

E-TENDER DOCUMENT

“WORKS CONTRACT FOR DEPLOYMENT OF SECURITY PERSONNEL AT IWTTERMINALS, DREDGERS UNDER REGIONAL OFFICE OF IWAI AT KOCHI IN NW-3”



Aug 2023

TENDER NO: IWAI/COCH/A&E/36(13)/2022-23/07

भारतीय अंतर्देशीय जलमार्ग प्रधीकरण

INLAND WATERWAYS AUTHORITY OF INDIA

पत्तन, पोत परिवहन और जलमार्ग मंत्रालय

भारत सरकार

**(MINISTRY OF PORTS, SHIPPING AND WATERWAYS,
GOVT. OF INDIA)**

Regional Office

NATIONAL WATERWAY ROAD, NH - 47 BYPASS, KANNADIKKADU, MARADUPO, ERNAKULAM – 682 304.

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Head Office: A-13, Sector-1, Noida-201301 (UP)

DISCLAIMER

1. This Tender document is neither an agreement nor an offer by the Inland Waterways Authority of India (IWAI) to the prospective Bidders or any other person. The purpose of this Tender document is to provide information to the interested parties that may be useful to them in the formulation of their Bid pursuant to this Tender.
2. IWAI does not make any representation or warranty as to the accuracy, reliability or completeness of the information in this tender document and it is not possible for IWAI to consider particular needs of each party who reads or uses this tender document. This tender document includes statements which reflect various assumptions and assessments arrived at by IWAI in relation to the services. Such assumptions, assessments and statements do not purport to contain all the information that each Bidder may require. Each prospective Bidder should conduct its own investigations and analyses and check the accuracy, reliability and completeness of the information provided in this tender document and obtains independent advice from appropriate sources.
3. IWAI will not have any liability to any prospective Company/ Firm/Consortium or any other person under any laws (including without limitation the law of contract, tort), the principles of equity, restitution or unjust enrichment or otherwise for any loss, expense or damage which may arise from or be incurred or suffered in connection with anything contained in this tender document, any matter deemed to form part of this tender document, the award of the Assignment, the information and any other information supplied by or on behalf of IWAI or their employees, any consultants or otherwise arising in any way from the selection process for the Assignment. IWAI will also not be liable in any manner whether resulting from negligence or otherwise however caused arising from reliance of any Bidder upon any statements contained in this tender document.
4. IWAI will not be responsible for any delay in receiving the Bids. The issue of this Tender document does not imply that IWAI is bound to select a Bidder or to appoint the successful Bidder, as the case may be, for the services and IWAI reserves the right to accept / reject any or all of Bids submitted in response to this Tender document at any stage without assigning any reasons whatsoever. IWAI also reserves the right to withhold or withdraw the process at any stage with intimation to all who submitted the Bid.
5. The information given is not an exhaustive account of statutory requirements and should not be regarded as a complete or authoritative statement of law. IWAI accepts no responsibility for the accuracy or otherwise for any interpretation or opinion on the law expressed herein.
6. IWAI reserves the right to change / modify / amend any or all provisions of this Tender document. Such revisions to the tender document / amended Tender document will be made available on the e-procurement portal & website of IWAI.

TABLE OF CONTENTS

DISCLAIMER.....	2
SECTION - I: NOTICE INVITING E-TENDER.....	5
SECTION – II: INSTRUCTIONS TO BIDDERS (ITB)	11
10 Acknowledgement by Bidder	25
22. FRAUD AND CORRUPT PRACTICES	36
SECTION - III: BID DATA SHEET	37
SECTION – IV:	42
TECHNICAL BID STANDARD FORMS	42
FORM 4B: AVERAGE ANNUAL TURNOVER.....	45
FORM 4C: POWER OF ATTORNEY	46
FORM 4D: DECLARATION BY THE BIDDERS	48
FORM 4E: BIDDER INFORMATION SHEET	49
ANNEX F: DETAILS OF MAJOR CONTRACTS HANDLED IN THE LAST FIVE YEARS.....	50
SECTION – V: FINANCIAL BIDS STANDARD FORMS.....	51
FORM FIN – 1: FINANCIAL BID SUBMISSION FORM	52
Form Fin – 2: Summary of Costs – BoQ	53
SECTION –VI: TERMS OF REFERENCE (ToR)	56
SECTION -VII: SCOPE OF WORK.....	63
SECTION – VIII : ANNEXES	72
ANNEX - I INTEGRITY AGREEMENT	73
ANNEX - II: FORMAT OF BANK GUARANTEE FORM FOR PERFORMANCE SECURITY	80
ANNEX - III: AGREEMENT FORM	83
ANNEX - IV: DETAILS OF BANK ACCOUNT	86
ANNEX-V: BANK CERTIFICATION	87
ANNEX-VI: LETTER OF ACCEPTANCE OF TENDER DOCUMENT	88



NOTICE INVITING TENDER (NIT)
(for publication in News Paper)

INLAND WATERWAYS AUTHORITY OF INDIA
(Ministry of Ports Shipping and Waterways, Govt. of India)
NH-47 Bypass, National Waterway Road,
Kannadikkadu, Maradu, Kochi - 682 304.
Ph. 0484 – 2389804 & 0484 – 2389445.

NOTICE INVITING TENDER

Sub: Works contract for deployment of Security Personnel at IWT Terminals, Dredgers under Regional Office of IWAI at Kochi in NW-3.

TENDER No. IWAI/COCH/A&E/36(13)/2022-23/07

IWAI invites bids through e-Tender for Works contract for deployment of Security Personnel at IWT terminals, dredgers under Regional Office of IWAI at Kochi in NW-3. Estimated cost is Rs.124 lakhs (excluding GST). Earnest Money Deposit: Rs. 2.48 Lakhs Tender cost: Rs.2,785/- Download of Tender Document: from 12.00 hrs on 30.08.2023 to 15.00 hrs on 15.09.2023. Last date of Online Submission of e-Tender: 15.09.2023 up to 15.30 Hours. Date of Opening of e-Tender: 16.09.2023 at 15.30 Hours. Details of the tender available in IWAI website at www.iwai.nic.in and <https://eprocure.gov.in/eprocure/app>. Further amendments/ corrigendum if any, will be uploaded in the above websites only. Bidders are advised to check the website before submitting the tender.

Sd/-
Director

SECTION-I: NOTICE INVITING E-TENDER



INLAND WATERWAYS AUTHORITY OF INDIA

(Ministry of Ports Shipping and Waterways, Govt. of India)

NH-47 Bypass, National Waterway Road,
Kannadikkadu, Maradu, Kochi - 682 304.

Ph. 0484 – 2389804 & 0484 – 2389445.

Email: iwai_kochi@yahoo.co.in

NOTICE INVITING E-TENDER

Tender no: IWAI/COCH/A&E/36(13)/2022-23/07

IWAI invites Online tender/Bids in two cover system (Cover I - Technical bid and Cover II - Price bid) from reputed, experienced & financially sound Companies / Firms / Agencies for Works contract for deployment of Security Personnel at IWT Terminals, dredgers under Regional Office of IWAI at Kochi in National Waterway-3 (NW-3).

1. The Bid will be placed online at <https://eprocure.gov.in/eprocure/app>. Tender document may be downloaded from the <https://eprocure.gov.in/eprocure/app>. as per the schedule as given in critical date sheet as under: -
2. Estimated Cost of the work, EMD requirement are as follows: -

Sl. No	Description of works	Estimated Cost (In Rs.) excluding GST	EMD (In Rs. Lakhs)	Tender Cost (in Rs.)	Bank Solvency Amount (In Rs. Lakhs)
1	Tender for Works contract for deployment of Security Personnel at IWT Terminals, dredgers under Regional Office of IWAI at Kochi in National Waterway-3 (NW-3).	Rs.124 Lakhs	Rs.2.48 Lakhs	Rs.2,785/-	Rs.49.60 Lakhs

3. Critical Data sheet:

Interested parties may download the Tender document online from the website <https://eprocure.gov.in/eprocure/app> and IWAI's website "www.iwai.nic.in" and are advised to pay Rs.2,785/- i.e., Rs.2,360 Plus 18% GST of Rs. 425/- = Rs.2,785/- as the cost of Bid document & deposit to IWAI fund through RTGS / NEFT. The tenderer shall sign and stamp each pages of the tender document as taken of having read, understood and comply with tender, the terms and conditions contained herein. However, Micro and Small Enterprises (MSEs) as defined in MSE Procurement Policy issued by Department of Micro and Small and Medium Enterprises (MSME) or Start-up as recognized by Department for Promotion of Industrial and Internal Trade (DPIIT) are exempt from submitting the Tender Fee on submission of documents to the extent as per the Government of India rules. The cost of Tender Document is Non-Refundable.

Document Download Start Date	30.08.2023
Document Download End Date	15.09.2023 at 15.00 hrs
Bid submission start date	30.08.2023
Bid Submission Last Date	15.09.2023 up to 15:00 hrs
Technical Bid Opening Date	16.09.2023 at 15:30 hrs

4. Bids shall be submitted online only at CPPP website <https://eprocure.gov.in/eprocure/app> Manual bids/offline bids shall not be accepted and liable to be rejected.

5. The tenderer shall have to meet the following pre-qualification criteria:

- I.** The tenderer shall be registered in appropriate class with CPWD, Railways, MES, State PWD / Irrigation Department, Port Trust etc. or shall have required experience in similar works / services. Proof / copy of valid license / registration of the firm from competent authority to provide / deployment of manpower of similar nature shall be produced.
- II.** The tenderer shall be registered with the concerned department (Dept. of labour, EPF, ESI, etc) and having registration certificate with GST and the scanned copy of the same may be submitted by the tenderer along with online bid.
- III.** Average annual financial turnover during last three years ending 31st March of the previous year, should be at least 30% of the estimated cost.
- IV.** Experience of having successfully completed similar works/supply of manpower works during last 7 (Seven) years from bid submission last date should be either of the following:
 - a) Three similar works completed not less than 40% of the estimated cost; **or**
 - b) Two similar works completed not less than 50% of the estimated cost;
 - or**
 - c) One similar work completed not less than 80% of the estimated cost
- V.** The Bidder should have minimum experience of at least 7 years as on Bid Submission last date in providing satisfactory security manpower services to Central & State Ministries / Departments, Statutory Bodies or reputed Public/ private Sector Undertakings and / or Banks. The Bidder shall submit copies of Client Contracts & Good Performance Completion Certificates or any other relevant document proving the completion of the services, issued by their authorized signatories. The completion certificate, awarded by the client on its letter head should have a mention of start date & date of completion of assignment along with contract value, type & number of security manpower provided.
- VI.** The Bidder should have experience of supplying at least 20 (twenty) qualified manpower to a single client organization. The Bidder shall submit copies of relevant supporting documents such as Appointment Letters / Employment Contracts / Salary Slips / Client Contracts etc for the above manpower supply showing the number of employees under different categories.
- VII.** The Bidder must be registered under Contract Labour (Regulation & Abolition) Act 1972.
- VIII.** Permanent Account Number (PAN) issued by Income Tax Department.

- IX.** Audited balance sheets along with turnover, profit and loss account for the last 3 years.
- X.** Registration No. of the Bidder must be submitted along with the documents. Also, they must submit an undertaking of submitting the Labour License within 21 days of the award of the work.
 - a. Latest certificate of solvency (note more than six months old) from nationalized / scheduled Bank included in the second schedule of the RBI Act for not less than the value indicated in below table.
 - b. The tenderer shall agree to the terms & conditions of the tender and return the tender duly signed in each page for agreeing the same.

XI. EARNESTMONEYDEPOSIT(EMD)

All Bidders shall furnish EMD of the amount as mentioned above table. However, Micro and Small Enterprises (MSEs) as defined in MSE Procurement Policy issued by Department of Micro, Small and Medium Enterprises (MSME) or Start-ups as recognized by Department for promotion of Industrial and Internal Trade (DPIIT) are exempt from submitting the EMD on submission of documents to the extent as per the Government of India rules. EMD for the mentioned amount shall be deposited in IWAI Fund through RTGS in the following account:

Inland Waterways Authority of India	Account no.-	39360627884
State Bank of India,Vyttila Branch	IFSC Code-	SBIN0008694
Vyttila,Ernakulam	MICR Code-	682002013

- a. Bids submitted without the requisite EMD shall be rejected as non-responsive.
- b. No interest shall be payable by the Employer for the sum deposited as earnest money deposit.

The scan copy of RTGS receipt for tender cost and EMD with Transaction ID must be enclosed along with the e-bid. In case of the EMD and tender fee receipts are not enclosed along with the e-bid, the bid is liable for rejection.

- c. The EMD of Technically unqualified bidders would be returned within fifteen days of opening of Price bid.
- d. The Earnest Money of the successful Bidder submitted in the form of RTGS retained as part of the SD, the balance SD may be submitted in Bank or as Bank Guarantee.
- e. Tenderer shall agree to the terms & conditions of the tender and submit the tender online duly signed in each page for agreeing the same. A signed declaration stating that no alteration has been made in any form in the downloaded tender document is to be enclosed with the tender by the bidder.
- f. Tenderer shall have an office in Kerala and sufficient manpower to monitor the works.

XII. COST OF TENDER DOCUMENT

The cost of tender document should be submitted before closing date and time of submission of bid through RTGS in the following account and branch in favour of

Inland Waterways Authority of India	Account no.-	39360627884
State Bank of India,Vyttila Branch	IFSC Code-	SBIN0008694
Vyttila,Ernakulam	MICR Code-	682002013

Bid without tender cost will be treated as non-responsive / rejected.

All Bidders are required to pay the cost of Tender Document as mentioned above through RTGS. The cost of Tender Document is Non-Refundable.

However Micro, Small and Medium Enterprises (MSME)/NSIC or a reregistered with the Central Purchase Organization Ministry or Department or Startups as recognized by Department for Promotion of Industrial and Internal Trade (DPIIT)are exempted from depositing EMD and Tender Fee.

