

TWO-BID Open e –TENDER

Hindustan Urvarak & Rasayan Limited, Sindri,(hereinafter referred as HURL or Owner or Client) invites electronic online bids (e Tender) through HURL web site www.hurl.net.in (for ref. only) and CPPP web site <https://eprocure.gov.in/eprocure/app> under Two Bid system (Part I :Techno commercial bid & Part II: Price Bid or BOQ) from bonafide and experienced bidders with sound technical and financial standing and capabilities & fulfilling the qualifying requirement for the tendered job as given in the NIT.

HURL, Sindri request bidders to quote in line with tender documents uploaded (refer attached Index) & submit the offer on our e-portal <https://eprocure.gov.in/eprocure/app>.

Upload of Tender: Tenderers are advised to download Notice Inviting Tender along with other tender documents and submit the declarations and tender documents along with clear scanned copies of requisite documents to substantiate the claim towards their credentials while the tender shall be submitted online in soft copy on our e-tendering portal.

All interested bidders have to submit Techno Commercial Bid (Part I) & Price Bid (BOQ) (Part II) strictly in the tender format available online on e-portal. No other form of bid shall be accepted and the tender shall be summarily rejected. **Bids shall be digitally signed and uploaded by someone legally authorized and competent on behalf of his firm / company i.e Bidder and relevant documents w.r.t. the same to be uploaded along with the bid by the bidders. The Power Of Attorney of such person needs to be furnished along with bid.**

Earnest Money Deposit has to be submitted as per NIT /Tender instructions before the due date and time of tender techno commercial bid submission, failing which the bid shall be liable for rejection.

For & on behalf of
HURL, Sindri

Manager, Contracts

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INSTRUCTION TO BIDDERS

1. Online bids are invited on two bid system for **“General Housekeeping Works at HURL Sindri Project” Tender No.: HURL/Sindri/C&M/20-21/395 Dated 30-06-2021**. Manual bids shall not be accepted.
2. Tender documents may be downloaded from HURL web site www.hurl.net.in (for reference only) and CPPP site <https://eprocure.gov.in/eprocure/app> as per the schedule as given in CRITICAL DATE as in Point no. 4 of NIT.
3. Type of Tender: Open Tender – Two bid- Percentage (%) rate Open e-tender
4. **Critical Date Sheet:**

| | |
|---|----------------------|
| Published Date | 30.06.2021 (04.00PM) |
| Bid Document Download / Sale Start Date | 30.06.2021 (04.00PM) |
| Bid Submission Start Date | 30.06.2021 (04.00PM) |
| Bid Document Download / Sale End Date | 21.07.2021 (04.00PM) |
| Bid Submission End Date | 21.07.2021 (04.00PM) |
| Bid Opening Date | 22.07.2021 (04.00PM) |

5. **Technical Qualification:**

5.1 The Bidder must have satisfactorily executed Similar nature of works* in Government Sector or any large reputed Private Sector Enterprises during last seven (07) years ending last day of month previous to the one in which bids are invited i.e. 31-05-2021 and shall meet either of followings work order criteria (Value excluding GST) mentioned below,

- (i) One similar nature of completed work with executed value (exclusive of GST) not less than the amount equal to ₹ 50.43 lakh
or
- (ii) Two similar nature of completed works each with contract value (exclusive of GST) not less than the amount equal to ₹ 31.52 lakh for each work order
or
- (iii) Three completed works each with contract value (exclusive of GST) not less than the amount equal to ₹ 25.22 lakh for each work order

***Similar nature of works means:** The bidder shall have experience of housekeeping works especially cleaning jobs in the Government Sector or large reputed Private Sector Enterprises.

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Note 1- For above, job executed by bidder for its own plant / project cannot be considered as experience for the purpose of technical criteria evaluation. However, jobs executed for Subsidiary / Fellow subsidiary / Holding company will be considered as experience for the purpose of technical criteria evaluation subject to submission of tax paid invoice (s) duly certified by Statutory Auditor of the Bidder towards payments of statutory tax in support of the job executed for Subsidiary / Fellow subsidiary / Holding company.

Note 2 - In case of bidder is submitting the work order/contracts of minimum value as mentioned in above table citing working experience in multiple/various services, then only the work experience of such services falling under the broadly classified category defined in similar works would be considered for the purpose of meeting evaluation criteria.

Note 3 - In case of running contracts, if the contract value executed till last day of the month previous to the one on which NIT is invited i.e. 31-05-2021 is equal to or more than minimum prescribed value as mentioned above, such experience will also be taken into consideration provided that the bidder has submitted satisfactory work execution certificate to this effect issued by end user/owner.

As a documentary proof, the bidder shall submit signed and stamped copies of the following documents in technical bid-

- 5.1.1 Copy of Work Orders performed in last 7 years with full technical details including detailed Scope of the Work, **BOQ**, Contract value and Completion Period.
- 5.1.2 Completion/Acceptance Certificate from End User/OWNER regarding satisfactory completion indicating the period of completion. The Completion / Acceptance Certificate shall clearly indicate LOI / Work Order no., Name of Work, Executed work value, Service Tax/GST, Contract period and actual Date of Completion. Completion certificate for works issued by a private organization shall be supported by **TDS certificates**.
 - 5.1.2.1 Wherever executed value is not mentioned in the completion certificate, the copy of certified bills with service tax/GST details as applicable / Separate certificate from respective client (WO issuing company /Engineer In Charge) regarding executed value with service tax/GST details, date of completion etc., shall also be accepted towards fulfillment of Technical Qualification criteria (TQC) 5.1, if same is submitted along with completion certificate.
 - 5.1.2.2 Completion certificate submitted by the bidders shall have clarity with respect to whether service tax/GST is included/excluded in the executed value of the completed job, towards fulfillment of TQC 5.1 and same shall be ensured by the bidders by submitting proper and relevant documents as required (e.g. separate certificate from respective client regarding service tax/GST) along with completion certificate.
 - 5.1.2.3 If no clear documents as mentioned above regarding service tax/GST component included/extra/not applicable with respect to the executed value of the job mentioned in completion certificate is submitted by the bidder & In case Service tax/GST amount / component is also not specified in the submitted completion certificate, then the amount equivalent to rate of applicable service tax/GST as considered by HURL for the subject tender shall be deducted from the value of

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completed job mentioned in the completion certificate to arrive at the value of the completed job without service tax/GST.

- 5.1.3 In case of sub contract orders, credential as sub-contractor for above PQC shall be considered only when such work orders for sub contract has been issued with approval or written permission of end user/owner/consultant of the owner of the contract from the scope of work of which contractor under the contract has sub contracted a part of or entire work under such work order. In this regard, the bidder has to submit a certificate from the end user/owner/consultant of the owner stating that the main contractor has intimated them about the engagement of sub-contracting OR have been allowed/ permitted as a sub-contractor. Based on such Sub contracted portion of the job actually executed by the bidder as subcontractor, PQC evaluation shall be done i.e. In case only part job is subcontracted, similar job & executed value etc for the part job only shall be considered for PQC and not the full job.
- 5.1.4 Similar work experience documents submitted in technical bid shall only be considered for technical bid evaluation. Any shortfall document related to submitted similar work experience in technical bid, if asked by HURL (As per clause 4.12, page - 14 of tender document) and submitted by the bidder as per given timeline shall be considered as part of technical bid.

Note- Any other/new work experience submitted by the bidder through mail / hard copy submission / by post / added through shortfall document submission shall not be considered for Technical bid evaluation.

- 5.2 Average Annual financial turnover during last three (03) financial years of the bidder should be at least INR 19.0 Lakhs. For evaluation of same, Bidder shall submit Audited Annual Statements (Balance Sheet and Profit & Loss account) of the company for last three (3) financial years. If audited financial results of the immediate preceding financial year is not available, the bidder has an option to submit the audited financial results of the three (03) financial years immediately prior to that financial year. The same will be considered for evaluation of average financial turnover. Audited annual statement shall be certified by CA with membership number.
- 5.3 The bidder must sign and stamp in each page of tender documents as a token of acceptance indicating read, understood and accepted the Terms & Conditions mentioned in tender documents.
- 5.4 The bidder shall have valid company registration, PAN card issued by Income Tax department, registration with EPF Organization and Valid GSTIN registration. As a documentary proof of same, the bidder shall submit signed, stamped and scanned copy of Certificates like Registration certificate, registration with EPF Organization, GSTIN Registration certificates, PAN card issued by Income Tax Department.

6. Evaluation of Bids:

6.1 Bids shall be scrutinized in terms of the provisions of the bidding documents. Full compliance to the complete provisions of the Bidding Documents and its subsequent

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Amendment(s) / Clarification(s) / Addenda / Errata if any, issued by the HURL shall be checked. Failure to comply with this requirement, the bid shall be rejected.

6.2 Technical and commercial bids shall be evaluated only for those bidders, whose EMD is found to be in order as per NIT requirement. EMD submitted by bidder will be reviewed against its value, validity and issuing bank as per NIT requirement. If the EMD is not found in order with respect to NIT requirement, the bids may be rejected.

6.3 The PRICE BID shall be opened only of those bidders whose bids are found to be technically and commercially substantially responsive.

6.4 A substantially responsive Bid is one which conforms to all the terms, conditions and specifications of the Bidding Documents without material deviations or reservations or omissions for this purpose Owner defines the foregoing terms below: -

- (a) "Deviation" is departure from the requirement specified in the tender documents.
- (b) "Reservation" is the setting of limiting conditions or withholding from complete acceptance of the requirement in the tender documents.
- (c) "Omission" is the failure to submit part or all of the information or documentation required in the tender document.

6.5 The subject work is indivisible and complete work shall be awarded to successful overall lowest bidder. The financial comparison for selection of Lowest (L-1) Bidder / Contractor shall be done based on the total derived price of all the items mentioned in BOQ/SOR Part- A and Part-B after arithmetical correction of errors (if any). The aggregate amount will be worked out as total derived price of all items of BOQ, shall be considered for evaluation and award.

6.6 The Owner will award the Contract to the successful Bidder whose Technical and Commercial bid has been determined to be substantially responsive and Price Bid to be the lowest evaluated Bid.

6.7 In case tie between two or more bidders at L-1 position, the sole criterion for determining the L1 bidder shall be on the basis of Annual Turn Over of the party in the most recent years. Party having the highest annual turnover in total in the most recent years will be considered as L1party.

6.8 The unit price of each item mentioned in BOQ/SOR Part-B shall be derived after multiplying a factor (Bidder quote factor calculated as per below calculation) with estimated amount of unit rate for each item indicated in BOQ/SOR Part-B.

Bidder quote factor = $1 \pm (\text{Quoted rate in Percentage} / 100)$

"+" to be considered If bidder quotes Excess(+).

"-" to be considered if bidder quotes Less(-).

For Example- If bidder quotes Excess (+) 10% then bidder quote factor will be 1.1. Similarly, If bidder quotes Less (-) 10% then bidder quote factor will be 0.9.

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6.9 Bidder shall not quote negative Contractor service charges for manpower services for item mentioned in SOR Part-A. Contractor Service charges in % on manpower services for item mentioned in each part of SOR Part-A shall be same as quoted percentage rate by the bidder for each individual part of SOR part-A in price bid.

For Example- If bidder quotes Excess (+) 10% then service charges in % on manpower services will be 10%.

6.10 In case of Abnormally Low Bid the Bidder may be asked for written clarifications, including detailed price analyses of its bid price in relation to scope, schedule, allocation of risks and responsibilities, and any other requirements of the bid documents. If, after evaluating the price analysis, the Owner determines that the bidder has substantially failed to demonstrate its capability to deliver the contract at the offered price, the Procuring Entity may reject the bid/ proposal.

