

**NATIONAL POWER TRAINING INSTITUTE  
(EASTERN REGION)  
(UNDER THE MINISTRY OF POWER)  
A GOVERNMENT OF INDIA ORGANIZATION  
CITY CENTRE, DURGAPUR - 713216**

**TENDER DOCUMENTS**

**ANNUAL JOB CONTRACT FOR VARIOUS HOUSEKEEPING WORKS IN  
INSTITUTIONAL AND RESIDENTIAL COMPLEX OF NPTI(ER), DURGAPUR**

(This Tender Document contains twenty pages including notice and guidelines to bidders)

**NATIONAL POWER TRAINING INSTITUTE**  
**(Under the Ministry of Power, Govt. of India)**  
**An ISO 9001: 2000 & 14001 Organization**  
**City Centre, Durgapur – 713216, W.B.**

**GUIDELINES TO THE CONTRACTOR:**

1. *The contractors are advised to submit the tender in two separate part Schedule- A (Technical Bid) and Schedule- B (Price Bid) failing the tender will be rejected.*
2. *Contractors are advised to go through the tender document and sign in all the pages for the token of going through the same.*
3. *The earnest money specified required to be deposited along with technical bid.*
4. *The agency is advised to quote their rates only on the schedule supplied by NPTI(ER) and not on letter Head.*
5. *The rates have to be quoted both in figure and in words in case if there is any ambiguity the rate in words will be considered.*
6. *Agency on their own interest is advised to visit the site and acquaint the situation before quoting the rate. In case of any clarification, the same may be referred to NPTI.*
7. *Agency must produce an undertaking that the authorized representative will be available on a given telephone (landline) or mobile number.*

Director/HOI  
NPTI(ER),Durgapur

## TECHNICAL BID

### PARTICULARS TO BE SUBMITTED IN TECHNICAL BID WITH ALL SUPPORTING DOCUMENTS.

1. Name of the Agency/Organization :
2. Status of the firm i.e. individual / :  
Partnership / Ltd./ Pvt. Ltd.
3. Enclose the deed / MOU etc. :
4. Establishment / Registration :  
Certificate.
5. Credentials (Enclose in Separate Sheet :  
if necessary)
6. Earnest Money particulars( Demand :  
Draft / Pay Order no.)
7. Similar work in hand: :

Sl. No.	Name of Organization	Awarded Cost	Date of Award of Work	Date of Completion of work.
i.				
ii.				
iii.				
iv.				

8. Particulars of equipments available :
9. Registration No. / ESI/EPF/Service Tax :
10. Registration with viz. CPWD/PWD/DMC / :  
Any other Govt. / Semi Govt. Agency.
11. PAN No. of the Firm :  
:

Date:  
Place

Signature of the Contractor with seal.

## **SCOPE OF WORK:**

1. All the stairs of the Building shall be swept daily and the railing of stairs should be cleaned daily.
2. Cleaning of ceiling and walls are to be made as and when required and ensure the surface free from spider nest etc.
3. Outside area cleaning is also to be done every day by sweeping.
4. Outside area of the institute complex has to be kept neat and clean free from shrubs crops etc.
5. Contractor shall have to start the work daily at 7.30 A.M. and sufficient labors will have to be made available round the clock as & when required beyond normal working hours for execution of allotted work by concerned authority.
6. The contractor should have experienced staff and equipments like vacuum pump, ropes etc. for cleaning of the chambers and drain lines. At least once in a month he should attend to the chocking of various pipe lines, drain lines, drains which result is stagnation of water in various areas of roofs. He will attend to all the problems connected with drain and sewage of main institute building, Workshop Building, B-Tech building, Residential Complex and service building etc. as a part of the work contract.
7. Contractor have to deploy his authorized representative or supervisor full time capable for House Keeping works and having requisite knowledge for utilization of man power effectively and to whom day to day instruction can be issued from department's end.
8. Washrooms of all the hostels 1, 2 and 3 including girls' hostel, executive hostel, Guest House to be cleaned twice a day and extra if needed by concerned authority to maintain hygienic condition. Sweeping of trainees' rooms, common rooms, corridor and institute building and staircases of residential complex has to be done daily. Time to time landscaping, tree plantation, roof tops cleaning etc. have to be done as needed by concerned authority.
9. Contractor have to maintain the record of daily attendance for each group of working personnel assigned the work to be completed within the proposed date of completion failing which 1% L.D. will be imposed for delay of each day subject to a maximum of 10% of the cost involvement. However, contractor may apply for time extension with proper explanation for the delay but the decision of the Office- In charge will be final and binding.