XIII. FOR SPECIAL ATTENTION

- i. All tenderers are cautioned that tenders containing any deviation whatsoever from the terms and conditions, specifications as contained in the tender documents are liable to be rejected as non-responsive. The tenderer shall have to submit bid online in two bid formats, the first part i.e.“Technical bid” should contain the scanned copy of entire tender document duly signed in all pages, details of security manpower, other related documents and earnest money deposit only but not the price bid. Second part i.e.“Financial bid” shall contain only the rates of the item of work as in schedule. This price bid (BOQ for the work contract of deployment of security manpower) as per format provided along with this tender (Excel OR PDF).The bids shall be submitted in online in separate covers super scribing as “technical bid” and “financial bid”.

- BOQ in excel format - indicating the total value of contract.
- Statutory Payment details in PDF format – A detailed split up of Unit rate of Security Guard and Security Supervisor indicating wage, EPF,ESI, Uniform expenditure, Bonus contribution, leave salary, profit, etc for monitoring expenditure.

- ii. **It may be noted that the successful bidder will have to pay the wages equal to the minimum salary/remuneration mentioned in the table under “Form Fin- 3: Details of Cost” to the deployment of Security manpower on outsource basis every month and submit the proof. The bidder therefore has to quote in the BOQ only their service charges as a percentage of the estimated cost mentioned in NIT (para-2) above.**

- ii. **Since at present TDS is deducted at the rate of 2% of bill value quotations of administrative /service charge less than or equal the TDS would be treated as unresponsive and will not be considered.**

XIV. OPENING OF TENDERS & EVALUATION

- a. Tenders shall be opened online by the tender evaluation committee at Inland Waterways Authority of India (IWAI), Kochi at **15:30 hrs on 16.09.2023** in the presence of representative of the tenderers who choose to remain present.
- b. After the online opening of the tenders, the first part i.e. Technical bid shall be evaluated by the Tender Evaluation Committee (TEC) as constituted by the Authority. The second part i.e. Price bid will be opened online by the same TEC only for those tenderers who become technically qualified after the evaluation of technical bid on a suitable date.
- c. The tender shall be evaluated on the basis of only document submitted by the bidder online and no documents shall be considered from manual bids/offline bids.

XV. TENDER VALIDITY PERIOD

The tender shall remain valid for a period not less than 90 days from bid submission date. Tenderer must read "Information & Instruction for Tenders" and be satisfied himself in respect to scope and the situation of works or any issue as related to the work as considered necessary before the submission of the tenders.

- XVI.** The authority shall have the right to reject any or all the tenders and will not be bound to accept the lowest or any other offer.

- XVII.** 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.

XVIII. Clarifications:

Clarification/Query if any on the Tender document shall be obtained from the following address:

Name of Authority –

Director

Inland Waterways Authority of India

National Waterway Road, Kannadikkadu,

Maradu P.O., NH-47 Bypass,

Ernakulam, Kerala. PIN-682 304.

e-mail ID: iwai_kochi@yahoo.co.in

Ph: 0484 2389804

SECTION-II: INSTRUCTIONS TO BIDDERS (ITB)

SECTION II: INSTRUCTION TO BIDDERS (ITB)

1. Background

- 1.1 Inland Waterways Authority of India (IWAI) is an autonomous body of the Ministry of Shipping, Government of India (GoI). IWAI was setup in 1986 for regulation and development of Inland Waterways for the purposes of shipping and navigation. IWAI is primarily responsible for development, maintenance and regulation of Inland Water Transport (IWT) on the National Waterways (NWs) in the country. Presently, there are 111 declared NWs in the country.
- 1.2 IWT has the potential to provide a cost efficient, economic, reliable, safe and environmentally friendly form of transport. When developed for use by modern inland vessels operating on dependable rights of way, it can reduce congestion and investment needs in rail and road infrastructure, promote greater complementarities in the riparian states, enhance intra-regional trade and, through increased economies of scale, significantly reduce overall logistics costs for the benefit of the entire economy and India's global trade competitiveness.

2. Introduction

- 2.1 The Employer will select a Company / Firm (the "Contractor") in accordance with the method of selection specified in Clause 15 & Clause - 16 under Section – II: ITB.
- 2.2 The name of the Assignment / Job has been mentioned in Section - III: Bid Data Sheet. Detailed scope of the Assignment / Job has been described in Section - VI: Terms of Reference (ToR).
- 2.3 The date, time and address for submission of the Bids have been given in Section – III: Bid Data Sheet.
- 2.4 Bidder shall bear all costs associated with the preparation and submission of their Bids.
- 2.5 The Employer is not bound to accept any Bid and reserves the right to annul the selection process at any time prior to contract award, without thereby incurring any liability to the Bidder.

3. Bidder Eligibility Criteria

- 3.1 The Bidders shall meet the following pre-qualification criteria:
Bidder should be one among the renowned organizations those are Private entities, Government entities or any combination of such entities in the form of JV / Consortium under an existing agreement or with the intent to enter into such agreement supported by a Letter of Intent. Bidders that are government owned entity in the

Employer's country may participate only if they can establish that they (i) operate under commercial law and (ii) are not dependent agencies of the Employer.

- 3.2 he Bidder shall meet the Qualification criteria of executing **"Similar Works"** of the value as mentioned in clause 16.1 of ITB. The Bidder shall indicate the value of the order executed by him together with the details of name of the party, order value, scope of work / component breakup, completion period stipulated in the order and actual completion period. The completion certificate, awarded by the client should have a mention of start date, date of completion and value of the work executed by the Bidder. In case the work was performed by the Bidder in a JV, the same shall be supported by a client certificate enumerating the claimant share also. In case the work was performed by the bidder as a sub-contractor, the bidder shall submit similar completion certificate awarded to it by the main contractor and countersigned by the Employer / Client of the main contractor.
- 3.3 Copy of work order / letter of award / letter of work agreement alone shall not suffice Bidders claim for executing the Similar Works. Submitting completion certificate from the client on its letter head along with supporting documents as mentioned in clause 3.2 above is mandatory to qualify.
- 3.4 Average Annual Turnover during the last three (03) years ending 31st March of the previous financial year should be as mentioned in clause 16.1.2 of ITB. The Bidders shall provide financial turnover of the firm for the last three years duly certified by the Statutory Auditor(s).
- 3.5 Bidder should not have been debarred / blacklisted during the last three years. However, hiding of the facts or non-compliance by the bidder in this regard would be punishable under existing law and would lead to rescinding or termination of the work if information relating to debarment or blacklisting is brought to knowledge of the Employer even during the currency of the contract brought forward at a later stage. Declaration in this regard has been incorporated in Form 4A, Section IV.
- 3.6 The similar works experience of parent company / subsidiary / sister Company of the Bidder shall not be considered unless the parent company / subsidiary / sister company is part of the JV / Consortium participating in the Bid.
- 3.7 Legal Valid Entity: The Legal Valid Entity: The Bidder shall necessarily be a legally valid entity Private Limited

Company / Partnership firm/ Private Company duly registered in India under relevant Act(s). A proof for supporting the legal validity of the Bidder shall be submitted along with the Bid. JV/ Consortium is not allowed to bid.

- 3.8 The Bidder should have (i) at least **5 years'** experience for providing satisfactory similar services to Central & State Ministries / Departments, Statutory Bodies or Public-Sector Undertakings and / or Banks (ii) experience in providing manpower services in any of the sensitive / VVIP areas like PMO, IB, Ministries /Departments of GOI, President's Secretariat, Parliament, State Assemblies, Supreme Court of India and High Court. The Bidder shall submit copies of Client Contracts & Good Performance Completion Certificates issued by their authorized signatories. The completion certificate, awarded by the client on its letter head should have a mention of start date& date of completion of assignment along with contract value, type &number of manpower provided.
- 3.9 The Bidder should have at least 200 employees on its payroll on the date of submitting the tender, out of which minimum 20 (twenty) security guards must have been deployed at a single client organization. The Bidder shall submit photocopy copies of the latest payroll of the agency along with the other additional relevant supporting documents such as Appointment Letters/ Employment Contracts/ Salary Slips/ Client Contracts etc. showing the number of employees under different categories.
- 3.10 The Bidder must be registered with appropriate authorities under Income Tax, Goods and service Tax, Labour Law, Employees Provident Fund (EPF) and Employees State Insurance Act (ESI). The Bidder shall submit EPF, ESI and GST registration certificates and also attested copy of PAN.
- 3.11 The Bidder should try to submit the Bid well before the last date and hence to avoid any inconvenience at the last moment. The Bid submission date and time will be as indicated in the **Data Sheet of Section-II**. The Bidder will not be allowed to submit the Bid after the Bid submission time. The Bidder has to digitally sign and upload the required Bid documents one by one as indicated in this ITB.
- 3.12 Upon successful and timely submission of Bids, the portal will give a successful Bid submission message and a bid summary will be displayed with the Bid number and the date and time of submission of the Bid with all other relevant details.

- 3.13 The Bidder is allowed to re-submit the Bid and related Bid documents before the last date of Bid submission and time. The Bid can be re-submitted as many times as required by the Bidder, within the indicated timelines. The last version of the Bid submitted by the Bidder before the Bid submission date and time will be considered for Bid evaluation.
- 3.14 All Directors/Partners/Proprietors shall possess Character Certificates issued by DM/Police Department not later than 06 months from the date of tender submission date.
- 3.15 Agency should be operational since at least last seven years and should have experience of providing watch and ward services to area/campus above 10 acres.
- 3.16 **The Bidder shall submit an undertaking of submitting the Labour License (i.e. registration under Contract Labour (Regulation & Abolition) Act 1970) within 21 days of issuance of Letter of Acceptance (LOA). Further, the Bidder shall also submit an undertaking to the extent that the employees are paid not less than the remuneration notified under this contract.**
- 3.17 **The Bidder must be registered with appropriate authorities under Employees Provident Fund (EPF) and Employees State Insurance Act (ESI). The Bidder shall submit copies of EPF & ESI certificates. The Bidder must be registered with under Contract Labour (Regulation & Abolition) Act 1972. The Bidder shall have a local office in the City of the Tender calling Authority.**
- 3.18 The Bidder shall also indicate the following:
 - 3.18.1 The Bidder shall have adequate resources for successful execution of the services and should be financially solvent. Bidder shall provide a solvency certificate from any nationalized / scheduled bank in India for a minimum amount as indicated in Section - III: Bid Data Sheet.
 - 3.18.2 The Bidder shall be income tax assessee and accordingly the Bidder shall submit copy of Income Tax Return (ITR) and GST / Service Tax Return filed by the Bidder for the last three financial years.

4. Pre-Bid Meeting

- 4.1 Pre-Bid meeting will be held on 11.09.2023 at 3 pm. at IWAI, Kochi.

5. Clarifications and Addendum

- 5.1 Bidders may request a clarification on any clause of the document up to the number of days / dates indicated in

Section - III: Bid Data Sheet before the Bid submission last date. Any request for clarification must be sent in writing, or by e-mail to the Employer's address indicated in Section - III: Bid Data Sheet. No request for the clarification shall be entertained if such request is received by the Employer after the deadline for submitting clarifications.

- 5.2 The Employer will respond to the queries raised by the Bidders (including an explanation of the query but without identifying the source of query) along with any amendment, which would be published on the website of IWAI and e-procurement portal.
- 5.3 At any time before the submission of Bids, the Employer may amend the tender document by issuing an addendum /corrigendum (amendment). The amendment/clarification, if any, to the document will be made available on <https://eprocure.gov.in/eprocure/appand> & on IWAI's website "www.iwai.nic.in". All Bidders participating in the Bid shall be deemed to have kept them informed and updated about each such amendment/clarification, which is posted on the above website from time to time. The bidders shall acknowledge receipt of all amendments.

6. Preparation of Bids

In preparing their Bid, Bidders are expected to examine in detail the documents comprising the Tender document. Material deficiencies in providing the requisite information may result in rejection of the Bidder's Bid.

Bidders shall adhere to the requirements mentioned below:

6.1 Earnest Money Deposit (EMD)

- 6.1.1 All Bidders shall furnish EMD of the amount as mentioned in Section III: Bid Data Sheet. However, Micro and Small Enterprises (MSEs) as defined in MSE Procurement Policy issued by Department of Micro, Small and Medium Enterprises (MSME) or Start-ups as recognized by Department for Promotion of Industrial and Internal Trade (DPIIT) are exempt from submitting the EMD on submission of documents to the extent as per the Government of India notifications in this regard.

EMD for the mentioned amount shall be deposited to IWAI Fund through RTGS in the following account:

Name of Bank Account:	Inland Waterways Authority of India
Bank Name and Address	State Bank of India, Vytila Branch
Bank Account Number	39360627884
IFSC	SBIN0008694

- 6.1.3 Bids not accompanied by EMD shall be rejected as non-responsive.
- 6.1.4 No interest shall be payable by the Employer for the sum deposited as EMD.
- 6.1.5 The EMD of those Bidders whose Financial Bids have been opened but are not selected as “Successful Bidder” would be returned within fifteen days of issuance of LOA to the successful Bidder.
- 6.1.6 The EMD of Bidders who have not qualified for opening of Price Bids in terms of clause 3 & 16 of ITB would be returned within fifteen days of opening of Price bid.
- 6.1.7 The EMD shall be forfeited by the Employer in the following events:
 - (i) If Bid is withdrawn during the bid validity period including any extension agreed to by the Bidder thereof.
 - (ii) If the Bidder tries to influence the evaluation process.
 - (iii) If the lowest Bidder raises any fresh issue and / or T&C during negotiations, it will be construed as withdrawal of the original bid and in that case EMD is liable to be forfeited.
 - (iv) In case the Bidder, submits false certificate in terms of any documents supported to this Tender.
 - (v) If the Bidder fails to sign the contract in accordance with Conditions of Contract on receipt of LOA.
 - (vi) In case the Bidder is found to indulge in corrupt or fraudulent practices at any stage of the execution of the contract.
 - (vii) If the Bidder fails to furnish the Performance Bank Guarantee in accordance with Conditions of Contract.
 - (viii) In case of a Bidder revoking or withdrawing his Tender or varying any terms of the Bid without the consent of the Employer in writing.
 - (ix) In case of forfeiture of EMD, as prescribed from (i) to (viii) above, the Bidder shall not be allowed to participate in the retendering process of the work

6.2 Cost of Tender Document / Tender Fee

All Bidders are required to pay the cost of Tender Document as mentioned in Section III: Bid Data Sheet,

through RTGS. However, Micro and Small Enterprises (MSEs) as defined in MSE Procurement Policy issued by Department of Micro, Small and Medium Enterprises (MSME) or Start-ups as recognized by Department for Promotion of Industrial and Internal Trade (DPIIT) are exempt from submitting the Tender fee on submission of documents to the extent as per the Government of India notifications in this regard. The cost of Tender Document is Non-Refundable.

