



**NAYA RAIPUR DEVELOPMENT AUTHORITY**

**Tender document for**

**“Providing, Supply, Over-Hauling, Repairing & Annual Maintenance of WATER COOLER, WTP, RO & FILTRATION SYSTEM of Mantralaya Mahanadi Bhawan Naya Raipur”**

**(Following 2-Envelope Tender Procedure)**

**TENDER DOCUMENT (PART ONE)**

**[NIT No.: 22 / WTP / Mantralaya-MD/EEC1 / CE \(E\) / NRDA / 2014-15, Naya Raipur, Dated: 03/11/2014.](#)**

**Issued by:** Chief Executive Officer,  
NAYA RAIPUR DEVELOPMENT AUTHORITY  
Utility-Block, Capitol Complex Sector-19, Naya Raipur-492002, Chhattisgarh  
Phone & Fax : 0771-2511500, Website: [www.nayaraipur.com](http://www.nayaraipur.com)

## Tender Document Contains

- a) Only schedule "A" and Section-I of schedule "D" are to be filled & signed by the tenderer
- b) All the certificates as per pre qualification criteria shall be appended with relevant forms of Schedule "D"

### 1. PART ONE (NRDA F-1)-(Attached herewith, to be submit along the tender)

#### Part (A)

- a) Press Notice
- b) Detailed NIT

#### Part (B)

- a) Schedule-A
  - (i) Cost Abstract
  - (ii) Bill of Quantities

- b) Schedule-B –NIL
- c) Schedule-C –NIL
- d) Schedule-D

Section-I	Technical tender forms
	(i) Letter of Technical Tender
	(ii) Tenderer's Information Sheet
	(iii) Annual Turnover - NA
	(iv) Specific Construction Experience - NA
	(v) Declaration
	(vi) Check list for Technical tender evaluation
Section –II	Scope of work
Section –III	Technical specifications of work
Section –IV	Special Conditions of Contract
Section –V	List of approved makes.
Section –VI	Drawings

- e) Schedule-E
- f) Schedule-F

### 2. PART TWO (NRDA F-2/3 )-Standard form (Not Attached herewith, and not to be submitted along the tender)

**Important note: - Link site <http://nayaraipur.gov.in/documents/gcc.pdf>**

1. General Guidelines
2. Tender
3. General rules and directions
4. Conditions of contract
5. Clauses of contract
6. Model rules relating to labour, water supply and sanitation in labour camps safety code - NA
7. Sketch of cement Godown-NA
8. Contract forms
  - a) Draft Format for Performance Security – NOT APPLICABLE.
  - b) Earnest Money Deposit (DD)
  - c) Format of Contract Agreement
  - d) Draft Format for Performance Guarantee for Water Proofing and Anti-termite Works - NA
  - e) Indemnity Bond - NA
  - f) Indenture Bond - NA
  - g) Notice for Appointment of Arbitrator
9. Proforma of schedules (Schedule 'A' to Schedule 'F')

**NAYA RAIPUR DEVELOPMENT AUTHORITY (NRDA) RAIPUR, CHHATTISGARH**

**DETAILED NIT**

**Tender Notice**

**NIT No. 22 / WTP / Mantralaya-MD/EEC1 / CE (E) / NRDA / 2014-15, Naya Raipur, Dated: 03/11/2014**

Sealed tenders are invited from the contractor, who are having experience in Execution / MAINTENANCE of **WATER COOLER, WTP, RO & FILTRATION SYSTEM work** in Chhattisgarh State who fulfil the Pre-Qualification criteria for the work of "Providing, Supply, Over-Hauling, Repairing & Annual Maintenance of WATER COOLER, WTP, RO & FILTRATION SYSTEM of Mantralaya Mahanadi Bhawan Naya Raipur ."-

Registered Contractor in CGPWD or in appropriate Class in other Dep't	Estimated Cost (INR Lacs)	EMD (INR)	Cost of Tender Doc. (INR )	Time allowed	Pre -Qualification Criteria	
					Avg. Annual turnover in last 3 financial years (INR Lacs)	Should have completed satisfactorily during last 5 years i.e. after 31/10/2009, in any Central / state Govt./local body or PSU, works as below: -
Authorised dealer /service Provider of tender specific main items	11.51	<b>23000.00</b>	<b>2000.00</b>	<b>12 Months</b>	<b>9.00</b>	One similar work costing not less than INR 9.00 Lacs <b>OR</b> Two similar works costing not less than INR 6.00 Lacs each .

**Note: - Similar work shall mean a project consisting of EXECUTION / maintenance OF WTP / RO & FILTRATION SYSTEM in a Single Contract .**

Tenders can be downloaded from the website [www.nayaraipur.gov.in](http://www.nayaraipur.gov.in) from **03/11/2014**. The last dates for submission of the tenders by speed post/registered post/ courier is **11/11/2014 upto 15.00 hrs.** Technical Documents shall be opened thereafter on same day after **16.00 hrs.** **Amendment in tender, if any, will only be uploaded on the website and shall not be published in any newspaper.**

**Last date and time for submission of tenders: 1500 hrs on 11/11/2014**

- Item Rate Tenders are invited in the prescribed tender documents by the Chief Executive Officer, Naya Raipur Development Authority (NRDA), Raipur Chhattisgarh from Authorised dealer /service Provider of tender specific main items, Who fulfil the prequalification criteria-
- The detailed NIT is as under:-**

<b>Name of work</b>	<b>Providing, Supply, Over-Hauling, Repairing &amp; Annual Maintenance of WATER COOLER, WTP, RO &amp; FILTRATION SYSTEM of Mantralaya Mahanadi Bhawan Naya Raipur</b>
Estimated Cost (INR in Lacs)	<b>11.51</b>
EMD (INR in Lacs)	23000.00
Time allowed including rainy season	<b>12 months</b>
Cost of Tender (In INR)	<b>2000.00</b>
Tender to be uploaded on NRDA website to enable download	<b>03/11/2014</b>
Date of submission of queries if any, by email / post	<b>07/11/2014 at 12.00Hrs</b>
Last Date and time of submission of Tender	<b>11/11/2014 at 15.00Hrs</b>
Date and time of opening of Tender	<b>11/11/2014 at 16.00Hrs</b>

- Intended eligible Tenderers may obtain further information from the office of Employer and inspect the Tender Document at, NRDA Raipur from 11 AM to 4 PM on all working days.
- Pre Qualification Criteria** -To be eligible under the contract, the intending tenderer should meet the following mandatory criteria **4.1 and 4.2 (A & B):**

Signature of Contractor.....

Signature of NRDA.....

#### 4.1 Financial Criteria

**Average Annual Turnover:** Minimum average annual gross turnover of the bidder shall be INR 9.00 Lacs during any three of the four complete financial years ( i.e, 2010-11, 2011-12 , 2012-13 & 2013-14) . In case of 2013-14, if the audited balance sheet is not available, unaudited balance sheet duly certified by CA shall be considered .( Audited balance sheet duly signed by CA should be enclosed).

Annual turnover is total certified payments received for contracts in progress or completed during the financial year

**For above, the Tenderer has to submit audited balance sheets of their financial turn over/ accounts along with profit and loss account for the last three(3) years, along with the Tender. Where necessary, the Employer can make enquiries with the Tenderer's Bankers.**

#### 4.2 Technical Criteria

<b>A</b>	Intending tenderer shall be the contractor, who are having experience in execution of <b>Providing, Supply, Over-Hauling, Repairing &amp; Annual Maintenance of WATER COOLER, WTP, RO &amp; FILTRATION SYSTEM of Mantralaya Mahanadi Bhawan Naya Raipur</b> in Chhattisgarh State who fulfil the Pre-Qualification criteria for the work.
<b>AND</b>	
<b>B</b>	Intending tenderer Should have completed satisfactorily similar works during last 5 years i.e. after 31/10/2009, in any Govt./PSUs/Nagar Nigam in all over India as below: - (a) One similar work costing not less than INR 9.00 Lacs , OR (b) Two similar works costing not less than INR 6.00 Lacs each.

#### Certificates:

- a) All tenderers should submit the valid Commercial tax certificate, balance sheet with profit and loss statement for at least 3 years.
  - b) The tenderers shall also submit satisfactory completion certificates in support of each quoted experience along with work order. The satisfactory completion certificate should be signed by an officer not below the rank of Executive Engineer concerned in case of Government department or the rank of General Manager in case of public sector as the case may be.
  - c) **All the documents to be submitted shall be duly notarized.**
5. The tender document for the above work is available on NRDA's **websites: [www.nayaraipur.gov.in](http://www.nayaraipur.gov.in) and [www.cg.gov.in](http://www.cg.gov.in)** Tenderer will have to download the tender document, and shall submit the tender along with the tender cost as mentioned in the Para 2 above. For tender cost, DD drawn in favour of "CHIEF EXECUTIVE OFFICER, NRDA" should be enclosed. The tenderers shall attach the cost of tender document along with EMD as mentioned in the Para 2 above.
  6. Three envelope Tender procedures shall be followed. Tenderer has to submit three sealed envelopes containing the documents as detailed below simultaneously, enclosed in a **Fourth Envelope duly mentioned in the top the name of work, NIT No. and firm address.**

<b>ENVELOPE-1</b>	EMD & Cost of tender in the prescribed format
<b>ENVELOPE-2</b>	Technical Tender consisting of the documents/certificate in proof of prequalification criteria PART ONE (NRDA F-1) excluding schedule-A
<b>ENVELOPE-3</b>	Financial Tender PART ONE (Schedule-A) <b>( Price Bid should also be submitted as soft copy in MS Excel 2007,in CD)</b>

All the three tenders shall be put in a fourth envelope which shall be dully sealed. **All the 4 envelopes shall be super-scribed with the Name of Work and Name of intending tenderer. Respective envelopes shall also be marked as envelope 1, envelope 2, and envelope 3 as detailed above.** Tenders who do not conform to the specified requirements will be held non-responsive.

