



भारत सरकार

Government of India

जल शक्ति मंत्रालय,

Ministry of Jal Shakti

जल संसाधन, नदी विकास एवं गंगा संरक्षण विभाग

Department of Water Resources, River Development & Ganga Rejuvenation

केन्द्रीय जल आयोग

Central Water Commission



e-Tender for “Outsourcing of 54 nos. of Manpower/Staff” for Hydro-meteorological Observation at various old sites(31 Nos.) under the jurisdiction of Lower Ganga Division-1, CWC, Patna for a period of 6 months (1st December - 2019 to 31st May – 2020)”.

NIT No. LGD-I/ CWC/HQ-57A/Outsourced-Staff /2019/04 dated: 19/11/2019

Key Events and Dates

DATE FOR PURCHASING TENDER	FROM 20.11.2019 (10:00 hrs)
LAST DATE AND TIME FOR RECEIPT OF BIDS ONLINE	02.12.2019 (12:00 hrs.)
DUE DATE FOR OPENING OF e-TENDER ONLINE	03.12.2019 (12:00 hrs.)
OFFICER INVITING TENDER	Executive Engineer, Lower Ganga Division-1, Central Water Commission, 18-A Arya Kumar Road, Rajendra Nagar, Patna-800016
PRICE OF TENDER DOCUMENT	Rs. 500/-

This tender document contains 32 pages including this page.

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भारत सरकार/Government of India
केन्द्रीय जल आयोग/Central Water Commission
अधिसासी अभियंता का कार्यालय /Office of the Executive Engineer
निचली गंगा मंडल 1-/Lower Ganga Division-1

18A, आर्यकुमार रोड, राजेन्द्र नगर, पटना-800016(बिहार)/18A, Arya Kumar Road, Rajendra Nagar, Patna-800016
No. LGD-1/ CWC/ HQ-57A/Outsourced-Staff /2019/ Date: 19/11/2019

ई-निविदा आमंत्रण सूचना/ e-Notice Inviting Tender

e-TENDER NO: NIT No. LGD-1/ CWC/HQ-57A/Outsourced-Staff/2019/04 dated: 19/11/2019

The Executive Engineer, Lower Ganga Division-1, CWC, 18-A, Arya Kumar Road, Rajendra Nagar, Patna-800016 (Bihar) invites on behalf of the President of India, online e-Tenders comprising of Technical and Financial bids from experienced and eligible agency(s) for the work “**Outsourcing of 54 nos. Manpower/Staff**” for Hydro-meteorological Observation at various old sites(31 Nos.) for LGD-1, CWC, Patna”

1. Name of Work:	Outsourcing of 54 nos. Manpower/Staff for Hydro-meteorological Observation at various old sites (31 Nos.) under the jurisdiction of LGD-1, CWC, Patna
2. Estimated Cost:	₹ Rs. 69,68,647/- (Rupees Sixty Nine Lakh Sixty Eight Thousand Six Hundred Fourty Seven Only)
3. Earnest Money:	₹ 1,39,373/- (Rupees One Lakh Thirty Nine Thousand Three Hundred Seventy Three Only)
4. Performance Guarantee:	5 % of tendered value
5. Cost of Tender document:	₹ 500/- (Rupees One Thousand Only)

Schedule of Tender

DATE AND TIME OF ISSUE OF BID DOCUMENT	19.11.2019 (20:30 hrs)
e-TENDER AVAILABLE ONLINE FROM	20.11.2019 (10:00 hrs)
DATE AND TIME OF PRE BID MEETING	27.11.2019 (12:00 hrs)
LAST DATE AND TIME FOR RECEIPT OF BIDS ONLINE	02.12.2019 (12:00 hrs)
DATE AND TIME OF OPENING OF BIDS ONLINE	03.12.2019 (12:00 hrs)
PLACE OF OPENING OF BIDS	O/o The Executive Engineer, Lower Ganga Division-118-A, Arya Kumar Road, Rajendra Nagar, Patna-800016
PRICE OF TENDER DOCUMENT:	Rs. 500/-

1. e-Tender is available on www.cwc.gov.in or www.old.cwc.gov.in and www.eprocure.gov.in from 20/11/2019 (10:00 hrs) to 02/12/2019 (12:00 hrs) Rs. 500/- as cost of tender document through A/C payee Demand Draft (Non-Refundable) drawn on any schedule bank in favour of the Executive Engineer, Lower Ganga Division-1, CWC, Patna payable at Patna. However, tender will be opened only
 - (i) **Rs. 500/-** in cash or through A/C payee Demand Draft (Non-Refundable) as cost of e-tender drawn on any schedule bank in favour of the Executive Engineer, Lower Ganga Division-1, CWC payable at Patna
 - (ii) ₹ 1,39,373/- (Rupees One Lakh Thirty Nine Thousand Three Hundred Seventy Three Only) as Earnest Money Deposit (EMD) of tender through A/C payee Demand Draft (Refundable) drawn on any schedule bank in favour of the Executive Engineer, Lower Ganga Division-1, CWC, Patna payable at Patna or in the form of a Bank Guarantee from a scheduled bank as per Proforma given in Chapter 7.
 - (iii) The cost of tender and Earnest Money Deposit (EMD) has to be submitted **before the due date and time of opening of tender (i.e before 03.12.2019 at 12:00 hrs.)**.
2. The tender forms complete in all respects should be submitted online only by 12.00 hrs on 02.12.2019.
3. The pre-bid meeting for the tender will be held on 27.11.2019 at 12.00 hours at the following venue:
O/o The Executive Engineer, Lower Ganga Division-118-A, Arya Kumar Road, Rajendra Nagar, Patna-800016
4. The Technical bid of the e-tender will be opened at **12:00 hrs on 03.12.2019** in presence of the tenderers who wish to appear in the opening of e-tender (on their own cost) in this office. The time of opening of financial bids will be intimated later.
5. The NIT and tender can be downloaded from www.cwc.gov.in or www.old.cwc.gov.in or www.eprocure.gov.in.
6. The Invitation to tender is subject to fulfillment of instructions and conditions as per schedules below:
Chapter- 1: Instruction to bidders
Chapter -2: Condition of Contract
Chapter -3: Schedules of Requirement
Chapter -4: Specifications and allied Technical Details
Chapter -5: Price Schedule
Chapter -6: Contract Form
Chapter -7: Other Standard Form
Bids shall be submitted online only at CPP Portal having URL <https://www.eprocure.gov.in> ,
Further, Tenderer/ Suppliers are advised to follow the instructions provided under 'Instructions to Bidders' for the e-submission of the bids online through CPP portal.

Sd/-

Executive Engineer
Lower Ganga Division-1, CWC,
18-A, Arya Kumar Road,
Rajendra Nagar, Patna-800016 (Bihar)

प्रतिलिपि:

1. अधीक्षण अभियंता (सम०), निचली गंगा बेसिन संगठन, केंद्रीय जल आयोग, पटना।
2. निदेशक (प्रबो०)-सह-अधीक्षण अभियंता (एच० ओ० सी०), प्रबोधन निदेशालय केंद्रीय जल आयोग, पटना।
3. लेखा शाखा, निचली गंगा मंडल-१, केंद्रीय जल आयोग, पटना।
4. सूचनापट, निचली गंगा मंडल-१, केंद्रीय जल आयोग, पटना।
5. केंद्रीय जल आयोग का वेब पोर्टल www.cwc.gov.in अथवा www.old.cwc.gov.in।
6. ई-प्रकाशन, केंद्रीय सार्वजनिक खरीद पोर्टल www.eprocure.gov.in।

Chapter 1: Instructions to Bidders

1. GENERAL

Before submitting the tender it is presumed that the tenderer has understood the exact requirement of the Purchaser and visited Hydrological Observation sites on rivers run by Central Water Commission to understand the facilities and accessibility. In case of any discrepancy or ambiguity observed by the tenderer in the scope of work and the desired deliverable functionality from the work, it is mandatory to raise the clarification in writing by the tenderer and in turn get that clarified from the purchaser in writing before the last date of tender submission. Tenderer is free to ask any clarification in the Pre-bid meeting to be held on 27.11.2019, 12.00 hrs at the above mentioned venue. In case of no such clarification required by the tenderer, it will be construed that all the requirements of the purchaser are understood by the tenderer. No communications will be entertained in this regard at any stage after the opening of Tenders.

