



OPEN TENDER NOTICE

OPEN TENDER NOTICE No. HMB/CM/20/01

Dtd :06/07/2020

Sub:-Open Tender Enquiry for “Contract for cutting of wild vegetation ,Trimming of tree branches, to maintain sanitation and hygiene in HMBP and for miscellaneous civil works”

Civil Maintenance Dept./HMBP is inviting a Two Part Bid (i.e. Part-I for Techno-commercial Bid & Part-II for Price Bid) open tender for work mentioned below from reputed/working contractor of HEC or outside of HEC having experience for executing similar nature of work in reputed Pvt./Govt. Organization in past.

Sl. No	Name of work	E.M.	Cost of tender Paper	Sale of Tender Paper	Last date of submission / Opening	Completion period	Maint period
1	2	3	4	5	6	7	8
1.	Contract for cutting of wild vegetation ,Trimming of tree branches, to maintain sanitation and hygiene in HMBP and for miscellaneous civil works	5000/-	250/-	06.07.20 To 20.07.20 (up to 3:00 pm)	20.07.20 (up to 3:00pm)	12 Months	Nil

The details of the tender are given below:

(I) **Eligibility and qualifying criteria**

(A.) **Eligibility criteria:**

- Criteria for the experience towards execution of similar nature of work and financial soundness are given in the following table.

Sl	Criteria	Value in Rs. Lakhs
1	Average annual financial turnover during the last three years, ending 31st March of the previous financial year, should be at least	1.98
2	Experience of having successfully completed similar works during last seven years ending last day of month previous to the one in which tender is invited should be one of the following (such works must had commenced within the aforesaid period of seven years):	
	a) three similar completed works costing not less than OR	2.64
	b) two similar completed works costing not less than OR	3.30
	c) one similar completed work costing not less than	5.28

“Similar work” means those works as mentioned in and which consist of performing such work assignment as specified in Bill of Quantity mentioned hereinafter in this tender through Experienced workmen.



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2. Certificate towards execution of work order from PSU/Central Govt./Railway/State Govt./Other Reputed organization (Details like value, clients to be mentioned by the contractor enclosing documentary evidence) must be furnished.
3. Registration with HEC, or any other Government / semi-Government organization / Agencies (Contractor to furnish copy of the registration along with the offer).
4. Adequate financial standing i.e. Income tax return or turnover of the firm or submit audited balance sheet.
5. Labour License as per prevailing rules.
6. Permanent Account Number (PAN) of Income Tax department in the name of the firm.
7. Contractors are advised to get themselves registered with GST and provide below mentioned information on GST (effective from 1st July'2017)
 - I) State wise, self –certified copy of the Acknowledgement received pursuant to migration to GSTN portal
 - II) State wise, self certified statement containing details of principal and additional place of business.
 - III) Copy of GST registration as and when available
8. Group Insurance under Workmen Compensation Act
9. EPF & ESI Registration of all categories of workmen/ employee employed by him as per Employee's provident fund & Misc provision Act 1952 & Employee's state Insurance Act 1948.

(B) Qualification Criteria:

1. Constitution and legal status of the contractor (Individual, Partnership, cooperative society, registered firm etc); existence of joint venture or other tie-ups for technology, equipments, financial backing and / project management.
2. Registration with specified agencies.
3. Financial Standing. (Income Tax return, Documents: certified by bank, Audited profit and loss account, Balance sheet, Annual turnover, access to adequate working capital)
4. Availability of key personnel for supervision and management of the work or project.
5. Information regarding project / work in hand, current litigation, orders regarding execution / expulsion or blacklisting, if any.
6. Capacity of contractor to take up a new work / project under consideration in addition to his present commitment

(C.) Evaluation criteria of Bids:

1. Technical Evaluation shall be in consideration of following documents:
 - a) Tenderer's profile
 - b) Declaration of relationship
 - c) EMD
 - d) Cost of Tender documents
 - e) Eligibility and Qualification criteria as mentioned above.
2. Corporation reserve the right to ask for any document which may be required for evaluation/ Clarification / Verification of the technical bid.
3. Submission of any document after opening of bid shall not be allowed unless asked for in writing.
4. Conditional offer in technical bid will be liable for rejection.
5. Conditional offer in price bid shall be straight way rejected & EMD shall be forfeited.



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6. For evaluation of technical / price bid and for execution of contract, Corporation shall be guided by the Corporation Works and service manual/guidelines as in force at that point of time.