Initially, only the **envelope -1** shall be opened, if found responsive then the **envelope-2** (Technical tender) shall be opened at the date and time given in the Tender Document. The Price tender shall remain sealed and unopened in the custody of NRDA.

After technical evaluation, date and time of opening of price bid shall be communicated by NRDA to the successful tenderer in technical evaluation. The Price tenders of only the tenderer found qualified as per the PQ criteria shall be opened in presence of the tenderer who wish to be present.. The Contract shall be

Signature of Contractor.....

Signature of NRDA.....

- awarded to the tenderer whose tender has been determined to be the lowest evaluated as per tender conditions.
7. All Tenders must be accompanied with the
    - a) **Earnest money** as mentioned in the Para 2 above. The Earnest money shall be payable in favour of Chief Executive Officer NRDA, in the form of a **Bank Draft payable at Raipur (with minimum 3 months validity)/Bank Guarantee (with minimum 6 months validity) operatable at Raipur drawn from a nationalized bank/ Scheduled Bank from date of submission of tender.**
    - b) Cost of tender as mentioned in the Para 2 above. The Cost of tender money shall be payable in favour of Chief Executive Officer NRDA, in the form of a **Bank Draft payable at Raipur drawn from a nationalized bank/ Scheduled Bank** which shall be valid for a period of **3 (three)** months from the date of submission of tender.
  8. Tenders shall be submitted at the address below on or before due date. Tenders received after the due date or time for tender submission (Late tenders) will either not be accepted or if inadvertently accepted, will not be opened and shall be rejected and returned back to the tenderer subsequently.
  9. (a) NRDA reserves full rights to reject any or all the tenders without assigning any reason, and to seek any further information from the tenderers. The selection shall be at the entire discretion of NRDA and the NRDA's decision in this respect shall be final and binding. Further NRDA reserves right to split the contract in two or more parts. This shall be at the entire discretion of NRDA and NRDA's decision in this matter shall be final and without appeal.  
  
(b) The competent authority on behalf of NRDA does not bind himself to accept the lowest or any other tender, and reserves to himself the authority to reject any or all of the tenders received without the assignment of a reason. All tenders in which any of the prescribed conditions is not fulfilled or any condition including that of conditional rebate is put forth by the tenderer, shall be summarily rejected.
  10. Tenders shall be valid for 90 days from the last date of submission of the tender. NRDA will not be responsible for any costs or expenses incurred by Tenderers in connection with the preparation or delivery of Tenders. If any tenderer withdraws his tender before the said period or issue of letter of acceptance/intent, whichever is earlier, or makes any modifications in the terms and conditions of the tender which are not acceptable to the NRDA, then the NRDA shall, without prejudice to any other right or remedy, be at liberty to forfeit entire amount of Earnest Money as aforesaid.
  11. Pretender meeting with the tenderers will be held as mentioned above in the Office of **Chief Executive Officer, NRDA, Sector-19, Capitol Complex, Near Mantralaya, Naya Raipur-492002, Chhattisgarh.** Tenderers are advised to participate in the pre-tender meeting. The intending tenderers are advised to send their queries to NRDA either by post or by email to [ceo@navaraipur.com](mailto:ceo@navaraipur.com) and [cee@navaraipur.com](mailto:cee@navaraipur.com) upto the date mentioned in the Para 2 as above.
  12. **Clarification/ amendments, if any shall be uploaded on website only.**
  13. Period for completion of work as mentioned above at Para 2 is inclusive of rainy season.
  14. Approved hard copy of the standard document is available in the office of the employer and could be seen on any working day during office hours at the following address:-  
**Chief Engineer (Engg), NRDA, Sector 25, Naya Raipur-492002, Phone: 0771-4094035**
  15. The intending tenderers are advised to cross check the downloaded version of the tender document with the hard copy available with NRDA.
  16. In case of any discrepancy between the downloaded tender and the approved hard copy, the approved hard copy shall hold good for contractual as well as legal purposes.
  17. Tenderers are advised to inspect and examine the site and its surroundings and satisfy themselves before submitting their tenders, as to the nature of the ground and sub-soil (so far as is practicable), the form and nature of the site, the means of access to the site, the accommodation they may require and in general, shall themselves at their own cost obtain all necessary information as to risks, contingencies and other circumstances which may influence or affect the execution of work and shall incorporate the cost of such

Signature of Contractor.....

Signature of NRDA.....

- effects while quoting the tender, A tenderer shall be deemed to have full knowledge of the site whether he inspects it or not and no extra charges consequent on any misunderstanding or otherwise shall be allowed, The tenderer shall be responsible for arranging and maintaining at his own cost all materials tools & plants, water, electricity, access facilities for workers and on all other services required for executing the work unless otherwise specifically provided in the contract documents. Submission of 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.
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 liable to rejection.
  19. The successful tenderer shall be required to execute an agreement on a non judicial stamp paper of appropriate value with the **Chief Engineer ( Engineering), NRDA** in the Proformas annexed to the tender document, within 7 days of the issue of letter of acceptance/ award by the NRDA. The cost of non-judicial stamp paper shall be borne by contractor. In the event of failure on the part of the successful tenderer to sign the agreement within 7 days, the entire earnest money will be forfeited and tender shall be cancelled.
  20. The successful tenderer, upon issue of letter of acceptance, in addition to execution of an agreement on a non judicial stamp paper of appropriate value, shall also be required to furnish an irrevocable Performance Bank Guarantee of requisite amount to the **Chief Engineer (Engineering), NRDA** in the Performa annexed to the tender document, within 7 days of the issue of the letter of acceptance /award of Tender by the NRDA. In the event of failure on the part of the successful tenderer to furnish the Performance Bank Guarantee within 7 days, the earnest money will be forfeited and tender shall be cancelled.
  21. This Notice Inviting Tender shall form a part of the contract document. In accordance with clause 1 of the contract, the letter of acceptance/ award shall be issued in favour of the successful tenderer/ contractor. After submission of the performance guarantee, by the contractor, the General arrangement drawings and other details for commencement of work shall be issued. The contract shall be deemed to have come into effect on issue of communication of letter of acceptance of the tender. On such communication of acceptance, the successful Tenderer/Contractor shall, within 7 days from such date, formally sign the agreement consisting of:-
    - a) PART ONE of the Tender documents along with detailed NIT as issued to the contractor at the time of invitation of tender and acceptance thereof together with any correspondence leading thereto and
    - b) PART TWO of the Tender document i.e. "General conditions of contract duly modified / corrected to the extent as specified under PART ONE (though not issued to the contractor but always available for inspection on written demand at the office of the officer inviting tenders specified under Schedule F of PART ONE of the Tender Document) and deemed to have been consulted, inspected, understood and considered by the tenderer before quoting and submitting his tender.
    - c) Agreement signed on non-judicial stamp paper of appropriate value as per prescribed proforma of tender documents.
  22. **GCC is available as a standard NRDA Publication and can also be downloaded free of cost from the NRDA web site under title "General conditions of contract" for Contractors in construction Contracts" However contractors are advised to refer to PART ONE of the tender document carefully and thoroughly for corrections/ modifications in the "General conditions of contract" Standard form NRDA F-2/3 is also available for inspection in the office of the Engineer in charge on written demand from contractors. Link site <http://nayarapur.gov.in/documents/gcc.pdf>**
  23. While submitting the tender the contractor shall clearly and legibly write his full mailing address including PIN code, Telephone/ mobile no. / Fax Numbers / e-mail address etc for communication purposes and shall inform the Engineer in Charge about any change from time to time in his postal / mailing address. The communication shall be dispatched only at the contractor's such latest informed address and NRDA shall in no way be responsible for non-receipt of correspondence by the contractor.
  24. It is found that the contractor has misrepresented that facts or has attempted to secure or has secured the work by misrepresenting the facts or by submitting false or forged documents then the Entire Earnest Money submitted by the contractor and or the Performance Guarantee and/ or the Security Deposit as the case

Signature of Contractor.....

Signature of NRDA.....

may be, shall be liable to be absolutely forfeited and such contractor / individuals shall also be liable to be prosecuted for cheating / forgery / fraud etc as per law.