Bank Details

Name of Bank Account:	Inland Waterways Authority of India
Bank Name and Address	State Bank of India, Vytilla
Bank Account Number	39360627884
IFSC	SBIN0008694

6.3 Bank Solvency

All Bidders shall submit Bank Solvency certificate from a nationalized / scheduled bank in India for a minimum amount as mentioned in Section - III: Bid Data Sheet.

The bank solvency certificate submitted by the Bidder shall not be older than six (06) month from the Bid Submission Last Date. In case Bidder does not adhere to this criterion, his bids shall be considered non-responsive and shall not be considered for further evaluation process.

6.4 Taxes

The Bidders shall fully familiarize themselves with the applicability of all types of taxes and all such taxes, as prevailing on date of submission of the bid, must be included by the Bidder in the Financial Proposal along with the conditions mentioned therein, except for GST which will be quoted separately by the Bidder as per Form Fin – 2. It may be noted that the Bidder shall have to be registered with GST and shall submit the proof of the same at the time of bid submission. The GST and all other relevant taxes shall be paid as per existing rules and regulations at the time of payment.

6.5 Currency

Bidders shall express the price of their Assignment / job in **Indian Rupees (INR)**.

6.6 Language

The Bid as well as all related correspondences exchanged between the Bidders and the Employer shall be in English language and shall be strictly as per the formats attached

in this tender document. The Employer will evaluate only those Bids that are received in the specified formats and are complete in all respects. Any supporting document submitted by the Bidder with its Bid or subsequently, in response to any query / clarification from the Employer shall be in English and in case any of these documents is in another language, it must be accompanied by an accurate translation of all the relevant passages in English, and in such case, for all purposes of interpretation of the Bid, the translation in English shall prevail.

6.7 Bid Validity

Section - III: Bid Data Sheet indicates for how long the Bids submitted by the bidders must remain valid after the submission date. **During this period, Bidders shall maintain the availability of Key Personnel nominated in the Bid and also the amount quoted for the services in the Financial Bid shall remain unchanged.** Should the need arise, the Employer may request Bidders to extend the validity period of their Bids. Bidders who agree to such extension shall confirm that they will maintain the availability of the Key Personnel proposed in the Bid and that their Financial Bid will remain unchanged. Also, in their confirmation of extension of validity of the Bid, bidders could submit new staff in replacement, which would be considered in the final evaluation for contract award. The bidders who do not extend the validity of their bids, shall not be considered for further evaluation.

6.8 Number of Bids

A Bidder can submit one bid only either as a single entity or in the form of a JV / Consortium. In case a bidder submits or participates in more than one bid, the application of the bidder shall be rejected summarily.

7. Conflict of Interest

- 7.1 Employer requires that selected bidder (the “Contractor”) provides professional, objective, and impartial advice and at all times holds the Employer's interests paramount, strictly avoids conflicts with other assignment(s) / job(s) or his own corporate interests and act without any consideration for future work.
- 7.2 Without limitation on the generality of the foregoing, Bidders, and any of their affiliates, shall be considered to have a conflict of interest and shall not be recruited, under any of the circumstances set forth below:
- (a) **Conflicting Activities:** A firm or any of its affiliates who have been engaged by the Employer to provide goods, works or assignment/job other than design and build

assignment/job for a project shall be disqualified from providing design and build assignment/job related to those goods, works or assignments/ jobs. Conversely, a firm or any of its affiliates who have been hired to provide design and build assignment/ job for the preparation or implementation of a project, and any of its affiliates, shall be disqualified from subsequently providing goods or works or assignment/job other than design and build assignment/job resulting from or directly related to the firm's design and build assignment/job for such preparation or implementation. For the purpose of this paragraph, assignment/ job other than design and build assignment/job are defined as those leading to a measurable physical output; for example, surveys, exploratory drilling, aerial photography, satellite imagery etc.

- (b) **Conflicting assignment/ job:** A Contractor {including its Personnel and Sub-Contractor(s)} or any of its affiliates shall not be hired for any assignment/ job that by its nature may be in conflict with another assignment/ job of the Contractor to be executed for the same or for another Employer, for example a Contractor hired to prepare engineering design for an infrastructure project shall not be engaged to prepare an independent environmental assessment for the same project and a Contractor assisting an Employer in the privatization of public assets shall not purchase nor advise purchasers of such assets.
 - (c) **Conflicting Relationships:** A Contractor (including its Personnel and Sub-Contractors) that has a business or family relationship with a member of the Employer's staff who is directly or indirectly involved in any part of (i) the preparation of the Terms of Reference of the assignment/job (ii) the selection process for such assignment/job or (iii) supervision of the Contract, may not be awarded a Contract unless the conflict stemming from this relationship has been resolved in a manner acceptable to the Employer throughout the selection process and the execution of the Contract.
- 7.3 Contractors have an obligation to disclose any situation of actual or potential conflict that impacts their capacity to serve the best interest of their Employer, or that may reasonably be perceived as having this effect. Any such disclosure shall be made as per the standard forms of technical proposal provided herewith. If the Contractor fails to disclose said situations and if the Employer comes to know about any such situation at any time, it may lead to the disqualification of the Contractor during bidding process or termination of its Contract during execution of assignment.

- 7.4 No agency or current employees of the Employer shall work as Contractors under their own ministries, departments or agencies. The contract is liable for cancellation if either the contractor himself or any of his employees or representatives are found to be persons / person who have held Class I post under IWAI immediately before retirement and has within two years of such retirement accepted without obtaining the previous permission of IWAI, or the Chairperson as the case may be, and employment as contractor, 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 this clause, IWAI 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 IWAI on account of such termination without prejudice to IWAI's right to proceed against such officer.

8. Acknowledgement by Bidders

It shall be deemed that by submitting the Proposal, the Bidder has:

- 8.1 Made a complete and careful examination of this Tender;
- 8.2 Received all relevant information from the Employer;
- 8.3 Satisfied itself about all matters and necessary information required for submitting a competitive bid;
- 8.4 Updated itself about any amendments / clarifications that have been posted on the website and e-procurement portal in terms of Clause 5.2 & 5.3 above;
- 8.5 Acknowledged that it does not have a Conflict of Interest; and
- 8.6 Agreed to be bound by the undertaking provided by it under the terms and conditions laid in this tender document.

9. Guidelines for e-submission of the Bids

- 9.1 The Bids should be submitted online through Central Public Procurement Portal for e-Procurement <https://eprocure.gov.in/eprocure/app>.
- 9.2 Possession of valid Digital Signature Certificate (DSC) and enrolment / registration of the Bidders on the e-procurement / e-Tender portal is a pre-requisite for e-Tendering
- 9.3 Bidder should enroll in the e-Procurement site <https://eprocure.gov.in/eprocure/app> using the option available "Enroll Here" on the home page portal.

- Enrolment is free of charge. During enrolment / registration, the Bidders should provide the correct / true information including valid e-mail id. All the correspondence shall be made directly with the Bidders through email id provided.
- 9.4 Bidders need to login to the site through their user ID / password chosen during enrolment / registration.
- 9.5 Then the Digital Signature Certificate (Class - II or Class - III Certificates with signing key usage) issued by SIFY / TCS / node / e-Mudra or any Certifying Employer recognized by CCA India on e-Token / Smart Card, should be registered.
- 9.6 The Bidder should only use the registered DSC and should ensure safety of the same.
- 9.7 Bidder may go through the Tenders published on the site and download the required Tender documents / schedules in which the Bidder is interested.
- 9.8 After downloading / getting the Tender document / schedules, the Bidder should go through them carefully and then submit the documents as asked.
- 9.9 If the Bidder wish to seek any clarifications, this may be obtained online through the Tender site, or through the contact details as specified in Section – III: Bid Data Sheet. The Bidder should also take into account the addenda / corrigendum published before submitting the Bids online.
- 9.10 Then the Bidder may log into 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 e-Token / Smart card to access DSC.
- 9.11 Bidder will then select the tender which he / she is interested in by using the search option & then moves it to the '*my favorites*' folder.
- 9.12 From the favorite's folder, he selects the tender to view all the details indicated.
- 9.13 It is construed that the Bidder has read all the terms and conditions before submitting his / her offer. Bidder should go through the tender schedules carefully and upload the documents as asked; otherwise, the bid will be rejected.
- 9.14 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 are more than one document, they can be clubbed together and can be provided in the requested format as specified in Section – III: Bid Data Sheet. Each document to be uploaded online 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.

- 9.15 The Bidders can update well in advance, the documents such as certificates, annual report details etc., under “*My Space*” option and these can be selected as per Tender requirements and then sent along with Bid documents during Bid submission. This will facilitate the Bid submission process making it faster by reducing upload time of Bids.
- 9.16 Bidder should submit the Tender Fee and EMD for the amount as specified in Section – III: Bid Data Sheet. The original payment instruments should be posted / couriered / given in person so as to reach to the Employer on or before bid closing date & time. Scanned copy of the instruments for both these payments should be uploaded as part of the offer.
- 9.17 While submitting the Bids online, the Bidder should accept the Terms & Conditions and proceed further to submit the Bid packets.
- 9.18 The Bidder has to select the payment option as offline to pay the Tender Fee and EMD as applicable and enter details of the instruments.
- 9.19 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.
- 9.20 The Bidder has to scan 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 Tender document including conditions of contract without any exception and have understood the entire document and are clear about the requirements of the Tender Document.
- 9.21 The Bidder has to upload the relevant files required as indicated in the cover content as enumerated in clause 10 below.

- 9.22 If the price Bid format is provided in a spread sheet file like BoQ, 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.
- 9.23 The Bidders are requested to submit the Bids through online e-tendering system to the Tender Inviting Authority (TIA) well before the Bid submission end Date & Time (as per Server System Clock). The TIA will not be held responsible for any sort of delay or the difficulties faced during the online submission of Bids by the Bidders at the eleventh hour.
- 9.24 After the Bid submission, the acknowledgement number, given by the e-tendering system should be printed by the Bidder and kept as a record of evidence for online submission of Bid for the particular Tender and will also act as an entry pass to participate in the Bid opening date.
- 9.25 The Bidder should ensure that the Bid documents submitted are free from virus. If the documents could not be opened, due to virus, during Tender opening, the Bid is likely or liable to be rejected.
- 9.26 The time settings fixed in the server side and 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 these time settings during Bid submission.
- 9.27 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.
- 9.28 Any Bid document that is uploaded to the server is subjected to symmetric encryption using a system generated symmetric key. Further this key is subjected to asymmetric encryption using buyers / Bid opener's public keys. Overall, the uploaded Tender documents become readable only after the Tender opening by the authorized Bid openers.
- 9.29 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.

- 9.30 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.
- 9.31 Any queries relating to the Tender document and the Terms & Conditions contained therein should be addressed to the TIA for a Tender or the relevant contact person indicated in the Tender.
- 9.32 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.

10 Acknowledgement by Bidder

- 10.1 It shall be deemed that by submitting the Bid, the Bidder has:-
- 10.2 Made a complete and careful examination of the Tender;
- 10.3 Received all relevant information requested from the Employer;
- 10.4 Satisfied itself about all matters and necessary information required for submitting a competitive bid;
- 10.5 Updated itself about any amendments / clarifications that have been posted on the CPP Portal; and
- 10.6 Agreed to be bound by the undertaking provided by it under the terms and conditions laid in this tender document and its amendments and/or addendum, if any.

11 Clarification and Addendums

- 11.1 The Bidder may request a clarification on any clause of the document up to the number of days indicated in **Section - III: Data Sheet** before the Bid submission date. Any request for clarification must be sent in writing, or by e-mail to the Employer's address indicated in **Section - III: Data Sheet**. No request for the clarification shall be entertained if such request is received by the employer after the deadline for submitting clarifications.
- 11.2 The Employer will respond to the queries raised by the Bidders (including an explanation of the query but without identifying the source of query) along with any amendment, if required, which would be published on the CPP Portal. The Employer shall use the following procedure mentioned hereunder:

At any time before the submission of Bids, the Employer may amend the tender document by issuing an addendum /corrigendum (amendment). The amendment/clarification,

if any, to the document will be available on CPP Portal. All Bidders participating in the Bid shall be deemed to have kept them informed and updated about each such amendment/clarification which is posted on the above website from time to time.

12. Submission of Bids

- (i) **The Hard Copy of original Power of Attorney (POA) and payment instruments in respect of Tender Fee & EMD, must be delivered to the office** of the authorized representative of IWAI as mentioned in Section III: Bid Data Sheet, on or before Bid Closing Date & Time.
- (ii) Online Bids submitted without hard copies of original POA and payment instruments towards Tender Fee & EMD shall automatically become ineligible and shall not be considered for opening of bids.
- (iii) In case of MSE registered firms, letter of claim of exemption for EMD & Tender Fee with documentary evidence in support of the claim must be delivered to the office of authorized representative of IWAI as mentioned in Section III: Bid Data Sheet, on or before Bid Closing Date & Time.
- (iv) The Bidders are further advised to number all the pages and prepare a table of contents in the beginning of each Part referring the page numbers of the indexed items.

The scanned copy of the Technical and Financial Bids, complete in all respects, should be submitted as per sequence mentioned below. Bids should be submitted in Two Covers:

12.1 Cover – I: Technical Bid

12.1.1 Part – I

- a. Proof of Tender Fee as specified in Section – III: Bid Data sheet or claim of exemption with supporting documents.
- b. Proof of EMD as specified in Section – III: Bid Data Sheet or claim of exemption with supporting documents
- c. Proof of Bank Solvency for the minimum amount as specified in Section – III: Bid Data Sheet
- d. Letter of Acceptance of Tender Document duly filled and signed by the authorized signatory of the Bidder as per Annex – VI in Section IX
- e. Letter of Bid (Section IV: Form - 4A)
- f. Signed declaration by the Bidders (Section IV: Form – 4E)

- g. Power of Attorney for the authorized person of the bidder as per Section IV: Form - 4D. This form shall be accompanied by copy of company identity card or general identity card (passport / Driving license / Voter's ID etc.) of the authorized representative.
- h. Bidder information Sheet as per Section IV: Form 4F
- i. Composition / Ownership / Shareholding pattern of the organization
- j. Board Resolution, details of top management (Board members), key officials with documentary evidence, Articles of Association / Memorandum of Association of the Company.
- k. Registration/incorporation certificate of the Company, ESIC & EPFO registration certificate along with Labour license.
- l. Integrity Agreement in format given at Annex – I in Section VIII
- m. Original tender document with all addenda & corrigenda issued till last date of bid submission date duly stamped and signed by the authorized signatory of the bidder.