(II) Date, time and Place of submission of offer:

(A.) Sealed offer will be received through tender box placed at **Maintenance Building at HMBP/HEC Ltd., Dhurwa, Ranchi-834004, Jharkhand** or through Courier or through Register Post or through Speed Post on or before of scheduled date & time mentioned at Page-1 . For bulky size of the offer w.r.t tender box, the same will be received in **Civil Maint. Deptt /HMBP (1st Floor, Room No.07, Maint. Bldg. of HMBP/HEC Ltd.)** by Dy.Mgr/Civil Maint.Deptt./HMBP or his nominated person based on written request of the bidder.

(B.) Submission of tender

1. The tenderer shall submit his tender in one sealed envelope containing two separate envelopes mentioning the heading TECHNICAL BID & PRICE BID.
 - Part I -- will comprise of Technical Offer covering all terms and conditions except the price. Both the Demand Drafts against Application fee for tender document and Earnest Money are to be submitted in part – I itself.
 - Part II -- will be Price Bid.
2. The tender without application fee and earnest money with Technical Bid shall be rejected.

(III) Date, time and Place of opening of bids

- (A.) Envelop of Techno-commercial Bid (Part-I) of the offer will be opened first at Finance Department/HMBP in presence of any bidder or their authorized representative who wish to be present, representative of Finance and Civil Maint.Deptt./HMBP on due date & time of opening of the tender as mentioned at Page 1. In case due date of tender opening falls on declared Holiday/Sunday, envelop of cover of Part-I Bid will be opened on next working day at the same time & venue.
- (B.) The Price Bid (Part-II) of the techno-commercially qualified bidders (after completion of scrutiny of the Technical and Commercial part) will be opened at Finance Department/HMBP on a later date in presence of the bidders or their authorized representatives who wish to be present, representative of Finance and Civil Maint.Deptt./HMBP. The date of opening of the Price Bid (Part-II) will be intimated to all qualified bidders well in advance

(IV) Description of works including scope of work and responsibility

- (A.) Description and Scope of work:
As per schedule/Bill of quantity placed at pages 19 to 20.
- (B.) Related drawings if any, will be available in CIVIL Maint. Dept. / HMBP.
- (C.) Duration of Completion. : 12 Months
- (D.) Maintenance Period : Nil
- (E.) Method of Quantity Measurement



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The supply/execution will be made as per the schedule/B.O.Q.

(V) Instruction for quoting price

Instructions for tenderer regarding price-bid:

1. Incomplete and Conditional tender is liable to be rejected.
2. Offer with erasing/overwriting/cutting will be rejected unless all corrections have been authenticated with bidder's signature & seal.
3. The quoted price of the bidders must be technically feasible, workable, competitive and unconditional.
4. The quoted rates should be inclusive of all taxes and duties and other statutory levies applicable if any except GST and the corporation does not take any liability for increase or variation in the prices etc. during the tenure of the contract. Quoted price / rate shall have breakup of all these elements. Statements like "inclusive of taxes" and "taxes and duties" extra will not be acceptable.
5. The rates are required to be quoted both in words and figures and in case of difference between rates in words & figures, the former will prevail.
6. Bidders are advised to visit Civil Maint.Deptt./HMBP/HEC to take idea about the work as well as to assess the work physically before participating in the bidding process.
7. Any rebate offered whatever should be enclosed within the bid and no separate letter in this regard shall be entertained. The tenderers are advised to consider the possible rebates /concession in the rates itself while submitting the item wise minimum rates in the quotation.
8. The Bidder should apply his mind to financial aspect, whether expressed or implied, of every clause mentioned in this all-inclusive Contract in order to arrive at workable rates, e.g. for engaging unskilled workers and any other expenditure involved in carrying out the job smoothly. It is the discretion of the Bidder to disclose the complete breakup of the quoted rate. Submission of the breakup of quoted rate will give better understanding of rise and fall of any financial aspects.
9. All statutory Taxes if applicable will be deducted from gross bill as per prevailing rate.
10. These rates shall remain firm and fixed till the total execution of the contract.
11. Contractor will have to submit medical fitness certificate of his workers before obtaining their gate-pass to deploy them to perform such works at the locations as given in the Contract.
12. Contractor will ensure that he should have proper licence / permission from the appropriate authorities in order to be eligible to undertake this contract.

