



**GOVERNMENT OF JHARKHAND**  
**RANCHI MUNICIPAL CORPORATION, RANCHI**

**BID DOCUMENT**

**PROCUREMENT OF CIVIL WORKS UNDER F2 CONTRACT**  
**(FOR WORKS VALUE FROM 10.00 LACS TO 2.5 CRORE)**

**e- Tender Ref. No. : 273/RMC/Eng, Dated :- 02-05-2026**

**EXECUTIVE ENGINEER**  
**RANCHI MUNICIPAL CORPORATION,**  
**RANCHI.**





## Notice Inviting Tender

**e-Tender Reference No. : 273/Eng**

**Dated:02-05-2026**

The undersigned, on behalf of the Govt. of Jharkhand, invites Percentage rate bids for the work mention in table below through e-Procurement from eligible and approved Contractors, registered in appropriate class with Urban development department, Govt of Jharkhand. The bid shall be submitted online in the Website <http://jharkhandtenders.gov.in>. The bidder(s) should have necessary portal enrolment with their own Digital Signature Certificate:

| Sl. No. | Ward No. | Name of the Work                                                                                                                                                                                                                | Approximate value of work (Rs) | Bid Security* (Rs) | Cost of Document (Rs.) | Period of completion |
|---------|----------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------|--------------------|------------------------|----------------------|
| 1       | 2        | 3                                                                                                                                                                                                                               | 4                              | 5                  | 6                      | 7                    |
| 01      | 04       | Construction of Bituminous road pawansutra muhalla house of chamni devi to bargain road gali no- 07 jakir ansari house and haji riyajul to samshan ghat under Ward no- 04                                                       | 2913525.00                     | 58500.00           | 11800.00               | 180 Days             |
| 02      | 34       | Improvement of PCC road with bituminous surface at different road in vidyanagar road no-01 in front of ward office karam chowk and from subhas yadav house to nala and from stendra jee house to raju store under Ward No- 34   | 4996095.84                     | 100000.00          | 11800.00               | 180 Days             |
| 03      | 47       | Construction of Bituminous road at jorar from house of pradeep to devi mandap via akhra and layig of paver block from patiya doon jorar in front of akhra shayam munda house and tetri toli hakim khulin gali under Ward No- 47 | 4982750.00                     | 100000.00          | 11800.00               | 180 Days             |
| 04      | 53       | Construction of Bituminous Road in Devi Mandap road pungdu from ranchi khunti road to house of kali nath shahdev via house of anand mahto and partially in santranji under Ward No- 53                                          | 4359048.13                     | 88000.00           | 11800.00               | 180 Days             |

**Note:** Updated estimated cost should be considered for earnest Money

1. Tender Fee and EMD will be received through online mode only through <http://jharkhandtenders.gov.in> Portal.
2. Refund will only be issued to originate bank account used for the payment of Tender Fee and EMD. So, Bidders are advised NOT to close Bank Account used for online payment.
3. No Hardcopy/Physical copy is required to be submitted for tender opening/Evaluation. However, department may ask original documents for verification before award of contract.
4. Period of availability of tenders online\date & time bidding on-line\last date of seeking clarification opening of tender papers are as give below:

| Sl. No. | Procurement Officer                 | date of tender publish on website | Last date for submission of online tender fee and earnest money. | Availability of tender online for bidding                                                     | Place, Date & time of opening bid.                |
|---------|-------------------------------------|-----------------------------------|------------------------------------------------------------------|-----------------------------------------------------------------------------------------------|---------------------------------------------------|
| A       | B                                   | C                                 | D                                                                | E                                                                                             | F                                                 |
| 1.      | Executive Engineer<br>R.M.C, Ranchi | 06-05-2026                        | 21-05-2026                                                       | Bid submission<br>Date- 06-05-2026<br>Time- 12:30 PM<br>To Date- 21-05-2026<br>Time- 05:00 PM | RMC, Ranchi<br>Date- 22-05-2026<br>Time- 05:00 PM |



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5. Agreement with Bidders selected through e-procurement shall be eventually drawn in PWD Form No. F2.
6. Circular issued by P.W.D Govt of Jharkhand will be applicable.
7. It will be obligatory on the part of the tenderer to keep their offer open for acceptance for a period of 180 days from the date of opening of the tender.
8. Tenderer(s) shall enclose scanned copy of his/her/their registration & exemption certificate (if any) in absence of which the tender(s) may not be considered, Letter of Registration in Urban development department, Govt. of Jharkhand., PAN Card, UDIN, GST Registration with updated Return File, Updated Character Certificate, Income Tax Return for the last three financial year (i.e- 2024-2025, 2023-2024 & 2022-2023) and Turn over for the last three financial year (i.e- 2024-2025, 2023-2024 & 2022-2023), Work Programme Details, Bid Capacity. Work executed and participated during last 3 years as similar nature of work is necessary to eligibility for participates in tendering, work completion certificate issued by concerned E/I shall be submitted by the tenderer or otherwise it may be rejected.
9. Authority reserves the right to reject any or all the tender(s) received without assigning any reasons thereof.
10. In the case of successful tenderer (hereinafter called contractor) the amount of E.M will be refunded by online portal & fresh 5% initial security deposit in from of NSC/FD (validity 3 Years) submitted by tender at the time of agreement process in a manner so that the security deposit will form part of 5% of the approved amount of the approved tender & the remaining 5% shall be recoverable from the subsequent bills of the contractor.
11. The Earnest Money of the successful tenderer (hereinafter called the contractor) which accompany the tender will be forfeited in case the tenderer declines to sign the agreement or fails to deposit Security Money within 10 days of being called upon to do so.

Those contractors, who are exempted from depositing E.M., will deposit initial security money within 10 days of being called upon to do so. If they fail to do so or decline to sign the agreement within the stipulated period, the requisite sum of money will be forfeited by way of adjustment from any sum to be paid to him by the department for other works, including his security money and in addition he may be Black Listed and subsequently his registration may be cancelled.

12. The N.I.T along with general rules, conditions of contract and special conditions of contract copies of which are available on the website – <http://jharkhandtenders.gov.in> will form part of the Contract Document
13. It is essential for the tenderer(s) to have ownership/lease/hire of the following Machineries in working condition:-

| Sl. | Plant and Machineries | Requirement                | Required Number |
|-----|-----------------------|----------------------------|-----------------|
| 1.1 | Dumper/Tippers        | In case of Bituminous Work | 3               |
| 1.2 | Air Compressor        | In case of Bituminous Work | 1               |
| 1.3 | Hot Mix Plant         | In case of Bituminous Work | 1               |
| 1.4 | Paver Finisher        | In case of Bituminous Work | 1               |
| 1.5 | Bitumen Sprayer       | In case of Bituminous Work | 1               |
| 2   | <b>Others</b>         |                            |                 |
| 2.1 | Generator Set         | In case of Bituminous Work | 1               |
| 2.2 | Water Tanker          | In case of Bituminous Work | 1               |
| 3   | <b>Laboratory</b>     |                            |                 |
| 3.1 | Testing Equipment set | In case of Bituminous Work | 1               |

14. (a) Bidder/Tender shall show evidence of ownership of major items of construction equipment or evidence of arrangement of possessing them a hire/lease/buying. In case of hire/lease agreement from both parties and ownership paper should be uploaded.





- (b) Affidavit & certificate regarding qualifications of technical personnel proposed for the contract.
- (i) For tender up to value of 1.0 Crore  
Diploma holder – 02 Nos.
- (ii) For tender above value of 1.0 Crore  
Degree holder – 02 Nos.  
Diploma holder – 02 Nos.
15. Agreement/Payment against works will be made subject to availability of fund.
  16. UCAN registration is mandatory for the bidders. They shall enclose scanned copy of his/her/their UCAN registration in absence of which the bidder(s) will not be considered.
  17. The process of e-tendering would be of two envelop system. (i) Technical (ii) Financial.
  18. Turn over should be 1.5x of work value and Bid Capacity should be equal to or more than value of work.
  19. The bidder should have their own/lease/hire electrical licence for building work. In case of hire/lease agreement from both parties and registered licence should be uploaded.
  20. BOQ amount may increase or decrease. The tenderer have to submit the EMD as per uploaded BOQ amount of which will be 2% roundup to nearest thousand.
  21. GST will be applicable as per govt. Norms.
  22. Affidavit/undertaking regarding bid validity, No current litigation and blacklisting from any Central/State Govt. Agencies/PSU's. The name of work & NIT No. should be clearly mentioned on the affidavit.
  23. As per guidelines issued by State Govt. of Jharkhand regarding MSY letter no 56, dt: 18/08/2020 for every schemes contractors have to work with enrolled registered labour of Ranchi Nagar Nigam, Ranchi (as per govt. norms minimum wages applied).
  24. The bidders have to submit index regarding tender documents along with page numbering mentioning corresponding document.
  25. The bidder whose tender documents are not clearly visible, their bids will not be considered.

Sd/-  
EXECUTIVE ENGINEER,  
Ranchi Municipal Corporation,  
Ranchi.





## **GENERAL RULES**

- 2.1 Bidders have to fill in all such information as required in the tender documents.
- 2.2 The item rates quoted by the tenderer shall be inclusive of Income Tax, GST, Royalty or any other Provincial and Central Taxes applicable at that time. Provisional or conditional tender shall not be accepted.
- 2.3 The tenderer shall be presumed to have carefully examined the conditions of the contract and specifications of the work. The tenderer will also be deemed to have inspected the work site and to have satisfied himself/herself/themselves independently as to the nature, extent and practicality of all works and required road approaches & other means of communication & access to the site, lands, buildings, available for accommodation that may be required for temporary purpose in connection with the contract of work, as also availability of construction materials, location of work site including its climate & other geological characteristic, availability of skilled, semi-skilled & un-skilled labourers. The consequences of the lack of necessary knowledge will be borne entirely by tenderer.
- 2.4. Generally. Specifications for Road & Bridge work (4th Revision) of Ministry of Road Transport & Highways. Government of India (MORT&H) (which could be purchased from The Secretary, Indian Roads Congress, Jamnagar House, Shahjahan Road, New Delhi-110011) in force would be followed for the execution of works. Those works or item of works, which are not covered by MORT & H specifications, shall be executed with R.C.D specifications or Circle specifications.
- 2.5 The tenderer shall submit a program of the execution of the work along with the tender.
- 2.6 The tenderer will maintain watch guards for the safety of the materials, if any, supplied by the department at his own cost.
- 2.7 All labourers engaged in the work are to be paid wages as per Minimum Wages Act in force at the time of execution of this work.
- 2.8 The tenderer will provide to the labourers, huts for shelter, drinking water and medical facilities at site and keep the site clean at his own cost.
- 2.9 Extension of time may be granted on valid ground by the competent authorities as per Government rules and circulars in force and as revised from time to time.
- 2.10 On receipt of the written order from the Executive Engineer, RMC, Ranchi the successful tenderer will first deposit the amount of initial security deposit (ISD) within the specified period of ten days and then enter into an agreement with Executive Engineer on the basis of the stipulation in the approved tender documents before the issue of work order.
- 2.11 (a) If the rate quoted by the tenderer is above the BOQ rate and the competent officer has approved above the BOQ rate, then the enhancement over the BOQ rates shall not be applicable over the cost of bitumen .  
(b) If the tenderer quotes the rate below the BOQ rate and the competent officer approves it, then the reduction over the BOQ rate shall be applicable on all items of work including the cost of bitumen.

Sd/-  
CHIEF ENGINEER,  
Ranchi Municipal Corporation,  
Ranchi.





### **SPECIAL CONDITIONS FOR F2 CONTRACT**

- 3.1 The successful tenderer (hereinafter called the Contractor) must maintain a site order book at each work site which will be produced when asked for by the departmental officers for needful. This book must at all times be available at the site and should be produced before any inspecting or supervising officer without fail. The instructions given in the site order book shall be complied by the contractor. A copy of the same should be kept by the J.E. The site order book may be submitted to E.E with running account bills, if required, but must be submitted with final bill.
- 3.2 The contractor should always remain available at the work site ,but where it is not so possible for him to do so, he must appoint a representative for the purpose who would be duly authorized by the contractor to receive instructions and carry out instruction of departmental officers ,and also to receive letters. He may also delegate to him any other power as he thinks fit ,but in every case he will inform immediately the concerned J.E., S.D.O and E.E regarding appointment of such representative along with his name and identity in writing by Regd. Post with A/D.
- 3.3 If the Royalty clearance certificate for mines/minerals used in the work is not produced with the bill, Royalty will be deducted from the concerned running bill, as per the instruction of the Department of Mines. Production of royalty clearance certificate along with the final bill is a must, failing which final bill will neither be passed nor paid, and for such non-payment or delay in payment, the whole and sole responsibility will be of the contractor alone.
- 3.4 Recovery of cost for materials supplied by the department will be made at the rates stipulated in the N.I.T and or agreement. For departmental materials found to be in excess of actual consumption calculated on the basis of approved design, drawing and specifications and/or field or laboratory tests with the contractor, recovery will be made at penal rate of the market rate prevailing at the time of effecting recovery plus 10%, whichever is higher as per rules, provided the same is not returned back by him in good and acceptable conditions to the departmental stores at his own cost.
- 3.5 The contractor shall provide sufficient plant, equipments and labour and shall work such hours and shifts as may be necessary to maintain the progress schedule. The working and shift hours shall comply with all Govt. rules and regulations in force from time to time during the entire period of execution of the contract work.
- 3.6 The contractor should get the sample of all the materials approved by the E/I, before collecting the same for use at work site. The sample in sealed glass jars shall be kept in the custody of the E/I.
- 3.7. The contractor shall have to get tested the strength of cement concrete(both plain & reinforced)for each days casting as per IRC codes. Achievement of the prescribed cube strength is a must. The cost of concrete cubes moulds, curing, carriage of cubes to and from the testing laboratory and all other incidental charges incurred in this regard shall be borne by the contractor.
- 3.8. The contractor shall conduct as many tests on materials, intermediate products such as bitumen mix or the final work as require under the MORT & H specification at his own cost. He shall also if required by the E/I, arrange for such test. If the quality of materials appears to be inferior or the portion of the work is found to be defective or unsound, the contractor may be asked to remove and or pull down and re-execute the same at his own cost. The contractor shall bear all costs in this regard, without any relaxation in regard to period of contract.
- 3.9 For works exceeding Rs.50 (Fifty) Lacs, it will be obligatory for the contractor to keep a properly equipped testing laboratory near the work site at his own cost, where he will get the samples tested as per relevant IRC Code.



- 3.10 All rejected materials will have to be removed from the site by the contractor, after their rejection, within seven days from the date of written order of E.E, failing which the E.E will get these removed in whatsoever manner he thinks fit and will recover the cost involved for such removal from the contractor after lapse-of seven days time.
- 3.11 If the actual lead of materials like stone metal, stone chips, boulder, bricks, sand, moorum etc., is found to be less than the lead provided in the BOQ, then its payment will be made proportionately on reduced rate. (Reduction in rate will be made in the ratio of approved rate and rate provided in the BOQ remaining the same).
- 3.12 It will be essential to do all items of road works (Original work) in sequence in a scientific manner. It should not be organized in a haphazard way such as collection of materials in some Kilometer, box-cutting in other Kilometers, consolidation work in patches etc. Work shall be executed in a such a manner which leads to progress of all items of work simultaneously Kilometer-wise, quantity-wise always from one end to the other, so that the complete road is available for use in one stretch from that very end.
- 3.13 The department reserves the right of omitting or suspending the construction or changing site etc., if considered necessary at any stage.
- 3.14 The work incidental to items included in the BOQ shall not be paid extra and the tendered rates are deemed to include these:-  
(i) Site clearance such as clearing of shrubs, bush, wood-undergrowth & small trees not exceeding 12" in girth measured at 3' above the ground.(ii) Setting out works, profile, lay-out etc. (iii) Benching or excavation of foundation trenches (iv) Excavation for insertion of planking and shuttering.-(v) Forming (or leaving) stop in sides of deep excavation & their removal after measurement.(vi) Bailing out rain water/and or surface water in case the excavated foundation trenches were filled up by these during entire period of construction.(vii) Removing slips or fells in excavation, (viii) Making vats, platform, channel etc.
- 3.15 The contractor may use his own machinery for completion of the work within the time stipulated in the contract, the carriage of machinery to different sites under this contract from one place to another for this work will be the responsibility of the contractor and all expenses in this regard will be born by him.
- 3.16 CLAIM SHALL NOT BE ADMISSIBLE under following circumstances:-  
a) Extra items of work done without written order of competent departmental officer.  
b) In case of sudden fluctuation and / or increase in rates of labour, materials, royalty, various taxes, railway freight, fuel, lubricants, carriage cost etc. at any stage of the work  
c) Short supply and / or non-supply and / or delay in supply of departmental materials and / or equipments.  
d) Non-availability of labour of any category required for the work.  
e) Labour sitting idle due to any reason / cases.  
f) Delay in communication regarding any changes or modification in design, drawing; specification, alteration & addition etc.  
g) Loss sustained due to :-  
1) Acts of enemies including agitation by Public and Riot.  
2) Transportation and Procurement difficulties.  
3) Natural Calamities.  
4) Any other circumstances beyond human control.





- 3.17 Extension of time, if justified, may be granted by the different competent officers for different periods of time, for different types and values of works as per rules / circulars / guidelines in force. Otherwise penalty for non-fulfilment of the contract may be imposed, after giving due consideration for poor progress at different stages of works without valid and satisfactory reasons. The Officer granting such extension of time has the full liberty to weigh & examine the circumstances which led to such requirement for fulfilment of contract, and use his own discretion for passing final orders, which shall be treated as final and shall be binding and conclusive on the contractor.
- 3.18 The contractor shall, if required by the E/I arrange to test materials at Site or get them tested in recognised departmental testing laboratories at his own cost in order to prove their soundness and sufficiency as per specifications laid down. The number of tests required for different items will be specified by the E/I.
- 3.19 The tenderer will have to enclose an affidavit as per format annexed for arranging the Hot Mix Plant, Paver finisher and other equipments shown as credential, not specifically required to be owned, on hire or otherwise, as may be necessary for completion of this specific work.
- 3.20 The successful tenderer shall be bound to adhere to and follow rigidly the labour laws in vogue or which may come into force even after execution of the contract agreement with regard to payment to workmen of their wages, compensation for incurring injuries or meeting death while engaged in actual work and registration with the appropriate labour authorities and sales tax department, failure on the part of the successful tenderer to fulfill these statutory requirements will empower the engineer-in charge to rescind the agreement and make good from the bills and other dues of the tenderer. The amount payable by him to the workmen on the government short of recondition of agreement the Engineer-in charge may enforce other penal action/legal action also on this scope against the tenderer.
- 3.21 The responsibility for the safety and specification of the temporary works mentioned in Para- 3.20 above shall be responsibility.
- 3.22 All Building materials and hardware collected at the site for the construction shall be so stored that it may be possible and convenient for inspection by the Engineer-in-charge or his representative at all time.
- 3.23 The rates entered into contractor agreement shall be final and conclusive nothing extra beyond them shall be payable either on account of price hike, increase in taxation rates and increase in freights and fare etc.
- 3.24 During the execution of the work the contractor shall be bound to furnish a monthly programmed of work according to which he will work after obtaining approval of Engineer in charge or his representatives.
- 3.25 The work shall be deemed to have been completed only after the contractor has obtained a certificate to this effect from the engineer-in charge.
- 3.26 The site for construction shall have to be properly cleaned to at least 5 feet all round the site, all roots of trees and plants shall have to be taken out completely and holes filled up with earth and rammed. The trees which come under the building site, shall be up rooted completely and stacked at least 5 feet beyond the construction site after obtaining and stacked at least 5 feet beyond the construction site, after obtaining permission in writing from Engineer-in charge after completion of construction the site shall have to be nearly dressed and leveled and all surplus materials shall be removed from the premises For these works no extra payments shall be made to the contractor.
- 3.27 The contractor shall engage technical staff for execution of the work as the work as required and approved by the Engineer-in-charge.
- 3.28 The decision of the Engineer-in-charge in respect of the quality of materials and workmanship shall be final conclusive upon the contractor.



- 3.29 The contractor shall be free to use his own truck registered in his own name or in the name of any of his partner for the transportation of materials otherwise he will have to use public carrier for the purpose.
- 3.30 The tender being an item rate, the Engineer-in-charge shall be empowered to call upon the contractor to work for quantities same or less than these stipulated in the tender document and the contractor shall be bound to execute such order.
- 3.31 Any tax payable under local rules and acts shall be borne by the contractor entirely on his own cost.
- 3.32 The employer reserves right to split up the works amongst more than the tenderers for which no claim will be entertained.
- 3.33 Safety precaution as lay down in the safely codes shall be taken by the contractor during execution of the work.
- 3.34 Any work, which does not confirm to the PWD specification standard, shall be Dismantled for re-doing by the contractor at his own cost.
- 3.35 The tenders before offering for the work are expected to inspect the site of work and acquaint themselves with the situation obtaining therewith regard to the liability of Labour and materials no claim on account of lead of varies items of building material will be admissible as the rate for each item is for complete job.
- 3.36 The materials and workmanship should confirm strictly and rigidity to the B.I.S specification/PWD Specification as mentioned in tender document.
- 3.37 The articles of building hardwares e.g. brick khoa, surkhi lime stone ballast fine and coursed aggregate, timbers, hinges, bolts handles, screws glass steel windows and doors and other miscellaneous items shall be of best quality available at the time and shall be used only after the Engineer-in charge gave approved them In this behalf the decision of the Engineer-in-charge shall boot be opened to challenge or question by the contractor.
- 3.38 The contractor shall be bound to make arrangement for first aid for the workmen at the site of work and make arrangement at his own cost for medical treatment of workmen injured seriously at the site in course of execution of work.
- 3.39 The quoted rate shall be inclusive of sales tax under the Bihar Finance Act, 1984 on works contract together with all Jharkhand Taxes, including Labour Tax.
- 3.40 The contractor will make his own arrangement for watch and ward and may loss of Govt. materials/or other materials will be to the account of the contractor.
- 3.41 All materials to be supplied by the tendered for use in work should be got approved in writing by the Engineer-in-charge that it is proper touse in the work. All rejected materials will have to be removal at his own cost from the site after rejection otherwise department may dispose them as they like and also recover the cost of removal from the site.
- 3.42 All works should be got approved and passed by the Engineer-in-charge in writing before they are filled up covered and finished as the case may be.
- 3.43 The agreement will be drawn in standard form F-2 contractor agreement of the P.W.D Govt of Jharkhand. The N.I.T and the special condition will form part of the agreement. The standard form F-2 may be inspected in the office of the Executive Engineer, Ranchi Municipal Corporation, Ranchi.
- 3.44 Tenderer(s) may not be entertain whose performance of works have been found unsatisfactory and in on record.
- 3.45 (i) In case of the rate of tender is accepted above the B.O.Q. rate by the competent authority, the enhanced % of rate shall not be applicable over the cost of bitumen.  
(ii) In case of rate quoted by the Agency is less than the B.O.Q. rate then the less% of rate shall be applicable on the cost of bitumen also.
- 3.46 Defeats liability period will be 3 years from the date of completion of work.



- 3.47 As per bid condition of concerned agency should purchase bitumen VG-30 Grade either from Indian oil corporation ltd (IOCL), Hindustan Petroleum Corporation ltd (HPCL) or Bharat Petroleum Corporation ltd (BPCL) at his own cost and have to submit corresponding quality control certificate. Quantity of bitumen purchased for each work should be verified online or offline from concerned agency. Verified copy of document/receipt should be presented by contractor through Assistant Engineer. Before payment of every running bill it will be responsibility of assistant engineer to verify quantity of bitumen consumed during work.

The condition of notice inviting bid will have to be followed strictly.

Sd/-  
CHIEF ENGINEER,  
Ranchi Municipal Corporation,  
Ranchi.





**ANNEXURE-II**

**AFFIDAVIT**

1. I, .....the undersigned, swear that after receiving the letter of award of work, I will arrange the requisite tools and machinery other than those specifically required to be owned by purchase, lease or hire and submit the proof thereof, at the time of execution of the Agreement.
2. I,.....the undersigned swear that, I will employ a degree holder engineer with at least 3 year's experience or a diploma holder engineer with at least 5 year's experience for the above work.
3. I, ..... the undersigned swear that, I will establish a fully equipped site laboratory for the aforesaid work with a trained laboratory technician.
4. I,..... do authorise the Executive Engineer, RMC, Ranchi to cancel the award and also forfeit the-security money already deposited with the department in case the Para 1, 2 & 3 as mentioned above is not fulfilled.

\_\_\_\_\_  
(Signed by an authorized officer of the Firm)

\_\_\_\_\_  
Title of officer

\_\_\_\_\_  
Name of Firm

\_\_\_\_\_  
DATE





# INSTRUCTIONS TO BIDDERS

(FOR F2 CONTRACT)

Detailed instructions & documents to be furnished for online bidding

1. Guidelines for online submission of bids can be downloaded from the website <http://iharkhandtenders.gov.in>
2. Interested bidders can download the bid from the website; <http://iharkhandtenders.gov.in>
3. Bidders in order to participate in the bidding process have to get 'Digital Signature Certificate (DSC)', as per Information Technology Act-2000 to participate in online bidding. This certificate will be required for digitally signing the bid. Bidders can get the above mentioned digital signature certificate from any approved vendors (CCA). Bidders, who already possess valid Digital Certificates, need not procure new Digital Certificate.
4. Bidders have to submit their bids online in electronic format with digital Signature. Bids without digital signature will not be accepted. No proposal will be accepted in physical form.
5. Bids will be opened online as per time schedule mentioned in the NIT.
6. Bidders should be ready with the scanned copies of cost of documents & EMD (Online copy) as specified in the tender document. Before submission of online bids, bidders must ensure that scanned copies of all necessary documents have been attached with bid.
7. Uploaded documents of the successful bidder will be verified with the original before signing the agreement. The successful bidder has to provide the originals to the concerned authority.
8. The department will not be responsible for any delay in online submission due to any reason what so ever. No claim shall be entertained on account of disruption of Internet services being used by the bidder. Bidders are advised to upload their bids well in advance to avoid last minute technical snags.
9. All required information for bid must be filled and submitted online.
10. Other details can be seen in the bidding documents.

## B. Details of documents to be furnished for online bidding

1. Scanned copies of the following documents to be up-loaded in .pdf format on the website <http://jharkhandtenders.gov.in>

- I. Cost of BOQ paid online towards Tender fee.
- II. Earnest Money Deposit paid online.
- III. Letter of Registration in Urban development department, Govt. of Jharkhand.
- IV. UCAN Registration
- V. PAN Card
- VI. GST Registration Certificate
- VII. Updated Character Certificate
- VIII. Financial Turnover of previous three Financial Years. Turnover not less than 1.5 times of value of work in any one year during last three years.

Escalation factors :

| <u>Years Before</u> | <u>Multiplying Factor</u> |
|---------------------|---------------------------|
| One                 | 1.1                       |
| Two                 | 1.21                      |
| Three               | 1.33                      |

- IX. Bid Capacity not less than value of works.



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**Assessed Available Bid capacity = (A\*N\*2-B)**

Where

- A = Maximum value of civil engineering works executed in any one year during the last three years (updated to the price level of the year indicated in Appendix) taking into account the completed as well as works in progress.
- N = Number of years prescribed for completion of the works for which bids are invited.
- B = Value (updated to the price level of the year indicated in Appendix) of existing commitments and on-going works to be completed during the next years (period of completion of the works for which bids are invited)

*Note:* The statements showing the value of existing commitments and on-going works as well as the stipulate period of completion remaining for each of the works listed should be countersigned by the engineer in charge, not below the rank of an Executive Engineer or equivalent.

- X. Income Tax Return for the last three years.
  - XI. Work executed and participated in any work department of Jharkhand during last 3 years as in Annexure-IV with work completion certificate issued by concerned E/I.
  - XII. Work Programme details
  - XIII. Tools & Plants
  - XIV. Updated GST Clearance Certificate.
  - XV. Labour License.
  - XVI. A statement mentioning name of tendering firm/tenderer, official address, postal address, status of firm (whether Public Limited Company or Single Proprietary or registered Partnership or Joint concern or Proprietary concern), name of manager/ Proprietor/ authorized agent.
  - XVII. A statement mentioning name and value of work done in the last three years for a government department, semi government organization or local body. The single work (Similar Nature of work) value not less than 50% of the Tender value.
2. Scanned Copies of the Certificates showing details of machineries ownership/lease/hire should be uploaded after converting the same to .pdf format.
  3. Affidavit stating bidder's agreement with the general rules, conditions of contract, special conditions of contract must be submitted with bid in pdf format. The bidder who disagrees on the conditions will not be eligible to participate in the tender.
  4. Affidavit regarding arranging other required equipment and personnel, laboratory etc. in the format appended with the bid document should be submitted in the pdf format.
  5. Duly filled in & digitally signed BOQ.
  6. Uploaded documents of successful bidder will be verified with the original before signing the agreement. The successful bidder has to provide the originals to the concerned authority on receipt of such letter, which will be sent though registered post or delivered by hand.
  7. Each uploading shall be digitally signed by the bidders.
  8. Corrigendum/Addendum/Corrections if any, will be published only in the website <http://jharkhandtenders.gov.in>.

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## Annexure-IV

वित्तीय वर्ष 2021-22 से 2023-2024 में योजना/गैर योजना मद से स्वीकृत कार्य योजनाओं के निविदा निस्तार से संबंधित प्रपत्र।

संवेदक का नाम :-

निबंधन संख्या/श्रेणी/तिथि :-

वित्तीय वर्ष 2021-22 से 2023-2024 में कार्यों का नाम जिसमें निविदा डाली गयी हो या प्रगति पर हो।

| क्र0 | विभाग का नाम | कार्यों का नाम | प्राक्कलित राशि | अभियुक्ति |
|------|--------------|----------------|-----------------|-----------|
| 1    |              |                |                 |           |
| 2    |              |                |                 |           |
| 3    |              |                |                 |           |
| 4    |              |                |                 |           |

गत तीन वर्षों में संबंधित श्रेणी/एक श्रेणी नीचे के सफलतापूर्वक किए गए कार्यों का व्योरा

| क्र0 | वित्तीय वर्ष | इस निबंधन से संबंधित विभाग, अन्तर्गत किन-किन विभागों में कार्य आवंटित हुए | आवंटित कार्य का नाम | एकरारनामा की राशि | एकरारनामा संख्या एवं दिनांक | एकरारनामा के अनुसार कार्य समाप्त की तिथि | कार्य पूर्ण कराने की तिथि | निबंधित श्रेणी/एक श्रेणी नीचे में पूर्ण किए गए कार्यों की संख्या | कार्यादेश पंजी की अभिप्रमाणित प्रति संलग्न हों/नहीं | अभियुक्ति |
|------|--------------|---------------------------------------------------------------------------|---------------------|-------------------|-----------------------------|------------------------------------------|---------------------------|------------------------------------------------------------------|-----------------------------------------------------|-----------|
| 1    | 2            | 3                                                                         | 4                   | 5                 | 6                           | 7                                        | 8                         | 9                                                                | 10                                                  | 11        |
| 1    | 2023-24      |                                                                           |                     |                   |                             |                                          |                           |                                                                  |                                                     |           |
| 2    |              |                                                                           |                     |                   |                             |                                          |                           |                                                                  |                                                     |           |
| 3    |              |                                                                           |                     |                   |                             |                                          |                           |                                                                  |                                                     |           |
| 1    | 2022-23      |                                                                           |                     |                   |                             |                                          |                           |                                                                  |                                                     |           |
| 2    |              |                                                                           |                     |                   |                             |                                          |                           |                                                                  |                                                     |           |
| 3    |              |                                                                           |                     |                   |                             |                                          |                           |                                                                  |                                                     |           |
| 1    | 2021-22      |                                                                           |                     |                   |                             |                                          |                           |                                                                  |                                                     |           |
| 2    |              |                                                                           |                     |                   |                             |                                          |                           |                                                                  |                                                     |           |
| 3    |              |                                                                           |                     |                   |                             |                                          |                           |                                                                  |                                                     |           |

संवेदक का नाम तथा पता

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