

NIT No.23/SWRD/CWC/2019-20
Government of India
Central Water Commission
SOUTH WESTERN RIVERS DIVISION



TENDER DOCUMENT FOR

Providing 3 Nos of Data Entry Operators (Skilled) for deploying at offices under South Western Rivers Division, CWC, Kochi.

Date of Sale of Tender	: 24.06.2019(15.00hrs) to 04.07.2019 (up to 11.00hrs)
Last date for submission of Tender	: 04.07.2019 up to 17.00hrs
Date of Opening of Tender	: 05.07.2019 at 11.00 hrs

June – 2019

EXECUTIVE ENGINEER
SOUTH WESTERN RIVERS DIVISION
‘JALADHARA’
KASTURBA NAGAR, KADAVANTHRA
KOCHI-682020

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भारत सरकार/GOVERNMENT OF INDIA
जल संसाधन, नदी विकास और गंगा संरक्षण मंत्रालय
MINISTRY OF WATER RESOURCES, RIVER DEVELOPMENT & GANGA REJUVENATION
केन्द्रीय जल आयोग/ CENTRAL WATER COMMISSION
दक्षिण पश्चिमी नदियों मण्डल/ SOUTH WESTERN RIVERS DIVISION

“जलधारा” सं.27/1927, कस्तूरबा नगर, कोचुकडवन्ता, कडवन्ता . पो. ओ; कोच्चि -682020
“Jaladhara”, 27/1927, Kasturba Nagar, Kochukadavanthara, Kadavanthara P.O., Kochi-682020
दू. भा/ Tele: 0484 2314229; फैंक्स/ Fax: 0484- 2314229

सं./No. SWRD/HQS/260(A5)/2019/2415-18

तारीख /Dt: 24.06.2019

NOTICE INVITING E-TENDERS

On behalf of the President of India, EXECUTIVE ENGINEER, SOUTH WESTERN RIVERS DIVISION, CENTRAL WATER COMMISSION, “JALADHARA”, KASTURBA NAGAR, KADAVANTHARA-PO., KOCHI-682020 invites Tenders from eligible tenderers under single bid system

Name of the work/contact: Providing 3 Nos of Data Entry Operators (Skilled) for deploying at offices under South Western Rivers Division, CWC, Kochi.

- 1) Estimated Cost :: Rs. 940000.00
- 2) Earnest Money Deposit :: Rs. 18800.00
- 3) Tender Fee :: Rs. 500/-
- 4) Period of Contract :: 12 months (from the date of award of Work)
- 5) No. of Man Power Required :: Skilled - 03 Nos.

1. The Eligibility Criteria is as follows:

- (a) The Agency should have registered with Central or State Govt.
- (b) The Agency should have registration for EPF, ESI and registration from labour commissioner.
- (c) The Agency should have 3 years experience in the business of providing man power Assistance / Labour services.
- (d) The Agency should have valid Service tax Registration number and PAN number.
- (e) An undertaking that the Agency has not been blacklisted anywhere in past must be furnished.

The firm should submit signed documentary proof / evidence to substantiate the eligibility criteria given at a, b, c, d & e above along with financial bid. **Non-submission of these would result in summarily rejection of the Tender.**

2. The tender documents can be downloaded from <http://www.eprocure.gov.in> or <http://www.old.cwc.nic.in> Tender can be downloaded from 24.06.2019 (15.00hrs) to 04.07.2019 (up to 11.00hrs). The firm has to submit Demand Draft /Banker's Cheque of Rs 500.00 in favor of “Executive Engineer, SWRD, CWC payable at Cochin “ towards the cost of tender documents. Tenderer exempted from depositing Tender document fee in individual cases, shall attach with the tender a signed copy of the letter exempting him from depositing Tender document fee and shall produce the original when called upon to do so. **Non-submission of these would result in summarily rejection of the Tender.**

3. The Tenders will be received up to 17.00 hrs on 04.07.2019 and will be opened on 05.07.2019 at 11.00 hrs, Interested bidder or their representative not more than 1 or 2 per bidder may be present in O/o. Executive Engineer, South Western Rivers Division, CWC, Kochi.
3. The bidder has to submit following documents in hard copy in a sealed envelope before last date and time of submission of bid, otherwise the bid will not be considered for opening:
 Envelope 1: Sealed envelope for documents related to eligibility criteria for Technical bid including Demand Drafts towards tender fee and Earnest Money Deposit in original and all declaration envisaged in bid document.
 Envelope 2: Sealed envelope for documents related to financial bid documents.
 These envelopes 1 and 2 should be placed in 3rd sealed envelope and submitted to the office of EE, SWRD, CWC, Kochi.
4. The tender shall be accompanied by Earnest Money, (unless exempted) of **Rs. 18800.00** (Rupees Eighteen thousand Eight hundred only) as Earnest Money Deposit (EMD) in the form of Bankers Cheque / Demand Draft of any Scheduled bank drawn in favour of Executive Engineer, South Western Rivers Division, CWC, Kochi shall be submitted in original along with Technical bid documents .Tenderer exempted from depositing earnest money in individual cases, shall attach with the tender a signed copy of the letter exempting him from depositing earnest money and shall produce the original when called upon to do so. If the bid of the tenderer does not contain specified earnest money the tender will be summarily rejected. No further communication shall be entertained in this regard.
5. The contractor, whose bid is accepted, will be required to furnish performance guarantee of 5 % (Five percent) of the tendered amount with in the period specified in Schedule 'F'. This guarantee shall be in the form of cash (in case guarantee amount is less than Rs. 10000/-) /Banker's cheque of any scheduled bank/Demand Draft of any scheduled bank/ Government Securities / Fixed Deposit Receipts /Bank Guarantee of any scheduled bank in accordance with prescribed form. In case contractor fails to deposit the said performance guarantee within period as indicated in Schedule 'F' including the extended period if any, the Earnest Money deposited by the contractor shall be forfeited automatically without any notice to the contractor.
6. **Visit to Work Place by Tenderer:** Tenderer are encouraged to inspect and examine the work place and its surroundings and satisfy / apprise themselves as to the nature of the work, the means of access and in general, shall obtain themselves all necessary information as to risks, contingencies and other circumstances which may influence or affect their tender and rates, before submitting their tenders. A tenderer shall be deemed to have full knowledge of the work place whether he/ she inspects the site or not and no extra payment / compensation consequent upon any misunderstanding / mis-happening or otherwise shall be allowed.
7. Submission of a tender by a tenderer implies that he has read this notice and all other contract documents and has made himself aware of the scope and specifications of the work to be done and local conditions and other factors having a bearing on the execution of the work.
8. The competent authority on behalf of the President of India does not bind himself to accept the lowest or any other tender, and reserves his right to reject any or all of the tenders received without assigning any reason thereof. The competent authority on behalf of President of India reserves to himself the right of accepting the whole or any part of the tender and the tenderer shall be bound to perform the same at the rate quoted.
9. Bid shall remain valid for the period of 60 days from the date of opening of bid. In exceptional circumstances prior of the original bid validity period, the employer may request the bidders to extend the period of validity for a specified additional period.
10. All tenders in which any of the prescribed conditions are not fulfilled or any condition including that of conditional rebate is put forth by the tenderer shall be summarily rejected.

11. The competent authority on behalf of President of India reserves to himself the right of accepting the whole or any part of the bid and the bidders shall bound to perform the same at the rate quoted.
12. Canvassing whether directly or indirectly, in connection with tenders is strictly prohibited and the tenders submitted by the contractors who resort to canvassing will be liable to rejection.
13. The contractor shall not be permitted to tender for works in the SWRD, CWC,Kochi (responsible for award and execution of contracts) in which if his near relative is posted as Divisional Accountant or as an officer in any capacity between the grades of Superintending Engineer and Junior Engineer (both inclusive). He shall also intimate the names of persons who are working with him in any capacity or are subsequently employed by him and who are near relatives to any Gazetted officer in the Central Water Commission or in the Ministry of Water Resources. Any breach of this condition by the contractor would result in barring him for quoting in all the future tenders floated by the Central Water Commission.
14. No Engineer of Gazetted rank or other Gazetted Officer employed in the Engineering or Administrative duties in an Engineering Department of the Government of India is allowed to work as a contractor for a period of one year after his retirement from Government service without the previous permission of the Government of India in writing. This contract is liable to be cancelled if either the contractor or any of his employees is found any time to be such a person who had not obtained the permission of the Government of India as aforesaid before submission of the tender or engagement in the contractor's service.
15. The tender for the execution of job shall remain open for acceptance for a period of 60 days from the date of opening of tenders. If any contractor withdraws his tender before the said period or issue of letter of acceptance, whichever is, earlier, or makes any modifications in the terms and conditions of the tender which are not acceptable to the Department, then the Government shall, without prejudice to any other right or remedy, be at liberty to forfeit the said earnest money as aforesaid. Further the tenderer shall not be allowed to participate in the re-tendering process of the work.
16. This Notice Inviting Tender shall form a part of the contract document. The successful contractor, on acceptance of his tender by the Accepting Authority shall, within 15 days from the stipulated date of start of the work, sign the contract consisting of:
 - a) The Notice Inviting Tender, all the documents including general/special terms and conditions, forming the tender as issued at the time of invitation of bid submitted by the contractor and acceptance thereof together with any correspondence leading thereto.
 - b) Schedule of quantities with duly filled rates & signed by the contractor(s).
17. Terms and Conditions of Contract are given at Section-IV. In case of any conflicting conditions, terms and condition given elsewhere in the tender document, the special conditions as outlined in Section-IV shall prevail.



M.S.Saravana Kumar
Executive Engineer

Copy to:

1. The Superintending Engineer, C&SR Circle, CWC, Bangalore for information please
2. Accounts Branch, SWRD, CWC,Kochi .
3. CWC Website tenders/Epprocure.gov.in/CPMP/.
4. Notice Board

Executive Engineer

ADDITIONAL INSTRUCTIONS TO TENDERERS

- 1) At any time prior to the deadline for submission of bids, the department may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective Tenderer, modify the bidding documents by amendment in writing, which will be binding on all the Tenderers.
- 2) The bid prepared by the Tenderer, as well as all correspondence and documents relating to the bid exchanged by the Tenderer and the department shall be written in English language. Supporting documents and printed literature furnished by the Tenderer may be in another language provided they are accompanied by an accurate translation of the relevant passages in the English language in which case, for purposes of interpretation of the Bid, the translation in English Language shall govern.
- 3) All corrections/ cuttings/over writings in the tender document shall be initialed by the Tenderer.
- 4) Bids will be opened as per date/time as mentioned in the Notice Inviting Tender. The tender notice can be freely downloaded from www.eprocure.gov.in or www.old.cwc.nic.in

5) SUBMISSION OF DOCUMENTS

- i) **Signed copy of valid registration certificate.**
- ii) **Signed copy of ESI, EPF Registration Certificate/ Service Tax Registration certificate / PAN No**
- iii) **Experience certificates of similar works executed as per the tender notice (2 works more than 80% of the tender value may be submitted)**
- iv) **Signed copy of an undertaking that the firm has not been blacklisted anywhere in past.**
- v) **Signed copy of original tender document.**
- vi) **Earnest Money Deposit (EMD) in original**

6.1) The following documents are to be furnished in the Price bid part by the firm along with bid as per the tender document:

- i) **Signed Price bid as per tender document.**

6.2) The bidder has to submit following documents in a sealed envelope before last date and time of submission of bid otherwise the bid will not be considered for opening

- i) **Earnest Money Deposit in original.**
- ii) **Demand Draft towards tender document cost in original.**

- 7) Intending tenderers are advised to visit again CWC website www.old.cwc.nic.in at least 1 day prior to closing date of submission of tender for any corrigendum /amendment
- 8) Evaluation of Bids: Those bidders who qualify the eligibility criteria as per the tender document shall only be consider for Price bid evaluation. The bidder whose bid is in order and evaluated to be financially lowest, after considering any loadings that are decided at the technical evaluation stage, shall be considered for negotiations(not involving financial aspects) for award of the contract.
- 9) Arithmetical errors will be rectified on the following basis. If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail and the total price shall be corrected. If there is a discrepancy between words and figures, the amount in words will prevail. If the contractor does not accept the correction of errors, the tender will be rejected.
- 10) The Tenderer shall not contact the Department on any matter relating to its bid, from the time of the bid opening to the time the Contract is awarded. If the Tenderer wishes to bring additional information to the notice of the Department, it should do so in writing.
- 11) An affirmative determination will be a prerequisite for award of the work to the contractor.

SCHEDULES

<u>SCHEDULE 'A'</u>	- Schedule of quantities (Enclosed at Annexure I to II)
<u>SCHEDULE 'B'</u>	-Not applicable
<u>SCHEDULE 'C'</u>	- Not applicable
<u>SCHEDULE 'D'</u>	- Not applicable
<u>SCHEDULE 'E'</u>	- Applicable
<u>SCHEDULE 'F'</u>	- Applicable
<u>SCHEDULE 'E'</u>	- Reference to general conditions of contract

Name of Work: – Providing 3 Nos of Data Entry Operators (Skilled) for deploying at offices under South Western Rivers Division, CWC, Kochi.

Estimated cost of work:	Rs.940000.00
Earnest Money:	Rs.18800.00
Security Deposit/Performance Guarantee	5% of tendered value
Officer Inviting Tender:	Executive Engineer, South Western Rivers Division, CWC, Jaladhara, Kasthurba Nagar, Kadavanthra P.O, Kochi-682020
Definitions:	
Engineer-in-Charge:	Executive Engineer, South western Rivers Division, CWC, Kochi
Accepting Authority:	Executive Engineer, South western Rivers Division, CWC, Kochi
Percentage on cost of materials and labour to cover all overheads and profits.	NA
Standard scheduled of rates	: latest minimum wages rate as per Government of India
Department:	Central Water Commission

Clause-1

- | | | |
|-----|---|--------|
| i) | Time allowed for submission of Performance Guarantee from the date of issue of letter of acceptance | 7 days |
| ii) | Maximum allowable extension beyond the period above (with a written request) | 5 days |

Clause 2

Authority for fixing Compensation under Clause-2	Superintending Engineer, C&SRC, Bengaluru
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Clause 3

Authority for determination of Contract	Executive Engineer, South western Rivers Division, CWC, Kochi
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Clause 3A	:	Applicable
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Clause 11	:	Applicable
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Clause 15	:	Applicable
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Clause 16	:	
Competent Authority for deciding reduced rates.	Superintending Engineer, C&SRC, CWC, Bengaluru	

Clause 17	:	Applicable
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Clause 19(A-L)	:	Applicable
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Clause 20	:	Applicable
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Clause 23	:	Applicable
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Clause 24	:	Applicable
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Clause 25	:	Applicable
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Clause 37	:	Applicable
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Clause 38	:	Applicable
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Clause 39	:	Applicable
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Note: All other Clauses are not applicable

TERMS AND CONDITIONS OF THE CONTRACT

Introduction

Central Water Commission, under Ministry of Water Resources, Govt. of India, is an apex technical organization dealing with the water resources development of the country. Cauvery and Southern Rivers Organisation under CWC is mainly associated with collection, compilation of Hydrological & Meteorological data at various locations of the rivers flowing through the States of Kerala, Tamil Nadu, Puducherry, Parts of Karnataka & Parts of Andhra Pradesh. The data collected by the organization is extensively used for the water resources development, planning, management, research etc.

1. Qualification Criteria of Bidder :

This invitation to bid is open to any bidder meeting the following requirements :

- a) The Agency should be registered in India with permanent office in Kerala, Tamilnadu or Karnataka.
- b) The Agency should have registration for EPF and ESI .
- c) The Agency should have 3 years experience in the business of providing man power Assistance / Labour services
- d) The Agency should have valid GST Registration number and PAN number.
- e) An undertaking that the agency has not been blacklisted anywhere in past must be furnished.

The firm should submit documentary proof / evidence to substantiate the eligibility criteria given at a, b ,c , d & e above along with bid. **Non-submission of these would result in summarily rejection of the Tender.**

2. One Bid per Bidder :

Each bidder shall submit only one bid either by himself or as a partner in a joint venture. Bidder who submits or participates in more than one bid will be disqualified.

3 Amendment of Bidding Document:

At any time prior to the deadline for submission of bids, the Employer may amend bidding documents by issuing addendum. Any addendum thus issued, shall be part of the bidding document and shall be communicated in writing to all bidders of the bidding document. To give prospective bidders, reasonable time in which to take an addendum into account in preparing their bids, the Employer shall extend as necessary the deadline for submission of bids.

4. Language of the Bid

All documents relating to the bid shall be in the English language. However, the documentary proofs such as registration certificate etc. can be in English or local language.

5. Bid Security /EMD

The bidder shall furnish as part of its bid an EMD of Rs.18800/- (Rupees Eighteen thousand Eight hundred only) in the form of DD/Banker's Cheque of any scheduled bank/cash. The EMD may be forfeited in the following cases:

- i) If a bidder withdraws its bid during the period of bid validity specified in the terms and condition of the contract.
- ii) If a bidder does not accept the correction of errors, (i.e. if there is a discrepancy between unit cost and total cost then unit cost will prevail. If there is a difference between words and figures the amount in words will prevail)
- iii) If a successful bidder fails to sign the contract or fails to submit the performance guarantee within the stipulated time given in the terms and conditions of the contract.

Tenders not accompanied by EMD shall be liable for rejection. Tenderer exempted from depositing earnest money in individual cases, shall attach with the tender a signed copy of the letter exempting him from depositing earnest money and shall produce the original when called upon to do so.

THE EARNEST MONEY WILL BE RETURNED WITHOUT ANY INTEREST TO THE UNSUCCESSFUL BIDDERS AFTER THE FINALIZATION OF THE ORDER WITH THE SUCCESSFUL BIDDER. The earnest money shall be returned to the successful bidder after the Performance Guarantee equivalent to 5% of the tendered value in Indian rupees has been furnished.

6. Security Deposit / Performance Guarantee

The successful bidder shall furnish an amount equivalent to 5% of the tendered value as Performance Guarantee in the form of cash (in case guarantee amount is less than Rs. 10000/-) /Banker's cheque of any scheduled bank/Demand Draft of any scheduled bank/ Government Securities / Fixed Deposit Receipts/Bank Guarantee of any scheduled bank in favour of **Executive Engineer, SWRD, Central Water Commission** payable at **KOCHI** within 7 days of issue of the letter of acceptance. In case the successful bidder fails to deposit the Performance Guarantee within the stipulated 12 days (7 (time allowed) + 5 (maximum extension on written request) of the communication accepting the bid, the EMD shall be forfeited to **Executive Engineer, SWRD, Central Water Commission, Kochi**.

7. Bid Prices:

- a) The bid shall be for the full quantity as described in the schedule of work, corrections, if any, shall be made by crossing out, initialing, dating and re writing.
- b) The rates quoted by the tenderer shall remain fixed for the duration of the contract and shall not be subject to adjustment on any account.
- c) No additional charges will be paid over and above the quoted rates of the Agency and the department shall also not pay any extra amount on any account during the contract period.
- d) The rates should be quoted for wages, % of PF, ESI, Service charges & service tax etc separately. So that the employees of the firm should get benefit as per labour rule. Tenders received quoting rates less than the labour rates, % of PF, ESI, & Service tax etc. as fixed by the Government of India will be rejected. **(latest minimum wages rates issued by the Government of India should be enclosed)**
- e) Staff engaged by the Agency should not be paid less than the minimum wages as fixed by Government from time to time. All labourers /staff should be allowed weekly rest, national holidays as prescribed in labour rules. **Any increase in wages during the contract period should be implemented by the agency with immediate effect. The changes in wages/DA/taxes/PF/ESI will be considered by the department for modification.**
- f) The agency should ensure & furnish a certificate supported documentary proof while claiming the bill every month that they are paying at least minimum wages to the engaged person and also deposited the PF, ESI, Service tax etc to the concerned as fixed by the Government of India.
- g) The rates shall be quoted in Indian Rupee only.
- h) **Service charges quoted less than 5% of SI No. 1(a) in the Price bid (Annexure I) shall be summarily rejected.**

8. Bid Validity:

Bid shall remain valid for the period of 60 days from the date of opening of bid. In exceptional circumstances prior of the original bid validity period, the employer may request the bidders to extend the period of validity for a specified additional period. The request and the responses there to shall be made in writing. During the validity period, the successful bidder shall not be allowed to withdraw, in case of withdrawal the EMD shall be forfeited to **Executive Engineer, SWRD, Central Water Commission** absolutely and no claims shall be admitted in this regard. Such bidder shall not be allowed to participate in the retender process.

9. Corrupt and fraudulent practices

It is expected that Bidders under this contract observe the highest standard of ethics during the execution of this contract. In pursuance of this policy, the employer;

- (a) Defines for purpose of these provisions, the terms set forth below as follows:-
 - (i) 'Corrupt practice' means the offering, giving, receiving or soliciting of anything of value to influence the

action of a public official in the contract execution, and

- (ii) 'Fraudulent practice' means a misrepresentation of facts in order to influence the execution of a contract to the detriment of the employer, and includes collusive practice among Bidders (prior to or after bid submission) designed to establish bid process at artificial non-competition levels and to deprive the employer of the benefits of free and open competition.
- b) Will reject a proposal for award of work if he determines that the Bidder recommended for award has engaged in corrupt or fraudulent practices in competing for contract in question.

10. Clarification of Bidding Documents

To assist in the examination, evaluation and comparison of bids, the Employer may at its discretion, ask any bidder for clarification of its bid. The request for clarification and the response shall be in writing, but no change in the price or substance of the bid shall be sought or offered or permitted except as required to confirm the correction of arithmetic errors discovered by the Employer in the evaluation of the bids.

11. Examination of Bids and Determination of Responsiveness:

A substantially responsive bid is one that confirms to all the terms and conditions of the bidding document without material deviation or reservation. A material deviation or reservation is one which affects in any substantial way the scope, quality, or performance of the work and which limits in any substantial way. Inconsistent with the bidding documents, the Employer's rights or the bidder's obligations under the contract, or whose rectification would affect unfairly the competitive position of other bidders presenting substantially responsive bids.

If a bid is not substantially responsive, it will be rejected by the Employer and may not subsequently be made responsive by correction or withdrawal and the non-confirming deviations or reservations.

12. Award criteria

The employer shall award the contract to the Bidder whose Bid has been found to be substantially responsive and who has offered the lowest evaluated Bid Price.

13. Notification of Award.

The bidder whose bid has been accepted will be notified of the award by the employer prior to expiry of the Bid validity period. This letter of acceptance will state the sum that the employer will pay the contractor in consideration of the execution of the works by the contractor.

14. Dispute Resolution Mechanism:

Any disputes arising on the contract will be referred to SE, C&SRC, CWC, Bengaluru and the decision of SE, C&SRC, CWC, Bengaluru will be final and binding to the bidder.

15. Signing of Contract:

The successful bidder, on acceptance of his bid by the Accepting Authority, shall, within 7 days from the stipulated date of start of the work, sign and execute the Contract in the contract/agreement form.

16. Changes in Contractor's organization to be approved:

Where the contractor is a partnership firm, the previous approval in writing of the Employer shall be obtained before any change is made in the constitution of the firm. If prior approval from the employer is not obtained action may be taken against the contractor as per relevant rules in force.

17. The Details of work to be performed by the bidder

Description of the work is as under:

Sl.No.	Category of labour/Post	Qualification	Age	Description of the work
1.	Skilled	12 th standard Pass with basic knowledge of computer and data entry	21-50 Male/Female	Online entry of Hydrological and Meteorological Data using e-SWIS software and MS office, Office assistance work, Diary ,Dispatch, File maintenance etc and any other office work at Sub Division/ Division as per requirement.

Note: The above description of work is to have a brief idea only. Actual nature of work may vary and to be followed as per instructions of the officer in charge.

18. Payment Terms:

No intermediate payment shall be made for the work. The payment will be released to the agency by the Executive Engineer every Calendar month within 10 days after obtaining the Bill in triplicate. The Bill should be enclosed along with Attendance sheet duly countersigned by the concerned Engineer in Charge. TDS as applicable will be deducted from every bill. Income tax @ 2% of bill amount and educational cess @ 4% on income tax shall be deducted from the bill amount as per prevailing Government of India rules and regulations.

19. Labour Laws to be Complied:

The contractor shall comply with the provisions of the relevant central and state labour laws.

20. Display of notice regarding wages etc.

The contractor shall before he commences his work on contract, display and correctly maintain and continue to display and correctly maintain in a clear and legible condition in conspicuous places on the work, notices in English and in the local Indian languages spoken by the majority of the workers giving *the minimum* rates of wages fixed *under Minimum Wages Act*, the actual wages being paid, the hours of work for which such wages are earned, wages periods, dates of payments of wages and other relevant information..

21. Payment of wages

- i) The contractor shall make payments to the labourer before 7th of the succeeding month preferably in the presence of Engineer in Charge or his representative. If the contractor is having any difficulty in making payment in the presence of Engineer in Charge or his representative, then the contractor should produce documentary proof showing that the payments due to the labours, *including details of deposit made against ESI, EPF etc.* and is paid before 7th of the succeeding month. In case the contractor fails to pay by 7th of the succeeding month to the labours, the contract will be terminated and the performance guarantee will be forfeited. In such cases if the labours deployed by the contractor wishes to continue the work necessary arrangements will be made by the Department to make payments to the labours as per the contract agreement till such time the department wishes to continue the work.
- ii) The details of the person to be deployed in Central Water Commission such as ESI, EPF, Reg/ID No. etc should be furnished to this office within one month of the deployment.
- ii) Wages shall be paid to the employees by the agency without any deductions of any kind except those specified by the Central Government by general or special order in this behalf or permissible under the Payment of Wages Act 1936.

22. Removal of Contractor's Employee:

The Employer may require the contractor to dismiss or remove labours employed upon the work who may be incompetent or misconduct himself and the contractor shall forthwith comply with such requirements. The service of the labours can be terminated by the contractor only with the prior permission of the Executive Engineer or his authorized representative. On termination of the service of a labour the contractor should provide substitute within 5 days.

23. Termination of Contract:

Without prejudice to any of the rights or remedies under this contract if the Contractor dies, the Executive

Engineer on behalf of the President of India shall have the option of terminating the contract without compensation to the Contractor.

24. Contract Period

The contract is for a period of one year. However, if the Department desires the contract can be extended for further period for the deployment of skilled data entry operator at the same terms and conditions and quoted rates. Provided the condition that the wages are not less than the minimum wages of that extended period.

25. Working hours

The working hours in a day is fixed as 8 hours with a normal break and a day off per week. The working hour in a day is normally from 09.30 hrs to 17.30 hrs (with ½ hour lunch break). They will be entitled for all Government holidays with non-deduction in wages

26. Other terms and conditions:

1. The Department will not be responsible for any injury sustained to the Agency workers during the performance of their duties and also for any damage or compensation due to any dispute between the Agency and its workers. Any expenditure incurred by the department to face the situation arising out of act of his workers will be made good by the agency. The Agency will be responsible for the payment of compensation.
2. The Agency should register themselves in the Labour enforcement Departments and should deal with the Labour Department directly and shall meet all the requirements of Central Labour (Regulation and Abolition) ct, 1970, contract Labour (Regulation and Abolition) Central Rules 1971 and child Labour (Prohibition and Regulation) Act, 1986. Nothing extra will be paid on this account.
3. The Contract entered into shall be a temporary arrangement, which can be terminated on mutual basis at any time without assigning any reasons by serving **one-month** notice.
4. In case it is noticed by the Executive Engineer or his representative that the work carried out by the Agency is not up to the mark / required standard, 2 days written notice will be given to the Agency, warning the inefficient state of work and asking Agency to improve upon the performance of work with in this period. In the event of the department finding that there is no improvement and the work is not being carried out as per instructions, the contract shall be terminated by giving 24 hours notice.
5. The person/persons deputed for the services by agency should attain age of 21 years at the time of contract & should not be more than 50 years & persons should be physically fit. They should submit age proof certificate at the time of joining duty, if asked.
6. In the event of any person/persons of the agency being on leave/absent, the agency shall ensure suitable alternative arrangements to make up for such absence.
7. If any person/persons of the agency while on duty found in condition of drunken state or misbehaving with staff & officers of the individual offices, they will be declared unfit for duty and agency should replace them immediately at the absolute discretion of authority.
8. The persons deployed by the agency should work under the control of the undersigned or by the office authorized representative.
9. **Total of the Price Schedule in Annexure I shall be taken into account for the comparative study.**
10. The authority reserves rights to terminate the service of any deployed person without stating any reason at any time or ask for the replacement.
11. The Agency should submit the proof of making payment like wages, ESI, EPF etc to the Personnel deployed on the duty to the undersigned while submitting claim for subsequent months bill.(i.e bill for the month of **July-2019** be supported with documents of deposit made by the contractor against ESI, EPF and also a receipt giving details of wages received by the Labour for the month of **June-2019**). If the contractor fails to make such documents, the Department may take action to make direct payments to the Labour till such time the contractor produce the documentary proof for making wages, ESI, EPF etc due for the Labour.) In case the contractor fails to make such document for more than 3 months, then the Department may cancel the contract and the Performance guarantee/ security deposit available with the Department will be forfeited

- 12. Payment of GST shall be on reimbursement basis on production of proof of payment**
13. The undersigned reserves the right to accept/reject all or any of the tender without assigning any reasons
14. The successful bidder should submit bio-data of the peoples deployed along with a photograph within 15 days of start of work. The bio-data should contain name, fathers name, age, temporary and permanent address etc of the Labour.
15. The Chief Engineer, C&SRO, CWC, Coimbatore may consider in relaxation of any of the terms and condition of the contract if required.
16. The performance guarantee/Security Deposit will be forfeited in case termination of the contract by the Department due to lapse on the part of contractor/Agency
- 17. The nos. of persons to be deployed may vary depending upon the actual requirements at the time of issue of work order.**

Price Schedule of work for “Providing 3 Nos of Data Entry Operators (Skilled) for deploying at offices under South Western Rivers Division, CWC, Kochi”.

Sl. No.	Description works	No of persons Required	Rate per person Month (in Rs.)	Rate for 03 persons Month (in Rs.)	Total Amount for 03 persons for 12 Months (in Rs.)
Division/ Sub Division (coming under the Area B)					
(1)	(2)	(3)	(4)	(5)	(6)
1	Providing 3 Nos of Data Entry Operators (Skilled) for deploying at offices under South Western Rivers Division, CWC, Kochi.	03 Nos.			
a)	Wages per month (Basic + DA)				
b)	EPF@13% for wages as in “a” or 15000/- whichever is less				
c)	ESI @ 4.75% of (Basic + DA)				
	Sub Total				
d)	Service charges and other benefits/charges				
	Total				
e)	GST as applicable at prevailing rates				
	Total (1) in Rs.				

- NOTE:
- 1) Filling up of the rate by the agency for the items (a) to (e) in the Price schedule is Mandatory/Compulsory. If any item left blank, the bid shall be treated as unresponsive and will not be considered
 - 2) The rate quoted by the agency for the item (a) shall not be less than the minimum wages notified by the office of Chief labour Commissioner(C),New Delhi vide Order No.1/8(3)/2019-LS-II dated 27.03.2019 for the category of Skilled labour for Area B.

We agree to carry out the work “**Providing 3 Nos of Data Entry Operators (Skilled) for deploying at offices under South Western Rivers Division, CWC, Kochi.**” as per NIT No.23/SWRD/CWC/2019-20 for a total contract price of Rs.....Amount in figures) (Rupees..... (in words)

Date:

Signature of Agency
Name of the Authorized Signatory

Address of the office for which the man power required

Sl. No	Address of Office
1	O/o The Executive Engineer, South Western Rivers Division, Central Water Commission, “Jaladhara” , Kasthurba Nagar, Kadavanthra P.O., Kochi – 682 020.

Note: Place of working may be Division/ Sub Division offices at Kochi/ Trivandrum/ Kozhikode.

KEY EVENTS AND DATES

1	Tender inviting authority Designation / Address	Executive Engineer, South Western Rivers Division, Central Water Commission, “Jaladhara”, Kasturba Nagar, Kadavanthra P.O. Kochi-682020
2	Mode of submission of tender	Offline Tenders are to be submitted in hard copy in a sealed envelope as per NIT
3	Addressee and address at which documents are to be submitted in hard copy	Executive Engineer, South Western Rivers Division, Central Water Commission, “Jaladhara”, Kasturba Nagar, Kadavanthra P.O. Kochi-682020
4	Job requirement	Providing 3 Nos of Data Entry Operators (Skilled) for deploying at offices under South Western Rivers Division, CWC, Kochi.
6	Validity of the Tender	60 Days
7	Issuance of the tender	Tender can be downloaded from 24.06.2019 to 04.07.2019 up to 11.00 hrs from www.old.cwc.gov.in . or www.eprocure.gov.in .
8	Cost of tender	Cost of the tender i.e. Rs. 500.00 is to be submitted in a sealed envelope before last date and time of submission of bid. The cost of tender can be submitted by means of Demand Draft / Banker's Cheque drawn on any Scheduled Bank in favour of Executive Engineer, South Western Rivers Division payable at Kochi.
9	Last date & Time for submission of Bids	04.07.2019 (17.00 hrs)
10	Earnest Money Deposit amount payable	Rs. 18800/-
11	Date, time and place of tender Opening Event	Public opening of Bid shall commence at 11.00 hours on 05.07.2019, Interested bidder or their representative not more than 1 or 2 per bidder may be present in SWRD, CWC, Kochi-682020
12	Performance guarantee	The successful bidders will have to deposit an amount equal to 5% of the tendered and accepted value of the work

CONTRACT/AGREEMENT FORM

This Contract made in the _____ day of _____
 between the President of India acting through **The Executive Engineer, South Western Rivers Division, Central water commission, Kochi, Ministry of Water Resources, River Development and Ganga Rejuvenation, Government of India** (hereinafter called "the Employer ") and **M/s.....** (hereinafter called "the Contractor " of the other party)

WHEREAS the Employer is desirous that the Contractor executes the work of **Providing 3 Nos of Data Entry Operators (Skilled) for deploying at offices under South Western Rivers Division, CWC, Kochi** (hereinafter called "the Works") in response to **NIT No.23/SWRD/CWC/2019-20** and the Employer has accepted the Bid by the Contractor for the above said work **at a contract price of Rs.....**

I/We have read and examined the Notice Inviting Tender, schedule 'A' to 'F' , specifications applicable, drawings and designs, general rules and directions, conditions of contract, clauses of contract and rules referred to in the conditions of contract and all other contents in the tender document for the work

I/We hereby tender for the execution of the work specified for the President of India within the time specified in schedule 'F', viz. Schedule of quantities.

I/We hereby declare that I/We shall treat the tender documents, drawings and other records connected with the work as secret/confidential documents and shall not communicate information derived there from to any person to whom I/We may authorise to communicate the same or use the information in any manner Prejudicial to the safety of the state.

NOW, THEREFORE, IT IS HEREBY AGREED BETWEEN THE PARTIES AS FOLLOWS:

- 1 In consideration of the payments to be made by the Employer to the Contractor as hereinafter mentioned, the Contractor hereby covenants with the Employer for providing 03 numbers of skilled labours in conformity in all aspects with the provisions of the contract.
2. The Employer hereby covenants to pay the Contractor in consideration for providing 03 numbers of skilled labours, the Contract Price or such other sum as may become payable under the provisions of the Contract at the times and in the manner prescribed by the Contract.
3. The following documents shall be deemed to form and be read and construed as part of this Contract, viz.:
 - a) Notice of Invitation to Bids
 - b) Terms and condition of the contract
 - c) Letter of Acceptance
 - d) Issue of notice to proceed with works
 - e) Agreement form
 - f) Schedule of work.

IN WITNESS WHEREOF the Parties have caused this Contract to be executed the day and year first before written.

Binding signature of Employer Signed by _____
 (For and on behalf of the President of India)

Binding signature of Contractor Signed by _____
 (For and on behalf of _____ duly authorized vide Resolution
 No _____ dated _____ of the Board of Directors of _____)

In the presence of
 (Witnesses)

(1)

(2)