



**Government of Madhya Pradesh  
Public Health Engineering Department**

**Appendix 2.10**

**(Works Department Manual 1983)**

**(For Percentage Rates Only in Works Department and Other  
Department similar to Works Department)**

**System Tender No. – 2026\_PHED\_506736\_1**

**Maintenance of Handpump in Block **Obedullaganj** having 205 Villages and  
1160 Handpumps Including Minor Spare part with labour Vehicle etc. In  
district Raisen**

**Completion Time Period 365 Days**

A) Probable Amount of Contract	-	Rs 1671560.00
B) Earnest Money	-	Rs 33431/-
C) Cost of Bid Document	-	Rs 2000/-

**GOVERNMENT OF MADHYA PRADESH**  
**Public Health Engineering Department**

**Appendix 2.10**  
**Tender Document**

For Percentage Rate only in Works Departments and other Departments similar to  
Works Departments(Effective from 01/01/2014)

Office of the : Executive Engineer P.H.E Division  
Raisen

NIT Number and Date: **NITNo-03/Raisen/EE/PHED/2026-  
27/RaisenDated :-12.05.2026**

Agreement Number and Date : -----

Name of Work : Maintenance of Handpump in Block  
**Obedullaganj** having 205 Villages and **1160**  
Handpumps Including Minor Spare part, with  
labour, Vehicle etc. In district Raisen  
Completion Time Period – 365 Days

Name of the Contractor : -----

Probable Amount of Contract

(Rs. in Figure) : **1671560.00**

(Rs in Words) : **Rupees Sixteen lac seventy one  
thousand five hundred sixty only/-**

Contract Amount

(Rs. in Figure) : **Rs :-.....Lakh**

(Rs in Words) :

Stipulated Period of Completion : **365 Days** Including rainy season,

## Appendix 2.10

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**SECTION 1**  
**Notice Inviting e-Tenders**  
**Government of Madhya Pradesh**  
**Public Health Engineering Department**

**NIT No-03/Raisen Division/EE/PHED/2026RaisenDated :-12.05.2026**

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

S. No./ System Tender No.	Name of Work	District(s)	Probable Amount (Rs.)	Completion Period (In Days)
<b>2026_P HED_50 6736_1</b>	Maintenance of Handpump in Block <b>Obedullaganj</b> having 205 Villages and <b>1160</b> Handpumps Including Minor Spare part, with labour, Vehicle etc. In district Raisen Completion Time Period - 365 Days	<b>Raisen</b>	<b>1671560.00</b>	<b>365</b> <b>Days</b> Including rainy season,

1. Interested bidders can view the NIT on website <https://mptenders.gov.in>
2. The Bid Document can be purchased only online as per the **Critical/Key** DATES mentioned in the online NIT on portal <https://mptenders.gov.in>
3. Amendments to NIT, if any, would be published on website <https://mptenders.gov.in> only, and not in newspapers.

**Executive Engineer**  
**Public Health Engineering Department**  
**Division Raisen**

**Notice Inviting Tender**  
**Government of Madhya Pradesh**

**Office of the Executive Engineer**  
**Public Health Engineering Department Division Raisen**

**NIT No 03/Raisen Division/EE/PHED/2026/RaisenDated :-12.05.2026**

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

S. No./System Tender No.	Name of Work	District	Probable Amount of Contract (Rs.)	Earnest Money Deposit (EMD) (In Rupees)	Cost of Bid Document (In Rupees)	Category of Contractor	Period of Completion (in Days)
<b>2026_PHED_5067_36_1</b>	Maintenance of Handpump in Block <b>Obedullaganj</b> having 205 Villages and <b>1160</b> Handpumps Including Minor Spare part, with labour, Vehicle etc. In district Raisen Completion Time Period – 365 Days	Raisen	<b>1671560.00</b>	<b>33431.00</b>	<b>2000/-</b>	Contractor registered under new centralized single registration system in M.P. Govt.	<b>365 Days</b> Including rainy season,

1. All details relating to the Bid Document(s) can be viewed and downloaded free of cost on the website <https://mptenders.gov.in>
2. Bid Document can be purchased after making online payment of portal fees through Credit/Debit/Cash Card/internet banking.
3. At the time of submission of the Bid the eligible bidder shall be required to:
  - I. **Check List ( As per Annexure-x)**
  - II. Pay the cost of Bid Document;
  - III. **Scanned copy of payment receipt of EMD.**
  - IV. **Scanned copy of affidavit.( As per Annexure-B)**
  - V. **PWD Ragistretion/ Proof of Application of Registration to PWD**
  - VI. **Organization detailAnnexure-H**
  - VII. **TENDER ACCEPTANCE LETTERAnnexure-z**

Details can be seen in the Bid Data Sheet.

**4. ELIGIBILITY FOR BIDDERS:**

- (a) At the time of submission of the Bid the bidder should have valid registration with the Government of Madhya Pradesh, **centralized new registration in**PWD However, such bidders who are not registered with the Government of Madhya Pradesh and are eligible for registration can also submit their bids after having applied for registration with appropriate authority.

- (b) The bidder would be required to have valid registration 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 as per the **Critical/Keydates** mentioned in the online NIT on portal **<https://mptenders.gov.in>**
- 8. Amendments to NIT, if any, would be published on website **<https://mptenders.gov.in>** only, and not in newspapers.

**Executive Engineer  
Public Health Engineering Department  
Division Raisen**

**SECTION 2**  
**INSTRUCTIONS TO BIDDERS (ITB)**  
**A. GENERAL**

**1. SCOPE OF BID**

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

**2. General Quality of Work:**

The work shall have to be executed in accordance with the 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 Government.

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

The bidder is advised to visit and inspect 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 in this respect 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, Bid Data Sheet with all Annexures
3. Conditions of Contract:
  - i. Part I General Conditions of Contract and the Contract Data with all Annexures; 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 **Critical/Key Date** 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 Online **Envelope A** and would apply for all bids. Online **Envelop 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) **Scanned copy of payment receipt of EMD**
- iv) **Scanned copy of affidavit.( As per Annexure-B)**
- v) **Check list (as per Annexure-x)**
- vi) **Organization detail(as per Annexure-H)**
- vii) **TENDER ACCEPTANCE LETTER(as per Annexure-Z)**

**Part 2** – This shall be known as Online **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 **Envelop 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 Online Envelope C and would apply to all bids.

**Envelop C** shall contain financial offer in the prescribed format 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 Proposal 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

bidsanctioning 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 overall percentage, and not item wise. If the bid is in absolute amount, overall percentage would be arrived at in relation to the probable amount of contract given in NIT. The overall percentage rate would apply for all items of work.
- ii. Percentage shall be quoted in figures as well as in words. If any difference in figures and words is 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.
- iv. The material along with 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 the 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 The EMD shall be through e-Payment by NEFT/RTGS/Net Banking/dabit/Credit card

17.3 Bid not accompanied by EMD shall be liable for rejection as non-responsive.

17.4 EMD of the bidders Whose bids are not accepted will be returned online to their specified Bank Account.

17.5 EMD of the successful Bidder will be discharged when the Bidder has signed the Agreement after furnishing the required Performance Security.

17.6 Failure to sign the contract by the selected bidder, within the specified period, for whatsoever reason, shall result in forfeiture of the earnest money deposit.

**D. Submission of Bid**

18. The bidder is required to submit online bid duly signed digitally,

**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 Envelop 'A' does not contain all requisite documents, such bid shall be treated as non-responsive, and Envelop 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 in the Bid Data Sheet. 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) 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.

## **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 his 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.

### **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 in the form and for the duration, etc. as specified in the Bid Data Sheet.
- 22.2 Additional performance security, if applicable, is mentioned in the Bid Data Sheet and shall be in the form and for the duration, etc. similar to performance security.

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

- 23.1 The successful bidder shall have to furnish Performance security and Additional Performance Security, if any 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 any other 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]**

**Appendix 2.10**  
**BID DATA SHEET**  
**For Jal Jeevan Mission PWS Schemes**

<b>GENERAL</b>		
<b>SR. No.</b>	<b>PARTICULARS</b>	<b>DATA</b>
1	Office Inviting Tender	<b>Executive Engineer PHE Division Raisen District Raisen</b>
2	NIT No.	NIT No- 03/EE/PHED/2026/Raisen Date :-12.05.2026
3	Date of NIT	12.05.2026
4	Bid document download available from date & time	As per NIT
5	Website link	<a href="https://mptenders.gov.in">https://mptenders.gov.in</a>

<b>SECTION 1 - NIT</b>		
<b>CLAUSE REFERENCE</b>	<b>PARTICULARS</b>	<b>DATA</b>
2	Portal Fees	As per Website link
3	Cost of Bid Document	Rs. <b>2000/-</b> As per NIT
	Cost of Bid Document Payable at	As per Website link
	Cost of Bid Document In favor of	As per Website link
4	Affidavit Format	Self Attested Affidavit (Notarized not required) As per 'Annexure- B'
5	Pre-qualifications required	As per NIT
	If Yes, details	Annexure C
6	Special Eligibility (if yes, prior permission of E-in-C required)	As per NIT
	If Yes, details	NO
7	Key dates	As per 'Annexure -A'

## SECTION 2 - ITB<sup>1</sup>

CLAUSE REFERENCE	PARTICULARS	DATA
1	Name of the 'Work'	<b>As per NIT</b>
2	Specifications	As per 'Annexure – E'
3	Procedure for participation in e-tendering	As per 'Annexure – F'
4	Whether Joint Venture is allowed	<b>Yes, for PAC more than Rs 1 crore</b>
	If Yes, requirement for joint Venture	<del>Annexure-G</del>
9	Pre bid meeting to be held	<b>No</b>
	If Yes, Date, Time & place	<b>Office of the Executive Engineer Public Health Engineering Department Division Raisen</b>
12	Envelopes (Cover)-A containing: i. i. Registration number or proof of application for registration ii. e-EMD and tender fee iii. Self Attested Affidavit(as per Annexure-B) iv. Tender Acceptance Letter(as per Annexure-Z) v. Organization detail(as per Annexure-H) vi. Check list (as per Annexure-x)	Online
14	Envelopes (Cover)-B Technical Proposal	As per Annexure - I (Format- I-1 to I-5)
15	Envelopes (Cover)-C Financial Bid	As per 'Annexure - J ' / BOQ bid Template
	Materials to be issued by the department	As per 'Annexure - K'
16	Period of Validity of Bid	120 Days from the date of submission of tender.
17	Earnest Money Deposit	Rs <b>33431</b> /- As per NIT
	Forms of Earnest Money Deposit	Electronic (e-EMD) to be submitted through e-tender portal
	EMD valid for a period of	Not Applicable (Online)
	FDR must be drawn in favour of	Not Applicable (Online)

CLAUSE REFERENCE	PARTICULARS	DATA
21	Letter of Acceptance (LoA)	As per 'Annexure -L'
22	Amount of Performance Security	5% of Contract Amount
	Additional Performance Security, if any	As per SCC Clauses <b>14</b>
	Performance Security in the format	As per 'Annexure- M'
	Performance Security in favour of	<b>Executive Engineer PHE Division Raisen District Raisen</b>
	Performance Security valid up to <sup>2</sup>	Performance Guarantee (Security) for works shall be valid upto 3 months beyond the completion of Defect Liability Period. Performance Guarantee (Security) shall be released on Completion of Defect Liability Period.
Additional Performance Security valid up to	Additional Performance Guarantee (Security) shall be valid upto valid Execution/ Construction period plus 03 months.  Additional Performance Guarantee (Security) shall be released after construction /Execution work	

**Annexure – A**

**(See clause 1,7 of Section 1 –NIT )**

**CRITICAL/Key Date**

<b>S.No</b>	<b>Description</b>	<b>Dates</b>	<b>Hour</b>	<b>Mins</b>
➤	<b>Publishing Date.</b>	<b>12.05.2026</b>	18	00
➤	<b>Document Download / Sale Strat Date.</b>	<b>12.05.2026</b>	18	00
➤	<b>Seek Clarification Start Date.</b>	-	-	-
➤	<b>Seek Clarification End Date.</b>	-	-	-
➤	<b>Bid Submission Start Date.</b>	<b>12.05.2026</b>	18	00
➤	<b>Bid Submission Closing Date.</b>	<b>26.05.2026</b>	17	30
➤	<b>Bid Opening Date</b>	<b>28.05.2026</b>	11	00

**|| AFFIDAVIT ||**

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

**(Self Signed Decleration)**

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 am/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 am/ are fully responsible for the correctness of following self-certified information/ documents and certificates:

- 1 That the self-certified information given in the bid document is fully true and authentic.
- 2 That:
  - a. Term deposit receipt deposited as earnest money, demand .....for cost of bid document and other relevant documents provided by the Bank are authentic.
  - b. Information regarding financial qualification and annual turnover is correct.
  - c. Information regarding various technical qualifications 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 understand that I will be liable to get prosecuted under relevant sections of the Law, if the information/documents/Certificates submitted by me are found false or forged.**

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

I/ We, \_\_\_\_\_ above deponent do hereby certify that the facts mentioned in above paras 1 to 4 are correct to the best of my knowledge and belief.

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

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

**Note:-Scanned copy to be uploaded with online bid, Affidavit in original is to be submitted at the time of agreement by successful bidder**

**Annexure – C**  
(See clause 5 of Section 1 -NIT )

**PRE-QUALIFICATIONS CRITERIA**

The bidder should have:

- A. **Financial**  
Nil
  
- B. **Physical**  
**NIL**

**SPECIAL ELIGIBILITY CRITERIA**

**NIL**

**Specifications****कार्य का स्वरूप –**

1. ग्रामीण पेयजल व्यवस्था हेतु जिला रायसेन के विकासखण्ड **औबेदुल्लागंज** के 205 ग्रामों में स्थापित लगभग **1160** हेण्डपम्पों के संधारणकार्य के अंतर्गत हेण्डपम्पों का नियमित निरीक्षण, ग्रीसिंग, बिगडे हेण्डपम्पो का आवश्यक सुधार कार्य, हेण्डपम्पों में आवश्यकतानुसार राईज पाईप के बढ़ाने/बदलने के कार्य सहित अनुबंधित अवधि में सुधार कार्य मय परिवहन व्यय किया जाना है। किये जाने वाले कार्य का विस्तृत स्वरूप एवं शर्तें निम्नानुसार है –
  01. सफल निविदाकार को अनुबंध निष्पादित करने के उपरांत विकासखण्ड **औबेदुल्लागंज** के विभिन्न ग्रामों में स्थापित हेण्डपम्प संबंधित क्षेत्र के सहायक यंत्री/ उपयंत्री द्वारा हस्तांतरित किये जायेंगे, ठेकेदार द्वारा सभी हेण्डपम्प में स्थापित सामग्री यथा पाईप, लिंकराड आदि का सत्यापन कर निर्धारित प्रारूप में लिखित रूप से प्रभार लिया जायेगा। ठेकेदार द्वारा हेण्डपम्पों का समग्र रूप से अथवा रेण्डम चेकिंग करके भी प्रभार लिया जा सकेगा। यह कार्यवाही अनुबंध के दिनांक से 15 दिवस की समय सीमा में पूर्ण करना होगी। अनुबंध की समाप्ति के समय ठेकेदार द्वारा हेण्डपम्प वापिस विभाग को हस्तांतरित किये जायेंगे जिन्हें विभाग द्वारा सामग्री यथा पाईप, लिंकराड आदि का सत्यापन कर प्रभार में लिया जायेगा। हेण्डपम्पों के हस्तांतरण हेतु प्रारूप संलग्न है (**प्रारूप क्र. 01**)। विभाग द्वारा भी हेण्डपम्पों का समग्र रूप से अथवा रेण्डम चेकिंग कर प्रभार लिया जायेगा।
  02. निविदाकार / ठेकेदार द्वारा इस प्रकार की व्यवस्था सुनिश्चित करना होगी कि हेण्डपम्पों के नियमित निरीक्षण के अंतर्गत अधिकतम एक माह के समय अंतराल में हेण्डपम्पों का निरीक्षण सुनिश्चित हो सकें। हेण्डपम्पों में नियमित रूप से प्रत्येक 6 माह में कम से कम एक बार ग्रीसिंग एवं विभाग द्वारा दिये गये निर्देशानुसार समय समय पर हेण्डपम्पों में क्लोरीनेशन का कार्य करना होगा। क्लोरीनेशन के कार्य हेतु आवश्यक रसायन विभाग द्वारा प्रदाय किये जायेंगे तथा ग्रीसिंग के कार्य हेतु आवश्यक ग्रीस **बियरिंग ग्रीस (आई एस 10647)** ठेकेदार को स्वयं क्रय करना होगा। विभागीय शासकीय सेवकों द्वारा हेण्डपम्पों का निरीक्षण किये जाने पर निरीक्षित किये गये हेण्डपम्पों में ग्रीसिंग न पाये जाने की स्थिति में ऐसे निरीक्षित हेण्डपम्पों की संख्या पर रु. 20/- प्रति हेण्डपम्प प्रतिमाह की दर से अर्थदण्ड आरोपित किया जावेगा, जिसकी वसूली ठेकेदार के देयक से की जावेगी।
  03. ठेकेदार द्वारा हेण्डपम्पों के संधारण कार्य की विभाग द्वारा निर्धारित प्रारूप (**संलग्न प्रारूप क्र.2**) में लॉगबुक संधारित करना होगी तथा इसे मासिक रूप से सहायक यंत्री को प्रस्तुत करना होगी।

- जिन हेण्डपम्पों की लॉगबुक ठेकेदार द्वारा प्रस्तुत नहीं की जावेगी, उन हेण्डपम्पों के संधारण कार्य का समय एवं संख्या के मान से ठेकेदार को भुगतान नहीं किया जायेगा।
04. हेण्डपम्पों के संधारण कार्य हेतु आई.एस.आई प्रमाणित सामग्री (राईजर पाईप, लिंक रॉड, हैड असेम्बली, हैण्डिल असेम्बली, वाटर चेम्बर, पैडिस्टल, को छोड़ कर) ठेकेदार द्वारा स्वयं क्य कर लागाई जावेगी। ठेकेदार द्वारा हेण्डपम्पों के सुधार कार्यों में उपयोग की जाने वाली सामग्री संलग्न विवरण (सहपत्र -1) में दर्शित स्पेशिफिकेशन/आई.एस.कोड के अनुसार होनी चाहिए। ठेकेदार द्वारा क्य कर उपयोग की जाने वाली सामग्री विभागीय अधिकारियों के द्वारा निरीक्षण उपरांत ही उपयोग में लाई जावेगी। राईजर पाईप, लिंक रॉड, हैड असेम्बली, हैण्डिल असेम्बली, वाटर चेम्बर, पैडिस्टल की हेण्डपम्प के सुधार कार्य में आवश्यकता की औचित्यता संबंधित क्षेत्र के प्रभारी उपयंत्री द्वारा प्रतिपादित करने पर यह सामग्री विभाग द्वारा उपखण्डीय भण्डार गृह **बाड़ी** से प्रदाय की जावेगी, जिसे ठेकेदार द्वारा स्वयं के साधन एवं व्यय पर कार्यस्थल तक ले जाना होगा। उपरोक्तानुसार प्रदाय की गई सामग्री की पूर्ण जबाबदारी ठेकेदार की स्वयं की होगी। यदि प्रभारी उपयंत्री द्वारा यह संज्ञान में लिया जाता है कि हेण्डपम्प की हेड असेम्बली हैण्डिल असेम्बली, वाटर चेम्बर एवं पैडिस्टल को मरम्मत/बेल्डिंग करके उपयोगी बनाया जा सकता है तो ऐसी स्थिति में प्रभारी उपयंत्री द्वारा ठेकेदार को उक्त सामग्री के मरम्मत कर इन्हें उपयोगी बनाने के निर्देश दिये जा सकेंगे जिनका पालन ठेकेदार को करना होगा। ठेकेदार को विभाग द्वारा प्रदाय की जाने वाली उपरोक्तानुसार सामग्री का पूर्ण लेखा जोखा **संलग्न प्रपत्र-3** में दर्शाये गये विवरण के अनुसार तैयार कर मासिक रूप से सहायक यंत्री को प्रस्तुत करना होगा जिसे उपयंत्री/सहायक यंत्री द्वारा सत्यापित किये जाने की कार्यवाही की जावेगी।
05. बिन्दु क्रं. 01 के अनुसार ठेकेदार द्वारा हेण्डपम्पों का प्रभार ग्रहण करने के उपरांत हेण्डपम्पों का नियमित निरीक्षण कराया जायेगा एवं जो भी हेण्डपम्प बिगडे पाये जायेंगे उनका आवश्यक सुधार कार्य ठेकेदार द्वारा कराया जायेगा। हेण्डपम्पों के सुधार कार्य हेतु आवश्यक टी एण्ड पी की व्यवस्था ठेकेदार को स्वयं अपने संसाधनों से करना होगी, इस हेतु कोई भी पृथक से भुगतान नहीं किया जायेगा। हेण्डपम्पों का निरीक्षण एवं हेण्डपम्पों के बिगडे पाये जाने पर उनका सुधार कार्य एक सतत् प्रक्रिया होगी जो पूरे अनुबंध काल तक चलेगी।
06. हेण्डपम्पों के बिगडे होने की सूचना /जानकारी हेण्डपम्पों के नियमित निरीक्षण कराने, विभागीय शासकीय सेवकों को सीधे दूरभाष/ मोबाईल पर प्राप्त, जनप्रतिनिधियों के माध्यम से प्राप्त, इलेक्ट्रानिक मीडिया, समाचार पत्र एवं अन्य किसी माध्यम से ठेकेदार/ विभाग को प्राप्त होने पर इन शिकायतों का संकलन विभाग द्वारा एक पंजी में किया जायेगा तथा इस प्रकार से प्राप्त होने वाली शिकायतों के निराकरण हेतु ठेकेदार/ उनके अधिकृत प्रतिनिधि को विभागीय अधिकृत शासकीय सेवक द्वारा शिकायत प्राप्त होने के दिनांक को ही ईमेल अथवा अन्य माध्यम से सूचित

किया जायेगा। ठेकेदार द्वारा शिकायतों का निराकरण सामान्यतः शिकायतें प्राप्त होने के अनुक्रम में कराया जाना होगा। हेण्डपम्पों के सुधार कार्य के उपरांत किये गये सुधार कार्य के दिवस को ही ठेकेदार/ठेकेदार के अधिकृत प्रतिनिधि द्वारा विभागीय अधिकृत शासकीय सेवक को ईमेल अथवा अन्य माध्यम से सूचना देना होगी साथ ही सुधार कार्य संबंधी प्रमाण पत्र मासिक रूप से सहायक यंत्री को प्रस्तुत करना होगा। उपरोक्तानुसार प्रक्रिया से ठेकेदार द्वारा बिगड़े हेण्डपम्प का सुधार कार्य सूचना प्राप्त होने के दिनांक से कितनी समयावधि में किया गया, की गणना की जा सकेगी। उपरोक्तानुसार प्रक्रिया से ही हेण्डपम्पों के किये गये सुधार कार्य को सुधार कार्य में खपत सामग्री एवं अनुबंध की अन्य शर्तों के पालन हेतु मान्य किया जायेगा।

07. ठेकेदार द्वारा जिस हेण्डपम्प का लघु या वृहद प्रकृति का सुधार कार्य किया जायेगा उस हेण्डपम्प के सुधार कार्य के उपरांत हेण्डपम्प का जल नमूना जल परीक्षण हेतु एकत्रित करना होगा तथा इस प्रकार एकत्रित किये गये जल नमूनों को विकासखण्ड मुख्यालय **औबेदुल्लागंज** में प्रभारी उपयंत्री के पास जमा करना होंगे। इस कार्य हेतु पृथक से कोई भी भुगतान नहीं किया जायेगा।
08. ठेकेदार को सुधार कार्य से प्राप्त पुरानी सामग्री को वापिस लाने हेतु आवश्यक परिवहन की व्यवस्था स्वयं अपने संसाधनों से करना होगी, इस हेतु कोई अतिरिक्त राशि का भुगतान नहीं किया जावेगा।
09. हेण्डपम्पों के संधारण कार्य से प्राप्त पुरानी सामग्री का लेखा जोखा ठेकेदार को विभाग द्वारा निर्धारित पंजी **संलग्न प्रपत्र-04** में संधारित करना होगा, तथा यह सामग्री **औबेदुल्लागंज** स्थित विभागीय उपखण्डीय भण्डार गृह में अधिकतम एक माह की समयावधि में वापिस करना होगी।
10. ठेकेदार को हेण्डपम्पों के संधारण कार्य में मजदूरी के कार्य हेतु आवश्यक कुशल हेण्डपम्प मेकेनिक जो फिटर ट्रेड में किसी मान्यता प्राप्त औद्योगिक प्रशिक्षण संस्थान (आई.टी.आई) से ट्रेन्ड एवं हेण्डपम्प संधारण कार्य में अनुभवी हो ठेकेदार को रखना होगा। अनुबंध के समय उक्त योग्यता के संबंध में प्रमाण पत्र प्रस्तुत करना होगा एवं संबंधित व्यक्ति के साथ किये गये अनुबंध को प्रस्तुत करना होगा। यदि अनुबंधित व्यक्ति बदलता है तो तत्काल अथवा अधिकतम 03 दिवस में विभाग को इसकी सूचना देना होगी एवं नवीन व्यक्ति से निष्पादित किये गये अनुबंध को विभाग को प्रस्तुत करना होगा। हेण्डपम्पों के संधारण कार्य हेतु आवश्यक अर्धकुशल, एवं अकुशल श्रमिकों को रखना होगा, इन श्रमिकों की आयु 50 वर्ष से अधिक नहीं होनी चाहिए। हेण्डपम्पों के संधारण कार्य की प्रकृति, हेण्डपम्पों में लगे राईजर पाईप की मात्रा के अनुसार हेण्डपम्पों का संधारण कार्य आवश्यक संख्या में कुशल, अर्धकुशल एवं अकुशल मजदूरों के माध्यम से कराया जाना होगा। ताकि किसी भी प्रकार की दुर्घटना की आशंका न रहें। ठेकेदार को श्रम विभाग के नियमों का पालन करना होगा।

11. हेण्डपम्पों के संधारण कार्य में लगाये जाने वाले कुशल, अर्धकुशल एवं अकुशल मजदूरों का म.प्र. भवन एवं संनिर्माण कर्मकार कल्याण मंडल में पंजीयन होना आवश्यक है। श्रमिकों को उक्त पंजीयन का पंजीयन कार्ड कार्यस्थल पर हमेशा साथ रखना अनिवार्य होगा।
12. हेण्डपम्पों के संधारण कार्य के दौरान किसी भी प्रकार दुर्घटना के लिए विभाग की कोई जिम्मेदारी नहीं होगी। दुर्घटना की स्थिति में समस्त प्रकार के दावों का नियमानुसार भुगतान ठेकेदार को स्वयं करना होगा।
13. हेण्डपम्पों का सुधार कार्य यदि लघु प्रकृति का है तो सूचना प्राप्त होने के 24 घण्टे के अंदर तथा यदि सुधार कार्य वृहद प्रकृति का है तो 03 दिवस के अंदर सुधार कार्य कराया जाना होगा। उपरोक्तानुसार निर्धारित समयावधि में शिकायत का निराकरण न होने पर रू. 200.00 (रू. दौ सो ) प्रतिदिन प्रति बिगडे हेण्डपम्प के मान से अर्थदण्ड आरोपित कर देयक से वसूल किया जायेगा। इसके बाद भी अगले दो दिवस अर्थात् लघु प्रकृति के सुधार कार्य में 03 दिवस तथा वृहद प्रकृति के सुधार कार्य में कुल 05 दिवस में हेण्डपम्प का सुधार कार्य न होने की दशा में संबंधित हेण्डपम्प का सुधार कार्य विभाग द्वारा अपने संसाधनों से कराया जायेगा तथा उस पर कुल हुये मजदूरी एवं परिवहन व्यय के दुगुनी राशि की वसूली ठेकेदार के देयक से की जावेगी जो विलंब हेतु आरोपित अर्थदण्ड के अतिरिक्त होगी। बिगडे हेण्डपम्पों की सूचना प्राप्त होने के उपरांत हेण्डपम्पों का सुधार कार्य कितनी समयावधि में हुआ है उस समयावधि की गणना बिन्दु क्रं. 06 में उल्लेखित अनुसार की जायेगी।
14. हेण्डपम्पों के किये गये सुधार कार्य का हेण्डपम्प के निकट रहने वाले रहवासियों द्वारा हस्ताक्षरित पंचनामा विभाग को प्रस्तुत करना होगा। जिसमें सुधार कार्य की तिथि आवश्यक रूप से अंकित हो, इस पंचनामों में सुधार कार्य की तिथि का अंकित होना आवश्यक है। सुधार कार्य का पंचनामा **संलग्न प्रपत्र 5** अनुसार तैयार कराया जाना होगा यह पंचनामे मासिक रूप से संबंधित क्षेत्र के सहायक यंत्री/ उपयंत्री को देना होगा।
15. निविदा में उल्लेखित हेण्डपम्पों की संख्या चालू हेण्डपम्पों की संख्या है जिसके सुधार कार्य हेतु निविदाकार द्वारा निविदा प्रस्तुत की जानी है यदि अनुबंध काल में कोई हेण्डपम्प / हेण्डपम्पों सुधार के अयोग्य हो जाते हैं तो संख्या एवं समय के अनुपात में अनुबंधित लागत में कमी की जावेगी। इसी प्रकार नये हेण्डपम्प स्थापित हो जाने पर संख्या एवं समय के अनुपात में अनुबंधित लागत में वृद्धि की जावेगी। जिन हेण्डपम्पों के नलकूपों से हेण्डपम्प निकालकर नलकूपों पर सिंगल फेस पावर पम्प स्थापित किये जाते हैं तो ऐसे हेण्डपम्पों की संख्या एवं समय के अनुपात में अनुबंधित लागत में कमी की जावेगी।
16. अनुबंधकाल में नलकूपों में लाईन गिर जाने के कारण बंद होने वाले हेण्डपम्पों की लाईन निकालने का कार्य ठेकेदार को अपने संसाधनों से कराना होगा इस हेतु कोई अतिरिक्त राशि का भुगतान

- नहीं होगा। यदि ठेकेदार द्वारा तीन बार प्रयास करने के उपरांत भी हेण्डपम्प की गिरी हुई लाईन नहीं निकलती है तो ऐसी स्थिति में विभाग द्वारा एक बार हेण्डपम्प की गिरी हुई लाईन को निकालने का प्रयास कराया जायेगा। विभाग द्वारा कराये जाने वाले प्रयास के बाद यदि हेण्डपम्प की गिरी हुई लाईन नहीं निकलती है तो ऐसे हेण्डपम्प को सुधार हेतु अयोग्य माना जा सकेगा तथा इन हेण्डपम्पों की संख्या एवं समय के अनुपात में अनुबंधित लागत में कमी की जावेगी, लेकिन यदि विभाग द्वारा कराये गये प्रयास से हेण्डपम्प की गिरी हुई लाईन निकल जाती है तो ठेकेदार के विरुद्ध निम्नानुसार अर्थदण्ड अधिरोपित कर ठेकेदार से वसूली की जावेगी।
- अ. यदि हेण्डपम्पों के संधारण हेतु अनुबंधित हेण्डपम्पों के 2 प्रतिशत हेण्डपम्पों की संख्या तक हेण्डपम्पों की गिरी हुई लाईन में उपरोक्तानुसार स्थिति निर्मित होती है तो गिरी हुई लाईन को विभाग द्वारा निकलवाये जाने में जो व्यय होगा उस व्यय की वसूली ठेकेदार के देयक से की जावेगी।
- ब. यदि हेण्डपम्पों के संधारण हेतु अनुबंधित हेण्डपम्पों के 2 प्रतिशत से अधिक तथा 5 प्रतिशत तक हेण्डपम्पों की गिरी हुई लाईन में उपरोक्तानुसार स्थिति निर्मित होती है तो गिरी हुई लाईन को विभाग द्वारा निकलवाये जाने में जो व्यय होगा तो उस व्यय एवं व्यय से 50 प्रतिशत अधिक की राशि की वसूली ठेकेदार के देयक से की जावेगी।
- स. यदि हेण्डपम्पों के संधारण हेतु अनुबंधित हेण्डपम्पों की संख्या के 5 प्रतिशत से अधिक हेण्डपम्पों की गिरी हुई लाईन में उपरोक्तानुसार स्थिति निर्मित होती है तो गिरी हुई लाईन को विभाग द्वारा निकलवाये जाने में जो व्यय होगा तो उस व्यय की दुगुनी राशि की वसूली ठेकेदार के देयक से की जावेगी।
17. ग्रीष्मकाल/अन्य विशेष काल में नलकूपों का जल स्तर गिरने से या जल स्तर गिरने के फलस्वरूप के कारण नलकूपों के हेण्डपम्पों के संचालन हेतु उपयुक्त न रह पाने की स्थिति में हेण्डपम्पों के अस्थायी रूप से बंद होने संबंधी जानकारी ठेकेदार को सहायक यंत्री/ उपयंत्री को देना होगी। उपरोक्तानुसार अवधि में अस्थायी रूप से बंद होने वाले हेण्डपम्पों की संख्या को ठेकेदार द्वारा संधारण किये जाने वाले हेण्डपम्पों की संख्या से कम नहीं किया जायेगा, परंतु यदि कोई हेण्डपम्प उपरोक्त कारण से एक वर्ष की अवधि में 4 माह से अधिक की अवधि तक बंद रहता है तो ऐसे हेण्डपम्प/हेण्डपम्पों की संख्या को ठेकेदार द्वारा संधारण किये जाने वाले हेण्डपम्पों की संख्या से संख्या एवं समय के अनुपात में कम किया जावेगा।
18. यदि अनुबंधित अवधि में नलकूप के भरपट जाने के कारण नलकूप हेण्डपम्प के संचालन हेतु उपयुक्त नहीं रहता है तो ऐसे हेण्डपम्पों की जानकारी ठेकेदार को सहायक यंत्री/उपयंत्री के माध्यम से कार्यपालन यंत्री को देना होगी, जिसका सत्यापन सहायक यंत्री द्वारा किया जायेगा, तथा

- सहायक यंत्री द्वारा ऐसे हेण्डपम्पों को संचालन हेतु उपयुक्त न होने संबंधी मान्य किये जाने पर इन हेण्डपम्पों की संख्या एवं समय के अनुपात में अनुबंधित लागत में कमी की जावेगी।
19. यदि ठेकेदार द्वारा हेण्डपम्पों के संधारण कार्य से प्राप्त पुरानी सामग्री विभाग को वापिस नहीं की जाती है तो ऐसी सामग्रियों की राशि की वसूली संलग्न सहपत्र -2 में दर्शित दर विवरण अनुसार ठेकेदार के देयक से वसूल की जावेगी।
20. ठेकेदार को निविदा में उल्लेखित कार्य के निष्पादन में अनुबंधित राशि के निम्नानुसार अंशों की वर्षवार / माहवार गणना अनुसार भुगतान किया जायेगा। देय राशि की माहवार गणना निम्नानुसार कर भुगतान किया जायेगा।
- अ. प्रथम त्रैमास (अप्रैल, मई, जून) में प्रत्येक माह में प्रतिवर्ष देय राशिका 11-11 प्रतिशत अर्थात् प्रथम त्रैमास में प्रतिवर्ष देय राशि का कुल 33 प्रतिशत।
- ब. द्वितीय त्रैमास (जुलाई, अगस्त, सितंबर) में प्रत्येक माह में प्रतिवर्ष देय राशि का 6-6 प्रतिशत अर्थात् द्वितीय त्रैमास में प्रतिवर्ष देय राशि का कुल 18 प्रतिशत।
- स. तृतीय त्रैमास (अक्टूबर नवंबर, दिसंबर) में प्रत्येक माह में प्रतिवर्ष देय राशि का 8-8 प्रतिशत अर्थात् तृतीय त्रैमास में प्रतिवर्ष देय राशि का कुल 24 प्रतिशत।
- द. चतुर्थ त्रैमास (जनवरी, फरवरी, मार्च) में क्रमशः प्रतिवर्ष देय राशि का 8, 8 एवं 9 प्रतिशत अर्थात् चतुर्थ त्रैमास में प्रतिवर्ष देय राशि का कुल 25 प्रतिशत।





अनुबंध क्रं. .... दिनांक.....

### हेण्डपम्पों के सुधार कार्य का पंचनामा का प्रारूप

ग्राम ..... में ..... स्थित बिगड़े/ सुचारु रूप से कार्य नहीं कर रहे हेण्डपम्प का आवश्यक सुधार कार्य ठेकेदार ..... द्वारा आज दिनांक ..... को किया गया। सुधार कार्य के उपरांत आज दिनांक ..... की स्थिति में हेण्डपम्प सुचारु रूप से चालू हो गया है। ठेकेदार द्वारा हेण्डपम्प के सुधार कार्य में निम्नानुसार सामग्री लगाई गई है—

क्रं.	सामग्री का नाम	मात्रा

ग्रामवासी का नाम  
हस्ताक्षर

ग्रामवासी का नाम  
हस्ताक्षर

ग्रामवासी का नाम  
हस्ताक्षर

ग्रामवासी का नाम  
हस्ताक्षर

ग्रामवासी का नाम  
हस्ताक्षर

ग्रामवासी का नाम  
हस्ताक्षर

उक्त हेण्डपम्प का आवश्यक सुधार कार्य उपरोक्तानुसार सामग्री का उपयोग कर हमारे द्वारा आज दिनांक ..... को किया गया। आज दिनांक..... की स्थिति में हेण्डपम्प सुचारु रूप से क्रियाशील है।

ठेकेदार द्वारा अधिकृत  
प्रतिनिधि का नाम एवं हस्ताक्षर





**Instructions for Online Bid Submission:**

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

More information useful for submitting online bids on the MP TENDERS Portal may be obtained at: <https://mptenders.gov.in>

**REGISTRATION**

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

**SEARCHING FOR TENDER DOCUMENTS**

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

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

#### PREPARATION OF BIDS

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

#### SUBMISSION OF BIDS

- 1) Bidder should log into the site well in advance for bid submission so that they can upload the bid in time i.e. on or before the bid submission time. Bidder will be responsible for any delay due to other issues.
- 2) The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.
- 3) Bidder has to select the payment option as “offline” to pay the tender fee / EMD as applicable and enter details of the instrument.
- 4) Bidder should prepare the EMD as per the instructions specified in the tender document. The original should be posted/couriered/given in person to the concerned official, latest by the last date of bid submission or as specified in the tender documents. The details of the DD/any other accepted instrument, physically sent, should tally with the details available in the scanned copy and the data entered during bid submission time. Otherwise the uploaded bid will be rejected.
- 5) Bidders are requested to note that they should necessarily submit their financial bids in the format provided and no other format is acceptable. If the price bid has been given as a standard BoQ format with the tender

document, then the same is to be downloaded and to be filled by all the bidders. Bidders are required to download the BoQ file, open it and complete the white coloured (unprotected) cells with their respective financial quotes and other details (such as name of the bidder). No other cells should be changed. Once the details have been completed, the bidder should save it and submit it online, without changing the filename. If the BoQ file is found to be modified by the bidder, the bid will be rejected.

- 6) The server time (which is displayed on the bidders' dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, opening of bids etc. The bidders should follow this time during bid submission.
- 7) All the documents being submitted by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered cannot be viewed by unauthorized persons until the time of bid opening. The confidentiality of the bids is maintained using the secured Socket Layer 128 bit encryption technology. Data storage encryption of sensitive fields is done. Any bid document that is uploaded to the server is subjected to symmetric encryption using a system generated symmetric key. Further this key is subjected to asymmetric encryption using buyers/bid openers public keys. Overall, the uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- 7) The uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- 8) Upon the successful and timely submission of bids (ie after Clicking "Freeze Bid Submission" in the portal), the portal will give a successful bid submission message & a bid summary will be displayed with the bid no. and the date & time of submission of the bid with all other relevant details.
- 9) The bid summary has to be printed and kept as an acknowledgement of the submission of the bid. This acknowledgement may be used as an entry pass for any bid opening meetings.

#### **ASSISTANCE TO BIDDERS**

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

**Note-** For any assistance regarding the e-Procurement Portal, the help desk of NIC may be contacted :

**Contact No. - 0120-4001002, 0120-4200462, 01204001005, 0120-6277787**

**E-Mail- support\_eproc@nic.in**

\*\*\*\*

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

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

1. ~~Bids submitted by a joint venture<sup>1</sup> 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 a successful bid, the Agreement, shall be signed so as to be legally binding on all partners;~~
  - c. ~~the partner in charge<sup>2</sup> 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 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 a successful bid];~~
  - e. ~~The joint venture agreement should indicate precisely the role of all members of JV in respect of planning, design, construction equipment, key personnel, work execution, and financing of the project<sup>3</sup>. All members of JV<sup>4</sup> 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<sup>5</sup>, 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<sup>6</sup>.~~
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<sup>7</sup> of a Joint Venture shall be in the name of the partner **Lead Partner/joint venture**.~~
4. ~~Attach the power of attorney<sup>8</sup> 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:~~

**DETAILS OF PARTICIPATION IN THE JOINT VENTURE**

<b>PARTICIPATION DETAILS</b>	<b>FIRM 'A' (Lead Partner)</b>	<b>FIRM 'B'</b>	<b>FIRM 'C'</b>
Financial			
Name of the Bankers(s)			
Planning			
Construction Equipment			
Key Personnel			
Execution of Work (Give details on contribution of each)			

- 
- ~~1. Joint Venture is an arrangement in which two or more parties under an agreement for the purpose of executing a specific task/project and all parties shall be jointly and severally responsible to incur all the liabilities under the task/project, if awarded.~~
  - ~~2. Partner in Charge – i.e. Lead partner.~~
  - ~~3. This agreement shall also mention the NIT No./System I.D., Name of Work, Name of Joint Venture Firm, lead partner and other partners.~~
  - ~~4. The lead partner and the other partners shall have minimum 51% and 20% stake respectively in the Joint Venture.~~
  - ~~5. The joint venture agreement should be made on Rs. 1000/- Non Judicial Stamp Paper, duly Notarized/registered. Each partner of the joint venture shall be individually registered in the appropriate class required for participation in the tender or if eligible for registration, can also participate after having applied for registration in appropriate class.~~
  - ~~6. The joint venture agreement entered into by the partners shall be submitted originally in envelope A and should also be uploaded online (scanned copy) with the bid.~~
  - ~~7. The Earnest Money Deposit and Performance Security of the joint venture shall be drawn in favour of the concerned Executive Engineer and on Account of the partner – i.e. Lead partner/joint venture.~~
  - ~~8. Power of Attorney shall be prepared separately on Rs. 500/- Non Judicial Stamp Paper, duly Notarized and should be submitted originally in Envelope A (and uploaded online scanned copy) alongwith joint venture agreement.~~

**Format: 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 number issued by Centralized Registration System of Govt. of M.P. 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/Proprietary Firm/Partnership Firm	
4.	Entity of Organization Individual/ Proprietary Firm/ Partnership Firm (Registered under Partnership Act)/ Limited Company (Registered under the Companies Act–1956)/ Corporation/ Joint venture	
5.	Address of Communication	
6.	Telephone Number with STD Code	
7.	Fax Number with STD Code	
8.	Mobile Number	
9.	E-mail Address for all communications	
	Details of Authorized Representative	
10.	Name	
11.	Designation	
12.	Postal Address	
13.	Telephone Number with STD Code	
14.	Fax Number with STD Code	
15.	Mobile Number	
16.	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 – ITB)

**Envelope – A**

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

<b>S No</b>	<b>Particulars</b>	<b>Details to be submitted</b>
1	Experience – Financial & 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**

The bidder should have:

**A. Financial**

— Nil

**B. Physical Requirement:**

~~No pre-qualification is required, but if the NIT has the work of construction of intake well, Anicut, treatment plant and over head tanks then pre qualification will be required. The bidder should have executed similar items of work during the last five financial years, which should individually not be less than 33% of the quantity / capacity of the items included in the BOQ.~~

~~Execution of similar items of work during the last 05 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	Year – 4	Year – 5
1	Physical qualification required	Yes				
	Constructed RCC Over Head Tanks (capacity not less than 33% of prosed OHT)					

Note:-

1. Certificates duly signed by the employer not below the rank of Executive Engineer shall be enclosed for the actual quantity executed during the last 05 financial years.

1. 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.

2. ~~If interested bidder has not executed these works (Intake well, Anicut, Treatment Plant and Over Head Tanks), then he can submit an agreement (on Rs. 1000/- non judicial stamp paper duly notarized) at the time of Bid submission with an experienced contractor Stating that he will assist/guide the bidder to design and execute this work if work is awarded.~~ This experienced contractor should also have a valid registration in MPPWD centralised registration system at the time of agreement between the department and the qualifying bidder. This experienced contractor should have an experience certificate of execution of these works issued by an officer not below the rank of Executive Engineer.

~~The total value of the work to be executed by such experienced contractor(s) shall not exceed 25 percent of the Probable Amount of Contract (PAC).~~

~~If any bidder/contractor has constructed RCC Over Head Tanks in private sector in Madhya Pradesh during the last 05 years, he can also participate in the bid process. Such bidder/contractor should request the EE PHED of the concerned District where he has completed such construction works, to issue an experience certificate. The concerned E.E will verify the said works and issue a certificate stating therein the year of construction, capacity, cost and quality of work etc.~~

Note :- ~~The Experienced support contractor who is able to construct OHT will not be able to agree to support more than 03 over head tank to tenderer.~~

~~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 3 financial years;~~

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

<del>Financial Year</del>	<del>Payments received for contracts in progress or completed</del>
<del>1</del>	<del></del>
<del>2</del>	<del></del>
<del>3</del>	<del></del>

~~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.~~

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

~~Bid Capacity = (1.5 A X B) / C~~

~~Where~~

- ~~A = Maximum value of civil engineering work executed in any one year during the last three year (10% weightage 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.~~

~~\* If the contract has separate construction and maintenance periods, then the contract period shall be taken as the construction period, subject to a minimum of 1 year.~~

**Format: I-3**

(See clause 14 of Section 2—ITB&

Clause 6 of GCC)

**List Of Technical Personnel For The Key Positions**

Minimum requirement							Available with the bidder							
S.No.	Key Position	Minimum requirement	Qualification	Age	Similar work experience	Total Work experience	S.No.	Name of personnel	Key Position	Minimum requirement	Qualification	Age	Similar work experience	Total Work experience
<del>As per provisions in works department manual / circulars</del>														

**Format: I-4**

(See clause 14 of Section 2-ITB)

**List of Key Equipments/ Machines For Quality Control Labs**

<b>Minimum requirement</b>			<b>Available with the bidder</b>	
<b>S. No.</b>	<b>Name of Equipment/ Machinery</b>	<b>Quantity</b>	<b>Name of Equipment/ Machinery</b>	<b>Quantity</b>
<b>As per provisions in works department manual / circulars</b>				

**Format: I-5**

(See clause 14 of Section 2-ITB)

**List of Key Equipments/ Machines for Construction Work**

<b>Minimum requirement</b>			<b>Available with the bidder</b>	
<b>S. No.</b>	<b>Name of Equipment/ Machinery</b>	<b>Quantity</b>	<b>Name of Equipment/ Machinery</b>	<b>Quantity</b>
<b>As per provisions in works department manual / circulars</b>				

**FINANCIAL BID**  
**(To be Contained in Envelope-C)**

NAME OF WORK :-Maintenance of Handpump in Block **Obedullaganj** having 205 Villages and **1160** Handpumps Including Minor Spare part, with labour, Vehicle etc. In district Raisen Completion Time Period – 365 Days

I/We hereby bid for the execution of the above work within the time specified at the rate (in figures) \_\_\_\_\_ (in words) \_\_\_\_\_ percent below/ above or at par based on the Bill of Quantities and item wise rates given therein in all respects and in accordance with the specifications, designs, drawings and instructions in writing in all respects in accordance with such conditions so far as applicable. I/We have visited the site of work and am/ are fully aware of all the difficulties and conditions likely to affect carrying out the work. I/We have fully acquainted myself/ourselves about the conditions in regard to accessibility of site and quarries/kilns, nature and the extent of ground, working conditions including stacking of materials, installation of tools and plant conditions effecting accommodation and movement of labor etc. required for the satisfactory execution of contract.

Should this bid be accepted, I/We hereby agree to abide by and fulfill all the terms and provisions of the said conditions of contract annexed hereto so far as applicable, or in default thereof to forfeit and pay to the Governor of Madhya Pradesh or his successors in office the sums of money mentioned in the said conditions.

**Note:**

- i. Only one rate of percentage above or below or at par based on the Bill of Quantities and item wise rates given therein shall be quoted.
- ii. Percentage shall be quoted in figures as well as in words. If any difference in figures and words is 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 percentage "above" or "below" 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 percentage quoted by the bidder but exclusive of Goods and Service Tax (G.S.T.) to be levied on works/service contracts.

Signature of Bidder

Name of Bidder

The above bid is hereby accepted by me on behalf of the Governor of Madhya Pradesh dated the \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_

Signature of Officer by whom accepted

**Annexure – K**

(See clause 15 of Section 2 -ITB)

**MATERIALS TO BE ISSUED BY THE DEPARTMENT**

Sno	Name of material	Rate (Issue rate)	Unit	Remarks
As per BOQ				

**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 Governor of Madhya Pradesh at your bided percentage \_\_\_\_\_ below/ above or at par the Bill of Quantities and item wise rates given therein.

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

- a. 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 up to three months after the expiry of defects liability period.
- b. 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 the Engineer-in-charge for taking the possession of site and necessary instructions to start the work.

**Yours Faithfully**

Executive Engineer  
PHE Division Raisen

**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] (hereinafter 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 thereunder 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)

#### Table of Clauses of GCC

Sno	Particulars	Sno	Particulars
	A. General	21	Payments for Variations and / or Extra Quantities
1	Definitions	22	No compensation for alterations in or restriction of work to be carried out.
2	Interpretations and Documents	23	No Interest Payable
3	Language and Law	24	Recovery from Contractors
4	Communications	25	Tax
5	Subcontracting	26	Check Measurements
6	Personnel	27	Termination by Engineer in Charge
7	Force Majeure	28	Payment upon Termination
8	Contractor's Risks	29	Performance Security
9	Liability For Accidents To Person	30	Security Deposit
10	Contractor to Construct the Works	31	Price Adjustment
11	Discoveries	32	Mobilization and Construction Machinery Advance
12	Dispute Resolution System	33	Secured Advance
	<b>B. Time Control</b>	34	Payments Certificates
13	Programme		<b>E. Finishing the Contract</b>
14	Extension of Time	35	Completion Certificate
15	Compensation for Delay	36	Final Account
16	Contractor's quoted percentage		<b>F. Other Conditions of Contract</b>
	<b>C. Quality Control</b>	37	Currencies
17	Tests	38	Labour
18	Correction of Defects noticed during the Defect Liability Period	39	Compliance with Labour Regulations
	<b>D. Cost Control</b>	40	Audit and Technical Examination
19	Variations - Change in original	41	Death or Permanent Invalidity of Contractor
	Specifications, Designs, Drawings etc.		
20	Extra Items	42	Jurisdiction

## A. General

### 1. DEFINITIONS

- 1.1. **Bill of Quantities:** means the priced and completed Bill of Quantities forming part of the Bid.
- 1.2. **Chief Engineer:** means Chief Engineer of the zone/ basin concerned.
- 1.3. **Completion:** means completion of the work as certified by the Engineer-in-Charge, in accordance with provisions of agreement.
- 1.4. **Contract:** means the Contract between the Employer and the Contractor to execute, complete and/or maintain the work. Agreement is synonym of Contract and carries the same meaning wherever used.
- 1.5. **Contract Data:** means the documents and other information which comprise of the Contract.
- 1.6. **Contractor:** means a person or legal entity whose bid to carry out the work has been accepted by the Employer.
- 1.7. **Contractor's bid:** means the completed bid document submitted by the Contractor to the Employer.
- 1.8. **Contract amount:** means the amount of contract worked out on the basis of accepted bid.
- 1.9. **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.
- 1.10. **Day:** means the calendar day.
- 1.11. **Defect:** means any part of the work not completed in accordance with the specifications included in the contract.
- 1.12. **Department:** means Department of the State Government viz. Water Resources Department, Public Works Department, Public Health Engineering Department, Rural Engineering Service and any other organisation which adopts this document.
- 1.13. **Drawings:** means drawings including calculations and other information provided or approved by the Engineer-in-Charge.
- 1.14. **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.

- 1.15.Engineer:** means the person named in the Contract Data.
- 1.16.Engineer in charge:** means the person named in the Contract Data.
- 1.17.Equipment:** means the Contractor's machinery and vehicles brought temporarily to the Site for execution of work.
- 1.18.Government:** means Government of Madhya Pradesh.
- 1.19.In Writing:** means communicated in written form and delivered against receipt.
- 1.20.Material:** means all supplies, including consumables, used by the Contractor for incorporation in the work.
- 1.21.Superintending Engineer:** means Superintending Engineer-in-Charge of the Circle concerned.
- 1.22.Stipulated period of completion:** means the period in which the Contractor is required to complete the work. The stipulated period is specified in the ContractData.
- 1.23.Specification:** means the specification of the work included in the Contract and any modification or addition made or approved by the Engineer-in-Charge.
- 1.24.Start Date:** means the date of signing of agreement for the work.
- 1.25.Sub-Contractor:** means a person or corporate body who has a Contract with the Contractor, duly authorised to carry out a part of the construction work under the Contract.
- 1.26.Temporary Work:** means work designed, constructed, installed, and removed by the Contractor that are needed for construction or installation of the work.
- 1.27.Tender/Bid, Tenderer/Bidder:** are the synonyms and carry the same meaning where ever used.
- 1.28.Variation:** means any change in the work which is instructed or approved as variation under this contract.
- 1.29.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 (ITB, Bid Data Sheet with all Annexures)
3. Conditions of Contract:
  - i. Part I General Conditions of Contract and the 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, and
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 to the address or contact details given by the Contractor in [Annexure H of ITB]. The address and contact details for communication with the Employer/Engineer shall be as per the details given in the Contract Data. 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 of 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 with the approval of the Employer in writing, but will not assign the Contract. Subcontracting shall not alter the Contractor's obligations.
- b. Following shall not form part of subcontracting:
  - 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 attributable 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 attributable 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 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, drawing, designs, other documents and/or information submitted by the contractor shall be the responsibility of the Contractor alone, notwithstanding the fact that the 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 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 and implements, and generally of all means used for the fulfilment of this contract whether such means may or may not be approved 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 dispute can be raised after 45 days of its first 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 dispute.
- 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 Madhya Pradesh Arbitration Tribunal constituted under Madhya Pradesh MadhyRaisenm 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 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/equipment 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. The Contract is for completion of works and therefore non approval of EOT shall not in any way invalidate the contract. The contractor will have to complete the works.**

**14.2 In the event of delays attributable to the contractor, the EOT shall not be given by the Engineer-in-charge and the Liquidated Damages shall be levied from the contractor in accordance with the provisions of the contract.**

**14.3 In the event, the delays are not attributable to the contractor the EOT may be issued by the Engineer-in-charge without imposition of Liquidated Damages either suo-motto or on a written request of the contractor.**

**It is clarified that out of the total delays in completion of works, the EOT shall be issued only for the part, which is not attributable to the contractor.**

#### **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 leviable 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 the liquidated damages levied.

**16. Contractor's quoted percentage**

The Contractor's quoted percentage rate 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.

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

**18.1** The Defect Liability Period of work in the contract shall be as per 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, and Drawings etc.**

**19.1** The Engineer-in-charge shall have power to make any alterations, omissions or additions to or substitutions in 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 Engineer-in-charge, 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 agrees to do the main work.

**19.2** The time for the completion of the work shall be adjusted 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 included in the priced BOQ shall be treated as extra items.

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

21.1 The rates for such additional (Extra quantity), 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 for 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 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 for 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 the 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 Engineer-in-charge, 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 may 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 contract 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 levies, duties, cess, toll, taxes of Central and State Governments, local bodies and authorities but exclusive of Goods and Service Tax (G.S.T.) to be levied on works/service contracts.

**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 up to 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 the judgment 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 -

If the Contract is terminated 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 the Bid Data Sheet at the time of signing of the contract. The contractor shall have to ensure that such performance security and additional performance security, if any, remains valid for the period as specified in the Contract Data.

## **30. Security Deposit-**

**30.1** Security Deposit shall be deducted from 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 deposit 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 Period.

**30.3** The Security Deposit shall be refunded on completion of Defect Liability Period. The Additional Performance Security shall be refunded on satisfactory completion of of the work.

## ~~**31. Price Adjustment**~~

~~**31.1 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.**~~

~~**(a) The price adjustment shall apply for the work done from the start date given in the contract data upto the end of the initial intended completion date or extensions**~~

~~granted by the Engineer and shall not apply to the work carried out beyond the stipulated time for reasons attributable to the contractor.~~

~~(B) The Price adjustable shall be determined during each month from the formula given in the contract data~~

~~(C) Following expression and meaning are assigned to the work done during each month:  
R= Total value of work during the month. It would include the amount of secured advance granted, if any, during the month, less the amount of secured advance recovered, if any during the month. It will exclude value of works executed under variations for which no price adjustment shall be payable.~~

~~31.2 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.~~

31.3 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 favour 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 a 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 payment otherwise 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 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 statements of the value of the work executed less the cumulative amount certified previously, supported with detailed measurement of the items of work executed.
- (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 Bill of Quantities completed.
- (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**

35.1A 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 finalise the account and issue a payment certificate within 28 days.

## **F. 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 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/byelaws/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 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 any sum is found to have been overpaid in respect of any work done by the contractor under the contract or any 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 24above 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**

If the Contractor is an individual or a proprietary concern, partnership concern, dies during the currency of the contract or becomes permanently incapacitated, where the surviving partners are only minors, the contract shall be closed without levying any damages/ compensation as provided for in clause 28.2 of the contract agreement. However, if the competent authority is satisfied about the competenceof the survivors, then the competent authority shall enter into a fresh

agreement for the remaining work strictly on the same terms and conditions under which the contract was awarded.

**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 courts at the place where this agreement is entered into. No other jurisdiction shall be applicable.

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## Appendix 2.10 CONTRACT DATA

### For Jal Jeevan Mission PWS Schemes

GCC Clause	Particulars	Data
1.14	Employer	Government of Madhya Pradesh
1.15	Engineer	Executive Engineer/Assistant Engineer/Sub Engineer/Consultant appointed by Department
1.16	Engineer in Charge	Executive Engineer
1.22	Stipulated period of completion	365 Days including rainy season.
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	Executive Engineer P.H.E Division <b>Raisen</b> Email- <b>eephrai@nic.in</b>
5	Sub contracting permitted for the Contract Value	More than Rs. 100 Lakhs
6	Technical Personnel to be provided by the contractor-requirement, &	As per Annexure-I (Format I-3)
	Penalty, if required Technical Personnel not employed	Rs.30,000 for Degree holder & Rs.18,000 for Diploma holder Engineer or As per PWD latest orders for deduction for Diploma/Degree Holder Engineers OR as may be decided by the Draft NIT approving authority.
10	Specifications	As per Annexure E
	Drawings	As per Annexure N
12	Competent Authority for deciding dispute under Dispute Resolution System	Superintending Engineer, Public Health Engineering Department <b>Bhopal circle Bhopal</b>
	Appellate Authority for deciding dispute under Dispute Resolution System	Chief Engineer Public Health Engineering Department <b>BhopalZoneBhopal</b>
13	Period for submission of updated construction program	Initial work program shall be submitted within a week from the date of signing the agreement, thereafter, updated program on Quarterly basis in contracts where the contract period is more than 12 months.
	Amount to be withheld for not submitting construction program in the prescribed period	1% of the contract value subject to minimum Rs. 5,000/- per month.
14	Competent Authority for granting	Up to one month - Executive Engineer. More

GCC Clause	Particulars	Data																				
	Time Extension	than one month – Superintending Engineer (Full Powers).																				
15	Milestones laid down for the contract	Yes																				
	if yes, details of milestones	As per Annexure O																				
	Liquidated damage	As per Annexure P																				
17	List of equipment for lab	As per Annexure Q																				
	Time to establish lab	Within 15days from the date of agreement.																				
	Penalty for not establishing field laboratory	1% of the contract value subject to minimum Rs. 10,000/- per month.																				
18	Defect Liability Period	<b>03 Month after completion of work</b>																				
21	Competent Authority for determining the rate	As given below																				
	<table border="1"> <thead> <tr> <th>क्र</th> <th>सक्षम अधिकारी</th> <th>अनुबंधित मात्रा से अधिक के लिए</th> <th>अतिरिक्त आयटम</th> <th>सबस्टीट्यूट आयटम</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>कार्यपालन यंत्री संबंधित खण्ड</td> <td>अनुबंधित कार्य की मात्रा से 10% तक बढ़ी मात्रायें।</td> <td>–</td> <td>–</td> </tr> <tr> <td>2</td> <td>अधीक्षण यंत्री संबंधित मण्डल</td> <td>अनुबंधित कार्य की मात्रा से 20% तक बढ़ी मात्रायें अधिकतम रु. 20.00 लाख तक किन्तु कुल लागत प्रशासकीय स्वीकृति की राशि से 10% अधिक न हो।</td> <td>रु. 20.00 लाख तक किन्तु कुल लागत प्रशासकीय स्वीकृति की राशि से 10% अधिक न हो।</td> <td>रु. 20.00 लाख तक किन्तु कुल लागत प्रशासकीय स्वीकृति की राशि से 10% अधिक न हो।</td> </tr> <tr> <td>3</td> <td>मुख्य अभियंता संबंधित परिक्षेत्र</td> <td>संपूर्ण अधिकार (प्रशासकीय स्वीकृति की राशि से 10% अधिक राशि की सीमा में)</td> <td>संपूर्ण अधिकार (प्रशासकीय स्वीकृति की राशि से 10 % अधिक राशि की सीमा में)</td> <td>संपूर्ण अधिकार (प्रशासकीय स्वीकृति की राशि से 10% अधिक राशि की सीमा में)</td> </tr> </tbody> </table>	क्र	सक्षम अधिकारी	अनुबंधित मात्रा से अधिक के लिए	अतिरिक्त आयटम	सबस्टीट्यूट आयटम	1	कार्यपालन यंत्री संबंधित खण्ड	अनुबंधित कार्य की मात्रा से 10% तक बढ़ी मात्रायें।	–	–	2	अधीक्षण यंत्री संबंधित मण्डल	अनुबंधित कार्य की मात्रा से 20% तक बढ़ी मात्रायें अधिकतम रु. 20.00 लाख तक किन्तु कुल लागत प्रशासकीय स्वीकृति की राशि से 10% अधिक न हो।	रु. 20.00 लाख तक किन्तु कुल लागत प्रशासकीय स्वीकृति की राशि से 10% अधिक न हो।	रु. 20.00 लाख तक किन्तु कुल लागत प्रशासकीय स्वीकृति की राशि से 10% अधिक न हो।	3	मुख्य अभियंता संबंधित परिक्षेत्र	संपूर्ण अधिकार (प्रशासकीय स्वीकृति की राशि से 10% अधिक राशि की सीमा में)	संपूर्ण अधिकार (प्रशासकीय स्वीकृति की राशि से 10 % अधिक राशि की सीमा में)	संपूर्ण अधिकार (प्रशासकीय स्वीकृति की राशि से 10% अधिक राशि की सीमा में)	
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27	Any other condition for breach of contract	Less than 25% progress achieved during the half of the contract period. (Reason for delay attributed to the contractor.)																				
28	Penalty	<b>Penalty shall include</b> (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 up to	Performance Guarantee (Security) for works shall be valid upto 3 months beyond the completion of Defect Liability Period. Performance Guarantee (Security) shall be released <b>on Completion of Defect Liability Period.</b>  Additional Performance Guarantee (Security) shall be valid upto valid construction/execution period plus 03 months. Additional Performance Guarantee (Security) shall be																				

GCC Clause	Particulars	Data
		released after construction/Execution work
30	Security Deposit (SD) to be deducted from each running bill	At the rate of 5%. SD deducted during execution of works shall be refunded on completion of Defect Liability Period.
	Maximum limit of deduction of Security Deposit	Up to 5% of Final Contract Amount.
31	Price Adjustment formula and procedure to calculate	As per Annexure R
31.1(1)	Price adjustment shall be applicable	As per Annexure-R and will be applied as below :- (a) For Tenders upto Rs 10.00 crores-not payable in any case. (b) For Tenders costing more than Rs 10.00 crores- payable only in cases governed by Force Majeure. Price adjustment shall only be applicable on Probable Amount of Contract (PAC) of NIT. This clause shall not have any relation to the contract amount. The price adjustment shall apply only in respect of cement, steel and POL components.
32	32.1 Mobilization and Construction Machinery Advance Applicable	No Mobilization and Construction Machinery Advance Payable.
	32.2 If yes, Unconditional Bank Guarantee.	<del>In the format prescribed in Annexure S.</del> (NOT APPLICABLE)
	32.3 If yes, Rate of interest chargeable on advances.	<del>10% annual simple interest.</del> (NOT APPLICABLE)
	32.4 If yes, Type & Amount of advance payment that can be paid.	<del>1. Mobilization advance- Not more than ---% of contract amount. 2. Construction Machinery advance- Not more than ---% of contract amount.</del> (NOT APPLICABLE)
	32.5 If yes, Recovery of advance payment.	<del>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</del>

GCC Clause	Particulars	Data
		<p><del>interest shall be accrue 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.</del></p> <p>(NOT APPLICABLE)</p>
33	33.1 Secured Advance Applicable	No Secured Advance Payable.
	33.2 If yes, Unconditional Bank Guarantee.	<p><del>In the format prescribed in Annexure-T</del></p> <p>(NOT APPLICABLE)</p>
	33.2 If yes, Amount of Secured advances.	<p><del>75% of value of material as determined by the Engineer in Charge.</del></p> <p>(NOT APPLICABLE)</p>
	32.3 If yes, Conditions for secured Advance.	<p><del>a) The materials are in accordance with the specification for Works;</del></p> <p><del>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;</del></p> <p><del>c) The Contractor's records of the requirements, orders, 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;</del></p> <p><del>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;</del></p> <p><del>e) Ownership of such materials shall be deemed to vest in the Employer for which the contractor has submitted and Indemnity Bond in an acceptable format; and</del></p> <p><del>f) The quantity of materials are not excessive and shall be used within a reasonable time as determined by the engineer. (Not applicable)</del></p> <p>(NOT APPLICABLE)</p>
	33.4 If yes, Recovery of Secured advance	<p><del>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.</del></p> <p>(NOT APPLICABLE)</p>
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

GCC Clause	Particulars	Data
36	Competent Authority	Superintending Engineer, PHED <b>Bhopal</b> Circle <b>Bhopal</b>
39	Salient features of some of the major labour laws that are applicable	As per Annexure-W
41	Competent Authority	Chief Engineer, <b>Bhopal</b> Zone <b>Bhopal</b> PHED

**ANNEXURE – N**

(See clause 10 of Section 3 – GCC )

Drawings

List of drawings

**Details of Milestones**

**Not Applicable**

**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 consideration  
-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 a maximum of 10% of contract price.

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

**ANNEXURE – Q**

(See clause 17 of Section 3 -GCC )

**List of Equipment for Quality Control Lab**

**Nil**

(See clause 31 of Section 3 - GCC)

**Price Adjustment**

The formulas for adjustment of price are:

$R = \frac{\text{Value of work as defined in Clause 31.1 of General Conditions of Contract}}{\text{Contract}}$

**Adjustment for labour Component**

(i) Price Adjustment for increase or decrease in the cost due to labour shall be paid in accordance with the following formula:

$$V_L = 0.85 \times P_1 / 100 \times R (L_i - L_0) / L_0$$

$V_L$  = increase or decrease in the cost of work during the month under consideration due to changes in rates for local Labour

$L_0$  = The consumer price index for industrial workers for the State on 28 days preceding the date of opening of Technical bids as published by Labour Bureau, Ministry of Labour, Government of India

$L_i$  = the consumer price index for industrial workers for the state for the month under consideration as published by Labour Bureau Ministry of Labour component of the work

$P_1$  = Percentage of Labour component of the work

**Adjustment for Cement Component**

(ii) Price Adjustment for increase or decrease in the cost of cement procured by the contractor shall be paid in accordance with the following formula:

$$V_C = 0.85 \times P_c / 100 \times R \times (C_1 - C_0) / C_0$$

$V_C$  = increase or decrease in the cost of work during the month under Consideration due to changes in rates for cement.

$C_0$  = The all India wholesale price index for pozzolana cement on 28 days preceding the date of opening of Technical Bids. as published by the Economic Advisor, DIPP, Ministry of Commerce & Industry Government of India, New Delhi.

$C_1$  = The all India average wholesale price index for cement for the month under consideration as published by the Economic Advisor, DIPP, Ministry of Commerce & Industry Government of India, New Delhi.

$P_c$  = Percentage of Cement Component of the Work

**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:

$$V_S = 0.85 \times P_s \times / 100 \times R \times (S_1 - S_0) / S_0$$

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

$S_0$  = The all India wholesale price index for mild steel long products / flats on 28 days preceding the date of opening of Technical Bids. as published by the

~~Economic Advisor, DIPP, Ministry of Commerce & Industry Government of India, New Delhi.~~

~~S<sub>1</sub>= The All India average wholesale price index for mild steel long products / flats for the month under consideration as published by the Economic Advisor, DIPP, Ministry of Commerce & Industry Government of India, New Delhi.~~

~~P<sub>5</sub>= Percentage of Steel component of the work.~~

~~Note for the application of this clause, index of mild steel long products / flats has been Chosen to represent steel group in any work only one of the indices i.e. either for long products or for flats shall be used as decided by the Employer / Executing Agency.~~

#### **Adjustment of Bitumen Component**

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

$$\text{--- } V_b = \frac{0.85 \times P_b}{100 \times R} \times \frac{(B_1 - B_0)}{B_0}$$

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

~~B<sub>0</sub>= The official retail price of bitumen at the LOC depot nearest to the work site on the day 28 days prior to the date opening of Technical Bids.~~

~~B<sub>1</sub>= The official retail price of bitumen at The LOC depot nearest to the work site for the 15<sup>th</sup> day of the month under consideration.~~

~~P<sub>b</sub>= 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.~~

$$\text{--- } V_t = \frac{0.85 \times p_t}{100 \times R} \times \frac{(F_1 - F_0)}{F_0}$$

~~V<sub>t</sub>= Increase or decrease in the cost of work during the month under consideration due to changes in rates for fuel and lubricants.~~

~~F<sub>0</sub>= The official retail price of High Speed diesel (HSD) at the existing consumer pumps of LOC nearest to the work site on the day 28 days prior to the date of opening of Technical bids.~~

~~F<sub>1</sub>= The official retail price of HSD at the existing consumer pumps of LOC nearest to the work site for the 15<sup>th</sup> days of month under consideration.~~

~~P<sub>t</sub>= Percentage of fuel and lubricants component of the work.~~

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

#### **Adjustment for Plant and Machinery Spares component.**

~~(vi) Price Adjustment for increase or decrease in the cost of plant and machinery spares procured by the Contractor shall be paid in accordance with the following formula.~~

$$\text{--- } V_p = \frac{0.85 \times P_0}{100 \times R} \times \frac{(P_1 - P_0)}{P_0}$$

~~V<sub>p</sub>= Increase or decrease in the cost of work during the month under consideration due to changes in rates for plant and machinery spares.~~

~~P<sub>0</sub> = The all India wholesale price index for manufacturer of machines for mining / quarrying and construction on 28 days preceding the date of opening of Technical Bids. As published by the Economic Advisor, DIPP, Ministry of Commerce & industry Government of India, New Delhi.~~

~~P<sub>i</sub> = The all India wholesale price index for manufacturer of machines for mining / quarrying and construction for the month under consideration as published by the Economic Advisor, DIPP, Ministry of Commerce & industry Government of India, New Delhi.~~

~~P<sub>p</sub> = Percentage of plant and machinery spares component of the work.~~

~~Note. For the application of this clause, index of manufacturer of machines for mining / quarrying and construction has been chosen to represent the Plant and Machinery Spares Group.~~

~~Adjustment of Other Materials Component.~~

~~(Vii) Price adjustment for increase or decrease in cost of local materials other than cement. Steel, Bitumen and POL procured by the contractor shall be paid in accordance with the following formula.~~

~~$V_m = 0.85 \times P_m / 100 \times R \times (M_1 - M_0) / M_0$~~

~~V<sub>m</sub> = Increase or decrease in the cost of work during the month under consideration due to changes in rates for local materials other than cement Steel, Bitumen and POL~~

~~M<sub>0</sub> = The all India wholesale price index (all commodities) on 28 days preceding the date of opening of Technical Bids, as published by the Economic Advisor, DIPP, Ministry of Commerce & industry Government of India, New Delhi.~~

~~M<sub>i</sub> = The all India wholesale price index ( All commodities) for the month under consideration as published by the Economic Advisor, DIPP, Ministry of Commerce & Industry Government of India New Delhi.~~

~~P<sub>M</sub> = Percentage of local material component (other than Cement Steel, Bitumen and POL) of the work. Plant and machinery spares component of the work.~~

~~The Following percentages will govern the price adjustment of the entire contract.~~

~~1- Labour - P<sub>l</sub> .....%~~

~~2- Cement - P<sub>c</sub> .....%~~

~~3- Steel - P<sub>s</sub> .....%~~

~~4- Bitumen - P<sub>b</sub> .....%~~

~~5- POL - P<sub>t</sub> .....%~~

~~6- Plant & Machinery Spares - P<sub>p</sub> .....%~~

~~7- Other Materials P<sub>m</sub> .....%~~

~~Note - Ordinarily the 7 components shown above are components of the civil works. However for specific works in which some components not included in the aforementioned 7 components, form a substantial part of the works the same can be provided using percentage of different components shall be 100%~~

(See clause 32 of Section 3 –GCC)

**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 thereunder 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.

\_\_\_\_\_ 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 \_\_\_\_\_ (hereinafter 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 as he has undertaken to executive 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 of 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 WITNESSETH 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 covenant and agree with the  
President and declare as follows:~~

~~That the said sum of Rupees \_\_\_\_\_ so advanced by the Employer to~~

- ~~(1) 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.~~

- ~~(2) 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 been made to him as aforesaid.~~
- ~~(3) 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.~~
- ~~(4) 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.~~
- ~~(5) That the said materials shall not be removed from the site of the said works except with the written permission of the Engineer or an officer authorized by him on that behalf.~~
- ~~(6) That the advances shall be repayable in full when or before the Contract receives payment from the Employer of the price payable to him for the said works under the terms and provisions of the said agreement. Provided that if any intermediate payments are made to the Contractor on account of work done then on the occasion of each such payment the Employer will be at liberty to make a recovery from the Contractor's bill for such payment by deducting therefrom the value of the said materials than actually used in the~~

~~construction and in respect of which recovery has not been made previously, the value for this purpose being determined in respect of each description of materials at the rates at which the amounts of the advances made under these presents were calculated.~~

~~(7) That if the Contractor shall at any time make any default in the performance or observance in any respect of any of the terms and provisions of the said agreement or of these presents the total amount of the advance or advances that may still be owing of the Employer shall immediately on the happening of such default be re-payable by the Contractor to be the Employer together with interest thereon at twelve percent per annum from the date or respective dates of such advance or advances to the date of repayment and with all costs, charges, damages and expenses incurred by the Employer in or for the recovery thereof or the enforcement of this security or otherwise by reason of the default of the Contractor and the Contractor hereby covenants and agrees with the Employer to repay and pay the same respectively to him accordingly.~~

~~(8) That the Contractor hereby charges all the said materials with the repayment to the Employer of the said sum of Rupees \_\_\_\_\_ and any further sum of sums advanced as aforesaid and all costs, charges, damages and expenses payable under these presents PROVIDED ALWAYS and it is hereby agreed and declared that notwithstanding anything in the said agreement and without prejudice to the power contained therein if and whenever the covenant for payment and repayment here-in-before contained shall become enforceable and the money owing shall not be paid in accordance therewith the Employer may at any time thereafter adopt all or any of the following courses as he may deem best:~~

~~(a) Seize and utilise the said materials or any part thereof in the completion of the said works on behalf of the contractor in accordance with the provision in that behalf contained in the said agreement debiting the contractor with the actual cost of effecting such completion and the amount due to the contractor with the value of work done as if he had carried it out in accordance with the said agreement and at the rates thereby provided. If the balance is against the contractor, he is to pay same to the Employer on demand.~~

- ~~(b) Remove and sell by public auction the seized materials or any part thereof and out of the moneys arising from the sale retain all the sums aforesaid repayable or payable to the Employer under these presents and pay over the surplus (if any) to the Contractor.~~
- ~~(C) Deduct all or any part of the moneys owing out of the security deposit or any sum due to the Contractor under the said agreement.~~
- ~~(9) That except in the event of such default on the part of the contractor as aforesaid interest on the said advance shall not be payable.~~
- ~~(10) That in the event of any conflict between the provisions of these presents and the said agreement the provisions of these presents shall prevail and in the event of any dispute or difference arising over the construction or effect of these presents the settlement of which has not been here-in-before expressly provided for the same shall be referred to the Employer whose decision shall be final and the provision of the Indian Arbitration Act for the time being in force shall apply to any such reference.~~

**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:

.....  
.....  
.....

Agreement no. .... Date .....

Name of Agency : .....

Used MB no. ....

Last measurement recorded

a. Page No. & M B No. ....

b. Date .....

Certified that the above mentioned work was physically completed on .....  
(date) and taken over on ..... (date).

Agreed 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

.....  
.....

**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 of 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.

## चेक लिस्ट

(निविदाकार द्वारा प्रस्तुत दस्तावेजों हेतु चेक लिस्ट। यह चेक लिस्ट लिफाफा-अ में ऑनलाईन प्रस्तुत की जावेगी)

1. सिस्टम निविदा क्रमांक — .....
2. कार्य का नाम — .....
3. निविदाकार का नाम — .....
4. उपरोक्त निविदा के अंतर्गत उल्लेखित कार्य के लिये निम्नानुसार दस्तावेज निविदा के साथ निर्धारित लिफाफों में ऑनलाईन संलग्न (**Online Attach**) किये गये है :-

क्र.	दस्तावेज	संलग्न (है/नहीं) Online Attached (Yes/No)
1.	ई.एम.डी.	
2.	बिड के साथ जमा किये गये दस्तावेजों की सत्यता बावत निविदाकार का शपथ पत्र मूल प्रति में	
3.	निविदाकार के पंजीयन ( <b>Registration</b> )/ पंजीयन हेतु आवेदन का साक्ष्य (दस्तावेज) की स्व-प्रमाणित छायाप्रति	
4.	अपेंडिक्स 2.10 की निविदाओं के लिये निर्धारित प्रारूप में ( <b>Annexure-H</b> ) अपनी संस्थागत जानकारी ( <b>Organisational Details</b> )	
5.	निविदा प्रपत्र क्रय करने की रसीद	
6.	अनेक्स्चर I-1To I-5	
7.	Envelope-C	
8	<b>TENDER ACCEPTANCE LETTER (Annexure-Z)</b>	

निविदाकार के सील सहित हस्ताक्षर

.....

**Not Applicable**

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

To,

.....  
.....

Subject :- Acceptance of Conditions of Tender.

Tender Reference No. ....

Name of Tender Work :-

.....  
.....  
.....  
.....

Dear Sir,

I/We have downloaded/obtained the tender documents (s) for the above mentioned "Tender /Work" from the website (s) namely:

<https://mptenders.gov.in/nicgep/app>

as per your advertisement, given in the above mentioned website(s)

I/ We hereby certify that I/We have read the entire terms and conditions of the tenders documents ( including all documents like annexure(s)schedules , etc which form part. of the contract agreement and I/ We shall abide hereby by the terms/conditions/clauses contained there in.

The corrigendum (s) issued from time to time by your department/ organization too have also been taken into consideration, while submitting this acceptance letter.

I/We hereby unconditionally accept the tender conditions of above mentioned tenders documents (s) / corrigendum (s) in its totality / entirety.

I/We do hereby declare the our Firm has not been blacklisted/debarred by any Govt. Department/Public sector under taking.

I/We certify that all information furnished by the our Firm is true & correct and in the event that the information found to be in correct/untrue or found violated, then your department /organization shall with out giving any notice or reason the refore or summarily reject tthebid or terminate the contract, without prejudice to any other rights or remedy including the forfeiture of the full said earnest money depositabsolutely.

Your Faithfully,

(Signature of the Bidder, with Official Seal)

**SECTION 3**  
**Conditions of Contract**  
**Part – II Special Conditions of Contract (SCC)**

1. सशर्त निविदाएं मान्य नहीं की जावेगी।
2. बिना कारण बताए निविदा स्वीकृत/अस्वीकृत करने का पूर्ण अधिकार निविदा आमंत्रण कर्ता को होगा।
3. निविदाकारों का आयकर विभाग में स्थायी लेखा नम्बर (PAN) तथा माल एवं सेवाकर (GST)में पंजीकृत होना भी अनिवार्य हैं। जिसका प्रमाण-पत्र आवेदन पत्र के साथ देना होगा।
4. निविदाकार का नियमानुसार संबंधित कर विभाग में पंजीयन होना आवश्यक है। देयक से आयकर, जी एस टी एवं कर्मचारी कल्याण उपकर सहित अन्य कर तथा वैधानिक कटौती नियमानुसार किया जायेगा।
5. निविदा से संबंधित अर्हता संबंधी समस्त दस्तावेज ऑनलाईन ही प्रस्तुत (Online)किये जायेंगे। विभाग द्वारा चाहे जाने पर ऑनलाईन प्रस्तुत दस्तावेजों के मूल दस्तावेज प्रस्तुत करने हेतु निविदाकार बाध्य रहेगा। मूल दस्तावेज प्रस्तुत न कर पाने की स्थिति में निविदाकार की निविदा निरस्त की जा सकेगी तथा नियमानुसार वैधानिक कार्यवाही भी की जा सकेगी।
6. शासन के आदेश क्रमांक एफ 16-50/2017/2/34 दिनांक 31 जुलाई 2017 के अनुसार 1 जुलाई 2017 से लागू माल एवं सेवा कर (GST)सभी वर्क कांट्रेक्ट पर लगेगा। शासन के इस आदेश अनुसार निविदाकार को देयक भुगतान के समय जी. एस.टी. की जो दर देयक पर लागू हो उसके अनुसार टैक्स का भुगतान पृथक से निविदाकार को किया जावेगा। जी.एस.टी. को छोड़कर (Exclusive of GST)शेष समस्त कर, उपकर, लेवी, फी, टोल इत्यादि के भुगतान का दायित्व निविदाकार का होगा तथा यह माना जायेगा कि निविदाकार द्वारा प्रस्तुत वित्तीय प्रस्ताव (Financial Offer) में उक्त राशि का भुगतान सम्मिलित है।

7. उपयोग की गई सामग्री से संबंधित रायल्टी की रसीदें देयक के साथ प्रस्तुत करना होगी अन्यथा देयक से रायल्टी काटकर राजस्व मद में जमा कर ली जावेगी, जिसे विभाग संबंधित निविदाकार को वापिस करने हेतु बाध्य नहीं होगा।
8. धरोहर राशि (EMD) इलेक्ट्रॉनिक (e-EMD) रूप में ही ली जायेगी।
9. निविदाओं में भाग लेने वाले निविदाकार अपने बैंक अकाउंट की जानकारी एम.पी. ई-प्रोक्योरमेंट पोर्टल (<https://mptenders.gov.in>) पर अपने लॉग-इन आई.डी. से लॉग-इन कर बैंक अकाउंट डिटेल्स फार्म में दर्ज करेंगे।
10. निविदाकार RTGS/NEFT/Debit Card/Credit Card/Net Banking के माध्यम से ई. एम. डी. (e-EMD)की राशि पोर्टल पर जमा कर सकेंगे उसके बाद वे निविदा में भाग लेने की कार्यवाही पूर्ववत् करेंगे।
11. वित्तीय आफर खुलने के उपरांत न्यूनतम निविदाकार की ई.-ई.एम.डी. (e-EMD) की राशि को छोड़कर शेष सभी निविदाकारों द्वारा जमा ई.-ई.एम.डी. (e-EMD) की राशि पोर्टल के माध्यम से वापस की जाएगी, जो कि निविदाकार के पोर्टल पर रजिस्टर्ड बैंक खाते में ही वापस होगी। यहाँ यह स्पष्ट किया जाता है कि ई.-ई.एम.डी. (e-EMD) जमा करने वाले निविदाकार किसी भी खाते से ई.-ई.एम.डी. (e-EMD) की राशि जमा कर सकेंगे परन्तु वापसी निविदाकार के रजिस्टर्ड बैंक खाते में ही होगी। सफल निविदाकार की ई.-ई.एम.डी. (e-EMD) की राशि अनुबंध करने तक रोक कर रखी जाएगी तथा अनुबंध निष्पादित किये जाने के उपरांत वापस की जाएगी।
12. ई.एम.डी. (EMD)राजसात किये जाने की स्थिति में निविदाकार द्वारा जमा ई.-ई.एम.डी. (e-EMD)की राशि पोर्टल पर राजसात की जाएगी तथा राजसात की गयी राशि सर्विस प्रोवाइडर द्वारा तुरंत लोक स्वास्थ्य यंत्रिकी विभाग के 8443 सिविल जमा खाते में जमा की जाएगी जिसे निक्षेप खाते के धारक द्वारा चालान के माध्यम से राजस्व प्राप्तियाँ **0215** शीर्ष में जमा कराई जाएगी।
13. निविदाकार को निविदा प्रपत्र में संलग्न एनेक्सर-बी अनुसार सेल्फ डिक्लेरेशन प्रस्तुत करना होगा।

14. प्राप्त न्यूनतम निविदा दर (एल-1) पंद्रह प्रतिशत से अधिक नीचे (More Than Fifteen Percent Below) होने पर निविदा दर को अव्यवहारिक दर (Unworkable Rates) माना जावेगा। अव्यवहारिक दरें (Unworkable Rate) प्राप्त होने पर सफलतम निविदाकार (एल-1) द्वारा निविदत्त दर अनुसार गणित निविदा राशि (Tendered Amount) एवं एस.ओ.आर. पर निविदा की लागत से 15 प्रतिशत कम राशि (Amount 15% below PAC) के अंतर की राशि अतिरिक्त परफारमेंस ग्यारंटी के रूप में (Additional Performance Guarantee) ली जायेगी। Additional Performance Guarantee प्राप्त होने के उपरांत ही अनुबंध निष्पादित किया जायेगा।
15. अतिरिक्त परफारमेंस गारंटी उसी प्रारूप में ली जावेगी जिसमें अरनेस्ट मनी/परफारमेंस ग्यारंटी (Earnest Money/Performance Guarantee) ली जाती है।
16. Additional Performance Guarantee भौतिक रूप से कार्य पूर्णता प्रमाण-पत्र (Physical Completion Certificate) जारी होने के पश्चात ही वापस की जाए।
17. निविदा स्वीकृति के उपरांत निविदाकार को अनुबंध हेतु विभाग द्वारा पत्र जारी किया जावेगा, जिसकी सूचना निविदाकार को एस.एम.एस./व्हाट्सएप्प/ई-मेल से दी जावेगी, निविदाकार को पत्र जारी होने के दिनांक के 15 दिवस के अंदर अनुबंध निष्पादित कर कार्य प्रारंभ करना होगा अन्यथा बिना किसी अन्य सूचना के उनकी अमानत राशि राजसात कर ली जावेगी तथा निविदाकार फर्म एवं उसके भागीदार (यदि कोई हो तो) को आगामी एक वर्ष के लिये संपूर्ण प्रदेश में विभागीय कार्यों की निविदा प्रक्रिया में भाग लेने हेतु प्रतिबंधित किया जा सकेगा। निविदा अनुबंध ही कार्यादेश होगा, पृथक से कोई कार्यादेश जारी नहीं किया जावेगा।
18. निविदा अनुबंध के दस्तावेजों पर संविदा मूल्य रु. 50.00 लाख तक रूपये 1000/- तथा रु. 50.00 लाख से अधिक पर संविदा मूल्य का 0.1 प्रतिशत स्टाम्प शुल्क प्रभारित होगा। यदि शासन द्वारा इस शुल्क में कोई परिवर्तन किया जाता है तो ऐसी परिस्थिति में अनुबंध के समय प्रचलित दरों पर स्टाम्प शुल्क प्रभारित होगा।
19. कार्यादेश एवं भुगतान आवंटन की उपलब्धता पर निर्भर करेगा विलंब से होने वाले भुगतान पर कोई क्लेम निविदाकार द्वारा नहीं किया जा सकेगा।

20. ठेकेदार को संधारण कार्य विभागीय उपयंत्री के निर्देशानुसार कार्य सम्पन्न करना होगा।
21. बिना कारण बताए निविदा स्वीकृत/अस्वीकृत करने का पूर्ण अधिकार निविदा आमंत्रण कर्ता को होगा।
22. कार्य पर एक प्रतिशत उपकर म.प्र. भवन एवं संनिर्माण कर्मकार मंडल भोपाल को देय होगा जो ठेकेदार के देयकों से काटा जायेगा।
23. हैण्डपम्पों के संधारण कार्य में उपयोग किये जाने वाले वाहन अच्छी हालत में होना चाहिए तथा वाहन के सभी आवश्यक दस्तावेज पूर्ण होना चाहिए।
24. ठेकेदार को संधारण कार्य विभागीय उपयंत्री के निर्देशानुसार कार्य सम्पन्न करना होगा।
25. **हैण्डपम्पों के सुधार कार्य हेतु आवश्यक तकनीशियन (हैण्डपम्प) एवं श्रमिक की व्यवस्था ठेकेदार को स्वयं करना होगी।**
26. हैण्डपम्पों के सुधार कार्य हेतु आवश्यक टी.एण्ड.पी की व्यवस्था ठेकेदार को स्वयं करना होगी।
27. हैण्डपम्पों के सुधार कार्य हेतु आवश्यक मेजर पार्टस् जैसे— राईजर पाइप, हैड, हैण्डिल, नया सिलेण्डर, वॉटर चेम्बर इत्यादि विभागीय भण्डार गृह **औबेदुल्लागंज** से प्राप्त करना होगा। माईनरस्पेयर पार्टस् जैसे – चैन, एक्सल, साकेट, वायसर, अन्य माईनर पार्टस् की व्यवस्था ठेकेदार को करना होगी।
28. हैण्डपम्पों के संधारण कार्य हेतु ठेकेदार के पास कम से कम दो व्यक्तियों को ऐसा होना आवश्यक है, जो हायर सेकेण्ड्री उत्तीर्ण हो तथा आई.टी.आई से फिटर ग्रेड हो।
29. हैण्डपम्पों के संधारण कार्य के दौरान किसी भी प्रकार की दुर्घटना के लिये विभाग की जिम्मेदारी नहीं होगी। दुर्घटना की स्थिति में समस्त प्रकार के दावों का नियमानुसार भुगतान ठेकेदार को स्वयं करना होगा।
30. निविदा में हैण्डपम्पों के सुधार कार्य हेतु हैण्डपम्पों की दर्शित संख्या अनुमानित है। यह संख्या घट-बढ़ सकती है।

31. ठेकेदार को हैण्डपम्पों के संधारण कार्य की सूचना प्राप्त होने के 03 दिवस के अन्दर करना होगी। कार्य समय पर सम्पादित न करने पर रु. 200/-प्रति हैण्डपम्प प्रतिदिन के मान से शास्ति अधिरोपित कर उसकी वसूली देयक से की जावेगी।
32. हैण्डपम्पों के संधारण कार्य में लगाये जाने वाले हैण्डपम्पों का भवन सननिर्माण कर्मकार मण्डल में जीवित पंजीयन होना आवश्यक है।
33. ठेकेदार को श्रम विभाग के नियमों का पालन करना आवश्यक होगा।
34. कार्य पर 01 प्रतिशत उपकर मध्यप्रदेश भवन एवं अन्य सनिर्माण कर्मकार कल्याण मण्डल भोपाल को देय होगा, जो ठेकेदार के बिलों से काटा जावेगा।
35. ठेकेदार को प्रत्येक दिवस सहायक यंत्री/प्रभारी उपयंत्री से व्यक्तिगत/कार्यालय में उपस्थित होकर हैण्डपम्पों के सुधार कार्य हेतु हैण्डपम्पों की सूची लिखित में प्राप्त करना होगी।
36. हैण्डपम्पों के संधारण कार्य के दौरान लगाई गयी सामग्री के स्थान पर हैण्डपम्प से प्राप्त अनुपयोगी/पुरानी सामग्री/स्पेयर्स पार्ट्स प्रभारी उपयंत्री को वापिस करना होगी।
37. हैण्डपम्पों के संधारण कार्य हेतु विभाग द्वारा प्रदाय की गई सामग्री की सुरक्षा की पूर्ण जवाबदारी ठेकेदार की होगी।
38. कार्य में आवश्यकतानुसार कमी/वृद्धि विभाग द्वारा की जा सकती है।
39. किसी भी प्रकार के विवाद की स्थिति में न्यायालयीन क्षेत्र रायसेन होगा।
40. ग्रामीण जनता की सुविधा के लिए हैण्डपंप मेंटेनेंस कार्य हेतु गूगल फॉर्म आवश्यक होगा जिस पर कोई भी व्यक्ति हैण्डपंप से संबंधित अपनी शिकायत दर्ज करा सकता है।
41. गूगल फार्म पर आने वाली शिकायत के लिए हैण्डपंप संधारण कार्य करने वाली कंपनी को अपना एक कॉल सेंटर स्थापित करना होगा। (IVR-Interactive Voice Response सिस्टम के साथ ) जिस पर जनसामान्य कॉल कर हैण्डपंप मेंटेनेंस से संबंधित अपनी शिकायत दर्ज करा सकें।
42. गूगल फार्म पर आने वाली शिकायत को गूगल सीट के माध्यम से संबंधित अधिकारी एवं कर्मचारियों को जुडना आवश्यक होगा एवं हैण्डपंप मेंटेनेंस हेतु दर्ज हुई शिकायत का सीएम हैल्पलाईन द्वारा निर्धारित समय सीमा में निराकरण करना अनिवार्य होगा।
43. मेंटेनेंस का कार्य करने वाली कंपनी की अपनी वेबसाइट होना अनिवार्य होगा जिस पर आवश्यक डाटा स्टोर कना एवं अद्यतन डिस्प्ले करना अनिवार्य होगा, जिसे संबंधित अधिकारी/कर्मचारी कही से भी एक्सेस कर पाए तथा शिकायतकर्ता दर्ज शिकायत की स्थिति से अवगत हो सकें।

44. कंपनी को अपना **IVR** नंबर का मोबाइल एप संबंधित अधिकारी को देना होगा, जिससे कि वह आईवीआर सिस्टम पर आने वाली शिकायत को सुन सके।
45. हैण्डपंप मेंटेनेस का कार्य करने वाली कंपनी को ग्रामवासियों के लिए एक मोबाईल एप जारी कर गूगल प्ले स्टोर पर उपलब्ध करना जरुरी होगा, जिस पर ग्रामीणजन अपनी शिकायत दर्ज करा सकें।

कार्यपालन यंत्री,  
लोक स्वास्थ्य यांत्रिकीय विभाग  
खण्ड रायसेन (म.प्र.)

**Section 4**  
**Bill of Quantities (BOQ)**

**Maintenance of Handpump in Block **Obedullaganj** having 205 Villages and  
1160 Handpumps Including Minor Spare part with labour Vehicle etc. In  
district Raisen  
Completion Time Period 365 Days**

**PAC - 1671560.00**

**In Words** (Sixteen lac seventy one thousand five hundred sixty only)

Sl. No.	Item Description	Quantity	Units	Estimated Rate in Rs. P	TOTAL AMOUNT Without Taxes in Rs. P
1	2	4	5	6	53
1	Regular inspection, Maintenance Greasing, chlorination, water sample collection and other allied maintenance work i.c.All Repairing work of india mark II Hand pump including Replacement of unsevicable parts such as washer, cylinder, Riser pipe, linkrod,either one or more parts as case may be along with overhauling, minor repairing work and transportation etc as per approved specification of handpump of 205 villages in block Obedullaganj for 365 days.	1160	Per job	1253.00	<b>1453480.00</b>
2	Additional work including Gressing chlorination, of two time (Pre-Manson and Post-Monson) & Collection of water sample, watet testing work in Distt. Lab 15% Extra (Chlorine and Water Sample Collection bottle will be supplied by the Department)	1160	Per job	188.00	218080.00
<b>Total Rs:-</b>					<b>1671560.00</b>

## SECTION 5

### AGREEMENT FORM Agreement

This agreement, made 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 WITNESSETH 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.

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

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