(VI) Taxes and duties applicable

1. **GOODS AND SERVICE TAX (GST):**
Price of all bidders must be exclusive of GST and they are required to indicate GST in percentage (%) or value separately in there Price Bid (Part-II). Applicable GST is payable to the firm extra. Requisite documents as per the applicable GST Act is required to be submitted for claiming GST reimbursement subject to declaration in GSTR-1 return by the firm in the month of Invoice. Invoice must be raised in accordance with the GST Act. Any increase in GST rate after expiry of the specified completion period will not be entertained by HMBP/HEC.
2. **INCOME TAX DEDUCTIONS:** As per prevailing rule.
3. All statutory Taxes and Duties as per prevailing rates are to be borne by the contractor, however, if any new Tax or Duty is levied after issue of Letter of Acceptance, the same may be considered for compensation on request and submission of evidence.
4. Quoted Price / rate shall have breakup of these elements. Statements like 'inclusive of taxes' or 'taxes and duties extra' will not be acceptable.



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5. HEC shall deduct from the bills of contractor any amount deductible under law/order of the appropriate Government Authority and deposit with the respective Government Authorities with the intimation to the contractor.

(VII) Schedule of Deviations (to be filled in by the contractor)

As per annexure placed at page 13.

(VIII) Requirement and mode of depositing Earnest Money

(A.) Non-refundable Application fee for tender paper

The tender document cost is **Rs 250/- (Rupees two hundred fifty only)** only, which will be deposited along with Technical Bid in the form of demand Draft on any scheduled bank in favour of “Heavy Engineering Corporation Ltd.”, payable at S.B.I., Hatia or by direct transaction to HEC’s account through card swapping machine at Finance /HMBP, H.E.C. Ltd. . Copy of Tender Documents may be down loaded from our website in which case the fee will have to be deposited along with Techno Commercial Bid.

(B.) Earnest Money

Earnest money for tender is **Rs.5000/- (Rupees five Thousand)**. The earnest money can be deposited in the form of Demand Draft drawn on any scheduled bank in favour of “Heavy Engineering Corporation Ltd.”, Payable at S.B.I., Hatia. No interest shall be payable on Earnest Money deposit. Tender un-accompanied by E.M. shall be summarily rejected.

(IX) Payment terms

1. Payment shall be released to the Contractor only after satisfactory completion of works on R.A. bill basis.
2. Paying Authority: Incharge Finance/HMBP will be the paying Authority for making Payment to the Contractor.
3. The payments will be made to the contractor through Account Payee Cheques or any other mode of transaction prescribed by Finance / HMBP only, which will be received by the Contractor.
4. Payment will be made to successful bidder on submission of following documents in Civil maint. Department/HMBP:
 - (a) R/A bill based on actual quantity of each & every work being executed by successful bidder duly certified by the site I/c/Executing dept.
 - (b) Measurement book duly certified by the Site I/c/Executing dept. towards completion of actual quantity of each & every work.
 - (c) For supply items : RA Bill along with Tax Invoice, receipted delivery challan, test certificates(if required) is required for payment.
 - (d) Other necessary documents to be submitted if required for payment.

The above mentioned documents submitted by the successful bidder along with wage certificate of labour payment and documents towards compliance of PF & ESI in the Civil maintenance HMBP, will be forwarded to site in-charge for certification and verification. After verification/certification of above two documents, site in-charge will send the R/A bill along with the measurement book to Finance/HMBP.

Final payment will be made on production of work completion certificate issued by the Incharge /Civil Maint./HMBP along with final bill.



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(X) **Executing Department & Site I/c:**

Civil Dept./HMBP will be the executing dept. and In charge / Civil Maint./HMBP or the person nominated by him will be the Site I/c of this contract. Successful bidder has to give his full contact address with all contact numbers to the site I/c in respect of making contact with him as per requirement. Contractor has to take all necessary working instructions from him after award of contract.

(XI) **Inspection**

Inspection will be done by the In charge, Civil Maint./HMBP or the person nominated by him

(XII) **Security Deposit: Shall be 10% of the contract value.**

Earnest money of the successful bidder will be converted to security deposit. The remaining security deposit will be collected by deduction from the running bills of the contractor in a proportionate manner subject to maximum 5% of the contract value from each bill. 50% of total SD will be refunded on submission of work completion certificate issued by the In charge /Civil Maint./HMBP towards successful completion of the work and Balance 50% of total SD will be refunded after completion of maintenance period on Submission of maintenance completion certificate issued by In charge/Civil/Maint./HMBP. EM/Security Deposit will be forfeited if the contract is terminated for any reason whatsoever.

