



E-TENDER

FOR

Name of Work: Appointment of an organization to provide Data Entry Operator for a period of 2 months in 24 department offices as per 01 each for making Data Entry through the available records in the department office in accordance with the reconstruction of the records that have not been overwritten in the assessment account and available collection account from 01.04.2010.

Website: mahatenders.gov.in

BID NO. 2025_MCGM_1178851_1

Office of the
Assessor & Collector
Assessment and Collection Department
BhrihanMumbai Municipal Corporation
546, N.M Joshi Marg, , Byculla (West)
Mumbai 400011, India
Email id:- dyaccomp.ac@mcgm.gov.in /
ao02compho.ac@mcgm.gov.in

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SECTION1

E – TENDER NOTICE

BRIHANMUMBAI MUNICIPAL CORPORATION

Assessment & Collection Department

E-TENDERNOTICE

Bid No. 2025_MCGM_1178851_1

Subject: Appointment of an organization to provide Data Entry Operator for a period of 2 months in 24 department offices as per 01 each for making Data Entry through the available records in the department office in accordance with the reconstruction of the records that have not been overwritten in the assessment account and available collection account from 01.04.2010.

The Brihanmumbai Municipal Corporation (BMC) invites e-tender to appoint Contract or for the afore mentioned work from contractors of repute, multidisciplinary engineering organizations i.e. eminent firm, Proprietary/Partnership Firms/Private Limited Companies/ Public Limited Companies/Companies registered under Indian companies' Act 2013.

The contractors registered with the Brihanmumbai Municipal Corporation, (BMC) in appropriate Class as per old registration and Class as per new registration and from the contractors/firms equivalent and superior classes registered in Central or State Government/Semi Govt. Organization/Central or State Public Sector Undertakings, will be allowed subject to condition that, the contractors who are not registered with BMC will have to apply for registering their firm within three months' time period from the award of contract, otherwise their Bid Security i.e. E.M.D (Earnest Money Deposit) shall be forfeited/recovered and an amount equal to Registration Fee of respective class shall be recovered as penalty.

Bidding Process will comprise of THREE stages.

The application form can be downloaded from e-procurement system of Government of Maharashtra (Mahatenders) (<https://mahatenders.gov.in>). Bidder shall pay tender fee Rs.3,300/- + 18% GST online. Packet C will be opened only after submission of tender fee. Interested bidders should have valid Class III digital signature certificate (DSC) obtained from any licensed certifying authority. Interested bidders should follow the manuals available on Mahatenders Portal (<https://mahatenders.gov.in>)

Name of Work	Contract Period	Estimated Cost of Work
Appointment of an organization to provide Data Entry Operator for a period of 2 months in 24 department offices as per 01 each for making Data Entry through the available records in the department office in accordance with the reconstruction of the records that have not been overwritten in the assessment account and available collection account from 01.04.2010..	2 months	Rs.11,03,520/-

In terms of the 3 stage system of e-tendering, a Bidder will be required to deposit, along with its Bid, an Earnest Money Deposit of Rs. 22,100/- (Rupees Twenty Two Thousand One hundred only) (the "EMD"), refundable in accordance to the relevant clause of bid document, from the Bid Due Date, except in the case of the selected Bidder whose Bid Security/EMD shall be retained. The Bidders will have to provide Earnest Money Deposit through the payment gateways while submitting the bids. The Bid shall be summarily rejected if it is not accompanied by the Earnest Money Deposit. The e-tender is available on e-procurement system of Government of Maharashtra (Mahatenders) (<https://mahatenders.gov.in>) as mentioned in the Header Data of the tender.

The BMC reserves the rights to accept any of the application or reject any or all the application received for above works, without assigning any reasons thereof. The information regarding above subject matter is available on e-procurement system of Government of Maharashtra (Mahatenders) (<https://mahatenders.gov.in>) As per THREE Packet systems, the document for Packet A & B is to be uploaded by the bidder in vendors' document online in Packet A & B. Packet A, B & C shall be opened on dates as mentioned in header data. All the responsive and eligible bidders if they so wish can be present at the time of opening of bids, in the office of Assessor & Collector.