**25. Bill of quantities is enclosed with tender document, the rate shall be quoted against each item separately in figures as well as in words**

During price Tender evaluation, the Employer will correct arithmetical errors on the following basis:

- a) if there is a discrepancy between words and figures, following procedure shall be followed:
    - i. the unit price which correspond to the total price for the item worked out by the Tenderer shall be followed;
    - ii. If the total price of an item is not worked out by the Tenderer or it does not correspond with the rates written either in words or figures then the rate quoted by the Tenderer in words shall be taken as correct.
  - b) if there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail and the total price shall be corrected;
  - c) 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.
  - d) The unit wise amounts will be rounded to the nearest rupee
  - e) The tendered rates of items against which no rate or price is entered by the tenderer will be taken as zero and the price of the same shall be deemed to have been covered by the rates/amount quoted in other items.
26. The tender document shall be written legibly and free from erasure, overwriting or conversion of figure. Any correction where unavoidable shall be made by crossing out, rewriting and attestation by the tenderer.
27. All royalties be paid by the contractor as also all tolls, duties, local and other levies including sales tax, insurances & workman compensation act etc.
28. Contractor will be bound to follow CG Model rules relating to its water supply & sanitation in labour camp.
29. The contractor shall pay not less than the minimum wages to labours engaged by him on the work.
30. Department reserves the right to take up the work departmentally or to award any work on contract in the vicinity without prejudice to the terms of contract.
31. If the rate quoted by the lowest (LI) of the tenderer is considered unbalanced (in relation to the Department's estimate of cost of work to be performed under the contract) by the CEO, NRDA, then tenderer shall submit detail price/rate analysis of major items of the work within 7 days of such notice so as to demonstrate the internal consistency of these price/rate(s) with his quoted price/rate(s). After evaluation by tender sanctioning authority CEO, NRDA may require the tenderer to submit additional Security upto 5% of the estimated cost put to tender for the performance of the agreement in the shape of F.D. or a BG receipt in favour of the CEO, NRDA before signing of the agreement, which shall be refunded along with the normal S.D. after Completion of work. If he fails to complete the work or leave the work in complete, this 5% additional SD, shall also be forfeited by the department, & the agreement shall be terminated and action shall be taken in accordance of relevant contract clause of the agreement.
- 32. Important Instructions to Tenderers :**The tenderers who have down loaded the tender documents from the web site, should read the following important instructions carefully before actually quoting the rates & submitting their tender on the tender document downloaded from the web site:
- a) The tenderer should see carefully & ensure that all the pages of PART ONE (NRDA F-1) of the tender document including schedule of quantities of items of work (NRDA F-1 Schedule-A) has been down loaded properly & completely.
  - b) The printout of the downloaded tender document shall be taken on A-4 size plain white paper only & the printer settings shall be dept to ensure that the downloaded document is printed in the same manner and pattern / setting as appearing on the web site & there is no change in the formatting, number of pares etc.

Signature of Contractor.....

Signature of NRDA.....

- c) The tenderer should ensure that no page in the down-loaded tender document is missing and all pages in the down-loaded tender document as printed are legible & clear & are printed on a good quality paper.
- d) The tenderer should ensure that every page of the down-loaded tender document is signed by tenderer himself.
- e) The tenderer should ensure that the down loaded tender document is properly bound and wax sealed before submitting the same in the envelope. **Loose / Spiral binding** shall be liable to be rejected.
- f) In case of any correction/ addition / alteration/ omission in the downloaded tender document vis a vis that in the **Standard DRAFT Tender Document** available in the office of NRDA, it shall be liable to be rejected.
- g) The tenderer shall furnish a declaration to this effect that no addition/ deletion/ corrections have been made in the downloaded tender document being submitted by him and it is identical to the tender document appearing on the Web-site and with the **Standard DRAFT Tender Document** available in the officer of the office inviting the tenders..

**Chief Executive Officer,  
NAYA RAIPUR DEVELOPMENT AUTHORITY  
Sector-19, Capitol Complex, Near Mantralaya,  
Naya Raipur-492002, Chhattisgarh  
Phone & Fax : 0771-2511500  
Website: [nayaripur.gov.in](http://nayaripur.gov.in)**

Signature of Contractor.....

Signature of NRDA.....



**SCHEDULE– D**  
**Section-I**  
**Technical Tender Forms**

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## Schedule-D Section I - Tender Forms Technical

This Section contains the forms which are to be completed by the Tenderer and submitted as part of his PART ONE (NRDA F-1).

### Table of Forms

LETTER OF TECHNICAL TENDER .....	2
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Signature of Contractor.....

Signature of NRDA.....

(I) LETTER OF TECHNICAL TENDER

Date: \_\_\_\_\_

NIT No.: \_\_\_\_\_

**To:**

**The Chief Executive Officer,**

NAYA RAIPUR DEVELOPMENT AUTHORITY

Sector-19, Capitol Complex, Near Mantralaya, Naya Raipur-492002, Chhattisgarh

Phone & Fax : 0771-2511500, Website: www.nayaraipur.com

**Subject:** Name of the work:- -----

Dear Sir,

I/We, the undersigned, declare that:

- (a) I/We have examined and have no reservations to the Tender Document, including Addendum if any, minutes of meeting, clarification to the queries etc.
- (b) I/We offer to execute the subjected under in conformity with the Tender Documents and the addendums.
- (c) I/We have satisfied ourselves as to the location of the site and working conditions, examined the requirements of NRDA and have obtained all the information necessary for the successful and timely completion of the work.
- (d) I/We have submitted the Earnest Money Deposit as specified in the tender document which will not bear any interest and shall be subjected to forfeiture on following defaults.
  - (i) if we withdraw our Tender during the period of tender validity as specified in Detailed NIT para 9 or
  - (ii) if we fail to:
    - furnish a MOU in accordance with Detailed NIT Para 4.2 or
    - sign the Contract in accordance with Detailed NIT Para 18; or
    - accept the correction of its Tender Price pursuant to Detailed NIT Para 24.
  - (iii) if we have given the false documents in support of qualification with the technical tender.
- (e) My/Our Tender shall be valid for a period of **90 days** from the date fixed for the tender submission deadline in accordance with the Tender Document, and it shall remain binding upon us and may be accepted at any time before the expiration of that period;
- (f) If my/our Tender is accepted, we commit to obtain a MOU and sign the agreement;
- (g) I/We are not participating, as Tenderers, in more than one Tender in this Tendering process, in accordance with the Tender Document;
- (h) My/our firm, its affiliates or subsidiaries, including any subcontractors or suppliers for any part of the Contract, has not been declared ineligible by NRDA, Raipur;
- (i) I/We understand that this Tender, together with your written acceptance thereof included in your letter of acceptance, shall constitute a binding contract between us, until a formal Contract is prepared and executed;

Signature of Contractor.....

Signature of NRDA.....

- (j) I/We understand that you are not bound to accept the lowest evaluated tender or any other tender that you may receive.
- (k) I/We hereby pay the Earnest Money Deposit of required amount in the form of a demand draft on a nationalized bank (-----Bank Name and address) and operatable at Raipur in favour of the 'Chief Executive Officer, NRDA, Raipur' for the said amount and is attached.
- (l) I/We hereby declare that, the entire work including Addendum/ Corrigendum, if any, shall be completed in all respect within the time limit specified in the NIT.

Signature: -----

Signed by: -----(Name)

Designation: -----

For and on Behalf of -----(Name of Tenderer)

Date:

Signature of Contractor.....

Signature of NRDA.....

## (ii) Tenderer's Information Sheet

Tenderer's Information		
<b>Tenderer's legal name</b>		
<b>Tenderer's legal address</b>		
<b>Tenderer's authorized representative</b> (name, address, telephone numbers, fax numbers, e-mail address)	Name:	Address:
	Telephone :	E-Mail:
	Fax :	
<b>Tenderer's details of Incorporation</b>	Place of incorporation/ registration:	Year of incorporation:
<b>Attached are copies of the following original documents.</b> <input type="checkbox"/> 1. Articles of incorporation or constitution of the legal entity named above. <input type="checkbox"/> 2. In the case of government-owned entity, documents establishing legal and financial autonomy and compliance with commercial law.		

**Details of the office closest to Raipur (if available)**

1.	Address of Office	
2.	Telephone :	Contact :
3.	Fax :	E-Mail :

Signature of Tenderer

Date: \_\_\_\_\_

Signature of Contractor.....

Signature of NRDA.....

### (iii) Annual Turnover

Annual Turnover Data for the Last 3 Years			
Year	Amount and Currency	Exchange Rate if any	INR Equivalent
2010-11			
2011-12			
2012-13			
Average Annual Turnover for the last 3 years in INR			

All Tenderers are requested to complete the information in this form

The information supplied should be the Annual Turnover of the Tenderer in terms of the amounts billed to clients for each year for contract in progress or completed, converted to INR at the rate of exchange at the end of the period reported.