(XIII) **Risks & Costs Clause**

In the event of termination of the contract in part/full due to successful bidder fault, HEC reserves the right to complete the work by any agency at successful bidder's risk & cost.

(XIV) **Liquidated Damage**

If successful bidder fails to complete the work within the contractual period, LD will be levied @ ½% of unfinished part of the work per week of delay subject to a maximum 10% of total contract value.

(XV) **Escalation**

The corporation does not take any liability for increase or variation in the prices etc. occurring during the tenure of the contract.

(XVI) **General terms and conditions**

General condition of contract of H.E.C. Ltd. will be binding on you. General Condition of contract can be downloaded from HEC Website www.hecltd.com and can be seen in the office of Civil maint./HMBP/HEC on any working day.

(XVII) **Additional terms and conditions**

1. No-claim situations: No claim on account of idle labour, interruption of work or any other expenses incurred by the contractor for any reasons whatsoever will be entertained.
2. Change in constitution / entity of tenderer: In the case of contract by partnership firm, any change in the constitution of the firm shall forthwith be notified by the contractor to Executing Authorities.
3. Forfeiture of EMD & debarring future participation: In case any tenderer(s) withdraws the offer after submission, or the successful and valid tenderer deliberately withdraw his offer, his EMD shall be forfeited and he may be debarred from submission of tenders as per prevailing rule of corporation.



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4. Conduct of Contractor: HEC reserve the right to remove from list of Approved-Contractors or to ban business dealing if a contractor has been found to have committed misconduct and also to suspend business dealing pending investigation.
 5. Any disputes arising out of this contract the jurisdiction shall be in the Court of RANCHI alone.
 6. All the Statutory Rules & Regulations, Govt. Acts, guidelines etc. issued by the corporation time to time in the matter shall be followed for this tender.

(A.) Special Terms & Conditions Of The Contract

1. **WORKING HOURS:** The contractor shall have to undertake any of the jobs of this tender round the clock regardless of holidays / Sundays/ festivals on verbal/written instructions from Incharge-Executing Authorities, though the normal working hours will be as per factory shift timings. On completion of the Work the Contractor may inform the same to Incharge-Executing Authorities. Contractor or his responsible representative / supervisor must be present during execution of work.
2. **RATE:** The rate shall remain be fixed and firm during the tenure of the Contract.

(B.) Other terms and conditions

1. The bidders who are registered as a SSI Units having valid NSIC certificates are exempted from submission of EM, Cost of Tender Document & Security Deposit on fulfillment of the following conditions:
 - (i) Notarized copy of the NSIC certificate is to be submitted along with the techno-commercial bid (Part-I).
 - (ii) Validity of the NSIC certificate should be for at-least 240 days from the deadline of submission of bids.
 - (iii) The exemption from submission of EM, Cost of Tender Document & Security Deposit shall be granted only for the items for which it is registered.
 - (iv) In case of bid by consortium not having all the members as SSI Units are required to submit the stipulated EM, Cost of Tender Document & Security Deposit.

The bidders who are registered as Micro/Small/Medium Enterprises with the prescribed authority under Micro, Small and Medium Enterprises development Act, 2006, are required to submit copy of the registration certificate and indicate twelve digits Entrepreneur Memorandum Number alongwith the techno-commercial bid (Part-I). In case such details are not provided by any bidder, it will be presumed that the bidder is not a Micro, Small and Medium Enterprise as per the provision of Micro, Small and Medium Enterprises development Act, 2006 and consequently they are not eligible to the benefits admissible under the Act.

If the bidder(s) is/are Public Sector Undertaking of Central/State Govt., the bidder(s) is/are also exempted from submission of EM, Cost of Tender Document & Security Deposit.

2. The corporation reserves the right to reject any or all tenders or may split the work between two or more tenderers without assigning any reason thereof. Considering the working pattern and feasibility, two or more supply canteen-sites may be offered to a tenderer.
3. The corporation is not bound to accept the lowest tender.
4. Right is also reserved for sale of Tender Paper.
5. Failure to comply with the instructions may result in rejection of the offer. In the event of any doubt regarding terms & conditions/formats, the bidder may seek clarifications from the authorized officer of HEC. If any tampering/unauthorized alteration is noticed in the bid submitted by the bidders from the tender document available on the HEC Website, the said Bid shall be summarily rejected and HEC shall have no liability whatsoever in the matter. However,



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deviations, if any, proposed by the bidder(s) may be separately indicated under a heading “DEVIATIONS”, quoting the respective clause with justification. Acceptance of such deviations shall be the sole discretion of HEC. Such proposed deviations will not be treated as tampering for the purpose of application of the clause.