6.11 The selected Agency shall have to execute an Agreement on Non-judicial stamp paper of worth ₹100/- (Rupees one hundred only) at their own cost, within a period of 7 days from the date of receipt of the Work Order.

7. Bid Submission:

Bids shall be submitted online only at CPPP website: <https://eprocure.gov.in/eprocure/app>. Tenderer/Contractor is advised to follow the instructions provided for online submission of bids. Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document. Any bid document submitted through mail or Hard copy submission shall not be considered in bid evaluation.

8. Not more than one tender shall be submitted by one contractor or contractors having business relationship. Under no circumstance will father and his son(s) or other close relations who have business relationship with one another (i.e. when one or more partner(s)/director(s) are common) be allowed to tender for the same contract as separate competitors. A breach of this condition will render the tenders of both parties liable to rejection.
9. Tenderer who has downloaded the tender from the HURL website www.hurl.net.in and Central Public Procurement Portal (CPPP) website <https://eprocure.gov.in/eprocure/app>, <https://eprocure.gov.in/epublish/app> shall not tamper/modify the tender form including downloaded price bid template in any manner. In case the same is found to be tampered/modified in any manner, tender will be completely rejected and EMD would be forfeited and tenderer is liable to be banned from doing business with HURL.
10. Intending tenderers are advised to visit again HURL web site www.hurl.net.in and CPPP website <https://eprocure.gov.in/eprocure/app> regularly till closing date of submission of tender for any corrigendum / addendum/ amendment.

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11. EMD Payment: Earnest Money Deposit is to be deposited **electronically by ECS/RTGS/NEFT** in the account of “**Hindustan Urvarak and Rasayan Limited, payable at Delhi**” at the below mentioned details. Bidders are required to submit the details of EMD payment at the time of Bid Preparation.

BANK Details for EMD Payment through ECS/NEFT/RTGS:

Bank Name – State Bank of India

IFS CODE: SBIN0004803, Account No: 38387231141.

12. EMD value: **Rs. 1,25,000.00** (Rupees One Lakh Twenty five Thousand only).
13. Price Bid Validity date 120 days.
14. All NSIC / SSI / MSME registered vendors are exempted from submission of tender fee & EMD. **NSIC/SSI/MSME certificate must be submitted online to avail the exemption from furnishing the EMD.**
15. Bids will be opened as per date/time as mentioned in the Tender Critical Date Sheet. After online opening of Technical-Bid, the results of their qualification as well as the date of Price-Bid opening will be intimated later.

16. **LOCAL CONDITIONS**

17.1 It will be imperative on each Bidder to fully make aware himself of all local conditions and factors which may have any effect on the execution of the works covered under these specifications and documents. Bidder shall inspect the site, examine and obtain at its cost and responsibility, all information required and satisfy himself regarding all matters and things such as access to site, communications, transport, right of way, the type and number of equipment and facilities required for the work, availability of local labor, materials and their rates, local working conditions, weather, flood levels, sub-soil conditions, natural drainage, and all information that may be necessary for preparing its Bid, performance of work and other obligations and related matters. By submitting the Bid the Bidder shall be deemed to have acknowledged and agreed that ignorance of the site and other said conditions shall not be basis for any claim for compensation or extension of time or loss of profits etc. and the OWNER shall not be liable on account thereof in any manner whatsoever to the Bidder or any person claiming through or under the Bidder.

17.2 Bidders must before submission of their Bids, acquaint themselves with all applicable regulatory and other legal requirements pertaining to insurance and health, safety and environment requirement in Sindri, Dhanbad, Jharkhand and rules related to work permit at Sindri, Dhanbad, Jharkhand or in any way or manner affecting the performance of Scope of Work, the Contractor and the Plant operation and performance including social security, safety, pollution control, permits, licenses, and other statutory requirements and regulations. The submission of a Bid by the Bidder will be construed as evidence that such an examination was made and the Bidder shall

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not raise at any time later any claims/disputes against the OWNER and the OWNER shall not be liable for the same in any manner whatsoever.

18. Bidders are required to carefully go through the entire tender document including scope of work, GCC, SCC and SOR before quote. Bidders should contact HURL in case of any query in tender document before bid submission. Once the bid submitted, HURL will assume that the bidder has understood all the aspects of tender document works and submitted bid accordingly.

19. Guideline for submission of bid:

19.1 Technical Bid:

The following documents are to be furnished by the Contractor along with Technical Bid as per the tender document:

- Signed, Stamped and Scanned copy of payment proof for Earnest Money Deposit (EMD).
- Signed, Stamped and Scanned copy of Work Orders along with Completion/Acceptance Certificate from End User/OWNER performed in last 7 years with full technical details including detailed Scope of the Work, Contract value and Completion Period as per details asked in Tender document, Instruction to Bidder, clause 5.1 of Technical Qualification. The Completion / Acceptance Certificate shall clearly indicate the LOI / Work Order no., Name of Work, Contract Value, Scope of Work, Contract period and actual Date of Completion.
- Signed, Stamped and Scanned copy of Certificates like Company Registration certificate, GSTIN Registration, PAN Card, EPF Registration and last three financial year ITR, audited balance sheet, profit loss statement certified by CA with membership number etc. as mentioned in Tender document, Instruction to Bidder, clause 5.2 and 5.4 of Technical Qualification
- Signed, Stamped and Scanned copy of each page of Tender Documents as mentioned in Tender document, Instruction to Bidder, clause 5.3 of Technical Qualification
- Signed, Stamped and Scanned copy of affidavit on company letter head as specified in **Annexure A** of tender document.
- Signed, Stamped and Scanned copy of Tender Acceptance Letter as per **Annexure-B** & Letter of authorization to submit bid.
- Signed, Stamped and Scanned copy of No deviation Certificate as per **Annexure-C**.
- Signed, Stamped and Scanned copy of Certificate from CEO or Managing Director, in the format as enclosed as **Annexure- D** of Tender Document.
- Signed, Stamped & Scanned copy of format For Electronics Payment as per **Annexure-E**
- MSMEs seeking exemption and benefits should enclose an attested/self-certified and stamped copy of valid registration certificate, giving details such as validity, stores/services etc. failing which they run the risk of their bid being passed over as ineligible for the benefits applicable to MSMEs.

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- Bids shall be digitally signed and uploaded by someone legally authorized and competent on behalf of his firm / company i.e. Bidder and relevant documents w.r.t. the same to be uploaded. The Power of Attorney of such person needs to be furnished along with bid.

Note: Bidders are requested to upload the clearly visible documents only, otherwise if not clearly visible than offer shall be liable for rejection without any further communication.

19.2 Price Bid:

19.2.1 Schedule of price bid in the form of BOQ_XXXX .xls

The below mentioned Financial Proposal/Commercial bid format is provided as BOQ_XXXX.xls along with this tender document at <https://eprocure.gov.in/eprocure/app>. Bidders are advised to upload the same in the commercial bid. Bidder shall not tamper/modify downloaded price bid template in any manner. In case if the same is found to be tampered / modified in any manner, tender will be completely rejected and EMD would be forfeited and tenderer is liable to be banned from doing business with HURL.

19.2.2 Unless stated otherwise in the Bidding Documents, the Contract shall be for the whole works as described in Bidding Documents, based on the rates and prices submitted by the Bidder and accepted by the Employer.

19.2.3 Prices must be filled in format for "Price Bid" enclosed as part of Tender document. If quoted in separate typed sheets and any variation in item description, unit or quantity is noticed; the Bid is liable to be rejected.

19.2.4 All duties, taxes and other levies [if any] payable by the Contractor under the Contract, or for any other cause except final GST (CGST & SGST/ UTGST or IGST) shall be included in the rates / prices and the total bid-price submitted by the Bidder.

19.2.5 Bidder shall quote for all the items of "SOR" after careful analysis of cost involved for the performance of the complete items considering all parts of the Bidding Document. In case any activity though specifically not covered in description of item under "SOR" but is required to complete the works as per Specifications, Scope of Work/ Service, Standards, General Conditions of Contract ("GCC"), Special Conditions of Contract ("SCC") or any other part of Bidding Document, the prices quoted shall deemed to be inclusive of cost incurred for such activity.

19.2.6 Prices quoted by the Bidder, shall remain firm and fixed and valid until completion of the Contract and will not be subject to variation on any account. Any new taxes & Duties, if imposed by the State/ Govt. of India after due date of bid submission but before the Contractual Delivery Date, shall be reimbursed to the contractor on submission of documentary evidence for proof of payment to State/ Govt. Authorities and after ascertaining it's applicability with respect to the contract.

If any new taxes and/or duties are imposed beyond Completion/ Contract period for reasons not due to Owner's default, such taxes and duties shall be to Contractor's account.

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If any new taxes and/or duties are imposed beyond Completion / Contract period for reasons due to Owner's default, such taxes and duties shall be to Owner's account.

19.2.7 The tenderer shall quote their rate in percentage rate over total estimated cost of all items of BOQ portion up to two decimals only in price bid. Tenderers to note that only first two decimals shall be considered for evaluation if quotation is having more than two decimals. Bidder to go through Preamble to SOR mentioned in the tender document before quoting.

19.2.8 For item mentioned in SOR Part-A, the bidder has to quote in BOQ1 and BOQ2 of price bid. In BOQ1 and BOQ2, Bidder is required to select "Excess(+)" from drop down menu Against Quoted Rate in Figures and then they have to quote rate in percentage up to two decimals only. Bidder shall not quote negative contractor service charge for SOR Part-A items.

19.2.9 For items mentioned in SOR Part-B, Bidder is required to select "Excess(+) / Less(-)" from drop down menu in Quoted Rate in Figures and then they have to quote rate in percentage up to two decimals only.

19.2.10 The quoted rate/amount shall be inclusive of all taxes and duties etc. as per tender but exclusive of the GST. Bidder must quote their rates exclusive of GST. The GST shall be paid extra as per applicable rates.

19.3 Checklist of documents to be submitted:

| S.N. | Item | Yes / No | Bid Ref. |
|------|---|------------------------------|----------|
| I | Signed, Stamped and Scanned copy of Earnest Money Deposit (EMD) Enclosed or EMD exemption Certificate Enclosed. | Online Submission as per NIT | |
| II | Signed, Stamped and Scanned copy of Certificates like Company Registration certificate, GSTIN Registration, PAN Card, EPF Registration, last three financial year ITR, audited balance sheet and profit loss statement certified by CA. with membership number etc. as mentioned in Tender document, Instruction to Bidder, clause 5.2 and 5.4 of Technical Qualification | Online Submission as per NIT | |
| III | Signed, Stamped and Scanned copy of Work Orders along with Completion/Acceptance Certificate from End User/OWNER performed in last 7 years with full technical details including detailed Scope of the Work, Contract value and Completion Period as mentioned in Tender document, Instruction to Bidder, clause 5.1 of Technical Qualification | Online Submission as per NIT | |
| IV | Signed, Stamped and Scanned copy of affidavit on company letter head as specified in Annexure A of tender document. | Online Submission as per NIT | |

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| V | Signed, Stamped and Scanned copy of Tender Acceptance Letter as per Annexure-B & Letter of authorization to submit bid | Online Submission as per NIT | |
| VI | Signed, Stamped and Scanned copy of No deviation Certificate as per Annexure-C | Online Submission as per NIT | |
| VII | Signed, Stamped and Scanned copy of Certificate from CEO or Managing Director, in the format as enclosed as Annexure- D of Tender Document | Online Submission as per NIT | |
| VIII | Signed, Stamped and Scanned copy of each page of Tender Documents as mentioned in Tender document, Instruction to Bidder, clause 5.3 of Technical Qualification | Online Submission as per NIT | |
| IX | Signed, Stamped & Scanned copy of format For Electronics Payment as per Annexure-E | Online Submission as per NIT | |
| X | MSMEs seeking exemption and benefits should enclose Signed, Stamped and Scanned copy of valid registration certificate, giving details such as validity, stores/services etc. | Online Submission as per NIT | |
| XI | Bids shall be digitally signed and uploaded by someone legally authorized and competent on behalf of his firm / company i.e. Bidder and relevant documents w.r.t. the same to be uploaded. The Power of Attorney of such person needs to be furnished along with bid. | Online Submission as per NIT | |

Note: Failure to Upload duly signed and stamped Authentic and Corrects Documents as mentioned at S.N. I, II, III, IV, V, VI, VII, VIII, IX, X and XI of clause 19.3 (Checklist) above would lead to Rejection of Techno- Commercial Bid. Price Bids shall be opened only of those bidders who are qualified and whose techno-commercial bids are acceptable.

20.0 HURL reserves the right to reject any or all the bids without assigning any reason whatsoever and does not bind itself to accept the lowest or any other bid. The bids which are incomplete in any respect are liable to be rejected. HURL is at liberty to take any of the following actions in case of this NIT:

- a) To cancel the tender without reference to the bidders.
- b) To postpone the due date and time.

21.0 Bidders shall not be entitled to claim any costs, charges, expenses or incidentals for or in connection with the preparation and submission of their bids even though HURL may withdraw the enquiry/tender or reject all bids.

22.0 **SITE VISIT:** If needed, the bidder and his authorized personnel will be granted permission by General Manager (BUH), HURL Sindri Project to enter upon HURL Sindri project premises and may visit the site before quoting their rates.

23.0 HURL reserves the rights to assess bidder's capability and capacity to perform the contract.

24.0 To know more about HURL, please visit our website www.hurl.net.in

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Instructions for Online Bid Submission:

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

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

1.0 REGISTRATION

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

2.0 SEARCHING FOR TENDER DOCUMENTS

- 2.1 There are various search options built in the CPP Portal, to facilitate bidders to search active tenders by several parameters. These parameters could include Tender ID, Organization Name, Location, Date, Value, etc. There is also an option of advanced search for tenders, wherein the bidders may combine a number of search parameters such as Organization Name, Form of Contract, Location, Date, Other keywords etc. to search for a tender published on the CPP Portal.
- 2.2 Once the bidders have selected the tenders they are interested in, they may download the required documents / tender schedules. These tenders can be moved to the respective ‘My Tenders’ folder. This would enable the CPP Portal to intimate the bidders through SMS / e- mail in case there is any corrigendum issued to the tender document.

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- 2.3 The bidder should make a note of the unique Tender ID assigned to each tender, in case they want to obtain any clarification / help from the Helpdesk.

3.0 PREPARATION OF BIDS

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

4.0 SUBMISSION OF BIDS:

- 4.1 Bidder should log into the site well in advance for bid submission so that they can upload the bid in time i.e. on or before the bid submission time. Bidder will be responsible for any delay due to other issues.
- 4.2 The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.
- 4.3 Bidder has to select the payment option as “offline” to pay the tender fee / EMD as applicable and enter details of the instrument.
- 4.4 Bidder should prepare the EMD as per the instructions specified in the tender document. The original should be posted/couriered/given in person to the concerned official, latest by the last date of bid submission or as specified in the tender documents. The details of the DD/any other accepted instrument, physically sent, should tally with the details available in the scanned copy and the data entered during bid submission time. Otherwise the uploaded bid will be rejected.

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- 4.5 Bidders are requested to note that they should necessarily submit their financial bids in the format provided and no other format is acceptable. If the price bid has been given as a standard BOQ format with the tender document, then the same is to be downloaded and to be filled by all the bidders. Bidders are required to download the BOQ file, open it and complete the white colored (unprotected) cells with their respective financial quotes and other details (such as name of the bidder). No other cells should be changed. Once the details have been completed, the bidder should save it and submit it online, without changing the filename. If the BOQ file is found to be modified by the bidder, the bid will be rejected.
- 4.6 The server time (which is displayed on the bidders' dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, opening of bids etc. The bidders should follow this time during bid submission.
- 4.7 All the documents being submitted by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered cannot be viewed by unauthorized persons until the time of bid opening. The confidentiality of the bids is maintained using the secured Socket Layer 128 bit encryption technology.
- 4.8 Data storage encryption of sensitive fields is done. Any bid document that is uploaded to the server is subjected to symmetric encryption using a system generated symmetric key. Further this key is subjected to asymmetric encryption using buyers/bid openers public keys. Overall, the uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- 4.9 The uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- 4.10 Upon the successful and timely submission of bids (i.e. after Clicking "Freeze Bid Submission" in the portal), the portal will give a successful bid submission message & a bid summary will be displayed with the bid no. and the date & time of submission of the bid with all other relevant details.
- 4.11 The bid summary has to be printed and kept as an acknowledgement of the submission of the bid. This acknowledgement may be used as an entry pass for any bid opening meetings.
- 4.12 Shortfall documents: After evaluation of the uploaded documents, shortfall documents, if required, shall be sought from the bidder. For this purpose, maximum 1 chance, of 7x24 hours duration shall be given. If the techno-commercial acceptability of bidder is established upon verification of uploaded documents and shortfall documents if any, the case shall be considered for further processing. If the bidder happens to be defaulter upon verification of the documents or has not uploaded the required document within the
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mentioned time frame his bid would be analyzed based on the uploaded documents and if found not in order as per requirement, would be outrightly rejected.

5.0 ASSISTANCE TO BIDDERS

- 5.1 Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority for a tender or the relevant contact person indicated in the tender.
- 5.2 Any queries relating to the process of online bid submission or queries relating to CPP Portal in general may be call directed to the 24x7 CPP Portal Helpdesk.

0120-4001 062

0120-4001 002

0120-4001 005

0120-6277 787

**E-mail
support:**

For any Issues or Clarifications relating to the published tenders, bidders are requested to contact the respective Tender Inviting Authority

Technical - support-eproc(at)nic(dot)in

Policy Related - cppp-doe(at)nic(dot)in

Or

Mr. Deepak Kumar, Manager (C&M) / Mr. Mukesh Bhinchar, Dy. Manager (E&M)
HURL- Sindri Project,

Email id : deepakkumar@hurl.net.in mukeshbhinchar@hurl.net.in

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GENERAL CONDITIONS OF CONTRACT (GCC)

1. Scope of Contract

The Scope of Contract shall be as per 'Technical Specification' as mentioned in tender document and scope of work.

2. Firm Price

Price quoted by the bidder shall be firm and subject to no escalation whatsoever during the contractual completion period including extended period, if any, except for any statutory variations i.e. change in the rate of minimum wages, change in the rate of taxes & duty and/or inclusion of any new tax & duty. Bid with variable price will not be accepted.

3. Price Basis

Duly executed at following location:
Old FCIL Office Complex, HURL, Sindri (Jharkhand)

4. Taxes and duties

4.1 The Bidder shall include all the taxes, duties/ levies etc. (except GST) in their quoted rates/ prices, Applicable for all items of SOR. GST charges shall be paid extra at actual by the owner as applicable.

4.2 Please note that the responsibility of timely payment of above taxes to statutory authorities thereupon lies with the Service Provider only.

4.3 Statutory variation in taxes and duties including imposition of any new tax & duty, within the scheduled Completion period, as per Contract/PO, shall be paid at actual on submission of documentary evidence.

4.3.1 In case of delay in execution, if there is any increase in the rate of tax & duty and/or there is imposition of any new tax/ duty by statutory authorities, HURL shall restrict the payment of taxes & duties, as prevalent on the scheduled delivery/ completion period only, as mentioned in the P.O and amendment(s) there to.

4.3.2 If there is any decrease in applicable rate of taxes & duties &/or there is any withdrawal of any tax & duty by statutory authorities, during the completion period including extended/ amended period of P.O, shall accrue to HURL's a/c.

4.4 The Contractor has to submit / furnish all necessary documents / information to enable HURL claim the input credit benefit, if any, under GST rules.

5. **Effective date of Contract/ Contract Period:** The contract shall be operative for a period of Eight (08) months with effect from the start date of work as certified by Engineer-In-Charge (EIC). The contract may further be extended as needed by HURL and subject to Agency's performance. However, clearance for continuation of contract shall be given on month-to-month basis depending upon the job requirement and the Agency's performance and at the sole discretion of the HURL.

If the Agency is not competent to execute the job as per the requirements of HURL or owing to deficiency in service or substandard quality of manpower deployed, its contract

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shall be terminated at any time after giving one month notice to the selected Agency. The decisions in this regard by the HURL shall be binding and cannot be disputed.

6. Completion Period/ Time Schedule

| Sl.No. | Particulars | Time Schedule/ Contract Period |
|--------|--------------------------|---|
| 1. | Completion of Total Work | Eight (08) months from the start date of work as certified by Engineer-In-Charge (EIC). |

7. Payment Terms

- The payment shall be made for the actual job executed by the Agency after due verification and certification by the concerned Engineer-in-charge of the HURL, Sindri Project.
- The Agency shall submit bills in triplicate on monthly basis to the concerned Engineer in-charge of the HURL, Sindri Project. Payment shall be released within 30 days of submission of invoice by the party. All payments shall be made in Indian currency by means of Electronic Clearance Service (ECS) or Cheque only.
- In-come Tax as applicable as per IT Rules shall be recovered at source and other taxes as applicable will be deducted from the Running/final bill.
- The agency shall pay applicable GST and claim it along with RA Bills.
- The successful bidder will be responsible for compliance of all statutory provisions relating to Minimum Wages, Provident Fund, and Employees State Insurance and any other mandatory provisions of law in respect of the persons deployed by Contractor for this work.
- The successful bidder shall maintain all statutory registers under the applicable Law. The bidder shall produce the same, on demand, to the EIC of HURL nominated for this work.
- 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. Each monthly bill must accompany the list of employees with their date of engagement.
- Successful bidder shall also be liable for depositing all taxes, levies, cess etc. on account of service rendered by it to HURL to concerned tax collection authorities from time to time as per extant rules and regulations on the matter.
- In case, the successful bidder fails to comply with any statutory/taxation liability under appropriate law, and as a result there of HURL is put to any loss / obligation, monetary or otherwise, HURL will be entitled to get itself reimbursed out of the outstanding bills or the Performance Security Deposit of the bidder, to the extent of the loss or obligation in monetary terms.
- No payment shall be made in advance nor any loan from any bank or financial institution recommended on the basis of the order of award of work.

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The payments shall be done based on the work done and the contract payment shall be released as follows:

| S.N. | Particulars | % of the value of work |
|------|---|------------------------|
| 1 | Value of actual work done against submission of running bill shall be released within 30 days after certification by the owner after recovering of the following: a. Statutory deduction and Income tax as applicable. b. Any other recovery if any | 97% |
| 2 | Release of Security Deposit along with final Bill | 3% |

8.0 **EARNEST MONEY DEPOSIT (EMD)**

8.1 Bidders shall have to deposit earnest money of **Rs. 1,25,000/-** (Rupees One Lakh Twenty Five Thousand Only) in the account of HURL. Tenders received without earnest money shall not be entertained and shall be summarily rejected.

8.2 The earnest money shall be forfeited if the Bidder withdraws/ amends, impairs and derogates from the tender.

8.3 EMD shall be refunded to all the unsuccessful Bidder after acceptance of work order by the successful Bidders. No interest shall be payable on submitted EMD amount. EMD of the bidders whose price are not considered to be opened, shall be released/refunded at the earliest but only after the award of the subject work to the successful bidder.

The contractor will have to apply in writing for refund of security deposit along with one cancelled cheque. EMD shall be refunded to all the unsuccessful Bidder at the earliest but not later than thirty days beyond the award of the subject work and receipt of EMD return letter from the bidder.

8.4 The Earnest money will be forfeited in the following conditions:

- (a) If at any stage, any of the information/ declaration given by the bidder is found to be false.
- (b) If a bidder withdraws his bid during the period of bid validity period specified in the terms and conditions of tender.
- (c) In case of any selection of bidder, if he fails to enter in to the contract or fails to furnish his responsibilities as mentioned in the above referred clauses of the tender document.

8.5 EMD of successful bidder shall be converted into security deposit. The same will be additional to security deposit amount as mentioned in clause 9.0 and no interest shall be payable thereon.

8.6 Exemption from submission of EMD :

Micro and Small Enterprises (MSEs) registered with District Industries Centres or Khadi and Village Industries Commission or Khadi and Village Industries Board or Coir Board or National Small Industries Corporation or

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Directorate of Handicrafts and Handloom or any other body specified by Ministry of Micro, Small and Medium Enterprises as per MSMED Act 2006, for goods produced and services rendered, shall be exempted from paying Earnest Money Deposit.

Bidders are required to upload Signed, Stamped and Scanned copy of the Certificate as part of Technical Bid, failing to which their bids are liable for rejection.

8.7 Price Bids shall be opened only of those bidder(s) whose EMD shall be found as per the requirement of the bidding documents.

9.0 SECURITY DEPOSIT:

- EMD of successful bidder will be converted to Security Deposit after award of contract. Successful Bidders who are exempted from submission of EMD on account of MSME/NSIC/SSI, shall have to deposit security deposit of Rs. 1.25,00.00 (Rupees Eighty Thousand Only) before award of contract/Work Order.
- Further, The security deposit at the rate of 03.00 % shall be recovered from the subsequent monthly bills. The security deposit shall be kept as performance guarantee and shall not bear any interest. It will be refunded to the Agency after the satisfactory completion of contract period however, the contractor will have to apply in writing, along with original cash receipt for refund of security deposit
- The HURL reserves the right to forfeit the security deposit if the Agency fails or neglects to take up the job, abide by to fulfil the terms and conditions of the contract and/or to execute the work satisfactorily

9.0 Quantity variation

Quantities indicated in the schedule of rate are tentative only and all the items may or may not be executed either partially or fully. Individual Item mentioned in SOR may vary to any extent for which no revision of rate will be applicable. However, the upper ceiling of total quantum of variation of work value shall be limited to 10 % of the original contract value. Actual execution value of the contract may vary depending on the actual requirement and therefore there shall not be any compensation for non-execution of any item or multiple items either partially or fully. This clause shall supersede any other clause given anywhere in the tender documents

10.0 Insurance

10.1 Necessary insurance(s) to cover accident risk for his employee's loss of life, material etc. to crew or the third party to be arranged by Contractor at his cost.

10.2 All contractors' equipment shall be at the sole risk of the contractor.

10.3 The contractor will insure all his personnel employed for the execution of the work against any personal injury that may be sustained by them as a result of the

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execution of the work and present satisfactory evidence to the owner/consultant that such insurance is in force.

10.4 The contractor shall be responsible for workman's compensation insurance and all other statutory requirements in regard to the personnel in the contractor's employment.

11.0 Termination

In the event of unsatisfactory performance, HURL Sindri reserves right to cancel part or whole of the order / contract and make alternate arrangement at any time during contract period on risk & costs of contractor and / or forfeit security deposit

12.0 Force Majeure

The act of God, epidemic, wars, revolution, and official strike shall be treated as force majeure condition. In event of occurrence of such condition neither party shall be responsible for delay in performance provided that it is notified within 07 days of its occurrence. The Contractor shall provide justification by documentation countersigned by the local chamber of commerce.

13.0 SETTLEMENT OF DISPUTE:

13.1 Amicable efforts should be made to settle the claim, if any by direct negotiation with the concerned Engineer-in-charge of HURL, Sindri Project. In case the same is not settled, all disputes and differences whatsoever arising between the parties out of or relating to the meaning and operation of effect of this contract or the breach thereof shall be referred to the Unit Head/Incharge of the HURL, Sindri Project for arbitration and the award made in pursuance thereof shall be binding on the parties.

13.2 Subject to as aforesaid the provision of Arbitration & Conciliation Act, 1996 or any statutory modification or re-enactment or rules made there under shall apply to the Arbitration proceeding under this clause.

13.3 No objection shall be made to the appointment of the above arbitration on the ground of any of them being an officer of the HURL and/or had at any time dealt the matter in dispute or difference and/or expressed any views thereon.

14.0 Governing laws: - This Contract shall be governed by the Indian Laws for the time being in force and the Dhanbad Courts alone shall have the exclusive jurisdiction on all matters arising under the contract.

15.0 INTERPRETATION OF CONTRACT

15.1 The several contract documents forming the contracts are to be read together as a whole and are to be taken as mutually explanatory.

15.2 Should there be any doubt or ambiguity in the interpretation of the contract documents or error, omission or contradiction therein or in any of them, the contractor shall prior to commencing the relative work, apply in writing to the owner for his decision in resolution of the doubt, ambiguity or contradiction or correction

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of the error or omission, as the case may be. Should the contractor fail to apply to the owner for his decision, as aforesaid prior to commencing the relative work, the contractor shall perform said work as per interpretation of owner whose decision shall be final and binding on contractor.

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Scope of work :

Contractor shall provide the services as specified below: -

| Housekeeping Works Details | | | |
|-----------------------------------|---|---|---|
| S.No. | Description of Work | Frequencies (Timing 8AM TO 4:30PM and 1:30 PM TO 2:00 PM Lunch Break) | Skilled/Unskilled Employees Required (8 hours per day) |
| A. | Administrative Building | | |
| 1 | Sweeping and mopping floors of admin block inclusive all rooms, lobbies, corridors etc various premises area. | Twice a day | 3 Nos. Unskilled |
| 2 | Sweeping and moping terrace, roof, internal road etc. | Once in a day | |
| 3 | Dusting and cleaning of planters, furniture/sofa sets, chairs cushions/ seats, wall panelling, glasses, statues, momentous. | Once in a day | |
| 4 | Cleaning of windows panes/ doors/ walls. | Once in a week | |
| 5 | Cleaning of Switch boards/fans/AC/tube lights/wall hanging/ picture frames/showcase/ book case etc. | Once in a week | |
| 6 | Cleaning of all toilets and common wash basins with hygiene material. | Every Hour or more as required (Timing 7:30 AM TO 4:00 PM and 1:00 PM TO 1:30 PM Lunch Break) | 2 No. Unskilled |
| 7 | Cleaning of dustbins kept under the table/ toilets and common wash basins and toilet walls, skirting/tiles. | Once in a day (Timing 7:30 AM to 4:00PM and 1:00 PM TO 1:30 PM Lunch Break) | |
| 8 | Cleaning of Septic tank and Manhole | As per requirement | |
| B. | For SMP Guest House | | |
| 1 | Sweeping and mopping floors of SMP Guest House inclusive all rooms, lobbies, corridors etc various premises area. | Twice in a day | 2 Nos. Unskilled |
| 2 | Sweeping and moping terrace, roof, internal road etc. | Once in a day | |
| 3 | Dusting and cleaning of planters, furniture/sofa sets, chairs cushions/ seats, wall panelling, glasses, statues, momentous. | Once in a day | |
| 4 | Cleaning of windows panes/ doors/ walls. | Once in a week | |
| 5 | Cleaning of Switch boards/fans/AC/tube lights/wall hanging/ picture frames/showcase/ book case etc. | Once in a week | |

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| | | | |
|----|---|---|------------------|
| 6 | Cleaning of common toilets with hygiene material | Twice a day or more as required (Timing 7:30 AM TO 4:00 PM and 1:00 PM TO 1:30 PM Lunch Break) | 1 Nos. unskilled |
| 7 | Cleaning of room toilets with hygiene material | Once a day or more as required (Timing 7:30 AM TO 4:00 PM and 1:00 PM TO 1:30 PM Lunch Break) | |
| 8 | Cleaning of dustbins of all rooms/ toilets and common wash basins and toilet walls, skirting/tiles. | Once a day or more as required (Timing 7:30 AM TO 4:00 PM and 1:00 PM TO 1:30 PM Lunch Break) | |
| 9 | Cleaning of Septic tank and Manhole | As per requirement | |
| C. | For B-1, B-2, D2-1 & D2-2 Transit Camp | | |
| 1 | Sweeping and mopping floors for all 4guest house inclusive all rooms, lobbies, corridors etc various premise’s area. | Twice in a day | 1 Nos. Unskilled |
| 2 | Sweeping and moping terrace, roof, internal road etc. | Once in a day | |
| 3 | Dusting and cleaning of planters, furniture/sofa sets, chairs cushions/ seats, wall panelling, glasses, statues, momentous. | Once in a day | |
| 4 | Cleaning of windows panes/ doors/ walls. | Once in a week | |
| 5 | Cleaning of Switch boards/fans/AC/tube lights/wall hanging/ picture frames/showcase/ book case etc. | Once in a week | |
| 6 | Cleaning of room toilets with hygiene material | Once a day or more as required (Timing 7:30 AM TO 4:00 PM and 1:00 PM TO 1:30 PM Lunch Break) | 1 No. Unskilled |
| 7 | Cleaning of dustbins kept under the table/ toilets and common wash basins and toilet walls, skirting/tiles. | Once in a day (Timing 7:30 AM TO 4:00 PM and 1:00 PM TO 1:30 PM Lunch Break) | |
| 8 | Cleaning of windows panes/ doors/ walls. | Once in a week | |
| 9 | Cleaning of Septic tank and Manhole | As per requirement | |
| D. | For Factory Material Gate, Plant gate, road and Security Rooms | | |
| 1 | Sweeping and moping Material and plant gate road and cleaning of all Security room and toilet with hygiene material | Once a day or more as required (Timing 7:30 AM TO 4:00 PM and 1:00 PM TO 1:30 PM Lunch Break) | 2 No. Unskilled |
| 2 | Cleaning of Septic tank and Manhole | As per requirement | |

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| | | | |
|----|--|--|-----------------|
| E. | For Sindri Township (Staff residence area) | | |
| 1 | Sweeping and moping Material and drain, road and cleaning of all quarter area with hygiene material | Once a day or more as required (Timing 7:30 AM TO 4:00 PM and 1:00 PM TO 1:30 PM Lunch Break) | 2 No. Unskilled |
| 2 | Cleaning of Septic tank and Manhole | As per requirement | |
| F. | For First Aid Building & Fire Station | | |
| 1 | Sweeping and moping Material and drain, road and cleaning of all first aid building and toilet with hygiene material | Once a day or more as required (Timing 7:30 AM TO 4:00 PM and 1:00 PM TO 1:30 PM Lunch Break) | 1 No. Unskilled |
| 2 | Cleaning of Septic tank and Manhole | As per requirement | |
| G | For Chemical House building & Lab Building | | |
| 1 | Sweeping and moping Material and plant road, drain and cleaning of all chemical house, lab building and toilet with hygiene material | Once a day or more as required (Timing 7:30 AM TO 4:00 PM and 1:00 PM TO 1:30 PM Lunch Break) | 1 No. Unskilled |
| H. | For SS-1 & SS-04 and DM Plant Building | | |
| 1 | Sweeping and moping Material and drain, road and cleaning of SS-1 & 4 DM plant building and toilet with hygiene material | Once a day or more as required (Timing 7:30 AM TO 4:00 PM and 1:00 PM TO 1:30 PM Lunch Break) | 2 No. Unskilled |
| 2 | Cleaning of Septic tank and Manhole | As per requirement | |
| I. | For Plant Substation (CCR, MSS, Urea, Ammonia, Cooling tower, Ammonia storage Building) | | |
| 1 | Sweeping and moping Material and plant road, drain and toilet cleaning of all Building area and toilet with hygiene material | Once a day or more as required (Timing 7:30 AM TO 4:00 PM and 1:00 PM TO 1:30 PM Lunch Break) | 7 No. Unskilled |
| J. | For Ammonia Plant | | |
| 1 | Sweeping and moping Material and drain, road and cleaning of all plant and road & drain, with hygiene material | Once a day or more as required (Timing 7:30 AM TO 4:00 PM and 1:00 PM TO 1:30 PM Lunch Break) | 2 No. Unskilled |
| 2 | Cleaning of Septic tank and Manhole | As per requirement | |
| K. | For Urea Plant | | |
| 1 | Sweeping and moping Material and plant road, drain and cleaning of all urea plant and road & drain with hygiene material | Once a day or more as required (Timing 7:30 AM TO 4:00 PM and 1:00 PM TO 1:30 PM Lunch Break) | 2 No. Unskilled |
| | Cleaning of Septic tank and Manhole | As per requirement | |
| L. | For Intake well, Setling tank substation building, surrounding area, road & Drain | | |

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| | | | |
|--|---|--|-----------------|
| 1 | Sweeping and moping Material and plant road, drain and cleaning of all building room and toilet with hygiene material | Once a day or more as required (Timing 7:30 AM TO 4:00 PM and 1:00 PM TO 1:30 PM Lunch Break) | 1 No. Unskilled |
| 2 | Cleaning of Septic tank and Manhole | As per requirement | |
| M. | Skilled worker for supervision of work. | | |
| 1 | Supervision of total housekeeping work and maintaining records | Per day | 2 skilled |
| Total manpower required for daily housekeeping work= | | | 32 Nos |
| Common Work also including for plant Premises | | | |
| 1 | Sweeping and moping terrace, roof, road etc. | Once in a day | |
| 2 | Dusting and cleaning of planters, furniture/sofa sets, chairs cushions/ seats, wall panelling, glasses, statues, momentous. | Once in a day | |
| 3 | Cleaning of windows panes/ doors/ walls. | Once in a week | |
| 4 | Cleaning of Switch boards/fans/AC/tube lights/wall hanging/ picture frames/showcase/ book case etc. | Once in a week | |
| 5 | Cleaning of common toilets with hygiene material | Twice a day or more as required | |
| 6 | Cleaning of room toilets with hygiene material | Once a day or more as required | |
| 7 | Cleaning of dustbins of all rooms/ toilets and common wash basins and toilet walls, skirting/tiles. | Once a day or more as required | |

Notes:

- **After the written instruction by EIC/HURL management Unskilled manpower may be deployed in substation building.**
- In addition to the above jobs, the Company may assign any work with relation to housekeeping of the office premises, Guest House, Transit Camp and plant & township area not mentioned specifically in the above table. Frequency and timing of the work can be altered at the discretion of the Company looking into the needs and quantity of work.
- Operations to be carried out daily at regular intervals throughout the day, as many times as deemed necessary, to achieve acceptable standard of cleanliness.
- Sprinkle of Bleaching Powder and Carbolic acid powder should be done every 15 days interval in Admin building, Guest House and Transit House, plant & township area as per the direction of EIC.
- In case it is observed that the cleaning material is used is of inferior quality or insufficient in quantity, HURL will reserve the right to purchase the same itself and the same amount will be deducted from the Contractor's RA Bill.

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- The cleaning procedure/technique is illustrated only. The successful bidder/firm may adopt the modern technology/method for the said purpose with approval of EIC.
- All the above-mentioned scope of works are indicative and not exhaustive. HURL reserves the right to add/delete any work under the scope of work. Encase the contractor fails to perform any of the works in the tender documents to the satisfaction of HURL and/or express inability to execute any work, the HURL will have the option to get the work done from a third party and the cost shall be recovered from the monthly bills of the contractor. In case of any negligent or intentional damage is observed on the part of contractor's staffs, the cost of such repair/replacement shall be recovered from the monthly bill of the contractor.

CLEANING PROCEDURE:

Cleaning Procedure for Floor and Work Benches:

- Floor cleaning shall be done in the morning and afternoon on each day
- Clean the floor/ work benches to remove dust/ particles, ensure that the coving/corners of the floor are thoroughly cleaned, then wet mop floor/work benches (with lint free cloth) using white phenyl/Dettol/approved disinfectants and enter the records of cleaning in the relevant Log Sheet.

Cleaning of Walls & Ceilings:

- Clean the ceiling with the aid of the long assembly to reach the ceiling height taking utmost care to clean the corners and edges of the ceiling, checking for cobwebs.

Cleaning of Window Panes & Doors:

- Spray liquid detergent (Colin etc.) on the glass surface, rub with dry clean lint free cloth till the glass surface becomes spotless and in case cleaning is not satisfactory spray more detergent following by rubbing with fresh clean lint free cloth, ensuring that cleaning of the glass should be done on both sides.
- Wipe the aluminium frame and steel frames with lint free cloth.
- Check the door surface from both sides, spray detergent (Colin) on the dirty spots observed on the door surface and rub with a clean lint free cloth. For all the above-mentioned cleaning, a daily frequency will be maintained. Enter the records of cleaning in the relevant log sheet.

Cleaning of Roads, Footpath and Drains:

- Sweep the road with hard brooms to remove dust. Remove weeds/ vegetation and other waste if any and collect the garbage in plastic bags/ drums, dispose at disposal ground designated by EIC.
- Sweep the footpath with soft brooms to remove dust/particles. Remove weeds/ vegetation if any and collect the garbage in plastic bags/drums and dispose at disposal ground designated by EIC. Wet mop the footpath using phenyl etc.
- Remove any blockage from the drain using wires, bamboos etc, remove the plastic and other solid garbage from the drain and collect in plastic bags/drums.

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Dispose the garbage at disposal ground designated by EIC. Ensure that there is no stagnation of water in the drain.

Cleaning of Office Furniture & Equipment:

- Wipe with dry lint free cloth and use stain remover or moist mop to remove any stain, allow to dry. Enter the records of cleaning in relevant log sheet.

Cleaning of Electrical Fixtures & A C Grills:

- Before cleaning the electrical fixture ensure that the switch is off.
- Wipe the body of the fixture and A. C grills using a clean dry lint free cloth. Wipe the electrical switch boards with a clean dry lint free cloth taking care not to use a moist cloth for cleaning.

Cleaning of Sinks:

- Take out the solid waste from sink, if any put the collected waste in dustbin, flush the sink with water and clean the sink from within and outside with a liquid detergent using a clean soft spongy scrubber.
- Clean with fresh water and ensure that proper cleaning of the inner side and edges of the sink along with the wall behind. Clean beneath the sink the same way as above using medium hard brush.
- Clean the floor beneath the sink with hard broom and collect the waste in dustbin, clean with water using disinfectant as per procedure, enter the record of cleaning in the relevant log sheet.

Cleaning Procedure for Water Coolers:

- Switch off the main power supply of the water cooler, drain out the water completely, remove the lid, clean out the interior surface of water tank with liquid detergent using a clean soft spongy scrubber.
- Wash the tank with fresh water till the last traces of detergent are removed, check the last wash for foam test (by shaking the water in the tube), continue rinsing with water till there is no frothing, clean the lid and outer surface of the water cooler with a clean scrubber and check the tap for any leakage of water.
- Fill the water cooler with fresh water and clean the lid and enter the record of cleaning in the relevant log sheet, ensuring a weekly frequency for cleaning.

Cleaning Procedure for Wash Rooms:

- Sweep the floor with broom and collect the accumulated waste in the dust bin provided in the wash room and dispose off the same at specified place.
- Wash the floor with water using a rubber wiper.
- Prepare a diluted solution of Phenyl as per recommended dosages, mop the floor with this using a lint free mop and ensure that the floor is completely dried after mopping.
- Scrub toilet bowl, wash basin & urinal etc. from inside and outside using herbal cleaning agent etc. for cleaning, leaving it for about 10 minutes before flushing with fresh water to clean them nicely.

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- Remove stains from urinal and toilet Tubs, spraying a herbal stain remover, flushing with water after 15 minutes.
- Replace naphthalene balls if necessary and ensure that each urinal Tub has 5 to 6 naphthalene balls or 3 big naphthalene cakes.
- Clean Toilet fixture like mirror/Hand Dryer/Soap Dispenser with wet sponge soaked in detergent, clean with water and dry with lint free cloth.
- Check the availability of Liquid soap in soap dispensers and if required fill them out. Provide clean towels, soap bars and tissue paper rolls in each soap dish and tissue paper holder.
- Check the exhaust fans are in working conditions.
- Wipe all tiles with detergent solution soaked duster/mop, after removing all dust/dirt/strain wipe with dry lint free mop.
- Enter the records in the relevant log sheet ensuring a daily cleaning frequency.

Cleaning of Terrace and Roof Top:

- With the help of a soft broom, clean the entire terrace collect the dust and other waste, if any, in polythene bag and dispose it outside the campus at appropriate place.
- De-clog the rain water drain pipe etc.

Disposal of Waste & Scrap:

- Collect the waste & scrap in polythene bags/drums and dispose-off at designated disposal ground ensure that no waste come out during the transportation.
- Frequency of disposal: Weekly enter the disposal record in the relevant log sheet.

Cleaning of Buildings Surrounding:

- Clean the building surrounding, Plinth protection with hard broom ensuring proper cleaning.
- Dispose the collected waste outside the campus at appropriate place.
- Maintain a daily cleaning frequency. Enter the records in the relevant log sheet.

Storage of Cleaning Devices:

- After cleaning, house-keeping activity is over, clean the devices like mops, buckets, wipers, broom & brushes with fresh water & detergent, squeeze out water completely and hang wipers and mops. It should be ensured that all cleaning devices in the Janitor room are clean & dry.

External Walls:

- Remove cobwebs, insects, webs, bird nests, etc. if any with the help of long assembly, brushes and Ladders / scaffolding etc.
- Clean all horizontal areas, Chajja, louvers, window sills and any other area where birds excrete, dust is found with the help of soft broom and soft brushes by using

suitable height ladders etc. The contractor shall take special care that the long ladder remains in working condition.

Important Machines/Equipment which may be used for Mechanized Cleaning:

| | <i>Implements/ Tools/Equipment</i> |
|---|---|
| • | Walk Behind Scrubber-cum-drier |
| • | Single Disc Scrubber machine |
| • | Water wet and dry vacuum cleaner |
| • | Ride on Sweeper |
| • | Upholstery Vacuum Cleaner |
| • | Multi use trollies/Bucket carrying trollies |
| • | Telescopic Rod for cleaning cob webs. |
| • | Aluminum folding ladders of varying heights |
| • | Pressure Pumps |
| • | Hydraulic ladder with platform to work at different level (up to 15 meters height) & Long ladders (Folding type). |

VENDOR LIST FOR CONSUMABLE ITEMS: -

| Consumable Items | Vendor |
|---|---|
| Toilet cleaner 500 ml | Harpic brand |
| Floor Cleaner | Lysol brand |
| Phenyl for toilet, drain | Bengal Chemical or Any Good Quality product available at market |
| Coconut Broom | Any Good Quality product available at market |
| Grass broom | Gala or Any Good Quality product available at market |
| Dry Mop | Gala/ Cello/ Milton/ Scotch Brite |
| Duster | Any Good Quality product available at market |
| Godrej Air Pocket for toilets (50 Grms) | Godrej Air Pocket |
| Washing Powder | Surf excel/ Tide |
| Naphthalin Balls for Urinal | Bengal Chemical |
| Hand Wash Pump Dispenser 250ml | Dettol/ Godrej / Lifebuoy |
| Bucket 20 ltr. | Cello /NilKamal / Milton |
| Supplying Mug 1 ltr. | Cello /NilKamal/ Milton |
| PVC Hose Garden Pipe | Any Good Quality product available at market ISI marked |
| Supplying Wiper | Gala or Any Good Quality product available at market |
| HCL Acid for toilet cleaning | Any Good Quality product available at market |
| Carbolic acid powder | Any Good Quality product available at market |
| Bleaching Powder | Bengal Chemical or Any Good Quality product available at market |

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| | |
|---|--|
| Room freshener 200 ml | Godrej/ Ambi Pur/Airwick |
| Pesticide chemical | Any Good Quality product available at market |
| Cob web brush | Any Good Quality product available at market |
| Wire brush | Any Good Quality product available at market |
| Colin (500ml bottle) | Colin |
| Toilet Brush | Any Good Quality product available at market |
| Toilet Paper Roll 6 nos of roll in a packet | Any Good Quality product available at market |
| Spade with wooden handle length of blade 250mm | TATA Brand |
| Supplying D Shaped handle with wooden handle tempered steel | (TATA Brand) |

- Above list covers only broad items. Contractor has to arrange any other item(s) which is necessary for proper housekeeping/cleaning works assigned to them.
- The contractor has to satisfy HURL about the cost of consumables brought and used in HURL. The bills/vouchers/challans will be submitted on monthly basis.
- It will be responsibility of the contractor that the materials supplied by him are used judiciously and they are sufficient to fulfil the requirement of the contract.

Terms and Condition / Special Condition of Contract (SCC):

A. GENERAL INSTRUCTIONS REGARDING SCOPE OF WORK:

1. The contractor shall provide direct service to HURL and shall not offload complete work to any Sub- Contractors.
2. The initial sweeping and mopping of all the areas shall be completed by 8:45 AM on all working days, failing which a monetary penalty of Rs.500/-day shall be recovered from the contractor's bill. The corridors/staircases will be swabbed at least twice a day i.e. by 8:30 AM and 2:30 PM.
3. The toilets will be cleaned at every hour from 8:00 AM to 4:30 PM daily. The contract should provide 1(one) full time worker, who shall be available throughout the day. The contractor would ensure the cleanliness of toilets at regular intervals, failing which a penalty of Rs.100/- on each occasion per day shall be levied and the same would be deducted from the monthly bill. An attendance sheet will be signed by worker and supervisor in the morning and evening daily. They will also attend to deficiencies, if any, pointed out to them by the Administration Section.
4. In general, the services are to be provided on all working days.
5. The contractor has to arrange attendance register for his staff, which will also be checked by EIC. Copy of this shall be submitted along with monthly bill.

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6. The contractor shall be responsible for the conduct/integrity of persons deputed for cleaning works in the building and will also be responsible for any act of omissions or commissions on their part.
7. The contractor shall supply fresh sets of uniforms, identity cards and required PPEs to all personnel at their own cost and shall wear the same while on work and also keep their uniform neat and clean. If any employee is found without uniform a penalty @ ₹500 per person per day shall be recovered from contractor's bill.
8. SAFETY CLAUSES: All safety requirements shall be fulfilled by contractor. Safety of all manpower, tools involve shall be under contractor scope. Safety in totality is complete responsibility of contractor. Proper safety arrangements / PPEs for carrying out the job is under contractor's scope and same has to be complied with as per the direction of EIC. For non-compliance of introductions for safety measures, suitable penalty will be imposed and the decision of EIC-HURL shall be final and binding to the contractor. The contractor shall be completely responsible for any consequence arising out of execution in the work of "General Housekeeping Works at HURL Sindri project".
9. The contractor is fully responsible for the safety of men, material while transportation and machinery usage. Necessary PPE's like safety shoes, helmets, gumboots, goggles, hand gloves and shovels etc shall be provided to labour while working at site.
10. The Contractor shall ensure that his staff is competent and having required skill for their assigned work. The staff shall behave in a courteous manner. The contractor will be held responsible for any loss or damage to the property (If any) and recovery shall be made accordingly from the RA Bill.
11. For smooth execution and attending complaints, the Contractor should provide mobile facilities to their supervisor.
12. The contractor shall keep sufficient fund to make payment to the worker deployed in the contract directly by him before 7th of every month. This payment will be in electronic mode and the receipts of the payment should be attached in RA bill for further processing.
13. The contractor has to pay, basic rate as per minimum wages of Central Govt. of area B w.e.f 01.04.2021, PF @ 13%, ESI @ 4.75%, Bonus @8.33%, retrenchment benefit @ 4.82%, and Safety @ 2% etc. as per contract regulation and abolition Act to their workmen/ Labour engaged for this contract.
14. During operation of the contract, if there is an upward revision of minimum wage, VDA by the appropriate Government, the contractor shall be entitled to reimbursement of such additional amount on actual basis (wherever applicable) subject to production of documentary evidence.
15. The supply of consumable items should be as decided by EIC. Contractor should maintain the log register for consumable items and it will be checked by EIC on daily basis.
16. In case the chemicals, consumables are not of standard quality/brand as per the vendor list of HURL, the materials will not be accepted.
17. Water, electricity and uncovered/ open space for site office/ store depending upon requirement/ availability will be provided by HURL on free of cost basis, as per the

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requirement of job. However, contractor shall not be paid any extra claim if they have to arrange water, electricity for their work.

18. The contractor shall not appoint any sub contractor for the work under any circumstances.

B. OTHER GENERAL TERMS & CONDITIONS:

1. The contractor shall perform the housekeeping services in the manner and as per the instructions of the client.
2. The contractor shall ensure that all personnel deployed by the firm are fully conversant with the premises and with the client's business activities and its related requirements.
3. The client shall have the right to have any person removed, who is considered to be undesirable or otherwise and similarly the contractor reserves the right to remove the personnel with prior permission of the client, emergencies exempted.

C. SUPERVISION:

1. The contractor shall depute Two nos of full time Supervisor, who shall ensure that all the duties assigned to the firm by HURL must be performed by them in the desired manner, failing which, it shall invite penalties as prescribed in the following paragraphs.
2. The contractor's Supervisor shall be the first line of contact for client, who shall report to the EIC of HURL.
3. The contractor shall ensure that all statutory/mandatory requirements either related to wages disbursements or related to deposition of EPF/ESIC with concerned authorities or providing ESIC facilities to the manpower are fulfilled through Contractor or its supervisor.

D. PENALTIES:

In addition to the penalties

1. Whenever and wherever it is found that the assigned work is not performed up to the complete satisfaction of HURL, it will be brought to the notice of the contractor by HURL and if no action is taken immediately, penalty of ₹500/- per day will be imposed.
2. The contractor has to maintain required number of manpower as per the contract and also arrange a pool of standby manpower/supervisor. If the required number of workers/supervisor are less than specified number as mentioned in the contract, a penalty of ₹500/- per absentee per day shall be deducted from the bill(s).
3. Contractor staff shall always be disciplined, properly dressed and be presentable all the time during duty. The persons deployed by contractor shall be properly trained, have requisite experience and skill for carrying out a wide variety of work.
4. Contractor's employees shall perform their duties at the premises with due diligence and take all precautions to avoid any loss or damage to the HURL property/person.

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5. Contractor shall be solely responsible for any indiscipline, theft, loss or damage to any persons/property at the premises on account of acts of omission and commission by the staff deployed by him.
6. In case any written complaint is received from any lab/section/substation building/guest house, a penalty of Rs. 200/- for each such incident will be imposed.
7. In case of any damage/loss/theft of property attributed to the personnel deployed by the service provider the cost of the same will be recovered from the service provider

E. CODE OF CONDUCT:

The Contractor shall strictly observe that its personnel:

1. Are always smartly turned out and vigilant
2. Are punctual and arrive at least 15 minutes before start of their duty time.
3. Take charges of their duty properly and thoroughly.
4. Perform their duties with honesty and sincerity.
5. Read and understand their post and site instructions and follow the same.
6. Extend respect to all officers and staff of HURL
7. Shall not drink liquor on duty, or come drunk and report for duty.
8. Will immediately report in any untoward incident/misconduct or misbehaviour occurs, to Contractor and HURL.
9. When in doubt, approach concerned person immediately.
10. Get themselves checked by security personnel whenever they go out.
11. Do not entertain visitors.
12. Shall not smoke in the office premises.

F. ORDER FOR ARRANGEMENT OF DOCUMENTS BE SUBMITTED BY THE SUCCESSFUL AGENCY BEFORE DEPLOYMENT OF CASUAL LABOUR:

Following documents are required to be submitted before deployment of any casual labour:

1. Bio-data of all persons.
2. Character certificate from at least one (1) Gazetted Officer of the Central\State Government in respect of all persons;
3. Certificate of verification of antecedents of all persons by local police authority.
4. All persons engaged by the Contractor should be medically fit and medical certificate should be submitted prior to the start of work.
5. Required health insurance should be provided to all engaged workmen by the contractor at his own cost.

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BOQ / SOR PART-A : MANPOWER SUPPLY

| SL. NO | DESCRIPTION | Manpower Requirement (1) | No of Working days/month (2) | No of Months (3) | Total Mandays (4) = (1)X(2)X(3) | (#) WAGES / MANDAY (2) | AMOUNT in Rs. (1X2X3) |
|--|---|--------------------------|------------------------------|------------------|---------------------------------|------------------------|-----------------------|
| 1 | Deployment of 30 nos Unskilled (USW) manpower for General Housekeeping Works | 30 | 26 | 8 | 6240 | 827.48 | 5163475.2 |
| 2 | Deployment of 2 nos Skilled (SW) manpower for Supervision of General Housekeeping Works | 2 | 26 | 8 | 416 | 1095.79 | 455848.64 |
| SOR PART- A ESTIMATE Total in Rs. (EXCLUDING GST) = | | | | | | | 5619323.84 |
| TOTAL ESTIMATE COST IN RS. FOR MANPOWER SUPPLY (SOR PART-A) | | | | | | | 5619323.84 |

(#) Wages/Manday Cost Estimate Breakup (As per Minimum wages per day w.e.f. 01.04.2021)

| S. N. | Components | Unskilled Worker (USW) | Skilled Worker (SW) |
|-------|---|------------------------|---------------------|
| 1 | Basic + VDA (a) | ₹ 539.00 | ₹ 714.00 |
| 2 | EPF @ 13% of (a) | ₹ 70.07 | ₹ 92.82 |
| 3 | ESI @ 4.75% of (a) | ₹ 25.60 | ₹ 33.92 |
| 3 | Leave Benefit @ 5% of (a), Applicable for 240 days or more | ₹ 26.95 | ₹ 35.70 |
| 4 | Retrenchment Benefit @ 4.8% of (a), Applicable for 240 days or more | ₹ 25.87 | ₹ 34.27 |
| 5 | Bonus @ 8.33% of (a) | ₹ 44.90 | ₹ 59.48 |
| 6 | Gross Total - (b) | ₹ 732.39 | ₹ 970.18 |
| 7 | Safety @ 2 % of (a) | ₹ 10.78 | ₹ 14.28 |
| 8 | Insurance @ 1.85% of (a) | ₹ 9.97 | ₹ 13.21 |
| 9 | PMJJY/PMSBY | ₹ 1.10 | ₹ 1.10 |
| 10 | Total from S.N. 6 to 9 | ₹ 754.24 | ₹ 998.77 |
| 11 | Contractor Profit Estimate @ 10% on (b) | ₹ 73.24 | ₹ 97.02 |
| 12 | Estimated Man day Rate | ₹ 827.48 | ₹ 1,095.79 |

Note for SOR PART-A:

- There are two BOQ for SOR part-A namely BOQ2, BOQ2 for supply of Unskilled manpower and Skilled manpower respectively. The bidder shall quote for all these BOQs with contractor margin.
- Reimbursement towards PMSBY & PMJJY is subject to payment & submission of proof by the contractor.
- Contractor profit/Service Charges will be paid on Gross Total only (as indicated in S.N. 6). Contractor profit/Service Charges per man day will be calculated from quoted percentage rate by bidder in price bid.**
- In case of revision of Minimum Wages & other statutory (EPF, Bonus, Retrenchment), the same will be reimbursed. However contractor profit/Service Charges will not increase on escalated wages.

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BOQ/SOR Part-B Supply of Items

| S.N. | Supply Item Details | UOM | Quantity | UNIT RATE (Excluding GST) | Amount in Rs. (Excluding GST) |
|------|---|------|----------|---------------------------------|----------------------------------|
| 1 | Supplying Toilet clenner 500 ml (Harpic brand) | Each | 216 | 75.42 | ₹ 16,290.72 |
| 2 | Supplying floor Cleaner (Lysol brand) (5 Lit/Packet) | Nos | 80 | 2,118.64 | ₹ 1,69,491.20 |
| 3 | Supplying Phenyl for toilet, drain (Preferably Bengal Chemical)(5 Lit/Packet) | Nos | 50 | 150.00 | ₹ 7,500.00 |
| 4 | Supplying Coconut Broom (dry /road cleaning) | Each | 150 | 85.71 | ₹ 12,856.50 |
| 5 | Supplying Grass broom | Each | 150 | 101.69 | ₹ 15,253.50 |
| 6 | Supplying Dry Mop | Each | 200 | 652.54 | ₹ 1,30,508.00 |
| 7 | Supplying Duster | Each | 144 | 20.00 | ₹ 2,880.00 |
| 8 | Supplying Godrej Air Pocket for toilets (50 Grms) | Each | 550 | 50.85 | ₹ 27,967.50 |
| 9 | Providing and supplying Washing Powder (Surf excel) | Kg | 50 | 152.54 | ₹ 7,627.00 |
| 10 | Supplying Napthelin Balls (Preferably Bengal Chemical) for Urinal | Kg | 10 | 499.00 | ₹ 4,990.00 |
| 11 | Supplying Hand Wash Pump Dispenser 200ml (Dettol/ Godraj/ Lifebuoy) | Each | 550 | 215.25 | ₹ 1,18,387.50 |
| 12 | Supplying Bucket 20 ltr. (Cello /Nilkamal/ Milton) | Each | 20 | 508.47 | ₹ 10,169.40 |
| 13 | Supplying Mug 1 ltr. (Cello /Nilkamal/ Milton) | Each | 20 | 76.27 | ₹ 1,525.40 |
| 14 | Supplying PVC Hose Garden Pipe for road cleaning | Mtr. | 100 | 88.98 | ₹ 8,898.00 |
| 15 | Supplying Wiper | Each | 40 | 169.49 | ₹ 6,779.60 |
| 16 | Supplying HCL Acid for toilet cleaning | Lit | 250 | 80.00 | ₹ 20,000.00 |
| 17 | Supplying Carbolic acid power to prevent snake infestation (500 GM). | Kg | 10 | 950.00 | ₹ 9,500.00 |
| 18 | Supplying Bleaching Powder for open drain (Preferably Bengal Chemical) | Kg | 200 | 60.00 | ₹ 12,000.00 |
| 19 | Supplying Room freshner 250 ml (Preferably Godrej/ Ambi Pur/Airwick) | Each | 250 | 122.31 | ₹ 30,577.50 |
| 20 | Supplying Pesticide chemical (Antibacterial Agent) (5lit/Packet) | Nos | 5 | 1,610.17 | ₹ 8,050.85 |
| 21 | Supplying Room Cob web brush for ceiling cleaning | Each | 30 | 158.47 | ₹ 4,754.10 |
| 22 | Supplying Wire brush for cleaning | Each | 45 | 114.29 | ₹ 5,143.05 |

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| | | | | | |
|--|---|------|-----|--------|----------------------|
| 23 | Supplying Colin (500ml bottle) for glass and Surface cleaning | Each | 100 | 97.46 | ₹ 9,746.00 |
| 24 | Supplying Toilet Brush for cleaning of water closet | Each | 60 | 47.08 | ₹ 2,824.80 |
| 25 | Supplying Toilet Paper Roll 6 nos of roll in a packets (For Suites Room's toilet and Transit House Toilet) | Each | 50 | 57.63 | ₹ 2,881.50 |
| 26 | Supplying Shaped with wooden handel length of blade 250mm (TATA Brand) | Each | 10 | 677.12 | ₹ 6,771.20 |
| 27 | Supplying D Shapede handle with wooden handel tempered steel (TATA Brand) | Each | 10 | 639.83 | ₹ 6,398.30 |
| 28 | Supplying Harpic Cubical Urinal Cubes Deorizer Block | Each | 150 | 160.17 | ₹ 24,025.50 |
| Total Cost Estimate amount of SOR Part- B in Rs.= | | | | | ₹ 6,83,797.12 |

Note –

- (i) The above Cost estimate rates are considered exclusive of GST.
- (ii) Bidders shall quote price for SOR items in price bid exclusive of GST.
- (iii) GST as applicable shall be paid extra.
- (iv) Bidder shall supply the chemicals and other consumables items of SOR Part-B as per mentioned "VENDOR LIST FOR CONSUMABLE ITEMS" in tender document page no. 29 and 30. Bidder shall quote for SOR Part-B in price bid accordingly.

(#) Quantities indicated in the above table are tentative only. All the items may or may not be executed either partially or fully. There shall not be any compensation for non-execution of any item or multiple items either partially or fully.

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Format of Price Bid (BOQ)/ Financial Bid**SOR Part-A : BOQ1**

Validate Print Help **Percentage BoQ**

Tender Inviting Authority: General Manager (GWH), HURL Sindri Project

Name of Work: General Housekeeping Works at HURL Sindri Project

Contract No: Tender Reference no.- HURL/Sindri/C&M/21-22/396 dated 30-06-2021

Name of the Bidder/
Bidding Firm /
Company :

PRICE SCHEDULE
(This BOQ template must not be modified/replaced by the bidder and the same should be uploaded after filling the relevant columns, else the bidder is liable to be rejected for this tender. Bidders are allowed to enter the Bidder Name and Values only)

| NUMBER # SL No. | TEXT # Item Description | NUMBER # Quantity | TEXT # Units | NUMBER Estimated Rate In Rs. P | NUMBER # TOTAL AMOUNT Without Taxes In Rs. P | TEXT # TOTAL AMOUNT In Words |
|------------------------|--|----------------------|-----------------|---|---|---|
| 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 1 | SOR Part-A (for supply of 30 nos. of unskilled Manpower) | | | | | |
| 1.01 | Basic + VDA - (a) | 6240.000 | Man days | 539.00 | 3363360.00 | INR. Thirty Three Lakh Sixty Three Thousand Three Hundred & Sixty Only |
| 1.02 | PF @ 13% of (a) | 6240.000 | Man days | 70.07 | 437236.80 | INR. Four Lakh Thirty Seven Thousand Two Hundred & Thirty Six and Paise Eighty Only |
| 1.03 | ESI @ 4.75% of (a) | 6240.000 | Man days | 25.50 | 159744.00 | INR. One Lakh Fifty Nine Thousand Seven Hundred & Forty Four Only |
| 1.04 | Leave Benefit @ 5% of (a) | 6240.000 | Man days | 26.95 | 168188.00 | INR. One Lakh Sixty Eight Thousand One Hundred & Sixty Eight Only |
| 1.05 | Retrenchment benefit @4.8% of (a) | 6240.000 | Man days | 26.87 | 168428.80 | INR. One Lakh Sixty One Thousand Four Hundred & Twenty Eight and Paise Eighty Only |
| 1.06 | Bonus @9.33% of (a) | 6240.000 | Man days | 44.90 | 280176.00 | INR. Two Lakh Eighty Thousand One Hundred & Seventy Six Only |
| 1.07 | Gross Total ((b) = (Sum of 1 to 6)) | 6240.000 | Man days | 732.39 | 4676113.60 | INR. Forty Five Lakh Seventy Thousand One Hundred & Thirteen and Paise Sixty Only |
| 1.08 | Safety @ 2% of (a) | 6240.000 | Man days | 10.75 | 67267.20 | INR. Sixty Seven Thousand Two Hundred & Sixty Seven and Paise Twenty Only |
| 1.09 | Insurance @ 1.85% of (a) | 6240.000 | Man days | 9.97 | 62212.80 | INR. Sixty Two Thousand Two Hundred & Twelve and Paise Eighty Only |
| 1.1 | PMJJY/PMSEY | 6240.000 | Man days | 1.10 | 6864.00 | INR. Six Thousand Eight Hundred & Sixty Four Only |
| 1.11 | Gross Total excluding Contractor Profit ((C) = (Sum of 6 to 9)) | 6240.000 | Man days | 754.24 | 4706467.60 | INR. Forty Seven Lakh Six Thousand Four Hundred & Fifty Seven and Paise Sixty Only |
| 1.12 | Contractor Profit per man day (Figure will be Calculated from Quoted Contractor profit over Gross Total (b)) | 1.000 | Man days | 0.00 | 0.00 | INR Zero Only |
| 1.13 | Total Contractor Profit on supply of 30 nos Unskilled manpower | 6240.000 | Man days | 0.00 | 0.00 | INR Zero Only |
| Total in Figures | | | | | 4706467.60 | INR Zero Only |
| Quoted Rate in Figures | | | | Select | 0.00 | INR Zero Only |
| Quoted Rate in Words | | | | | INR Zero Only | |

SOR Part-A : BOQ2

Validate Print Help **Percentage BoQ**

Tender Inviting Authority: General Manager (GWH), HURL Sindri Project

Name of Work: General Housekeeping Works at HURL Sindri Project

Contract No: Tender Reference no.- HURL/Sindri/C&M/21-22/396 dated 30-06-2021

Name of the Bidder/
Bidding Firm /
Company :

PRICE SCHEDULE
(This BOQ template must not be modified/replaced by the bidder and the same should be uploaded after filling the relevant columns, else the bidder is liable to be rejected for this tender. Bidders are allowed to enter the Bidder Name and Values only)

| NUMBER # SL No. | TEXT # Item Description | NUMBER # Quantity | TEXT # Units | NUMBER Estimated Rate In Rs. P | NUMBER # TOTAL AMOUNT Without Taxes In Rs. P | TEXT # TOTAL AMOUNT In Words |
|------------------------|--|----------------------|-----------------|---|---|---|
| 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 1 | SOR Part-A (for supply of 62 nos. of skilled Manpower) | | | | | |
| 1.01 | Basic + VDA - (a) | 416.000 | Man days | 714.00 | 297024.00 | INR. Two Lakh Ninety Seven Thousand & Twenty Four Only |
| 1.02 | PF @ 13% of (a) | 416.000 | Man days | 92.82 | 38613.12 | INR. Thirty Eight Thousand Six Hundred & Thirteen and Paise Twelve Only |
| 1.03 | ESI @ 4.75% of (a) | 416.000 | Man days | 33.92 | 14116.72 | INR. Fourteen Thousand One Hundred & Ten and Paise Seventy Two Only |
| 1.04 | Leave Benefit @ 5% of (a) | 416.000 | Man days | 35.70 | 14851.20 | INR. Fourteen Thousand Eight Hundred & Fifty One and Paise Twenty Only |
| 1.05 | Retrenchment benefit @4.8% of (a) | 416.000 | Man days | 34.27 | 14266.32 | INR. Fourteen Thousand Two Hundred & Fifty Six and Paise Thirty Two Only |
| 1.06 | Bonus @9.33% of (a) | 416.000 | Man days | 59.40 | 24743.68 | INR. Twenty Four Thousand Seven Hundred & Forty Three and Paise Sixty Eight Only |
| 1.07 | Gross Total ((b) = (Sum of 1 to 6)) | 416.000 | Man days | 970.15 | 403594.88 | INR. Four Lakh Three Thousand Five Hundred & Ninety Four and Paise Eighty Eight Only |
| 1.08 | Safety @ 2% of (a) | 416.000 | Man days | 14.28 | 5943.68 | INR. Five Thousand Nine Hundred & Forty and Paise Forty Eight Only |
| 1.09 | Insurance @ 1.85% of (a) | 416.000 | Man days | 13.21 | 5495.36 | INR. Five Thousand Four Hundred & Ninety Five and Paise Thirty Six Only |
| 1.1 | PMJJY/PMSEY | 416.000 | Man days | 1.10 | 457.60 | INR. Four Hundred & Fifty Seven and Paise Sixty Only |
| 1.11 | Gross Total excluding Contractor Profit ((C) = (Sum of 6 to 9)) | 416.000 | Man days | 990.77 | 415488.32 | INR. Four Lakh Fifteen Thousand Four Hundred & Eighty Eight and Paise Thirty Two Only |
| 1.12 | Contractor Profit per man day (Figure will be Calculated from Quoted Contractor profit over Gross Total (b)) | 1.000 | Man days | 0.00 | 0.00 | INR Zero Only |
| 1.13 | Total Contractor Profit on supply of 2 nos skilled manpower | 416.000 | Man days | 0.00 | 0.00 | INR Zero Only |
| Total in Figures | | | | | 415488.32 | INR Zero Only |
| Quoted Rate in Figures | | | | Select | 0.00 | INR Zero Only |
| Quoted Rate in Words | | | | | INR Zero Only | |

`Sign & Stamp of Bidder

SOR Part-A : BOQ3

| | A | B | C | D | E | F | BA | BC | BD |
|----|--|--|----------|--------|-------------------------|-------------------------------------|---|----|----|
| 1 | Validate | | Print | | Help | | Percentage BoQ | | |
| 4 | Tender Inviting Authority: General Manager (BUH), HURL Sindri Project | | | | | | | | |
| 5 | Name of Work: General Housekeeping Works at HURL Sindri Project | | | | | | | | |
| 6 | Contract No: Tender Reference no.- HURL/Sindri/C&M/21-22/396 dated 30-06-2021 | | | | | | | | |
| 8 | Name of the Bidder/ Bidding Firm / | | | | | | | | |
| 9 | PRICE SCHEDULE (This BOQ template must not be modified/replaced by the bidder and the same should be uploaded after filling the relevant columns, else the bidder is liable to be rejected for this tender. Bidders are allowed to enter the Bidder Name and Values only) | | | | | | | | |
| 10 | NUMBER | TEXT # | NUMBER | TEXT # | NUMBER | NUMBER # | TEXT # | | |
| 11 | Sl. No. | Item Description | Quantity | Units | Estimated Rate in Rs. P | TOTAL AMOUNT Without Taxes in Rs. P | TOTAL AMOUNT In Words | | |
| 12 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | | |
| 13 | 1 | SOR Part-B : Supply of Items | | | | | | | |
| 14 | 1.01 | For Supply of Items as mentioned in S.N. 1 to 28 in BOQ/SOR Part-B | 1.000 | Nos | 683797.12 | 683797.12 | INR Six Lakh Eighty Three Thousand Seven Hundred & Ninety Seven and Paise Twelve Only | | |
| 15 | Total in Figures | | | | | 683797.12 | INR Six Lakh Eighty Three Thousand Seven Hundred & Ninety Seven and Paise Twelve Only | | |
| 16 | Quoted Rate in Figures | | | Select | | 0.00 | INR Zero Only | | |

BoQ1 BoQ2 **BoQ3** +

Note 1: - The Bidder shall include all the taxes, duties/ levies etc. (except GST) in their quoted rates/ prices, Applicable for all items of SOR. GST charges shall be paid extra at actual by the owner as applicable.

Note 2: - Bidder shall quote for all the items of "SOR" after careful analysis of cost involved for the performance of the complete contract considering supply items as per Civil Item vendor List, Electrical Item vendor list and Sanitary fittings item code of Jaguar mentioned in page – 23 , 24 and 25 of tender document and all works involved as mentioned in all parts of the Tender Document. In case any activity though specifically not covered in description of item under "SOR" but is required to complete the works as per Specifications, Scope of Work/ Service, Standards, General Conditions of Contract ("GCC"), Special Conditions of Contract ("SCC") or any other part of Bidding Document, the prices quoted shall deemed to be inclusive of cost incurred for such activity.

Sign & Stamp of Bidder

Annexure-A

TO BE SUBMITTED ON COMPANY LETTER HEAD

AFFIDAVIT

I, _____, being proprietor / partner / Director /authorized representative of M/s _____, do hereby solemnly affirm and state as under:

1. I, am submitting the tender for providing “General Housekeeping Works at HURL Sindri Project” against Tender Notice Number **HURL/Sindri/C&M/21-22/395 Dated 30-06-2021.**
2. That I/ we/ our partners/ directors do not have any relative working in Hindustan Urvarak & Rasayan Limited.
3. That I/we hereby declare that M/s_____is neither put on Holiday nor Black-listed by any Government/ PSU/ Private firm or Financial Institution.
4. That all information furnished by me/ us in respect of fulfilment of eligibility criteria and information given in this tender is complete, correct and true.
5. That all documents / credentials submitting along with this tender are genuine, authentic, true and valid.
6. That the price bid is unconditional.
7. That I/ we shall comply with all the statutory provisions as laid down under various Labour Laws/ Acts/ Rules like minimum wages, Provident Fund, ESI, Bonus, Gratuity, Contract Labour Act and other Labour Laws/ Acts/ Rules in force from time to time at my/ our own cost.
8. I/We indemnify hereby HURL against all repercussions arising out of non- compliance of the foregoing in any case.
9. That if any information or document submitted is found to be false/ incorrect, the Department may cancel my/ our tender and action as deemed fit may be taken against me/ us including termination of the contract, forfeiture of all dues including earnest money and blacklisting of me/ our firm and all partners of the firm etc.

Yours Faithfully,

(Signature of the Bidder, with Official Seal)

`Sign & Stamp of Bidder

Annexure-B

TENDER ACCEPTANCE LETTER
(To be given on Company Letter Head)

Date:

To,

Tender Committee,

Sindri Project, HURL

Sub: Acceptance of Terms & Conditions of Tender.

Tender Reference No: **HURL/Sindri/C&M/21-22/395 Dated 30-06-2021**

Name of Tender / Work: - "General Housekeeping Works at HURL Sindri Project"

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 entire terms and conditions of the tender documents to (including all documents like annexure(s), schedule(s), etc .), which form part of the contract agreement and I / we shall abide hereby by the terms / conditions / clauses contained therein.
3. The corrigendum(s) issued from time to time by your department/ organization too have also been taken into consideration, while submitting this acceptance letter.
4. I / We hereby unconditionally accept the tender conditions of above mentioned tender document(s) / corrigendum(s) in its totality / entirety.
5. I / We certify that all information furnished by the our Firm is true & correct and in the event that the information is found to be incorrect/untrue or found violated, then your department/ organization shall without giving any notice or reason therefore or summarily reject the bid or terminate the contract , without prejudice to any other rights or remedy including the forfeiture of the full said earnest money deposit absolutely.

Yours Faithfully,

(Signature of the Bidder, with Official Seal)

`Sign & Stamp of Bidder

Annexure-C**NO DEVIATION CERTIFICATE**

| | |
|---------------------------|--|
| Bidder's Name & Address : | To, BUH, HURL(Sindri Project) Old FCIL Office Complex, Sindri Project, HURL Sindri, Dhanbad, Jharkhand, 828122 |
|---------------------------|--|

1. With reference to our Bid (Reference No. **HURL/Sindri/C&M/21-22/395 Dated 30-06-2021** for the work of **General Housekeeping Works at HURL Sindri Project** we hereby confirm that we comply with all terms, conditions and specifications of the Bidding Documents read in conjunction with Amendments(s) / Clarification(s) / Addenda / Errata (if any) issued by the Owner prior to opening of Techno – Commercial Bids and the same has been taken into consideration while making our Techno – Commercial Bid & Price Bid and we declare that we have not taken any deviation / exceptions in this regards.
2. We further confirm that any deviation variation or additional conditions etc or any mention, contrary to the Bidding Documents and its Amendments(s) / Clarification(s) / Addenda / Errata (if any) as mentioned at 1.0 above found anywhere in our Techno – Commercial Bid and / or price Bid, implicit or explicit, shall stand unconditionally withdrawn, without any cost implication whatsoever to the Owner, failing which the Bid Security shall be forfeited.

For and on behalf of :

Stamp & Signature :

Name :

Designation :

Date :

`Sign & Stamp of Bidder

Annexure-D

**PROFORMA OF CERTIFICATE
(TO BE SUBMITTED BY CEO/MD OF THE BIDDING COMPANY ON
COMPANY'S LETTER HEAD IN ORIGINAL)**

Ref. :

Date:

To
BUH, HURL Sindri Project,
Hindustan Urvarak & Rasayan Limited,
(A JV of CIL, NTPC, IOCL, FCIL & HFCL)
Old FCIL Office Complex, PO- Sindri
Dhanbad, Jharkhand PIN – 828122

Sub:

Bidding Doc. No.

Dear Sir,

I, Mr. (CEO of the company / MD of the company), hereby certify that the data and documents furnished by M/s..... in respect of Techno-Commercial Evaluation are true and correct including the contents thereof.

I further, confirm that if at any point of time the declarations given in bid are found to be incorrect, HURL shall have the full right to terminate the contract and take any action as per provisions of contract including forfeiture of EMD/Security Deposit.

Yours faithfully,

(Signature)

Date

Name & Designation.....

Place

Name of the Company.....

(Seal of Company)

`Sign & Stamp of Bidder

Annexure-E**Format For Electronics Payment**

Bidders are required to submit the following details on the company's letter head for online transfer of amount to their account:

| | | |
|------|--|--|
| 1. | Contractor Name / Company Name | |
| | Address: | |
| | Phone No. | |
| | E-mail ID | |
| 2. a | Name of the Bank | |
| b. | Address of the Branch | |
| c. | Telephone No. | |
| d. | 9 Digit Code number of the Bank and Branch appearing on the MICR Cheque issued by the Bank | |
| e. | 11 Digit NEFT/IFSC Code of the Bank Branch | |
| f. | Account Type (SB/CC/CA) | |
| g. | Bank Account No. (as appearing on the Cheque) | |
| h. | Permanent Account Number (PAN) Under Income Tax Act. | |
| I | GST Registration Number | |
| j. | Name of Authorized Signatory | |
| k. | Contact Person Name | |

We hereby declare that the particulars given above are correct and complete

Name

Designation

Date

Authorized signatory of the bidder

Sign & Stamp of Bidder