10. For special nature of job, if required, additional quantity of separate workmen to be deployed by the contractor keeping in view the completion period allowed and as directed by Officer In-charge.
11. One separate register to be maintained in the concerned maintenance place for the assignment of work with the proposed and actual completion date etc. which will be strictly adhered to by the agency.
12. The work diary will be purchased by the contractor at his own cost and risk. However, the same will be maintained by the maintenance office.
13. Contractors have to provide at least one of his P&T and / or mobile Contact No. to the concerned officer in-charge for proper communication and the agency must give undertaking that the authorized representative will be available on that number.
14. The worker should not be mixed up or engaged other ongoing works in any circumstances and their availability during working hours to be ensured failing which proportionate costing will be debited from contractor's claim.
15. Quantity of special nature of work may vary to any extent as per the site condition, no extra claim will be entertained in this regard but the payment will be made as per actual assignment and execution basis.
16. If the contractor fails to execute any assigned work in due time the same will be taken up to NPTI on risk and cost of the contractor and 25% service charge will be charged over and above the cost spent by NPTI.
17. NPTI reserves the right to keep more than one agency for the entire work or part work in panel so the work as and when necessary will be executed as per the decision of Officer in charge.
18. Contractors have to execute the non-schedule items of unavoidable nature and the rate will be analyzed as per local market value.
19. The daily reporting of labors for work deployment will be to the concerned section in-charges NPTI(ER) as per stipulated time of work.

## **GENERAL TENDER INFORMATION:**

The bids are to be sent in two parts – **First** envelope **super-scribed** as ‘**Technical Bid**’ giving details in the format, and **Second** envelope **super-scribed** as ‘**Financial Bid**’. The two sealed envelopes as above will be placed in another sealed envelope super scribed as ‘**BID FOR ANNUAL JOB Contract for VARIOUS HOUSEKEEPING WORKS**’ AND ‘**NOT TO BE OPENED BEFORE OPENING DATE**’. The bids shall be signed by a person duly authorized on behalf of the bidder firm and shall be sent in person or by speed post and to be received within scheduled date and time addressed to:-

Director (Tech.) & HOI,  
National Power Training Institute,  
NPTI Complex, Michael Faraday Street,  
**Durgapur – 713216 (WB)**

OR

The bid to be handed over in the office of Principal Director within due date and time and a receipt is to be obtained.

1. The sealed bids will be **received** by NPTI up to **4.00 PM of 22.05.2015**. Any bid received after the prescribed deadline shall not be considered irrespective of rates. The Technical bids will be opened on the mentioned date i.e.**22.05.2015 at 04.30 PM** in the presence of the representatives of the bidders. Financial bids of such firms which meet the prescribed qualification criteria will be open on the same date i.e.**22.05.2015 at 5.30 pm**.
2. Earnest Money (EMD) of **Rs. 41,382/-** (Rupees Forty One thousand Three Hundred and Eighty Two Only) should accompany with the Technical Bid document. The EMD shall be paid in the form of Demand Draft/Banker Cheque from a Nationalized bank/Scheduled commercial bank in favor of National Power Training Institute (ER) payable at Durgapur. Such EMD shall not carry any interest. Any bid not accompanied by requisite EMD shall be deemed to be invalid and will be rejected by NPTI.
3. The EMD shall be forfeited:
  - a. If the bidder withdraws his bid during the period of bid validity.
  - b. In the case of successful bidder, if he fails to furnish the required Performance Guarantee within the specified time limit.
4. The EMD of successful bidder shall be retained towards making of the security for the performance of the contract and shall only be discharged after completion of the contract period.
5. The bid shall remain valid for a period of 3 months from the date of receipt of the bid.
6. The Bidder should inspect the site before filling in and submitting the tender to get fully acquainted with the contractual labors supply work and safety arrangements as no claim whatsoever will be entertained for any alleged ignorance thereof. Tender must be submitted in original and without making any additions, alternations, and as per details given in other clauses given hereunder. The requisite details shall be filled in by the Bidder in the Tender Document wherever required.