6. HEC reserves the right to reduce or increase the quantity of the work within the contract period as per requirement.
7. Any claim on account of extra expenses if any incurred by successful bidder(s) for any reasons whatsoever will not be entertained by HMBP/HEC.
8. No compensation will be given by HMBP/HEC for any rework or repeat work if done by successful bidder(s) during execution of the work to meet the scope of work.
9. Placement of order will be done on the basis of L-1 quotation and, if required, negotiations will be held only with L-1 bidder. However all the bidders may be required to explain / justify the basis of their quoted price as and when asked for. HEC reserves the right to award the work in full or in part to L-1 bidder as per requirement.
10. If two or more bidders become L-1, the L-1 bidders may be asked to submit revised bid (with document) within a stipulated date & time. In case, still the “overall value/price” received is same, the L-1 (from the tied bidders after revised bid) can be decided by draw of lots in the presence of bidder’s representative.
11. The order will be given to technically suitable L-1 bidder(s). However merely by being L-1 does not guarantees that the contract will be awarded to L-1 bidder(s).
12. Submission of any document by the bidder after opening of bids shall not be allowed unless asked for to do so.
13. Before submitting the tender the contractor shall visit the site of work and get himself satisfied about the modalities and conditions of work.
14. The tender will remain valid for six months from the date of opening of Technical Bid. Tender cost will not be refunded.

15. Termination of Contract:

The contract can be terminated in part/full under the following conditions in consultation of Legal Dept:-

- a) If successful bidder fails to start the work within 15 days from the date of issue of work order without assigning any reason.
- b) If successful bidder fails to follow statutory provision of Contract Labour (Regulation & Abolition) Act-1970, Payment of Wages Act-1936, Minimum Wages Act-1948, Workmen Compensation Act-1923, Maternity Benefit Act-1961, Employees Provident Fund & Miscellaneous Provision Act-1952, Employee State Insurance Act-1948 or any other Act.
- c) If successful bidder fails to follow safety rules as per statutory provision of safety act. towards safe execution of the contract as well as fails to satisfy the executing dept. with progress of the job.
- d) If any act of malpractices like pilferage, corruption, harming/misusing company’s property, ill- treating company’s employee or any one related to the company by successful bidder or his deployed workmen including supervisor at any stage of the contract is detected.
- e) Any other reasons for which company thinks it fit to terminate the contract will be terminated with assigning the proper reason. The determination and termination of the contract at any stage is the sole discretion of the employer and binding on successful bidder.

15. Agreement:

An agreement will be signed between HEC & the successful bidder within 30 days from the date of issue of the work order on Non-Judicial Stamp Paper of requisite value as per provision of Indian Stamp Act. on the Performa prescribed by HEC Ltd. available on Civil Maint.Deptt./HMBP. The cost of stamp paper is to be borne by the contractor. The General Condition of Contract along with Work Order and the Tender Documents will be the part of Agreement and binding on the successful bidder. Unless and until agreement is prepared and



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executed, the Acceptance Letter Cum Work Order shall be deemed as an agreement of this contract between HEC & the successful bidder.

16. Arbitration:

Any dispute arising out of the work order / Contract will be referred to arbitration as per the clause mentioned in General Conditions of contract (G.C.C.) Arbitration Act 1996 shall be guide line to resolve all dispute issues.

(C.) Compliance of statutory provisions

All the Statutory Rules & Regulations, Govt. Acts, guidelines etc. issued by the corporation time to time in the matter shall be followed for this tender.

(D.) Contractor's Responsibilities:

1. The successful bidder has to keep all necessary workmen of various trades and categories as per requirement of the work.
2. To complete the above work as mentioned in the scope of works, the required number of workmen are to be deployed on all execution days by successful bidder and certificate to this effect be obtained from site I/c or executing dept.
3. To complete the work as mentioned in the scope of work all necessary safety clearances and necessary safety instruction to be taken from Safety Engineering Department/HMBP prior starting the work.
4. The successful bidder will have to submit daily report for engagement of labour on every execution day to the site I/c with effect from the date of commencement of the work and will continue up to completion of the work.
5. It is the responsibility of the successful bidder to ensure that all work done by him should be as per the standard and specifications mentioned in BOQ and as per the direction of EI..
6. The successful bidder will be responsible for the safety of all workmen engaged by him for the above contract and he will provide necessary safety appliances like Hand Gloves, First Aid items, Safety Shoes, Safety Helmet, Protective clothing's, additional PPE's etc. to his deployed workmen as per suggestion of safety department of HMBP/HEC. The nature and types of safety appliances to be supplied to different workmen may be different based on their actual position in the workplace and accordingly it is to be ascertained from the safety dept. of HEC at the very beginning of the contract. If successful bidder is failed to provide safety appliances to his workmen, the same shall be supplied by the corporation at successful tenderer's cost and such cost will be recovered from his bill.
7. The successful bidder will give strict instruction to his deployed workmen in order to follow the safety rules and to use safety appliances during execution of the contract towards safe working. He will also give instruction to his workmen for not to smoke/spit/gossip at the work premises during working hours. If any workman of successful tenderer is found that he is smoking/spitting/gossiping at the work premises during working hours, necessary action may be taken against successful bidder.
8. The Successful bidder will give instruction to his deployed workmen that every workman will wear neat & clean suitable clothing towards safe execution of the work inside the factory area. If any workman is found not conforming to this, he may not be allowed to enter inside the plant and a suitable penalty may be deducted from the bill of successful bidder.
9. The Successful bidder should either physically present himself every day or by his supervisor during working hours and he/his supervisor will report to site I/c daily for taking instructions and for coordinating the work and maintaining the various records i.e. quantum of work done, workmen engaged etc.



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10. The Successful bidder will pay minimum wages to his deployed workmen as per latest Central Govt. Minimum Wages Circular at his own source.
11. The Contractor also will have to pay CPF/EPF to all categories of workers / employee employed by him as per prevailing rules.
12. In case of an accident during execution of the work whether resulting in any injury or disability or death of successful bidder's workmen, he will report immediately to the site I/c as well as P&A Dept./HMBP about the accident of his workman and will be liable to pay compensation to such worker in accordance with the provisions of Workmen Compensation Act 1923. Such compensation shall be paid to the concerned worker within one month from the date of accident failing which HEC will pay the requisite compensation along with the payment so made to such worker and the same shall be adjusted against his bill by HEC later.
13. A notice showing the wage period and the place and time of disbursement of wages shall be displayed at the place of work and a copy will be sent by successful tenderer to P & A dept./HMBP and Civil Maint.Deptt./HMBP for acknowledgement.
14. Payment to successful bidder's deployed workmen shall be made on a fixed working day at the work premises and during the working time and on date notified in advanced and in presence of authorized representative of the P & A Dept./HMBP in respect of taking specific certificate regarding the payment on the wage sheet as follows:
“Certified that amount shown in the column no..... has been paid to the workmen concerned in my presence on.....”

In case the work is completed before the expiry of the wage period, final payment shall be made within 48 hours of the last working day. If payment is made to bank account of his workmen directly, the aforesaid requirement will be avoided on submission of proof.

15. The successful bidder will inform the date and time when he will make the payment of wages to his workers in HMBP at the respective places of work in two days advanced.
16. Successful bidder will also paste the notice about disbursement of payment to his workers at the respective places of work and endorse a copy to the authorized personnel officer of HMBP in respect of witnessing of wage-payment to his workers.
17. The payment towards running bill will be made once in a month depending upon the work done by him and would cover the attendance period from 1st of the month to 30/31th of the current month. Successful bidder is required to render all the possible service for the preparation of bills on or before 10th of the succeeding months even if payment by corporation has not been made to them. The bills complete in all respect should reach to the Finance Dept by 6th of the following month.
18. The successful bidder shall obtain the requisite license for engaging labour {if applicable on successful bidder as per provision of Contract Labour (Regulation & Abolition) Act, 1970} from the concerned authorities clearly setting out the number of persons to be engaged for this work.
19. The successful bidder will regularly read the notice board and refer display of information made at the entrance of HMBP and he shall also issue employment card and wage slip to all workers engaged by him.
20. In the case of change in the entity of successful tenderer as he has mentioned in the bidder's profile submitted by him alongwith his tender and the said change has taken place during the running of the contract, the successful bidder will submit revised bidder's profile attaching therewith all relevant documents in support of the change such as individual/property business concern/partnership firm/co-operative society etc. Any change in the constitution of the aforesaid body shall forthwith be notified by him to executing dept. and accordingly he will replace them and re-engage them only when they acquired such competency.