Note: 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 case 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.

12.1.2 **Part – II**

- a. Annual Report / Audited Profit & Loss A/c and Balance Sheets, for the last three financial years ending 31st March of the previous financial year i.e. 2020-21, 2021-22 & 2022-23
- b. GST Registration certificate
- c. Income Tax Return (ITR) filed by the Company for the last three financial years
- d. PAN card of the Company
- e. Section IV: Form - 4C for Average Annual Turnover
- f. Bank account details, along with a cancelled cheque, for transaction through e-payment in format given at Annex -

IV & V in Section IX.

12.1.3 **Part – III**

Complete Company Profile including the following details:

- a. Background of the organization
- b. Client completion certificate on client letter head for Similar Woks executed by the Bidder in the last seven years. The submitted certificates shall comply with the conditions laid in Clause - 3 of ITB (Bidder Eligibility Criteria). Such eligible projects shall be supplied in Section IV: Form - 4B.
- c. List of Litigation History
- d. Scanned copies of EPF & ESI Certificates
- e. Undertaking in regard to clause 3.7 of Section II: ITB
- f. Form 4G : List of Ongoing Assignments along with Work Orders on client letter head.

It may be noted that the Technical Bid shall not contain any reference to the fee.

- g. Documentary proof of having registered office / branch office.
- h. Photocopy copies of the latest payroll of the agency along with the other additional relevant supporting documents such as Appointment Letters / Employment Contracts / Salary Slips / Client Contracts etc. showing the number of employees under different categories in terms of clause 3.9 above.
- i. Registration / License No. under Contract Labour (Regulation & Abolition) Act 1972 to be submitted along with the documents as mentioned in clause 3.16 above.

12.2 **Cover - II: Financial Bid**

Financial Bid in excel format (BoQ_XXXXX) provided along with this Tender as Form Fin – 1,2,3 of Section V shall be used for quoting prices / offer.

- (i) This will contain fixed fee to be charged for completing the services.
- (ii) While working out the price, following points should be noted:

- a. All duties, taxes, royalties and other levies payable by the Bidder for executing the Contract, shall be included in the rates, prices, and total Bid price submitted by the Bidder except for GST and Kerala Flood Cess which will be paid as per existing rules and regulations at the time of payment. **The rates and prices quoted by the Bidder shall be fixed for the duration of the Contract and shall not be subject to adjustment.** Further, any variation in the statutory taxes shall be accounted for the payment of differential tax amount, against submission of proof of change in Tax on work done amount. However, this would be entertained only if the Bidder has submitted its breakup with effective weight age; otherwise it would be presumed that the Bidder would absorb the same in his quote.
- b. The prices shall be quoted by the Bidder entirely in Indian Rupees. All payments shall be made in Indian Rupees (INR).
- c. **Since at present TDS is deducted at the rate of 2% of bill value quotations of administrative /service charge less than or equal the TDS would be treated as unresponsive and will not be considered.**

12.3 The total duration of the services shall be as specified in Section – III: Bid Data Sheet.

13. Extension of Bid Submission Date

13.1 The Employer may extend the date of submission of bids by issuing an addendum / corrigendum and uploading the same on Employer's website and e-procurement portal.

14. Late Proposals

14.1 Online proposals received by the Employer after the specified bid submission date & time or any extension thereof, pursuant to Clause – 11 above, shall not be considered for evaluation and shall be summarily rejected.

15. Liability of the Employer

15.1 The Bidders are advised to avoid last moment rush to submit bids online and they should upload their bids well in advance before the bid submission deadline. The Employer shall not be liable for failure of online submission of bids by the Bidder that may arise due to any reason whatsoever. It shall be construed that the procedure for online submission of bids, mentioned under Clause - 9 of ITB, has been read and understood by the bidder. **The submission of hard copy is not a mandatory requirement. However, if the Bidder submits hard copy of the bid, it shall not be treated as a substitute to online bids submission** and in case a bidder fails to submit bids online due to any reason, the hard copies of the bids shall not be considered for evaluation.

16. Modification / Substitution / Withdrawal of Bids

16.1 The tender once submitted may be modified, substituted or withdrawn by the Bidders before the last date of bid submission.

No bid shall be modified, substituted or withdrawn after the deadline fixed for submission of bids.

17. Bid Opening and Evaluation Process

17.1 From the time the Proposals are opened to the time the Contract is awarded, any effort by Bidders to influence the Employer in the examination, evaluation, ranking of Proposals, and recommendation for award of Contract may result in the rejection of the Bidders' Proposal.

17.2 The Employer will constitute a Tender Evaluation Committee (TEC), which will carry out the evaluation process.

17.3 Online Bid opening shall be carried out in two stages. Firstly, 'Technical Bid' of all the online Bids received shall be opened on the date and time mentioned in Section – III: Bid Data Sheet. 'Financial Bid' of those Bidders whose Technical Bid has been determined to be responsive and on evaluation fulfils the criteria as stipulated in the Tender document, shall be opened on a subsequent date, which will be notified to such Bidders. In the event of the specified date for the submission of bids being declared a holiday for the Employer, the Bids will be opened at the appointed time and location on the next working day. Bids for which a notice of withdrawal has been submitted in accordance with Clause - 14 above shall not be opened.

17.4 The TEC shall evaluate the Technical Proposals on the basis of their responsiveness to the ToR and by applying the eligibility & evaluation criteria, sub-criteria specified in Clause – 3 & 16. In the first stage of evaluation, a Proposal shall be rejected if it is found deficient or found not meeting the minimum eligibility criteria as mentioned in Clause - 3 and Clause - 16 of ITB. Only responsive Proposals shall be further taken up for evaluation.

17.4.1 A Bid shall be considered responsive only if:

- a. It is received by the Bid submission date and time including any extension thereof, pursuant to Clause – 11 above;
- b. It is accompanied by the EMD & Tender Fee as specified in Clause 6.1 & 6.2 above;
- c. It is received in the forms specified in Section - IV (Technical Proposal) and in Section-V (Financial Proposal);
- d. It does not contain any condition or qualification or

suggestion; and

- e. It fulfills the eligibility & qualification criteria stipulated in Clause 3 and Clause 16.1 of ITB.

17.5 After ascertaining the responsiveness of the bid, evaluation of each responsive Bid will be done as per clause 17 and Table No: 16.2.3 of ITB below. To assist in the examination, evaluation, and comparison of the bids, and qualification of the Bidders, the Employer may, at its discretion, ask any Bidder for a clarification of its bid, giving a reasonable time for response. Employer however, is not bound to accept the clarification submitted by the Bidder if found irrelevant. The Employer's request for clarification and the response shall be in writing.

17.6 The Employer shall inform the Bidders, whose Technical Bids are found responsive and on evaluation fulfils the criteria stipulated in the Tender document, of the Date, Time and Place of opening of the Financial Bids. The Bidders so informed, or their representative, may attend the meeting of online opening of Financial Bids.

17.7 At the time of the online opening of the 'Financial Bids', the names of the technically qualified Bidders along with the Bid prices, the total amount of each Bid, and such other details as the Employer may consider appropriate will be announced by the Employer at the time of Bid opening.

17.8 Bidder may, if deemed necessary by him, send a representative to attend the financial bid opening. Such representative shall have a letter of authorization from the bidder to attend the bid opening on its behalf.

18. Banning of Business

18.1 The bidder should not be banned from carrying out business by any State or Central Government Department or PSU etc. at the time of the submission of the bid. A similar ban subsequent to the submission of the bid, but before the award of the contract shall also disqualify the bidder. The bidders shall submit self-declaration certificate/undertaking on Company's letter head duly signed by company's authorized signatory along with bid.

19. Modification / Substitution / Withdrawal of Bids

19.1 The Bidder may modify or withdraw its bid after the Bids' submission on the portal till last date of submission.

No option will be there to modify the bid subsequent to the last date and time for receipt of bids.

No bid may be withdrawn in the interval between the last date and time for receipt of bids and the expiry of the bid

validity period specified by the Bidder in the Bid. Withdrawal of a bid during this interval shall result in the Bidder's forfeiture of its EMD/ execution of Bid Securing Declaration

No Bid shall be modified, substituted or withdrawn after the deadline fixed for submission of Bids

20. Qualification Criteria & Bid Evaluation

20.1 Minimum Qualification Criteria

To qualify for this tender, the Bidder must satisfy each of the qualifying criteria stipulated in Clauses 3.1 to 3.18.2 of ITB. Not satisfying any of the qualification criteria shall render the bid non-responsive and financial bids of such bidders shall not be opened.

20.1.1 Qualification Criteria for Works

The Bidder should have successfully completed "Similar Works" in previous 7 years before the last date of the Bid submission as per the criteria specified below:

- a. 3 similar completed services each costing not less than the amount equal to 40% of the estimated cost put to this tender, **or**
- b. 2 similar completed services each costing not less than the amount equal to 50% of the estimated cost put to this tender, **or**
- c. 01 similar completed service costing not less than the amount equal to 80% of the estimated cost put to this tender

Note: The value of the "Completed Work(s)" considered by the Bidders shall be rounded off to the nearest two digits

For this purpose, "**Similar Works**" has been defined in Section III: Bid Data Sheet.

20.1.2 Qualification Criteria for Average Annual Turnover for last three (03) financial years

At least 30% of the estimated cost of this work to qualify for this work.

- 20.1.3 The minimum qualification, essential/desirable experience for each personnel to be engaged on out sourced basis shall be as defined in clause 2 of Section – VI Terms of Reference (ToR).

- 20.1.4 In case a bidder fails to meet the eligibility, criteria stipulated in Clause 3 of ITB along with above mentioned minimum qualification criteria, the further process for technical evaluation will not be carried out and such bids shall be treated as non-responsive.

20.2 **Bid Evaluation**

- 20.2.1 The Bids shall be evaluated based on the eligibility & qualification criteria mentioned in Clause 3 & 16 of ITB. In case a bidder fails to meet the above-mentioned eligibility & qualification criteria, their bids shall be treated as non-responsive and financial bids of such bidders shall not be opened.

- 20.2.2 The points earmarked for evaluation of Technical Bids for the responsive Bidders in terms of clause 3 & 16 of ITB would be as stipulated in Section III: Bid Data Sheet.

20.2.3. **Experience**

Atleast 5 year's experience for providing satisfactory similar services to Central & State Ministries/Departments, Statutory Bodies or Public-Sector Undertakings and / or Banks (ii) experience in providing manpower/similar services in any of the sensitive/VVIP areas like PMO, IB, Ministries /Departments of GOI, President's Secretariat, Parliament, State Assemblies, Supreme Court of India and High Court. - **Copies of Client Contracts & Good Performance Completion Certificates issued by their authorized signatories on letter head.**

20.2.4 **Bank Solvency - 40% of estimated cost.**

The solvency certificate submitted by the Bidder shall not be older than one (01) year from the Bid Submission Last Date which issued by nationalized/ scheduled bank in the name of the Bidder by nationalized/ scheduled bank in the name of the Bidder.

20.2.5 **Personnel**

At least 200 employees on its payroll on the date of submitting the tender, out of which minimum 20 (twenty) employees must have been deployed at a single client

20.2.6 **Character Certificate**

Character certificate of Directors/Partners/Proprietors etc issue from DM/Police authorities not later than 06 months.

20.2.7 **Technical Evaluation**

- (a)
- Online Bid opening shall be carried out in two stages. Firstly, 'Technical Bid' of all the online bids received shall be opened on the date and time mentioned. 'Financial Bid' of those bidders whose technical bid has been determined to be responsive and on evaluation fulfils the criteria shall be opened on a subsequent date, which will be notified to such bidders.
 - The Owner will open the online "Technical Bid" of all the bids received in the presence of the bidders/bidders' representatives who choose to attend at the time, date and place specified. In the event of the specified date for the submission of bids being declared a holiday for the Owner, the Bids will be opened at next immediate convenient time & date which will be notified through the web site.
 - Bidder's names and such other details like EMD furnished, as the Owner may consider appropriate will be announced by the Owner after the opening.
 - After the opening of the technical bids, their evaluation will be taken up with respect to bid security, qualification and other information furnished in Technical bid. Thereafter, on fulfilling the criteria laid down in Bid Evaluation, a list will be drawn up of the responsive bids whose financial bids are eligible for consideration.
 - The Owner shall inform the bidders, whose technical bids are found responsive, of the date, time and place of opening of the financial bids. The bidders so informed, or their representative, may attend the online opening of financial bids.
 - At the time of the online opening of the 'Financial Bid', the names of the bidders whose bids were found responsive and the Bid prices, the total amount of each bid and such other details as the Owner may consider appropriate will be announced by the Owner. This invitation for online bids is open to all reputed and resourceful contractors fulfilling the criteria given under Terms and Conditions in the Tender Notice and as regards the size / value of experience in execution of similar works during past seven (07) years, the factor specified below shall be used to bring the value of such completed works at the level of current financial year

i.e. 2023-24.

<u>Year Before</u>	<u>Multiplying Factor</u>
One	1.07
Two	1.14
Three	1.21
Four	1.28
Five	1.35
Six	1.42
Seven	1.49

The Technical Bids must score at least 70 marks out of 100 to become eligible for opening of Financial Bids. In other words, Financial Bids of only those Bidders whose Technical Bids have a score of 70 marks or more (out of 100) would be opened for further processing.