## **7. RATES AND PRICES**

- 7.1 Bidders should quote the rates in the format given in tender document. Incomplete bids will summarily be rejected. All corrections and alterations in the entries of tender papers will be signed in full by the Bidder with date. No erasing or over-writings are permissible.
- 7.2 The rates have to be quoted both in figure and in words in case if there is any ambiguity the rate in words will be considered.
- 7.3 In case of variation in quoted rate & cost of any item, the figure noted in rate column will be considered
- 7.4 All statutory insurance and taxes (including ESI and EPF), service tax and other may be clearly specified and must be included in quoted rate. Rate quoted shall be firm and any variation in rates, prices or terms during validity of the offer shall be governed by Government of India, Dept of Labors Welfare notification from time to time, along proof of payment to engaged persons.
- 7.5 Service tax as applicable will be paid extra on actual basis.
- 7.6 No additional transport or any other charges, etc, would be payable.

## **8. TERMS OF PAYMENT**

Civil Maintenance & projects department of NPTI(ER) will release payment on monthly basis upon receipt of certified bill of the contractor through user department within a fortnight after receipt of bill and certification must be validated with work completing labor attendance and proof of other statutory payments ensuring that the services provided during the month are satisfactory.

## **9. TECHNICAL BID CRITERIA (in the format at page-5)**

The bidder should be a individual / partnership / Ltd./ Pvt. Ltd company established under the Companies Act or registered with Govt. Organization and should submit documentary evidence in respect of the following:-

- (i) A copy of Memorandum /Articles of Association of the company / registration with Govt. department
- (ii) A valid Pan No.
- (iii) Service Tax Registration No.
- (iv) EPF Registration No.
- (v) ESI Registration No.
- (vi) Average annual turnover during the last three years, ending 31st March, 2015 should be more than 30% of the value of the contract for which photo copy of the balance sheet / profit and loss account for the relevant years should be submitted.
- (vii) Experience of executing similar work contract, in reputed organizations including at least one PSE/Govt. Department during the last three years with at least
  - a) One (01) single similar completed / ongoing work of more than 80% of estimated value or
  - b) Two (02) similar completed / ongoing work of more than 50% of estimated value each; or
  - c) Three (03) similar completed / ongoing works of more than 40% of estimated value each.Photocopies of documentary evidence towards above supported by relevant satisfactory job completion certificates are required to be submitted.

## **10. EVALUATION OF BIDS**

The bids will first be evaluated on the parameters fixed for prequalification criteria as per details given at Clause 11. Financial bids of such bidders who meet the prequalification criteria will thereafter be opened. Bidder quoting the lowest rates will qualify for award of work.

## **11. CONCILIATION/ ARBITRATION**

- 11.1 If any dispute (s) or difference (s) of any kind whatsoever arise between the Parties, the Parties hereto shall negotiate with a view to its amicable resolution and settlement through a committee appointed by HOI, NPTI(ER).
- 11.2 In the event no amicable resolution or settlement is reached between the parties within 30 days after receipt of notice by one party, then the disputes or differences are detailed above shall be referred to and settled by the Sole Arbitrator to be appointed by PD, NPTI.
- 11.3 Notwithstanding the existence or any dispute or differences and/or reference for the arbitration, the Contractor shall proceed with and continue without hindrance the performance of the work under the contract with due diligence and expedition in a professional manner and the payment due to the Contractor shall not be withheld on account of such difference of arbitration proceedings unless such payment is a subject matter of the arbitration.
- 11.4 The arbitration proceedings shall be in accordance with the prevailing Arbitration and Conciliation Act, 1996 and Laws of India as amended or enacted from time to time.
- 11.5 The venue of the arbitration shall be Durgapur (West Bengal), India. The fee & other charges of Arbitrator shall be determined by the arbitrator in terms of the Act and shall be shared equally between the parties.
- 11.6 The arbitrator will give the speaking and the reasoned Award. The parties will not be entitled to any pendente-lite interest during arbitration proceedings.

## **12. FORCE MAJEURE**

- 12.1 In the event of either party being rendered unable by Force Majeure to perform any obligation required to be performed by them under the contract, the relative obligation of the party affected by such Force Majeure shall be suspended for the period during which such cause lasts.
- 12.2 The term "Force Majeure" as employed herein shall mean acts of God, War, Civil Riots, Flood, Fire directly affecting the performance of the Contract, Regulations of respective government of the two parties, namely NPTI and the Contractor.
- 12.3 Upon the occurrence of such cause and upon its termination, the party alleging that it has been rendered unable as aforesaid thereby, shall notify the other party in writing, the beginning of the cause amounting to Force Majeure as also the ending of the said clause by giving notice to the other party within 72 hours of the ending of the cause respectively. If deliveries are suspended by Force Majeure conditions lasting for more than 2 (two) months, NPTI shall have the option of canceling this contract in whole or part at his discretion without any liability at his part.
- 12.4 Time for performance of the relative obligation suspended by Force Majeure shall then



stand extended by the period for which such cause lasts.