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21. The successful bidder will be informed about the display of below average level of awareness about safety and work by his workers and accordingly he will replace them and reengage them only when they acquired such competency.
 22. The successful bidder will maintain all records namely Attendance Register of deployed workmen, Register of Wages (FORM-XVII), Register of workman (Muster Roll) FORM-XIII), EPF deduction of each & every deployed workmen with EPF A/c no, bank A/c no. at ready reference for producing the same as per needs of the corporation.
 23. The Contractor will take adequate precautions to avoid damage or loss to the Corporation's property and injury to any person. In case of any damage or loss or injury, the Contractor will be fully responsible and will have to compensate the damage at their own cost and risk. This will be without any prejudice to such other action, which the Management of the Corporation may take depending on the circumstances of the loss or damages or injury as well. The Contractor will report immediately to the In charge Civil Maint./HMBP or the person nominated by him will be the Site I/c of this contract, Head of P&A department, Safety department and the office of Plant Chief about the accidents of his workmen.

for and on behalf of
H.E.C. Limited

Manager/Civil/HMBP



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TECHNICAL BID

TENDERER'S PROFILE

The tenderers are to furnish the following particulars.

1. Name of the tenderer:
2. Status of the Contractor (in case of proprietary concern please mention the particulars of instrument empowering his successor to complete the remaining contract period in the event of death of proprietor)
3. Name & address of the Proprietor/Partner/Directors along with contact phone No.(If required separate sheet may be attached).
4. Office-post of the tenderer:
5. Office Address of the tenderer and its Phone No., Fax & e-mail, etc.
6. Local address for immediate contact, if any
7. Any other information including those of responsible representative of Contractor / Tenderer.

Signature of Tenderer.

Name:

Seal:



HEAVY ENGINEERING CORPORATION LIMITED
HEAVY MACHINE BUILDING PLANT
CIVIL MAINTENANCE DEPTT.
Dhurwa, Ranchi- 834004, Jharkhand

OPEN TENDER NOTICE

OPEN TENDER NOTICE No. HMB/CM/20/01

Dtd :06/07/2020

TECHNICAL BID

SCHEDULE OF DEVIATIONS

Date _____

To
Manager
Civil Maintenance-HMBP
Room No.07, First Floor,
Maintenance Building
Heavy Machine Building Plant
Ranchi- 834 004

Dear Sir,

I have gone through the contents of Tender Documents and the following Clauses of the Tender Documents are **not acceptable** to me.

Sl. No.	Clause No.
----	-----

Signature of Tenderer.
Name:
Seal:



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Dhurwa, Ranchi- 834004, Jharkhand

OPEN TENDER NOTICE

OPEN TENDER NOTICE No. HMB/CM/20/01

Dtd :06/07/2020

TECHNICAL BID

UNDERTAKING

1. I / We hereby declare that I/we have carried out successfully works of large magnitude in nature to the work embraced in this Tender and have adequate organization and experienced personnel to handle this type and magnitude of works.
2. I / We also hereby declare that I/we have seen and studied carefully before submitting the Tender, the technical aspects of the work and terms & conditions, general conditions of Contract, special conditions. Bill of Quantity and description of work, etc. and I/we am/are aware that all the above Tender Documents relating to the said work will be binding on us.

Signature of Tenderer.

Name:

Seal:



OPEN TENDER NOTICE

OPEN TENDER NOTICE No. HMB/CM/20/01

Dtd :06/07/2020

TECHNICAL BID

DISCLOSER OF RELATIONSHIP

Declaration by the Tenderers regarding the particulars of employees on the roll of HEC Ltd. who are related to the Tenderers:

Sl. No.	Name of the employees of HEC related to the tenderers	Designation	Place of Work	P. No.	Signature of the employees concerned

It is certified that the above particulars are correct.

Signature of Tenderer.
Name:
Seal:



OPEN TENDER NOTICE

OPEN TENDER NOTICE No. HMB/CM/20/01

Dtd :06/07/2020

TECHNICAL BID

Declaration of Relationship

- | | |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------|
| 1. Whether the proprietor or any Partner of the firm or Director of the firm/Company as the case may be has any relation with any employee working in any Unit/Plant/Office of HEC | Yes/No
If yes, give detail |
| 2. Whether the proprietor or any partner of the firm or Director of the firm/Company as the case may be has any relationship (within the of Section 6 of the Companies Act 1956) with any of the Directors of HEC | Yes/No
If yes, give detail |
| 3. Whether the proprietor or any partner of the firm or Director of the firm/Company as the case may be has any relation with Partner/ Director of any other bidder(s) participating in this Bidding | Yes/No
If yes, give detail |

I/We declare that information furnished above are correct to the best of my/our knowledge. I understand that if any information furnished above is found to be wrong at any point of time , my work order shall be cancelled , EMD shall be forfeited & my/our firm shall be kept in business holiday as deemed fit by the corporation.

