

मध्यप्रदेश शासन  
नगरीय विकास एवं पर्यावरण विभाग  
मध्यप्रदेश, भोपाल

क्रमांक: 8127/शा.स/7/2015

भोपाल, दिनांक: 04/08/2015

प्रति,

1. समस्त आयुक्त,  
नगर पालिक निगम,  
मध्यप्रदेश।
2. समस्त मुख्य नगर पालिका अधिकारी,  
नगरपालिका परिषद/नगर परिषद,  
मध्यप्रदेश।

के

विषय:—नगरीय निकायों के माध्यम से संचालित योजनाओं, निविदा आमंत्रण एवं निविदा प्रबंधन पर दिशा-निर्देश चरण - 2।

विभाग के पत्र क्र. एफ 1-04/014/18-2/5979, भोपाल, दिनांक 16.06.2015 का अवलोकन करें, जिसमें प्रतिशत दर निविदा प्रपत्र के विवरण के साथ अन्य निर्देश भी जारी किये गये थे। निविदा आमंत्रण से अनुमोदन तक की प्रक्रिया भी इसी पत्र के माध्यम से निर्धारित की गई थी। विभाग में जल-प्रदाय योजनाओं एवं सीवरेज कार्य संबंधी योजनाओं के आलावा अन्य विशेष प्रकार के कार्यों के लिए लम्प-सम निविदाएं, कार्य विभाग मैनुअल के फार्म - 'एफ' के आधार पर आमंत्रित की जाती हैं। इस प्रकार की योजनाओं में निविदा प्रपत्र विभिन्न नगरीय निकायों द्वारा विकसित किये जाकर निविदा प्रपत्र का अनुमोदन राज्य-स्तरीय तकनीकी समिति द्वारा प्राप्त करने के उपरान्त निविदाएं आमंत्रित की जाती हैं।

लम्प-सम निविदा प्रपत्रों के परीक्षण से यह पाया गया है कि इन प्रपत्रों के फार्मेट्स, राज्य शासन द्वारा अनुमोदित कार्य विभाग मैनुअल के अपेंडिक्स 2.10 के लिए निर्धारित फार्मेट्स से भिन्न हैं एवं प्री-क्वालिफिकेशन की शर्तें आदि भी भिन्न हैं। अतः लम्प-सम निविदाओं के लिए मॉडल बिडिंग डाक्यूमेंट विकसित किये जाकर सभी नगरीय निकायों के

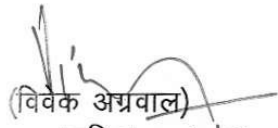
लिए तत्काल प्रभाव से लागू किया जाता हैं। कार्य की प्रकृति के अनुसार प्रत्येक निविदा प्रपत्र इस मॉडल बिडिंग डाक्यूमेंट के आधार पर ULBs द्वारा तैयार किया जायेगा एवं पूर्व निर्धारित प्रक्रिया के अनुसार, राज्य-स्तरीय तकनीकी समिति द्वारा अनुमोदन के उपरांत निविदाएं आमंत्रित की जायेंगी। जल-प्रदाय एवं सीवरेज कार्यों से भिन्न कार्यों के लिए, प्री-क्वालिफिकेशन तथा फिजिकल रिक्वायरमेंट्स कार्य की प्रकृति के अनुसार रखे जा सकेंगे। इस विभाग द्वारा इस विषय पर समसंख्यांक पत्र दिनांक 16.06.2015 में निर्धारित माइल-स्टोन का निर्धारण, निविदा आमंत्रण से अनुमोदन तक कार्यवाही की समय-सीमा एवं प्रक्रिया तथा अन्य कार्यवाहियाँ संदर्भित पत्र के बिन्दु क्र. 2 से 7 तक यथावत लागू होंगी।

2. इस विभाग के समसंख्यांक पत्र दिनांक 16.05.15 द्वारा निर्धारित किये गये प्रतिशत दर निविदा प्रपत्र के सेक्शन-3, "Conditions of Contract" के क्लोज 17 में निम्नलिखित क्लोज 17.4 जोड़ा जाए।

"17.4 Ten percent of the mandatory tests prescribed under the specifications shall be got carried out through Laboratories accredited by National Accreditation Board of Laboratories (NABL) by the Engineer-in-Charge and the cost of the such testing shall be deducted from the payments due to Contractor."

उपरोक्त संशोधन तुरन्त प्रभाव से लागू किया जाता हैं।

(संलग्न निविदा प्रपत्र एवं एनेक्सा ए)

  
(विवेक अग्रवाल)  
सचिव 317  
मध्यप्रदेश शासन  
नगरीय विकास एवं पर्यावरण विभाग  
भोपाल

पृ.क्रमांक 8128/आं.प्र-7/2015

भोपाल, दिनांक: 04/07/2015

प्रतिलिपि:

1. निज सचिव, माननीय मंत्री, मध्यप्रदेश शासन नगरीय विकास एवं पर्यावरण विभाग।
2. आयुक्त, नगरीय प्रशासन एवं विकास, म.प्र. भोपाल।
3. प्रमुख अभियंता, मध्यप्रदेश शासन नगरीय विकास एवं पर्यावरण विभाग नगरीय।
4. उपसंचालक/कार्यपालन यंत्री, संभागीय कार्यालय नगरीय प्रशासन एवं विकास, की ओर सूचनार्थ एवं आवश्यक कार्यवाही हेतु प्रेषित!



प्रमुख अभियंता  
नगरीय विकास एवं पर्यावरण विभाग  
भोपाल

**OFFICE OF THE NAGAR PARISHAD, HARPALPUR, DIST-CHHATARPUR(M.P)**

**APPENDIX 2.18**  
**TENDER DOCUMENT**

**NIT Number and Date** : \_\_\_\_\_

**Agreement Number and Date** : \_\_\_\_\_

**Name of Work:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Name of the Contractor** : \_\_\_\_\_

**Probable Amount of Contract**

**(Rs. In Figure)** : \_\_\_\_\_

**(Rs. In Words)** : \_\_\_\_\_

**Contract Amount**

**(Rs. In Figure)** : \_\_\_\_\_

**(Rs. In Words)** : \_\_\_\_\_

**Stipulated Period of Completion**

## Tender Document

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OFFICE OF THE NAGAR PARISHAD HARPALPUR, DIST- CHHATARPUR

(FIRST CALL)

Section – 1

**Notice Inviting e-Tenders**

NIT No.604/e-tendering

Date:15.05.2026

online percentage rate bids for the following works are invited from registered contractors and firms of repute fulfilling registration criteria:

S.No.	Work	Probable Amount	Completion Period (months)
1	Construction CC Road shankar ji mandir to tohid d.j in ward 05 and diffrent locotion in NP harpalpur.	1679010.37	03 months

1. Interested Bidder can view the NIT on website <http://www.mptenders.gov.in>. and [www.mpurban.gov.in](http://www.mpurban.gov.in)
2. The Bid Document can be purchased only Online from 10.30 (time)19.05.2026(date) to 17.30 (time)19.06.2026(date).

**CHIEF MUNICIPAL OFFICER**

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## Notice Inviting e-Tenders

### OFFICE OF THE NAGAR PARISHAD HARPALPUR, DIST-CHHATARPUR(M.P)

N.I.T. No604/e-tender

dated 15.05.2026

online percentage rate bids for the following works are invited from registered contractors and firms of repute fulfilling registration criteria:

S.No	Name of the work	Probable amount of contract (Rs. In Lacs)	Earnest Money Deposit (EMD) (In Rs)	Cost of Bid Document (In Rupees)	Category of Contractor	Time of Completion
1	Construction CC Road shankar ji mandir to tohid d.j in ward 05 and diffrent locotion in NP harpalpur.	1679010.37	18,000	Rs 5,000.00	Suitable class A/B/C of GoMP or equivalent in any State/Central Govt./PSU	03 months including rainy season.

- All details relating to the Bid Document(s) can be viewed and downloaded free of cost from the website mentioned in NIT.
- Bid document can be purchased after making online payment of portal fees through Credit/Debit/Cash Card/internet banking.
- At the time of submission of the Bid the eligible bidder shall be required to:
  - pay the cost of Bid Document;
  - deposit the Earnest Money;
  - Submit a check list;and
  - Submit an affidavit.

Details can be seen in the Bid Data Sheet

#### 4. ELIGIBILITY FOR BIDDERS:

- At the time of submission of the Bid the bidder should have valid registration with the Government of Madhya Pradesh, PWD in appropriate class.However, such bidders who are not registered with the Government of Madhya Pradesh and are registered with Central Government, State Government, PSUs are eligible for submission of Bids.
- The bidder would be required to have valid registration with MPPWD in appropriate class at the time of signing of the Contract.

(c) Failure to sign the contract by the selected bidder, for whatsoever reason, shall result in forfeiture of the earnest money deposit.

5. **Pre-qualification** – Prequalification conditions, wherever applicable, are given in the Bid Data Sheet.

6. **Special Eligibility** - Special Eligibility Conditions, if any, are given in the Bid Data Sheet.

7. The Bid Document can be Purchased only Online from 10.30 (time) 19.05.2026 (date) to 17.30 (time) 19.06.2026 (date). Other key dates may be seen in Bid data sheet.

**CHIEF MUNICIPAL OFFICER**

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**SECTION 2**  
**INSTRUCTIONS TO BIDDERS (ITB)**

**A. GENERAL**

**1. SCOPE OF BID**

The detailed description of work, hereinafter 'work', is given in the **Bid Data Sheet**.

**2. General Quality of Work:**

The work shall have to be executed in accordance with the drawings (prepared by Contractor and approved by the competent authority), technical specifications specified in the **Bid Data Sheet/Contract Data**, and shall have to meet high standards of workmanship, safety and security of workmen and works.

**3. PROCEDURE FOR PARTICIPATION IN E-TENDERING**

The procedure for participation in e-tendering is given in the **Bid Data Sheet**.

**4. ONE BID PER BIDDER**

4.1 The bidder can be an individual entity or a joint venture (if permitted as per Bid Data sheet). In case the J.V. is permitted, the requirement of joint venture shall be as per the Bid Data Sheet.

4.2 No bidder shall be entitled to submit more than one bid whether jointly or severally. If he does so, all bids wherein the bidder has participated shall stand disqualified.

**5. Cost of Bidding**

The bidder shall bear all costs associated with the preparation and submission of his bid, and no claim whatsoever for the same shall lie on the ULB.

**6. Site Visit and examination of works**

The bidder is advised to visit and examine the Site of Works and its surroundings and obtain for itself on its own responsibility all information that may be necessary for preparing the bid and entering into a contract for construction of the work. All costs shall have to be borne by the bidder.

**B. BID DOCUMENTS**

**7. CONTENT OF BID DOCUMENTS**

The Bid Document comprises of the following documents:

1. NIT with all amendments.

2. Instructions to Bidders,

3. Conditions of Contract:

i. Part I General Conditions of Contract and Contract Data; and

ii. Part II Special Conditions of Contract.

4. Specifications

5. Drawings,

6. Priced Bill of Quantities

7. Technical and Financial Bid

8. Letter of Acceptance

9. Agreement and

10. Any other document(s), as specified.

**8.** The bidder is expected to examine carefully all instructions, conditions of contract, the contract data, forms, terms and specifications, bill of quantities, forms and drawings in the Bid Document. Bidder shall be solely responsible for his failure to do so.

**9. Pre-Bid Meeting (where applicable)**

Wherever the **Bid Data Sheet** provides for pre-bid meeting:

- 9.1 Details of venue, date and time would be mentioned in the **Bid Data Sheet**. Any change in the schedule of pre-bid meeting would be communicated on the website only, and intimation to bidders would not be given separately.
- 9.2 Any prospective bidder may raise his queries and/or seek clarifications in writing before or during the pre-bid meeting. The purpose of such meeting is to clarify issues and answer questions on any matter that may be raised at that stage. The Employer may, at his option, give such clarifications as are felt necessary.
- 9.3 Minutes of the pre-bid meeting including the gist of the questions raised and the responses given together with any response prepared after the meeting will be hosted on the website.
- 9.4 Pursuant to the pre-bid meeting if the Employer deems it necessary to amend the Bid Document, it shall be done by issuing amendment to the online NIT.

#### 10. **Amendment of Bid Documents**

- 10.1 Before the deadline for submission of bids, the Employer may amend or modify the Bid Documents by publication of the same on the website.
- 10.2 All amendments shall form part of the Bid Document.
- 10.3 The Employer may, at its discretion, extend the last date for submission of bids by publication of the same on the website.

### **C. PREPARATION OF BID**

11. The bidders have to prepare their bids online, encrypt their Bid Data in the Bid Forms and submit Bid Seals (Hashes) of all the envelopes and documents related to the Bid required to be uploaded as per the time schedule mentioned in the key dates of the Notice Inviting e-Tenders after signing of the same by the Digital Signature of their authorized representative.

#### 12. **DOCUMENTS COMPRISING THE BID**

The bid submitted online by the bidder shall be in the following parts:

**Part 1** – This shall be known as **Envelope A** and would apply for all bids. **Envelope A** shall contain the following as per details given in the **Bid Data Sheet**:

- i) Registration number or proof of application for registration and organizational details in format given in the Bid Data sheet.
- ii) Payment of the cost of Bid Document;
- iii) Earnest Money;and
- iv) An affidavit duly notarized.

**Part 2** – This shall be known as **Envelope B** and required to be submitted only in works where pre-qualification conditions and/or special eligibility conditions are stipulated in the **Bid Data Sheet**. Online **Envelope B** shall contain a **self-certified sheet** duly supported by documents to demonstrate fulfillment of pre-qualification conditions.

**Part 3** – This shall be known as **Envelope C** and would apply to all bids. **Envelope C** shall contain financial offer in the **format** prescribed enclosed with the **Bid Data Sheet**.

#### 13. **LANGUAGE**

The bid as well as all correspondence and documents relating to the bid exchanged by the Bidder and the Employer shall be in English or Hindi. Supporting documents and printed literature that are part of the Bid may be in another language provided they are accompanied by an accurate translation of the relevant passages in English. In such case, for the purposes of interpretation of the bid, such translation shall govern.

#### 14. **TECHNICAL PROPOSAL**

- 14.1 Only, in case of bids with pre-qualification conditions defined in the Bid data sheet, the Technical Proposal shall comprise of formats and requirements given in the **Bid Data Sheet**.
- 14.2 All the documents / information enclosed with the technical proposals should be self attested and certified by the Bidder. The Bidder shall be liable for forfeiture of his earnest money deposit, if any document / information are found false/fake/untrue before acceptance of Bid. If it is found after acceptance of the Bid, the sanctioning authority may at his discretion forfeit his performance security/guarantee, security deposit, enlistment deposit and take any other suitable action.