The general instructions are as given below:-

- i. No tenderer will be allowed to amend or withdraw any terms & conditions/parts or whole /quoted prices of its tender under any circumstances after the deadline for submission of the tender.
- ii. The Purchaser has the right to accept or reject any or all the tenders, or cancel the tendering process at any stage, either in part or full, without assigning any reason.
- iii. Canvassing, soliciting, fraud practices, suppression of facts, stating wrong facts and fraudulent practice by the tenderer may lead to rejection of the tender at any stage of the work and may lead to blacklisting for all future CWC works/purchases.
- iv. The tenderers are expected to understand the forms, terms, specifications and other details mentioned in the tender document.
- v. Each tenderer is entitled to submit only one online bid.
- vi. At any time prior to the deadline for submission of tenders, the Purchaser, for any reason, whether at its own initiative may modify the scope of work or any condition of the tendering documents by amendments and same will be communicated.
- vii. The tenderers must quote the rates keeping in mind all the terms and conditions mentioned in this document.
- viii. The valid means of communications for this tender shall be in writing, through e-mail and fax followed by confirmation by post.
- ix. It is suggested that the tenderers may acquaint themselves with the requirements of the work before submitting the e-tender. Tenderer should visit the different sites before submission of bid.
- x. No deviation in the payment terms mentioned above is permissible in the tender. If a tenderer does not explicitly agree with the payment terms mentioned above, the tender shall be rejected for non-responsiveness.
- xi. The words 'bid' and 'bidding' has been used interchangeably with the words 'tender' and 'tendering' respectively.
- xii. The words 'Tenderer', 'Bidder' and 'Agency' has been used interchangeably.
- xiii. Bids shall be submitted online only at www.eprocure.gov.in. The e-tender notice is also available at www.eprocure.gov.in and www.cwc.gov.in.
- xiv. Tenderer who has downloaded the tender from the Central Public Procurement Portal (CPPP) website <https://eprocure.gov.in> and www.cwc.gov.in shall not tamper/modify the tender form including downloaded price bid template in any manner. In case if the same is found to be tempered/modified in any manner, tender will be completely rejected and EMD would be forfeited.
- xv. Intending tenderers are advised to visit again 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.
- xvi. For the purpose of this tender the Contract Agreement with the successful tenderer shall comprise of:

- a. The tender form and Financial bid submitted by the tenderer;
- b. Tender document
- c. Amendment to the tender document;
- d. Post tender opening Correspondences and
- e. Purchaser's notification of award of the contract.

2. SUBMISSION OF DOCUMENTS

- i. The following documents are to be furnished online in the technical bid part by the Agency along with bid as per the tender document:
 - a. Signed and scanned copy of appropriate valid registration certificate, experience certificates executed as per the tender notice, PAN and Tender Acceptance Letter (Form 3 Chapter 7).
 - b. Signed and scanned copy of previous three Financial Years (2016-17, 2017-18 & 2018-19) Income-tax Return (ITR) filed copy/GST No./TIN No./Affidavit of partnership firm/ Pvt. Ltd. or public Ltd. company registered certificate.
 - c. Signed and scanned copy of audited Balance sheet of last three years (2016-17, 2017-18 & 2018-19).
 - d. Any other document in support of the Bid.

Before opening of tender, the Agency/Tenderer/Bidder is required to furnish the following at O/o the Executive Engineer, Lower Ganga Division-1, CWC, 18-A, Arya Kumar Road, Rajendra Nagar, Patna-800016.

- a. Cost of the tender amounting to Rs. 500/-
- b. EMD of ₹ 1,39,373/- (Rupees One Lakh Thirty Nine Thousand Three Hundred Seventy Three Only)
- c. Pass phrase, if any, for opening of Technical & Financial Bids shall be supplied in one big sealed envelope containing two small sealed envelopes having passphrases for technical & financial bids. Each envelope shall clearly mark "passphrase for technical bid" and "passphrase for financial bid" respectively. Bigger envelope shall be marked as "pass-phrase for tender of Tender for Hiring of 54 Nos. of Manpower/Staff on outsourcing basis for Hydro-meteorological observation at 31 Nos. of various old sites under LGD-1, CWC, Patna" From(The name of the agency).

3. Qualification/Eligibility Criteria for the Tenderers:

- i). The Agency should be registered in India with permanent office in India.
- ii). The Agency shall have permission to operate and work in Uttar Pradesh and Bihar, by relevant government agencies.
- iii). The bidder should have GST No., PAN & Aadhar No.
- iv). Joint Ventures (JV) shall submit its full details;
- v). The Agency should not have been blacklisted by any authority. A declaration to the effect should be furnished.
- vi). The Agency shall provide accurate information about any litigation or arbitration resulting from contracts completed or ongoing under its execution over the last five years. A consistent history of awards against the Agency or any partner of a joint venture may result in failure of the contract. A declaration to the effect should be furnished.
- vii). Contractors whose near relatives are Divisional Accountant or Engineering Officers between the grades of Chief Engineer and Junior Engineer (both inclusive) in the Central Water Commission (CWC) will not be allowed to tender for works in the respective Regional office responsible for award and execution of contract is the one where the near relative is working (A declaration to the effect should be furnished). For this purpose a near relative shall mean father, mother, wife/husband, son(s), daughter(s), brother(s), sister(s). A declaration to the effect should be furnished.

- viii). No Engineer or any other official employed in Engineering or Administrative duties in the Engineering Department of the Government of India is allowed to work in the CWC either as contractor or as employee of a contractor for a period of one year after his retirement from Government service unless he has obtained prior permission of Government of India to do so. Even after enlistment, if either the contractor or any of his employees is found to be a person who had not obtained the prior permission of Government of India as aforesaid, the Contract shall be cancelled.
- ix). Average Annual financial turnover of related services during the last three financial years, ending 31st March, 2019, should be at least Rs. 34,84,323/- (Rupees Thirty Four Lakh Eighty Four Thousand Three Hundred Twenty Three Only).
- x). Liquid assets and/or credit facilities, net of other contractual commitments and exclusive of any advance payments which may be made under the contract, of no less than the amount specified in the Bid Data Sheet (BDS).

4. Qualification Documents to be submitted:

- i. Copies of original registration certificate, documents defining the constitution or legal status, place of registration and principal place of business; written power of attorney of the signatory of the bid to commit the bidder. Appropriate business licenses/ registrations:
 - a) GST No.
 - b) PAN number
- ii. Total monetary value of services performed for each of the last three financial years (2016-17, 2017-18 & 2018-19).
- iii. Copies of work orders and experience in related work for each of the last three years and details of services under way or contractually committed; and names and address of clients who may be contacted for further information on those contracts;
- iv. Evidence of adequacy of working capital for this contract (access to line(s) of credit and availability of other financial resources);
- v. Audited financial statements for the last three years 2016-17, 2017-18 & 2018-19 (copies of the Profit and Loss (P/L) statements along with Balance Sheet for the concerned period);
- vi. Bank Account details with IFSC.
- vii. **Authority** to seek references from the bidder's bankers;
- viii. Information regarding any litigation, current or during the last five years, in which the Bidder is involved, the parties concerned and disputed amount; and
- ix. Proposals for sub-contracting components of the services amounting to more than 10 (Ten) per cent of the contract price if any.