As a proof of the above, the contractor shall submit the copies of the balance sheet for last three years along with audited profit & loss statement duly signed by the chartered accountant.

Signature of Tenderer

Date: \_\_\_\_\_

Signature of Contractor.....

Signature of NRDA.....

**(iv) Details of Authorised dealer /service Provider of tender specific main items**

Details			
1) Name / Address / Mobile / Telephone/Fax Number/E-mail	For Items		
Role in Contract	<input type="checkbox"/> Authorised dealer	<input type="checkbox"/> service Provider	
2) Name / Address / Mobile / Telephone/Fax Number/E-mail	For Items		
Role in Contract	<input type="checkbox"/> Authorised dealer	<input type="checkbox"/> service Provider	
3) Name / Address / Mobile / Telephone/Fax Number/E-mail	For Items		
Role in Contract	<input type="checkbox"/> Authorised dealer	<input type="checkbox"/> service Provider	
4) Name / Address / Mobile / Telephone/Fax Number/E-mail	For Items		
Role in Contract	<input type="checkbox"/> Authorised dealer	<input type="checkbox"/> service Provider	
5) Name / Address / Mobile / Telephone/Fax Number/E-mail	For Items		
Role in Contract	<input type="checkbox"/> Authorised dealer	<input type="checkbox"/> service Provider	

**Note:** Attach copies of **authorisation** in support above.

Signature of Tenderer

Date: \_\_\_\_\_

Signature of Contractor.....

Signature of NRDA.....

## (v) DECLARATION

**(TO BE SIGNED BY THE TENDERER SUBMITTING THE TENDER  
ON DOWNLOADED TENDER DOCUMENT)**

I/We hereby declare and certify that:

1. I/We are submitting the tender in the tender document downloaded by me /us from the website & we certify that there is no change in formatting, numbering of pages etc. In the downloaded documents.
2. I/We are submitting the tender in the tender document which is exactly similar and identical to the one available on the website and also as available with the officer inviting tenders.
3. I / We have no made any modifications / corrections / additions / omissions etc in the tender documents downloaded from web by me / us.
4. I / We have checked that no page in the downloaded tender document is missing and all the pages as per web site are available & that all the pages of tender document submitted by us are clear & legible.
5. I / We have signed (with stamp) all the pages of the tender document before submitting the same.
6. I / we have wax sealed the tender documents properly before submitting the same.
7. I / We have submitted the application for issue of tender documents on the prescribed format separately along with the cost of tender documents and also the attested Xerox copies of the eligibility documents prescribed for respective work in the NIT.
8. I / We have read carefully & understood the entire Tender document including important instructions to the tenderers submitting the downloaded tender.
9. In case at any stage whatsoever at a later date it is found/ revealed that there is a difference in our downloaded tender documents from the original Standard DRAFT Tender Document, NRDA shall have the absolute right to take any action as deemed fit without any prior intimation to me / us.
10. In case at any stage whatsoever at a later date it is found that there is difference in our downloaded tender document from the Standard DRAFT Tender Document, we clearly understand that our work shall be liable to be cancelled and Earnest Money/ Security deposit etc all are liable to be forfeited by NRDA and in such an eventuality I / We shall have no right or claim for any damages / compensation from NRDA on this account. Further in such case I / We may also be debarred by NRDA for further participation in the tendering in the concerned NRDA & be removed from the approved list of contractors of NRDA.

Dated.....

**(TENDERER)**  
**(SIGNATURE WITH SEAL/ STAMP)**

Signature of Contractor.....

Signature of NRDA.....



**(vi) CHECK LIST FOR TECHNICAL TENDER EVALUATION**

Name of the Agency:						
S. No	Document	Details			Enclosed at annexure	
					Page No	
			From	To		
1	Tender Document Cost	<b>Downloaded from NRDA Website Details of DD</b>				
		Amount				
		Name of the Bank & Branch				
		Date				
		D.D no & Photo copy attached	Yes	No		
2	Earnest Money Deposit (EMD)	Amount				
		Form of EMD	<b>DD</b>			
		Issuing Bank & Branch				
		No & Date Photo copy attached	Yes	No		
3	Commercial Tax Certificate	Registration Number:				
		Name of the Office				
		<b>Notarized</b>	<b>Yes/No</b>			
5	Details of Authorised dealer /service Provider as pre-qualification criteria	Name				
		For item				
		Name				
		For item				
		Name				
		For item				
		MOU Certificate Enclosed	<b>Yes/No</b>			
		<b>Notarized</b>	<b>Yes/No</b>			

Note: The above check list only provides for those documents which are mandatory for the tender pre-qualification criteria. Tenderers are required to append, other documents also with the technical tender as required in the detailed NIT or elsewhere in the PART ONE (NRDA F-1).

Date: \_\_\_\_\_

Signature of Tenderer \_\_\_\_\_

Signature of Contractor.....

Signature of NRDA.....

# SCHEDULE– D

## Section-II

### Scope of work

Signature of Contractor.....

Signature of NRDA.....

## WORKS REQUIREMENT

This section contains the brief idea of scope of work, supplementary information etc. regarding the work to be executed under instant tender, may vary as per site requirement. In case of any change the decision of Engineer-in-charge will be final and binding to the contractor. The work however shall be executed as per BOQ.

### A. GENERAL REQUIREMENTS APPLICABLE FOR ALL SCOPES OF WORK

1. **WORKING DRAWINGS : NOT APPLICABLE.**
2. **AS-BUILT DRAWINGS: NOT APPLICABLE.**
3. **Design/SHOP DRAWINGS: NOT APPLICABLE.**
4. **CATALOGE/BROSHUR/SAMPLES:** The contractor shall submit to the Engineer in Charge **CATALOGE/BROSHUR/SAMPLES** of each item for approval and no work shall commence before such samples are duly approved. The cost of the samples shall be borne by the contractor.
5. **INSTALLATION/TESTS/COMMISSIONING:** The entire mandatory procedure for **INSTALLATION/TESTS/COMMISSIONING** shall be carried out as mentioned in the specification. All materials and methods of tests shall conform to the latest rules, regulation and/or individual specifications as laid out in the Companies specifications. The Engineer in Charge will have the option to have any of the materials tested and if the test results show that the materials do not conform to the specifications, such materials shall be rejected. A reasonable number of representative tests will be deemed to be included in the rates tendered.
6. **GRIHA REQUIREMENTS: NA.**
7. **SITE CLEANING:** Upon completion of the scope of the work all the areas should be cleaned. All floors, doors, windows, surface, etc. shall be cleaned down in a manner which will render the work acceptable to the Engineer in Charge and employer. All rubbish due to any reason, shall be removed daily from the site at the cost of the contractor and all such costs are deemed to have been included in the price quoted by the contractor.
8. **MAINTENANCE IN WARRANTY/DEFECT LIABILITY PERIOD:** The Contractor shall be obliged to remove / repair / replace/ the defects for the entire system during WARRANTY/defect liability period (DLP) of **12months** after the final official hand over date of the work/other installation, duly approved by the consultants and project managers. This period shall include maintenance replacement of parts, regular periodic visit by qualified personnel of the Contractor and attending to emergency call at short notice.
9. **WARRANTEES/GUARANTEES-** The contractor shall also make available to NRDA all the warrantees/guarantees by the respective manufacturers for each item/ equipment installed in the project along with the user/training manuals, test reports, contact details etc. as alongwith the drawings of the project.
10. Maintaining the work in finished condition against defects for a minimum of specified defect liability from the date of commissioning and imparting training to the workers/staff as asked for maintaining the work as per IS requirement and exercising.
11. The contractor shall be responsible for making good the wall/slab/beam/column chases and cut-outs wherever provided on account of plumbing, fire protection, electrical & HVAC work cross-overs and shall hand-over the site in finished condition.

Signature of Contractor.....

Signature of NRDA.....

## B. GENERAL SCOPE OF WORK

### 1.1 SCOPE OF WORK:

The scope of work will include- Providing, Supply, Over-Hauling, Repairing & Annual Maintenance of WATER COOLER, WTP, RO & FILTRATION SYSTEM of Mantralaya Mahanadi Bhawan Naya Raipur including necessary scaffolding, anchoring/bolting and necessary installation work as per Standard specifications, approved design and as directed by Engineer-in-charge.

### 1.2 Proposed Work Components:

The above scope of work will include following work components as per tender specifications and drawings-

#### a) Initial works:

- Submission of catalogue
- Supply of approved items.
- Making and finishing.

#### b) Finishing works:

- Polishing, Testing & Commissioning.
- Finishing and cleaning the site.

\*\*\*\*\*

Signature of Contractor.....

Signature of NRDA.....

**SCHEDULE- D**  
**Section-III**  
**Technical Specification of Works**

SPECIFICATIONS

**GENERAL:**

Manufacturer Specification of each items.

**Material to be of best quality:**

The whole of the materials, employed in connection with the permanent work, shall be new and of the best of its kind. All materials shall be in accordance with these specifications and shall be as approved by the engineer's representative.

**Standards:**

Except where otherwise specified or permitted by the engineer in charge, all material shall confirm to the latest edition of Indian /international Standard Specifications.

Signature of Contractor.....

Signature of NRDA.....

**SCHEDULE- D**  
**Section-IV**  
**Special Conditions of Contract**

## **SPECIAL CONDITIONS OF CONTRACT**

### **1. GENERAL**

The Special Conditions of Contract are to be read in conjunction with General Conditions of Contract. If there are any variations or discrepancies or conflicting provisions, the provisions in Special Conditions shall take precedence over the provisions in the General Conditions of Contract.

All additional facilities/equipment/ office etc. to be provided by the contractor, as mentioned in the tender, document outside the BOQ shall not be paid separately, and shall be deemed to have been included in the rates quoted by the contractor.

### **2. ACCESS**

The Contractors are to verify the work site details including:-

- a) Access,
- b) Availability of water supply and electrical energy,
- c) Space for dumping stores and materials and
- d) Space for erection of site office,

The Contractors are deemed to have catered for all contingencies connected with the site, access, water & electricity.

### **3. SUPPLY OF WATER**

Water will not be supplied by NRDA and the Contractor shall make his own arrangements. NRDA will give recommendatory letter to the concerned authority if so requested by the Contractor. However, NRDA shall be in no way responsible for obtaining permission and no claim on account of this will be entertained.

### **4. ELECTRIC SUPPLY**

- a) Electric power both for construction and lighting shall not be made available to contractor. Contractor shall arrange at his own cost power with necessary switch boards, energy meter etc. and shall be responsible for their maintenance.
- b) Further distribution by the Contractor at his cost shall be done as per approved layout. He shall provide required clearances for overhead lines to facilitate easy movement of heavy machinery such as cranes etc. These shall be shifted and rerouted at Contractors cost during execution of work if the same are found to obstruct any other work of any agency working at site or requires shifting due to unforeseen reasons.
- c) On completion of the work the Contractor shall remove all wiring installed by him and make good to the satisfaction of Engineer if any disturbance or damage is done.
- d) The Contractor shall employ an Electrical Agency as approved by the Engineer for carrying out this work.
- e) The Contractor has to keep alternative arrangement ready at his own cost for any failure/interruption of electric power that takes place and under no circumstances can this be deemed to be reason for any consequential delay in the works.
- f) Any disputes in sharing of power obtained directly/ indirectly from CSEB with other agencies shall be resolved by the contractor at his risk and cost. NRDA shall not be responsible or a party for such disputes.

### **5. DEFECT LIABILITY**

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The Contractor shall be responsible for rectification of defects, during the maintenance **period**. This period shall be known as Defects Liability period as defined in the General Conditions of Contract. Subsequent to the taking over of the works and after it has been in use, its removal/correction of defects would be the responsibility of the Contractor. Any defects or failures during this period shall be rectified by Contractor within one week of intimation in writing. If the same is not carried out in the stipulated time, NRDA shall have the right to get it repaired departmentally or through any other agency, entirely at the risk and costs of the Contractor as detailed in the GCC clause. No. 17.

**6. GRIHA COMPLIANCE- NOT APPLICABLE.**

**7. SAMPLES**

**7.1 Material**

- a) The Contractor shall furnish to Engineer for approval, with reasonable promptness and with reasonable time for consideration, adequate numbers of samples of all the materials to be used in the work, irrespective of whether material/product is from approved list given in tender. He shall permit and account for all costs in his quotation toward supply, testing, examination at site or at any approved place by the Engineer. The choice of approval of materials rests with NRDA unless otherwise specified.
- b) All material samples shall be delivered to the Engineer's office at the Contractor's cost. Each sample shall be in duplicate and properly labelled as under-
  - Name of Project
  - Name of Contractor
  - Name of Product
  - Name of Manufacturer
  - Item reference of BOQ
  - Date of Submission
- c) Samples shall be accompanied with technical specifications / catalogues / test results of manufacturer.
- d) In case the Contractor intends to keep an approved sample in his possession, he shall submit additional set of samples for Engineer's approval.

**7.2 Standards of Acceptability**

- a) In order to establish the standards of acceptability for materials and finishes, the Contractor shall finish in all respect a mock up for approval jointly by C E & Architect.
- b) The Contractor shall give notice in writing in this respect and shall obtain approval through Engineer in Charge from the CE NRDA. Approval should be taken well in advance so as not to delay execution of work.

**7.3 TESTING OF MATERIALS IN OTHER LABORATORY –**

**7.4 If required by the Chief Engineer, NRDA out site testing of material is done** at a recognized laboratory anywhere in India.

**7.5** All testing charges for the above shall be borne by the Contractor. In case, the testing charges demanded by the testing authorities is not paid by the Contractor within 15 (fifteen) days, then the same will be paid by NRDA with due recovery from the Contractor's bill for the project.

Signature of Contractor.....

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8. **CRECHE FACILITIES FOR THE CHILDREN OF CONSTRUCTION LABOURER – NA.**

9. **SUBMISSION OF DETAILED Design & Programme OF COMPLETION**

NA.

10. **Method of Working**

NA

11. **PROJECT MONITORING**

Yes.

11.1 **Construction Photographs-**

Yes.

12. **QUARRY RELATED DEDUCTIONS – NA.**

13. **CONTRACTORS ALL RISK POLICY (C.A.R. POLICY)**

NA.

14. **INDEMNITY BOND**

NA

15. **ACCIDENTS**

Should any accidents, fatal or otherwise occur, a detailed report about the same shall be made promptly by the Contractor to the Engineer. The Contractor should at all times during execution of work keep the NRDA fully indemnified against all risks, claims, litigations and financial burdens arising out of all incidental operations on work and accidents.

16. **TRAFFIC**

NA

17. **ALIGNMENT AND BENCH MARKS**

NA

18. **PREVENTION OF MOSQUITO BREEDING AT CONSTRUCTION SITE**

NA.

19. **INSPECTION OF SITE AND SUFFICIENCY OF THE TENDER**

If the NRDA is not in a position to deliver to the Contractors the site of the Contract work for any reason whatsoever at the agreed time, delaying the commencement of the contract work, or part thereof not beyond 50% (fifty percent) of contract period for completion, such omissions of the NRDA shall not be breach of any its obligations under the contractor and the Contractor shall not be entitled to claim from the NRDA for loss or damage, if any, caused thereby, but shall be entitled to a reasonable extension of the period agreed for the completion of contract work. If the contractor shall be obstructed in the execution of the work by any person other than an agent or

Signature of Contractor.....

Signature of NRDA.....

servant of the NRDA, the Contractor shall exclusively deal with such set by the due process of law but shall not be entitled to attribute thereby the breach of any obligation under the contract to the NRDA compensation for damage or loss, if any, thereby suffered but shall be entitled to an appropriate extension of period agreed for the completion of the contract work, provided that the contractor has reported to the NRDA every such act of obstruction with particular soon after its occurrence and the NRDA has after enquiry found the same to be substantially true and has determined the duration of such obstruction.

**20. PROGRESS OF WORK**

NA

**21. FIELD LABORATORY**

NA.

**22. MAINTENANCE OF PUBLIC AND PRIVATE ROADS**

NA

**23. POLICE REGULATIONS**

The Contractor shall comply with all police regulations in connection with the use of public roads and footpaths in so far as they affect the works.

**24. ENGINEER**

**24.1** Engineer for this project shall be the Engineer or the person nominated or appointed by NRDA from time to time and shall include any person duly authorised by them.

**24.2** Engineer shall be responsible for the execution of the project with regards to management and supervision. Instructions issued by the Engineer to the Contractor shall be deemed to be the Employer's instructions in respect of-

1. Day to day supervision including material testing.
2. Approval of material and workmanship.
3. Matter of urgency involving safety or protection of person or property.
4. Monitoring progress of work.
5. Interpretation of specifications
6. Issue of additional drawings
7. Certification of measurements and bills and issue of certificates accordingly for interim and final bills.

**24.3** Engineer shall hold fortnightly progress meetings at site for evaluation and execution of works. The Contractor shall assist in providing revised programmes, cash flow charts in the format required by Engineer/ NRDA.

**24.4** The Engineer shall coordinate works at site of all agencies appointed by the Employer.

**25. EXCAVATED OBJECTS**

NA.

**26. AS BUILT DRAWINGS**

Signature of Contractor.....

Signature of NRDA.....