### **13. APPLICABLE LAW AND JURISDICTION**

All matters connected with this shall be governed by the Indian law both substantive and procedural, for the time being in force and shall be subject to the exclusive jurisdiction of Indian Courts at Durgapur Sub-division (West Bengal).

14. No alternative offer shall be considered.
15. NPTI reserves the right to the annul bidding process at any time prior to award of contract including rejection of any or all bids after the same have been received, without thereby incurring any liability to the affected bidder or any obligation to inform the affected bidder/s on the ground of NPTI's action.
16. NPTI reserves the right to accept/reject any bid and to cancel the bidding process at any time and reject all bids, at any time prior to placement of order, without thereby incurring any liability.
17. The laborers employed for the specified work shall have to be paid not less than minimum wages prescribed time to time by Government of India / Local Administration (Central Labor Law enforcement office). All laborers employed on works should be insured under the Workman's Compensation Act. No. laborer below the age of 18 years will be employed by the contractor.
18. Before submission of bills by the contractor to NPTI for payment against the jobs carried out by him a certificate will have to be submitted by the contractor of having paid in full to the workers employed by him.
19. The contractor shall have ESI & EPF registration from Central Provident Fund Commissioner & related Office for the labor engaged by him as required under the law and they have to fulfill all the required relevant laws for the engagement of labor as per notification of Government of India, Min. of Labor.
20. The contractor has to maintain all the relevant register/records as per the laws related with labor engagement etc. An affidavit on a non-judicial stamp paper of appropriate value of the effect that the contractor will be entirely responsible for fulfilling all the statutory obligations under different statutes like workmen compensation Act., Contract Labor (Regulation & Abolition) Act, ESI Act, PF Act, Bonus Act, Gratuity Act for the workers employed by him on the job will be submitted by the contractor before execution of the contract agreement. The workers employed by the contractor will not be treated as the employees of the NPTI for any purpose whatsoever neither they can claim for employability at NPTI for engagement by contractor for temporarily allotted works.
21. The contract must ensure that his employees wear clean clothes as per prescribed uniform and maintain all type of cleanliness while attending the specified work. The staff must wear named badges issued by the contractor.

22. It shall be the responsibility of the contractor to comply with the provision of the various national Labor Laws. The contractor shall faithfully discharge all the liabilities under the central government labor laws. The contractor shall indemnify the NPTI against the claims arising out of non - fulfillment of obligations by him under the various labor laws.
23. The NPTI(ER) authorities shall have the right at all reasonable times to visit and inspect the property and if upon inspection it appears that any damage will fully caused by the contractor is required to be got repaired, the NPTI(ER) may direct the contractor to execute the same and upon his failing to do so within reasonable time the NPTI(ER) may execute it at the risk, cost and expense of the contractor.
24. Payment will be made as per the actual man-hours basis and no contractual worker will be engaged more than 26 days in a month. No engaged workmen should work continuously more than six month in the same site.
25. Bidders should quote the rate in different grade of man-power in all respective grades(skilled/unskilled) over financial bid, lump sum rate group wise will not acceptable. Any deviation in this matter will be treated as conditional offer and the same will be rejected.
26. **SECURITY RULES:** The contractor and their employees will have to follow the security rules as may be imposed from time to time by NPTI and if the contractor and or their employees are found to be reluctant to follow the rules/instructions, the NPTI will have the right to prohibit entry of such employees into the NPTI Complex and the contract is liable to be cancelled forthwith if the Contractor himself is involved in breach of any clause of the agreement particularly of security/Safety. An **affidavit** by each engaged workmen has to be signed as per guidelines of Anti-Ragging Circular issued by AICTE.
27. The contractor has to take all precautionary/safety measures towards fire, hazards, etc., any loss on account of this will be made good from him. In case of default it will be recovered by security deposit amount and or contract is subject to termination.
28. In case, if the agency wish to offer some rebate. It must be unconditional. Only unconditional rebate so offered by the agency will be considered.
29. Just by quoting the lowest rate does not entitle the agency for the award, the decision on rate reasonability fixed by NPTI will be final and binding as per Central Government notifications.
30. Competent Authority of NPTI(ER) reserves the right to accept or reject any or all the tenders without assigning any reason and also reserves the right to distribute the work with more than one agency
31. It is the responsibility of the agency to submit the tender within specified date and time and NPTI(ER) is not bound to entertain the tender received late due to any reason.