5. Site Visit:

The bidder, at the bidder's own responsibility is encouraged to visit at their own cost and examine the site of required services and its surroundings and obtain all information that may be necessary for preparing the bid and entering into a contract for the services.

6. Period of Validity of tenders:

Tenders shall remain valid for 90 (Ninety) days after the date of tender opening. In exceptional circumstances, the Purchaser may solicit the Tenderer's consent to an extension of the period of validity. The request and the responses thereto shall be made in writing. The tender security provided shall also be suitably extended. Tenderer may refuse the request without forfeiting its EMD.

7. Restrictions regarding Personnel Deployed:

The Agency shall be liable for all kinds of dues payable in respect of all personnel provided as Manpower/staff under the contract and the Procuring Entity shall not be liable for any dues for availing the services of the personnel. The Agency shall ensure that a valid identity proof of personnel deployed is submitted to CWC (such as Passport/ PAN Card/ Aadhar Card/ Election Card/ Ration Card/ Driving License etc).

8. Workmen Safety and Insurance:

The Agency shall be responsible for safety, security and insurance including life insurance of their personnel who are deputed as Manpower/Staff for Hydro-meteorological Observation. The Agency shall be fully responsible for observance of all labour laws applicable including local laws and other laws applicable in this matter and shall indemnify and keep indemnified CWC against effect of non-observance of any such laws. The Contractor shall be liable to make payment to all its employees, workers and sub-Contractors and make compliance with labour laws.

9. Tender Security (EMD) and Performance Security

i. Earnest Money Deposit (EMD) :-

EMD shall be deposited in the form of Demand Draft in favour of Executive Engineer, Lower Ganga Division-1, CWC, Patna payable at Patna or in the form of a Bank Guarantee from a scheduled bank as per performa given in Chapter 7. In case the EMD is submitted in the form of the Bank Guarantee it shall remain valid upto 60 days beyond the final tender validity period. The tenders unaccompanied by the Tender Security/EMD will be rejected summarily.

The EMD will be forfeited if:

- a. a tenderer withdraws its tender during the period of tender validity specified by the tenderer or
- b. the tenderer fails (in case of a successful tenderer):
 - (i) to sign the Contract within 15 days of the issue of the notification for award of the contract; or
 - (ii) to furnish the specified performance security

Government Departments and Public Undertakings are exempted from furnishing EMD

Refund of EMD

EMD furnished by all unsuccessful tenderers will be returned to them without any interest whatsoever, at the earliest after expiry of the final tender validity period but not later than 30 days after conclusion of the contract. EMD of the successful tenderer should be returned, without any interest whatsoever, after receipt of performance security.

ii. Performance Security

The successful bidder shall furnish performance security deposit at the rate 5% on the contract value within 15 days after notification of the award and it should remain valid for a period of 60 days beyond the date of completion of all contractual obligations of the supplier, including warranty obligations. It does not carry any interest. Performance Security will be refunded to the supplier without any interest, whatsoever, after it duly performs and completes the contract in all respects but not later than 60 days of completion of all such obligations under the contract.

Performance Security may be furnished in the form of account payee Demand Draft in favour of Executive Engineer, Lower Ganga Division-1, CWC, Patna payable at Patna or Fixed Deposit

Receipts/Bank Guarantee Bonds of any Scheduled Bank or the State Bank of India in accordance with the prescribed form as given in Chapter 7.

Performance security is liable to be forfeited incase successful tenderer does not fulfill contract obligations.

10. Contents of Tender Document:

The contents of the tendering documents as listed below shall be read in conjunction with any corrigendum/addenda, if issued. All the components of the tender shall be considered as a single tender document and include:

- (i) Notice Inviting Tender
- (ii) Instructions to Bidders
- (iii) Conditions of the Contract
- (iv) Schedule of requirement.
- (v) Specifications and allied technical details.
- (vi) Price schedule
- (vii) Contract Form
- (viii) Other standard forms

11. Tendering Process

i. Marking and submission of tenders:

The e-tender shall be submitted online only at CPP website URL www.eprocure.gov.in by 02.12.2019, 12:00 Hrs.

The tenderers should submit both “Technical bid” and “Financial Bid” online only at CPP website URL www.eprocure.gov.in. The EMD along with tender fee must reach office of Executive Engineer before date and time of opening of the Technical Bid. Tenders of bidder whose EMD and tender fee does not reach in time will not be opened.

Tenders must be submitted by the bidder online no later than the time and date specified in the NIT.

Intending tenderers are advised to visit again 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.

The Purchaser may, at its discretion, extend this deadline for submission of tenders by amending the tendering documents, in which case all rights and obligations of the Purchaser and tenderers previously subjected to the deadline will thereafter be subjected to the deadline as extended.

In the event of the date being declared as a closed holiday for purchaser's office, the due date for submission of tender and opening will be carried out on the date and time as notified by the purchaser. The necessary corrigendum shall be issued in this regard by the purchaser.

No tender may be withdrawn in the interval between the deadline for submission of tenders and the expiration of the period of tender validity specified by the purchaser on the Tender Form. Withdrawal of a tender during this interval may result in the tenderer's forfeiture of its tender security (EMD).

ii. Opening of Bids:

Bids shall be submitted online only at CPP website URL www.eprocure.gov.in. Tenderer/Suppliers are advised to follow the instructions provided under ‘Instructions to the Bidders’ for the e-submission of the bids online through CPP portal.

Financial Bids of only those bidders who are found technically acceptable, will be opened.

iii. Prices

Prices quoted by the tenderer shall be fixed during the Contract (**upto 30th September, 2020**). Rates to be quoted by the tenderer should be all inclusive except GST. GST and other taxes, if any should be quoted separately.

- a. All prices should be in Indian Rupee (INR).
- b. The amount should be written both in figures and in words.
- c. Prices for each item shall be furnished online only.
- d. The tenderer should quote for all the items mentioned in the schedule of requirement. The tenders not quoting for all the items are liable to be rejected.
- e. The tender for the works shall remain open for acceptance for a period of 90 days from the date of opening of tenders. If any tenderer withdraws his tender before the said period or makes any modifications in the terms and conditions of the tender which are not acceptable to government, 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.

iv. Non-conformities between the figures and words of the Quoted Prices

Sometimes, non-conformities/errors are also observed between the quoted prices in figures and that in words. The same is to be taken care of as indicated below:

- a) If, in the price structure quoted for the required goods, there is discrepancy between the unit price and the total price (which is obtained by multiplying the unit price by the quantity), the unit price shall prevail and the total price corrected accordingly, unless in the opinion of the purchaser there is an obvious misplacement of the decimal point in the unit price, in which case the total price as quoted shall govern and the unit price corrected accordingly.
- b) If there is an error in a total corresponding to the addition or subtraction of subtotals, the subtotals shall prevail and the total shall be corrected; and
- c) If there is a discrepancy between words and figures, the amount in words shall prevail, unless the amount expressed in words is related to an arithmetic error, in which case the amount in figures shall prevail subject to (a) and (b) above.

If there is such discrepancy in an offer, the same is to be conveyed to the tenderer with target date on the above lines and if the tenderer does not agree to the observation of the purchaser, the tender is liable to be ignored.

v. Evaluation of Tenders

The tenders will be evaluated on the basis of specifications as given in the tender document and unit rate of each item and total cost.

- a) The Technical Bids will be evaluated based on the track record and past experience of the firm in providing similar manpower to Government/Semi-Government Agencies. The weightage for the technical evaluation shall be assigned as under:

Sl. No.	Details	Maximum Marks
1.	Previous experience of agency in providing similar category of manpower to Government/semi Government Agencies (10 marks to be assigned per year of previous experience)	50 marks
2.	Clean track record of the Firm during the last three years (10 marks per year if no show-cause notice/debarment notice received (no marks will be assigned for the year during which show-cause notice/debarment notice was received)	30 marks

3.	Financial status (Profit or loss of the firm during the previous two financial years) (10 marks for each year if there was profit as per the audited accounts)	20 marks.
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- b) The financial bids will be opened only of those bidders whose technical bids would be complete in all respects as per tender document and such bidders score a minimum of 50 marks in the technical evaluation. **In the Financial Bids, if the service charge per person quoted is less than 5% of the basic minimum wages, their tender will be rejected out rightly.** Further, in case the same lowest rate is quoted by more than one eligible firm, the selection will be based on the marks obtained by them at the time of Technical Bid analysis.