20.2.8 **Financial Evaluation& Final Evaluation**

(b) **Price Bids of only those bidders who obtain the minimum qualification marks prescribed above will be opened and evaluated for final award of the Tender. The work will be awarded to the bidder who quotes the lowest amount as per the financial bid format. However, in case of two or more bidders quoting the lowest amount (same) the bidder who is ranked higher in the technical bid evaluation amongst them will be awarded the work.**

20.2.9 A substantially responsive bid is one that conforms to all the terms, conditions, and specifications of the tender document without material deviation or reservation. A material deviation or reservation is one:

- a. that affects in any substantial way the scope, quality, or performance of the Works;
- b. that limits in any substantial way, inconsistent with the tender document, the Employer's rights or the bidder's obligations under the contract; or
- c. whose rectification would affect unfairly the competitive position of other bidders presenting substantially responsive bids. Further, a bid will not be considered substantially responsive if the bidder has not offered to undertake all the items of the work as listed in Bill of Quantity (BoQ) of Section V of tender document.

20.2.10 The estimated effect of price adjustment (if any) provisions of the Conditions of Contract, applied over the period of execution of the Contract, shall not be taken into account while evaluating bids.

20.2.11 The services will be awarded to the Bidder as per procedure mentioned below:-

21. Award of Contract

- The Employer shall issue a Letter of Award to the selected Bidder. It may also notify all other Bidders about the decision taken (if requested by other Bidders).
- The bidder will sign the contract after fulfilling all the formalities / pre-conditions mentioned in the Tender Document, within 15 days of issuance of the Letter of Intent.
- The bidder is expected to commence the Assignment/job on the date and at the location specified in Section III Data Sheet.

- 21.1 The Employer shall issue a LOA to the selected Bidder. It may also notify all other Bidders about the decision taken (if requested by other Bidders).
- 21.2 The successful bidder will sign the contract after fulfilling all the formalities / pre-conditions mentioned in the Conditions of Contract in Section VII including submission of performance bank guarantee, within 15 days of issuance of the LOA.
- 21.3 The Contractor is expected to commence the Assignment / job at the location specified in Section III: Bid Data Sheet.

22. FRAUD AND CORRUPT PRACTICES

- 22.1 The Bidders and their respective officers, employees, agents and advisers shall observe the highest standard of ethics during the Selection Process. Notwithstanding anything to the contrary contained in this Tender, the Employer shall reject a Bid without being liable in any manner whatsoever to the Bidder, if it determines that the Bidder has, directly or indirectly or through an agent, engaged in corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice (collectively the "Prohibited Practices") in the Selection Process. In such an event, the Employer shall, without prejudice to its any other rights or remedies, forfeit the Bid Security or Security Deposit towards damages payable to the Employer for, inter alias, time, cost and effort of the Employer, including consideration and evaluation of such Bidder's Proposal.

SECTION - III: BID DATA SHEET

SECTION III: BID DATA SHEET

Reference	Particulars	Description
ITB 2.1	Employer HQ	The Chairman, Inland Waterways Authority of India (IWAI), A-13, Sector-1, Noida-201301
ITB 2.1	Method of Selection	Least Cost System (LCS) selection method
ITB 2.2	Name of the Assignment / Job	Works contract for deployment of Security Personnel at IWT Terminals, dredgers under Regional Office of IWAI at Kochi in NW-3.
ITB 2.3	a) Closing date for submission of Online Bid and b) Address for submission of hard copy of POA & payment instruments (Tender Fee & EMD)	Date :15.09.2023 Time : 15:00Hrs (IST) Submission : online submission Address: Director, Inland Waterways Authority of India, National Waterway Road, Kannadikkadu, Maradu P.O, NH 47 Bypass, Ernakulam, Kerala. PIN 682304
-	Estimated cost of this work	INR 124 lakhs. excluding GST
ITB 6.1	EMD	INR 2.48 Lakhs
ITB 6.2	Tender Fee	INR Rs.2,785/-/- i.e., Rs.2,360 Plus 18% GST of Rs.425/- = Rs.2,785/- Tender fee for the amount mentioned above shall be deposited to IWAI Fund through RTGS in the following account: Name of Account : Inland Waterways Authority of India Name of the bank: State Bank of India, Vyttila Branch VYTTLA IFSC CODE – SBIN0008694 Account No. 39360627884
ITB 6.3	Minimum Bank Solvency	40% of the estimated cost of this work i.e. Rs.49.60 lakhs.
ITB 6.7	Bid Validity Period	90 days after last date of Bid Submission
ITB 3.2&ITB 16.1	Similar Works	“Similar Works” means supply and deployment of security manpower / technical manpower/vessel crew
ITB 10. (i)	Authorized Representative	Name: Director, IWAI, Kochi

Reference	Particulars	Description
ITB 10.3	Contract Duration	12 months from the date of issuance of LOA and extendable further mutually agreed terms
ITB 15.3	Bid Opening date	Date :16.09.2023 Time : 15:30 hrs
ITB 16.2.3	Technical Evaluation	The points earmarked for evaluation of Technical Bids would be as follows: Please refer to Table No: ITB 16.2.3 for details of Technical Evaluation.
ITB 17.3	Location of Assignment	Kottappuram to Kollam in Kerala(NW-3)
-	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.
-	Performance Guarantee	5% of the quoted amount in the form of irrevocable bank guarantee from nationalized / scheduled bank.
	Security Deposit	5% of the quoted amount
-	Document required for technical bid Evaluation.	<ol style="list-style-type: none"> 1. Scanned copy of UTR no of payment towards tender cost and EMD or exemption document proof. 2. Bank solvency with issuing bank authority for verification 3. Tender acceptance letter (letter of bid) on letter with scanned tender document with seal and signature 4. Duly signed tender form and undertaking for not blacklisted form and Form E 5. Registration of EPF & ESIC certificate copies 6. Annual Report/Audited Profit & Loss A/c and balance sheet and Financial turn over (Form C) and IT Returns for the last 3 years. i.e. 2020-21, 2021-22& 2022-23. 7. PAN and GST registration copy 8. Prequalification work experience document (eligible project) 9. Local office and establishment details 10. Authorisation letter for bidding, negotiation, signing of agreement and execution work and power of attorney (as the case may be) 11. Bank account details with cross blank cheque.
	Purchase Preference	12. In line with Government of India directive contained under "Public Procurement" (Preference to Make in India) Order 2017

Reference	Particulars	Description
		dated 15 th June, 2017, purchase preference (Goods/Service) shall be given to local (Indian) suppliers/vendors/agencies.

TABLE NO: 16.2.3

Technical Evaluation

The Bidders will be screened at the first level on the basis of the minimum eligibility criteria as indicated in below.

The points earmarked for evaluation of Technical Bids would be as follows:

Sl. No	Attributes	Max. Marks	Evaluation		Marks Secured
1	Number of years of experience of providing similar security Manpower Services	30	Up to 3 years	20	
			3 – 5 years	25	
			Above 5 years	30	
2.	Average Annual Turnover for financial years i. 2020-21 ii. 2021-22 iii. 2022-23	25	Between Rs. 50 Lakhs to Rs. 1.00 Crore	15	
			Between Rs. 1.00 Crore to Rs. 3.00 Crore	20	
			Above Rs. 3.00 Crore	25	
3	Solvency Certificate	5	i) 80%marks for minimum eligibility criteria ii) 100%marks for twice the minimum eligibility or more In between (i)&(ii)–on pro-rata basis		
4	Experience in different organization for similar works on the basis of work done/Work completion certificate only (Work order or execution of agreement shall not be considered)	5	i. For 1 organization- 80%marks ii. For 2 to 3 Orgs.- 90%marks. iii. More than 3 Orgs-100% Marks.		
5	Number of Manpower on Rolls	25	Between 25-50	10	
			Between 50-100	15	
			Above 100	25	
6	All required document submitted as per tender.	10	Submission of all required document		
	Total	100			

The Technical Bids must score at least 70 marks out of 100 to become eligible for opening of Financial Bids. In other words, Financial Bids of only those Bidders whose Technical Bids have a score of 70 marks or more (out of 100) would be opened for further processing.

SECTION – IV:

TECHNICAL BID STANDARD FORMS

FORM 4A: LETTER OF BID
(To be submitted on the letter head of the Bidder)

To,

Director
Inland Waterways Authority of India
National Waterway Road, Kannadikkadu,
Maradu P.O, NH 47 Bypass,
Ernakulam, Kerala. PIN 682304

Sub: Works contract for deployment of Security Personnel at IWT Terminals, dredgers under Regional Office of IWAI at Kochi in NW-3-reg

Dear Sir,

1. Having examined the information and instructions for submission of tender, General & Special Conditions of Contract, Technical, General and detailed specifications, Bill of Quantities (BoQ) agreement and bank guarantee forms, etc. for the above named works, I/ We(Name of Bidder) hereby tender for execution of the works referred to in the tender document in conformity with the said Conditions of Contract, Schedule of quantities for the sum as stated in BoQ 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, Scope of work and instructions as mentioned in the tender document.
3. I / We am / are tendering for the works mentioned in the table below and submitting the EMD in the form of RTGS / NEFT/ in favour of IWAI Fund payable at Noida from Nationalised / Scheduled bank of India as per the details given therein:

Sl. No.	Name of the work	UTR NO	Details of Bank (Name of Bank, Branch and address)
1	Works contract for deployment of unarmed Security Personnel (Security Guards & Security supervisor) at permanent IWT Terminals, dredgers under the Regional Office of IWAI at Kochi in NW-3 (on outsourced basis). Tender document cost -Rs.2,785/-		
2.	Earnest Money Deposit-Rs.2.48 lakhs		

4. I/ We agree to abide by this tender. I/ We agree to keep the tender open for a period of 90 days (insert number of days of Bid Validity) from the last date of Bid Submission 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 EMD, as aforesaid and IWAI shall without any prejudice to another right or remedy, be at the liberty to forfeit the said EMD absolutely otherwise the said EMD shall be retained by IWAI towards part of security deposit to execute all the works referred to in the tender document 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(s) to abide by and fulfill all the terms and conditions and provisions of this tender. No interest is payable on EMD 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. **I/We also declare that the firm has not been debarred / blacklisted during the last three years.** Any such discovery relating to debarment or blacklisting is brought to knowledge of the Employer at any stage of the tender / contract would be punishable under existing law and would lead to rescinding or termination of the contract.
 9. I/ We understand that IWAI is not bound to accept the lowest or any tender it 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's.....FAX No.....

Email ID:

FORM 4B: AVERAGE ANNUAL TURNOVER

(To be submitted on the letter head of Chartered Accountant / Statutory Auditor)

Sl. No.	Financial Years	Annual Turnover in INR
1.	
2.	
3.	
4.	Total (1+2+3)	
5.	Average Annual Turnover	<i>[indicate sum of the above figures divided by 3]</i>

Certificate from the Statutory Auditor

This is to certify that*[Name of the Firm]/[Registered Address]* has received the payments shown above against the respective years.

Name of Authorized Signatory

Designation:

Name of Firm:.....

(Signature of the Statutory Auditor Seal of the Firm)

Note:

In case the Bidder does not have a statutory auditor, it may provide the certificate from a practicing chartered accountant.

FORM 4C: POWER OF ATTORNEY

(To be executed on non-judicial stamp paper of appropriate value in accordance with relevant Stamp Act and duly notarised. The stamp paper to be in the name of the company who is issuing the Power of Attorney)

Know all men by these presents, We,(name of organization and address of the registered office) do hereby constitute, nominate, appoint and authorize Mr./Ms.son / daughter / wife and presently residing atwho is presently employed with / retained by us and holding the position of, as our true and lawful attorney (hereinafter referred to as the "**Authorised Representative**"), with power to sub-delegate to any person, to do in our name and on our behalf, all such acts, deeds and things as are necessary or required in connection with or incidental to submission of our Bid for ".....(insert name of the assignment)". The selection of Contractor for Inland Waterways Authority of India (the "Employer") including but not limited to signing and submission of all applications, Bids and other documents and writings, participating in conferences and providing information / responses to the Employer, representing us in all matters before the Employer, signing and execution of all contracts and undertakings consequent to acceptance of our Bid and generally dealing with the Employer in all matters in connection with or relating to or arising out of our Bid for the said Project and / or upon award thereof to us till the entering into of the Contract with the Employer.

AND, we do hereby agree to ratify and confirm all acts, deeds and things lawfully done or caused to be done by our said Authorised Representative pursuant to and in exercise of the powers conferred by this Power of Attorney and that all acts, deeds and things done by our said Authorised Representative in exercise of the powers hereby conferred shall and shall always be deemed to have been done by us.

IN WITNESS WHEREOF WE, THE ABOVE NAMED PRINCIPAL HAVE EXECUTED THIS POWER OF ATTORNEY ON THIS DAY OF, 2023

For ...

(Signature, Name, Designation and Address)

Witnesses:

1.....

2.

Accepted

(Signature, name, designation and address of the Attorney)

Notes:

1. The mode of execution of the Power of Attorney should be in accordance with the procedure, if any, laid down by the applicable law and the charter documents of the executants(s) and when it is so required the same should be under common seal affixed in accordance with the required procedure.

2. *Wherever required, the Bidder should submit for verification the extract of the charter documents and other documents such as a resolution / power of attorney in favour of the person executing this Power of Attorney for the delegation of power hereunder on behalf of the Applicant*
3. *For a Power of Attorney executed and issued overseas, the document will also have to be legalised by the Indian Embassy and notarised in the jurisdiction where the Power of Attorney is being issued. However, the Power of Attorney provided by Bidders from countries that have signed the Hague Legislation Convention, 1961 are not required to be legalised by the Indian Embassy if it carries a conforming Apostille certificate.*

FORM 4D: DECLARATION BY THE BIDDERS
(To be submitted on the letter head of the Bidder)

To,

Date:.....

The Director,
Inland Waterways Authority of India,
National Waterway Road, Kannadikkadu,
Maradu P.O, NH 47 Bypass,
Ernakulam, Kerala. PIN 682304

Sub: Declaration from the Bidder

Tender Reference No: IWAI/COCH/A&E/36(13)/2022-23/07

Dear Sir,

This is with reference to the above mentioned Tender document.