**15. FINANCIAL BID**

- i. The bidder shall have to quote rates in format referred in Bid Data sheet, in Lumpsum, and not item wise. If the bid is in absolute amount, overall percentage would be arrived at in relation to the NIT amount. The overall percentage rate would apply for all items of work.
- ii. Lumpsum offer shall be quoted in figures as well as in words. If any difference in figures and words found, lower of the two shall be taken as valid and correct.
- iii. The bidder shall have to quote rates inclusive of all duties, taxes, royalties and other levies; and the Employer shall not be liable for the same. Excise exemption on pipe shall be available as per norms.
- iv. The material alongwith the units and rates, which shall be issued, if any, by the department to the contractor, is mentioned in the Bid Data Sheet.

**16. PERIOD OF VALIDITY OF BIDS**

The bids shall remain valid for a period specified in **Bid Data Sheet** after the date of “close for bidding” as prescribed by the Employer. The validity of the bid can be extended by mutual consent in writing.

**17. EARNEST MONEY DEPOSIT (EMD)**

- 17.1 The Bidder shall furnish, as part of the Bid, Earnest Money Deposit (EMD), of the amount specified in the **Bid Data Sheet**.
- 17.2 EMD/Bid Security shall be submitted only online using options available in the tender portal within the specified time limit. Bidders are advised to process it well in advance. No claim shall be entertained due to delay in online transactions via payment gateway/banking portal.
- 17.3 Bid not accompanied by EMD shall be liable for rejection as non-responsive.
- 17.4 EMD of bidders whose bids are not accepted will be returned within ten working days of the decision on the bid.
- 17.5 EMD of the successful Bidder will be discharged when the Bidder has signed the Agreement and furnished the Bank Guarantee of required value for Performance Security.
- 17.6 Failure to sign the contract by the selected bidder, for whatsoever reason, shall result in forfeiture of the earnest money deposit.

**D. SUBMISSION OF BID**

18. The bidder is required to submit digitally signed Bid i.e. Envelop A, B & C Online only. No physical submission of the Bid will be accepted except in exceptional case under clause 19.7

**E. OPENING AND EVALUATION OF BID**

**19. PROCEDURE**

- 19.1 Envelope 'A' shall be opened first online at the time and date notified and its contents shall be checked. In cases where Envelope 'A' does not contain all requisite documents, such bid shall be treated as non-responsive, and Envelope B and/or C of such bid shall not be opened.

- 19.2 Wherever Envelop 'B' (Technical Bid) is required to be submitted, the same shall be opened online at the time and date notified. The bidder shall have freedom to witness opening of the Envelop 'B'. Envelop 'C' (Financial Bid) of bidders who are not qualified in Technical Bid (Envelop 'B') shall not be opened.
- 19.3 Envelope 'C' (Financial Bid) of the qualified bidders shall be opened online at the time and date notified. The bidder shall have freedom to witness opening of the Envelop 'C'.
- 19.4 After opening Envelop 'C' all responsive bids shall be compared to determine the lowest evaluated bid.
- 19.5 The Employer reserves the right to accept or reject any bid, and to annul the bidding process and reject all the bids at any time prior to contract award, without incurring any liability. In all such cases reasons shall be recorded.
- 19.6 The Employer reserves the right of accepting the bid for the whole work or for a distinct part of it.
- 19.7 "In exceptional case, if physical submission of certain documents is found essential, then expressed prior permission must be obtained in writing by the tender issuing authority from an authority, as authorized by the State Government. In such a case, such documents are required to be submitted physically at the place and date specified in the Bid Data Sheet. In case of any mismatch in the documents submitted in the physical form and that uploaded online, or if the contractor fails to submit the document physically, the bid shall be liable for rejection as non-responsive."
- 19.8 During Bid evaluation, the employer or its representative may, at its discretion, ask the bidder for a clarification of its Bid. The request for clarification and the response shall be in writing, and no change in the price or substance of the Bid shall be sought, offered or permitted.

## **20. Confidentiality**

- 20.1 Information relating to examination, evaluation, comparison and recommendation of contract award shall not be disclosed to bidders or any other person not officially concerned with such process until final decision on the bid.
- 20.2 Any attempt by a bidder to influence the Employer in the evaluation of the bids or contract award decisions may result in the rejection of its bid.

## **F. AWARD OF CONTRACT**

### **21. Award of Contract**

The Employer shall notify the successful bidder by issuing a Letter of Acceptance(LOA) that his bid has been accepted. The original copy of affidavit will have to be submitted by the successful bidder at the time of signing of the contract.

### **22. Performance Security**

- 22.1 Prior to signing of the Contract the bidder to whom LOA has been issued shall have to furnish performance security of the amount, form and duration, etc. as specified in the **Bid Data Sheet**.
- 22.2 Additional performance security, if applicable, is mentioned in the **Bid Data Sheet**.

### **23. Signing of Contract Agreement**

- 23.1 The successful bidder shall have to furnish Performance security and sign the contract agreement within 15 days of issue of LOA.
- 23.2 The signing of contract agreement shall be reckoned as intimation to commencement of work. No separate work order shall be issued by the Employer to the contractor for commencement of work.
- 23.3 In the event of failure of the successful bidder to submit Performance Security and additional performance security if any or sign the Contract Agreement, his EMD shall stand forfeited without prejudice to the right of the employer for taking action against the bidder.

### **24. CORRUPT PRACTICES**

The Employer requires that bidders observe the highest standard of ethics during the procurement and execution of contracts. In pursuance of this policy, the Employer:

- i. may reject the bid for award if it determines that the bidder recommended for award has, directly or through an agent, engaged in corrupt, fraudulent, collusive, or coercive practices in competing for the Contract; and
- ii. may debar the bidder declaring ineligible, either indefinitely or for a stated period of time, to participate in bids, if it at any time determines that the bidder has, directly or through an agent, engaged in corrupt, fraudulent, collusive, or coercive practices in competing for, or in executing, a contract.

For the purposes of this provision, the terms set forth above are defined as follows:

- a. “corrupt practice” means the offering, giving, receiving, or soliciting, directly or indirectly, anything of value to influence improperly the actions of another party;
- b. “fraudulent practice” means any act or omission, including a misrepresentation, that knowingly or recklessly misleads, or attempts to mislead, a party to obtain a financial or other benefit or to avoid an obligation;
- c. “coercive practice” means impairing or harming, or threatening to impair or harm, directly or indirectly, any party or the property of the party to influence improperly the actions of a party;
- d. “collusive practice” means an arrangement between two or more parties designed to achieve an improper purpose, including influencing improperly the actions of another party.

**[End of ITB]**

### Bid Data Sheet

#### General

S.No.	Particulars	Data	
1	Office inviting Tender	Chief Municipal Officer (Nagar parishad Harpalpur)	
2	NIT No	604/e-tender	
3	Date of NIT	15.05.2026	
4	Bid document download available from date & time	From 19.05.2026 10.30 Hrs	To 19.06.2026 17.30 Hrs
5	Website link	http://mptenders.gov.in	

#### For Section 1 - NIT

Clause reference	Particulars	Data	
2	Portal fees	As Applicable	
3	Cost of bid document ( in the form of Demand Draft)	Rs. 5,000.00	
	Cost of bid document payable to	Nagar parishad Harpalpur	
	Cost of bid document in favour of	Chief Municipal Officer Nagar parishad Harpalpur	
4	Affidavit	Annexure B	
5	Pre-qualifications required		NO
	If Yes, details	Annexure C	
6	Special Eligibility		NO
	If Yes, details	Annexure D (Not applicable)	
7	Key Dates	Annexure A	

#### For Section 2 - ITB

Clause reference	Particulars	Data	
1	Name of work	Construction CC Road shankar ji mandir to tohid d.j in ward 05 and diffrent locotion in NP harpalpur.	
2	Specifications	Annexure E	
3	Procedure for participation in e-tendering	Annexure F	
4	Whether Joint-venture is allowed		NO
	If yes, requirement for Joint venture	Annexure G	
9	Pre bid meeting to held	NO	
	If Yes, Date, Time & Place	Date : Time from : Place :	
12	<b>Envelope –A</b> containing : i. Registration number or proof of application for registration and organizational details as per Annexure 'H' ii. Cost of Bid Document iii. EMD	<b>Physical Submission Date:</b> <b>(Envelope A) from NA</b>	

	iv. An affidavit duly notarized as per Annexure –B Should reach in physical form	
14	Envelope-A Technical Proposal	Annexure – I and Annexure – I (Format I-1 to I-5)
15	Envelope-B Financial Bid	To be filled in online BOQ
	Materials to be issued by the department	NA
16	Period of Validity of Bid	90Days
17	Earnest Money Deposit	<b>Rs. 18,000.00</b>
	Forms of Earnest Money Deposit	FDR
	EMD valid for a period of	240 Days
	FDR (Fixed Deposit Receipt) must be drawn in favour of	Chief Municipal Officer <i>Nagar parishad Harpalpur</i>
21	Letter of Acceptance (LoA)	<b>Annexure L</b>
22	Amount of Performance Security	<b>3% of Sanctioned Amount (for 36 month after work completion)</b>
	Additional Performance Security, if any	Additional Performance Security required if rate quoted is less than 10% below. Amount of additional PG would be = (-10%-(rate quoted))*PAC and twice after 20% blow
	Performance security in the format	Annexure M
	Performance security in favour of	Chief Municipal Officer <i>Nagar parishad Harpalpur</i>
	Performance security valid up to	Valid contract period plus 3 months
23	Place of physical Submission of Envelope A and B	NA

**Key Dates**

<b>Sr. No.</b>	<b>Works Department Stage</b>	<b>Bidders Stage</b>	<b>Date</b>	<b>Time</b>
1	-	Publishing Date	19.05.2026	10:30 AM
2	-	Document Download /Sale Start Date	19.05.2026	10:30 AM
3	-	Bid Submission Start Date	19.05.2026	10:30 AM
4	-	Bid Submission Closing Date	19.06.2026	05:30 PM
5	Technical Bid Opening Date	-	22.06.2026	11:30 AM

*Original term deposit receipt of earnest money deposit, demand draft for the cost of bid document and affidavit shall be submitted by the bidder so as to reach the office as prescribed in Bid Data Sheet, at least one calendar day before specified start time and date in key dates for opening of technical proposal as per key dates in Bid Data Sheet.*

**|| AFFIDAVIT ||**

**(To be contained in Envelope A)**

*(On Non Judicial Stamp of Rs. 100)*

I/we \_\_\_\_\_ who is/ are \_\_\_\_\_ (status in the firm/ company) and competent for submission of the affidavit on behalf of M/S \_\_\_\_\_ (contractor) do solemnly affirm an oath and state that:

I/we are fully satisfied for the correctness of the certificates/records submitted in support of the following information in bid documents which are being submitted in response to notice inviting e-tender No. \_\_\_\_\_ for \_\_\_\_\_ (name of work) dated \_\_\_\_\_ issued by the \_\_\_\_\_ (name of the Department).

I/we are fully responsible for the correctness of following self certified information/ digitalysigned documents and certificates:

1. That the self certified information/ digitaly signed documents given in the bid document are fully true and authentic.
2. That:
  - a. Information regarding financial qualification and annual turn-over, submitted online is correct
  - b. Information regarding various technical qualifications, submitted online is correct.
3. No close relative of the undersigned and our firm/company is working in the department.

OR

Following close relatives are working in the department:

Name \_\_\_\_\_ Post \_\_\_\_\_ Present Posting \_\_\_\_\_

4. I shall abide by all the terms and conditions of the tender document of this tender, otherwise the Municipality shall be free to proceed as per the terms and conditions of the tender document

**Signature with Seal of the Deponent (bidder)**

I/ We, \_\_\_\_\_ above deponent do hereby certify that the facts mentioned in above paras 1 to 3 are correct to the best of my knowledge and belief. In the event of any information is found to be incorrect/untrue or found violated, then without giving any prior notice, our bid shall be liable for rejection or termination of contract, without prejudice to any other rights of remedy including the forfeiture of the bid security/performance security.

Verified today \_\_\_\_\_ (dated) at \_\_\_\_\_ (place).

**Signature with Seal of the Deponent (bidder)**

**PRE-QUALIFICATIONS CRITERIA**

**The bidder should have:**

**A. Financial**

- i. Experience of having successfully executed:
  - a) three similar works each costing not less than the amount equal to 20% of the probable amount of contract during the last 3 financial years; or
  - b) two similar works each costing not less than the amount equal to 30% of the probable amount of contract during the last 3 financial years; or
  - c) one similar work of aggregate cost not less than the amount equal to 50% of the probable amount of during the last 3 financial years;

In case of **water supply** related works similar works means work related to water supply comprising of essentially each of the following components,

- i. Construction of Intake/ Bridges Pier/ Any water body structure.
- ii. Providing, laying, jointing of water pipeline of any material or nature like rising, feeder or distribution/Overhead Tanks (OHT).
- iii. Construction of water treatment plant (WTP).

In case of **Sewerage** related works similar works means work related to sewerage comprising of essentially each of the following components,

- i. Providing, laying, jointing of sewer pipeline of any material or nature
- ii. Construction of Sewage Treatment plant (STP).

- ii. Average annual building construction turnover on the construction works not less than 50% of the probable amount of contract during the last 3 financial years.
- iii. Executed similar items of work in any one financial year during the last 3 financial years which should not be less than the minimum physical requirement if any, fixed for the work.
- iv. Bid-Capacity – Bidder shall be allotted work upto his available Bid capacity, which shall be worked out as given in format I-2 of Annexure I.

**B. Physical**

(i) Physical qualifications for the work shall be as below,

Minimum Physical Requirement		
S. No.	Item of Work	Quantity
I	II	III
1	Cc	Similar work

(ii) Physical qualifications for the work in case of Sewerage related works shall be as below

Minimum Physical Requirement		
S. No.	Item of Work	Quantity
I	II	III
1	Sewer Pipeline of any material, diameter	30% of the total length given in this work (..... Kms)
2	Sewage Treatment plant	30% of the capacity of the STP proposed in this work (.....MLD)

C. Successful Bidder shall employ 'A' Class Registered Electrical Contractor for electrical works.

***Note: Above criteria are indicative, subject to suitable stipulations by the departments and specific Bid.***

**SPECIAL ELIGIBILITY CRITERIA**

- In case of water supply related works the Bidder should have,
  - a)
  - b)
  - c)
  
- In case of sewerage related works the Bidder should have,
  - a) Bidder shall submit a Technology Tie-up Agreement for biological treatment section proposed by him under this project, with a technology provider, who must have a registered company in India. The technology provider should have provided in last 7 years technology, core equipment and supervision services during O & M period for atleast one number Municipal Sewage Treatment Plant of capacity 22 MLD or more in India on same technology running successfully at present.
  - b) SBR technology provider should be enlisted as approved SBR technology provider for his SBR technology with any State/Central Government Authorities/Undertaking.

***Note: Above criteria are indicative, subject to suitable stipulations by the departments and specific bid.***

**Specifications**

## **Procedure for participation in e-Tendering**

### **1. Registration of Bidders on e-Tendering System**

All the PWD registered bidders are already registered on the new e-procurement portal <https://www.mptenders.gov.in>. The user id will be the contractor ID provided to them from MP Online. The password for the new portal has been sent to the bidders registered email ID. For more details may contact M/s \_\_\_\_\_ Tata consultancy Services Corporate Block, 5<sup>th</sup> floor, DB city Bhopal-462011, email id: [mptenders\\_helpdesk@mpsdc.gov.in](mailto:mptenders_helpdesk@mpsdc.gov.in). Helpdesk phone numbers are available on website.