The purchaser does not bind himself to accept the lowest or any other tender.

vi. Award of Work

Within fifteen (15) days of the receipt of notification of award from the Purchaser, the successful tenderer shall sign the contract agreement as given at Chapter 6 and furnish the specified Performance Security.

12. Bid Data sheet

A. GENERAL

- i. Name and address of the purchaser: Executive Engineer, Lower Ganga Division-1, CWC, 18-A, Arya Kumar Road, Rajendra Nagar, Patna-800016 (Bihar)
- ii. Tender number: LGD-1/ CWC/HQ-57A/Outsourced-Staff /2019/04 dated: 19/11/2019
- iii. Qualification requirements: - As specified in tender documents.

B. PRE-BID MEETING

- a. Pre bid meeting: The bidder's designated representative is invited to attend a pre bid meeting which will take place at O/o The Executive Engineer, Lower Ganga Division-118-A, Arya Kumar Road, Rajendra Nagar, Patna-800016. The purpose of the meeting will be to clarify issues and to answer questions on any matter that may be raised at that stage.

C. PREPARATION OF BIDS

- i). The price quoted by the bidder shall be fixed.
- ii). Tenders shall remain valid for 90 days after the date of tender opening. In exceptional circumstances, the Purchaser may solicit the Tenderer's consent to an extension of the period of validity. The request and the responses thereto shall be made in writing. The EMD provided shall also be suitably extended.

D. SUBMISSION OF BIDS

- i). Only online bids shall be accepted.
- ii). Last date and time for bid submission is 02.12.2019 (12.00 hrs)

E. BID OPENING AND EVALUATION

- i. The Technical bid of the tender will be opened online on 03.12.2019 at 12.00 hrs in presence of the tenderers who wish to see the online opening through their authorized representative in this office. The time of opening of financial bids will be intimated later.

F. Variation in quantity of sites

- i. Percentage of quantity of sites may increase or decrease by 10%.

G. Settlement of Disputes

The settlement of all the disputes of any kind arising out of this contract shall be first through a Mediator engaged with mutual consent and only after dissatisfaction with that, the (joint) Arbitrator(s) shall be appointed as per Arbitration & Conciliation Act 1996.

Chapter 2: Conditions of Contract

14. Definitions & Interpretations

Services mean the services as identified in the tender document and to be provided at the purchaser's facility as per the contract.

EE, LGD-1, CWC, means Executive Engineer, Lower Ganga Division-1, Central Water Commission, Patna under Lower Ganga Basin Organisation, CWC.

Contract means the agreement reached by the Purchaser and the Contractor for the purpose of the work mentioned in this document. All documents, letters, correspondences exchanged for this work shall be the part of the contract.

Contract Price: The cost of work identified in the Contractor proposal is included in the Contract Price in their entirety. This will include such additions/ deductions made under variation order as allowed under this contract.

Notices shall be deemed to include any approvals, consents, instructions, certificates and clarifications to be given under this contract.

Purchaser: The President of India through Executive Engineer, Lower Ganga Division-1, CWC, 18-A, Arya Kumar Road, Rajendra Nagar, Patna-800016.

Contractor: The Contractor is the agency of the successful tenderer with whom the purchaser enters into a contract for the supply of goods/services detailed in this document.

Execution Period is the period during which the Contractor is liable to carry out work without any additional cost to the purchaser.

Non-Responsive tender: Any tender not meeting all/any requirements mentioned in the tender document.

Hydro-meteorological Observation means observation of Gauge, Discharge, Silt, Water Quality and Rainfall at river sites.

15. Scope of the work

The scope of the work is **Hiring of 54 nos. of Manpower/Staff on outsourcing basis** at various sites under the jurisdiction of Executive Engineer, Lower Ganga Division-1, CWC, 18-A Arya Kumar Road, Rajendra Nagar, Patna-800016 as specified in schedule of quantities.

The brief of duties of Manpower/ Staff is as given below.

Manpower/Staff perform duties such as Gauge Reading, Discharge Observation, Silt and water quality related work, sampling, general office work, computer related work and any other work assigned by the senior officers.

16. Documents of Contract

All the documents shall be considered as correlative, complementary and mutually explanatory. The contract shall be read as a whole for the interpretations. All correspondences, notices etc shall form a part of the contract.

17. Interpretations

Language: Shall be English only for the purpose of this contract.

Context: The singular and plural shall be interchangeable as per the context of the contract.

18. Contractor's responsibilities and Obligations

- a. The Contractor will abide by the job safety, insurance, customs and immigration measures prevalent and laws in force and will be liable to indemnify the Purchaser from all demands or responsibilities arising from accidents or loss of life, the cause of which is the Contractor's negligence. The Contractor will pay all indemnities arising from such incidents and will not hold the Purchaser responsible in any manner.
- b. The Contractor is responsible to conduct all contracted activities with due care and diligence, in accordance with the Contract and using state-of-the-art methods and economic principles, and exercising all reasonable means to achieve the performance specified in the Contract.
- c. The Contractor is obliged to work closely with the Purchaser and abide by directives that are consistent with the terms of the Contract.
- d. The Contractor whose tender is accepted, will be required to furnish:-
 - i. Performance Security
 - ii. Certificate of Service Tax Registration.
 - iii. Photo copy of registration certificate.
 - iv. Photo copy of PAN
 - v. EPF Registration,
 - vi. ESI Registration,
 - vii. Up-to date VAT & Service Tax clearance certified along-with the bid documents,
 - viii. copy of labour licence or proof of applying for obtaining labour licenses, registration including Provident Fund Code No. If applicable.
 - ix. Any other document as required by the purchaser

19. Purchaser's responsibilities

- a. The purchaser will ensure accuracy of all information.
- b. The purchaser will ensure the availability of sites for the work. .

20. Duration of contract

The period of operation of the contract shall be for 06 months from 1st December, 2019 to 31st May, 2020. The duration of contract may be altered/ modified by the purchaser before awarding contract.

21. Programme of work

The manpower will have to be supplied by the agency/contractor within 15 days of award of contract at the locations as identified in the Chapter 3, Schedule A.

22. Confidentiality

- a. The Contractor shall not, without the Purchaser's prior written consent, disclose the Contract, or any provision thereof, or any specification or information furnished by or on behalf of the Purchaser in connection therewith, to any person other than a person employed by the Contractor in the performance of the Contract. Disclosure to any such employed person shall be made in confidence and shall extend only as far as may be necessary for purposes of such performance.
- b. Any document, other than the Contract itself, shall remain the property of the Purchaser and all copies thereof shall be returned to the Purchaser on termination of the Contract.
- c. The Contractor shall not, without the Purchaser's prior written consent, make use of any document or information enumerated in this document except for purpose of performing the Contract.
- d. The Purchaser shall not, without the Contractor's prior written consent, disclose any documents, data or other information furnished by the Contractor in connection with the Contract, and clearly identified in advance by the Contractor as being confidential, to parties not directly involved in the project(s) covered by the Contract.

23. General Conditions of Contract:

- 1) Bidders shall not be under a declaration of ineligibility for corrupt and fraudulent practices issued by Government of India.
- 2) Incomplete tenders/tenders without specified EMD shall be rejected.

- 3) The bidder should not have been black listed by any Government or non-Government institutions or Government Department undertaking/ public enterprises.
- 4) The Firms shall be registered in India with permanent office in India.
- 5) The contractor should be professionals & having experience in handling manpower in last three years having average financial turnover of Rs. 34,84,323/- (Rupees Thirty Four Lakh Eighty Four Thousand Three Hundred Twenty Three Only) per year.
- 6) The competent authority on behalf of President of India does not bind itself to accept the lowest or any tender, and reserves its right to reject or postponed any or all of the tenders received without the assignment of any reason. All tenders in whom any of the prescribed conditions are not fulfilled or are incomplete in any respect are liable to rejected.
- 7) 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.
- 8) Copies of other documents pertaining to the works will be open for inspection by the tenderers at the office of the above mentioned officer. Tenderer are advised to inspect and examine the site and its surrounding and satisfy themselves before submitting their tenders, the form and nature of the site, the means of access to the site and in general shall themselves obtain all necessary information as to risks, contingencies and other circumstances which may influence or affect their tender. A tender shall be deemed to have full knowledge of the site whether he/she inspects it or not and no extra charges consequent on any misunderstanding or otherwise shall be allowed. Submission of a tender by a tenderer implies that he has read this notice and all other documents and has made himself aware of the scope and specifications of the work to be done.
- 9) Bidding only through online is acceptable under this contract.
- 10) This office shall not be liable for any financial or any other loss occur to bidder due to cancellation of tendering process at any stage by this office.

24. Special Conditions of Contract

- 1) The number of manpower shown in tender document is approximate and this quantity may increase or decrease, even during contract period also, as per the requirements without any change in unit price or other terms and conditions.
- 2) The tenderer will have to provide the manpower as & when the sites are made available by the purchaser. The payment for the same will be made as per the actual period of deployment.
- 3) The net rate quoted per person should include all taxes, insurance, etc. while quoting rate, this point should be kept in mind.
- 4) **The basic rate quoted by the bidder should not be less than the minimum rates of wages ordered by Chief Labour Commissioner; Government of India otherwise tender submitted will be rejected.**
- 5) As per requirement, the manpower deployed at sites may be required to move to other sites/offices/ places for any specific work.
- 6) All services shall be performed by persons qualified and skilled in performing such services as per the eligibility criteria indicated for each category.
- 7) The Manpower/Staff to be deputed by the agency should have swimming skills in river.
- 8) The persons supplied by the Agency shall not have any Police records/criminal cases against them. The Agency should make adequate enquiries about the character and antecedents of the persons whom they are recommending. Before deployment, the character and antecedents of persons shall be verified by the Service Provider through local police, collecting proofs of residence, driving license, bank account details, previous work experience and recent photograph and a certification to this effect shall be submitted to this office. The service provider will also ensure that the personnel deployed are medically fit and will keep in record a certificate of their medical fitness.
- 9) The Service Provider shall withdraw such employees who are not found suitable by the office for any reasons immediately on receipt of such a request.

- 10) The service provider shall engage necessary persons duly qualified, as required by this office from time to time. The deployment of personnel is to be on monthly basis. The deployment/arrangement of the personnel should be in such a manner that there shall be no violations of any Rules, as per Labour Laws.
- 11) There is no Master and Servant relationship between the employees of the service provider and this office.
- 12) The service provider's person shall not claim any benefit/ compensation/ absorption/ regularization of services from/ in this office under the provision of Industrial Disputes Act, 1947 or Contract Labor (Regulation & Abolition) Act, 1970. **Undertaking from the persons to this effect shall be submitted by the service provider to this Department.**
- 13) If at any stage, the agency is found to be involved in unfair/ fraudulent practices or non-payment of due amount as per rule to the deployed manpower and on verification by the purchaser, if any such allegation is found to be true, the contract may be terminated at the discretion of the purchaser and the agency will be blacklisted.
- 14) The service provider's personnel shall not divulge or disclose to any person, any details of office, operational process, technical know-how, security arrangements and administrative/ organizational matters as of confidential/secret nature.
- 15) The service provider's personnel should be polite, cordial, positive and efficient and follow official decorum and formal dress code while handling the assigned work. The service provider shall be responsible for any act of indiscipline on the part of persons deployed by them. The agency shall be bound to prohibit and prevent any of their employees from being intoxicated while on duty, trespassing or acting in anyway detrimental or prejudicial to the interest of this Department. The decision of the Officer-in- charge on any matter arising under the clause shall be final and binding on the agency.
- 16) That the persons engaged shall not be below the age of 18 years.
- 17) That the persons engaged shall not interfere with the duties of the employees of this office.
- 18) The functional control over the personnel deployed by the Agency will rest with this Office and the disciplinary/administrative/Technical control will be with the Agency.
- 19) This office may require the service provider to dismiss or remove from the site of work, any person or persons, employed by the service provider, who may be incompetent or for his/ her/ their misconduct and the service provider shall forthwith comply with such requirements.
- 20) The Service provider shall replace immediately any of its personnel, if they are unacceptable to this office because of security risk, incompetence, conflict of interest and breach of confidentiality or improper conduct upon receiving written notice from office.
- 21) The service provider has to provide Photo Identity Cards to the persons employed by him/her for carrying out the work. These cards are to be constantly displayed & their loss reported immediately.
- 22) The transportation, food, medical and other statutory requirements in respect of each personnel of the service provider shall not be the responsibility of this office.
- 23) The agency shall be wholly and exclusively responsible for payment of wages to the persons engaged by it in compliance of all the statutory obligations under all related legislations as applicable to it from time to time including Minimum Wages Act, Employees Provident Fund Act, ESI Act etc. and this office shall not incur any liability or any expenditure whatsoever on the persons employed by the agency on account of any obligation. The agency will be required to provide particulars of EPF & ESI of its employees engaged in this office. The Agency will comply with all statutory provisions of law, rules and regulations of Act and keep this office informed about any amendment in the law from time to time.
- 24) The service provider shall ensure proper conduct of persons provided in office premises, and enforce prohibition of consumption of alcoholic drinks, paan, smoking and loitering without work.
- 25) No wage/remuneration will be paid to deployed persons for the days of absence from duty.
- 26) The service provider shall provide a substitute well in advance if there is any probability of any person leaving the job due to his/her own personal reasons. The payment in respect of the overlapping period of the substitute shall be the responsibility of the service provider. The substitute shall be provided within 48 hours of purchaser intimating the agency.

- 27) In case of non-availability of worker because of sickness or any other reason, the service provider will provide his/her replacement to the satisfaction of the department on next working day.
- 28) The service provider shall be contactable at all times and messages sent by phone /e-mail/fax/special messenger from this office shall be acknowledged immediately on receipt on the same day. The Service Provider shall strictly observe the instructions issued by the office in fulfillment of the contract from time to time.
- 29) This office shall not be liable for any loss, damage, theft, burglary or robbery of any personal belongings, equipment or vehicles of the personnel of the service provider.
- 30) The service provider shall be responsible for the safety and security of the computer hardware, other equipment provided by the department. If any equipment, computer becomes non-functional/ damaged due to mishandling by the staff provided by the service provider, the charge for making the equipment, computers operational will be recovered from the agency.
- 31) This office will maintain an attendance register in respect of the staff deployed by the agency both on attendance register and/or in Aadhar Enabled Biometric Attendance System (AEBAS). All manpower/staff provided by the agency must have valid Aadhar number. On the basis of attendance wages/ remuneration will be decided.
- 32) The service provider shall engage the necessary person(s) as required by the Office from time to time. The said persons engaged by the service provider shall be the employees of the service provider and it shall be the duty of the service provider to pay their salary and other dues every month and thereafter claim reimbursement from the Office.
- 33) Working hours would be normally 8 hours per day in shifts with weekly rest. However, the concerned person may have to work beyond office hours, if there is any urgency. The persons deployed shall be punctual and shall abide by the directions of the Department in this regard.
- 34) The personnel may be called on for duty on his/her weekly rest and other gazetted holidays, if required.
- 35) Escalation clause will not be accepted on any grounds during the period the contract is in force.
- 36) The claims in bills regarding Employees State Insurance, Provident Fund and Service Tax etc. should be necessarily accompanied with documentary proof pertaining to the concerned month bill. A requisite portion of the bill/whole of the bill amount shall be held up till such proof is furnished, at the discretion of the office.
- 37) The service charges/rates quoted by the agency shall be fixed for a period of contract and no request for any change/modification shall be entertained before expiry of the contract period. **Any statutory increase in wages/DA etc. is to be absorbed by the service provider.**
- 38) The service provider shall not assign, transfer, pledge or sub contract the performance of services without the prior written consent of this office.
- 39) That on the expiry of the agreement as mentioned above, the agency will withdraw all its personnel and clear their accounts by paying them all their legal dues. In case of any dispute on account of the termination of employment or non-employment by the personnel of the agency, it shall be the entire responsibility of the agency to pay and settle the same.
- 40) Any dispute arising out of the contract shall be settled within the jurisdiction of Patna only.
- 41) That if any amount is found payable by the bidders towards, wages, allowances and statutory dues in respect of personnel or any loss to this office property, the same shall be adjusted from the security deposit of the extent of the amount so determined reserving right to recover the deficit amount through other modes of recovery including the right to terminate the agreement without notice.
- 42) The agency will provide the list of Manpower/Staff to Executive Engineer, Lower Ganga Division-1, CWC, 18-A, Arya Kumar Road, Rajendra Nagar, Patna-800016 (Bihar) who will in turn allocate work of specific sites. The vendor will need to provide some additional names of Supervisor to the officer-in-charge out of which requisite number will be picked up. The agency shall provide bio-data of persons it intend to provide to the office.

25. Penalty

- a) In case the Contractor is unable to provide Manpower/staff, alternate arrangement will be made by the site-in-charge at the cost of Contractor. In addition Performance Security may also to be forfeited.

- b) In case manpower/Staff remains absent, he would not be paid wages for his period of absence. Further a penalty of Rs. 500 per day would be imposed if contractor is not able to provide a replacement within 7 days of respective staff.
- c) Appropriate amount will be deducted from the payments due or performance security in case any loss is suffered by the department as per the contract.

26. Loss of Property

The Contractor shall indemnify and hold harmless the Purchaser and its employees from any losses, liabilities and costs resulting from the death, personal injury or loss to damage to the property, loss to the system arising due to the performance of contract.

27. Force Majeure

- a. For purposes of this Clause, "Force Majeure" will mean an event beyond the control of the Agency and not involving the Agency's fault or negligence. Such events may include, but are not restricted to, wars or revolutions, fires, epidemics, quarantine restrictions, and freight embargoes. However considering the nature of work rainfall and floods will not be considered as Force Majeure.
- b. If a Force Majeure situation arises, the Agency shall promptly notify the Purchaser in writing of such condition and the cause thereof. Unless otherwise directed by the Purchaser in writing, the Agency shall continue to perform its obligations under the contract as far as is reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the force Majeure event.
- c. If an event of Force Majeure, continues for a period of ninety (90) days or more, the parties may by mutual agreement, terminate the Contract without either party incurring any further liabilities towards the other with respect to the Contract, other than to effect payment for Products already delivered or Services already performed.
- d. No claim or increased costs be entertained attributable to the Force Majeure's.

28. Contract Price

- a. Service charges by the tenderer shall be fixed during the Contract and shall not subject to any variation on any account.
- b. Any change in minimum wages as per the Government of India's order will be incorporated from time to time. All other charges based on basic minimum wage shall be revised in case of any changes in basic minimum wages. Any statutory increase in wages/ DA etc. is to be absorbed by the service provider.
- c. The prices should be given as per the format given in price schedule.
- d. Taxes as applicable shall be payable.

29. Terms of Payment

- a. The service provider will submit the bill in triplicate in respect of a particular month in the first week of the succeeding month. The payment will be released after submission of claim, complete in all respects such as dated Acquaintance roll, certificate given by the Officer In-Charge regarding attendance and production of documentary evidence towards P.F./ESI in respect of its staff for the previous month. Taxes, if any shall be deducted at source as per the relevant Act.
- b. Deduction of tax at source (TDS) as per applicable rates prescribed under the Income- tax Act, 1961, shall be made by the Executive Engineer, Lower Ganga Division-1, 18-A Arya Kumar Road, Rajendra nagar, Patna-800016 from every payment made under this contract.
- c. The payment shall be made online through PFMS mode only.
- d. Govt.Tax/Levy/Duty, Service Tax etc. for the work shall be borne by tenderer.
- e. Payment of GST shall be on reimbursement basis on production of proof of payment.
- f. Payments to the service provider would be strictly on the basis of certification by the officer with whom the personnel is attached that his services are satisfactory and attendance as per the bill preferred by the service provider.

30. Taxes and Duties

- g. All the existing and new taxes, levies, octroi, custom and other charges levied on the services rendered by the Contractor shall be borne by the Contractor only within the quoted rates. Payment of GST shall be on the basis of production of GST details. The TDS shall be deducted at source as per the prevailing Government rules from time to time.

31. Advances

No advance payment is payable under this contract.

32. Release of Claims

After completion of work and at the time of final payment the Contractor shall give in writing, releasing the Purchaser for all the claims arising out of this contract other than specifically accepted in this contract.

33. Observance of Law

- a. The contract shall be construed and operated as an Indian contract and as per Indian laws applicable from time to time.
- b. The parties to the contract shall protect and indemnify each other against all claims or liabilities arising from the action of violation of all such laws.
- c. Contractor shall observe all laws related to the supply of manpower of both Government of India and State Government of as applicable from time to time.
- d. The resultant contract will be interpreted under Indian laws.

34. Termination of Contract

a. For Purchaser's convenience

The Purchaser can terminate the contract at any time by giving a notice of 30 days to the Contractor. The Contractor shall have no claim to any payment for the compensation or otherwise whatsoever on account of any profit or advantage which might have been derived.

b. For Contractor's Default

- I. The Purchaser without prejudice to any other rights or remedies it may possess may terminate the contract:
- i. If the Contractor becomes bankrupt or insolvent.
 - ii. If the Contractor has abandoned or repudiated the contract, persistently failed to carry out its obligations under this contract.
 - iii. If the Contractor neglects its obligations under this contract.
 - iv. If the contractor has furnished any false document.
- II. The Purchaser may without prejudice to any other right issue a notice for termination of the contract stating the nature of default and requiring the remedy for the same. Failure of the Contractor to carry out a specified work may be sufficient grounds for termination of the contract by the purchaser.

c. Termination by Contractor

The Contractor can terminate the contract with 30 days notice only in case:

- i. The Contractor is unable to carry out its obligations of the contract for any reason attributable to the Purchaser.
- ii. If the agency fails to give one month's notice in writing for termination of the Agreement then one month's wages etc and any amount due to the Service Provider from the office shall be forfeited.

d. On every termination

- I. The Contractor shall cease further work.
- II. Under such circumstance, only the contract price properly attributable to the part of the work duly valued by the Purchaser shall be payable by the Purchaser to the Contractor. The decision of the purchaser shall be final in this respect.

35. Liquidated Damages

- a. If this office suffers any loss or damage on account of negligence, default or theft on the part of the employees/agents of the agency, then the agency shall be liable to reimburse to this office for the same.
- b. The agency shall keep this office fully indemnified against the damage by any staff engaged by the Agency.
- c. For any accident or casualty occurred during the course of working to any staff deployed by the Agency, the liability that will arise out of the accident will be borne by the Agency. The responsibility will remain with the Agency and this office will in no way be responsible for it or any other clause mentioned above.
- d. Notwithstanding the provisions of tender document, the Contractor shall not be liable for liquidated damages, or termination for default if and to the extent that its delay in performance or other failure to perform its obligations under the Contract is the result of an event of Force Majeure.

36. Notices

Notwithstanding anything stated otherwise, all notices of this contract shall be in writing through registered mail, speed post, personal or courier deliveries. The transmission by electronic data exchange (fax, email) shall be reconfirmed in writing. Any change in the address etc. shall be communicated within 10 days to other party.

37. Disputes

The decision of the Purchaser shall be final regarding the quality of services provided by the manpower provided by the agency; the other aspects arising shall only be referred as Disputes. The Contractor may address its intention with evidences for the settlement of dispute in writing to the Purchaser. The work shall not stop, unless agreed mutually or ordered by the arbitrator(s).

38. Settlement of Disputes

The settlement of all the disputes of any kind arising out of this contract shall be first through a Mediator and only after dissatisfaction with that, the (joint) Arbitrator(s) shall be appointed as per Arbitration & Conciliation Act 1996.

39. Extension of Contract:

The contract may be further extended upto a period of 03 (Three) Months or 90 Days whichever is longer at a time and not more than 06 (Six) months or 180 Days whichever is longer in total.

Chapter 3: Schedules of Requirement

SCHEDULE 'A':- SCHEDULE OF QUANTITIES FOR MANPOWER/STAFF

Outsourcing of 54 nos. Manpower/Staff for Hydro-meteorological Observation at various old sites(31 Nos.) under the jurisdiction of Lower Ganga Division-1, CWC, Patna- 800016 (Bihar) for a period of 6 months (1st December - 2019 to 31st May – 2020)

Sl. No.	Name of Sub-division office	Name of sites	Type of site	No. of Manpower(Semi-skilled) Required
1	Burhi-Gandak Sub-division, Muzaffarpur	Khadda	G	0
2		Dumariaghat	GDS	2
3		Sikandarpur	GDSQ	3
4		Triveni	GDSQ	1
5		Chanpatia	GD	3
6		Lalbegiaghat	GD	3
7		Ahirwalia	GD	3
8		Runisaidpur	GD	3
9		Dheng bridge	GDSQ	3
10		Chatia	G	1
11	Bagmati Kamla Balan Sub-division, Darbhanga	Benibad	GD	3
12		Jai Nagar	GDSQ	3
13		Kamtaul	G	1
14		Saulighat	GD	3
15		Jhanjharpur	GDSQ	4
16		Ekmighat	GDSQ	2
17		Hayaghat	GDSQ	3
18		Sonebarsa	G	0
19	Kosi sub-division,Begusarai	Khagaria	GD	1
20		Rosera	G	0
21		Samastipur	G	0
22		Baltara	GDSQ	3
23		Kursela	GD	2
24		Basua	G	0
25	Lower Mahananda Sub-division, Purnia	Taibpur	GD	3
26		Araria	GD	1
27		Chargharia	G	0
28		Birpur	G	0
29		Galgalia	G	0
30		Dhengraghat	GD	3
31		Jhawa(Seasonal)	G	0
	Total=			54

Chapter 4: Specifications and allied Technical Details

For Manpower/Staff, the Desirable Minimum qualifications required are:-

Sl. No.	Type of qualification	Desirable Minimum Requirement
1.	Educational	Eighth Pass/Appeared in Matriculation with skill of swimming in rivers and physically fit.
2.	Physical	Shall be physically fit to carry out work assigned.
3.	Mental	Shall be mentally sound to understand and carry out works assigned.
4.	Medical	Shall be medically fit.
Note:		Should own an mobile phone

Chapter 5: Price Schedule

Technical Bid

(To be furnished online only.)

Name of the Work: "Outsourcing of 54 nos. Manpower/Staff for Hydro-meteorological Observation at various old sites (31 Nos.) under the jurisdiction of Lower Ganga Division-1, CWC, Patna- 800016 (Bihar) for a period of 6 months (1st December - 2019 to 31st May – 2020)".

Name of Organisation: Lower Ganga Basin Organisation, CWC, Patna

Name of Division: Lower Ganga Division-1, CWC, Patna

1.	Name and Postal Address of the Bidder	Phone: Mobile: Fax: Email:
2.	Is your concern Recognized/Registered (Attach Photocopy as a proof)	Yes ☐ No ☐
	Tick as applicable (Attach Photocopy as a proof) Recognized by Govt. of India Registered under Companies Act Registered under Shops and Establishment act Registered as firm Proprietorship/Any other category (please specify) Sister concern of.....(please specify name)	
3.	Income Tax return filed (Attach proof)	
4.	Income Tax Permanent Account Number (PAN) (Attach proof)	
5.	GST Registration number (Attach proof)	
6.	Experience (attach performance certificate from the Govt./ PSU/ Companies/Public Agencies/Firms): Years	

Sl. No.	Particulars	To be filled by the tenderer
1.	Name of the Agency	
2.	Date of establishment of the agency	
3.	Detailed office address of the Agency with Office Telephone Number, Fax Number and Mobile Number and name of the contact person	
4.	Whether registered with and holding license from all concerned Government Authorities including registration under Contract Labour (Regulation & Abolition) act, 1970. (Copies of all certificates of registration to be enclosed)	
5.	PAN/ TAN Number (copy to be enclosed)	
6.	Aadhar No. (copy to be enclosed)	
7.	Labour License Number (copy to be enclosed)	

8.	Goods and Service Tax Registration Number (copy to be enclosed)	
9.	EPF Registration Number (copy to be enclosed)	
10.	ESI Registration Number (copy to be enclosed)	
11.	Whether the firm is blacklisted by any Government Department or any criminal case is registered against the firm or its owner/partners anywhere in India. (If no, a certificate is to be attached in this regard)	
12.	Length of experience in the field	
13.	Experience in dealing with Govt. Departments (indicate the names of the Departments and years of dealing with those Departments and attach copies of contract orders placed on the agency)	
14.	Whether agency profile is attached (a certificate is to be attached in this regard)	
15.	List of other clients (please attach the copies)	
16.	Financial turnover of the tendering company/firm/agency for the last 3 financial year with supported documents (copy of balance sheet, duly certified by Auditors/CAs to be attached)	
17.	Whether any show cause notice was ever issued by the Office of the Labour Commissioner or any Government Agency? If so, details thereof (please attach the copies of communications, if any).	

The bidder shall also provide following in technical proposals:

- A. The Agency's Bid Cover Letter (including eligibility, following Code of Integrity in Public Procurement - CIPP);
- B. Power of attorney if any;
- C. Qualification Information with enclosures;
- D. Write up on Bidder's Organisation, confirmation of compliance with (or deviations from) Description of Services, Activity Schedule, Statutory Obligation and Facilities to be provided by the Procuring Entity, Statutory and Contractual requirements, Respective obligations of Procuring Entity and the Agency, Contract For, General Conditions of Contract(GCC) and Special Conditions of Contract(SCC); etc. and
- E. Enclosures: Cost of Bid/Bid Processing Fee/Bid Security.

Name of the Bidder

Signature of the bidder with seal

FINANCIAL BID

(To be furnished online only.)

TENDER NO: LGD-1/ CWC/HQ-57A/Outsourced-Staff /2019/04 dated: 19/11/2019

With reference to the above tender, I hereby submit the financial bid for the above mentioned tender.

To
Executive Engineer,
Lower Ganga Division-1,
Central Water Commission,
18-A, Arya Kumar Road,
Rajendra Nagar, Patna-800016 (Bihar)

Subject:-Quotation for award of contract for providing the services of 54 Nos. of **Manpower/Staff**
(semi-skilled Posted in "C"area)—reg.

Sir,

With reference to your tender published in dated.....on the subject mentioned above, I/We quote the rate for above mentioned work as under:

Sl. No.	Particulars	Rate (in Figures) Per Person Per Month (Rs.)	Rate (in words) Per Person Per Month (Rs.)	GST (Rs.)	Total amount for 54 nos. of Manpower/ Staff for 6 Months (in figures) (Rs.)
I	II	III	IV	V	VI=(III+V)*54*6
1.	Basic Monthly Wages including VDA per person				
2.	ESI @ 4.75%				
3.	EPF @ 13.00%				
4.	Liabilities, if applicable (in detail)				
5.	Service Charges per person per month				
6.	Any other charges (Pl. indicate)				
Grand Total in words (Rs.):					

Any other points to be mentioned:

I/ We accept all the terms and conditions of your e-Tender Notice referred to above. Certified that the above quoted rate is in compliance with Minimum Wages Act and all the statutory provisions and rules as applicable.

Yours faithfully,

(Authorized Signatory)
(With name/designation, contact no & seal)

Chapter 6: Contract Form

CONTRACT AGREEMENT FORM

THIS AGREEMENT made on the.....day of.....20.....between Executive Engineer, Lower Ganga Division-1, CWC, 18-A, Arya Kumar Road, Rajendra Nagar, Patna- 800016 (*Name of purchaser*) (*hereinafter "the Purchaser"*) of one part and (*Name of Contractor*) of..... (*City and Country of Contractor*) (*hereinafter called "the Contractor"*) of the other part:

WHEREAS the Purchaser invited Tenders for certain services, viz **Outsourcing of 54 nos. Manpower/Staff** at different sites under the administrative jurisdiction of EE, Lower Ganga Division-1, CWC, 18-A Arya Kumar Road, Rajendra Nagar, Patna-800016 and has accepted a e-Tender by the Contractor for the supply of services in the sum (*Contract Price in Words and Figures*) (*hereinafter called "the Contract Price"*).

NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:

1. In this Agreement words and expressions shall have the same meanings as are respectively assigned to them in the Conditions of Contract referred to.
2. The following documents shall be deemed to form and be read and construed as part of this Agreement, viz:
 - a. the tender form, technical bid and the price schedule submitted by the Tenderer ;
 - b. Tender document
 - c. amendments to the tender document;
 - d. Post tender opening correspondence ; and
 - e. The Purchaser's Notification of Award.
3. In consideration of the payments to be made by the Purchaser to the contractor as hereinafter mentioned, the Contractor hereby covenants with the Purchaser to provide the services and to remedy defects therein in conformity in all respects with the provisions of the Contract.
4. The Purchaser hereby covenants to pay the Contractor in consideration of the provision of the services and the remedying of defects therein, the Contract Price or such other sum as may become payable under the provisions of the Contract at the times and

Brief particulars of the services which shall be supplied/provided by the Contractor are as under :

Brief description of Work	Amount in Rs.	
	in figures	in words
Outsourcing of 54 Nos. of Manpower/Staff for 31 nos of old sites under LGD-1, CWC, Patna		

TOTAL VALUE:

DELIVERY SCHEDULE: Within 7 days of signing of contract.

IN WITNESS whereof the parties hereto have caused this Agreement to be executed in accordance with their respective laws the day and year first above written.

Signed, Sealed and Delivered by the said..... (For the Purchaser) in the presence of:.....	Signed, Sealed and Delivered by the said (For the Contractor) in the presence of:
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Chapter 7 Other Standard Forms

Form 1: MODEL BANK GUARANTEE FORMAT FOR FURNISHING EMD

Whereas
(herein after called the "tenderer")
has submitted their offer dated..... for the
supply of
(herein after called the "tender")
against the purchaser's tender enquiry No.
KNOW ALL MEN by these presents that WE of
..... having our registered office at
..... are bound unto
(herein after called the "Purchaser) in the sum of
..... for which payment
will and truly to be made to the said Purchaser, the Bank binds itself, its successors and assigns by these
presents. Sealed with the Common Seal of the said Bank this..... day of20.....

THE CONDITIONS OF THIS OBLIGATION ARE:

- (1) If the tenderer withdraws or amends, impairs or derogates from the tender in any respect within the period of validity of this tender.
- (2) If the tenderer having been notified of the acceptance of his tender by the Purchaser during the period of its validity:-
 - a) If the tenderer fails to furnish the Performance Security for the due performance of the contract.
 - b) Fails or refuses to accept/execute the contract.

We undertake to pay the Purchaser up to the above amount upon receipt of its first written demand, without the Purchaser having to substantiate its demand, provided that in its demand the Purchaser will note that the amount claimed by it is due to it owing to the occurrence of one or both the two conditions, specifying the occurred condition or conditions.

This guarantee will remain in force upto and including 45 days after the period of tender validity and any demand in respect thereof should reach the Bank not later than the above date.

.....
(Signature of the authorized officer of the Bank)

.....
.....
Name and designation of the officer

.....
Seal, name & address of the Bank and address of the Branch

Form 2: MODEL BANK GUARANTEE FORMAT FOR PERFORMANCE SECURITY

To
The President of India

WHEREAS (name and address of the supplier) (herein after called “the supplier”) has undertaken, in pursuance of contract no..... dated to supply “office furniture”(description of goods and services) (herein after called “the contract”).

AND WHEREAS it has been stipulated by you in the said contract that the supplier shall furnish you with a bank guarantee by a scheduled commercial recognized by you for the sum specified therein as security for compliance with its obligations in accordance with the contract;

AND WHEREAS we have agreed to give the supplier such a bank guarantee;

NOW THEREFORE we hereby affirm that we are guarantors and responsible to you, on behalf of the supplier, up to a total of (amount of the guarantee in words and figures), and we undertake to pay you, upon your first written demand declaring the supplier to be in default under the contract and without cavil or argument, any sum or sums within the limits of (amount of guarantee) as aforesaid, without your needing to prove or to show grounds or reasons for your demand or the sum specified therein.

We hereby waive the necessity of your demanding the said debt from the supplier before presenting us with the demand.

We further agree that no change or addition to or other modification of the terms of the contract to be performed there under or of any of the contract documents which may be made between you and the supplier shall in any way release us from any liability under this guarantee and we hereby waive notice of any such change, addition or modification.

This guarantee shall be valid until the Day of, 20.....

.....
(Signature of the authorized officer of the Bank)

.....
Name and designation of the officer

.....
Seal, name & address of the Bank and address of the Branch

Form 3: TENDER ACCEPTANCE LETTER

(To be given on Company Letter Head)

Date:

To,

The
Executive Engineer,
Lower Ganga Division-1,
18-A, Arya Kumar Road,
Rajendra Nagar, Patna-800016 (Bihar)

Sub: Acceptance of Terms & Conditions of Tender.

Tender No: LGD-1/ CWC/HQ-57A/Outsourced-Staff /2019/04 dated: 19/11/2019

Name of Tender / Work: - “Outsourcing of 54 nos. Manpower/Staff for Hydro-meteorological Observation at various old sites (31 Nos.) under the jurisdiction of Lower Ganga Division-1, CWC, Patna for a period of 6 months (1st December - 2019 to 31st May – 2020)”.

Dear Sir,

1. I/ We have downloaded / obtained 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 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 / entirely.
5. In case any provisions of this tender are found violated, your Division/ organisation shall be at liberty to reject this tender/bid including the forfeiture of the full said earnest money deposit absolutely and we shall not have any claim/right against Division in satisfaction of this condition.

Yours Faithfully,

(Signature of the Bidder with Official Seal)

Tender Issue Form

Cost of Tender Document Rs. 500/-

Tender No.- LGD-1/ CWC/HQ-57A/Outsourced-Staff /2019/04 dated: 19/11/2019

**GOVERNMENT OF INDIA
CENTRAL WATER COMMISSION
LOWER GANGA DIVISION-1**

This Tender document contains 33 pages

Issued to :

Date of receipt of tender fee :

Date of issue :

Signature of the issuing
Authority :