- NA
- 27. ENGINEER'S SITE OFFICE**
- NA.
- 28. TRANSPORTATION**
- NA.
- 29. PROVIDING COMPUTER & OTHER EQUIPMENTS AT SITE OFFICE**
- NA.
- 30. TELEPHONE CONNECTION**
- NA.
- 31. TIME SCHEDULE FOR COMPLIANCES**
- As per work order.
- 32. APPROVAL OF ENGINEER**
- Necessary before execution.
- 33. PERMISSION FOR CONSTRUCTION OF SITE OFFICE/ GODOWN/ LABOUR HUTS:**
- No final bill payment shall be made unless the site is cleared in all respects by the Contractor.
- 34. CONDITIONAL TENDER**
- The Tenderer shall note that the clarifications shall be obtained in the pretender meeting and the tender should be submitted without any conditions, whatsoever. Clarifications given to the various tenderers in the pre-tender meeting would be summarized by NRDA and would be issued to every tenderer as "Minutes of Pre-Tender Meeting". The same will be binding on all the tenderers irrespective of whether they have attended the pre-tender meeting or not. The Minutes of the Pre-Tender Meeting would form part of the Contract Agreement and the Tenderers should submit the Financial Offer taking into consideration the same. The Tender submitted with conditions would be summarily rejected.
- 35. SITE ORDER BOOK & OTHER BOOKS REQUIRED**
- The Engineer will maintain Site Order Book at the site of work. The Contractor or his authorized representative shall sign all the instructions received therein, in token of having received the same and shall comply with them forthwith.
- All other books of record at site shall have to be maintained as required in the CPA Code of works.
- 36. DISCOVERY OF BURIAL REMAINS**
- NA.
- 37. REQUISITION-CARD SYSTEM**

Signature of Contractor.....

Signature of NRDA.....

Engineer-in-charge will be notify require additional work / special repair work with time frame of completion. Contractor shall bound to obey the instructions of the Engineer-in-charge. If any conflict in items and time frame demanded is occur than it is responsibility of the contractor to submit his objections, if any within 3 days of notification issued by Engineer-in-charge.

**38. CLEANING OF SITE**

- a) All water which may accumulate on the site during the progress of the works or in trenches and excavation shall be removed from the site to the satisfaction of the Engineer at the Contractor's cost. Site shall be maintained free from rubbish. Proper stacking of scaffolding material, shuttering material bricks/ brickbats, steel pieces, etc. needed for work on day to day basis shall be organized in proper stacks. Heaps of material lying around in unplanned manner and disorderly fashion shall not be permitted. Engineer's decision in this matter shall be final.
- b) The Contractor shall not, at any time, do cause or permit any nuisance on the site or do anything which shall cause unnecessary disturbance or inconvenience to Employer, tenants or occupiers of other properties near the site and to the public in general. The Contractor shall install mosquito proof and accessible water storage tanks for construction and drinking water.
- c) Any expenditure that may be incurred by NRDA to ensure that the above conditions are fulfilled by the Contractor will be debitable to Contractor's account and will be recovered from the running bills of the Contractor from time to time.
- d) Cleaning: Remove staining or reactive materials from new surfaces immediately during course of the Work.
- e) Debris: Remove hazardous accumulations of debris promptly, at least daily.
- f) Dust: Confine dust producing operations during painting and finishing .Vacuum immediately after completion.
- g) TRASH DISPOSAL
- h) General: Keep new buildings and site free from accumulations of waste materials.
- i) Removal: Remove cartons, crates, wrappings, lunch trash, and other trash from each room daily. Provide trash receptacles on each floor of each building and in convenient locations on the site.
- j) Burning: Do not burn trash or other materials on Owner's property.
- k) EXCESS MATERIAL; General: Remove excess materials, including demolished materials, excess earth, and excess building materials from Owner's property and dispose of legally.
- l) Clean: Keep paved drives on Owner's property and public streets and alleys clean, by cleaning daily, or more often if necessary, of earth and debris spillage from trucking involved in construction operations.

**39. FENCING**

NA

**40. WATCH AND WARD**

NA

**41. MOBILISATION PERIOD**

NA.

Signature of Contractor.....

Signature of NRDA.....

**42. METHOD OF CARRYING OUT THE WORKS**

NA

**43. CONTRACTOR RESPONSIBLE FOR SUFFICIENCY OF MEANS EMPLOYED**

The Contractor shall take upon himself the full and entire responsibility for the sufficiency of plant, centring, scaffolding, timbering, machinery, tools or implements and generally for all means used for the fulfilment of the Contract. In the event of any of these means proving insufficient, the Contractor is still fully and entirely responsible for the sufficiency of these means notwithstanding any previous approval or recommendation that may have been given by the Engineer.

**44. DRAWINGS**

NA

**45. STANDARDS**

In various places throughout this specification and the bills of quantities, reference is made to the standards, specifications and byelaws issued by the Indian Standard Institutions and other similar organizations. These references shall in every case be deemed to include the latest edition or issue of such standards, specifications and byelaws including all revisions, amendments and addendum subsequently issued. Where materials are not specified and standard exists in respect of such materials, then the materials shall in all respects comply with relevant and current I.S.I. In such cases where I.S.I. do not exist, the best manufacturers' specification shall be followed; in absence of all these, Engineer's instruction shall be followed.

**46. SUPERVISORY STAFF [As per clause 36 (i) of schedule F of the tender]**

The Contractor shall engage on the work a qualified and experienced Engineers, Supervisor, capable of managing and guiding the work properly as detailed in Cl36(i) of schedule F of the tender Form F-1. This supervisor shall be authorized by the Contractor in writing to receive the orders issued by the Engineer from time to time. The Contractor shall be responsible for carrying out these orders promptly.

**47. FIRE PRECAUTIONS**

The Contractor shall comply with fire regulations of the controlling authority in force at the site of the works relating to the precautions to be taken against fire hazards.

**48. USE OF SITE**

The Contractor shall not use any portion of the site for purpose not connected with the works without the prior written approval of the Engineer. He shall maintain permanent and site access roads free of spillage and shall not interfere with the flow of traffic. Also same shall apply to terraces and other developed areas. This clause shall be read in conjunction with clause no. 15 of the Special Conditions of Contract.

**49. SAFETY ENGINEER**

NA

**50. QUALITY ASSURANCE MANUAL AND SAFETY MANUAL**

- a) NA.
- b) **Inspection of Works at Factory/ Workshop**

Signature of Contractor.....

Signature of NRDA.....

For any visits that maybe necessary for the purpose of performance of testing, inspection of factory made goods/ equipment, at a location other than the site , or Raipur, the actual cost of travel (to & fro airfare/ train A/c 1st class), boarding & lodging, local transport & per diem (per person per day) costs at the rate of Rs. 3000 (Rupees three thousand only) for any visit made by officials from NRDA/ PMC/ Architect/ Consultant (maximum 3 (three) persons per instance), shall be borne by the Contractor. Such visits may be necessary for the inspection that require inspection prior to shipping from the place of its manufacture. Any other item which is required to be tested before being processed / fabricated in the factory, such visits shall require the prior written approval from the NRDA.

**51. QUALITY ASSURANCE SYSTEM**

NA.

**52. EQUIPMENT MAINTENANCE MANUAL**

NA.

**53. MINIMUM PLANTS,EQUIPMENTS AND SHUTTERING**

NA.

**54. SUBMITTALS**

NA

**55. PLANT, MACHINERY AND SHUTTERING**

NA

**56. SUB-CONTRACTORS, if required**

NA

**i. Works to be Sub-Contracted & Prequalification criteria:-**

The details of work to be subcontracted and PQ criteria shall be governed as mentioned in detailed NIT

**ii. ESSENTIAL CONDITIONS FOR ELECTRICAL WORKS, if required:-**

1. The Sub-contractor for carrying out the electrical works under the contract should strictly be in accordance with the above criteria.
2. All above referred works will have to be carried out under the supervision of Engineer.
3. Power supply distribution scheme given in tender document is only for guideline purpose. However, successful agency will be responsible for obtaining necessary sanctions to overall power supply distribution scheme, from CSEB / applicable local authority and Engineer before starting execution of work. No extra charges will be paid for obtaining necessary approvals/ sanctions to power supply distribution scheme sanctioned by concerned power supply authority CSEB / applicable local authority, successful agency will have to take up and complete the work accordingly.
4. Successful agency will have to obtain the required approvals to the total electrical works such as, HT/ LT distribution, Sub-station, Meter rooms, DG sets, etc. from CSEB / applicable local authority/ concerned power supply authority, Electrical Inspector, authority or any other statutory body at their own cost before starting

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execution of the work and the original sanctions obtained should be submitted to NRDA's concerned Electrical Division before execution of the work. Any statutory cost for obtaining the approval will be reimbursed on production of original receipts.