### **2. Digital Certificate:**

The bids submitted online should be signed electronically with a class III Digital Certificate to establish the identity of the bidder submitting the bid online. The bidders may obtain class III Certificate issued by an approved certifying Authority authorized by the controller of certifying Authorities, government of India. A class III digital Certificate is issued upon receipt of the required proofs along with an application. Only upon the receipt of the required documents, a digital certificate can be issued. For details please visit [cca.gov.in](http://cca.gov.in).

Note:

- i. It may take upto 7 working days for issuance of class III digital certificate; hence the bidders are advised to obtain the certificate at the earliest. Those bidders who already have valid class III digital certificate need not obtain another Digital Certificate for the same.

The bidders may obtain more information and the APPLICATION FORM REQUIRED TO BE SUBMITTED FOR THE ISSUANCE OF DIGITAL CERTIFICATE FROM [cca.gov.in](http://cca.gov.in).

- ii Bids can be submitted till bid submission end date. Bidder will require digital signature while bid submission. The digital certificate issued to the authorized user of a partnership firm/Private limited company/Public Limited Company and user for online bidding will be considered as equivalent to a no-objection certificate/power of attorney to that user.

In case of Partnership firm, majority of the partners have to authorize a specific individual through authority letter signed by majority of partners of the firm.

In case of Private Limited company, Public Limited company, the Managing Director has to authorize a specific individual through Authority Letter. Unless the certificate is revoked, it will be assumed to represent adequate authority of the specific individual to bid on behalf of the organization for online bids as per Information Technology Act 2000. This Authorized User will be required to obtain a digital certificate. The Digital Signature executed through the use of the responsibility of Management/Partners of the concerned firm to inform the Certifying Authority, if the authorized user changes, and apply for a fresh Digital Certificate for the new Authorized user.

### **3. Set Up of Bidder's Computer System:**

In order for a bidder to operate on the e-tendering System, the Computer system of the bidder is required to be set up for Operating System, Internet Connectivity, Utilities, Fonts, etc. The details are available at <https://www.mptenders.gov.in>.

**4. Key Dates:**

The bidders are strictly advised to follow the time schedule (Key dates) of the bid of their side for tasks and responsibilities to participate in the bid, as all the stages of each bid are locked before the start time and date and after the end time and date for the relevant stage if the bid as set by the Department.

**5. Preparation and Submission of Bids**

The bidders have to prepare their online, encrypt their bid data in the Bid forms and submit Bid of all the envelopes and documents related to the Bid required to be uploaded as per the time schedule mentioned in the key dates of the notice inviting e- Tenders after signing of the same by the Digital Signature of their authorized representatives.

**6. Purchase of Bid Document**

For purchasing of the bid document bidders have to pay Service Charge online ONLY which is Rs. [as per Bid Data Sheet]. Cost of Bid document is separately mentioned in the detailed NIT. The Bid Document shall be available for purchase to concerned eligible bidders immediately after online release of the bids and upto scheduled time and date as set in the key dates. The payment for the cost of bid document shall be made online through Debit/Credit card. Net banking or NeFT Challan through the payment gateway provided on the portal.

**7. Withdrawal, Substitution and Modification of Bids**

Bidder can withdraw and modify the bid submission end date.

**JOINT VENTURE (J.V.)**

If J.V. is allowed following conditions and requirements must be fulfilled –

1. Bids submitted by a joint venture of two or more firms as partners shall comply with the following requirements :
  - a. One of the partners shall be nominated as being Lead Partner, and this authorization shall be evidenced by submitting a power of attorney signed by legally authorized signatories of all the partners;
  - b. The bid and, in case of successful bid, the Agreement, shall be signed so as to be legally binding on all partners;
  - c. The partner in charge shall be authorized to incur liabilities and receive instructions for and on behalf of any and all partners of the joint venture and the entire execution of the contract, including payment, shall be done exclusively with the partner in charge;
  - d. All the partners of the joint venture shall be liable jointly and severally for the execution of the contract in accordance with the contract terms, and a statement to this effect shall be included in the authorization mentioned under [c] above, as well as in the bid and in the Agreement [in case of successful bid];
  - e. The joint venture agreement should indicate precisely the role of the members of JV in respect of planning, design, construction equipment, key personnel, work execution, and financing of the project. All members of JV should have active participation in execution during the currency of the contract. This should not be varied/modified subsequently without prior approval of the employer;
  - f. The joint venture agreement should be registered, so as to be legally valid and binding on all partners; and
  - g. a copy of the Joint Venture Agreement entered into by the partners shall be submitted with the bid.
2. The figures for each of the partners of a joint venture shall be added together to determine the Bidder's compliance with the minimum qualifying criteria required for the bid. All the partners collectively must meet the criteria specified in full. Failure to comply with this requirement will result in rejection of the joint venture's bid.
3. The performance security of joint venture shall be in the name of the partner Lead partner/joint venture.
4. Attach the power of attorney of the partners authorizing the Bid signatory(ies) on behalf of the joint venture
5. Attach the agreement among all partners of the joint venture (and which is legally binding on all partners), which shows the requirements as indicated in the instructions to Bidders'.
6. Furnish details of participation proposed in the joint venture as below:

PARTICIPATION DETAILS	FIRM 'A' (Lead partner)	FIRM 'B'	FIRM 'C'
Financial			
Name of the Banker(s)			
Planning			
Construction Equipment			
Key personnel			
Execution of Work (Give details on contribution of each)			

7. The partners of J.V. should satisfy the qualification criteria as below,
  - a. The Lead Partner must have a share of minimum 51% in the J.V.
  - b. The other partner(s) must have a share of minimum 26% in the J.V.
  - c. The lead partner and the other partner must also meet 51% and 26% of the all qualification criteria respectively except for the requirement of work experience described in Annexure I-1(A). However both the partners must satisfy the full (100%) qualification criteria jointly. For this purpose the qualification of individual partners shall be added (for Annual Average Turnover and for Bid Capacity only).
  - d. For the requirement contained in Annexure - I-1(A) for Joint Venture,
    - i. Out of 3 similar works of value more than 20% of PAC, at least 2 works must be done by lead partner and one work to be done by other partner,  
OR
    - ii. Out of 2 similar works of value more than 30% of PAC, at least 1(one) work must be done by lead partner and 1 (one) work to be done by other partner,  
OR
    - iii. In case of one similar work of value more than 50% of PAC the lead partner must satisfy the criteria. However the other partner must satisfy the criteria in (i) above i.e., at least 20% of PAC.

**ANNEXURE-H**

(See clause 12 of Section 2 ITB &  
clause 4 of GCC)

**ORGANIZATIONAL DETAILS**  
**(To be enclosed with technical proposal)**

S.No.	Particulars	Details
1.	Registration No. issued by centralized registration system of Govt. of MP or proof of application for registration	(If applicable, scanned copy of proof of application for registration to be uploaded)
2.	Valid registration of Bidder in appropriate class through centralized registration of Govt. of MP	Registration no..... date..... (Scanned copy of Registration to be uploaded)
3.	Name of Organization/ Individual	
4.	Entity of Organization Individual/ Proprietary Firm/ Partnership Firm (Registered under Partnership Act)/ Limited Company (Registered under the Companies Act-1956)/ Corporation	
5.	Address of Communication	
6.	Telephone Number with STD Code	
7.	Fax Number with STD Code	
8.	Mobile Number	
9.	PAN Card	
10.	Aadhar Card	
11.	E-mail Address for all communications	
	<b>Details of Authorized Representative</b>	
12.	Name	
13.	Designation	
14.	Postal Address	
15.	Telephone Number with STD Code	
16.	Fax Number with STD Code	
17.	Mobile Number	
18.	E-mail Address	

Note: *In case of partnership firm and limited company certified copy of partnership deed/ Articles of Association and Memorandum of Association alongwith registration certificate of the company shall have to be enclosed.*

Signature of Bidder with Seal  
Date: \_\_\_\_\_

**Annexure – I**

(See clause 14 of Section 2 of

ITB)

**Envelope – B, Technical Proposal**

**Technical Proposal shall comprise the following documents:**

<b>S.No.</b>	<b>Particulars</b>	<b>Details to be submitted</b>
1	Experience - Financial and Physical	Annexure – I (Format : I - 1)
2	Annual Turnover	Annexure – I (Format : I - 2)
3	List of technical personnel for the key positions	Annexure – I (Format: I - 3)
4	List of Key equipments/ machines for quality control labs	Annexure – I (Format: I - 4)
5	List of Key equipments/ machines for construction work	Annexure – I (Format: I – 5)

**Note:**

1. *Technical Proposal should be uploaded duly page numbered and indexed.*
2. *Technical Proposal uploaded otherwise will not be considered.*

**FINANCIAL & PHYSICAL EXPERIENCE DETAILS****A. Financial Requirement**

The bidder should have completed either of the below:

- a) three similar works each costing not less than the amount equal to 20% of the probable amount of contract during the last 3 financial years; or
- b) two similar works each costing not less than the amount equal to 30% of the probable amount of contract during the last 3 financial years; or
- c) one similar work of aggregate cost not less than the amount equal to 50% of the probable amount of contract during the last 3 financial years;

**To be filled in by the contractor:**

- i. Details of successfully completed similar works shall be furnished in the following format.
- ii. Certificate duly signed by the employer shall also be enclosed for each completed similar work.

Agreement Number & Year	Name of Work	Date of Work Order	Date of Completion	Amount of Contract	Employer's Name and Address

**Existing commitments – (Value of 'C' for Bid Capacity formula)**

Agreement Number & Year	Name of Work	Date of Work Order	Date of Completion	Amount of Contract	Amount	Employer's Name and Address

**B. Physical Requirement:**

Execution of similar items of work in any one financial year during the last 3 financial years should not be less than the minimum physical requirement fixed for the work.

S.No.	Particulars	Actual Quantity Executed (To be filled in by the contractor)		
		Year – 1	Year – 2	Year – 3
1	Physical qualification requirement	Yes/No		
2				
3				

- Note: 1. Certificate duly signed by the employer shall be enclosed for the actual quantity executed in any one year during the last 3 financial years.
2. Similar works: **The similarity shall be based on the physical size, complexity, methods technology or other characteristics of main items of work viz. earth work, cement concrete, Reinforced cement concrete, brick masonry, stone masonry etc.**

**ANNUAL TURN OVER****Requirement:**

Average annual construction turnover on the construction works not less than 50% of the probable amount of contract during the last 5 financial years;

**To be filled in by the contractor:**

Financial Year	Payments received for contracts in progress or completed
1	
2	
3	
4	
5	

**Note:**

- i. Annual turnover of construction should be certified by the Chartered Accountant.
- ii. Audited balance sheet including all related notes, and income statements for the above financial years to be enclosed.

**Bid Capacity**

Applicants who meet the minimum qualifying criteria in the evaluation as stated above are to be evaluated further for bid capacity as under:

$$\text{Bid Capacity} = (1.5 A \times B) - C$$

Where,

- A = Maximum value of civil engineering works executed in any one year during the last five year (10% weight age per year shall be given to bring the value of work executed at present price level)
- B = Proposed contract period in years.
- C = Amount of work in hand at present.



## List of Key Equipments/ Machines for Quality Control Labs

Minimum requirement			Available with the Bidder	
S. No.	Name of Equipment/ Machinery	Quantity	Name of Equipment/ Machinery	Quantity
1	Digging tools like pick axe, shovel, etc.	One set		
2	IS Sieves Nos. with lid and pan (90 mm, 80 mm, 63 mm, 53 mm, 45 mm, 37.5 mm, 26.5 mm, 19 mm, 13.2 mm, 11.2 mm, 9.5 mm, 4.75 mm, 2.8 mm, 5.6 mm, 3.35 mm, 2.36 mm, 600 Micron, 425 Micron, 300 Micron, 150 Micron, 240 Micron, 90 Micron and 75 Micron)	ONE SET		
3	Sand Pouring Cylinder with tray complete for field Density test	One set		
4	Speedy moisture meter complete with chemicals	One set		
5	Straight Edges 3.00 metre width	Two set		
6	Liquid Limit and plastic limit testing apparatus complete with water bottle and glass wares	One set		
7	Electronic/digital balance 5 kg	One no.		
8	Pan balance with weight box, 5 kg.	One no.		
9	Slump cone	Two no.		
10	Concrete cube moulds (150 mm X 150mm)	Twelve no.		
11	Free swelling index test Apparatus	Six no.		
12	Flakiness and elongation testing gauges	Two no.		
13	Water absorption test apparatus	One no.		
14	Specific gravity test apparatus	One no.		
15	B.S. compaction apparatus	One no.		
16	Proving rings	One each		
17	Glass ware	One set		
18	Auto level and staff	Three nos.		
19	Rapid moisture meter	One no.		
20	Post Hole Auger with extensions	One set		
21	Measuring tape, spatula, glassware, porcelain dish, pestle mortar	One set		
22	Standard Proctor Density Test Apparatus with rammer	One set		
23	Electronic/digital balance 1 kg with the least count of 0.01 gm	One set		
24	Camber Board	Two no.		

25	Core Cutter (10 cm dia) 10cm/15cm height complete with dolly and hammer.	One set		
26	CBR Testing machine	One no.		
27	Oven (ambient to 200°C)	One no.		
28	Digital Thermometers	Three no.		
	Aggregate Soundness test apparatus	One no.		
30	Concrete cube testing machine	One no.		
31	First aid box	One no.		
32	Sampling Pipette	One no.		
33	Balance	One no.		
34	Dial Gauges	Six No.		
35	Thickness gauge	One set		
36	Water still (4 ft.)	One no.		
37	A.I.V. testing equipment	One no.		

*The above list of essential equipment for quality control is for guidance and is not complete.  
Other apparatus and equipment as desired/required by the Engineer-in-Charge shall be procured by the Contractor*

**LIST OF EQUIPMENTS / MACHINES FOR CONSTRUCTION WORK**

<b>Minimum requirement</b>			<b>Available with the Bidder</b>	
S. No.	Name of Equipment/ Machinery	Quantity	Name of Equipment/ Machinery	Quantity

**FINANCIAL BID  
(TO BE CONTAINED IN ENVELOPE C)**

**APPENDIX : 2.18**

(See Paragraph 2.091)

**TENDER FOR A LUMP SUM CONTRACT:**

I/We do hereby TENDER to execute the whole of the work described in the drawing and according to the annexed specification for the sum of Rs..... and should this TENDER be accepted I/We do hereby agree and bind myself/ourselves to a Tender by and fulfill all the conditions annexed to the said specification or in default thereof to forfeit and pay to the (Name of ULB) the penalties of sums of money mentioned in the said conditions viz.