We hereby make the following declarations:

1.	<input type="checkbox"/>	No alteration has been made in any form in the Tender document downloaded from the website of IWAI and e-procurement portal.
2.	<input type="checkbox"/>	I / We have not been debarred / blacklisted during the last three years
3.	<input type="checkbox"/>	I / We accept the payment terms of Terms of Reference.
4.	<input type="checkbox"/>	I / We provide our acceptance to all the Terms and Conditions of this tender document.
5.	<input type="checkbox"/>	I / We agree to disqualify us for any wrong declaration with respect to the submissions made by us for this tender and reject my/our tender summarily
6.	<input type="checkbox"/>	I / We agree to disqualify us from this tender and black list us for tendering in IWAI projects in future, if it comes to the notice of IWAI that the documents/submissions made by me/us are not genuine
7.	<input type="checkbox"/>	I / We confirm that I/we have noted / updated ourselves of all amendments / corrigendum / response to pre-submission queries etc. and bid is submitted incorporating the same.

Yours Faithfully

(Signature of the Bidder, with Official Seal)

Note: Please Tick the appropriate box in the above table.

FORM 4E: BIDDER INFORMATION SHEET

(To be submitted on the letter head of the Bidder)

Bidder name: <i>[insert full name]</i>
Bidder's Party name: <i>[insert full name]</i>
Bidder's Party country of registration: <i>[indicate country of registration]</i>
Bidder's year of constitution: <i>[indicate year of constitution]</i>
Bidder's legal address in country of constitution: <i>[insert street/ number/ town or city/ country]</i>
Bidder's authorized representative information Name: <i>[insert full name]</i> Address: <i>[insert street/ number/ town or city/ country]</i> Telephone/Fax numbers: <i>[insert telephone/fax numbers, including country and city codes]</i> E-mail address: <i>[indicate e-mail address]</i>
1. Attached are copies of original documents of <input type="checkbox"/> Articles of Incorporation (or equivalent documents of constitution or association), and/or registration documents of the legal entity named above <input type="checkbox"/> In case of a Government-owned enterprise or institution, documents establishing legal and financial autonomy, operation in accordance with commercial law, and absence of dependent status 2. Included are the organizational chart, a list of Board of Directors, and the Beneficial Ownership.

Yours Faithfully

(Signature of the Bidder, with Official Seal)

Note:

This Form shall be supplied with Identity proof of the authorized representative

ANNEX F: DETAILS OF MAJOR CONTRACTS HANDLED IN THE LAST FIVE YEARS

(To be submitted in Bidders Letter Head)

Name of Bidder:

Date of Submission:

S.No.	Details of client along with address, telephone and FAX numbers	Amount of Contract (In INR)	Duration of Contract		Nature of Contract	
			From	To	Type of Manpower provided	No. of Persons deployed
1.						
2.						
3.						
4.						
5.						
6.						
.						
.						
.						
.						

In addition to the above, the Bidder shall provide total number of Employees on payroll on the date of submitting of the tender along with their breakup, deployed at various Govt. Departments /PSUs / Banks.

SECTION – V: FINANCIAL BIDS STANDARD FORMS

FORM FIN – 1: FINANCIAL BID SUBMISSION FORM

[Location, Date]

To:

[Name and address of Employer]

Dear Sir,

We, the undersigned, offer to provide the services for the Assignment / Job for *[Insert title of Assignment/Job]* in accordance with your notice inviting tender dated *[Insert Date]* and our Technical Bid. Our attached Financial Bid is for% of the Cost to our Organization (CTO)*[Insert percentage of the CTO]*, against submission of proof of payment. This amount is inclusive of all types of taxes (such as Income tax, duties, fees, levies etc.) excluding Goods & Service Tax (GST), which shall be paid as per the provisions effective at the time of release of payments. We hereby confirm that the financial Bid is unconditional and we acknowledge that any condition attached to Financial Bid shall result in rejection of our Financial Bid / Bid as a whole.

Our Financial Bid shall be binding upon us subject to the modifications resulting from Contract negotiations (if any), up to expiration of the validity period of the Bid, i.e. before the date indicated inclause.....

We understand you are not bound to accept any Bid you receive.

Yours sincerely,

Authorized Signature [In Full and initials]:

Name and Title of Signatory :

Name of Firm :

Form Fin – 2: Summary of Costs – BoQ

Tender Inviting Authority: INLAND WATERWAYS AUTHORITY OF INDIA						
Name of Work: Works contract for deployment of Security Personnel (Security Guards & Security supervisor) at IWT Terminals, dredgers under Regional Office of IWAI at Kochi in NW-3						
Contract No: IWAI/COCH/A&E/36(13)/2022-23/07						
Name of the Bidder/ Bidding Firm / Company:						
<u>PRICE SCHEDULE</u>						
(This BOQ template must not be modified/replaced by the bidder and the same should be uploaded after filling the relevant columns, else the bidder is liable to be rejected for this tender. Bidders are allowed to enter the Bidder Name and Values only)						
Sl. No.	Item Description	QTY	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	Works contract for deployment of Security Personnel (Security Guards & Security supervisor) at IWT Terminals, dredgers under Regional Office of IWAI at Kochi in NW-3.					
1.01	Security (B - Zone) – 18 Nos	216.00	Man month	32012	69,14,592	INROnly
1.02	Security (C - Zone) – 12 Nos	144.00	Man month	27597	39,73,968	INROnly
1.03	Security Supervisor – 1 Nos	12.00	Man month	31979	3,83,748	INROnly
1.04	Total Amount without Service charge				1,12,72,308	INROnly
2.00	Bidders service charge	12.00	Month	Select	0.000	INROnly
Total in Figures						

Note:

- i. It may be noted that the successful bidder will have to pay the wages equal to the minimum salary/remuneration mentioned in the table under “**Form Fin- 3: Details of Cost**” to the deployment of technical manpower on outsource basis every month and submit the proof. The bidder there for has to quote in the BOQ only their service charges as a percentage of the estimated cost mention in NIT (para-2) above.
- ii. Since at present TDS is deducted at the rate of 2% of bill value quotations of administrative /service charge less than or equal the TDS would be treated as unresponsive and will not be considered.
- iii. If after the opening of financial bids, it is found that any two bidders have quoted similar service charges, then the bidder who has scored the maximum number of marks will be awarded the work.
- iv. The quantum of work may increase or decrease depending upon the requirement.

Authorized Signature

Name :

Designation :

Name of Firm :

Address :

Form Fin – 3 :Statutory Payment details

SI #	Details	Amount (Rs.)
A. 1	<u>Security Guard (B ZONE)</u>	
	1. Wage	15054.00
	2. VDA	5434.00
	3. EPF (employer share)	1950.00
	4. ESI (employer share)	665.86
	5. Leave salary	788.00
	6. Bonus contribution	1707.33
	7. Gratuity	985.47
	8. Holiday Wage	853.67
	9. Reliever charge	4573.06
	Total (Monthly salary)	Rs.32011.39
		Rs.32012.00

SI #	Details	Amount (Rs.)
A. 2	<u>Security Guard (C ZONE)</u>	
	1. Wage	12844.00
	2. VDA	4602.00
	3. EPF (employer share)	1950.00
	4. ESI (employer share)	567.00
	5. Leave salary	671.00
	6. Bonus contribution	1453.83
	7. Gratuity	839.15
	8. Holiday Wage	726.92
	9. Reliever charge	3942.32
	Total (Monthly salary)	Rs.27596.21
		Rs.27597.00

SI #	Details	Amount (Rs.)
B	Security Supervisor	
	1.Wage	16562.00
	2.VDA	5954.00
	3.EPF(employer share)	1950.00
	4. Leave salary	866.00
	5. Gratuity	1083.02
	6. Holiday wage	938.17
	7. Reliever charge	4625.53
	Total (Monthly salary)	31978.72
		Rs. 31979.00

Note:

1. Mandatory payment like ESI, EPF is required to be remitted by the Contractor as employer share, the employer share are included in the minimum wage fixed as indicated in Form Fin-3, for Rs.32012.00 for B Zone Security Guard, Rs.27597.00 for C Zone Security Guard and Rs.31,979.00 Security Supervisor respectively. The Contractor has to provide required documentary evidence of remittance along with bills for verification.
2. Any statutory deductions shall have to be from the consolidated remuneration only and no additional payment would be made on that account. *(PF& ESI will be reimbursable in case same is mandatory as per Law)*”.
3. In case of any changes in the Act which has a bearing on the contract, the same should be complied with by the Outsourced agency.

Authorized Signature

Name :

Designation :

Name of Firm :

Address :

SECTION –VI:TERMS OF REFERENCE(ToR)

1. Introduction

Inland Waterways Authority of India (IWAI) is a statutory body set in 1986 by an Act of Parliament (82 of 1985). The Authority has the principle objectives of development, maintenance and management of National Waterways in the country for shipping and navigation. Kollam - Kottappuram Stretch of West Coast Canal (WCC) along with Champakkara Canal and Udyogamandal Canal in Kerala State was declared as National Waterway-3 (NW-3) w.e.f. 01-02-1993. IWAI has its Regional Office at Kochi to manage NW-3.

2. Scope of work

To provide round the clock unarmed security at IWT terminals, dredgers & Office premises at various locations. The minimum qualification and essential/desirable experience for security guard and security supervisor to be deployed shall be as follows:

Security Guard : Must have a minimum experience of two years as Security Guard in a reputed firm/organization and a literate person not less than class Eight. Ex-service men /persons with higher experience desirable. The Person should have good health, bear moral character have good eye sight and aged between 35 – 58 years. Ex-servicemen are preferable.

Security Supervisor : Must have matriculation from recognized University, minimum 5 years experience in a Supervisory level in a similar assignment and able to communicate in English and Malayalam fluently. The Person should have good eye sight and aged between 35 -58years.

3. Detailed scope of work & vacancies:

Kottappuram, Aluva, Maradu, CSEZ (Irumbanam), Vaikkom, Thaneermukkom, Trikkunnappuzha, Kayamkulam, Alappuzha, Chavara, Kollam and IWAI office at Maradu. The area of operations may change or additional locations/manpower may be required anywhere along NW-3.

In addition, the security personals may also be posted at the departmental dredgers mobilized for dredging work anywhere within NW-3, for watch & ward duty during the night hours [for 16 hours duty (2 duties) from 4.00 PM to 8.00 AM next day] for which wages/payment shall be considered as per the rate quoted for 08 hours duty. No arrangements for accommodation available at the departmental dredgers and hence suitable temporary arrangements shall be made by the security agency for the Guards posted at all the Dredgers. No extra payment in this regard shall be admissible.

4. Period of Service

Under the provision of this contract the work shall be awarded initially for a period of one year (12 months). However subsequently IWAI shall reserve the right to extend the contract for additional 02 (two) years on year to year basis to the successful contractor subjected to performance of the contractor on mutually agreed terms and condition. The contractor should ensure that the rates keeping in view of all the Parameters like hike in minimum basic wages, VDA etc. during the period of contract.

5. Requirement of Guards

Round the clock security by one guard per shift of 08 hours is the normal requirement at all points. One Security Supervisor is to co-ordinate among all duty points and IWAI office and supervise the performance of duty by the Guards. The Supervisor will receive payment for only one shift but organize his duties in such a way to ensure supervision/checking of guards working in all shifts at all the duty points, organizing payments regarding electricity/water charges of all terminals as well as to receive instructions from IWAI and to furnish progress reports to IWAI.

6. Duties and Obligation of Security Agency

- (i) Trained guards, mentally and physically fit and fulfilling specified requirements shall only be deployed. The Agency shall provide the details of the staff proposed to be deployed viz. their name, fathers name, DOB, residential address, mobile number, recent photograph in the form of a data base hard copy and also provide a local police clearance certificate & Aadhar Card of the proposed person.. Each guard will be provided with photo identity cards by the agency.
- (ii) Each guard will be provided with active cell phone and will be available during duty & off duty period.
- (iii) The agency will provide uniforms, shoes, lathies, whistles, torches, batteries, mosquito repellent oilment/coil etc. as required to the guards at no extra cost.
- (iv) The persons deployed shall be employees of the security agency and statutory liabilities in respect of the guards will be borne by the agency.
- (v) IWAI shall be indemnified against any injuries or harm to the security guards during performance of their duty.
- (vi) The agency shall ensure adequate supervision for proper performance security duties by the guards complying with instructions, and requirements of IWAI by maintaining constant contact with the office of IWAI.

- (vii) The security agency and its staff shall take proper and reasonable precaution to safeguard properties of IWAI including but not limited to cargo handling equipment, boats /vessels berthed at the terminal etc. against loss, destruction, wastage or misuse and shall not lend to any person or company any of the effects of IWAI under its control.
- (viii) The security services commissioned are exclusively for use of IWAI and the same guards shall not be responsible for any other activity concurrently with guarding IWAI property.
- (ix) Any furniture or other assets of IWAI that may be entrusted to the agency for due performance of the duties shall be returned to IWAI in proper condition at the end of the contract or as and when demanded so by IWAI without damage other than normal wear and tear.
- (x) The security staff shall not accept or give any gratuitous payment, gifts or reward in any form in connection with their performance or duty from any person whatsoever.
- (xi) Attendance registers and duty registers as well as inspection by supervisors and departmental officers, etc. as is standard practice shall be maintained at each terminal in printed & machine numbered books / format approved by IWAI.
- (xii) The selected agency or any of its employees shall not avail or request for any of the facilities provided to employees of IWAI.
- (xiii) Accommodation and transport for the guards to facilitate their due performance of duties shall be the responsibility of security agency. IWAI will provide shelter / guard room and essential amenities like toilet, etc., to the guards on duty at all terminal locations.
- (xiv) The guards / supervisors will be required to furnish immediate telephonic information followed by written report regarding any untoward incident or activity that may be detrimental to the interest of IWAI pertaining to the area guarded by them. Any failure to do so shall be reckoned as failure in performance of duty and shall be adequate reason for immediate termination of the security contract. Any theft / loss of items (if any) occurs at the IWT terminals or departmental dredgers or Authority's Office due to any reasons, necessary complaints shall be made immediately by the agency to the nearest Police Station. If the theft materials are not traceable by the Police or the theft occurs due to the negligence of the security guard on duty, then the compensation based on the actual loss shall be recovered from the pending bills/ future bills of the security agency after due verification by the Engineer in Charge.

- (xv) The Guard will be maintained separate registers for movement of barges/vessel, inspecting/ visiting officer, temporary store, water level, etc as the case may be.
- (xvi) Take preventive steps and anticrime measures to avoid theft, pilferage or sabotage. To advise IWAI on measures to be taken to improve security of its premises and assets.
- (xvii) The Security Guards / Security Supervisor / Security Agency is required to attend such other works as assigned by the Authority, for example, taking of hourly water level at each terminal point, recording particulars of trucks/cargo/barges arriving at or departing from the terminal, timely payment of Electricity and Water charges of all the terminals duly utilizing the advance provision made available to the security agency and also produce all the original receipts for reimbursement etc., as instructed from time to time.
- (xviii) To prevent entry of any and all un-authorized persons to the premises of IWAI.
- (xix) It shall be compulsory for the agency to carry out periodic rotation of guards in such a way that no guard is given continuous posting at a particular location for a period more than six months. Further, the duty shifts of guards shall also be compulsorily rotated.
- (xx) The security agency shall be responsible for complying with labour laws or regulation in force and to take and maintain approvals or registrations in this regard.

7. Obligations of IWAI

- (i) To pay for the security services charges as stipulated in the contract within the specified time.
- (ii) To pay separately for any additional services as may be provided to it by the agency on the basis of specific written request.
- (iii) To provide guard room and basic amenities like toilets etc. for the guard on duty (only at terminal points).
- (iv) The IWAI will not make any payments directly to any employee of the agency, but the payments will be claimed and received by the agency only.
- (v) IWAI expect the individual monthly wages to be quoted in such a way that it receives round the clock and throughout the month continuous service of guards at required places. The agency shall not quote separate charges for leave substitute, which shall be the responsibility

of the agency. Therefore, the responsibility for providing security guards during public holidays and national holidays shall rest with the agency.

- (vi) Overtime rates for actual hours worked beyond normal duty hours may be paid pro-rata based on payment of admissible for 8 hours duty in the event of requiring any such service of any guard beyond normal working hours. However, in the normal course, it is not anticipated that overtime services may be required.
- (vii) No additional charges / travel allowance will be admissible for adequate and periodic inspection of duty at all points by the Security Guards /Supervisor.
- (viii) The guards are expected to work in shifts 7.00 a.m. to 3.00 p.m., 3.00 p.m. to 11.00 p.m. and 11.00 p.m. to 7.00 am (next day). With regard to the duty at the departmental dredgers, the normal duty hours will be from 4.00 PM to 8.00 AM in the next day. However, the shift changing time can be discussed and agreed between the selected agency and IWAI.
- (ix) No employee of the security agency will have any right for claim of wages or employment from IWAI at any time during the currency of service contract or later on by virtue of their having been working as guards in IWAI premises.
- (x) In the event of any theft, pilferage or unlawful activity happening in the guarded premises of IWAI, the agency will be a party to and be prime witness in consequential legal proceedings, if any.
- (xi) The selected agency will require to enter into an agreement with IWAI. The above terms and conditions shall form part of the agreement.
- (xii) The contractor shall indemnify IWAI against any loss of life/injuries to their personnel arising out of their negligence or natural causes or incidental to their performance of duty.
- (xiii) The security personnel shall be deployed under the overall control of the Engineer in Charge and the personnel shall be required to report & perform their duty as per instructions communicated through the contractor or his authorized supervisor, representative.
- (xiv) The contractor shall remove any person, if the Engineer in Charge finds him unsuitable and replace him with suitable substitute within 7 days of written intimation in that regard.

8. Payment Terms

- 8.1.** All the payments shall be made in Indian Rupees only and shall be subject to applicable Indian Laws for withholding taxes, if any.
- 8.2.** The Contractor is liable to provide the services during the defects liability period as per the conditions of tender document. No extra payment for rendering services during defects liability period will be made to the Contractor.
- 8.3.** The service provider shall pay the salary / remuneration to the outsourced staff only through ECS by 7th of the following month without waiting for the clearance of bill from IWAI. **The details/proof of payments made will accompany the monthly invoice submitted for reimbursement to IWAI. Also, the statutory remittances claimed from IWAI should be evidenced by relevant documentary proof.**
- 9.** (a) Monthly bills may be submitted to the Director, IWAI supported by duly certified attendance particulars, monthly payments made to the staff engaged. Payment of monthly bills shall be made by IWAI within 15 days of receipt of such bills. Any incomplete attendance details of the security staff will be treated as absent and no payment / wages will be considered for the absent period. For any Period of absence from duty, the amount shall be proportionately reduced (based on 30/31 days in a month).
- (b) Pro-rata reduction of monthly wages will be made in the event of guards not being available during any shift/day at the place of their responsibility to ensure provision of security to the premises round the clock throughout the currency of contract.
- (c) **The rates for each category of personnel shall be the monthly rates. The rate should include Basic wage, VDA, EPF, ESI, Gratuity, Bonus, Leave wages, etc. as applicable as per latest Gazette Notification.**
- 10.** IWAI reserves the right to terminate the contract of deployment of security any time before expiry of stipulated period by issue of one month's notice to the Contractor. For such foreclosure, no compensation for reduction in scope shall be payable to the contractor. Similarly, if the contractor wants to withdraw the deployed manpower before expiry of contract period he will have to give one month notice, failure to do so will result in forfeiture of the deposited security amount. However, final decision will be taken by the Engineer in Charge as per the contract provisions prior to the withdrawal of manpower and same shall be final and binding on the contract agency.

SECTION -VII: SCOPE OF WORK

NATURE & SCOPE OF WORK

Scope of work the contractor shall provide the armed and unarmed security guards at various locations along NW-3 as directed by Engineer-In-Charge:-

1. The Private security Agency shall have register under Private Security Agency Regulation Act, 2005.
2. The security agency shall not deploy/engage any worker, who has not completed the age of 18 years on the date of his deployment/engagement.
3. It would be desirable that the security staff provided should have knowledge of Fire Fighting, First Aid, Scooter/Motor Cycle/MV Driving & Communication equipment. All Guards should have working knowledge of Malayalam / Hindi or English language.
4. The agency shall provide the details of the staff, proposed to be deployed viz, their name, fathers name, DOB, residential address, mobile number, recent passport size photograph, in form of a data base in both hard & soft form and also provide a local police clearance certificate.
5. Security person shall be a citizen of India or a citizen of such other country as the Central Government may, by notification in the Official Gazette, specify.
6. No person who has been convicted by a competent court or who has been dismissed or removed on grounds of misconduct or moral turpitude while serving in any of the armed forces of the Union. State Police Organization, Central or State Governments or in any private security agency shall be employed or engaged as a private security guard.
7. Security agency may, while employing a person as a private security guard, give preference to a person who has served as a member in one or more of the following namely Army, Navy, Air Force or any other armed forces of the Union Police including armed constabularies of States and Home Guards.
8. The agency shall employ only such staff who are literate, physically fit having good character, well behaved and skilled in their duties, it should also be ensured that the employees, employed by the agency are having proven antecedents and no police case etc. is pending against such people. The agency shall be solely responsible for all acts of

commission/omission of its employees.

9. Security agency has to produce certificate of character and no police cases i.e. police verification on firms account for persons employed for security. Security agency has to submit bio-data of the people to be employed. The agency will discharge/change/transfer any of his employee who is found un-suitable, not physically fit in capable of performing duties, the firm has to change the such staff on recommendation made by IWAI administration. Preferably the agency shall depute the staff who should not be local. The agency shall change and recruit new staff after completion of one year.
10. It should be made clear that IWAI will not provide food, accommodation and transportation or any of the allowances to the security personnel deployed under any circumstances.
11. IWAI reserves the right to ask and require the company/agency to remove any person deployed by the company/Agency, without assigning any reason/notice.
12. The Company/Agency shall supply uniforms (all weather) with Name plates to the persons engaged by him. The IWAI shall not allow any employee of the Company/Agency to work inside the IWAI without uniform except in cases where-in specifically asked for. If during the period of contract the uniform is torn, it shall be the responsibility of the Company/Agency to supply another uniform to the persons and ensure that the persons wear uniform while security agency are on duty in the terminal. The Company/Agency shall get the identity card of each employee countersigned by the nominated Officer of the IWAI.
13. The Security Guard shall be normally required to work in three shifts basis. No Security Guard will be allowed to perform double duty/continuous basis unless authorized by nominated Officer.
14. No employee of the Company/Agency shall work for more than 26 days in a month or as specified by Labour laws.
15. The company shall have proper standard and procedures of requirement and training. The company will provide a copy of Training Manual for inspection to IWAI authorities.
16. The company shall have a proper system for checking the guards on duty, day & night for every shift. Records of the same should be effectively maintained and shortcomings if any should be immediately rectified. The Company should supply Guard check Books to all guards post wise at its own cost.
17. That no right, much less a legal right shall vest in the company/Agency's workers to claim/have employment or otherwise seek absorption in the IWAI nor the company/Agency's workers shall

have any right whatsoever to claim the benefits and for emoluments that may be permissible or paid to the employees of the IWAI. The workers will remain the employees of the Company/Agency and this should be solely the responsibility of the Company/Agency to make it clear to their worker before deputing on work at the designated places as per tender.

18. The Company shall not be allowed to change its name and style after the award of the contract.

19. The company will have to deploy the full nos of security guards. IWAI administration reserves the right to curtail the deployment of security guards at any time or increased as per requirement of IWAI.

20. The agency shall ensure that all their staff wear standard uniform, badges, caps and shoes and are equipped with indent cards. This will be at agency's own cost. The turnout should be smart and tidy. Guards during duty should have all accessories like Gun, stick, torch, Gumboots etc. A penalty of Rs. 100/- may be imposed if the guards are not found in proper uniform on duty.

Detailed requirement of Security Guards is mentioned below.

Physical standards and Qualifications: The employees of the Company/Agency shall be of Good character and of sound health as per standard provided under the PSARA-2006 and training should be provided as per PSARA-2006.

Sl.no	Designation	No. of Posts.
1.	Unarmed Security Guard	30
2	Security Supervisor	1
	Total	31

a) The minimum qualification, essential / desirable experience for each personnel to be engaged shall be as follows: -

S.no	Category	Qualification	Experience	Max age as on Dec'2022
01	Unarmed security Guard	8 th pass	1. 01 year experience. 2. Physically fit 3. Free from any police case.	58 Years
02	Security Supervisor	matriculation from recognized University,	minimum 5 years experience in a Supervisory level in a similar assignment and able to communicate in	58 Years

			English and Malayalam fluently	
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Note:-

- **Age relaxation could be considered in exceptionally deserving cases, strictly on merit, by the accepting Authority/ engineer-in-charge of the scheme/project.**
- **Relaxation in experience may be given to the candidate working/worked in IWAI.**

21. Issue of Photo Identity Card

- Photo identity card for security guards shall be issued by the private security agency employing or engaging the guard as perform IX of the PSARA -2006 .
- The photo identity card shall be issued in such form as may be prescribed
- Every private security guard shall carry in his person the photo identity card and shall produce it on demand for inspection by the controlling authority or any other officer authorized by it in this behalf. The identity cards should be got attested by IWAI and the firm.

22. Registers to be maintained by a private security agency:

- The names and addresses of the persons managing the private security agency.
- The names, addresses photographs and salaries of the private security guards under its control.
- Such other particulars as may be prescribed.
- The agency will be required to maintain register book to guarantee that, numbers of personnel as decided are actually being employed and such books after necessary checking will be counter signed by the IWAI authorities.

23. PENALTY

- During duty hours the guards on duty should not consume any liquor or any intoxication materials in case it is noticed any time that security agency are under influence of liquid intoxication or found in alert guilty of moral turpitude penalty of Rs. 500/- per person, per incident will be imposed.
- During periodic and surprise check number of persons found sleeping will be imposed a penalty of Rs. 250/- per persons, per incident.

1.0 General Conditions:

- 1.1 The firm shall follow the instructions given by the officer in-charge in IWAI.

- 1.2 If IWAI or its authorized officers are not satisfied either the manner of performance of the services provided, The firm will take such remedial measures as may be called upon to do to the entire satisfaction of IWAI.
- 1.3 The period of contract is for one year i.e. from **xx.xx.2023 to xx.xx.2024** during this period if it is found that the performance of the firm is not satisfactory, IWAI will have right to terminate the contract by giving one-month notice.
- 1.4 IWAI shall be entitled at all times to carry out any checks or inspections of your facilities, records and accounts of the firm to ensure that the provisions of the Labour laws and regulations are being observed and that the workmen are not denied the rights and benefits to which they are entitled under such provisions. Any violation shall without prejudice to any other rights or remedies available to the owner constitute a ground for termination of the contract any consequence arising of violation or any Act/law/regulation etc. will be sole responsibility of the firm.
- 1.5 Uniforms will be provided by the firm to the employees deployed without any extra charges from the IWAI.
- 1.6 Compliance with various Labour Laws and other Laws of the land like Minimum Wages as applicable to Kerala notified by Labour department (Central), PF, ESI, Contract Labour etc, shall be the responsibilities of contractor. The payment of EPF and ESI will be reimbursed only after submitting of proof of payment.
- 1.7 The contractor shall be liable to comply with all rules and regulations in respect of all the labour laws and statutory requirements including safety regulations which are in vogue or will become applicable in future.
- 1.8 The contractor shall accept and bear full and exclusive liability for the payment of any or all taxes etc., now in force or thereafter imposed, modified and/or revised from time to time by the Central or State Government or by any other authority with respect to or covered by wages, salaries, or other compensations paid or payable to persons employed by the Contractor.
- 1.9 The contractor shall fully comply with all the applicable laws, rules and regulations relating to P.F. Act including the payment of P.F. contributions, Payment of Bonus Act, Minimum Wages Act, Workmen's Compensation Act, ESI, C.L. (R&A) Act, Essential Commodities Act, Migrant Labour Act, Contract Labour (Regulation and Abolition) Act, 1970 and/or such other Acts or Laws, regulations passed by the Central, State, Municipal and Local Government Agency or authority, including T.D.S. as per I.T. Act, applicable from time to time.
- 1.10 The contractor shall not pay to his employees less than the minimum wages as applicable to Kerala (Area B & C) notified by Labour Department (Central). (xiii) The Contractor shall be responsible for proper maintenance of all Registers, Records and Accounts so far as these relate to the compliance of any statutory provisions/obligations. The Contractor shall be responsible for maintaining record pertaining to payment of Wages Act and also for depositing the P.F. contributions, if required, with authorities concerned.

- 1.11 IWAI shall not be liable for any loss, damage, theft, burglary or robbery of any personal belongings, equipment or vehicles of the personnel of the Contractors.
- 1.12 The Contractor's personnel shall not divulge or disclose to any person, any details of office, operational process, technical know-how, security arrangements and administrative / organizational matters which are of confidential/secret nature that can attract legal action.
- 1.13 The personnel deployed by the Contractor shall not claim any benefit/ compensation/ absorption/ regularization of services in this office under the provision of Industrial Disputes Act, 1947 of Contract Labour (Regulation & Abolition) Act, 1970. Undertaking from the personnel to this effect will be required to be submitted by the Contractor to this office.
- 1.14 The number of staff may be increased and decreased as per requirement of the IWAI and the Service Provider will comply immediately.
- 1.15 The final appointing authority of the outsourced staff will be IWAI.
- 1.16 IWAI also reserves the right to accept/reject/replace any resource deployed under this Contract on behavioral /disciplinary grounds and the decision of IWAI in this regard would be final.

SCHEDULES

SCHEDULE 'A': Salient Features of the work.

Name of Work	Deployment of Security Personnel On Outsource Basis In IWAI Regional Office at Kochi
Estimated cost	Rs. 124 lakhs excluding GST
Earnest Money	Rs.2.48 lakhs
Performance Security	5% of contract price in the form of Bank guarantee

SCHEDULE 'B': General Rules & Directions with reference to ITB, ToR: -

- (i) **Officer inviting tender** : **Director, IWAI, Kochi**
- (ii) **Tender Accepting Authority** : **Director, IWAI**
- (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 and Labour to cover all overheads & profits** } : included in the estimate
- (v) **Standard Schedule of Rates** : Not applicable
- (vi) **Specifications to be followed** : Not applicable
- (vii) **Deviation Limit** : 20% with approval of the Competent Authority
- (viii) **Competent Authority for grant extension of time under clause 34:-**

- (a) Regional Director (Field), IWAI (if the amount of contract is upto 50 lakhs).
- (b) Member (Technical), IWAI (if the amount of contract is upto 100 lakhs).
- (c) Vice-Chairman / Chairperson, IWAI, Noida (if the cost of contract is more than 100 lakhs & up to 500 lakhs).
- (d) Chairman, IWAI, Noida (if the amount of contract is more than 500 lakhs).

(ix) Competent Authority to determine the contract as per clause 36:-

- (A) Regional Director, Director (Field), IWAI (if the amount of contract is upto 50 lakhs).
- (B) Regional Director/Engineer-in-Charge with the prior approval of
 - (a) Member (Technical), IWAI (if the amount of contract is up to 100 lakhs).
 - (b) Vice-Chairman / Chairperson, IWAI, Noida (if the cost of contract is more than 100 lakhs & up to 500 lakhs).
 - (c) Chairman, IWAI, Noida (if the amount of contract is more than 500 lakhs).

(x) Milestones as per table given below:-

(Clause 34.5 & 34.6 shall be applicable only when the amount of the contract is more than 10 Crores).

Sl. No.	Milestone	Time Allowed (from date of start) in months	Amount to be withheld in case of non-achievement of mile stone
	Not applicable being less than Rs. 10 Crores.		

- (xi) **Competent authority to reschedule the milestones as per clause 34.5** } : Chairman, IWAI, Noida.
- (xii) **Competent authority for foreclosure of contract in full or in part due to abandonment or reduction in scope of work as per Clause – 31:**
 - (A) Regional Director (Field), IWAI (if the amount of contract is upto 50 lakhs).
 - (B) Regional Director / Engineer – in - Charge with the prior approval of
 - (a) Member (Technical), IWAI (if the amount of contract is upto 100 lakhs).
 - (b) Vice-Chairman / Chairperson, IWAI, Noida (if the cost of contract is more than 100 lakhs & up to 500 lakhs).
 - (c) Chairman, IWAI, Noida (if the amount of contract is more than 500 lakhs).
- xiii) **Incentive for early completion** : Not applicable

SECTION –VIII: ANNEXURES

ANNEX - I INTEGRITY AGREEMENT

(To be executed on non-judicial stamp paper of appropriate value in accordance with relevant Stamp Act and signed by the Bidder and the same is to signed by the Authorized Signatory / Competent Employer on behalf of IWAI)

This Integrity Agreement is made at on thisday of
2023

BETWEEN

Chairman, Inland Waterways Authority of India represented through.....(*insert name of authorised representative*), Inland Waterways Authority of India, A - 13, Sec. – 1, Noida.

IWAI, (Hereinafter referred to as the ‘Employer’, 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 Employer has floated the Tender (NIT No.: IWAI/.....) (hereinafter referred to as “Tender/Bid”) and intends to award, under laid down organizational procedure, contract for“.....(*insert name of assignment*)”

AND WHEREAS the Employer 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 Employer commits itself to take all measures necessary to prevent corruption and to observe the following principles:
 - (a) No employee of the Employer, 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 Employer will, during the Tender process, treat all Bidder(s) with equity and reason. The Employer 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 Employer shall endeavor to exclude from the Tender process any person, whose conduct in the past has been of biased nature.
- 2) If the Employer 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 Employer 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 of 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 Employer'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 Employer as part of the business relationship, regarding plans, technical Bids 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 of 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 / Employer's 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 Employer under the law or the Contract or its established policies and laid down procedures, the Employer 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 Employer'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 Employer after giving 14days' 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 Employer. Such exclusion may be forever or for a limited period as decided by the Employer.

2. Forfeiture of EMD/Performance Guarantee/Security Deposit: If the Employer 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 Employer apart from exercising any legal rights that may have accrued to the Employer, 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 Employer 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 Employer has substantive suspicion in this regard, the Employer 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 anti-corruption 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 Employer.
- 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 Employer may, at its own discretion, revoke the exclusion prematurely.

Article 5: Equal Treatment of all Bidders/Contractors

- 1) The Bidder/Contractor shall be responsible for any violation(s) of the principles laid down in this agreement/Pact by any of its sub-vendors.
- 2) The Employer will enter into Pacts on identical terms as this one with all Bidders and Contractor.
- 3) The Employer will disqualify Bidders / Contractors, who do not submit, the duly signed Integrity Pact between the Employer and the Bidder / Contractor, 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 18 months after the completion of work under the contract.

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 Employer.

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 Employer, 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 Employer 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 to 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 Employer)

.....

(For and on behalf of Bidder/Contractor)

WITNESSES:

1.

(Signature, name and address)

2.

(Signature, name and address)

Place :

Date :

ANNEX - II: FORMAT OF BANK GUARANTEE FORM FOR PERFORMANCE SECURITY

To
The Chairman
Inland waterways Authority of India
Ministry of Shipping, Govt. of India
A-13, Sector-1,
Noida (U.P.)
Pin- 201301

In consideration of the (Hereinafter called “**Employer**”) having to enter into an Agreement with M/s (hereinafter called the “**Contractor**”) as a follow up to the Letter of Acceptance no.....dated..... issued by the Employer for “.....(*insert name of assignment*)”, on production of Performance security in the form of Bank Guarantee for INR (Rupees.....only), at the request of **Contractor**, We, **(Bank)** do hereby undertake to pay to the Employer an amount not exceeding INR..... (Rupees-----only) against any default or failure on the part of Contractor to perform the contract in accordance with terms & conditions or any breach of the said Agreement.

1. We, **(Bank)** do hereby undertake to pay the amount due and payable under this Guarantee without any demur, merely on a demand from the Employer stating that the amount claimed is due by way of loss or damage caused to or would be caused to or suffered by the Employer by reason of breach by the said **Contract** or any of the terms or conditions contained in the said time frame or by reason of the **Contractor’s** failure to perform the said Agreement. Any such demand made on the Bank shall be conclusive as regards the amount due and payable by the Bank under this guarantee. However, our liability under this guarantee shall be restricted to an amount not exceeding INR (Rupees.....only).

2. We, **(Bank)** undertake to pay the Employer any money so demanded notwithstanding any dispute or disputes raised by the **Contractor** 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 guarantee shall be valid discharge of our liability for payment there under and the **Contractor** shall have no claim against us for making such payment.
3. We, **(Bank)** further agree that the guarantee herein contained shall remain in full force and effect till completion of project work to the complete satisfaction of the Employer in terms of conditions of contract and Letter of Acceptance and that it shall continue to be enforceable till all the dues of the Employer under or by virtue of the said Agreement have been fulfilled and its claim satisfied or till the scheduled date of completion of Works as per the Agreement. We(Bank) shall consider that the terms and conditions of the said Agreement have been fully and properly carried out by the said Contractor and accordingly discharge this Guarantee after 90 days beyond the completion period of the said contract unless a demand or claim under this Guarantee is served by the Employer in writing on the bank but before the expiry of the said period 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 or after the extended period as the case may be.
4. We **(Bank)** further agree with the Employer that the Employer shall have 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 or performance by the said **Contractor** from time to time or to postpone for any time or from time to time any of the powers exercisable by the Employer against the said **Contractor** 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** or for any forbearance, act or omission on the part of the Employer or any indulgence by the Employer to the said **Contractor** 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 Employer 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 Employer may have obtained or obtain from the **Contractor** 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 INR.....(Rupees..... only) and shall remain in force until or otherwise until the extended date by the Employer. Unless a claim or suit under this guarantee is filed with us on or before or the extended date ALL YOUR 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**.
8. We, **(Bank)** lastly undertake not to revoke this Guarantee during its currency except with the previous consent of the Employer in writing.

Dated the of 2023

for

(Indicate the name of bank)

Signature.....

Name of the

Officer

(In Block Capitals)

Designation

Code No.

Name of the bank and Branch

(SEAL)

ANNEX - III: AGREEMENT FORM

(To be executed on non-judicial stamp paper of appropriate value in accordance with relevant Stamp Act and signed by the Bidder and the same is to signed by the Authorized Signatory / Competent Employer on behalf of IWAI)

.....(*insert name of the assignment*)

AGREEMENT

BETWEEN

INLAND WATERWAYS AUTHORITY OF INDIA

AND

CONTRACTOR FIRM

This Agreement made on this.....day of.....Two thousand Twenty Three between Inland Waterways Authority of India, A – 13, Sector – 1, Noida - 201 301, U.P. (hereinafter called the “**IWAI**”, which expression shall, unless repugnant to the context or meaning thereof, include its successors and assigns) on one part and M/s.....having its office at(hereinafter called the “**Contractor**”, which expression shall, unless repugnant to the context be or meaning thereof, include its successors, permitted assigns and substitutes) on the other part.

WHEREAS **IWAI** is desirous of giving “.....(*insert name of the assignment*)(the “**Work**”)” as per the Work Order No.datedin accordance with the Terms of Reference (ToR) & conditions of contract attached hereto all of which will form part this agreement.

WHEREAS THE CONTRACTOR FIRM has agreed to undertake the “**Work**”on Terms and Conditions herein after set forth.

NOW THEREFORE THESE PRESENTS WITNESS and it is hereby agreed, declared by and between the parties hereto as follows:

1. In this Agreement words and expressions shall have the same meanings as are respectively assigned to them in the Contract documents referred to.

2. The Contractor shall undertake the “**Work**” as per the Work Order No.dated in accordance with the ToR & conditions of contract attached hereto all of which will form part this agreement.
3. The following documents shall be deemed to form and be read and construed as part of the Agreement i.e.
- a) Agreement Form
 - b) Integrity Agreement
 - c) Letter of Acceptance
 - d) Schedule of the price bid
 - e) Technical Bid
 - f) Addenda / Corrigendum
 - g) Response to Pre-bid Queries.
 - h) All Correspondences

The “Contractor” hereby covenants with 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 IWAI has caused Shri.....on their behalf to hereunto set this hand and the Agency has caused Shri on their behalf to hereunto set his hand and the firm has caused its common seal to be affixed hereunto the day and year first above written.

For and on behalf of

(Inland Waterways Authority of India)

Signature _____

Name & Designation_____

Stamp

For and on behalf of

(Contractor)

Signature_____

Name & Designation_____

Stamp

Witness – I

- 1) Signature_____
- 2) Name & Designation_____

Stamp

Witness – II

- 1) Signature_____
- 2) Name & Designation_____

Witness – I

- 1) Signature_____
- 2) Name & Designation_____

Stamp

Witness – II

- 1) Signature_____
- 2) Name & Designation_____

ANNEX -IV: DETAILS OF BANK ACCOUNT

**FOR RELEASE OF PAYMENT THROUGH
ELECTRONIC FUND TRANSFER SYSTEM**

(To be submitted on the letter head of the Bidder)

NAME OF THE PROJECT: _____

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.

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.

Signature of Authorized Signatory

Name & Designation

Date:

Place

ANNEX-V: 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.

Authorized

Signatory

Date:

Authorization No. _____

Name: _____

Official Seal/Stamp

ANNEX-VI: LETTER OF ACCEPTANCE OF TENDER DOCUMENT

(To be submitted on the letter head of the Bidder)

To,

Date:

.....(*insert name of the authorised representative*),

INLAND WATERWAYS AUTHORITY OF INDIA,

Kannadikkadu, Maradu, Kochi-682 304,

District: - Ernakulam (Kerala)

Sub: Acceptance of Terms & Conditions of Tender.

Tender Reference No:.....

Name of Tender/Work: -.....(*insert name of the assignment*)

Dear Sir,

1. I/ We have downloaded /obtained the Tender document for the above mentioned 'Tender/Work' from the website(s) namely: 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 annexure(s), schedule(s), etc.), which form part of the contract agreement and I / we shall abide hereby by the terms/conditions/clauses contained therein.
3. The corrigendum(s) (if any) issued from time to time by your department / organizations for this work 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 / corrigendum(s) (if any) in its totality / entirety.
5. In case any provisions of this Tender are found violated, then your department/ organization shall without prejudice to any other right or remedy be at liberty to reject this Tender / Bid including the forfeiture of the full Earnest Money Deposit absolutely.

Yours Faithfully

(Signature of the Bidder, with Official Seal)