32. Competent Authority of NPTI reserves the right to accept or reject any or all the tenders without assigning of any reason and also reserve the right to distribute the work with more than one agency.

### **CONDITIONS OF CONTRACT**

#### **Clause (1)**

The person(s) whose tender may be accepted (here in after called for contractor) shall permit NPTI(ER) at the time of making any payment to him for work done and measured under the contract to deduct such sum at the rate of 5% of the gross value of the work done in each running bill as along with the amount of Earnest Money if any already deposited by the Contractor will amount to 10% of the cost of work put to tender subject to a maximum of Rs. 1,00,000.00 (Rs. One Lacs) unless he /they has / have deposit the full amount of security deposit in cash or in the form of Government securities of fixed Deposit Receipt of Guarantee bonds of any scheduled bank or the State Bank of India. In case a fixed deposit receipts of any Bank is furnished by the Contractor to the NPTI as part of the security deposit and the bank goes in to liquidation or for any reason is unable to make payment against the said fixed deposit receipt the loss caused thereby shall fall on the contractor and the contractor shall forthwith on demand furnish additional security to the NPTI to make good the deficit of such sum from the running bill as above mentioned.

Such deductions will be held by Government by way of Security Deposit. Provided always that the NPTI for this purpose shall be entitled to recover from the running bills at the rates mentioned above including earnest money, till the balance of the amount of security deposit is realized. All compensation or the other sums of money payable to the contractor under the terms of this contract may be deducted from or paid by the sale of a sufficient part of his security deposit or from the interest arising there from, of fresh any sums which may be due to or may become due to the contractor by NPTI or any account whatsoever and in the event of his security Deposit being reduced by reason on any such deductions of sale at aforesaid, the contractor shall within 10 days make good in cash or guarantee bonds executed in favor of the NPTI or fixed deposit receipt tendered by the State Bank of India or by scheduled bank (in case of guarantee offered by scheduled banks, the amount shall be within the financial limits prescribed by the Reserve Bank of India) or Government Securities (if deposited for more than 12 months) endorsed in favor of the Engineer – In charge, any sum or sums which may have been deducted from, or raised by sale of his security deposit or any part thereof. The security deposit shall be collected from the running bills of the contractor at the rates mentioned above the earnest money if deposited in cash at the time of tenders will be treated as part of the Security Deposit.

#### **Clause (2) Time of Work Order**

- a) The time allowed for the housekeeping work contract under different grade of entire work is for 365 days from the date of stipulated date of start of work which commences as specified in letter of Intent.
- b) The work shall throughout the stipulated period of the contract be proceeded with all due diligence and the contractor shall pay as compensation an amount equal to 1% of such small amount as the Director/HOI (whose decision in writing shall be final), may decide on the amount of the estimated cost of the whole work as shown in the tender for every day that the work remains un-commenced for unfinished after the proper dates. And further to ensure good progress during the execution of the work the contractor shall be

bound in all cases in which the time allowed as per the time schedule submitted by the contractor is followed. The contractor shall comply with the said time schedule. In the event of the contractor failing as to comply with this condition, he shall be liable to pay as compensation an amount equal to one percent or such small amount as the Director/HOI (whose decision in writing shall be final) may decide on the said estimated cost of the whole work for every day that the due quantity of work remains incomplete provided always that the entire amount of compensation to be paid under the provision of this clause shall not exceed 10% of the estimated cost of the work as shown in the tender.

- c) If the agency fails to take up the work within stipulated period from the date of issue of letter of Intent the earnest money deposited by the agency will be forfeited without giving any further notice and the work awarded to the next successful agency in the bid.
- d) In the case of the work is delayed by the agency excepting reasons which are beyond the control like natural calamities etc. the contract will be terminated and the work will be executed at the risk and cost of the contractor.

### **Clause (3)**

The officer-in-charge of civil maintenance department may without prejudice to his right against the contractor in respect of any delay or inferior workmanship or otherwise or any claims for damage in respect of any breaches of the contract and without prejudice to any rights or remedies under any of the provisions of this contract or otherwise and whether the date for completion has or has not elapsed by notice in writing absolutely determine the contract to any of the following case:

- I. If the contractor having been given by the Officer in-charge a notice in writing to rectify, reconstruct or replace any defective work done by any workman or that the work is being performed in any inefficient or otherwise improper manner, shall do it to comply with the requirement of such notice for a period of seven days thereafter or if the contractor shall delay or suspend the execution of the work so that either in the judgment of the officer In-charge (which shall be final and binding) he will be unable to secure completion of the work by engaging appropriate manpower to the date for completion or he has already failed to complete the work by that date.
- II. If the contractor commits breach of any of the terms and conditions of this contract when the contractor has made himself liable for action under any of the case aforesaid the Engineer In charge on behalf of NPTI shall have power:
  - a) To determine or rescind the contract as aforesaid (of which termination or rescission notice in writing to the contractor or under the hand of the Engineer In charge shall be conclusive evidence upon such determination or rescission the security deposit of the contractor shall be liable to be forfeited and shall be absolutely at the disposal of NPTI.
  - b) To execute the left out work departmentally at the risk and cost of contractor through another outside agency in which case any expenses which may be incurred in excess of the sum which would have been paid to the original contractor of the work had been executed by him (of the amount of which excess the Certificate in writing of the Engineer In-charge shall be final and conclusive) shall be borne and paid by the original contractor and may be deducted from the agency due to him.

In the event of any one or more of the above course being adopted by the Engineer In charge the Contractor shall not claim to compensation for any loss sustained by him by reasons of his having purchased or procured any materials or entered in to any engagements or made any advance on account or with a view to the execution of the work or the performance of contract. And in case action is taken under the any of the provision aforesaid the contractor shall not be entitled to recover or be paid any sum. For any work thereof or actually performed under this contract unless and until the Engineer In charge has certified in writing the performance of such work and the value payable in respect thereof and he shall only be entitled to be paid the value so certified.

**Clause (4)**

The officer- In charge after giving notice in writing to the contractor take possession of (or at the discretion of Engineer In charge which shall be final) use as on hire (the amount of the hire money being also in the final determination of the Engineer In charge) all or any tools plant, materials and stores in or upon the works, or the site thereof, belonging to the contractor or procured by the contractor and intended to be used for the execution of the works any part thereof, paying or allowing for the same in account at the contractor rates or in the case of these not being applicable at current market rate to be certified by the engineer in charge by notice in writing may order the contractor or their authorized agent to remove such tools, plants, materials or store from the premises within the specified time. In the event of contractor failing to comply with any such requisition the engineer in charge may remove them at the contractor expenses or sell them by auction or private sale on account of the contractor and expenses of any such shall be final and conclusive against the contractor.

**Clause (5)**

If the contractor shall desire an extension of time for completion of the work on the grounds of his having been un-avoidably hindered in its execution or any other ground he shall apply in writing to the Engineer In charge within a day of the date of hindrance on account which he desire such extension as aforesaid. The officer in-charge at his discretion shall decide such extension whose decision shall be final and binding.

**Clause (6)**

On completion of work the contractor shall return all tools & tackles (if taken from NPTI-ER), before submission of final bill wherever required.

**Clause (7)**

On completion of work the contractor have to clear the site free from unwanted materials, other tools and plants etc. within seven days from the date of completion failing which the work will be executed by NPTI at the risk & cost of the contractor.

**Clause (8)**

The contractor has to submit the running bill during the progress of work however in the absence of detailed measurement the percentage decided by the Site Engineer or Engineer In charge shall be paid on assessment of actual work completed.

**Clause (9)**

All tools/tackles/brooms/sweeping materials shall be supplied by the NPTI and therefore the contractor need not to arrange all materials, equipments required for successful completion. However, whenever materials issued by him, the item of work so executed shall be payable including in cost such materials used by the agency.

**Clause (10)**

The officer-In-charge shall have full powers to require the removal from the premises of all manpower in his opinion are not in accordance with the desired level and in case of disobedience the Engineer In charge shall be at liberty to employ other person for the same without being answerable or accountable at any loss or damage that may happen or advise to such manpower.

The Engineer In-charge shall also have full powers to require other proper skilled manpower to be substituted thereof and in case of default the officer-In-charge may cause the same to be resourced otherwise and all costs which may attend such substitution to be borne by the contractor.

**Clause (11)**

The escalation on labors rate on work under this contract is payable to the contractor in nomenclature schedule items of government notification with effective date.

**Clause (12)**

The contractor shall treat all materials obtained during any dismantling/ removal / displacement / shifting as Government property and shall hand over to NPTI.

**Clause (13)**

Tendered rates are inclusive of all taxes and levies payable under the respective states and nothing extra shall be payable on any account.

**Clause (14)**

The contractor shall execute the whole and every part of the work in the most substantial and workman like manner and both as regards manpower and otherwise in every respect in strict accordance with the tender specifications. The contractor shall also confirm exactly instructions in respect of the work assigned by the officer-In-charge

**Clause (15)****Alteration in specifications**

No alteration in specification approved by the NPTI is allowed on any account unless otherwise it is asked to in writing by engineer in charge of work for specific nature of job to do so. However, any work which is essential but not inducted in the schedule for the successful completion of work has to be executed by the contractor.

**Clause (16)**

If it shall appear to the Engineer In charge or his authorized subordinate in charge of the work that any work has been executed the unsound imperfect or unskillful workman ship or quality inferior to that contracted for or otherwise not in accordance with the contract the contractor shall on demand in writing which shall be made within 1 month completed of notwithstanding that the same may have been passed, certified and paid forth with rectify or remove such manpower or articles at his own proper charge and cost and in the event of his failing to do so within a period to be specified by the Engineer In charge in his demand aforesaid then the contractor shall be liable to pay compensation at the rate of one percent on the estimated amount put to tender for every day of engagement of such labors not exceeding 10 days while his failure to do so shall continue and on the case any such failure the Engineer in charge remove and re-deploy replace with others, the person against whom it was complained of as the case may be at the risk and expenses in all respect of the contractor.

**Clause (17)**

All work under or in course of execution or executed in pursuance of the contract shall at all time be open to the inspection and supervision of the officer-in-charge and his authorized subordinate.

**Clause (18)**

The contractor shall give not less than 7 days notice in writing to the engineer in charge of work before replacing any workman in order that the same may be noted before to check the payment to labor is covered.

**Clause (19)**

If the contractor or his working people or servants shall break, deface injure or destroy any part of building in which they may be working or premises, the same shall be rectified by the contractor within seven days from the date of receipt of letter from the department. In case or it is not attended within seven days the engineer in charge at his discretion can fix the cost of damage etc. and recover the same from contractor bill or security deposit.

**Clause (20)**

The contractor shall provide at his own cost all safety requisites to work required for the proper execution of work and nothing shall be supplied by the department.

**Clause (21)**

The contractor have to follow all the labors law including workman compensation Act 1923, contract Act, contract labors (Regulation and Abolition) Act, 1970 and Minimum Wages Act, 1948 and Minimum Wages Control Rule, 1950 and shall also comply with payment of wages act, 1948, employees Liability Act, 1938, Industrial Dispute Act, 1947 and Maternity benefits act 1961 & all these acts as amended time to time. The regulations aforesaid shall be deemed to be part of this contract and any breach thereof shall be deemed to be a breach of this contract.

**Clause (22)**

The officer In-charge may require the contractor to dismiss or remove from the site of the work any person or persons of the contractor employed upon the work who may be incompetent or misbehaving on set and the contractor shall comply forthwith such requirement.

**Clause (23)**

It shall be the responsibility of the Contractor to see the working place under possession a free from all garbage's and not occupied by any unauthorized person not deployed by him and to hand over to the official In charge such trespassers in the premises.

**Clause (24)**

The contractor shall not assign any additional manpower in excess of stipulated or subject without the written approval of the officer-In-charge. All works to be executed under the contract shall be executed under the direction and subject to the approval in all respect by the officer In charge who shall be entitled to direct at what point or points and in what manner they are to be commenced and from time to time carried on.

**Clause (25)**

In case of any class of work for which there is no such specification, the work shall be carried out in all respect and in accordance with the instructions and requirements of the Engineer In charge.

**Clause (26)**

Whenever any claim or claims for payment of a sum of money arises out or under the contract against the contractor the officer In charge of NPTI shall be entitled to withhold and also have a lien to retain such sum or sums in whole or in part from the security if any deposited by the contractor and for the purpose aforesaid, the officer In charge or NPTI shall be entitled to withhold the security.

**Clause (27)**

Before starting the work the contractor shall submit the month wise name list of manpower with all relevant details as per statutory labors engagement rules and schedule and will firmly adhere to throughout the work.

**Clause (28)**

Contractor shall maintain site order book and follow instructions of NPTI officers in to.

**Clause (29)**

Contractor shall get the labors medically tested if necessary for any contagious disease.

***Declaration: - I/We hereby declare to understand all the referred clauses and agree to abide by the same.***

Place:

Date:

**(Signature of the contractor with seal)**



## PRICE BID

NATIONAL POWER TRAINING INSTITUTE (ER)

(Under the Ministry of Power)

City Centre, Durgapur-713216

### SCHEDULE OF WORK

Name of work: **General cleaning (housekeeping) of residential, hostel and Institutional area within NPTI(ER), Durgapur Campus including Electrical/Gardening/Carpentry/plumbing works**

Sl. No	Description of the work
A.	<b>General nature of work :</b> 1. Cleaning of roads, pathway, Aprons of all buildings, Hostels & Guest House surface drain etc. by brooming, dry leaves, plastic bag, waste paper removal and mopping of bathrooms / corridors/ common rooms/ staircases of Institute building and guesthouse daily. 2. Cleaning of stair case and plinth areas with collecting daily garbage (kura) & removal the same from Campus of all residential area (by engaging Rickshaw van) with the provision for segregation of, biodegradable and non bio degradable waste) including cleaning of open terrace and other common area assigned by the officer in-charge from time to time Type 1 to Type VI total 62 quarters.
B.	<b>Special nature of work:</b>
1.	Blocked sewer line/storm water line up to 450 mm dia and Chocked man holes of any size. - Yard gulley & square manhole or Circular big manholes.
2.	Removal of blockage from C.I. Rain water or sewer line both surface and concealed nature with cleaning the trap/gully chamber etc .of any size.
3.	Cleaning the roof top open terrace, projected portion and empty roof of all buildings like quarters Type-I to Type-VI, Institute Buildings, security gate (2 Nos.), pump house, sub-station etc, with cleaning the rain water spout inlet etc. complete and as directed by the Engineer in charge.
4.	Uprooting the rank vegetation from walls, soffits roofs of all bldgs. With necessary enabling works in all height lead and lift as and when required and directed by Office in-charge of Estate.
5	Earth work for surface dressing of the ground, road side bearms including removing vegetation and inequalities not exceeding 150 mm. Deep and disposal of rubbish lead up to 200 M..
6	Cleaning jungle including uprooting rank vegetation, grass, bush wood, trees and saplings and removal of rubbish up to a lead 200 mt. outside the periphery.
7	Cleaning grass by cutting the same neatly and removal of the rubbish up to a distance of 200 mt. outside the periphery of the area cleaned.
8	Supply of skilled/Semi-skilled /unskilled labors by the contractor include all legal and statutory obligations and/or liabilities on contractor arising out of the work. The contractor shall ensure that necessary safety and insurance of the engaged labors has been made. Payment will be made with reference to the prevailing rate approved by Ministry of Labors, GOI and bonus to be disbursed on pro-rata basis along commission of contractor. (Engagement of labors will be strictly as per on exigency & not for perennial nature work). It is also understood that depending on requirement the semi-skilled jobs includes carpentry and work of electrician as well as sweepers. The number of engaged workmen is variable as per allocated work of NPTI-ER

Type of labors	Daily Wage	% EPF (prorate basis)	% Insurance (prorate basis)	% Bonus (prorate basis)	%Commission	Total (Rs.)
Skilled						
Semi-Skilled						
Unskilled						

I agree to engage contractual labors for housekeeping work of NPTI-ER as per the above scheduled requirement, and rate for supply of Nine Unskilled and three semi-skilled (including one Supervisor-Equivalent to semi-skilled Labor) and three Skilled at following quoted rates.

Rs.....(in words).....  
.....for unskilled labor per working day

Rs.....(in words).....  
.....for semi-skilled labors /supervisor per working day

Rs.....(in words).....  
.....for skilled labors per working day at

Rs..... (in words).....  
..... NPTI(ER) (including wage / EPF /Insurance / Bonus and contractor’s commission and other applicable taxes)

I agree to pay the wages to the engaged labors as per prevailing Central Government Laborers’ Wage Notification time to time. In the event of discontinuation, I shall provide **two** months notice, failing which my security deposit may be withheld.

(Special condition: Lump sum rate group wise will not acceptable. The rate which will be lowest in **total for both type of engaged workmen** category will be considered for awarding the work. Any deviation in this matter will be treated as conditional offer and the same will be rejected. NPTI Reserve rights to accept/ reject any or all tenders without assigning any reason thereof. )

**(Signature of Contractor with seal)**

Date:

Place: