

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/20-21/217**. 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
4. **Critical Date Sheet:**

Published Date	04.07.2020 (11.00AM)
Bid Document Download / Sale Start Date	04.07.2020 (11.00AM)
Bid Submission Start Date	04.07.2020 (11.00AM)
Bid Document Download / Sale End Date	20.07.2020 (04.00PM)
Bid Submission End Date	20.07.2020 (04.00 PM)
Bid Opening Date	21.07.2020 (04.00 PM)

5. Technical Qualification:

- 5.1 BIDDER must have satisfactorily completed the similar works* mentioned below during last 07 (Seven) years ending last day of the month previous to the one on which NIT is invited:

One completed work with contract value not less than INR 24.70 Lakhs

OR

Two completed works each with contract value not less than INR 15.45 Lakhs

OR

Three completed works each with contract value not less than INR 12.36 Lakhs

As a documentary proof, the bidder shall submit signed and stamped copies of the following Documents-

- 5.1.1 Copy of Work Orders performed in last 7 years with full technical details including detailed Scope of the Work 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 the LOI / Work Order no., Name of Work, Contract Value, Scope of Work, Contract period and actual Date of Completion.

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*Similar Works means: The bidder shall have experience in the similar field of providing housekeeping services like cleaning of corridors, staircase, toilets, room and other common areas in the premises and other housekeeping jobs in the Government Sector or large reputed Private Sector Enterprises. 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.

5.2 Average Annual financial turnover during last three (03) financial years of the bidder should be at least INR 09.25 Lakhs. For evaluation of same, Bidder shall submit Audited Annual Statements (Balance Sheet and Profit & Loss account) of the company for three (3) financial years. Last three (03) financial years will be considered as i.e. FY 2019-20, 2018-19 & 2017-18. In case, the bidder has not obtained audited balance sheet and Profit & Loss statement of FY2019-20, then they shall mention the same in writing on their letter head and submit audited balance sheet and Profit & Loss statement of Financial year 2018-19, 2017-18 & 2016-17. 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 shall submit Solvency certificate not more than six months old from the date of issue of NIT from their Banker for a value not less than INR 09.25 Lakhs or minimum credit ratings of "A" from ICRA/CRISIL etc. OR equivalent reputed institutions, OR financing / unutilized credit limits from bank of value not less than INR 09.25 Lakhs valid as on date of issue of NIT.

5.4 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.

5.5 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, P.F. Registration certificate, E.S.I Registration certificate, 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 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.

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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 financial comparison for selection of Lowest (L-1) Bidder / Contractor shall be done based on the total derived price. The aggregate of quoted amount for all items of BOQ (Items as mentioned in SOR part-A and SOR part-B) will be worked out as total derived price, 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 The unit price of each item mentioned in BOQ/SOR Part-A shall be derived after multiplying a factor (calculated as per below calculation) with estimated unit rate for each item indicated in BOQ/SOR Part-A.

Multiplying factor = $1 \pm \left\{ \frac{\text{Quoted amount by bidder in price bid for items mentioned in SOR Part-A} - \text{Total Cost Estimate of SOR Part-A items}}{\text{Total Estimated cost of SOR Part-A items}} \right\}$

6.8 Bidder service charges in % on manpower services for item mentioned in SOR Part-B shall be derived as per followings-

$\left\{ \frac{\text{Quoted amount by bidder in price bid for item mentioned in SOR Part-B} - \text{Total Cost Estimate as indicated in S.N. 12 of SOR Part-B}}{\text{Total Cost Estimate as indicated in S.N. 12 of SOR Part-B}} \right\} \times 100$

Bidder shall not quote negative service charges on item mentioned in SOR Part-B. If it is found negative then the bidder will be asked to submit the differential amount of quoted rate and estimated cost for SOR Part-B as security deposit against manpower services before award of contract.

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6.9 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.
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.
11. EMD Payment: Earnest Money Deposit is to be deposited **electronically by ECS/RTGS/NEFT/DD/BANKERS CHEQUE** in the account of “**Hindustan Urvarak and Rasayan Limited, payable at Sindri**” 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: SBIN0000185, Account No: 37238881938.
12. EMD value: **Rs. 50,000.00** (Rupees Fifty 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.**

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The Hard Copy of original instruments in respect of earnest money like DD etc must be delivered to the Manager/Deputy Manager (Contract & Materials), Hindustan Urvarak & Rasayan Limited, Sindri Project, Old FCIL office complex, Sindri, Dhanbad -828122 on or before bid closing date/time as mentioned in critical date. Tenderer shall likely to be liable for rejection for non-submission of original payment instrument like DD, etc., against the submitted bid.

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. HURL Sindri shall not be responsible for any postal /courier delay for submission of EMD and/or other original documents, if applicable.

17. **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 INDIA and rules related to work permit and visa requirements in INDIA 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 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,

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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 mentioned 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, ESI Registration, PF 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 5.5 of Technical Qualification
- Signed, Stamped and Scanned copy of Solvency certificate as mentioned in Tender document, Instruction to Bidder clause 5.3 of Technical qualification
- Signed, Stamped and Scanned copy of each page of Tender Documents as mentioned in Tender document, Instruction to Bidder, clause 5.4 of Technical Qualification
- Signed, Stamped and Scanned copy of affidavit on non-judicial stamp paper of Rs. Ten only, as specified in **Annexure A** of tender document. (Scan copy of same must be uploaded along with Technical bid and Hard copy of same must be delivered to the Manager/Deputy Manager (Contract & Materials), Hindustan Urvarak & Rasayan Limited, Sindri Project, Old FCIL office complex, Sindri, Dhanbad -828122 on or before bid closing date/time as mentioned in critical date)
- 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**

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- 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.
- 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:

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.

19.3 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 / Offline Submission as per NIT	
II	Signed, Stamped and Scanned copy of Certificates like Company Registration certificate, GSTIN Registration, PAN Card, EPF Registration, ESI Registration, PF 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 5.5 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	

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IV	Signed, Stamped and Scanned copy of Solvency certificate as mentioned in Instruction to Bidder clause 5.3 of Technical qualification	Online Submission as per NIT	
V	Signed, Stamped and Scanned copy of affidavit on non-judicial stamp paper of Rs. Ten only, as specified in Annexure A of tender document. (Scan copy of same must be uploaded along with Technical bid and Hard copy of same must be delivered to the Manager/Deputy Manager (Contract & Materials), Hindustan Urvarak & Rasayan Limited, Sindri Project, Old FCIL office complex, Sindri, Dhanbad -828122 on or before bid closing date/time as mentioned in critical date)	Both Online and Offline Submission as per NIT	
VI	Signed, Stamped and Scanned copy of Tender Acceptance Letter as per Annexure-B & Letter of authorization to submit bid	Online Submission as per NIT	
VII	Signed, Stamped and Scanned copy of No deviation Certificate as per Annexure-C	Online Submission as per NIT	
VII I	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	
IX	Signed, Stamped and Scanned copy of each page of Tender Documents as mentioned in Tender document, Instruction to Bidder, clause 5.5 of Technical Qualification	Online Submission as per NIT	
X	Signed, Stamped & Scanned copy of format For Electronics Payment as per Annexure-E	Online Submission as per NIT	
XI	MSEs 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	
XII	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, XI and XII 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:

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

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- 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 (Project), 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 coloured (unprotected) cells with their respective financial quotes and other details (such as name of the bidder). No other cells should be changed. Once the details have been completed, the bidder should save it and submit it online, without changing the filename. If the BOQ file is found to be modified by the bidder, the bid will be rejected.
- 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,

Mobile No.- 9031000943 / 9414255204

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 to be quoted 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, 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. including GST in their quoted rates/ prices, Applicable for SOR Part-A Items only.

4.2 The Bidder shall include all the taxes, duties/ levies etc. (except GST) in their quoted rates/ prices, Applicable for SOR Part-B Items only and GST charges shall be paid extra at actual by the owner as applicable.

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

4.4 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.

4.4.1 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.

4.4.2 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.

4.5 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/ P.O: Shall be the date of issuance of Letter of Award (LOA).

6. Completion Period/ Time Schedule

S.N.	Particulars	Time Schedule/ Contract Period
1.	Completion of Total Work	12 months from date of LOA

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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 officer in-charge of the HURL, Sindri Project. It shall have to furnish Labours Payment Certificate along with copy of the EPF deposit challan and the deposit details duly receipted by the concerned EPFO to HURL, Sindri Project by 7th of every succeeding month irrespective of submission of bills, failing which its payment will be withheld.
- 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 Bills shall be submitted on running bill of running work on monthly basis. Payment shall be released within 30 days of submission of invoice by the party.
- The agency shall pay applicable GST and claim it along with RA Bills.

8.0 EARNEST MONEY DEPOSIT (EMD)

8.1 EMD of successful bidder will be converted to part of 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. 50,000 after award of contract and before start of execution of work.

8.2 The EMD of unsuccessful Bidders will be returned by HURL without any interest to the unsuccessful Bidders as promptly as possible on acceptance of Bid of the successful Bidder or when the Bidding process is cancelled by HURL, whichever is later. Where EMD has been paid by demand draft, the refund thereof shall be in the form of demand draft in favor of the unsuccessful Bidder(s). Bidders may indicate the name and address in whose favor the said demand draft shall be drawn by HURL for refund failing which it shall be drawn in the name of the Bidder and shall be mailed to the address given on the Transmittal Letter.

9.0 SECURITY DEPOSIT:

- The Agency has to deposit security deposit of rupees Fifty Thousand before start the work. In addition, the security deposit at the rate of 5 % shall be recovered from the subsequent monthly bills (Applicable for SOR Part-B Items only). The security deposit shall be kept as performance guarantee and shall not bear any interest. It will be refunded to the Agency after satisfactory completion of contract period however, the contractor will have to apply inwriting, 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

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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. However, the upper ceiling of total quantum of variation of work 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 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.

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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 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 for “General Housekeeping works at HURL, Sindri Project.”

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	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 paneling, glasses, statues, mementos.	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)	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 4:00PM 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 moping floors of SMP Guest House inclusive all rooms, lobbies, corridors etc. various premises area.	Twice in a day	2Nos. 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 paneling, glasses, statues, mementoes.	Once in a day	

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4	Cleaning of windows panes/ doors/ walls.	Once in a week	1 Nos. unskilled
5	Cleaning of Switch boards/fans/AC/tube lights/wall hanging/ picture frames/showcase/ book case etc.	Once in a week	
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)	
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 4-guest house inclusive all rooms, lobbies, corridors etc. various premises 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 paneling, glasses, statues, mementos.	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)	

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8	Cleaning of windows panes/ doors/ walls.	Once in a week	
9	Cleaning of Septic tank and Manhole	As per requirement	
D.	For Admin, Material and Plant gate road and Security Rooms and Toilets		
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)	1 No. Unskilled
2	Cleaning of Septic tank and Manhole	As per requirement	
F. Supervision of total Housekeeping work and maintaining Record			1 No. Semi- Skilled
Total manpower should be engaged for daily Housekeeping work			10 Nos

Note:-

1. In addition to the above jobs, HURL may assign any work with relation to housekeeping of the office premises, Guest House and Transit Camp not mentioned specifically in the above table. Frequency and timing of the work can be altered at the discretion of HURL looking into the needs and quantity of work.
2. Operations to be carried out daily at regular intervals throughout the day, as many times as deemed necessary, to achieve acceptable standard of cleanliness.
3. Sprinkle of Bleaching Powder and Carbolic acid powder shall be done by Agency at every 15 days interval in Admin building, Guest House and Transit House as per the direction of EIC.
4. In case it is observed that the cleaning material used is of inferior quality or insufficient in quantity, HURL will reserve the right to purchase the same itself and Purchased amount by HUEL will be deducted from the Contractor's RA Bill.
5. The cleaning procedure/technique mentioned in tender document is for illustration only. The successful bidder/firm may adopt the modern technology/method for the said purpose and must be approved by HURL.
6. 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. Incase 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.

I. CLEANING PROCEDURE:**1. Cleaning Procedure for Floor and Work Benches:**

1.1 Floor cleaning shall be done in the morning and afternoon on each day

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- 1.2 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.

2. Cleaning of Walls & Ceilings:

- 2.1 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.

3. Cleaning of Window Panes & Doors:

- 3.1 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.
- 3.2 Wipe the aluminums frame and steel frames with lint free cloth.
- 3.3 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.

4. Cleaning of Roads, Footpath and Drains:

- 4.1 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.
- 4.2 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.
- 4.3 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. Dispose the garbage at disposal ground designated by EIC. Ensure that there is no stagnation of water in the drain.

5. Cleaning of Office Furniture & Equipment:

- 5.1 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.

6. Cleaning of Electrical Fixtures & A C Grills:

- 6.1 Before cleaning the electrical fixture ensure that the switch is off.
- 6.2 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.

7. Cleaning of Sinks:

- 7.1 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.
- 7.2 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.
- 7.3 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.

8. Cleaning Procedure for Water Coolers:

- 8.1 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.
- 8.2 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.
- 8.3 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.

9. Cleaning Procedure for Wash Rooms:

- 9.1 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.
- 9.2 Wash the floor with water using a rubber wiper.
- 9.3 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.
- 9.4 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.
- 9.5 Remove stains from urinal and toilet Tubs, spraying a herbal stain remover, flushing with water after 15 minutes.
- 9.6 Replace naphthalene balls if necessary and ensure that each urinal Tub has 5 to 6 naphthalene balls or 3 big naphthalene cakes.
- 9.7 Clean Toilet fixture like mirror/Hand Dryer/Soap Dispenser with wet sponge soaked in detergent, clean with water and dry with lint free cloth.
- 9.8 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.
- 9.9 Check the exhaust fans are in working conditions.
- 9.10 Wipe all tiles with detergent solution soaked duster/mop, after removing all dust/dirt/strain wipe with dry lint free mop.
- 9.11 Enter the records in the relevant log sheet ensuring a daily cleaning frequency.

10. Cleaning of Terrace and Roof Top:

10.1 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.

10.2 De-clog the rain water drain pipe etc.

11. Disposal of Waste & Scrap:

11.1 Collect the waste & scrap in polythene bags/drums and dispose-off at designated disposal ground ensure that no waste come out during the transportation.

11.2 Frequency of disposal: Weekly enter the disposal record in the relevant log sheet.

12. Cleaning of Buildings Surrounding:

12.1 Clean the building surrounding, Plinth protection with hard broom ensuring proper cleaning.

12.2 Dispose the collected waste outside the campus at appropriate place.

12.3 Maintain a daily cleaning frequency. Enter the records in the relevant log sheet.

13. Storage of Cleaning Devices:

13.1 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.

14. External Walls:

14.1 Remove cobwebs, insects, webs, bird nests, etc. if any with the help of long assembly, brushes and Ladders / scaffolding etc.

14.2 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.

II. Qualification of manpower to be deployed for General Housekeeping works at HURL, Sindri Project:

1. The following are the qualification criteria of personnel to be employed by the contractor for efficient **General Housekeeping works**. The contractor shall provide Semi Skilled /Unskilled to perform the scope of work and following shall be Qualification criteria.

1.1 Semi Skilled worker (SSW):- minimum 4 year experience in General Housekeeping works.

1.2 Unskilled Worker (USW): - Minimum 2 years' experience in General Housekeeping works.

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2. The contractor shall employ only personnel with qualification as mentioned above. Proof of documentary evidence for experience, qualification and antecedents shall be submitted for approval of the Engineer I/c before start of the work.
3. Whenever there is any urgent situation arise for General Housekeeping then extra labours or expertise if required should be deployed on emergency basis as per direction of engineer I/c. No extra claim shall be entitled against the work of deployment of man power.
4. There is no any provision of overtime and if any in emergency situation to be borne by contractor up to 20 hrs. in a month.
5. The operating personnel shall have thorough knowledge on safety precautions during emergency cases and also conversant Indian factory act rules and Indian explosive rules & regulations.
6. The contractor shall provide and maintain first Aid box complete with necessary medicines etc.

Terms and Condition / Special Condition of Contract (SCC)

1. The work will be executed as per above mentioned work.
2. The quantity of any item of abovementioned work may vary to any extent for which no revision of rate will be applicable. However overall deviation limit shall be within 10% of contract value.
3. The personnel engaged by the Agency shall draw their remuneration from their Agency and will not claim any employment benefit from HURL at any time. The agency shall also be responsible for the statutory obligations of such personnel and shall indemnify HURL in the matter.
4. Engineer in Charge (EIC) or an Officer explicitly authorized by him will represent HURL Sindri project in all dealings with the Firm/ Agency for execution of work.
5. The contractor shall abide by all statutory rules and regulations of Local authority , State and Central Govt. as the case may be with regard to statutory benefits and non-statutory benefits prevailing at HURL-Sindri as applicable, at his own cost and hence the agency has to quote their rate accordingly by taking care of all these.
6. The Agency/ Firm shall be directly responsible for payment of minimum wages as per central government orders and circulars (including other benefits like E.P.F. & E.S.I) to his man power engaged under this contract at his own cost. When the contract terminates there shall be no physical or moral pressure on HURL, on grounds of "person/ resources displace from job".
7. The contractor shall have to comply with the provision of payment of wages Act,1936 minimum wages Act, 1948, Employee liabilities 1938, Workers compensation Act,1923. Industrial dispute Act, 1947, contract labour (Regulation and abolition) Act,1970 with latest modification thereof or any other related law and rules made time to time. No extra claim shall be entertained by HURL on this account.
8. The Agency shall have to get itself registered with the E.P.F. Organization under Employees' Provident Fund and Misc. Provision Act, 1952 and produce a copy of certificate of the same. The Agency shall recover the EPF contribution as prescribed under the EPF & Misc. Provision Act, 1952 from the wages of its personnel and deposit the same with the EPF Organization along with matching contribution from its side in accordance with the provisions in the relevant Act/Rules, and copy of the relevant deposit certificate is to be attached along with the bill raised by the Agency.
9. The Agency shall have a valid labour license under section 7 of the contract labour (R&A) act, 1970 and contract labour (R&A central Govt. rules, 1971) and produce a copy of certificate of the same to Engineer in charge (EIC).
10. The contractor shall have P.F. code no. As per statutory requirements of provident fund Act and in addition to that the work man shall have ESIC respectively.
11. All employees of agency are to be covered under the ESI Scheme. The Agency has to submit the proof of ESI Registration of its Company. It shall have to ensure that ESI contribution with respect to all the personnel engaged by it under the contract are submitted to the appropriate authority on month-to-month basis and have to submit the proof thereof.

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12. Month wise detailed statement of wages paid to the employees including E.P.F/E.S.I deduction should be enclosed along with the monthly bill by the Firm/ Agency and submitted to the designated Engineer in charge, HURL.
13. The price shall be firm and no variation shall be allowed on any account till execution of complete work.
14. In case of revision of minimum wages by central govt. (Labour department) during the contract period, the increase amount shall be payable/reimbursable by HURL including its implication on statutory benefits i.e. PF, ESI, Bonus, Retrenchment & EL etc. along with contractor profit and GST as applicable.
15. The firm/Agency shall comply the regulatory clauses of labours Act and shall not engage any minor under this contract.
16. All safety measures must be taken care of, in order to avoid any accident, fire and other safety hazards. Any type of loss of assets due to any such incident is the sole responsibility of the Firm/Agency. HURL shall in no way be liable for any such incident.
17. If there is any damage to HURL property or any other financial burden on the institute because of willful or negligent action by the Firm or its personnel, the institute shall be entitled to recover the same by means of compensation from the Firm/ Agency.
18. The payment shall be released as per monthly R A Bills with all statutory deduction.
19. GST will be extra and reimbursed to the agency after submission of the documentary evidence.
20. Day to day/ Shift Wise manpower distribution to perform scope of work shall be in agreement with HURL Engineer in Charge (EIC). Any absenteeism of manpower with respect to said agreement shall be fined with Rs. 500.00 per manpower per shift and shall be deducted from contractor's RA Bill.
21. The contract shall be executed under the Agency's own supervision. The Agency shall have to be present at the work place either personally or through their authorized representative for the supervision and co-ordination of works every day during working hours to supervise and control his work force as per the requirement and taking instruction of EIC for which no extra payment shall be made by HURL.
22. To attend any exigency the contractor shall make the arrangement to provide snacks/meal at the site.
23. The contractor shall maintain a complaint register. As & when a complaint arises with respect of services, the contractor's supervisor shall enter the complaint in register & ensure remedial action proactively & instant. The same shall be verified by the Quarters in charge/ Engineer- in charge/ Complainer. Appropriate financial penalty will be imposed if any inordinate delay is observed.
24. In the view of pandemic situation contractor have to provide a transit camp for sheltering the manpower involved in General Housekeeping, If needed.
25. The Manpower/ supervisor deployed by the contractor shall ensure that the HURL properties are protected from theft/pilferage/ damage. After necessary investigation, if proved that the contractor/ their personnel are responsible for the incident, the contractor is liable and will be penalized to the extent of the value of the loss and additional charges for each incident as decided by the competent authority.

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26. HURL is not liable at any stage to provide accommodation, transport, food, medical and any other requirement of their personnel deployed at the premises/institute.
27. Contractor shall have to complete the work or early completion of emergency Housekeeping work within short notice as desired by HURL Engineer in Charge (EIC) by increasing of manpower, material, T&P etc. for which no extra cost will be paid.
28. All boarding/ lodging/ Transportation/ Local conveyance of workman engaged shall be in the scope of contractor.
29. 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.
30. 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.
31. In general, the services are to be provided on all working days.
32. 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.
33. 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.
34. 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.
35. For smooth execution and attending complaints, the Contractor should provide mobile facilities to their supervisor.
36. 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.
37. The contractor have to pay, basic rate as per minimum wages of Central Govt. of area B w.e.f 01.04.2020, PF @ 13%., ESI @ 4.75%, Bonus @8.33%, retrenchment benefit @ 4.82%, EL @5% NH @ 0.96% and Safety @ 2% etc. as per contract regulation and abolition Act to their workmen/ Labour engaged for this contract.
38. 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.
39. 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.

40. In case the chemicals, consumables are not of standard quality/brand as per the vendor list of HURL, the materials will not be accepted.
41. 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 requirement of job. However, contractor shall not be paid any extra claim if they have to arrange water, electricity for their work.
42. The contractor shall not appoint any sub contractor for the work under any circumstances.
43. The contractor shall perform the housekeeping services in the manner and as per the instructions of the client.
44. 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.
45. 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.
46. The contractor shall depute one 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.
47. The contractor's Supervisor shall be the first line of contact for client, who shall report to the EIC of HURL.
48. 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.
49. SAFETY CLAUSES: All safety requirements shall be fulfilled by contractor. Safety of all manpower, 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.
50. None of the personnel employed by contractor shall be a member of Trade Union/political outfit and/or take any interest in trade union/political outfit activities.
51. The contractor shall be responsible for providing their personnel with proper uniform and shall ensure that the personnel on duty should always appear in smart outfits, wearing full prescribed uniform with proper photo identity card. The contractor shall take agreement of EIC on uniform and its color coding before start of the work.
52. HURL reserve the right to terminate the contract at any time during the contract period in case performance is not found satisfactory and work not carried as per instruction of HURL Officer-in-charge.
53. Submission of Invoice: All invoices to be raised in the name of Hindustan Urvarak & Rasayan Limited and will be submitted to Engineer In charge, HURL Sindri Dhanbad (Jharkhand).

54. Price reduction/LD/Penalty Clause: In the event of delay in completion beyond contract completion period, price reduction@0.5% per week of part there of subject to maximum 5% of total P.O. value shall be recovered from contractor's bill(s).
55. 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.
56. 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).
57. Contractor staff shall always be disciplined, properly dresses 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.
58. 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.
59. 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.
60. **CODE OF CONDUCT:** The Contractor shall strictly observe that its personnel.
- 60.1 Are always smartly turned out and vigilant
 - 60.2 Are punctual and arrive at least 15 minutes before start of their duty time.
 - 60.3 Take charges of their duty properly and thoroughly.
 - 60.4 Perform their duties with honesty and sincerity.
 - 60.5 Read and understand their post and site instructions and follow the same.
 - 60.6 Extend respect to all officers and staff of HURL
 - 60.7 Shall not drink liquor on duty, or come drunk and report for duty.
 - 60.8 Will immediately report in any untoward incident/misconduct or misbehaviors occurs, to Contractor and HURL.
 - 60.9 When in doubt, approach concerned person immediately.
 - 60.10 Get themselves checked by security personnel whenever they go out.
 - 60.11 Do not entertain visitors.
 - 60.12 Shall not smoke in the office premises.
61. **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:
- 61.1 Bio-data of all persons.
 - 61.2 Character certificate from at least one (1) Gazetted Officer of the Central\State Government in respect of all persons.
 - 61.3 Certificate of verification of antecedents of all persons by local police authority.
 - 61.4 All persons engaged by the Contractor should be medically fit and medical certificate should be submitted prior to the start of work.
 - 61.5 Required health insurance should be provided to all engaged workmen by the contractor at his own cost.

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62. Any other deviation, exceptions, observations, if any of your offers and any subsequent corresponding which are contrary to the provision of the bidding document any amendments referred above. Shall stand with drawn without any extra financial implication to owner.
63. The contractor shall arrange for equipment's and safety devices as are necessary for such type of work and carry out requisite of handling equipment, lifting tools, tackles etc. as per prescribed standards and practices.
64. Refusal to perform duty as directed by the EIC, by the contractor due to any reason whatsoever shall entail the is being marked absent for a period deemed fit by the EIC. An additional deduction of Rs. 2000/- per day for the period so marked absent, shall also be made from the running bills towards related damages caused to HURL due to this act.
65. The quoted rates/Prices shall include all the cost of materials, labours, taxes duties/levies except GST and other incidental expenses to complete the work as per the specification of Summary of work.

.....X.....X.....X.....

CONSUMABLE ITEMS MAKE / BRAND: -

Consumable Items	MAKE / BRAND
Toilet cleaner 500 ml	Harpic brand
Floor Cleaner	Lysol brand
Phenyl for toilet, drain	Bengal Chemical
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/ Godraj/ 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
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	Gala/ Cello/ Milton/ Scotch Brite
Toilet Paper Roll 10 nos of roll in a packet	Any Good Quality product available at market
Spade with wooden handle length of blade 250mm	TATA Brand

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BOQ/SOR (Schedule of Rate) Part A – Supply of Consumable Items**BOQ****Name of Work :- General Housekeeping works at HURL, Sindri Project**

S. N.	Item Name	UOM	Quantity (#)	MRP (in Rs.)	Amount (in Rs.)
1	Supplying Toilet cleaner 500 ml(Harpic brand)	Each	216	90	19440
2	Supplying floor Cleaner (Lysol brand)	Lit	400	220	88000
3	Supplying Phenyl for toilet, drain (Preferably Bengal Chemical)	Lit	206	300	61800
4	Supplying Coconut Broom (dry /road cleaning)	Each	80	90	7200
5	Supplying Grass broom	Each	100	120	12000
6	Supplying Dry Mop	Each	144	450	64800
7	Supplying Duster	Each	144	20	2880
8	Supplying Godrej Air Pocket for toilets (50 Grms)	Each	528	75	39600
9	Providing and supplying Washing Powder (Surf excel)	Kg	50	120	6000
10	Supplying Naphthalin Balls (Preferably Bengal Chemical) for Urinal	Kg	10	359	3590
11	Supplying Hand Wash Pump Dispenser 250ml (Dettol/ Godrej/ Lifebuoy)	Each	1056	125	132000
12	Supplying Bucket 20 liter (Cello /Nilkamal/ Milton)	Each	8	550	4400
13	Supplying Mug 1 liter (Cello /Nilkamal/ Milton)	Each	8	55	440
14	Supplying PVC Hose Garden Pipe for road cleaning	Mtr.	50	85	4250
15	Supplying Wiper	Each	20	92	1840
16	Supplying HCL Acid for toilet cleaning	Lit	250	65	16250
17	Supplying Carbolic acid power to prevent snake infestation.	Kg	200	55	11000
18	Supplying Bleaching Powder for open drain (Preferably Bengal Chemical)	Kg	200	95	19000
19	Supplying Room freshener 200 ml (Preferably Godrej/ Ambi Pure/Airwick)	Each	216	145	31320
20	Supplying Pesticide chemical	Lit	20	23	460
21	Supplying Room Cob web brush for ceiling cleaning	Each	10	200	2000
22	Supplying Wire brush for cleaning	Each	30	50	1500
23	Supplying Colin (500ml bottle) for glass and Surface cleaning	Each	100	75	7500

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24	Supplying Toilet Brush for cleaning of water closet	Each	60	67	4020
25	Supplying Toilet Paper Roll 10 nos. of roll in a packet (For Suites Room's toilet and Transit House Toilet)	Each	48	100	4800
26	Supplying Spade with wooden handle length of blade 250mm (TATA Brand)	Each	3	775	2325
Total Cost Estimate of SOR Part- A items				Rs. 5,48,415.00	

(#) 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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BOQ/SOR (Schedule of Rate) Part B – Supply of Manpower services for Housekeeping works			
BOQ			
Name of Work :- General Housekeeping works at HURL, Sindri Project			
As per Minimum wages per day with reference to 01.04.2020			
S. N.	Components	Unskilled Worker (USW)	Semi-Skilled Worker (SSW)
1	Basic (a)	525	593
2	PF @ 13% of (a)	68.25	77.09
3	Bonus @ 8.33% of (a)	43.73	49.40
4	ESI @4.75% (a)	24.94	28.17
5	EL @5 % of (a)	26.25	29.65
6	NH@0.96% (a)	5.04	5.69
7	Retrenchment benefit @4.82% of (a)	25.31	28.58
8	Safety @ 2 % of (a)	10.5	11.86
9	Total (b)	729.02	823.44
10	Total No of Manpower (c)	09	01
11	Estimate for Twelve (12) Months as per Minimum wages (b x c) (in Rs.)	20,47,088.16	2,56,913.23
12	Cost estimate for twelve (12) Months as per minimum wages in Rs (d) (in Rs.)		23,04,001.44
13	Contractor Profit @10% of (d) (in Rs.)		2,30,400.14
Total Cost Estimate of SOR Part B			Rs. 25,34,401.58

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Format of Price Bid (BOQ)/ Financial Bid

<div> <div>Validate</div> <div>Print</div> <div>Help</div> </div>		<div>Item Rate BoQ</div>					
Tender Inviting Authority: GM - Projects							
Name of Work: General Housekeeping works at HURL, Sindri Project							
Contract No:							
Name of the Bidder/ Bidding Firm /							
<div>PRICE SCHEDULE</div> <div>(This BOQ template must not be modified/replaced by the bidder and the same should be uploaded after filling the relevent columns, else the bidder is liable to be rejected for this tender. Bidders are allowed to enter the Bidder Name and Values only)</div>							
NUMBER #	TEXT #	NUMBER	TEXT #	NUMBER	NUMBER #	NUMBER #	TEXT #
Sl. No.	Item Description	Quantity	Units	Estimated Rate in Rs. P	BASIC RATE In Figures To be entered by the Bidder in Rs. P	TOTAL AMOUNT Without Taxes in Rs. P	TOTAL AMOUNT In Words
1	2	4	5	6	13	53	55
1	General Housekeeping works at HURL Sindri project						
1.01	Supply of Consumable items as mentioned in SOR Part- A	1.000	Nos	548415.00		0.00	INR Zero Only
1.02	Supply of Manpower services for Housekeeping works as mentioned in SOR Part-	1.000	Nos	2534401.58		0.00	INR Zero Only
Total in Figures						0.00	INR Zero Only
Quoted Rate in Words		INR Zero Only					

BoQ1

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Annexure-A

ON NON- JUDICIAL STAMP PAPER OF Rs. 10 DULY ATTESTED

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 _____dated_____.
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.

Deponent

Verification

I, deponent, above named do hereby verify that contents of the above affidavit are true and correct to the best of my knowledge and belief.

Deponent

`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: _____

Name of Tender / Work: -

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, GM-Projects, HURL(Sindri Project) Old FCIL Office Complex, Sindri Project, HURL Sindri, Dhanbad, Jharkhand, 828122
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1. With reference to our Bid (Reference No. dated) for 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
GM-Project, 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