Signature of Tenderer.
Name:
Seal:



OPEN TENDER NOTICE No. HMB/CM/20/ 01

Dtd :06/07/2020

TECHNICAL BID

LIST OF DOCUMENTS AND ENCLOSURES ATTACHED

Date _____

To,
Manager
Civil Maint.-HMBP
Room No.07, First Floor, Maint. Building
Heavy Machine Building Plant
Ranchi- 834 004

Dear Sir,

I have gone through the Tender Documents and I am submitting my offer for doing the work as specified in the tender documents. I am submitting the following documents for your kind consideration:

Sl	Documents required as enclosures	Particulars of documents
1.	Demand Draft / Cash Receipt towards Earnest Money.	
2.	Demand Draft / Cash receipt towards Application fee for tender.	
3.	Financial Standing : Income Tax return last financial year, Documents: certified by bank, Audited profit and loss account, audited Balance sheet, Audited Annual turnover last financial year	
4.	Copies Of Contract-Completion / Work-Order / Performance Certificates in support of experiences of "similar work" execution.	
5.	Tenderer's Profile	
6.	Schedule Of Deviations	
7.	Undertaking	
8.	Discloser Of Relationship	
9.	Declaration Of Relationship	
10.	EPF Registration Certificate as per EPF & Misc. provision Act 1952	
11.	ESI Registration Certificate as per Employee's state Insurance Act 1948.	
12.	Labour Licence as per prevailing rule.	
13.	Insurance Coverage Certificate (General Insurance Scheme under LIC)	
14.	Registration with HEC or any other Govt. Agency.	



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15.	Tenderer must declare that he/his organisation has not been convicted or Black-listed by any PSU or Govt. Sector	
16.	Copy of PAN	
17.	Copy of GST registration Certificate as per prevailing rule (effective from 01 st 2017)	
18.	A certified copy of Registration certificate in case of Cooperative Society	
19.	A certified copy of Passed resolution for taking up the work on contract and authorizing its representative to file tender on its behalf	

“I/We confirm that the information furnished in the documents enclosed with the tender are correct to the best of my/our knowledge and I/We agree to comply with all the conditions stipulated in the Tender Documents”

Encl :

Signature of Tenderer.

Name:

Seal:



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Dtd :06/07/2020

Put this price-bide in separate envelop

To,
Manager
Civil Maint.-HMBP
Room No.07, First Floor, Maint. Building
Heavy Machine Building Plant
Ranchi- 834 004

Date:

Sub: Price Bid

Dear Sir,

We have carefully gone through the Scope of Work, Terms & Conditions and all other documents attached with the Tender Documents. The same is clearly understood and acceptable to us and based on that we furnish our best prices as follows:

BILL OF QUANTITY

Name of work: Contract for cutting of wild vegetation, Trimming of tree branches, to maintain sanitation and hygiene in HMBP and for miscellaneous civil works

Sl. No.	Description of work	Unit	Qty	Rate	Amount
1	Jungle clearance surrounding the area of stores, workshops, buildings, road pathway, railway track etc by removing the wild bushes and grass from the top including weeding out of shrubs including roots and leveling etc complete as per direction of E/I.	M ²	194391		
2	Cutting of trees along with its branches in transportable size of logs and removing the cut materials away from the line at a suitable place as per instruction of E/I including cost of all tools tackels, safety appliances and insurance of labour and supervisor. Measurement of girth at height of 01 meter above the ground level	Each	250		
3.	Cleaning of toilet items (i.e. Urinals (Ladies & Gents), EWC pan, IWC pan, Washbasin etc) of workshops and Different buildings in HMBP Items i.e. Urinals (Ladies & Gents), EWC pan, IWC pan, Washbasin etc	Per Item	29088		



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Total Basic Cost		Rs.
Applicable GST Rate(%)	Rs.
Applicable statutory charges if any(%)	Rs.
	
	
Other Taxes and Duties, if any(%)	Rs.

Total		Rs.
Amount (in words):		

Thanking you,

Yours faithfully,

Signature of Tenderer.

Name:

Seal: