appoint a receiver or a manager or which entitle the court to make a winding up order.
- (x) If the contractor shall suffer an execution being levied on his goods and allow it to be continued for a period of 21 days.

- (xi) If the contractor assigns, transfers, sublets (engagement of labour on a piece-work basis or of labour with materials not to be incorporated in the work, shall not be deemed to be subletting) or otherwise parts with or attempts to assign, transfer, sublet or otherwise parts with the entire works or any portion thereof without the prior written approval of the Engineer -in-Charge. When the contractor has made himself liable for action under any of the cases aforesaid, the Engineer-in-Charge on behalf of the IWAI with the approval of the competent authority mentioned in schedule 'B' shall have powers:
- (a) To determine the contract as aforesaid (of which termination notice in writing to the contractor under the hand of the Engineer-in-Charge shall be conclusive evidence). Upon such determination, the Earnest Money Deposit, Security Deposit already recovered and Performance Guarantee under the contract shall be liable to be forfeited and shall be absolutely at the disposal of the IWAI.
- (b) After giving notice to the contractor to measure up the work of the contractor and to take such whole, or the balance or part thereof, as shall be un-executed out of his hands and to give it to another contractor to complete the work. The contractor, whose contract is determined as above, shall not be allowed to participate in the tendering process for the balance work. In the event of above courses being adopted by the Engineer-in-Charge, the contractor shall have no claim to compensation for any loss sustained by him by reasons of his having purchased or procured any materials or entered into any engagements or made any advances on account or with a view to the execution of the work or the performance of the contract. And in case action is taken under any of the provision aforesaid, the contractor shall not be entitled to recover or be paid any sum for any work thereof or actually performed under this contract unless and until the Engineer-in-Charge has certified in writing the performance of such work and the value payable in respect thereof and he shall only be entitled to be paid the value so certified.

#### **CLAUSE 28: COMPLETION CERTIFICATE AND COMPLETION PLANS**

28.1 The work shall be completed to the entire satisfaction of the Engineer-in-Charge and within

the specified time limit and under the terms and conditions of the contract. As soon as the work under the contractor is completed as a whole the contractor shall give notice of such completion to the Engineer-in-Charge. The Engineer-in-Charge shall inspect the work and shall satisfy himself that the work(s) has been completed in accordance with the provisions of the contract and then issue to the Contractor a certificate of completion indicating the date of completion. Should the Engineer- in-Charge notice that there are defects in the works or the works are not considered to be complete, he shall issue a notice in writing to the Contractor to rectify / replace the defective work or any part thereof or complete the work, as the case may be within such time as may be notified and after the contractor has complied with as aforesaid and gives notice of completion the Engineer-in-Charge shall inspect the work and issue the completion certificate in the same manner as aforesaid.

28.2.1 No certificate of completion shall be issued as stipulated above and no work be considered to be completed unless the contractor shall have removed from the work site and / or premises all his belongings / temporary arrangements brought / made by him for the site and / or premises in all respects and made the whole of the site and / or premises fit for immediate occupation / use to the satisfaction of the Engineer- in-Charge. If the contractor fails to comply with the above mentioned requirements on or before the date of completion of the work, the Engineer-in-Charge, may as he thinks fit and at the risk at cost of the contractor, fulfill such requirements and remove / dispose of the contractor's belongings / temporary arrangements, as aforesaid, and the contractor shall have no claim in this respect except for any sum realized by the sale of Contractor's belongings / temporary arrangements less the cost of fulfilling the said requirements and any other amount that may be due from the contractor. Should the expenditure on the aforesaid account exceed the amount realized by sale of such contractor's belongings / temporary arrangements then the contractor shall on demand pay the amount of such excess expenditure.

28.2.2 The contractor shall submit the completion plans of the work wherever required within 30 days of the completion of work. In case the contractor fails to submit completion plans as aforesaid, he shall be liable to pay a sum equivalent to 2.5% of the value of the work subject to a ceiling of Rs. 15000/- (Rupees fifteen thousand only) as may be fixed by Engineer-in-Charge concerned and in this respect the decision of the Engineer-in-Charge shall be final and binding on the contractor.

#### **CLAUSE - 29: PAYMENT ON ACCOUNT**

- 29.1 Interim bills shall be submitted by the contractor monthly on or before the date fixed by the Engineer-in-Charge for the items of work completed. The Engineer-in-Charge shall then arrange to have the bills verified with reference to the man days recorded in the attendance register. Contractor should submit copy of proof in support of payment and statutory dues paid in respect of each security guard deployed/ engaged.
- 29.2 Payment on account for amount admissible shall be made by the Engineer-in-Charge certifying the sum to which the contractor is considered entitled by way of interim payment for the work executed, after deducting therefrom the amount already paid, the security deposit and such other amounts as may be withheld, deductible or recoverable in terms of the contract.
- 29.3 Payment of the contractor's bills shall be made by the Authority only in Indian Rupees within 30 days from the date of submission of the bill subject to the acceptance of the Engineer-in-Charge.
- 29.4 Payments due to the contractor shall be made by crossed cheque by the Engineer-in-Charge or his authorised representative or through RTGS/e-transfer. In cash of cheque payments, such cheques shall be issued direct to the contractor on furnishing a stamped receipt for the amount of the cheque or to his constituted attorney duly authorised to receive such payments from the EIC.
- 29.5 Any interim certificate given relating to work done or materials delivered may be modified or corrected by any subsequent interim certificate or by the final certificate. No certificate(s) of the Engineer-in-Charge supporting an interim payment shall itself be conclusive evidence that any work or materials to which it relates is / are in accordance with the same.
- 29.6 Should there be a request for extension of date of completion, pending its consideration interim payments shall continue to be made as provided herein.
- 29.7 TDS and other statutory taxes at the applicable rates shall be deducted at source from any payment made to the contractor against this contract.

#### **CLAUSE - 30: TAXES, DUTIES AND LEVIES ETC.**

The prices shall include all the taxes, levies, cess, octroi, royalty, terminal tax, excise, or any other local, State or Central taxes as applicable/ charged by Centre or State Government or Local authorities on all materials that the contractor has to purchase for the performance of the contract and services, shall be payable by the contractor and the Authority will not entertain any claim for compensation whatsoever in this regard except GST. **The applicable GST components should have to be shown separately by the contractor during submission of bills which would be paid to the contractor as per prevailing rates. If any new taxes/ change in taxes /increase in taxes become applicable after the commencement of the contract affecting the total cost, IWAI may pay the new taxes/ change in taxes/ increase in taxes after ascertaining proper certification and proof to this extent submitted by the bidders. The contractor has to furnish the proof of payment to the concerned Govt. Authorities before claiming the next bill.**



### **CLAUSE-31: TAX DEDUCTION AT SOURCE**

TDS and other statutory taxes at the applicable rate as per the various Tax Act/Rules of the Govt. shall be deducted from all the payment/advances made against the contract.

### **CLAUSE - 32: PAYMENT OF FINAL BILL**

The final bill shall be submitted by the contractor within one month from the date of completion of the work or of the date the certificate of completion furnished by the Engineer-in-Charge. No further claim in this regard unless as specified herein under shall be entertained. Payment of final bill shall be made within three months if the amount of the contract is up to Rs. 15 lakhs and six months if the value of the work exceeds Rs. 15 lakhs. If there shall be any dispute about any item or items of the work then the undisputed item or items only shall be paid within the said period of three months or six months, as the case may be. The contractor shall submit a list of the disputed items within thirty days from the disallowance thereof and if he fails to do so, his claim shall be deemed to have been fully waived and absolutely extinguished.

### **CLAUSE - 33: OVER PAYMENTS AND UNDER PAYMENTS**

33.1 Whenever any claim whatsoever for the payments of a sum of money to the Authority arises out of or under this contract against the contractor, the same may be deducted by the Authority from any sum then due or which at anytime thereafter may become due to the contractor under this contract and failing that under any other contract with the Authority or from any other sum whatsoever due to the contractor from the Authority or from his security deposit, or he shall pay the claim on demand.

33.2 The Authority reserves the right to carry out post- payment audit and technical examination of the final bill including all supporting vouchers, abstracts, etc. The authority further reserves the right to enforce recovery of any over payment when detected notwithstanding the fact that the amount of the final bill may be included by one of the parties as an item of dispute before an arbitrator appointed under clause 37 of this contract and notwithstanding the fact that the amount of the final bill figures in the arbitration award.

33.3 If as a result of such audit and technical examination any over payment is discovered in respect of any work done by the contractor or alleged to have been done by him under contract, it shall be recovered by the Authority from the contractor by any of all of the methods prescribed above, and if any under payment is discovered, the amount shall be duly paid to the contractor by the Authority.

33.4 Provided that the aforesaid right of the Authority to adjust over-payment against amount due to the contractor under any other contract with the Authority shall not extend beyond the period of two years from the date of payment of the final bill or in case the final bill is a MINUS bill, from the date the amount payable by the Contractor under the MINUS final bill is communicated to the contractor.

33.5 Any sum of money due and payable to the Contractor (including the security deposit returnable to him) under the contract may be withheld or retained by way of lien by the Engineer-in-Charge or Authority against any claim of the Authority or such other person or persons in respect of payment of a sum of money arising out of or under any other contract made by the contractor with the Engineer-in-Charge or Authority or with such other person or persons. The sum of money so withheld or retained under this clause by the Engineer-in-Charge or Authority will be kept withheld or retained as such by the Engineer-in-Charge or Authority or till his claim arising out of in the same contract or any other contract is either mutually settled or determined by the arbitrator, if the contract is governed by the arbitration clause under the contract or by the competent court hereinafter provided, as the case may be, and the contractor shall have no claim for interest or damages whatsoever on this account or any other ground in

respect of any sum of money withheld or retained under this clause.

**CLAUSE - 34: FINALITY CLAUSE**

It shall be accepted as an inseparable part of the contract that in matters regarding design, materials, workmanship, removal of improper work, interpretation of the contract drawings and contract specifications, mode of procedure and the carryout out of the work the decision of the Engineer-in-Charge which shall be given in writing shall be final and binding on the contractor.

**CLAUSE - 35: SUM PAYABLE BY WAY OF COMPENSATION TO BE CONSIDERED IS REASONABLE WITHOUT PREFERENCE TO ACTUAL LOSS**

All sum payable by way of compensation to the Authority under any of these conditions shall be considered as reasonable compensation without reference to the actual loss or damage sustained and whether or not damage shall have been sustained.

**CLAUSE - 36: SETTLEMENT OF DISPUTES & ARBITRATION.**

36.1 Except where otherwise provided in the contract, all questions and disputes relating to the

meaning of the specifications, design, drawings and instructions here-in-before mentioned and as to the quality of workmanship or materials used on the work or as to any other question, claim, right, matter or thing whatsoever in any way arising out of or relating to the contract, design, drawings, specifications, estimates, instructions, orders or these conditions or otherwise concerning the works or the execution or failure to execute the same whether arising during the progress of the work or after the cancellation, termination, completion or abandonment thereof shall be dealt with as mentioned hereinafter:

- (i) If the contractor considers any work demanded of him to be outside the requirements of the contract, or disputes any drawings, record or decision given in writing by the Engineer-in-Charge on any matter in connection with or arising out of the contract or carrying out of the work, to be unacceptable, he shall promptly within 15 days of the receipt of decision from the Engineer-in-Charge request the Chief Engineer in writing through the Engineer-in-Charge for written instruction or decision. Thereupon, the Chief Engineer shall give his written instructions of the decision within a period of one month from the receipt of the contractor's letter. However, this will not be reason for the stoppage of work.
- (ii) If the Chief Engineer fails to give his instructions or decision in writing within the aforesaid period or if the contractor is dissatisfied with the instruction or decision of the Chief Engineer, the contractor may, within 15 days of the receipt of Chief Engineer's decision, appeal to the Chairman, IWAI who shall afford an opportunity to the contractor to be heard, if the latter so desires, and to offer evidence in support of his appeal. The Chairman, IWAI shall give his decision within 30 days of receipt of contractor's appeal. If the contractor is still dissatisfied with his decision, the contractor shall within a period of 30 days from receipt of the decision, give notice to the Chairman, IWAI for appointment of arbitrator on prescribed proforma as per Appendix V, failing which the said decision shall be final binding and conclusive and not referable to adjudication by the arbitrator.

36.2 Except where the decision has become final, binding and conclusive in terms of Sub Para 47.1 above, disputes or differences shall be referred for adjudication through arbitration by a sole arbitrator appointed by Chairman, IWAI.

36.3 Further, within thirty (30) days of receipt of such notice from either party, the Engineer-in-Charge of work at the time of such dispute shall send to the Contractor a panel of three persons preferably but not necessarily from the approved panel of arbitrators being maintained by Indian Council of Arbitration (ICA) and thereafter the Contractor within fifteen (15) days of receipt of such panel communicate to the Engineer-in-charge the name of one of the persons from such panel and such a person shall then be appointed as sole arbitrator by the Chairman, IWAI. However, the arbitrator so appointed shall not be an officer or the employee of

Inland Waterways Authority of India.

Provided that if the Contractor fails to communicate the selection of a name out of the panel so forwarded to him by the Engineer-in-charge then after the expiry of the aforesaid stipulated period the Chairman, shall without delay select one person from the aforesaid panel and appoint him as the sole arbitrator.

- 36.4 The arbitrator to whom the matter is originally referred being transferred or vacating his office or being unable to act for any reason, then the Chairman IWAI shall appoint another person to act as sole arbitrator, such person shall be entitled to proceed with the reference from the stage at which it was left by the predecessor.
- 36.5 The award of the Arbitrator shall be final and binding. The Arbitrator shall decide in what proportion the Arbitrator's fees, as well as the cost of Arbitration proceeding shall be borne by either party.
- 36.6 The Arbitrator with the consent of the parties can enlarge the time, from, time-to-time to make and publish his award.
- 36.7 A notice of the existence in question, dispute or difference in connection with the contract unless served by either party within 30 days of the expiry of the defects liability period, failing which all rights and claim under this contract shall be deemed to have been waived and thus forfeited and absolutely barred.
- 36.8 The Arbitrator shall give reasons for the award if the amount of claim in dispute is Rs. 1,00,000/- and above.
- 36.9 The work under this Contract shall continue during Arbitration proceedings and no payments due from or payment by the Authority shall be withheld on account of such proceedings except to the extent which may be in dispute.
- 36.10 The Arbitration & Conciliation Act, 1996 read with the Arbitration & Conciliation (Amendment) Act, 2015 or any statutory modifications or re-enactment thereof and the rules made there under and being in force shall apply to the Arbitration proceedings under this clause.
- 36.11 The parties to the agreement hereby undertake to have recourse only to arbitration proceedings under Arbitration & Conciliation Act, 1996 read with the Arbitration & Conciliation (Amendment) Act, 2015 or any statutory modifications or re-enactment thereof and the venue of the arbitration proceeding shall be Guwahati and the parties will not have recourse to Civil Court to settle any of their disputes arising out of this agreement except through arbitration.

**NOTE:** In case of contract with another Public Sector Undertaking, following Arbitration Clause shall apply: "In the event of any dispute or difference relating to the interpretation and application of the provisions of commercial contract(s) between Central Public Sector Enterprises (CPSEs) / Port Trusts inter se and also between CPSEs and Government Departments / Organizations (excluding disputes concerning Railways, Income Tax & Excise Departments), such dispute or difference shall be taken up by either party for resolution through AMRCD as mentioned in DPE OM No. 4(1)/2013-DPE(GM)/FTS-1835 dated 22nd May 2018."

The arbitrator shall have the power to enlarge the term to publish the award with the consent of the parties provided always that the commencement or continuation of the arbitration proceeding shall not result in cessation or suspension of any of other rights and obligations of the parties of any payments due to them hereunder.

**CLAUSE - 37: CLAIMS**

- 37.1 The contractor shall send to the Engineer-in-Charge once in every month on account giving particulars, as full and detailed as possible of all claims for any additional payment to which the contractor may consider himself entitled and of all extra work or additional work ordered in writing and which has been executed during proceeding month.
- 37.2 No claim for payment of any extra work or expenses will be considered which has not been included in such particulars. The Engineer-in-Charge may consider payment for any such work or expense, where admissible under the terms of the Contract.
- 37.3 Any claim which is not notified in two consecutive monthly statements for the two consecutive months shall be deemed to have been waived & extinguished.

**CLAUSE 38: INTEREST**

‘No interest shall be payable on account due to the contractor against final bills or any other payment due under the contract.

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## SCHEDULE 'A'

1. **Name of Work:**
2. **Estimated cost of work:** The work is estimated to cost as under

Description of the work	Estimate cost excluding GST (Rs. in Lakhs)	EMD (Rs.)
Outsourcing of housekeeping man power under RO, Guwahati for deployment at Pandu /Dhubri /Dibrugarh for the period of one year	1703159/-	34063.00

3. **Security Deposit** : A sum @ 10% of the gross amount of the bill shall be deducted from each running bill of the contractor till the sum along with the sum already deposited as the earnest money in the form of RTGS/ NEFT will amount to security deposit of 5% of the contract value of work.
4. **Earnest Money** : As shown above
5. **Performance Guarantee** : 3% of tendered value.
6. **Price Preference** : Since splitting of scope / quantity of work is not feasible keeping in view the nature of work involved, price preference clause for MSE registered firms/ bidders will not be applicable.
7. **Make in India** : As per policy of Govt. of India to promote Make in India, the provisions vide order no. P-45021/2/2017-B.E-II dated 15.06.2017 on the subject "Public procurement (preference to Make in India)" shall be applicable to the extent possible.
8. **Evaluation criterion** : Only those bidders who qualify under Technical bid as per the Pre-Qualification criterion mentioned (NIT-PQ-Page-3) will be eligible for consideration of their price bid and the bidder with minimum quoted service charges would be awarded the contract. However, in case the service charges quoted by two or more bidders are identical, IWAI would resort to spot quotation of the discount which these bunch of L1 bidders are willing to offer under sealed cover to decide the issue transparently.

## **SCHEDULE 'B'**

### **General Rules & Directions with reference to General Conditions of Contract: -**

- (i) Officer inviting tender: - DIRECTOR, IWAI, Guwahati**
- (ii) Tender Accepting Authority: - DIRECTOR, IWAI, Guwahati**
- (iii) (a) Time allowed for submission of Performance Guarantee as per clause 3.1 of GCC from the date of issue of letter of acceptance: - 15 days**  
**(b) Maximum allowable extension beyond the period provided in (iii) (a) above: -7 days**
- (iv) Percentage on Cost of Materials & Labour to cover all overheads and profits: - NA**
- (v) Standard Schedule of Rates: - As per tender document.**
- (vi) Specifications to be followed: - As per tender document.**

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## **PART- III**

### **1. Technical Specifications & Special Conditions**

#### **A. Technical Specifications:**

##### **1. Scope of Work:**

The scope of work of housekeeping will involve:

- i) Sweeping, cleaning and wet mopping of all Chambers/Cabins, office premises etc at least twice every day and all toilets at least twice every day and whenever required by the EIC (Detail as mentioned in Annexure V & VI).
- ii) Dusting/cleaning of all furniture's, wooden doors & window panes in the premises every day.
- iii) Cleaning/vacuum cleaning of sofa sets, curtains/blinds, computers, printers with vacuum cleaner every day.
- iv) Shifting of furniture, files & other stores and their re-arrangement whenever required during office hours.
- v) Intensive cleaning using modern equipments and multi cleaning machine, at least once a week.
- vi) Other special cleaning/maintenance works like cleaning of light and fan, fixtures, doors and windows, removal of dirt, stains from the walls, cleaning of ceiling etc. at least once every week.
- vii) Any other special cleaning work assigned to the work force by the Engineer-in-Charge.
- viii) Any other miscellaneous work like attending to the office needs as assigned by the EIC.
- ix) The contractor will provide his staff with necessary uniform & I Card. The cost will be borne by contractor.
- x) The cleaning materials shall be provided by IWAI on the production of original receipt/invoice with GST. However Vacuum cleaner and floor machine shall be provided by the Contractor.
- xi) No additional payment like overtime allowance etc. will be paid to the workers working on Sundays and holidays strictly on need basis.
- xii) However, in case of special cleaning will be done on urgent basis like VVIPs visits/ meetings/inspection etc. In such cases, the programme will be informed in advance by at least 01 day.

##### **2. Timing for cleaning:**

The persons deployed should be available between 08:30 hours to 16:30 hours at the IWAI premises on all the six days of the week except closing day or Holidays. However, the work force shall be available as per direction of EIC or his representative if needed. Any changes in timing will be intimated in due course. All mopping, cleaning works should be completed before 09.30 hrs, in the normal functioning time of the office. In case of visit of dignitaries, guest or any other function of the office all cleaning have to be completed as informed for such occasions. The work of sweeping, mopping & cleaning shall be done according to duration given in Annexure – V & VI.

### 3. Special Conditions:

- (i) The quantity and period of engagement of Housekeeping Manpower may be increased or decreased depending upon the requirement.
- (ii) The agency has to ensure the payment to their employees as per latest notification of CLC
- (iii) The estimated cost of the Housekeeping Manpower includes Basic, VDA, EPF, ESI, Bonus, etc. as applicable (except bidders service charge) as per Gazette Notification dated. 19.1.2017 and subsequent order no. File No.1/16(5)/2022-LS-II dtd. 28.09.2022 by Ministry of Labour & Employment, Govt. of India. The bidder should quote only their service charges on estimated cost.

The estimated cost arrived in this tender is as below:

	For Area 'B' Guwahati		For Area 'C' Dhubri & Dibrugarh
Sweeping and cleaning staffs	Percentage considered	Amount (Rs.)	Amount (Rs.)
Basic Wages		437.00	350.00
VDA		158.00	127.00
Sub Total per day		595.00	477.00
Gross for 30 days (A)		17850.00	14310.00
PF on (Basic+VDA)	13%	1950.00	1860.30
ESI	3.25%	580.13	465.08
Total for one month		20380.13	16635.38
Add 5% to cater cost due to likely rise in VDA or other statutory dues		1019.01	831.77
Total per month		21399.13	17467.14
For 5 no sweepers in B City & 2 no. in C city		1283947.88	419211.45
Grand Total		Rs.17,03,159.33	<b>Say Rs.17,03,159.00</b>

The materials required for housekeeping works will reimbursement to the agency on production of bills with applicable service charges (in quoted online BoQ for supply of manpower).

- (iv) The contractor / agency shall remit the above remuneration in the employee's account and submit pay scroll, along with the running bill of Housekeeping manpower employed, mentioning the details enumerated in the table under Para 3 (iii) for remitting the monthly bill to the contractor.
- (v) The contractor shall also invariably submit the proof of remittance of payment of Housekeeping Manpower monthly salaries in their Bank Accounts.
- (vi) Any subsequent; changes in the rate by the Govt. for minimum wages, VDA or any other components, the same may be paid on pro rata basis, on production of relevant documents/circular.
- (vii) The required Housekeeping Manpower are to be supplied within 15 days of award of work or intimation issued by IWAI. In case of any lapse on this part will attract LD as per contract provision.



- (viii) It may be noted that the successful bidder will have to pay the wages equal to the estimated cost mention in the table under Para 3 (iii) (based on current minimum wages) to the Housekeeping Manpower every month and submit the proof thereof as stated in other sub para. The bidder therefore has to quote in the BOQ only their service charges (in Rupees) on the estimated cost mention in Sub Para (iii) above as well as in note (1) below the format in BOQ.
- (ix) The Contractor must quote their rate only for the above work as indicated in the Schedule-A of Schedule of quantities. As several works to be done is concurrent in nature, the Service provider must ensure providing adequate work force with sufficient backup, so that some of the work at scope of work should be unattended at any point of time and that there must be someone to attend to those duties independently/concurrently. **Minimum 7 persons (5 for Guwahati, 1 for Dhubri & 1 for Dibrugarh)** have to be deployed for above said works. The bidder may visit the work site if desired before submitting the online bids.
- (x) If any regular workforce assigned to the IWAI does not turn up, the Contractor should arrange for substitute within reasonable time of the day. Otherwise, payment will be deducted at pro-rata basis, to be decided by the DIRECTOR (IWAI).
- (xi) The Service provider would ensure that all its personnel deployed behave courteously and decently with the employees/officers of the office.
- (xii) A responsible supervisor must be available to give instructions to the workforce. The workforce should not mishandle any of the machinery items, equipments, furniture, electrical fittings, office records and showcases containing antiquities and should be careful when they are at cleaning work. If any damage is done to the departmental property, the cost will be recovered from the Contractor.
- (xiii) The workforce should be assigned specific duties and the designated officer of IWAI will check the attendance.

**AGREEMENT FORMAT**

This agreement made on \_\_\_\_\_ day \_\_\_\_\_ year \_\_\_\_\_ between the Inland Waterways Authority of India (hereinafter called the 'IWAI' which expression shall unless excluded by or repugnant, to the context, be deemed to include heir, successors in office) on one part and M/S \_\_\_\_\_ (hereinafter called the 'CONTRACTOR' which expression, shall unless excluded by repugnant to the context be deemed to include his heirs, executors, Administrators, representatives and assigns of successors in office) on the other part.

WHEREAS THE IWAI desirous of undertaking the works for

---

WHEREAS the contractor has offered to execute and complete such works and whereas IWAI has accepted the tender of the contractor and WHEREAS the contractor has furnished

---

as security for the due fulfilment for all the conditions of this contract.

NOW IN THIS AGREEMENT WITNESSTH AS FOLLOWS

In this agreement words and expression shall have the same meaning as are respectively as assigned to them in the conditions of contract hereinafter referred to:

The following documents shall be deemed to form and be read and construed as part of this agreement VIZ.

- i) (a) Notice Inviting Tenders
- (b) Tender form
- (c) Warranty
- ii) Information & instruction for Tenders
- iii) (a) Schedule : Bill of Quantity
- (b) Annexure
- iv) General Conditions of Contract
- v) Technical specifications and Special Conditions of Contract

The contract agreement has been compiled by the IWAI from the original tender documents and all the correspondences from the tendering stage till acceptance. In the event of any difference arising from the completion of the contract, the original tender documents, contractor's offer, minutes of meetings and correspondence between the party ended vide letter No. \_\_\_\_\_ may be referred to by either party. These documents shall take precedence over the compiled documents.

The contractor hereby covenants with the IWAI to complete and maintain the "Works" in conformity in all respect, with the provisions of the agreement.

The IWAI hereby covenants to pay the contractor in consideration of such completion of works, the contract price at the time and in the manner prescribed by the contract.

IN WITNESS WHEREOF the parties hereunto have set their hands and seals on the day year first written.

For and on behalf of  
**(Inland Waterways Authority of India)**

*Signature* \_\_\_\_\_

*Name & Designation* \_\_\_\_\_

*Stamp*

**Witness:**

Signature \_\_\_\_\_

Name & Designation \_\_\_\_\_

For and on behalf of  
**Contractor**

*Signature* \_\_\_\_\_

*Name & Designation* \_\_\_\_\_

*Stamp*

**Witness:**

Signature \_\_\_\_\_

Name & Designation \_\_\_\_\_

**BANK GUARANTEE PROFORMA FOR FURNISHING  
PERFORMANCE GUARANTEE**

**To  
The Chairman  
Inland Waterways Authority of India  
A-13, Sector-1  
Noida - 201301**

In consideration for the Chairman, Inland Waterways Authority of India hereinafter called ‘the Authority’ having agreed, under the terms and conditions of the Agreement dated ..... made between..... and ...for the due fulfilment of the said Agreement by the Contractor of the terms and conditions contained in the said Agreement, on production of Bank Guarantee for Rs..... (Rupees.....) at the request of..... Contractor(s), We (Bank) do hereby undertake to pay to the Authority an amount not exceeding Rs..... against any loss or damage caused to or suffered, or would be caused to or suffered by the Authority by reason of any breach of the said Contractor(s) of any of the terms or conditions contained in the said Agreement.

2. We..... do hereby undertake to pay the amount due and payable under this Guarantee without any demur, merely on a demand from the Authority stating that the amount claimed is due by way of loss or damage caused to or would be caused to or suffered by the authority by reason of breach by the said contractor(s) of any of the terms or conditions contained in the said Agreement or by reason of the contractor(s)’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. However, our liability under this guarantee shall be restricted to an amount not exceeding Rs.....

3. We undertake to pay the authority any money so demanded notwithstanding any dispute or disputes raised by the contractor(s) / suppliers(s) in any suit or proceeding pending before any court or Tribunal relating thereto liability under this present being absolute and unequivocal.

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

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 the said Agreement and that it shall continue to be enforceable till all the dues of the Authority under or by virtue of the said Agreement have been fully and its claim satisfied or discharge or till..... Certify that the terms and conditions of the said Agreement have been fully and properly carried out by the said Contractor(s) and accordingly discharges this Guarantee after..... years from the date of completion of the said contract unless a demand or claim under this Guarantee is served in writing on the bank but before the expiry of the said period of ..... years in which case it shall be enforceable against the bank notwithstanding the fact that the same is enforced after the expiry of the said period of ..... years.

We,.....further agree with the Authority that the Authority shall have the fullest liberty without our consent and without affecting in any manner our obligations 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 from time to time any of the powers exercisable by the Authority 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 reason of any such variation, or extension being granted to the said Contractor(s) or for any forbearance, act

or omission on the part of the Authority or any indulgence by the Authority to the said Contractor(s) or by any such matter or thing whatsoever which under the law relating to sureties would, but for the provision, have effect of so relieving us.

5. It shall not be necessary for the Authority to proceed against the Contractor before proceeding against the Bank and the Guarantee herein contained shall be enforceable against the Bank notwithstanding any security which the Authority may have obtained or obtain from the Contractor shall at the time when proceedings are taken against the Bank hereunder be outstanding or unrealized.

6. Notwithstanding anything contained herein above our liability under the guarantee is restricted to Rs..... and shall remain in force until..... Unless a claim or suit under this guarantee is filed with us on or before..... **ALL OUR RIGHTS UNDER THE GUARANTEE SHALL BE FORFEITED** and the bank shall be relieved and discharged from all liabilities therein.

7. This Guarantee will not be discharged due to the change in the constitution of the Bank or the Contractor(s) / supplier(s).

8. We,..... lastly undertake not to revoke this Guarantee during its currency except with the previous consent of the Authority in writing.

Dated the .....date of.....2015

for.....

(indicate the name of Bank)

Signature.....

Name of the Officer.....

(in Block Capitals)

Designation of

Code No.....

Name of the Bank and Branch.

**Notice for appointment of Arbitrator  
[Refer Clause 36]**

To,

The Chairman, IWAI

\_\_\_\_\_

\_\_\_\_\_

Dear Sir,

In terms of clause 36 of the agreement, particulars of which are given below, I/we hereby give notice to you to appoint an arbitrator for settlement of disputed mentioned below:

1. Name of applicant
2. Whether applicant is Individual/Prop. Firm/Partnership Firm/Ltd. Co.
3. Full address of the applicant
4. Name of the work and contract number in which arbitration sought
5. Name of the Division which entered into contract
6. Contract amount in the work
7. Date of contract
8. Date of imitiation of work
9. Stipulated date of completion of work
10. Actual date of completion of work (if completed)
11. Total number of claims made
12. Total amount claimed
13. Date of intimation of final bill (if work is completed)
14. Date of payment of final bill (if work is completed)
15. Amount of final bill (if work is completed)
16. Date of request made to Chief Engineer for decision
17. Date of receipt of Chief Engineer's decision
18. Date of appeal made to Chairman, IWAI
19. Date of receipt of the decision of Chairman, IWAI

Specimen signatures of the applicant  
(only the person/authority who  
signed the contract should  
sign)

I/We certify that the information given above is true to the best of my/our knowledge. I/We enclose following documents.

1. Statement of claims with amount of claims
- 2.
- 3.
- 4.

Yours faithfully

(Signatures)

Copy in duplicate to:

1. The Regional DIRECTOR(NER), IWAI

**Annexure -IV**

**DETAILS OF BANK ACCOUNT FOR RELEASE OF PAYMENT THROUGH  
ELECTRONIC FUND TRANSFER SYSTEM**

**(TO BE FURNISHED BY THE BIDDER ON IT'S LETTER HEAD)**

**NAME OF THE PROJECT:** \_\_\_\_\_

**THE BANK ACCOUNT DETAILS ARE FURNISHED AS BELOW:**

We \_\_\_\_\_ (Name of the Bidder) hereby request you to give our payments by crediting our bank account directly by E-Payment mode as per account details given below. We hereby undertake to intimate IWAI in case of any change in particulars given below and will not hold IWAI responsible for any delay / default due to any technical reasons beyond IWAI's control:-

**Bank Account Number** : \_\_\_\_\_

**RTGS/NEFT/IFSC CODE** : \_\_\_\_\_

**Name of the Bank** : \_\_\_\_\_

**Address of the Branch of the Bank:** \_\_\_\_\_

**Branch code** : \_\_\_\_\_

**Account Type** : \_\_\_\_\_  
(Saving/Current/Others)

**A BLANK CHEQUE (CANCELLED) IS ENCLOSED HERewith.**

I/We hereby declare that the particulars given above are correct and complete. If the transaction is delayed or credit is not affected at all for reasons of incomplete or incorrect information, I/We would not hold IWAI responsible.

Date:

Signature of Authorized Signatory

**BANK CERTIFICATION:**

It is certified that above mentioned beneficiary holds a bank account No. \_\_\_\_\_  
with our branch and the bank particulars mentioned above are correct.

Date:

**Authorized Signatory**

**Authorization No.** \_\_\_\_\_

**Name:** \_\_\_\_\_

**Official Seal/Stamp**

**DETAILS OF WORK FOR IWAI OFFICE AT GUWAHATI, DHUBRI & DIBRUGARH**

<b>Sl. No.</b>	<b>Description of Work</b>
<b>1</b>	Up-keeping and cleaning of all tile and floors in office space first with brooms and then mopped with dipped in approved disinfectant (Phenyl) etc. The common areas such as internal passages/lobbies, Reception lobby, corridors, Stair-cases, all bathroom and main Reception area etc. are required to be cleaned at least twice a day. Cleaning work described above be completed by 9:30 hrs in the morning and thereafter as and when required. The all types of brooms mops disinfectant etc as regards for cleaning etc. have to be provided by the contractor at his cost.
<b>2</b>	Collection of dust, garbage, rubbish etc. from all the Rooms/cabins and disposing off the same at nearest dustbin provided by GMC. The containers/buckets for collecting garbage etc. have to be provided by the contractor.
<b>3</b>	Up-keeping and cleaning of all wall panels, glass partitions, doors, windows etc of the building (inside & outside both) with approved quality cleaning liquids like Colin or equivalent etc. and cleaning of cobwebs.
<b>4</b>	Cleaning of open ground areas, Godowns and road etc inside the terminal area as per the direction of EIC
<b>5</b>	Up keeping and cleaning of toilet floors, wall tiles, washbasins, WC pans, Urinal pans, all CP fittings etc. with vim/surf/cleanzo. Providing of liquid soap, Air freshener like Odonil or equivalent, naphthalene balls, toilet paper rolls in sufficient quantity at all times. Up keeping and cleaning of toilet fittings such as washbasins, WC pans, Urinal pans with toilet bowl cleaner like Harpic or equivalent of approved quality at least twice a day and also as and when required. Up keeping and cleaning of Urinal lines and WC pans lines with diluted acid of approved quality once a week and also as and when required.
	Gents toilets, Handicap & Ladies Toilet
	Attached toilets
<b>6</b>	Dusting and cleaning of office furniture such as tables, chairs, almirah, and filling cabinets office equipments with dry dusters and wet dusters wherever required so as to keep them dust free in all office sections.
<b>7</b>	Removal of cobwebs and cleaning of other miscellaneous items in all building.



**DURATION OF WORK AND DAILY COMPLETION TIME****DURATION OF WORK AND DAILY COMPLETION TIME**

<b>Sl. No.</b>	<b>Description of Work</b>	<b>Duration of work</b>	<b>Daily completion time</b>
<b>1</b>	Up-keeping and cleaning of all tile and other floors in office space first with brooms and then mopped with dipped in water in approved quality disinfectant (Phenyl) etc.		
	Ground Floor	Twice in a day	9.30 am & 2.30 pm
	First Floor	Twice in a day	9.30 am & 2.30 pm
<b>2</b>	The common areas such as internal assuages /lobbies, Reception lobby, corridors, Staircases and main Reception area etc		
	Ground Floor	Twice in a day	9.30 am & 2.30 pm
	First Floor	Twice in a day	9.30 am & 2.30 pm
<b>3</b>	Collection of dust, garbage, rubbish etc. From all the rooms/cabins and disposing off the same at nearest dustbin provided by GMC.	Once in a day	11.30 am
<b>4</b>	Cleaning of open areas & road in between old and new offices	Once in a day	12.00 noon
<b>5</b>	Up keeping and cleaning of toilet floors, wall, tiles, washbasins, WC pans, Urinal pans, all CP fittings etc. with vim / surf / cleanzo.	Twice in a day	9.30 am & 2.30 pm
<b>6</b>	Up keeping and cleaning of toilet fittings such as washbasins, WC pans, Urinal pans with toilet bowl cleaner like Harpic or equivalent.	Twice in a day	9.30 am & 2.30 pm
<b>7</b>	Up keeping and cleaning of Urinal lines and WC pans lines with diluted acid.	Once in a day	9.30 am
<b>8</b>	Dusting and cleaning of office furniture such as tables, chairs, almirah, and filing cabinets office equipments with dry dusters and wet dusters wherever required so as to keep them dust free in all office sections.	Once in a day	9.30 am
<b>9</b>	Up-keeping and cleaning of all wall panels, glass panels, doors, windows etc of the building (inside & outside both) with approved quality cleaning liquids like Colin or equivalent etc. and removal of cobwebs	Twice in a day during working days	9.00 am & 2.30 pm
<b>10</b>	Removal of cobwebs and cleaning of other miscellaneous items in all building.	Once in a day	12.00 pm

**Note:** All items alone if required has to be done when directed by IWAI on need basis as and when required.

## **PART-IV**

### **SCHEDULE OF QUANTITY**

## Item Rate BoQ

Tender Inviting Authority: Inland Waterways Authority of India

Name of Work: Outsourcing of housekeeping manpower under RO, Guwahati for deployment at Pandu/Dhubri/Dibrugarh for the period of one year

Contract No: IWA/GHY/3(13)/HK/Tender/2022

Name of the Bidder/ Bidding Firm / Company :						
<b>PRICE SCHEDULE</b> <small>(This BOQ template must not be modified/replaced by the bidder and the same should be uploaded after filling the relevent columns, else the bidder is liable to be rejected for this tender. Bidders are allowed to enter the Bidder Name and Values only )</small>						
NUMBER #	TEXT #	NUMBER #	TEXT #	NUMBER #	NUMBER #	TEXT #
Sl. No.	Item Description	Quantity	Units	BASIC RATE In Figures To be entered by the Bidder in Rs. P	TOTAL AMOUNT Without Taxes/GST in Rs. P	TOTAL AMOUNT In Words
1	2	3	4	5	6	7
1.00	Outsourcing of housekeeping manpower under RO, Guwahati for deployment at Pandu/Dhubri/Dibrugarh for the period of one year					
1.01	Amount of Bidders service charge on estimated cost (in Rupees only)	1.00	Nos		0.00	INR Zero Only
Total in Figures					0.00	INR Zero Only
Quoted Rate in Words		INR Zero Only				

### Note:

1. The bidder, therefore, has to quote in the BOQ only their total amount of service charge on estimated cost (i.e. Rs.1703159/-) mentioned in the table under Para 3 (iii) of Part-III
2. The number of manpower may be increased or decreased depending upon the requirement.
3. Since the present TDS is deducted at the rate 2% of bill value quotation of administrative or Service charge less than or equal the TDS would be treated as none responsive bidder and will not be considered.
4. The materials required for housekeeping works will reimbursement to the agency on production of bills with applicable service charges by the service provider (in % quoted in online BoQ for supply of manpower).