Dated \_\_\_\_\_

Bidder's Signature \_\_\_\_\_

Address \_\_\_\_\_

Witnesses : \_\_\_\_\_

Address: \_\_\_\_\_

**DELETED**

The above said TENDER is hereby accepted by me on behalf of the (Name of ULB)

The \_\_\_\_\_ 2015 \_\_\_\_\_

\* To be expressed in words and figure)

**SECURITIES**

Name	Address	Occupation or Profession	Remarks
------	---------	--------------------------	---------

The above bid is hereby accepted by me on behalf of the (Name of ULB) on dated the \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_

Chief Municipal Officer/Commissioner  
Name of ULB

District ----- (M.P.)

**Note:**

- i. Only Lumpsum cost for the scope of work given therein shall be quoted.
- ii. Lumpsum offer shall be quoted in figures as well as in words. If any difference in figures and words found lower of the two shall be taken as valid and correct rate. If the bidder is not ready to accept such valid and correct rate and declines to furnish performance security and sign the agreement his earnest money deposit shall be forfeited.
- iii. In case the price is not given by a bidder, his bid shall be treated as non responsive.
- iv. All duties, taxes, and other levies payable by the bidder shall be included in the lumpsum offer given by the bidder. Only Exemption in Excise duty shall be available.
- v. All rates which offer by bidder will be excluded GST. GST payment given by department separately

**DELETED**

**Annexure – K**

(See clause 15 of Section 2 of ITB)

**MATERIALS TO BE ISSUED BY THE DEPARTMENT**

<b>S.No</b>	<b>Name of material</b>	<b>Rate (Issue rate)</b>	<b>Unit</b>	<b>Remarks</b>

**LETTER OF ACCEPTANCE (LOA)**

No. \_\_\_\_\_  
\_\_\_\_\_

Dated:

To,  
M/s. \_\_\_\_\_  
(Name and address of the contractor)

Subject: \_\_\_\_\_  
(Name of the work as appearing in the bid for the work)

Dear Sir (s),

Your bid for the work mentioned above has been accepted on behalf of the (Name of ULB) at your bided lumpsum offer as per scope of work given therein.

You are requested to submit within **15** (Fifteen) days from the date of issue of this letter:

- b. The performance security/ performance guarantee of Rs. \_\_\_\_\_ (in figures) (Rupees \_\_\_\_\_ in words only). The performance security shall be in the shape of term deposit receipt/ bank guarantee of any nationalized / schedule commercial bank valid upto three months after the expiry of defects liability period.
- c. Sign the contract agreement.

Please note that the time allowed for carrying out the work as entered in the bid is \_\_\_\_\_ months including/excluding rainy season, shall be reckoned from the date of signing the contract agreement.

Signing the contract agreement shall be reckoned as intimation to commencement of work and no separate letter for commencement of work is required. Therefore, after signing of the agreement, you are directed to contact Engineer-in-charge for taking the possession of site and necessary instructions to start the work.

Yours faithfully,

(NAME OF SIGNING  
AUTHORITY)

**Chief Municipal  
Officer/Commissioner  
Name of ULB**

**PERFORMANCE SECURITY**

To

\_\_\_\_\_ [Name of Employer]

\_\_\_\_\_  
\_\_\_\_\_ [Address of Employer]

WHEREAS \_\_\_\_\_ [name and Address of Contractor]

(Hereinafter called "the Contractor") has undertaken, in pursuance of Letter of Acceptance No. \_\_\_\_\_

Dated \_\_\_\_\_ to execute \_\_\_\_\_ [Name of Contract and brief description of Works] (herein after called "the Contract").

AND WHEREAS it has been stipulated by you in the said Contract that the contractor shall furnish you with a Bank Guarantee by a recognized bank for the sum specified therein as security for compliance with his obligation in accordance with the contract;

AND WHEREAS we have agreed to give the Contractor such a Bank Guarantee:

NOW THEREFORE we hereby affirm that we are the Guarantor and responsible to you on behalf of the Contractor, up to a total of \_\_\_\_\_ [amount of Guarantee]\* \_\_\_\_\_ (in words), such sum being payable in the types and proportions of currencies in which the contract price is payable, and we undertake to pay you, upon your first written demand and without cavil or argument, any sum or sums within the limits of \_\_\_\_\_ [ amount of Guarantee] as aforesaid without your needing to prove or to show grounds or reasons for your demand for the sum specified therein.

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

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

This Guarantee shall be valid until 3(three) months from the date of expiry of the Defect Liability Period.

Signature, Name and Seal of the Guarantor \_\_\_\_\_

Name of  
Bank \_\_\_\_\_

Address \_\_\_\_\_

—

Phone No., Fax No., E-mail Address, of Signing Authority \_\_\_\_\_

Date \_\_\_\_\_

—

\* An amount shall be inserted by the Guarantor, representing the percentage the Contract Price specified in the Contract including additional security for unbalanced Bids, if any and denominated in Indian Rupees.

**SECTION 3**  
**Conditions of Contract**  
**Part – I General Conditions of Contract [GCC]**

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## A. General

### 1. DEFINITIONS

- **Bill of Quantities:** means the priced and completed Bill of Quantities forming part of the Bid.
- **Chief Engineer:** means Chief Engineer of the Zone/basin concerned.
  
- **Completion:** means completion of the work as certified by the Engineer-in-Charge, in accordance with provisions of agreement.
  
- **Contract:** means the Contract between the Employer and the Contractor to execute, complete and/or maintain the work. Agreement is synonym of Contract and carry the same meaning wherever used.
  
- **Contract Data Sheet:** means the documents and other information which comprise of the Contract.
  
- **Contractor:** means a person or legal entity whose bid to carry out the work has been accepted by the Employer.
  
- **Contractor's bid :** means the completed bid document submitted by the Contractor to the Employer.
  
- **Contract amount :** means the amount of contract worked out on the basis of accepted bid.
  
- **Completion of work :** means completion of the entire contracted work. Exhaustion of quantity of any particular item mentioned in the bid document shall not imply completion of work or any component thereof.
  
- **Day:** means the calendar day.
  
- **Defect :** means any part of the work not completed in accordance with the specifications included in the contract.
  
- **Department:** means department of urban administration and development, Madhya Pradesh and .....(Name of ULB) as the case may be.
  
- **Drawings :** means drawings including calculations and other information provided or approved by the Engineer-in-Charge.
  
- **Employer :** means the party as defined in the Contract Data, who employs the Contractor to carry out the work. The employer may delegate any or all functions to a person or body nominated by him for specified functions. The word Employer/Government/Department wherever used denote the Employer
- **Engineer:** means the person named in contract data sheet.
  
- **Engineer in charge:** means the person named in the contract data.
  
- **Engineer In Chief :** Engineer In Chief of Directorate, Urban Administration and Development
  
- **Equipment :** means the Contractor's machinery and vehicles brought temporarily to the Site for execution of work.
  
- **Government:** means Government of Madhya Pradesh.
  
- **In Writing:** means communicated in written form and delivered against receipt.
  
- **Material :** means all supplies, including consumables, used by the Contractor for incorporation in the work.
  
- **Superintending engineer:** means superintending engineer of the concerned division of the mp urban administration & development department as the case may be.
  
- **Stipulated date of completion :** means the date on which the Contractor is required to complete the work. The stipulated date is specified in the Contract Data.
  
- **Specification :** means the specification of the work included in the Contract and any modification or addition made or approved by the Engineer-in-Charge.

- **Start Date** : means the date 14 days after the signing of agreement for the work. However, the employer may extend this time limit by another 14 days, as and when required.
- **Sub-Contractor** : means a person or corporate body who has a Contract (duly authorized by the employer) with the Contractor to carry out a part of the construction work under the Contract.
- **Temporary Work** : means work designed, constructed, installed, and removed by the Contractor that are needed for construction or installation of the work.
- **Tender / Bid, Tenderer /Bidder** : are the synonyms and carry the same meaning where ever used.
- **UADD** : Urban Administration and Development Department
- **Variation** : means any change in the work which is instructed or approved as variation under this contract.
- **Work**: the expression "work" or "works" where used in these conditions shall unless there be something either in the subject or context repugnant to such construction, be construed and taken to mean the work by virtue of contract, contracted to be executed, whether temporary or permanent and whether original, altered, substituted or additional.

## **2. INTERPRETATIONS AND DOCUMENTS**

### **2.1 Interpretations**

In the contract, except where the context requires otherwise:

- a. words indicating one gender include all genders;
- b. words indicating the singular also include the plural and vice versa.
- c. provisions including the word "agree", "agreed" or "agreement" require the agreement to be recorded in writing;
- d. "written" or "in writing" means hand-written, type-written, printed or electronically made, and resulting in a permanent record;

### **2.2 Documents Forming Part of Contract:**

1. NIT with all amendments.
2. Instructions to Bidders
3. Conditions of Contract:
  - i. Part I General Conditions of Contract and Contract Data; with all Annexures
  - ii. Part II Special Conditions of Contract.
4. Specifications
5. Drawings
6. Bill of Quantities
7. Technical and Financial Bid
8. Agreement
9. Any other document (s), as specified.

### **3. Language and Law**

The language of the Contract and the law governing the Contract are stated in the Contract Data.

### **4. Communications**

All certificates, notice or instruction to be given to the Contractor by Employer/Engineer shall be sent on the address or contact details given by the Contractor in [Annexure H of ITB]. The address and contract details for communication with the Employer/Engineer shall be as per the details given in Contract Data Sheet. Communication between parties that are referred to in the conditions shall be in writing. The notice sent by facsimile (fax) or other electronic means (email) shall also be effective on confirmation of the transmission. The notice sent by registered post or speed post shall be effective on delivery or at the expiry of the normal delivery period as undertaken by the postal service. In case of any change in address for communication, the same shall be immediately notified to Engineer-in-Charge

### **5. Subcontracting**

Subcontracting shall be permitted for contracts value more than amount specified in the Contract Data with following conditions.

- a. The Contractor may subcontract up to 25 percent of the contract price, only with and after the approval of the Employer in writing, but will not assign the Contract. Subcontracting shall not alter the Contractor's obligations.
- b. The following shall not form part of the sub-contracting:
  - i. hiring of labour through a labour contractor,
  - ii. the purchase of Materials to be incorporated in the works,
  - iii. hiring of plant & machinery
- c. The sub-contractor will have to be registered in the **appropriate category** in the centralised registration system for contractors of the GoMP.

## **6. Personnel**

- 6.1** The Contractor shall employ for the construction work and routine maintenance the technical personnel as provided in the **Annexure I-3 of Bid Data sheet, if applicable**. If the Contractor fails to deploy required number of technical staff, recovery as specified in the **Contract Data** will be made from the Contractor.
- 6.2** If the Engineer asks the Contractor to remove a person who is a member of the Contractor's staff or work force, stating the reasons, the Contractor shall ensure that the person leaves the Site within three days and has no further connection with the Works in the Contract.

## **7. Force Majeure**

- 7.1** The term "Force Majeure" means an exceptional event or circumstance:

- a) Which is beyond a party's control,
- b) Which such party could not reasonably have provided against before entering into the contract,
- c) Which, having arisen, such party could not reasonably have avoided or overcome, and
- d) Which is not substantially attributed to the other Party

Force Majeure may include, but is not limited to, exceptional events or circumstances of the kind listed below, so long as conditions (a) to (d) above are satisfied:

- (i) War, hostilities (whether war be declared or not), invasion, act of foreign enemies),
  - (ii) Rebellion, terrorism, sabotage by persons other than the contractor's Personnel, revolution, insurrection, military or usurped power, or civil war,
  - (iii) Riot, commotion, disorder, strike or lockout by persons other than the Contractor's Personnel,
  - (iv) Munitions of war, explosive materials, ionising radiation or contamination by radio activity, except as may be attributed to the Contractor's use of such munitions, explosives, radiation or radio activity, and
  - (v) Natural catastrophes such as earthquake, hurricane, typhoon or volcanic activity,
- 7.2** In the event of either party being rendered unable by force majeure to perform any duty or discharge any responsibility arising out of the contract, the relative obligation of the party affected by such force majeure shall upon notification to the other party be suspended for the period during which force majeure event lasts. The cost and loss sustained by either party shall be borne by respective parties.
- 7.3** For the period of extension granted to the Contractor due to Force Majeure the price adjustment clause shall apply but the penalty clause shall not apply. It is clarified that this sub clause shall not give eligibility for price adjustment to contracts which are otherwise not subject to the benefit of Price adjustment clause.
- 7.4** The time for performance of the relative obligation suspended by the force majeure shall stand extended by the period for which such cause lasts. Should the delay caused by force majeure exceed twelve months, the parties to the contract shall be at liberty to foreclose the contract after holding mutual discussions.

## **8. Contractor's Risks**

- 8.1** All risks of loss of or damage to physical property and of personal injury and death which arise during and in consequence of the performance of the Contract are the responsibility of the Contractor.
- 8.2** All risks and consequences arising from the inaccuracies or falseness of the documents and/or information submitted by the contractor shall be the responsibility of the Contractor alone, notwithstanding the fact that designs/drawings or other documents have been approved by the department.

## **9. Liability for Accidents to Person**

The contractor shall be deemed to have indemnified and saved harmless the Government and/or the employer, against all action, suits, claims, demands, costs etc. arising in connection with injuries suffered by any persons employed by the contractor or his subcontractor for the works whether under the General law or under workman's compensation Act, or any other statute in force

at the time of dealing with the question of the liability of employees for the injuries suffered by employees and to have taken steps properly to ensure against any claim there under.

#### **10. Contractor to Construct the Works**

**10.1** The Contractor shall construct, install and maintain the Works in accordance with the Specifications and Drawings as specified in the Contract Data

**10.2** In the case of any class of work for which there is no such specification as is mentioned in contract Data, such work shall be carried out in accordance with the instructions and requirement of the Engineer-in-charge.

**10.3** The contractor shall supply and take upon himself the entire responsibility of the sufficiency of the scaffolding, timbering, Machinery, tools implements and generally of all means used for the fulfilment of this contract whether such means may or may not approved of or recommended by the Engineer.

#### **11. Discoveries**

Anything of historical or other interest or of significant value unexpectedly discovered on the Site shall be the property of the Employer. The Contractor shall notify the Engineer of such discoveries and carry out the Engineer's instructions for dealing with them.

#### **12. Dispute Resolution System**

**12.1** No dispute can be raised except before the Competent Authority as defined in Contract data in writing giving full description and grounds of Dispute. It is clarified that merely recording protest while accepting measurement and/or payment shall not be taken as raising a dispute.

**12.2** No issue of dispute can be raised after **45 days** of its occurrence. Any dispute raised after expiry of 45 days of its first occurrence shall not be entertained and the Employer shall not be liable for claims arising out of such disputes.

**12.3** The Competent Authority shall decide the matter **within 45 days**.

**12.4** Appeal against the order of the Competent Authority can be preferred within 30 days to the Appellate Authority as defined in the Contract data. The Appellate Authority shall decide the dispute within 45 days.

**12.5** Appeal against the order of the Appellate Authority can be preferred before the adhya Pradesh Arbitration Tribunal constituted under Madhya Pradesh Madhyastham Adhikaran Adhiniyam, 1983.

**12.6** The contractor shall have to continue execution of the works with due diligence notwithstanding pendency of a dispute before any authority or forum.

### **B. Time Control**

#### **13. Programme**

**13.1** Within the time stated in the Contract Data, the Contractor shall submit to the Engineer for approval a Programme showing the general methods, arrangements, order, and timing for all the activities in the Works for the construction of works.

**13.2** The program shall be supported with all the details regarding key personnel, equipment and machinery proposed to be deployed on the works for its execution. The contractor shall submit the list of equipment and machinery being brought to site, the list of key personnel being deployed, the list of machinery/equipments being placed in field laboratory and the location of field laboratory along with the Programme

**13.3** An update of the Programme shall be a programme showing the actual progress achieved on each activity and the effect of the progress achieved on the timing of the remaining Works, including any changes to the sequence of the activities.

**13.4** The Contractor shall submit to the Engineer for approval an updated Programme at intervals no longer than the period stated in the Contract Data. If the Contractor does not submit an updated Programme within this period, the Engineer may withhold the amount stated in the Contract Data from the next payment certificate and continue to withhold this amount until the next payment after the date on which the overdue Programme has been submitted.

**13.5** The Engineer's approval of the Programme shall not alter the Contractor's obligations

#### **14. Extension of Time**

**14.1** If the Contractor desires an extension of time for completion of the work on the ground of his having been unavoidably hindered in its execution or on any other grounds, he shall apply, in writing, to the Engineer-in-charge, on account of which he desires such extension. Engineer-in-charge shall forward the aforesaid application to the competent authority as prescribed.

- 14.2** The competent authority shall grant such extension at each such occasion within a period of 30 days of receipt of application from contractor and shall not wait for finality of work. Such extensions shall be granted in accordance with provisions under **clause- 15** of this agreement.
- 14.3** In case of the work already in progress, the contractor shall proceed with the execution of the works, including maintenance thereof, pending receipt of the decision of the competent authority as aforesaid with all due diligence.

**15. Compensation for delay**

- 15.1** The time allowed for carrying out the work, as entered in the agreement, shall be strictly observed by the Contractor.
- 15.2** The time allowed for execution of the contract shall commence from the date of signing of the agreement. It is clarified that the need for issue of work order is dispensed with.
- 15.3** In the event milestones are laid down in the Contract Data for execution of the works, the contractor shall have to ensure strict adherence to the same.
- 15.4** Failure of the Contractor to adhere to the timelines and/or milestones shall attract such liquidated damages as is laid down in the Contract Data
- 15.5** In the event of delay in execution of the works as per the timelines mentioned in the contract data the Engineer-in-charge shall retain from the bills of the Contractor Amount equal to the liquidated damages payable until the contractor makes such delays good. However, the Engineer-in-charge shall accept bankable security in lieu of retaining such amount.
- 15.6** If the contractor is given extension of time after liquidated damages have been paid, the engineer in charge shall correct any over payment of liquidated damages by the Contractor in the next payment certificate.
- 15.7** In the event the contractor fails to make good the delay until completion of the stipulated contract period (including extension of time) the sum so retained shall be adjusted against liquidated damages levied.

**16. Contractor's quoted offer : NA**

~~The contractor's quoted lump sum offer referred to in the "Bid for works" will be deducted/ added from/to the net amount of the bill after deducting the cost of material supplied by the department.~~

**C. Quality Control**

**17. Tests**

- 17.1** The Contractor shall be responsible for:
- a. Carrying out the tests prescribed in specifications, and
  - b. For the correctness of the test results, whether performed in his laboratory or elsewhere.
- 17.2** The contractor shall have to establish field laboratory within the time specified and having such equipments as are specified in the Contract Data.
- 17.3** Failure of the contractor to establish laboratory shall attract such penalty as is specified in the Contract Data.
- 17.4** Ten percent of the mandatory tests prescribed under the specifications shall be got carried out through Laboratories accredited by National Accreditation Board of Laboratories (NABL) by the Engineer-In-Charge and the cost of the such testing shall be deducted from the payments due to Contractor.

**18. Correction of Defects noticed during the Defect Liability Period**

- 18.1** The defect liability period of work in the contract shall be the Contract Data
- 18.2** The Contractor shall promptly rectify all defects pointed out by the Engineer well before the end of the Defect Liability Period. The Defect Liability Period shall automatically stand extended until the defect is rectified.
- 18.3** If the Contractor has not corrected a Defect pertaining to the Defect Liability Period to the satisfaction of the Engineer, within the time specified by the Engineer, the Engineer will assess the cost of having the Defect corrected, and the cost of correction of the Defect shall be recovered from the Performance Security or any amount due or that may become due to the contractor and other available securities.

**D. Cost Control**

**19. Variations - Change in original Specifications, Designs, Drawings etc.**

- 19.1** The Engineer in charge shall have power to make any alterations, omissions or additions to or substitutions for the original specifications, drawings, designs and instructions, that may appear to him to be necessary during the progress of the work and the contractor shall carry out the work in

accordance with any instructions which may be given to him in writing signed by the Employer, and such alterations, omission, additions or substitutions shall not invalidate the contract and any altered, additional or substituted work, which the contractor may be directed to do in the manner above specified, as part of the work, shall be carried out by the contractor on the same conditions in all respects on which he agree to do the main work.

- 19.2** The time for the completion of the work shall be extended in the proportion that the altered, additional or substituted work bears to the original contract work and the certificate of the Engineer in charge shall be conclusive as to such proportion.

**20. Extra items**

- 20.1** All such items which are not in the priced BOQ shall be treated as extra items.

**21. Payments for Variations and / or Extra Quantities**

- 21.1** The rates for the additional (Extra Quantities), altered or substituted work/ extra items under this clause shall be worked out in accordance with the following provisions in their respective order:-

- a. The contractor is bound to carry out the additional (Extra quantity), work at the same rates as are specified in the contract for the work.
- b. If the item is not in the priced BOQ and is included in the SOR of the department, the rate shall be arrived at by applying the quoted tender percentage on the SOR rate.
- c. If the rates of the altered or substituted work are not provided in applicable SOR-such rates will be derived from the rates for a similar class (type) of work as is provided in the contract (priced BOQ) for the work.
- d. If the rates are for the altered, substituted work cannot be determined in the manner specified in the sub clause (c) above-then the rates for such composite work item shall be worked out on the basis of the concerned schedule of rates minus/plus the percentage quoted by the contractor.
- e. If the rates of a particular part or parts of the item is not in the schedule of rates and the rates for the altered, or substituted work item cannot be determined in the manner specified in sub clause (b) to (d) above, the rate for such part or parts will be determined by the Competent Authority as defined in the Contract data on the basis of the rate analysis derived out of prevailing market rates when the work was done.
- f. But under no circumstances, the contractor shall suspend the work on the plea of non acceptability of rates on items falling under sub clause (a) to (d). In case the contractor does not accept the rate approved by Engineer in charge for a particular item, the contractor shall continue to carry out the item at the rates determined by the Competent Authority. The decision on the final rates payable shall be arrived at through the dispute settlement procedure.

**22. No compensation for alterations in or restriction of work to be carried out.**

- 22.1** If at any time after the commencement of the work, the Government, for any reason whatsoever, not require the whole or any part of the work as specified in the bid to be carried out, the Engineer in charge shall give notice in writing of the fact to the Contractor and withdraw that whole or any part of the work.

- 22.2** The Contractor shall have no claim to any payments or compensation whatsoever, on account of any profit or advantage which he might have derived from the execution of work in full or on account of any loss incurred for idle men and machinery due to any alteration or restriction of work for whatsoever reason.

- 22.3** The Engineer in charge may supplement the work by engaging another agency to execute such portion of the work, without prejudice to his rights.

**23. No Interest Payable**

No interest shall be payable to the Contractor on any payment due or awarded by any authority.

**24. Recovery from Contractors**

Whenever any claim against the Contractor for the payment arises under the contract, the Department shall be entitled to recover such sum by:

- (a) Appropriating, in part or whole of the Performance Security and additional Performance Security , if any; and/or Security deposit and/or any sums payable under the contract to the contractor..
- (b) If the amount recovered in accordance with (a) above is not sufficient, the balance sum may be recovered from any payment due to the contractor under any other contractor of the department, including the securities which become due for release.
- (c) The department shall, further have an additional right to effect recoveries as arrears of land revenue under the M.P. Land revenue Code.

**25. Tax**

- 25.1** The rates quoted by the Contractor shall be deemed to be inclusive of the sales and other levies, duties, cess, toll, taxes of Central and State Governments, local bodies and authorities. But the rates shall be excluding excise duty exemption on pipes as per Norms
- 25.2** The liability, if any, on account of quarry fees, royalties, octroi and any other taxes and duties in respect of materials actually consumed on public work, shall be borne by the Contractor.
- 25.3** Any Changes in the taxes due to change in legislation or for any other reason shall not be payable to the contractor.

**26. Check Measurements**

- 26.1** The department reserves to itself the right to prescribe a scale of check measurement of work in general or specific scale for specific works or by other special orders.
- 26.2** Checking of measurement by superior officer shall supersede measurements by subordinate officer(s), and the former will become the basis of the payment.
- 26.3.** Any over/excess payments detected, as a result of such check measurement or otherwise at any stage upto the date of completion of the defect liability period specified in this contract, shall be recoverable from the Contractor, as per clause 24 above.

**27. Termination by Engineer in Charge**

- 27.1** If the contractor fails to carry out any obligation under the Contract, the Engineer in charge may by notice require the Contractor to make good the failure and to remedy it within a specified reasonable time.
- 27.2** The Engineer in charge shall be entitled to terminate the contract if the Contractor
- a) Abandons the works or otherwise plainly demonstrates the intention not to continue performance of his obligations under the contract;
  - b) the Contractor is declared as bankrupt or goes into liquidation other than for approved reconstruction or amalgamation;
  - c) without reasonable excuse fails to comply with the notice to correct a particular defect within a reasonable period of time;
  - d) the Contractor does not maintain a valid instrument of financial Security, as prescribed;
  - e) the Contractor has delayed the completion of the Works by such duration for which the maximum amount of liquidated damages is recoverable;
  - f) If the Contractor fails to deploy machinery and equipment or personnel or set up a field laboratory as specified in the Contract Data.
  - g) if the Contractor, in judgemental of the engineer in charge has engaged in corrupt or fraudulent practices in competing for or in executing the contract;
  - h) Any other fundamental breaches as specified in the Contract Data.
- 27.3** In any of these events or circumstances, the engineer in charge may, upon giving 14 days' notice to the contractor, terminate the contract and expel the Contractor from the site. However, in the case of sub paragraph (b) or (g) of clause 27.2, the Engineer in charge may terminate the contract immediately.
- 27.4** Notwithstanding the above, the Engineer in charge may terminate the contract for convenience by giving notice to the contractor.

**28. Payment upon Termination**

- 28.1** If the contract is terminated under clause 27.3, the Engineer shall issue a certificate for value of the work accepted on final measurements, less advance payments and penalty as indicated in the Contract Data. The amount so arrived at shall be determined by the Engineer-in-charge and shall be final and binding on both the parties.
- 28.2** payment on termination under clause 27.4 above, the Engineer shall issue a certificate for the value of the work done, the reasonable cost of removal of Equipment, repatriation of the contractor's personnel employed solely on the works, and the contractor's costs of protecting and securing the works and less advance payments received up to the date of the certificate, less other recoveries due in terms of the contract and less taxes due to be deducted at source as per applicable law.
- 28.3** If the total amount due to the Employer exceeds any payment due to the Contractor, the difference shall be recovered as per clause 24 above.

**29. Performance Security**

The Contractor shall have to submit performance security and additional performance security, if any, as specified in Bid data sheet at the time of signing of the contract. The contractor shall have to

ensure that such performance security and Additional performance, if an, security remains valid for the period as specified in the Contract data.

### **30. Security Deposit**

- 30.1 Security deposit shall be deducted from the each running bill at the rate as specified in the contract data. The total amount of security deposit so deducted shall not exceed the percentage of contract price specified in the Contract data.
- 30.2 The Security may be replaced by equivalent amount of bank guarantee or fixed deposit receipt assigned to the Employer, with validity up to 3(three) months beyond the completion of defect Liability PERIOD/ extended Defect Liability.
- 30.3 The Security deposit shall be refunded on completion of defect liability period.

### **31.Price Adjustment**

#### **31.1 Applicability**

1. Price adjustment shall be applicable only if provided for in the contract data.
2. The price adjustment clause shall apply only for the works executed from the date of signing of the agreement until the end of the initial intended completion date or extensions granted for reasons attributed to the Employer by the Engineer.
3. The contractor shall not be entitled to any benefit arising from the price adjustment clause for extension in the contract period for reasons attributed to the contractor.
4. In the Force Majeure event the price escalation clause shall apply.

#### **31.2 Procedure**

1. Contract price shall be adjusted for increase or decrease in rates and price of labour, materials, fuels and lubricants in accordance with following principles and procedures and as per formula given in the contract data.
2. The price adjustable shall be determined during each quarter from the formula given in the contract data.
3. Following expression and meaning are assigned to the work done during each quarter:  
 $R =$  Total value of work during the quarter. It would include the amount of secured advance granted, if any, during the quarter, less the amount of secured advance recovered, if any during the quarter, less value of material issued by the department, if any during the quarter.

3 Weightages of various components of the work shall be as per the Contract Data.

- 31.3 To the extent that full compensation for any rise or fall in costs to the contractor is not covered by the provisions of this or other clauses in the contract, the unit rates and prices included in the contract shall be deemed to include amounts to cover the contingency of such other rise or fall in costs.
- 31.4 The index relevant to any quarter, for which such compensation is paid, shall be the arithmetical average of the indices relevant of the calendar month.
- 31.5 For the purpose of clarity it is pointed out that the price adjustment may be either positive or negative, i.e. if the price adjustment is in favor of the Employer, the same shall be recovered from the sums payable to the Contractor.

#### **32. Mobilization and Construction Machinery Advance**

- 32.1 Payment of advances shall be applicable if provided in the Contract Data.
- 32.2 If applicable, the Engineer in charge shall make interest bearing advance payment to the contractor of the amounts stated in the Contract Data, against provision by the contractor of an unconditional Bank Guarantee in a form and by nationalized/Scheduled banks, in the name as stated in the Contract data, in amounts equal to the advance payment. The Guarantee shall remain effective until the advance payment has been repaid, but the amount of the guarantee shall be progressively reduced by the amounts repaid by the contractor.
- 32.3 The rate of interest chargeable shall be as per Contract data.
- 32.4 The construction machinery advance, if applicable, shall be limited to 80% of the cost of construction machinery and admissible only for new construction machinery.
- 32.5 The advance payment shall be recovered as stated in the Contract data by deducting proportionate amounts from payments due to the Contractor. No account shall be taken of the advance payment or its recovery in assessing valuations of work done, variations, price adjustments, compensation events, or liquidated damages.

#### **33. Secured Advance**

- 33.1 Payment of secured advance shall be applicable if provided in the Contract data.
- 33.2 If applicable, the Engineer shall make advance payment against materials intended for but not yet incorporated in the works and against provision by the contractor of an unconditional bank guarantee in a form and by a nationalized/scheduled bank, in the name as stated in the contract

data, in amounts equal to the advance payment. The bank guarantee shall remain effective until the advance payment has been adjusted, but the amount of the guarantee shall be progressively reduced by the amounts adjusted by the contractor.

**33.3** The amount of secured advance and conditions to be fulfilled shall be as stipulated in the Contract Data.

**33.4** The secured advance paid shall be recovered as stated in the Contract data.

#### **34. Payment Certificates**

The payment to the contractor will be as follows for construction work:

- (a) The contractor shall submit to the engineer monthly statement of the value of the work executed less the cumulative amount certified previously, supported with detailed measurement of the items of work executed as per the Billing Break-up in section 6.
- (b) The engineer shall check the Contractor's monthly statement and certify the amount to be paid to the contractor.
- (c) The value of work executed shall be determined, based on the measurements approved by the Engineer/Engineer in charge.
- (d) The value of work executed shall comprise the value of the quantities of the items in the Billing Breakup given in Section 6.
- (e) The value of work executed shall also include the valuation of variations and compensation events.
- (f) All payments shall be adjusted for deductions for advance payment, security deposit, other recoveries in terms of contract and taxes at source as applicable under the law.
- (g) The Engineer may exclude any item certified in a previous certificate or reduce the proportion of any item previously certified in any certificate in the light of later information.
- (h) Payment of intermediate certificate shall be regarded as payments by way of advance against the final payment and not as payments for work actually done and completed.
- (i) Intermediate payment shall not preclude the requiring of bad, unsound and imperfect or unskilled work to be removed and taken away and reconstructed or be considered as an admission of the due performance of the contractor any part thereof, in any respect or the occurring of any claim.
- (j) The payment of final bill shall be governed by the provisions of clause 36 of GCC.

### **E. Finishing the Contract**

#### **35. Completion Certificate**

**35.1** A completion certificate in the prescribed format in Contract data shall be issued by the Engineer in charge after physical completion of the work.

**35.2** After final payment to the contractor, a final completion certificate in the prescribed format in the contract data shall be issued by the Engineer in charge.

#### **36. Final Account**

**36.1** The Contractor shall supply the Engineer with a detailed account of the total amount that the Contractor considers payable for works under the Contract within 21 days of issue of certificate of physical completion of works. The Engineer shall issue a Defects Liability Certificate and certify any payment that is due to the Contractor within 45 days of receiving the Contractor's account if it is correct and complete. If the account is not correct or complete, the Engineer shall issue within 45 days a schedule that states the scope of the corrections or additions that are necessary. If the Account is still unsatisfactory after it has been resubmitted, the matter shall be referred to the competent authority as defined in the Contract data, who shall decide on the amount payable to the contractor after hearing the Contractor and the Engineer in Charge.

**36.2** In case the account is not received within 21 days of issue of Certificate of Completion as provided in clause 32.1 above, the Engineer shall proceed to finalize the account and issue a payment certificate within 28 days.

### **G. Other Conditions of Contract**

#### **37. Currencies**

All payments will be made in Indian Rupees.

#### **38. Labour**

**38.1** The Contractor shall, unless otherwise provided in the Contract, make his own arrangements for the engagement of all staff and labour, local or other, and for their payment, housing, feeding and transport.

**38.2** The Contractor shall, if required by the Engineer, deliver to the Engineer a return in detail, in such form and at such intervals as the Engineer may prescribe, showing the staff and the numbers of the several classes of labour from time to time employed by the Contractor on the Site and such other information as the Engineer may require.

**39. COMPLIANCE WITH LABOUR REGULATIONS**

**39.1** During continuance of the Contract, the Contractor and his sub Contractors shall abide at all times by all existing labour enactments and rules made there under, regulations, notifications and bye laws of the State or Central Government or local authority and any other labour law (including rules), regulations, bye laws that may be passed or notification that may be issued under any labour law in future either by the State or the Central Government or the local authority. Salient features of some of the major labour laws that are applicable to construction industry are given in the Contract data. The Contractor shall keep the Employer indemnified in case any action is taken against the Employer by the competent authority on account of contravention of any of the provisions of any Act or rules made there under, regulations or notifications including amendments. If the Employer is caused to pay or reimburse, such amounts as may be necessary to cause or observe, or for non-observance of the provisions stipulated in the notifications/byelaws/Acts/Rules/ regulations including amendments, if any, on the part of the Contractor, the Engineer/Employer shall have the right to deduct any money due to the Contractor including his amount of performance security. The Employer/Engineer shall also have right to recover from the Contractor any sum required or estimated to be required for making good the loss or damage suffered by the Employer. The employees of the Contractor and the Sub-Contractor in no case shall be treated as the employees of the Employer at any point of time.

**40. Audit and Technical examination**

Government shall have the right to cause an audit and technical examination of the works and the final bill of the contract including all supporting vouchers, abstract etc. To be made after payment of the final bill and if as a result of such audit and technical examination nay sum is found to have been overpaid in respect of any work done by the contractor under the contract or nay work claimed by him to have been done under the contract and found not to, have been executed, the contractor shall be liable to refund the amount of overpayment and it shall be lawful for government to recover the same from him in the manner prescribed in clause 24 above and if it is found that the contractor was paid less than what was due to him, under the contract in respect of any work executed by him under it, the amount of such under payment shall be duly paid by government to the Contractor.

**41. Death or permanent invalidity of contractor**

During continuance of the contract, the contractor and his sub-contractors shall abide at all times by all existing labour enactments and rules made there under, regulations, notifications, and bye laws of the state or central government or local authority and any other labour law (including rules), regulations, bye laws that may be passed or notification that may be issued under any labour law in future either by the state or the major labour laws that are applicable to construction industry are given in the contract data. The contractor shall keep the employer indemnified in case any action is taken against the employer by the competent authority on account of contravention of any of the provisions of any Act or rules made their under, regulations or notifications including amendments. If the Employer is caused to pay or reimburse, such amounts as may be necessary to cause or observe, or for non-observance of the provisions stipulated in the notifications/bye laws/Acts/Rules regulations including amendments, if any, on the part of the contractor, the engineer/employer shall have the right to deduct from any money due to the contractor including his amount of performance of security. The employer/engineer shall also have right to recover from the contractor any sum required or estimated to be required for making good teh loss or damage suffered by the employer. The employees of the contractor and the sub contractor in no case shall be treated as the employees of the employer at any point of time.

**42. Jurisdiction**

This contract has been entered into the State of Madhya Pradesh and its validity, construction, interpretation and legal effect shall be subjected to the exclusive jurisdiction of the courts in Bhopal or of the courts at the place where this agreement is entered into. No other jurisdiction shall be applicable.

[End of GCC]

**Contract Data**

<b>Clause reference</b>	<b>Particulars</b>	<b>Data</b>
1.14	Employer	(Name of ULB .....
1.15	Engineer	Engineer as notified by the employer
1.16	Engineer in charge	Executive Engineer of ULB (If ULB does not have Executive Engineer posted, the Executive Engineer of Division office of UADD)
1.22	Stipulated period of completion	
3	Language & Law of Contract	English & Indian Contract Act 1872
4	Address & contact details of the Contractor	As per Annexure H
	Address & contact details of the Employer/Engineer-phone, Fax, e-mail.	_____
5	Subcontracting permitted for contract value	25% of the Contract value
6	Technical Personnel to be provided by the contractor – requirement &	As per Annexure I (Format I-3)
	Penalty, if required Technical personal not employed	Rs. 20,000/- per month
10	Specifications	C
	Drawings	As per Annexure N
12	Component authority for deciding dispute under Dispute resolution system	Superintending Engineer of UADD in charge of Concerned Division
	Appellate Authority for deciding dispute under Dispute resolution system	Engineer –In-Chief /Chief Engineer UADD
13	Period of submission of updated construction program	15 days upon signing the agreement
	Amount to be withheld or not submitting construction program in the prescribed period	0.20% of the Contract Amount
14	Competent Authority for granting Time Extension	Authority notified by the Employer
15	Milestones laid down for the contract	YES/NO
	If Yes, details of milestones	As per Annexure O
	Liquidated damage	As per Annexure P
17	List of equipments for lab	As per Annexure Q
	Time to establish lab	2 months of signing the agreement
	Penalty for not establishing field Laboratory	0.20% of the Contract amount till the establishment of Lab
18	Defect Liability Period	12 Months after physical completion of work
21	Competent authority for determining the rate	Engineer-In-Chief
27	Any other conditions for breach of contract	_____

Clause reference	Particulars	Data
28	Penalty	Penalty shall include (a) Security deposit as per clause 30 of General conditions of contract and (b) Liquidated damages imposed as per clause 15 or performance security (Guarantee) including additional performance security (Guarantee), if any, as per clause 29 of General conditions of contract, whichever is higher.
29	Performance Guarantee (security) shall be valid upto	Till issue of physical completion certificate as per clause 35.1
30	Security deposit to be deducted from each running bill	As the rate of 7 %
	Maximum limit of deduction of security deposit	Up to 7 % of Final contract amount.
31	Price adjustment formula and procedure to calculate	As per Annexure R <b>(NOT APPLICABLE)</b>
31.1(1)	Price adjustment shall be applicable	<b>(NOT APPLICABLE)</b>
32	32.1 Mobilization and Construction Machinery Advance applicable	No Mobilization and Construction Machinery Advance payable
	32.2 If yes, unconditional Bank Guarantee	In the format prescribed in Annexure - S
	32.3 If yes, Rate of interest chargeable on advance	10% annual simple interest
	32.4 If yes, Type & Amount payment that can be paid	1. Mobilization advance-Not more than ___% of contract amount 2. Construction Machinery advance-not more than ___% of contract amount
	32.5 If yes, Recovery of Advance payment	Recovery of Mobilization and/or Construction Machinery advance shall commence when 10% of the contract amount is executed and recovery of total advance shall be done on pro-rata basis and shall be completed by the time work equivalent to 80% of the contract amount is executed. In addition to the recovery of principal amount, recovery of interest shall be carried out as calculated on the outstanding amount of principal at the close of each month. The interest shall be accrued from the day of payment of advance and the recovery of interest shall commence when 10% of the contract amount is executed and shall be completed by the time work equivalent to 80% of the contract amount is executed.
33	33.1 Secured Advance applicable	No Security Advance payable
	33.2 If yes, Unconditional bank Guarantee	In the format prescribed in Annexure-T

Clause reference	Particulars	Data
	33.3 If yes, Conditions for secured Advance	<p>a) The materials are in accordance with the specification of works,</p> <p>b) Such materials have been delivered to site, and are properly stored and protected against damage or deterioration to the satisfaction of the engineer. The contractor shall store the bulk material in measurable stacks,</p> <p>c) The Contractor's records of the requirements, ordered, receipt and use of materials are kept in a form approved by the Engineer and such records shall be available for inspection by the Engineer;</p> <p>d) The contractor has submitted with his monthly statement the estimated value of the materials on site together with such documents as may be required by the engineer for the purpose of valuation of the materials and providing evidence of ownership and payment thereof;</p> <p>f) The quantity of materials are not excessive and shall be used within a reasonable time as determined by the engineer.</p>
	33.4 If yes, recovery of secured advance	The advance shall be repaid from each succeeding monthly payments to the extent materials [for which advance was previously paid] have been incorporated into the works.
35	Completion certificate- After physical completion of the work	As per Annexure - U
	Final Completion Certificate – after final payment on completion of the work	As per Annexure - V
36	Competent Authority	_____
39	Salient features of some of the major labour laws that are applicable	As per Annexure - W
41	Competent Authority	_____

**DRAWINGS**

**DETAILS OF MILESTONES**

**(Shall be decided by ULB for every project)**

**COMPENSATION FOR DELAY**

If the contractor fails to achieve the milestones, and the delay in execution of work is attributable to the contractor, the Employer shall retain an amount from the sums payable and due to the contractor as per following scale –

- i. Slippage up to 25% in financial target during the milestone under consideration – 2.5% of the work remained unexecuted in the related time span.
- ii. Slippage exceeding 25% but up to 50% in financial target during the milestone under consideration – 5% of the work remained unexecuted in the related time span.
- iii. Slippage exceeding 50% but up to 75% in financial target during the milestone under construction – 7.5% of the work remained unexecuted in the related time span.
- iv. Slippage exceeding 75% in financial target during the milestone under consideration – 10% of the work remained unexecuted in the related time span.

Note: For arriving at the dates of completion of time span related to different milestones, delays which are not attributable to the Contractor shall be considered. The slippage on any milestone is if made good in subsequent milestones or at the time of stipulated period of completion, the amount retained as above shall be refunded. In case the work is not completed within the stipulated period of completion along with all such extensions which are granted to the Contractor for either Employer's default or Force Majeure, the compensation shall be levied on the contractor at the rate of 0.05% per day of delay limited to maximum of 10% of contract price.

The decision of **Chief Engineer** shall be final and binding upon both the parties.

**LIST OF EQUIPMENT FOR QUALITY CONTROL LAB**

**PRICE ADJUSTMENT**

The formulas for adjustment of price are as follow:

R = value of work as defined in Clause 31.2(3) of General Conditions of Contract

**Weightages\* of component in the work**

S. No.	Component	Percentage of component in the work
1	Cement – P <sub>e</sub>	
2	Steel – P <sub>s</sub>	
3	Bitumen – P <sub>b</sub>	
4	POL – P <sub>f</sub>	

- Weightages of various components of the work shall be as determined by the competent technical sanction authority.

**Adjustment for cement component**

- i. Price adjustment for increase or decrease in the cost of cement procured by the contractor shall be paid in accordance with the following formula:

$$V_e = 0.85 \times P_e / 100 \times R \times (C_1 - C_0) / C_0$$

V<sub>e</sub> = Increase or decrease in the cost of work during the month under Consideration due to changes in rates for cement.

C<sub>0</sub> = The all India Wholesale price index for Grey cement on the date of opening of Bids as published by the Ministry of Industrial Development, Government of India, New Delhi. ([www.eaindustry.nic.in](http://www.eaindustry.nic.in))

C<sub>1</sub> = The all India average wholesale price index for Grey cement for the month under consideration as published by Ministry of Industrial Development, Government of India, New Delhi. ([www.eaindustry.nic.in](http://www.eaindustry.nic.in))

P<sub>e</sub> = Percentage of cement component of the work

- Note: For the application of this clause, index of Grey Cement has been chosen to represent Cement group.

**Adjustment of Steel component**

- (iii) Price adjustment for increase or decrease in the cost of steel procured by the Contractor shall be paid in accordance with the following formula:

$$V_s = 0.85 \times P_s \times R \times (S_1 - S_0) / S_0$$

V<sub>s</sub> = Increase or decrease in the cost of work during the month under consideration due to changes in the rates for steel.

S<sub>0</sub> = The all India wholesale price index for steel (**Bars and Rods**) on the date of opening of bids as published by the Ministry of Industrial Development, Government of India, New Delhi. ([www.eaindustry.nic.in](http://www.eaindustry.nic.in))

S<sub>1</sub> = The all India wholesale price index for steel (**Bars and Rods**) for the month under consideration as published by the Ministry of Industrial Development, New Delhi. ([www.eaindustry.nic.in](http://www.eaindustry.nic.in))

P<sub>s</sub> = Percentage of steel component of the work.

- Note: For the application of this clause, index of Bars and rods has been chosen to represent steel group.

**Adjustment of bitumen component**

- (iv) Price Adjustment for increase or decrease in the cost of bitumen shall be paid in accordance with the following formula:

~~$V_b = 0.85 \times P_b / 100 \times R \times (B_1 - B_0) / B_0$~~

~~$V_b$  = Increase or decrease in the cost of work during the month under consideration due to changes in rates for bitumen.~~

~~$B_0$  = The official retail price of bitumen at the IOC depot at nearest center on the date of opening of Bids.~~

~~$B_1$  = The official retail price of bitumen of IOC depot at nearest center for the 15<sup>th</sup> day of the month under consideration.~~

~~$P_b$  = Percentage of bitumen component of the work.~~

**~~Adjustment of POL (fuel and lubricant) component~~**

~~(v) Price adjustment for increase or decrease in cost of POL (fuel and lubricant) shall be paid in accordance with the following formula:~~

~~$V_f = 0.85 \times P_f / 100 \times R \times (F_1 - F_0) / F_0$~~

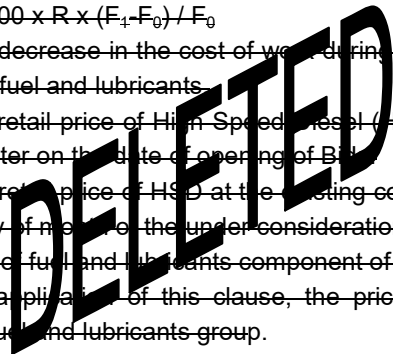
~~$V_f$  = Increase or decrease in the cost of work during the month under consideration due to changes in rates for fuel and lubricants.~~

~~$F_0$  = The official retail price of High Speed Diesel (HSD) at the existing consumer pumps of IOC at nearest center on the date of opening of Bids.~~

~~$F_1$  = The official retail price of HSD at the existing consumer pumps of IOC at the nearest center for the 15<sup>th</sup> day of the month under consideration.~~

~~$P_f$  = Percentage of fuel and lubricants component of the work.~~

~~Note: For the application of this clause, the price of High Speed Diesel has been chosen to represent fuel and lubricants group.~~



**BANK GUARANTEE FORM' FOR MOBILIZATION AND CONSTRUCTION MACHINERY ADVANCE**

To,

\_\_\_\_\_ [name of Employer]  
\_\_\_\_\_ [address of Employer]  
\_\_\_\_\_ [name of Contractor]

In accordance with the provisions of the General Conditions of Contract, clause 31 ("Mobilization and Construction Machinery Advance") of the above-mentioned Contract \_\_\_\_\_ [name and address of Contractor] (hereinafter called "the Contractor") shall deposit with \_\_\_\_\_ [name of Employer] a bank guarantee to guarantee his proper and faithful performance under the said Clause of the Contract in an amount of [amount of Guarantee\* [in words].

We, the \_\_\_\_\_ [bank of financial institution] as instructed 'by the Contractor, agree unconditionally and irrevocably to guarantee as primary obligator and not as surety merely, the payment to \_\_\_\_\_ [name of Employer] on his first demand without whatsoever right of obligation on our part and without his first claim to the Contractor, in the amount not exceeding [amount of guarantee]\*[in words].

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

This guarantee shall remain valid and in full effect from the date of the advance payment under the Contract until \_\_\_\_\_ [name of Employer] receives full repayment of the same amount from the Contractor.

**DELETED**

Yours truly,

Signature and Seal :  
Name of Bank/Financial Institution:  
Address : '  
Date :

\* An amount shall be inserted by the Bank or Financial Institution representing the amount of the Advance Payment, and denominated in Indian Rupees.

**Bank Guarantee Form for Secured Advance**

**INDENTURE FOR SECURED ADVANCES**

This indenture made the-----day of -----20-----BETWEEN-----  
(hereinafter called the contractor which expression shall where the context so admits or implies be  
deemed to include his executors, administrators and assigns) or the one part and the Employer of the  
other part.

Whereas by an agreement dated----- (herein called the said agreement) the contractor has  
agreed.

AND WHEREAS the contractor has applied to the Employer that he may be allowed advanced on  
the security of materials absolutely belonging to him and brought by him to the site of the works the  
subject of the said agreement for use in the construction of such of the works the subject of the said  
agreement for use in the construction of such of the works as he has undertaken to execute at rates  
fixed for the finished work (inclusive of the cost of materials and labour and other charges)

AND WHEREAS the Employer has agreed to advance to the Contractor the sum of Rupees-----  
-----on the security of materials the quantities and other particulars of which are detailed in  
Accounts if Secured Advance attached to the Running Account Bill for the said works signed by the  
Contractor on-----and the Employer has reserved to himself the option of making any further  
advance or advances on the security of other materials brought by the Contractor to the site of the said  
works.

Now THIS INDENTURE WITNESSTH that in pursuance of the said agreement and in  
consideration of the sum of Rupees-----on or before the execution of these presents paid to  
the Contractor by the Employer (the receipt where of the Contractor doth hereby acknowledge) and of  
such further advances (if any) as may be made to him as a for said the Contractor doth hereby  
convenient and agree with the President and declare as follows:

That the said sum of Rupees-----so advanced by the Employer to

The Contractor as aforesaid and all or any further sum of sums advanced as aforesaid shall be  
employed by the Contractor in or towards expending the execution of the said works and for no other  
purpose whatsoever.

- (1) That the materials details in the said Account of Secured Advances which have been offered to and accepted by the Employer as security are absolutely the Contractor's own propriety and free from encumbrances of any kind and the contractor will not make any application for or receive a further advance\_ on the security of materials which are not absolutely his own property and free from encumbrances of any kind and the Contractor indemnified the Employer against all claims to any materials in respect of which an advance has be made to him as aforesaid.
- (2) That the materials detailed in the said account of Secured Advances and all other materials on the security of which any further advance or advances may hereafter be made as aforesaid (hereafter called the said materials) shall be used by the Contractor solely in the execution of the said works in accordance with the directions of the Engineer.
- (3) That the Contractor shall make at his own cost all necessary and adequate arrangements for the proper watch, safe custody and protection against all risks of the said materials and that until used in construction as aforesaid the said materials shall remain at the site of the said works in the Contractor's custody and on his own responsibility and shall at all times be open to inspection by the Engineer or any officer authorized by him. In the event of the said materials or any part thereof being stolen, destroyed or damaged or becoming deteriorated in a greater degree than is due to reasonable use and wear thereof the Contractor will forthwith replace the same with other materials of like quality or repair and make good the same required by the Engineer.
- (4) That the said materials shall not be removed from the site of the said works exceptwith the written permission of the Engineer or an officer authorized by him on that



**Physical Completion Certificate**

Name of Work:

\_\_\_\_\_

—

\_\_\_\_\_

—

\_\_\_\_\_

—

Agreement No. \_\_\_\_\_ Date \_\_\_\_\_

Amount of Contract Rs \_\_\_\_\_

Name of Agency: \_\_\_\_\_

Used MB No.: \_\_\_\_\_

Last measurement recorded

a. Page No. & MB No.: \_\_\_\_\_

b. Date: \_\_\_\_\_

Certified that the above mentioned work was physically completed on..... (Date) and taken over on..... (Date) and that I have satisfied myself to best of my ability that the work has been done properly.

Date of issue

Executive Engineer

\_\_\_\_\_

\_\_\_\_\_

### Final Completion Certificate

Name of Work:

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Agreement No. \_\_\_\_\_ Date: \_\_\_\_\_

Name of Agency: \_\_\_\_\_

Used MB No. \_\_\_\_\_

Last Measurement recorded

b. Page No. & MB No. \_\_\_\_\_

c. Date \_\_\_\_\_

Certified that the above mentioned work was physically completed on \_\_\_\_\_ (date)

And taken over on \_\_\_\_\_ (date).

Agreement amount Rs. \_\_\_\_\_

Final amount paid to contractor Rs. \_\_\_\_\_

Incumbency of officers for the work

I have satisfied myself to best of my ability that the work has been done properly.

Date of Issue

Executive Engineer

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**Salient Features of Some Major Labour Laws Applicable**

- (a) Workmen Compensation Act 1923: - The Act provides for compensation in case of injury by accident arising out of and during the course of employment.
- (b) Payment of Gratuity Act 1972: - Gratuity is payable to an employee under the Act on satisfaction of certain conditions on separation if an employee has completed the prescribed minimum years (say, five years) of service or more or on death the rate of prescribed minimum days' (say, 15 days) wages for every completed year of service. The Act is applicable to all establishments employing the prescribed minimum number (say, 10) or more employees.
- (c) Employees P.F. and Miscellaneous Provision Act 1952: The Act Provides for monthly contributions by the Employer plus workers at the rate prescribed (say, 10% or 8.33%). The benefits payable under the Act are:
  - i. Pension or family pension on retirement or death as the case may be. '
  - ii. Deposit linked insurance on the death in harness of the worker.
  - iii. Payment of P.F. accumulation on retirement/death etc.
- (d) Maternity Benefit Act 1951: - The Act provides for leave and some other benefits to women employees in case of confinement or miscarriage etc.
- (e) Contract Labour (Regulation & Abolition) Act 1970: - The Act provides for certain welfare measures to be provided by the Contractor to contract labour and in case the Contractor fails to provide, the same are required to be provided, by the Principal Employer by Law. The principal Employer is required to take Certificate of Registration and the Contractor is, required to take license from the designated Officer. The Act is applicable to the establishments or Contractor of Principal Employer if they employ prescribed minimum (say 20) or more contract labour.
- (f) Minimum Wages Act 1948: - The Employer is to pay not less than the Minimum Wages fixed by appropriate Government as per provisions of the Act if the employment is a scheduled employment. Construction of buildings, roads, runways is scheduled employment.
- (g) Payment of Wages Act 1936: - It lays down as to by what date the wages are to be paid, when it will be paid and what deductions can be made from the wages of the workers.
- (h) Equal Remuneration Act 1979: - The Act provides for payment of equal wages for work of equal nature to male and female workers and for not making discrimination against female employees in the matters of transfers, training and promotions etc.
- (i) Payment of Bonus Act 1965: - The Act is applicable to all establishments employing prescribed minimum (say, 20) or more workmen. The Act provides for payments of annual bonus 'within the prescribed range of percentage of wages to employees drawing up to the prescribed amount of wages, calculated in the prescribed manner. The Act does not apply to certain establishments. The newly set-up establishments are exempted for five years in certain circumstances. States may have different number of employment size.
- (j) Industrial Disputes Act 1947: - The Act lays down the machinery and procedure for resolution of industrial disputes, in what situations a strike or lock-out becomes illegal and what are the requirements for laying off or retrenching the employees or closing down the establishment.
- (k) Industrial Employment (Standing Orders) Act 1946: - It is applicable to all establishments employing prescribed minimum (say, 100, or 50). The Act provides for laying down rules governing the conditions of employment by the Employer on matters provided in the Act and gets these certified by the designated Authority.
- (l) Trade Unions Act 1926: - The Act lays down the procedure for registration of trade unions of workmen and Employers. The Trade Unions registered under the Act have been given certain immunities from civil and criminal liabilities.
- (m) Child Labour (Prohibition & Regulation) Act 1986: - The Act prohibits employment of children below 14 years of age in certain occupations and processes and provides for regulations o employment of

children in all other occupations and processes. Employment of child labour is prohibited in building and construction industry.

- (n) Inter-State Migrant Workmen's (Regulation of Employment & Conditions of Service) Act 1979: - The Act is applicable to an establishment which employs prescribed minimum (say, five) or more inter-state migrant workmen through an intermediary (who has recruited workmen in one state for employment in the establishment situated in another state). The inter-State migrant workmen, in an establishment to which this Act becomes applicable, are required to be provided certain facilities such as Housing, Medical-Aid, Travelling expenses from home up to the establishment and back etc.
- (o) The Building and Other Construction workers (Regulation of Employment and Conditions of Service) Act 1996 and the Cess Act of 1996: - All the establishments who carry on any building or other construction work and employs the prescribed minimum (say, 10) or more workers are covered under this Act. All such establishments are required to pay cess at the rate not exceeding 2% of the cost of construction as may be modified by the Government., The Employer of the establishment- is required to provide safety measures at the building or construction work and other welfare measures, such as canteens, first-aid facilities, ambulance, housing accommodations for workers near the-work place etc. The Employer to whom the Act applies has to obtain a registration certificate from the Registering Officer appointed by the Government.
- (p) Factories Act 1948: - The Act lays down the procedure for approval of plans before setting up a factory, health and safety provisions, welfare provisions, working hours, annual earned leave and rendering information regarding accidents or dangerous occurrences to designated authorities. it is applicable to premises employing the prescribed minimum (say, 10) persons or more with aid of power or another prescribed minimum (say, 20) or more persons without the aid of power engaged in manufacturing process.

**Section 3**  
**Conditions of Contract**  
**Part-II Special Conditions of Contract [SCC]**

**1. GENERAL:**

The special conditions are supplementary conditions to the TENDER and shall form the part of the contract.

- 1.1 It shall be the responsibility of BIDDER to co-ordinate with traffic authority, Railways, MPRDC, M.P. Electricity Board, Telephone authority, various authorities including Public Health Engineering, Water resource Department for obtaining necessary permissions regarding crossing of road/railway tracks, shift of various types of public utilities like existing pipe line, sewer line, cable etc. as may be required for the due fulfillment of the obligations under this contract. Nagar parishad, \_\_\_\_\_ shall deposit all charges including charges for Electric Connection, Crossing of Railway and Road way etc. as may be necessary for seeking required permissions from different authorities but it shall be the primary responsibility of the contractor/firm to pursue with various authorities and obtain the permissions at the earliest. If as a result of excavation of trenches the underground services such as water main electric telephones cable, sewer lines become naked and unsupported it shall be the responsibility of the contractor to make suitable and necessary arrangement as per direction of the Engineer-in-Charge for their protection and no extra payment on this account will be made to the contractor. Any damages caused to the above mentioned underground services due to negligence of the contractor or otherwise the same shall be made good by the contractor at his own cost.

**2.0 Accuracy of Lines, Levels and Grades**

- 2.1 The various works shall be done true to line, level and grade. The periodical checking of these by the Engineer or Engineer's representative shall not absolve the Contractor of his responsibility regarding their accuracy. In case of any deviation or discrepancy in line, level or grade at the meeting faces, the contractor shall make good the discrepancy at his own cost and without any compensation for the additional work if any involved. Whenever such a discrepancy is found to arise at the junction of works being carried out by different Contractors the responsibility to set right their respective discrepancies shall be fixed by the Engineer whose decision shall be final and binding on the Contractors concerned. Engineer shall further have the unquestioned right if need be to rectify the discrepancies and recover the cost from the Contractor or Contractors according to proportions as he May consider reasonable.
- 2.2 The details of location and the nearest permanent bench marks. Reference Grid Marks shall be obtained by the Contractor in writing from the Engineer. Temporary bench mark for day to day use shall be fixed with reference to above permanent bench marks with double leveling. The Grid Coordinates and its references May be obtained from the Engineer.

**3.0 Arrangements of Water and Electric Power**

Arrangement for water and electric power required by the Contractor for the works shall be made by him at his own cost. Employer will however recommend to the State Electricity Board for giving the connection and power to the Contractor. However the Employer will bear no responsibility in this respect.

**4.0 Measures for Prevention of Fire**

- 4.1 The Contractor shall not set fire to any standing Jungle, trees, brush wood or grass without a written permission from the Engineer.
- 4.2 When such permission is given and also in all cases when destroying out of dug trees, brush wood, grass etc. by fire, the Contractor shall take necessary measures to prevent such fire spreading to or otherwise damaging surrounding property.
- 4.3 Any damage caused by the spreading of such fire, whether in or beyond limits of the Employer's property, the amount of the damage shall be recovered by the Engineer from the Contractor's Bills as damages or deducted by any other duly authorized officer from any sums that May be due or become due from the Employer to the Contractor under the contractor otherwise.
- 4.4 The Contractor shall bear the expenses of defending any action or law proceedings that May be brought by any person by injury sustained owing to neglect of precautions to prevent the spread of fire and shall pay any damage and cost that May be awarded in consequence.

## **5.0 Site Order Book**

A site order book shall be kept at the Employer's office on the site of the work. As far as possible all orders regarding the works are to be entered in this book. All entries therein shall be signed by the Engineer on his representative and the contractor or his authorized representative. In important cases the Engineer will countersign the entries which have been made. The site order book shall not be removed from the work site except with written permission of the Engineer and the Contractor or his representative shall be bound to take note of all instructions and directions meant for the Contractor as entered in the site order book without having to be called on separately to note them. The Engineer shall submit periodically copies of the remarks in the site order book to the Employer for record and to the contractor for submitting compliance report.

## **6.0 Foundations Depth/Levels.**

The drawings indicate the general foundation levels to be adopted for the different conditions of the structures. During execution these levels May be modified to suit the site conditions. The Contractor shall not be liable to any compensation for any minor delays on this account. However this May be considered for granting suitable extension in the completion period if necessitated by such events.

## **7.0 Approach Road**

Necessary approach roads for various construction of components of the work like Intake, WTP, OHT etc. shall be satisfactorily constructed and maintained by the Contractor at his own cost.

## **8.0 Regulation and Bye-Laws**

The contractor shall conform to the regulations, bye laws or any other statutory rules made by any local authorities or by the Government and shall protect and indemnify the Employer against any claims or liability arising from or based on the violations of any such laws, ordinance, regulations, orders and decrees etc.

## **9.0 Contractor to use Excavated Hard Rock**

All useful materials like hard rock etc. excavated by the Contractor at site shall be the property of Employer and shall be issued to the Contractor at the issue rate of Rs. 200/- per cum. It shall be binding on the Contractor to use it as rubble, metal aggregate etc. after breaking into the required size for concrete work and as directed by the Engineer.

## **10.0 Income Tax**

During the course of contract period, deductions of Income Tax shall be made at the prevailing rate of Department of Income Tax Government of India and as revised from time to time as per the advice of Income Tax authorities.

## **11.0 Supply and Arrangement of Materials**

- (1) The contractor shall make his own arrangement for supply of materials including cement and steel. The contractor shall be responsible for all transportation and storage of the materials at site and shall bear all the related costs. The Engineer shall be entitled at any time to inspect or examine all such materials. The contractor shall provide reasonable assistance for such inspection or examination as May be required.
- (2) The contractor shall keep an accurate record of use of materials like cement and steel used in the works in a manner prescribed by the Engineers.

## **12.0 Cement**

- (a) The Contractor shall stock his requirement so as to ensure utilization of cement within 60 days but in no case later than 90 days Cement older than the period aforesaid shall not be used on any work except with the written permission of the Engineer, and after satisfactorily passing such test as he May specify. The Contractor shall forthwith remove from the work such cement that Engineer has not allowed. The final disposal of such cement shall comply with the rules in force at the time and as the Engineer May approve
- (b) Large stocks of cement shall not be kept at the works but only sufficient quantities shall be kept to assure continuity of the work. The Contractor shall provided and maintain efficient water proof storage sheds for cement on the site of work. It shall be stacked on the platform 30 cms. above the floor level and shall be covered with tarpaulin or any other impervious covering materials in order to protect the cement bags from moisture. The cement shall be neatly stacked in an orderly manner so as to allow an easy access and count. The arrangement of storage and utilization shall be such as to ensure the utilization of cement in the order of its arrival at the stores and the Contractor shall maintain satisfactory records which would at any time show the date of receipt and proposed utilization of cement laying in the stores at site.

- (c) The Engineer shall at all time have access to the stores at sites of the Contractor. He shall have authority to check and examine the method of storage, record accounting and security provided by the Contractor. The Contractor shall comply with instructions that May be issued by the Engineer in this connection. The Contractor shall further at all times satisfy the Engineer on demand and by the production of records and books or submission of returns and proforma or by other proofs that May be demanded that the cement brought from the approved manufacturer with date of receipt & consumption etc. The Contractor shall at all times keep his records up to date to enable the Engineer to apply such checks as he May desire to impose.

The contractor shall provide a double locking arrangement to the store the key of one of the locks being with the Engineer or his representative at site. The Engineer or his authorized agent will have the authority to verify the stocks and check the consumption in any manner he thinks proper.

### **13.0 Special Condition Regarding Conditional TENDER**

The BIDDER will have to give an under taking with the instrument of Earnest Money to the effect that there are no conditions in the TENDER and if any conditions are found the same shall be ignored.

If such an under taking is not found with the Earnest Money the TENDER will not be opened and not taken into consideration. However in case the contractor gives such an undertaking at the time of opening of TENDER the same May be considered.

### **14.0 Design and Drawings**

- (1) Bidder shall carryout detail survey and investigations (including soil test) as may be required for preparation of detail designs and drawings.
- (2) The detailed design and drawing shall be prepared by Contractor and submitted to Government Engineering College for examination through CMO and the observations made by the examining institute shall be duly incorporated by Contractor without any claims what so ever in this regard. Thereafter the drawing duly vetted by engineering college shall be submitted to chief engineer for final approvals.
- (3) The approved drawings shall remain in the sole custody of the Engineer. The Contractor shall obtain and make at his own expense any further copies required by him. At the completion of the contract the Contractor shall return to the Engineer all Drawings provided under the Contract.

#### **One copy of the Drawings to be kept on Site.**

- (4) One copy of the Drawings furnished to the Contractor as aforesaid, shall be kept by the Contractor on the site and the same shall at all reasonable times be available for inspection and use by the Engineer and the Engineer's Representative and by any other person authorized by the Engineer in writing.

#### **Disruption of Progress**

- (5) The Contractor shall give written notice to the Engineer whenever planning or progress of the works is likely to be delayed or disrupted unless any further drawing or order, including a direction, instruction or approval is issued by the Engineer within a reasonable time. The notice shall include details of the drawing or order required and of why and by when it is required and of any delay or disruption likely to be suffered if it is late.

#### **Delay and Cost of delay of Drawings**

- (6) If, by reason of any failure or inability of the Engineer to issue within a time reasonable in all the circumstances any drawing or order required by the Contractor in accordance with sub-clause (3) of this Clause, the Contractor suffers delay then the Engineer shall take such delay into account in determining any extension of time to which the Contractor is entitled under Clause 44 hereof. However the Contractor shall not be entitled to any compensation for such delay, except extension of time.

#### **Further Drawings and Instructions**

- (7) The Engineer shall have full power and authority to supply to the Contractor from time to time during the progress of the Works such further drawings and instructions as shall be necessary for the purpose of the proper and adequate execution and maintenance of the Works The Contractor shall carry out and be bound by the same.

### **15.0 Operation and Maintenance**

Contractor shall operate and maintain the water supply project of Nagar Palika/Parishad..... for 5 years after successful completion of works, for which Contractor shall be paid separately. The details of the operation and maintenance alongwith the payment is given on annexure Y and Z.

**16.0 Sufficiency of TENDER**

The Contractor shall be deemed to have satisfied himself before tendering as to the correctness and sufficiency of his TENDER for the Works and of the rates and prices of various Quantities and the Schedule of Rates and Prices, if any, which TENDER rates and prices shall, except in so far as it is otherwise provide in the Contract, cover all his obligations under the Contract and all matters and things necessary for the proper execution and maintenance of the Works. If, however, during the execution of the Works the Contractor shall encounter physical conditions, other than climatic conditions on the Site, or artificial obstructions, which conditions or obstruction could, in his opinion, not have been reasonable foreseen by an experienced contractor the Contractor shall forthwith give written notice thereof to the Engineer's Representative and if in the opinion of the Engineer, such conditions or artificial obstructions could not have been reasonably foreseen by an experienced contractor, than the Engineer shall certify and the Employer shall pay the additional cost to which the Contractor shall have been put by reason of such conditions, including the proper and reasonable cost. However the Engineer in charge decision shall be final & binding.

**CHIEF MUNICIPAL OFFICER/COMMISSIONER  
NAME OF ULB**

## Section 4

### Price Break-Up Schedule

S. No.	Name of the work Commissioning & Performance	Pro-rata Share %
1.0		—
2.0		—
3.0		—
4.0		—
5.0		—
6.0		—
7.0		—
8.0		—

**Note:**

- 1.0 Under this agreement, it is clarified that any payment for the work of feeder/ distribution/ road restoration/ house service connection/ Ht feeder for any executed quantity shall only be made on the item rates given against each item of the work, after these given rates are adjusted by a factor explained in point no. 2 below. Accordingly the total lumpsum accepted tender cost shall be adjusted as per actual work done under these items.  
**Thus, any increase or decrease in the work described above (pipe line, road restoration and house connection work) shall be paid or deducted from the total agreement cost of the work on the basis of the unit rates of actual quantities of these items executed.**
- 2.0 The final rates of above items shall be the rates plus or minus the overall percentage of the approved lumpsum tender cost. If the accepted cost of this tender is "x" than all the above mentioned rates shall be adjusted by a factor of "x" / ( ) and the increase/reduction shall be done on the basis of such adjusted rates.
- 3.0 As per clause 51 of GC if any order for change of scope is issued the contractor shall be liable to execute quantities more than the above quantities, if required as per site conditions and payment for such excess work shall also be made on the adjusted rates mentioned in point no. 2 above. Such excess quantities shall however remain within the 10% of the agreement cost of the total work.
- 4.0 Bidder shall be responsible for road restoration of pipe trenches till one rainy season. In case of any repair to be made because of bad quality of construction the same shall be made good without any extra cost.
- 5.0 Bidder shall carry out fencing along the boundary of OHT and WTP.
- 6.0 The scope of work includes crossing of Railway/Highway as may be required for laying of pipeline. No extra payments shall be made to the contractor for doing the same.

**SECTION 5  
AGREEMENT FORM  
AGREEMENT**

This agreement, made on the day of \_\_\_\_\_ between (name and address of Employer) (hereinafter called "the Employer) and \_\_\_\_\_ (name and address of contractor) hereinafter called "the Contractor" of the other part.

Whereas the Employer is desirous that the Contractor execute \_\_\_\_\_ (name and identification number of Contract) (hereinafter called "the Works") and the Employer has accepted the Bid by the Contractor for the execution and completion of such Works and the remedying of any defects therein, at a cost of Rs. \_\_\_\_\_

NOW THIS AGREEMENT WITNESSED as follows:

1. In this Agreement, words and expression shall have the same meanings as are respectively assigned to them in the conditions of contract hereinafter referred' to and they shall be deemed to form and be read and construed as part of this Agreement.
2. In consideration of the payments to be made by the Employer to the Contractor as hereinafter mentioned, the Contractor hereby covenants with the Employer to execute and complete the Works and remedy any defects therein in conformity in all aspects with the provisions of the contract.
3. The Employer hereby covenants to pay the Contractor in consideration of the execution and completion of the Works and the remedying the defects wherein Contract Price or such other sum as may become payable under the provisions of the Contract at the times and in the manner prescribed by the Contract.
4. The following documents shall be deemed to form and be ready and construed as part of this Agreement viz.
  - i. Letter of Acceptance
  - ii. Contractor's Bid
  - iii. Condition of Contract: General and Special
  - iv. Contract Data
  - v. Bid Data
  - vi. Drawings
  - vii. Bill of Quantities and \_
  - viii. Any other documents listed in the Contract Data as forming part of the Contract.

In witnessed whereof the parties there to have caused this Agreement to be executed the day and year first before written.

The Common Seal of affixed in the presence of:

Signed, Sealed and Delivered by the said \_\_\_\_\_ in the presence of:

Binding Signature of Employer \_\_\_\_\_

Binding Signature of Contractor \_\_\_\_\_

**Section-6**

**ANNEXURE : X**

**BILLING BREAK-UP**

**Operation and Maintenance :**

The Bidder shall be responsible for the operation and maintenance of the project for a period of 5 years from the date of successful completion of the work. During O&M all the expenses for repairs, replacements & consumables except electricity (to be borne by Nagar parishad as per actual) shall be on the part of Bidder. It shall be the responsibility of Bidder that the system runs at desired capacity and efficiency during the O&M period. ULB shall extend all the necessary support to the Bidder for fulfilling the Obligations for operating and maintaining the system successfully. During O&M the scope of Contractor shall be,

Details of the operation and maintenance,

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.
- 10.

Details of Staff,

S.No.	Particulars	Minimum Qualification	Experience	No.	Minimum monthly salary at the start of O&M in Rupees
1.0	Project Manager	B.E.(Civil)	5 years		30,000
2.0	Chemist	BSc.(Che)	3 years		12,000
3.0	Electrician	ITI (Elect.)	3 years		10,000
4.0	Valve man/Fitter	ITI	3 years		7,200
5.0	Skilled labours	-	-		7,200
6.0	Un skilled labours	-	-		6,000

The payment against the O&M shall be made every year on satisfactory upkeep and running of the system @ ..... % of the sanctioned Bid cost with an increment of 6% every succeeding year after 2<sup>nd</sup> year,

S.No.	Year	% of amount to be paid by ULB
1.0	1 <sup>st</sup> Year	
2.0	2 <sup>nd</sup> Year	
3.0	3 <sup>rd</sup> Year	
4.0	4 <sup>th</sup> Year	
5.0	5 <sup>th</sup> Year	
	Total	

The payment against the O&M shall be made in 4 equal installments after completion of each quarter. Period of Operation and Maintenance can be extended upto 10 years on the same terms and conditions as mentioned in this Bid. If bidder will not employ the no. of staffs shown, proportionate deduction shall be made accordingly.

**Operation and Maintenance Estimate**