



भारत सरकार
जल शक्ति मंत्रालय
जल संसाधन, नदी विकास
और गंगा संरक्षण विभाग
केन्द्रीय जल आयोग
जल विज्ञान मंडल



GOVERNMENT OF INDIA
Ministry of Jal Shakti,
Department of Water Resources,
River Development & Ganga Rejuvenation
CENTRAL WATER COMMISSION
Hydrology Division

NEERVALAM Complex, No. R-81, TNHB Colony, West Velachery, Chennai-600042.
Phone: 044-29530653. e-mail: ee.chn-cwc@gov.in

Tender No. **12/HD/HQS/NIT/2021-22/2860-62**

Date: **10/12/2021**

NOTICE INVITING e-TENDER

CPWD-6

On behalf of the President of India, EXECUTIVE ENGINEER, HYDROLOGY DIVISION, CENTRAL WATER COMMISSION, "NEERVALAM", PLOT NO.81, TNHB COLONY, NEAR TELEPHONE EXCHANGE, WEST VELACHERY, CHENNAI - 600 042 invites **online e-tenders** for the following work from registered firm/contractor.

Name of the work	:	Renovation of Guest Room & Staff Toilet at PSD, CWC, Kadapa
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Period of Completion : **45 days from date of written order to commence works**

Estimated cost : **Rs. 2,56,000/-**

Tender Fee : **NIL**

1. The Notice Inviting e-Tender can be downloaded from www.cwc.gov.in and www.eprocure.gov.in. **All prospective bidders are instructed to submit their queries through e-mail only on or before 23/12/2021.**
2. The bidder has to submit following documents online before 23/12/2021 @ 11.00 hrs, otherwise the bid will not be considered for opening:
 - Demand Draft towards tender fee.
 - Technical and Financial bids through online mode
3. Tenders will be received online up to 23/12/2021 @ 11.00 hrs by the Executive Engineer, Hydrology Division, Central Water Commission, R-81, TNHB colony, West Velachery, Chennai – 600042. **The tenders will be opened online by the Executive Engineer or his authorized representative on 24/12/2021 at 11.00 hrs. Interested agencies may participate in the online tender opening event.**
4. The Eligibility Criteria for technical bid is as follows:
 - a) The bidder should have valid registration as a contractor / firm with Central or State Government.
 - b) The bidder should have minimum of three years experience in the field of civil/construction works.
 - c) The bidder should provide proof preferably from Govt departments of having satisfactorily completed similar works during the last three financial years. Similar works here refer to civil/construction works completed by the bidder during the last three financial years as stated below.

One similar work of value not less than 50% of the estimated cost put to tender, during the last three years (ending on the last day of the month previous to the one in which the tenders are invited), where the works completed by them are working satisfactorily. (Sample format for filling the above criteria is given. Participating agencies are instructed to fill the form mandatorily. For quick technical evaluation of bids, the participating agencies are instructed to submit only the relevant documents that satisfy the qualifying criteria for the tender).

- d) The bidder should have valid GST and PAN number.
- e) Average annual financial turnover of related services during the last three years (i.e. three years excluding the FY in which the applications/bids are invited [FY 2018-2019, 2019-2020, 2020-2021] should be at least Rs.1,28,000/- (50% of the estimated cost). Year in which no turnover is shown /indicated would also be considered for working out the average. In case of last FY out 03 years (as defined above), the unaudited but certified copy of balance sheet would be acceptable. However, the successful bidder shall have to submit the audited balance sheet for last FY out 03 years within three months after award of work. For remaining 02 years, the audited balance sheet has to be mandatorily submitted else the bid shall be treated as unresponsive.
- f) The bidder should not have incurred loss (profit after tax being negative) in not more than 01(one) year during the last 03 completed financial years ending 31st March 2021.
- g) Purchase preference will be given to MSEs as provided in Public Procurement Policy for Micro and Small Enterprises (MSEs) Gazette notification dated: 23.03.2012 issued by Ministry of Micro, Small and Medium Enterprises and its subsequent Orders/Notifications issued by concerned Ministry. If the bidder wants to avail the Purchase preference, the bidder must be the manufacturer of the offered product in case of bid for supply of goods. Traders are excluded from the purview of Public Procurement Policy for Micro and Small Enterprises. In respect of bid for Services, the bidder must be the Service provider of the offered Service. Relevant documentary evidence in this regard shall be uploaded along with the bid in respect of the offered product or service. The MSEs who are registered with District Industries Centers (DICs)/ Khadi & Village Industries Commission (KVIC)/ Khadi & Village Industries Board (KVIB)/ Coir Board/ NSIC/ Directorate of Handicrafts and Handloom or any other body specified by Ministry of Micro, Small and Medium Enterprises (MoMSME) are eligible for availing benefits under the Public Procurement Policy. With effect from 18.09.2015, MSEs registered under Udyog Aadhar Memorandum (UAM) are also eligible to avail the benefits under Policy.
- h) The norms pertaining to prior experience and prior turnover for micro and small enterprises registered as per guidelines of Ministry of Micro, Small and Medium Enterprises, Government of India, New Delhi (MSME) may be relaxed as per the policy circular No.1 (2) (1)/2016-MA dated 10.03.2016 of Ministry of Micro, Small and Medium Enterprises, Government of India, New Delhi subject to meeting of quality and technical specifications. Any bidder desirous of availing the relaxation under this clause shall be required to specifically submit an application to this extent with the bid document.
- i) Order No. P-45021/2/2017-PP (BE-II) dated 16/09/2020 issued by Department for Promotion of Industry and Internal Trade on Public Procurement (Preference to Make in India) shall be valid on this tender.
- j) The relaxation under is also available to "Start-ups" as per Order No. F.20/2/2014-PPD(Pt) dated 25/07/2016 issued by Dept of Expenditure, Procurement Policy Division, provided a Certificate issued by Department for Promotion of Industry and Internal Trade, Ministry of Commerce & Industry is submitted by the bidder. The definition of Start-ups shall be as prescribed under G.S.R. notification 127(E).

The firm should enclose all documentary proof / evidence to substantiate the eligibility criteria as given above along with the e-tender.


5. In case of a consortium, the agreement in original between various partners will be submitted with the bid clearly identifying the parts and components of the system for which the concerned partner is responsible for execution. However, each of the partners of the consortium will be jointly responsible for execution and completion of the works.
6. One of the partners of the consortium will be identified in the agreement, as a lead partner and will be authorized to execute the contract with the purchaser. All financial transactions and liabilities shall rest with the lead partner.
7. The qualifying criteria will be applicable to each of the partners of the consortium with a limited scope of works for which the concerned partner is responsible as a member of the consortium.
8. In case of consortium of contractors for the major components of the works, the qualifying criteria will be applicable to each partner separately for the specific portion of the project which are to be the direct responsibility of the partner.
9. Agreement shall be drawn with the successful bidder on prescribed Form CPWD-8 which is available as Government of India Publication; Bidder shall quote his rates as per various terms and conditions of the said form, which will form part of the agreement.
10. The time allowed for carrying out the works shall be 45 days from the day of written orders to commence the works.
11. The site for the work shall be made available. Water supply will be provided by the department for the construction activity. The work is to be executed at following place.

Office of the Assistant Executive Engineer, Pennar Sub-Division, Central Water Commission, Door No.95/169, Telugu Ganga Project Colony, Kadapa, Kadapa District, Andhra Pradesh Pin516004..
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12. 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.
13. The technical bid shall include all the relevant documents supporting the technical competence of the offers and shall indicate by proper cross referencing with such supporting documents. Any additional information requested by the department during the course of evaluation of the technical bid shall be supplied within the time limits set by the department.
14. The tender shall be valid for a period of 60 days from opening date of the bid.
15. **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.**

16. 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.
17. 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.
18. 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 summarily rejected by Purchaser. The tenderer shall not be permitted to tender for works in the CWC circle (responsible for award and execution of contracts) in which his near relative is posted as Divisional Accountant or as an officer in any capacity between the grades of Superintending Engineer of the concerned Circle, and Assistant 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 Jal Shakti. Any breach of this condition by the tenderer would render his tender liable to be rejected.
19. No Engineer of Gazetted rank or other Gazetted officer employed in 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 at 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.
20. The tender for the works shall remain open for acceptance for a period of 60 days from the date of opening of technical bids. If any tenderer withdraws his tender before the aforesaid period 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 50% of the said earnest money as aforesaid.
21. This Tender/Bid Document comprises of the following parts:
 - Notice Inviting e-Tender
 - Additional Instructions to Tenderers
 - CPWD Form – 8
 - Scope of Work
 - Technical Specifications
 - General Conditions of Contract
22. This Notice Inviting Tender shall form a part of the contract document. The successful tenderer / 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 agreement consisting of:-
 - a) The Notice inviting tender, all the documents including General Conditions and Special Conditions of contract, technical specifications, forms of the tender as issued at the time of invitation of tender and acceptance thereof together with any correspondence leading thereto.
 - b) Standard C.P.W.D.Form-8.

23. The Agency shall not assign, transfer, pledge or sub contract the work without the prior written consent of the Purchaser.
24. Due to COVID-19 pandemic across the nation, the workmen shall follow all safety guidelines issued by the competent authority or his authorized representative. The workmen are not allowed to travel on daily basis from site to their residence/place of stay. Stay has to be arranged by the contractor at the site location till the entire work is completed. Necessary e-pass shall be applied for the purpose.


(वसंतकुमार वी)/(VASANTHAKUMAR V)
अधिशालसी अभियंता/Executive Engineer

प्रतिलिपी/Copy to:

1. The Superintending Engineer, C&SRC, CWC, Bengaluru.
2. The Sub Divisional Engineer, PSD/Kadapa.
3. The Accounts Branch, HD, CWC, Chennai to book the expenditure under 11:00:27 Minor Works DWRIS.

ADDITIONAL INSTRUCTIONS TO TENDERERS

Introduction:

Central Water Commission is a premier Technical Organization of India in the field of Water Resources and is presently functioning as an attached office of the Ministry of Jal Shakti, Government of India. The Commission is entrusted with the general responsibilities of initiating, coordinating and furthering in consultation of the State Governments concerned, schemes for control, conservation and utilization of water resources throughout the country, for purpose of Flood Control, Irrigation, Navigation, Drinking Water Supply and Water Power Development. Cauvery and Southern Rivers Organization, Coimbatore 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. The work proposed is Renovation of Guest Room & Staff Toilet at PSD, CWC, Kadapa.

1. 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. **Bidder's signature is mandatory in each page of the tender document.**

2. Signing the tender:

In the event of the tender being submitted by a firm, it must be signed separately by each partner thereof or in the event of the absence of any partner, it must be signed on his behalf by a person holding a power-of attorney authorizing him to do so, such power of attorney to be produced with the tender, and it must disclose that the firm is duly registered under the Indian Partnership Act, 1952 (documents to be enclosed).

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

3. Amendment of Bidding Document:

At any time prior to the deadline for submission of bids, the department 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 perspective 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 or Regional language.

5. Security Deposit:

After the successful completion of the work by the firm / contractor, 2.5% of bill value (Form 24) as Security Deposit will be deducted. **The security deposit will be held by the department for a**

period of 06 months from the date of completion of the work. The security deposit will be returned to the agency only after satisfactory completion “the Renovation of Guest Room & Staff Toilet” at PSD, CWC, Kadapa. The withheld period may also be extended if the department intends to do so.

6. 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, initialling, dating and re writing.
- b) Rates quoted shall be inclusive of all charges like material, transportation, labour, taxes and other levies and incidental expenses, if any.
- c) The rate quoted by the tenderers shall remain fixed for the duration of the contract and shall not be subject to adjustment on any account.
- d) 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.
- e) Deviation in quantities of agreed items will be arrived as per relevant CPWD manual.
- f) If there is any discrepancy between unit rate and total amount, the unit rate will prevail.
- g) The rates shall be quoted in Indian Rupee only.
- h) If two or more agencies have quoted the same rates, then lot system as per CPWD manual will be followed for further process and award of contract.**

7. Bid Validity:

Bid shall remain valid for the period of 60 days from the date of technical bid opening. In exceptional circumstances prior of the original bid validity period, the Executive Engineer may request the bidders to extend the period of validity in a specified additional period. The request and the responses thereto shall be made in writing only.

8. 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 Executive Engineer.

- (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 Executive Engineer 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.

9. Clarification of Bidding Documents:

To assist in the examination, evaluation and comparison of bids, the department 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 department in the evaluation of the bids.

10. 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 Executive Engineer'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 Executive Engineer and may not subsequently be made responsive by correction or withdrawal and the non-confirming deviations or reservations.

11. Award criteria:

The Executive Engineer 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.

12. Notification of Award:

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

13. 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.

14. Signing of Contract:

The successful bidder, on acceptance of his bid by the Accepting Authority shall, within 15 days from the stipulated date of start of the work, sign and execute the Contract in the contract/agreement form along with performance guarantee.

15. Payment Terms:

The payment will be made to the agency by the Executive Engineer after measuring the actual quantity of works completed. The measurement will be carried out by Junior Engineer or Assistant Director-II/SDE as designated by the competent authority. No advance or intermediate payments are allowed in this tender. TDS on GST and Income Tax will be deducted as applicable. **GST number of the office is 33CHEH03655B1D1.**

16. Termination of Contract:

If the contractor does not comply with labour laws and contract conditions, the Executive Engineer may terminate the contract and the performance guarantee will be forfeited completely.

17. Other terms and conditions:

- i) The Department will not be responsible for any injury sustained to the man power during the execution of the work. Any expenditure incurred by the department to face the situation arising out of act of workers will be made good by the agency. If any incident / accident occurred during the work, the department will not be held responsible for the same. It is the responsibility of the agency to provide sufficient insurance coverage / compensation as per the latest act in force.
- ii) The Agency shall work under the control of the Executive Engineer, Hydrology Division or his authorized representative.
- iii) The Chief Engineer, C&SRO, CWC, Coimbatore may consider relaxation of any of the terms and condition of the contract if required.
- iv) The security deposit will be forfeited in case termination of the contract by the Department due to lapse on the part of contractor/Agency.
- v) The debris / rubbish generated during the work shall be cleared from the premises and disposed by the agency at their own cost immediately after the completion of entire work.

18. Liquidated Damages:

Liquidated Damages shall be levied upon the agency as determined by the Superintending Engineer not exceeding 5% of contract value failing to attend the contract as per conditions and in the event of any damage / loss to the property or asset of the department.

19. Materials to be used for the work:

- a. Materials and components shall be handled in such a manner as to avoid any damage or contamination, and in accordance with all applicable recommendations of the manufacturer.
- b. Ordinary Portland cement of factory made of Grade 53 from reputed manufacturer stored in dry condition as per IS 12269.
- c. Graded Coarse aggregate of 12mm as per IS 383-1970
- d. Graded coarse sand as per IS 383-1970
- e. Pressed Ceramic Tiles-Specification-IS 15622:2006
- f. water closet squatting pan (Indian type W.C. pan) with 100 mm sand cast Iron P or S trap, 10 litre low level white P.V.C. flushing cistern, conforming to IS : 7231
- g. white vitreous china pedestal type water closet (European type W.C. pan) with seat and lid conforming to IS : 7231
- h. wash basin and urinal basin
- i. Water heater/ geyser of standard company 25 lts capacity

- j. 1st quality acrylic distemper (Ready mix) having VOC content less than 50 grams/litre of approved brand
 - k. The contractor shall take full responsibility for adequacy, suitability and safety of all the works and to avoid damages to adjacent buildings, roads and service / utility lines.
 - l. All requisite materials shall be of 1st quality and they are to be used after getting the approval of Engineer-in-charge.
20. 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.
21. 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.
22. All corrections / cuttings /over writings in the tender document shall be initialled by the Tenderer.
23. The technical bid prepared by the Tenderer shall comprise the following components:
- a) All the terms and conditions clearly indicating variation, if any, with tender requirements;
 - b) Documentary evidence to establish that the Tenderer is eligible to bid and is qualified to perform the contract if the bid is accepted:
 - c) Documentary evidence to establish that the goods and ancillary services to be supplied by the Tenderer are as per specifications and conform to the bidding documents;
 - d) Earnest Money Deposit in prescribed form;
24. The financial bid shall comprise Schedule of Quantities in Financial Bid Format duly filled through online mode only. However the sample format is attached herewith for understanding.
25. Technical and Financial Bids shall be submitted online only at www.eprocure.gov.in and the tenderers can also download the document from www.cwc.gov.in
26. Intending tenderers are advised to visit CWC website www.cwc.gov.in and CPPP website <https://eprocure.gov.in> at least 1 day prior to closing date of submission of tender for any corrigendum /amendment.
27. Evaluation of Bids: Initially only the Technical Bids (Stage-1) shall be opened and evaluated. If the bidder meets the qualifying criteria as specified in the bid document, and the solution offered by him meets the requirement of the tenderer, then the bidder shall be shortlisted for financial evaluation. Otherwise the bidder would be rejected at this stage itself.
- The financial bids (Stage-2) shall be opened subsequently and intimated to the technically qualified bidders in advance. 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.
28. Wholly owned subsidiary can include the experience of its parent company.

29. The prices quoted shall be F.O.R. destination and inclusive of all statutory duties and taxes and no additional amount on the quoted prices shall be paid on account of such duties, taxes and octroi etc.
30. Prices quoted by the Tenderer shall be fixed during the validity period of the Contract and not subject to variation on any account. A Tender submitted with an adjustable price quotation is liable to be treated as non-responsive and rejected.
31. Prices shall be quoted in Indian Rupees only.
32. The Tenderer shall furnish, as part of its Tender, documents establishing the eligibility and conformity to the bidding documents of all goods and services, which the Tenderer proposes to supply under the Contract.
33. For purposes of the comments to be furnished, the Tenderer shall note that standards for workmanship, material and equipment, and references to brand names or catalogue numbers designated by the department in its technical specifications are intended to be descriptive only and not restrictive. The Tenderer may substitute alternative standards, brand names and/or catalogue numbers in its bid, provided that it demonstrates, to the department's satisfaction, that the substitutions ensure substantial equivalence to those.
34. During evaluation of technical bids, the department may, at its discretion, ask the Tenderer for a clarification of its bid, for which no charges shall be paid to the Tenderers. The request for clarification and the response shall be in writing and no change in prices or substance of the bid shall be sought, offered or permitted.
35. Tenders from Agents/dealers, without proper authorization, shall be treated as non-responsive.
36. 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.
37. An affirmative determination will be a prerequisite for award of the work to the contractor.
38. Attention of the tenderers is drawn to the Clause 1 and Clause 1(A) of Standard Contract Conditions under CPWD Forms 7/8 regarding the deduction of security deposit.


10.12.11

अधिशसी अभियंता/Executive Engineer

Instructions for Online Bid Submission

(Department User may attach this Document as an Annexure in their Tender Document which provides complete Instructions for on line Bid submission for Bidders)

The bidders are required to submit soft copies of their bids electronically on the CPP Portal, using valid Digital Signature Certificates. The instructions given below are meant to assist the bidders in registering on the CPP Portal, prepare their bids in accordance with the requirements and submitting their bids online on the CPP Portal.

More information useful for submitting online bids on the CPP Portal may be obtained at: <https://eprocure.gov.in/eprocure/app>.

REGISTRATION

- 1) Bidders are required to enroll on the e-Procurement module of the Central Public Procurement Portal (URL: <https://eprocure.gov.in/eprocure/app>) by clicking on the link **"Online bidder Enrollment"** on the CPP Portal which is free of charge.
- 2) As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.
- 3) Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication from the CPP Portal.
- 4) Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate (Class III Certificates with signing key usage) issued by any Certifying Authority recognized by CCA India (e.g. Sify / nCode / eMudhra etc.), with their profile.
- 5) Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSC's to others which may lead to misuse.
- 6) Bidder then logs in to the site through the secured log-in by entering their user ID / password and the password of the DSC / e-Token.

SEARCHING FOR TENDER DOCUMENTS

- 1) There are various search options built in the CPP Portal, to facilitate bidders to search active tenders by several parameters. These parameters could include Tender ID, Organization Name, Location, Date, Value, etc. There is also an option of advanced search for tenders, wherein the bidders may combine a number of search parameters such as Organization Name, Form of Contract, Location, Date, Other keywords etc. to search for a tender published on the CPP Portal.
- 2) Once the bidders have selected the tenders they are interested in, they may download the required documents / tender schedules. These tenders can be moved to the respective 'My Tenders' folder. This would enable the CPP Portal to intimate the bidders through SMS / e-mail in case there is any corrigendum issued to the tender document.
- 3) The bidder should make a note of the unique Tender ID assigned to each tender, in case they want to obtain any clarification / help from the Helpdesk.

PREPARATION OF BIDS

- 1) Bidder should take into account any corrigendum published on the tender document before submitting their bids.
- 2) Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid. Please note the number of covers in which the bid documents have to be submitted, the number of documents - including the names and content of each of the document that need to be submitted. Any deviations from these may lead to rejection of the bid.
- 3) 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 PDF / XLS / RAR / DWF/JPG formats. Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.
- 4) To avoid the time and effort required in uploading the same set of standard documents which are required to be submitted as a part of every bid, a provision of uploading such standard documents (e.g. PAN card copy, annual reports, auditor certificates etc.) has been provided to the bidders. Bidders can use "My Space" or "Other Important Documents" area available to them to upload such documents. These documents may be directly submitted from the "My Space" area while submitting a bid, and need not be uploaded again and again. This will lead to a reduction in the time required for bid submission process.

Note: *My Documents space is only a repository given to the Bidders to ease the uploading process. If Bidder has uploaded his Documents in My Documents space, this does not automatically ensure these Documents being part of Technical Bid.*

SUBMISSION OF BIDS

- 1) Bidder should log into the site well in advance for bid submission so that they can upload the bid in time i.e. on or before the bid submission time. Bidder will be responsible for any delay due to other issues.
- 2) The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.
- 3) Bidder has to select the payment option as "offline" to pay the tender fee / EMD as applicable and enter details of the instrument.
- 4) Bidder should prepare the EMD as per the instructions specified in the tender document. The original should be posted/couriered/given in person to the concerned official, latest by the last date of bid submission or as specified in the tender documents. 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 the uploaded bid will be rejected.
- 5) Bidders are requested to note that they should necessarily submit their financial bids in the format provided and no other format is acceptable. If the price bid has been given as a standard BoQ format with the tender document, then the same is to be downloaded and to be filled by all the bidders. Bidders are required to download the BoQ file, open it and complete the white coloured (unprotected) cells with their respective financial quotes and other details (such as name of the bidder). No other cells should be changed. Once the details have been completed, the bidder should save it and submit it online, without changing the filename. If the BoQ file is found to be modified by the bidder, the bid will be rejected.

- 6) The server time (which is displayed on the bidders' dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, opening of bids etc. The bidders should follow this time during bid submission.
- 7) All the documents being submitted by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered cannot be viewed by unauthorized persons until the time of bid opening. The confidentiality of the bids is maintained using the secured Socket Layer 128 bit encryption technology. Data storage encryption of sensitive fields is done. 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.
- 7) The uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- 8) Upon the successful and timely submission of bids (i.e. after Clicking "Freeze Bid Submission" in the portal), the portal will give a successful bid submission message & a bid summary will be displayed with the bid no. and the date & time of submission of the bid with all other relevant details.
- 9) The bid summary has to be printed and kept as an acknowledgement of the submission of the bid. This acknowledgement may be used as an entry pass for any bid opening meetings.

ASSISTANCE TO BIDDERS

- 1) Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority for a tender or the relevant contact person indicated in the tender.
- 2) 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.

SCHEDULES

SCHEDULE 'A'	:	Applicable (enclosed)
SCHEDULE 'B'	:	Not Applicable
SCHEDULE 'C'	:	Not Applicable
SCHEDULE 'D'	:	Not Applicable
SCHEDULE 'E'	:	Applicable
SCHEDULE 'F'	:	Applicable

SCHEDULE 'E' : Reference to general conditions of the work

Name of the work:	Renovation of GUEST ROOM & STAFF TOILET at Pennar Sub-Division, Central Water Commission, Kadapa
Estimated Cost	: Rs. 2,56,000/-
Security Deposit	: 2.5% of final bill value

SCHEDULE 'F'

Office Inviting Tender	:	Executive Engineer, Hydrology Division, Central Water Commission, Plot No R-81, TNHB colony, West Velachery, Chennai – 600042.
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Definitions:

Engineer-in-charge	:	AEE/PSD/Kadapa & JE/PSD/Kadapa
Accepting Authority	:	Executive Engineer, Hydrology Division, CWC, Chennai
Department	:	Central Water Commission
Clause 1	:	Applicable
Clause 2	:	
Authority for fixing compensation	:	Superintending Engineer, C&SRC, CWC, Bengaluru
Clause 3	:	
Authority for determination of tender	:	Executive Engineer, HD, CWC, Chennai
Clause 3A	:	Applicable
Clause 11	:	Applicable
Clause 15	:	Applicable
Clause 16	:	Applicable
Clause 17	:	Applicable
Clause 19 (A – L)	:	Applicable
Clause 20	:	Applicable
Clause 23	:	Applicable
Clause 24	:	Applicable
Clause 25	:	Applicable
Clause 37	:	Applicable
Clause 38	:	Applicable
Clause 39	:	Applicable

Note: All other clauses are not applicable.

STATEMENT ON EXECUTION OF SIMILAR WORKS – Mandatory submission				
Order placed by [Full address of the purchaser]	Order No. and Date	Order Value	Has the work been completed satisfactorily within the stipulated time?	Contact person along with telephone, mobile number, fax, and E-mail address of the purchaser

Signature and Seal of the Bidder

FORMAT OF DECLARATION

(To be mandatorily submitted on Letterhead)

I/We Mr./Ms.aged aboutyears, working as
.....
(name and address of the bidding agency).

I solemnly affirm and state as under:

- That I am working asand authorized to sign this declaration.
- That the firm has not abandoned or suspended any contract work of any organization/ department so far/ during the previous three financial years.
- That the firm has not been blacklisted/ debarred for competing in tenders by any organization/ department so far/ during the previous three financial years.
- I solemnly confirm that the facts stated above are true and nothing has been concealed.

Seal and Signature of Bidder

Checklist for BIDDERS

BIDDERS to indicate whether the following are enclosed/mentioned by striking out the non- relevant option and the relevant technical bid documents should be in order.

S. No	Documents	Content	Whether Document Attached
1	Technical Bid	Self-Attested copy of GST & PAN Number	
2		Copy of Balance Sheet, profit & loss, income tax return for last three FY	
3		Registration copy of the firm	
4		Statement on execution of similar works with supporting documents	
5		Form of Declaration	
1	Financial Bid	Price bid	

Seal and Signature of Bidder

CONTRACT / AGREEMENT FORM

This contract made on the day ofbetween the President of India acting through Executive Engineer, Central Water Commission, Hydrology Division, "NEERVALAM", R-81, TNHB colony, West Velachery, Chennai – 600042, under Ministry of Water Resources, River Development & Ganga Rejuvenation, Government of India (hereinafter called "the Employer"), and(hereinafter called "the Contractor").

Whereas the Employer is desirous that the Contractor executes the work of **"Renovation of Guest Room & Staff Toilet at Pennar Sub-Division, Central Water Commission, Kadapa "** at Central Water Commission/Chennai in response to the Tender No. **12/HD/HQS/NIT/2021-22/2860-62 dated 10/12/2021** and the Employer has accepted the BID by the Contractor at a contract price of **Rs.**

I/We have read and examined the notice inviting tender, schedule A, B, C, D, E & F, General rules and Directions of the contract, GCC clauses of CPWD, prevailing labour laws and other documents 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 and in accordance in all respect with the specifications referred to in Rule – 1 of General Rules and Directions of the contract as applicable.

I/We hereby declare that I/We shall treat the tender documents and other documents and records connected with the work as secret / confidential documents and shall not communicate information derived there from to any person other than a person to whom I/We am/are authorized to communicate the same or use the information in any manner prejudicial to the safety of the state.

I/We agree that should I/we fail to commence the work specified in the above memorandum, an amount equal to the amount of the earnest money mentioned in the form of invitation of tender shall be absolutely forfeited to the President of India and the same may at the discretion of the competent authority be recovered without prejudice to any other right or remedy available in law out of the deposit in so far as the same may extend in terms of the said bond and in the event of deficiency out of any other money due to me / us under this contract or otherwise.

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 Renovation of Civil Works in conformity in all aspects with the provisions of the contract.

The Employer hereby covenants to pay the Contractor in consideration for Renovation of Civil Works at 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.

The following documents shall be deemed to form and be read and construed as part of this contract

- Notice Inviting Tender with term an conditions
- Issue of notice to proceed with the works
- Agreement form
- Schedule of work
- Performance Guarantee

Signature of the Contractor:

For & on behalf of the President of India

Witness:

TENDER ACCEPTANCE LETTER

(To be given on Company Letter Head)

Date: ____/____/____

To,
The Executive Engineer,
Hydrology Division,
Central Water Commission,
Chennai.

Sub: Acceptance of Terms & Conditions of Tender.

Tender Reference No: 12/HD/HQS/NIT/2021-22/2860-62 DATED 10.12.2021

Name of Tender / Work: Renovation of Guest Room & Staff Toilet at Pennar Sub-Division, Central Water Commission, Kadapa.

Dear Sir,

1. I/ We have downloaded the tender document(s) for the above mentioned 'Tender/Work' from the web _____ site(s) _____ namely: _____ as per your advertisement, given in the above-mentioned website(s).
2. I / We hereby certify that I / we have read the tender document of above-mentioned work (including all documents like annexure(s), schedule(s), etc.), which form part of the contract agreement and I / we shall abide hereby to the terms / conditions / clauses contained therein.
3. The corrigendum(s) issued from time to time by your Division/ organization, if any, too have also been taken into consideration, while submitting this acceptance letter.
4. I / We hereby unconditionally accept the tender conditions of above-mentioned tender document(s) / corrigendum(s) in its totality / entirety.
5. In case any provisions of this tender are found to be violated, your Division/ organization shall be at liberty to reject this tender/bid and the Purchaser shall without prejudice to any other right or remedy, be at liberty to debar the bidder for a period of 05 (five) years starting from the date of notification of this tender. We shall not have any claim/right against Division in satisfaction of this condition.

Yours Faithfully,

(Signature of the Bidder, with Official Seal)

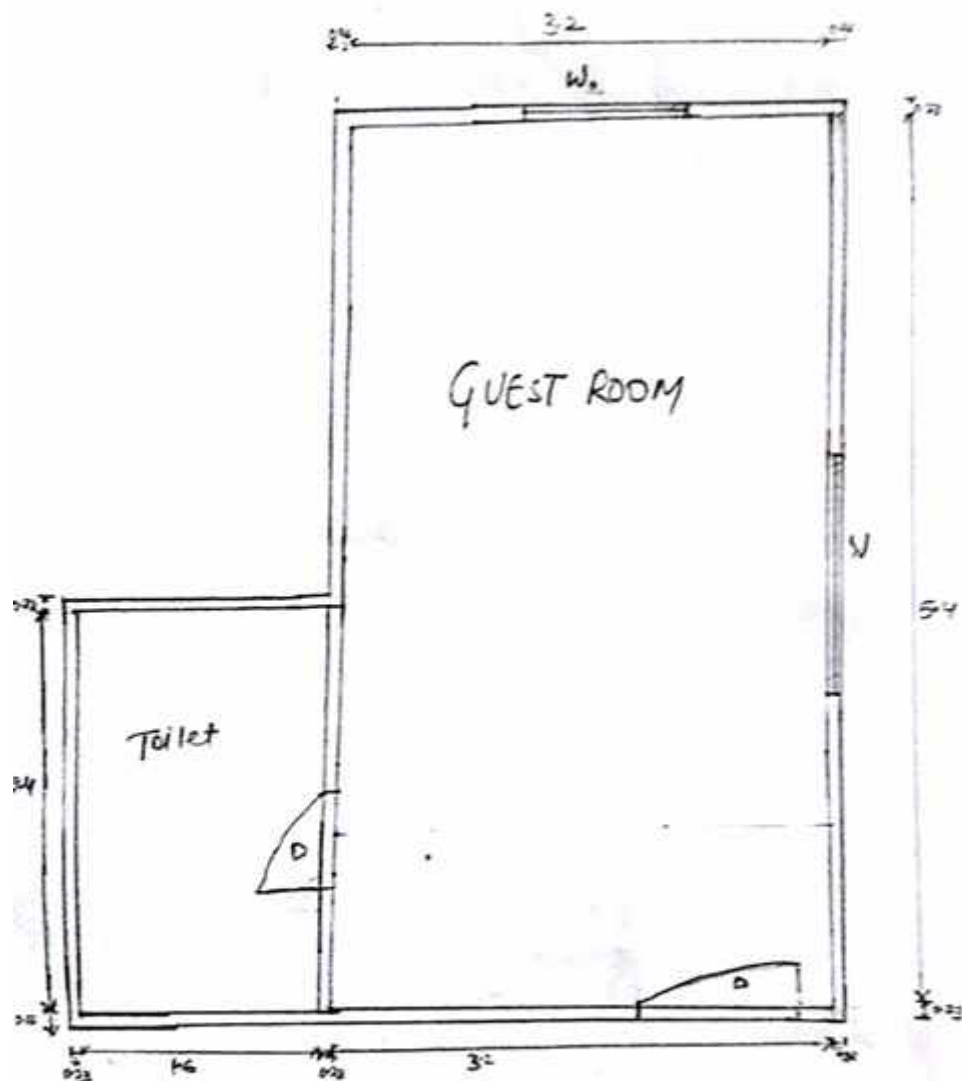
PROFORMA FOR FINANCIAL BID
(Indicative format. Bidders has to quote their rates through BoQ generated in CPP portal)

Item No	Description of Work	Unit	Qty	Rate (Rs.)	Amount (Rs.)
A	Renovation of GUEST ROOM & Staff Toilet at PSD/Kadapa				
1	Dismantling tile work in floors laid in cement mortar including stacking material within 50 metres lead. For thickness of tiles 10 mm to 25 mm	Sq.m	15.45		
2	Dismantling tile work in walls laid in cement mortar including stacking material within 50 metres lead. For thickness of tiles 10 mm to 25 mm	Sq.m	63.64		
3	Providing and laying 1st quality Ceramic glazed floor tiles of size 300x300 mm (thickness to be specified by the manufacturer) of 1st quality conforming to IS : 15622, of approved make, in all colours, shades, except White, Ivory, Grey, Fume Red Brown, laid on 20 mm thick bed of cement mortar 1:4 (1 Cement : 4 Coarse sand), jointing with grey cement slurry @ 3.3 kg/ sq.m including pointing the joints with white cement and matching pigments etc., complete	Sq.m	15.45		
4	Providing and fixing 1st quality ceramic glazed wall tiles conforming to IS: 15622 (thickness to be specified by the manufacture) of approved make, in all colours, shades except burgundy, bottle green, black of any size as approved by Engineer-in-Charge, in skirting, risers of steps and dados, over 12 mm thick bed of cement mortar 1:3 (1 cement : 3 coarse sand) and jointing with grey cement slurry @ 3.3kg per sqm, including pointing in white cement mixed with pigment of matching shade complete	Sqm	63.64		
5	Providing and fixing white vitreous china pedestal type water closet (European type W.C. pan) with seat and lid, 10 litre low level white P.V.C. flushing cistern, including flush pipe, with manually controlled device (handle lever), conforming to IS : 7231, with all fittings and fixtures complete, including cutting and making good the walls and floors wherever required. W.C. pan with ISI marked white solid plastic seat and lid each	Nos	1.00		

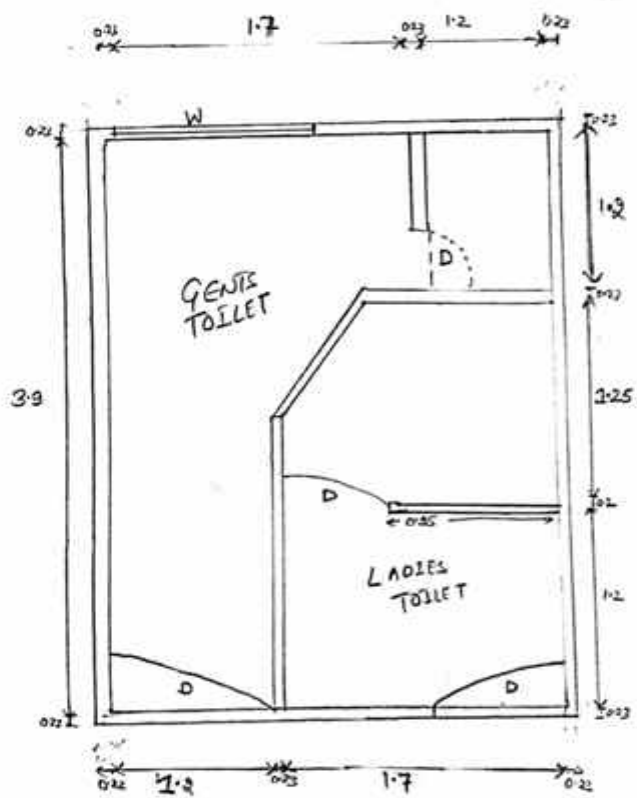
Item No	Description of Work	Unit	Qty	Rate (Rs.)	Amount (Rs.)
6	Providing and fixing water closet squatting pan (Indian type W.C. pan) with 100 mm sand cast Iron P or S trap, 10 litre low level white P.V.C. flushing cistern, including flush pipe, with manually controlled device (handle lever) conforming to IS : 7231, with all fittings and fixtures complete, including cutting and making good the walls and floors wherever required: White Vitreous china Orissa pattern W.C. pan of size 580x440 mm with integral type foot rests	Nos	2.00		
7	Providing and fixing white vitreous china flat back or wall corner type lipped front urinal basin of size 430x260x350 mm and 340x410x265 mm respectively with automatic flushing cistern, with standard flush pipe, and C.P brass spreaders with brass unions and G.I clamps complete, including painting of fittings and cutting and making good the walls and floors wherever required. One urinal basin with 5 litre P.V.C. automatic flushing cistern	Nos	1.00		
8	Providing and fixing wash basin with C.I. brackets, 15 mm C.P. brass pillar taps, 32 mm C.P. brass waste of standard pattern, including painting of fittings and brackets, cutting and making good the walls wherever required. White Vitreous China Wash basin size 630x450 mm with a pair of 15 mm C.P. brass pillar taps each	Nos	3		
9	Providing and fixing Chlorinated Polyvinyl Chloride (CPVC) pipes, having thermal stability for hot & cold water supply including all CPVC plain & brass threaded fittings, i/c fixing the pipe with clamps at 1.00 m spacing. This includes jointing of pipes & fittings with one step CPVC solvent cement and the cost of cutting chases and making good the same including testing of joints complete as per direction of Engineer in charge. Concealed work, including cutting chases and making good the walls etc 20mm nominal dia pipes	metre	30		
10	Providing and fixing unions, elbows, tees, reducers, couplers, bend, Tap and Over Head Shower and Valve as per site condition	LS	--		

11	Providing and fixing to existing door frames 24 mm thick factory made PVC door shutters made of styles and rails of a uPVC hollow section of size 59x24 mm and wall thickness 2 mm (± 0.2 mm) with inbuilt edging on both sides. The styles and rails mitred and joint at the corners by means of M.S. galvanised/ plastic brackets of size 75x220 mm having wall thickness 1.0 mm and stainless steel screws. The styles of the shutter reinforced by inserting galvanised M.S. tube of size 20x20 mm and 1 mm (± 0.1 mm) wall thickness. The lock rail made up of 'H' section, a uPVC hollow section of size 100x24 mm and 2 mm (± 0.2 mm) wall thickness, fixed to the shutter styles by means of plastic/galvanised M.S. 'U' cleats. The shutter frame filled with a uPVC multi-chambered single panel of size not less than 620 mm, having over all thickness of 20 mm and 1 mm (± 0.1 mm) wall thickness. The panels filled vertically and tie bar at two places by inserting horizontally 6 mm galvanised M.S. rod and fastened with nuts and washers, complete as per manufacture's specification and direction of Engineer-in-charge. (For W.C. and bathroom door shutter)	Sq.m	5.16		
12	Providing and fixing Water heater/ geyser of standard company 25 lts capacity, including fittings and brackets etc..	Nos	1		
13	Supply of Single cot Coir mattress size 6 feet x 3 feet x 6 inch, rectangular shape of standard company along with Pillow and cloth covers.	Nos	2		
14	Supply of Wooden wardrobe Double door size with wheels, Locks and Shelves of standard company with one year warranty.	Nos	1		
15	Removing dry or oil bound distemper, water proofing cement paint and like by scrapping, sand papering and preparing the surface smooth including necessary repairs to scratches etc.. Complete	Sqm	44.74		
16	Distempering with 1st quality acrylic distemper (Ready mix) having VOC content less than 50 grams/litre of approved brand and manufacture to given even shade. Old work (one or more coats)	Sqm	44.74		
17	White washing with lime to give an even shade : Old work (two or more coats)	Sqm	72.21		
	Sub Total				
	GST %				
	Grand-Total				

A) Renovation of GUEST ROOM & STAFF Toilet at Pennar Sub-Division, CWC, Kadapa



Plan of Guest Room of PSD, CWC, KADAPA



Plan of *STAFF Toilet* of PSD, CWC, KADAPA