5. It will be the responsibility of the agency to get the energy meters of the DG sets approved/ tested/ sealed from the necessary authorities.
6. The electrical works under the scheme should be carried out strictly in Co-ordination with the concern CSEB / applicable local authority and necessary approvals should be obtained from time to time.
7. Activity Bar Chart and the makes of material should be submitted for electrical works for necessary approvals from the competent authority from NRDA before execution of the work and work should be started only after the approvals.
8. It will be the agency's responsibility to obtain the following listed documents from CSEB / applicable local authority. Electrical Inspector authority and other concerned Statutory Body towards completion of the work at their own cost, without which work will not be treated as completed.
  - a. Sanction papers for the total external electrification works along with BOQ of material, demand note for supervision charges, if any.
  - b. Charging permission of the installation.
  - c. Inspection report of the various equipment & material supplied under the electrification work certified by CSEB / applicable local authority and NRDA authorities.
  - d. Manufacturers test certificates and guarantee certificates in original for all the equipment and material supplied for execution of electrification work under the scheme.
  - e. As Built drawings as stated Volume I for substation, HT/LT network, meter room, etc. showing all the details and certified by CSEB, Electrical Inspector authority (along with soft copy).
  - f. As Built Drawings as stated Volume I for internal electrification work, area lighting work, water pumps, etc. (along with soft copy)
  - g. Earth test report for the total installation.
  - h. Work completion report from CSEB / applicable local authority for the total electrification work including substation, HT/LT distribution, Meter Room etc. should be submitted.
  - i. Handing over of the total electrification work under the scheme, such as substations, including equipment, HT/LT distribution, meter room with energy meters to CSEB / applicable local authority. The letter in writing for taking over of the installation as above addressed to Engineer should be obtained from CSEB and should be submitted along with details of scheme.
  - j. Separate guarantee, from the electrical agency should be submitted to NRDA against the electrical works carried out under the scheme, for a period of 24 (twenty four) months including defects liability period in order to avoid any inconvenience in connection with releasing and common services under the scheme and also to attend any defects in installation during this period.
  - k. Required electrician/ Helpers are to be deployed round the clock for Operation & Comprehensive Maintenance of total Utility works & installations for a period of 24 (twenty four) months from the date of completion OR taking over of the installation whichever is later.

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9. All material & equipment to be supplied under this contract shall be offered for inspection at the manufacturing place. No material shall be supplied by the agency without the clearance from the Engineer.
10. The total electrification work under the scheme will have to be carried out as per the terms & conditions mentioned in various sections of the Tender Document.
11. Electrical works under the contract will not be treated as completed unless and until above listed activities are completed by successful agency.

NA

**57.** Following conditions are the essential conditions of contract for carrying out and completing the subject work in all respect within stipulated time period. The successful agency will be responsible for completing the same as per the directives of Engineer. The charges and expenditure if any required for completing the same should be including in the quoted offer, and no separate payments against this will be made.

1. The contractor shall visit the site to access the actual quantum of work and period required for completing the same before quoting the offer.
2. Scheme specifications and quantity of the material to be used for the subject work under the contract and specified in the tender document is only for guideline purpose. However it will be the responsibility of the successful agency to obtain the measurements and specifications in detail of each and every item before starting the execution of work and complete the work in accordance with the approvals, clearances obtained for the same. All cost required for completion of work as per statutory approval, shall deemed to have included in the offer quoted.
3. The foundation and excavation for feeder pillar and control pillar, grouting of frames in wall/ground etc., are require to be carried out by the agency, and cost for the same shall be include in the offer quoted.
4. It will be Agency's responsibility to obtain necessary sanctions and permissions by paying necessary charges towards;
  - a) Obtaining necessary scheme sanctions and permissions for completing the subject work in all respect form any concerned statutory authority.
5. The successful agency will be completely responsible for accidents occurred if any during the execution of work as well as during 24 (twenty four) months defect liability period under this contract. It will also be the responsibility of agency, for making police complaints against any thefts and accidents etc. under intimation to NRDA.
6. Charges against following listed activates should be included in the quoted offer itself and no separate payments will be made against same.
  - a) Arranging and carrying out the material inspecting at respective manufactures unit as stated in Annexure - I.
  - b) Arrangements for performing site visits and other connected activities as and when required by Engineer or his representative.
  - c) Carrying out necessary co-ordination and follow up with concern authorities for obtaining necessary sanctions and permissions as required towards completion of work in all respects.
  - d) Appointing Govt. approved surveyor for carrying out site survey and preparation of computerized shop drawing, Execution drawing, As built drawing etc. with soft copy.
  - e) Any other incidental charges required towards completion of work in all respect.
7. Bills submitted against the executed and completed works at site, will be processed further by Engineer, after necessary scrutiny and verification.

Signature of Contractor.....

Signature of NRDA.....

58. The services/ tasks/ works as referred to under clauses shall be suitably applicable to all Utility services executed by the contractor, whether specifically mentioned herein above or no.

**59. Safety, Security and Protection of the Environment**

The Contractor shall, throughout the execution and completion of the Works and the remedying of any defects therein:

- a) have full regard for the safety of all persons entitled to be upon the Site and keep the Site (so far as the same is under his control) and the Works (so far as the same are not completed or occupied by the Employer) in an orderly state appropriate to the avoidance of danger to such persons,
- b) provide and maintain at his own cost all lights, guards, fencing, warning signs and watching, when and where necessary or required by the Engineer or by any duly constituted authority, for the protection of the Works or for the safety and convenience of the public or others, and
- c) take all reasonable steps to protect the environment on and off the Site and to avoid damage or nuisance to persons or to property of the public or others resulting from pollution, noise or other causes arising as a consequence of his methods of operation.

**60. HANDING OVER PROCESS:-**

The handing over process shall be based on a performance comprising individual activities. The process shall be approved by the Engineer.

**61. EROSION AND SEDIMENTATION CONTROL**

NA

**62. NOISE AND VIBRATION CONTROL**

Noise and Existing Building Structure Vibration Generated by Construction Procedures, Equipment, Tools, and Operations: Keep to minimum practicable during demolition and removal from building and site, including loading and removing storage containers. Equipment generated noise levels shall not exceed the following in decibels:-

1.	Concrete mixer: 85
2.	Concrete pump: 82
3.	Crane: 83
4.	Materials elevator: 85
5.	Pumps: 76
6.	Generators: 78
7.	Compressors: 81
8.	Pneumatic tools: 86
9.	Saws: 78
10.	Vibrators: 76
11.	Other tools: 85

- i) Operation of Air Hammers, Compressors, and Reciprocating Equipment: Not permitted inside existing buildings unless specifically approved in writing by Owner.
- ii) Laws: Comply with applicable noise control laws, ordinances, and regulations.
- iii) Acoustical Enclosures: Stationary equipment may be enclosed to produce required sound attenuation subject to continued maintenance of such enclosures to ensure that specified sound levels are not exceeded.

Signature of Contractor.....

Signature of NRDA.....

- iv) Violations: Where field sound measurements reveal sound levels exceeding those specified, cease operating such equipment and repair or replace it with equipment that complies with the sound levels specified.
- v) Cutting and Drilling Concrete: Use only rotary or core drilling for holes through concrete. Do not use impact tools to cut or otherwise remove concrete or to install inserts.
- vi) Power-Activated Tools: Not permitted in or immediately adjacent to existing buildings, except with Owner's written approval in each specific case, except where such use is specifically specified.

**63. EXISTING CONDITIONS**

- i) Contractors Examination of Site:-
  - 1. By executing Contracts, Contractor and subcontractors represent that they have:
    - a. Visited the site and made due allowances for difficulties and contingencies;
    - b. Compared Contract documents with existing conditions and informed themselves of conditions to be encountered, including work by others, if any, being performed; and
  - 2. Failure to visit the site and become familiar with conditions shall not relieve Contractor or a subcontractor from furnishing materials or equipment or completing the Work in accordance with Contract documents at no additional cost.
  - 3. Contractor or subcontractors will not be given extra payment for Work related to conditions they can determine by examining the site and Contract Documents.
- ii) Contractor shall accept the site in the condition in which they exist at the time Contractor is given access to begin the Work.
- iii) Damage caused by Contractor to existing structures, grounds plants, pavements, utilities, work by others, fixtures, or furnishings, shall be repaired by Contractor and left in as good condition as existed before the damaging, unless such existing work is shown to be removed or replaced by new Work.
- iv) Immediately upon entering the site for purposes of beginning Work, locate general reference points and take such action as is necessary to prevent their destruction; lay out Work and be responsible for lines, elevations, and measurements, and Work executed under this Contract. Exercise proper precautions to verify figures shown on Drawings before laying out Work. See Section "Field Engineering" for additional requirements.

**64. LAMINATION OF DRAWINGS**

All drawings issued to site shall be kept in lamination condition.

**1. Maintanance of installed equipments, macheneries and fixtures :**

The Contractor, at the time of bidding, will be responsible to ensure the completeness and adequacy of his Bid Price to fulfil the entire responsibilities for Maintaining the installation of all installed equipment, machineries and fixtures minimum for a period of 1 year from the date of commissioning and imparting training to the workers/staff as asked for maintaining the installations as per IS requirement and exercising.

**2. Handing Over:**

At the time of handing over after completion of work, all the equipment, spare including standby equipment etc. must be in good working order as were taken over before commencement of defect liability period.

**3. Penalties for failure to achieve the functional guarantees during WARRANTY/Defect liability Period**

Signature of Contractor.....

Signature of NRDA.....

In case of failure to deliver the required quality of work, liquidated damages shall be imposed for such failure to meet the performance criteria, as described below. The Employer will be entitled to recover any such damages from the security deposits of the contractor or any other sum due to him. However, the contractor shall be allowed to take up routine / periodical maintenance as per IS guidelines, with prior permission of the Authority.

- i) For each breakdown of any equipment/machinery for more than 12 hour: Penalty @ Rs. 2000.00 each time
- ii) Non redressal of any complaint within 48 hours: Penalty @ Rs. 2000.00 for each such complaint.
- iii) Penalties for absence of Supervisory / Operating staff shall be as follows:

Sl. No.	Staff Category	No. of Staff	Penalty for absence
1	Supervisor	1	Rs. 300.00 per day

*Note: However contractor can depute substitute staff with permission of the Authority in case leave of any staff member. In such case this penalty shall not be levied.*

#### 65. ORDER OF PRECEDENCE

In case of any discrepancy between the items mentioned in the BoQs/Specifications/Drawing, the Order of precedence should be as follows:

- i) Item details as mentioned in the BoQs, read along with the specification shall prevail. However in case of conflict specification shall hold good.
- ii) Drawings.

#### 66. PAYMENT

- i) The Contractor, at the time of bidding, will be responsible to ensure the completeness and adequacy of his Bid Price to fulfil the entire responsibilities as described above.
- ii) On completion of work i.e. after **Installation/Testing/Commissioning**, the contractor shall handover all the machineries, equipment & fixtures & accessories in good working condition to NRDA.

Signature of Tenderer

Date :

For

Chief Executive Officer, NRDA

Date :

Signature of Contractor.....

Signature of NRDA.....

**SCHEDULE– D**  
**Section-V**  
**List of Approved Makes**

Signature of Contractor.....

Signature of NRDA.....

# APPROVED MAKE LIST

AS MENTIONED IN BOQ.

Signature of Contractor.....

Signature of NRDA.....

# SCHEDULE- D

## Section – VI

### Drawings

Signature of Contractor.....

Signature of NRDA.....

**SCHEDULE- E**  
**Reference to General Conditions of contract.**

Signature of Contractor.....

Signature of NRDA.....



SCHEDULE-E

Reference to General Conditions of contract.

**Name of Work** : Providing, Supply, Over-Hauling, Repairing & Annual Maintenance of WATER COOLER, WTP, RO & FILTRATION SYSTEM of Mantralaya Mahanadi Bhawan Naya Raipur.

- Estimated cost of work : Rs. **11.51 Lacs**
- (i) Earnest Money : Rs. **23000.00**
- (ii) Performance Guarantee : NIL.
- (iii) Security Deposit : 5% of Contract amount. EMD Shall be converted into Security Deposit. Balance SD will be deducted from the bill. Security Deposit shall be refunded after successful completion of 3 months.

**CONDITIONS OF CONTRACT**

Clause-3 Under this contract and BOQ items work & time frame of  
Scope and Performance Additional/Special Repair shall be notified by the Engineer-in-charge for  
Clause-4 execution by the contractor in time to time as required for Mantralaya  
Mahanadi Bhawan Naya Raipur.  
Work to be carried out

Clause-5 Apart from the conditions mentioned in the clause, Scheduled Time  
Time and extension for delay period Shall be extendable for further 12 months with same quoted rates  
including price escalation mentioned in the relevant clause of the  
contract.

Clause-7 After successful completion of 12 months form date of commencement  
Interim / intermediate of the work payment of workdone for this period is carried out in the  
Payment of workdone same quoted/approved rate for each item of BOQ. And 7% price  
And escalation will be given to the contractor in his quoted rates for each  
item after successful completion of 12 months for 2nd year.

Clause-9  
Payment of final bill

Signature of Contractor.....

Signature of NRDA.....

# **SCHEDULE– F**

## **General Rules & Directions**

SCHEDULE-F

**GENERAL RULES & DIRECTIONS:** Officer inviting tender

Maximum percentage for quantity of items of work to be executed beyond which rates are to be determined in accordance with Clauses 12.2 & 12.3:

See below

**Definitions:**

2(v)	Engineer-in-Charge	<b>Executive Engineer (EE C-I) NRDA, Capitol Complex Maintenance Division, Utility Block, Sector-19, Near Mantralaya Mahanadi Bhawan, Naya Raipur or Any Officer Appointed by CEO, NRDA.</b>
2(viii)	Accepting Authority	<b>The Chief Executive Officer, NRDA</b>
2(x)	Percentage on cost of materials and Labour to cover all overheads and profits:	15 %
2(xi)	Standard Schedule of Rates	<b>Based on Rates of recent tender received.</b>
2(xii)	Department	Naya Raipur Development Authority

**Clause 1**

(i)	Time allowed for submission of Performance Guarantee from the date of issue of letter of acceptance	<b>NA</b>
(ii)	Maximum allowable extension beyond the period provided in (i) above	<b>NA</b>

**Clause 1A**

Security Deposit	<b>Security Deposit shall be refunded after successful completion of 3 months beyond completion of the work.</b>
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**Clause 2**

Authority for fixing compensation under clause 2	<b>CEO, NRDA</b>
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	<b>Figures</b>	<b>Words</b>
	<b>1</b>	<b>2</b>
But special repair work shall be completed in scheduled completion time of each work as notified by the engineer-in-charge in the job order if delay occurs in scheduled completion time, than compensation shall be levied for per day delay as mentioned here.	Rs. 5000.00	Rupees Five thousand.

**Clause 2A**

Whether Clause 2A shall be applicable	<b>No</b>
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**Clause 5**

Number of days from the date of issue of letter of acceptance/work order for reckoning date of start	<b>7 days</b> <i>Apart from the conditions mentioned in the clause, Scheduled Time period Shall be extendable for further 12 months. Beyond 12 as decided by CEO, NRDA. The decision of CEO NRDA. Shall be Final &amp; binding in this matter.</i>
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Milestone(s) as per table given below:-

**To be submitted by the tendered on award of work**

Sl. No.	Description of Milestone (Physical)	Time allowed in days (from date of start)	Amount to be with-held in case of non-achievement of mile stone
1.		<b>NA</b>	

Time allowed for execution of work	<b>12 months from issue of work order.</b> The rates quoted shall be valid for execution of work of for a pried of 12 months, However the same shall be increased by 7% after 12 months which shall be valid for another 12 months i.e., a total of 24 months.
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Authority to decide:

(i)	Extension of time <b>CEO, NRDA</b> (Engineer in Charge or Engineer in Charge of Major Component in case of Composite Contracts, as the case may be)
(ii)	Rescheduling of milestones <b>Chief Engineer ( Engineering)</b>

**Clause 6, 6A**

Clause applicable - (6 or 6A)	<b>6A</b>
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**Clause 7 : Interim / intermediate Payment of work done**

Gross work to be done together with net payment /adjustment of advances for material collected, if any, since the last such payment for being eligible to interim payment	After successful completion of 12 months form date of commencement of the work payment of work done for this period is carried out in the same quoted/approved rate for each item of BOQ. And 7% price escalation will be given to the contractor in his quoted rates for each item after successful completion of 12 months for 2nd year.
<b>Clause-9 : Payment of final bill</b>	

**Clause 10B(ii)**

Whether Clause 10B (ii) shall be applicable	No.
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DELETED CLAUSE IN THE GCC	General Rules & Directions – 4A/page 7, 10A/page 10, 12A/page 11, 18 & 19/page 13. 10B (ii)/page 44 & (iii)/page 45, 10C/page 47 & 10CA/page 48.
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**Clause 10C- Not Applicable**

**10 CA-** The clause is as written in GCC is read as under-

The clime is an under is GCC inverted as under :-

**Clause 11**

Specifications to be followed for execution of work	Tender specification attached with Tender document, Standard Specification and relevant Manufacturer Specifications, if any.
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**Clause 12**

12.2. & 12.3	(a) Deviation Limit beyond which clauses 12.2 & 12.3 Shall apply for the work.	± 25%
12.5	Deviation Limit beyond which clauses 12.2 & 12.3 shall apply for Foundation work.	NA
	(b) For individual item	± 100%

**Clause 16**

Competent Authority for deciding reduced rates.	Chief Engineer ( Engineering), NRDA
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**Clause 18**

List of mandatory machinery, tools & plants to be deployed by the contractor at site:-
As per relevant Clause of Special Conditions of Contract.

**Clause 42**

(i)	(a)	Schedule/statement for determining theoretical quantity of cement & bitumen on the basis of C.G.S.O.R	Not Applicable
(ii)	Variations permissible on theoretical quantities:		Not Applicable
	(a)	Cement For works with estimated cost put to tender not more than Rs. 5 lakh.	Not Applicable
		For works with estimated cost put to tender more than Rs.5 lakh.	Not Applicable
	(b)	Bitumen All Works	Not Applicable
	(c)	Steel Reinforcement and structural steel sections for each diameter, section and category	Not Applicable
	(d)	All other materials.	Nil

**RECOVERY RATES FOR QUANTITIES BEYOND PERMISSIBLE VARIATION**

Sl. No.	Description of Item	Rates in figures and words at which recovery shall be made from the Contractor	
		Excess beyond permissible variation	Less use beyond permissible variation
	NA	NA	NA