The Packet C shall be opened if bids submission in Packet A & B satisfies/includes all the requirements and same are found acceptable to the Authority. The Municipal Commissioner reserves the right to reject all or any of the e-tender(s) without assigning any reasons at any stage. The dates and time for submission and opening the bids are as shown in the Header Data. If there are any changes in the dates the same will be displayed on the BMC Portal. (<https://portal.mcgm.gov.in>) and on the e-procurement system of Government of Maharashtra (Mahatenders) (<https://mahatenders.gov.in>)

The applicants interested for the above referred works may contact the Dy. Assessor & Collector (Computer) at the following address on any working day during office hours.

Office of the
Dy. Assessor & Collector (Computer)
Municipal printing press Building, 4th Floor,
546, N.M Joshi Marg, Bakari Adda, Byculla West,
Mumbai 400011
Ph. No.: 022-23005754 Ext.221

The Authority (BMC) shall not be liable for any omission, mistake or error in respect of any of the above or on account of any matter or thing arising out of concerning or relating to the tender or the Bidding Process, including any error or mistake therein or in any information or data given by the Authority. The BMC reserves the rights to accept any of the application or reject any or all the application received for above works, without assigning any reasons thereof.

Tenderers shall note that any corrigendum issued regarding this tender notice will be published on the BMC portal and on the e-procurement system of Government of Maharashtra (Mahatenders). No corrigendum will be published in the local newspapers. The information regarding above subject matter is available on Website of BMC. (<https://portal.mcgm.gov.in/tenders>) and on the e-procurement system of Government of Maharashtra (Mahatenders)(<https://mahatenders.gov.in>).

Sd/-

Dy. Assessor & Collector (Computer)

HEADER DATA

Tender Document No.	2025_MCGM_1178851_1
Name of Organization	Brihanmumbai Municipal Corporation
Subject work	Appointment of an organization to provide Data Entry Operator for a period of 2 months in 24 department offices as per 01 each for making Data Entry through the available records in the department office in accordance with the reconstruction of the records that have not been overwritten in the assessment account and available collection account from 01.04.2010.
Tender Fee Charges	Rs.3,300/- + 18% GST as applicable,
Estimated Cost	Rs.11,03,520/-
Bid Security Deposit/ EMD	Rs.22,100/-
Date of issue and sale of tender	10.05.2025 from 12:00Hrs
Last date & time for sale of tender & Receipt of Bid Security Deposit	16.05.2025 from 16:00Hrs
Submission of Packet A, B & Packet C (Online)	16.05.2025 from 16:00Hrs
Pre-Bid Meeting	N.A.
Opening of Packet A	19.05.2025 from 16:00Hrs .
Opening of Packet B	19.05.2025 from 16:02Hrs
OPening of Packet C	ON OR AFTER 22/05/2025 at 16.00Hrs
Address for communication	Office of the:- Dy. Assessor & Collector (Computer), Municipal printing press Bldg, 4th Flr, 546, N.M.Joshi Road, Cement Godown, Byculla west, Mumbai 400011.
Venue for opening of bid	On line in Office of Assessor & Collector's.

This tender document is not transferable.

If any Addendum and /or Corrigendum are issued for the subject e-tender, the details of the same will be published /uploaded on the e-procurement system of Government of Maharashtra (Mahatenders)(<https://mahatenders.gov.in>).underTenders>e- Tenders>Tenders. Prospective Bidders are requested to take the note of the same.

The BMC reserves the rights to accept any of the application or reject any or all the application received for above subject without assigning any reason thereof.

Sd/-

Dy. Assessor & Collector (Computer)

SECTION 2
ELIGIBILITY
CRITERIA

The bidders in its name fulfilling the following criteria are eligible to bid for tender.

The tenderer shall be a natural or legal person who can sue or can be sued in the court of law in Mumbai.

Technical Capacity:

The tenderer(s) in their own name or its proprietor / any partner / any director should have satisfactorily executed the work of similar nature in BMC/Semi Government/Government & Public Sector Organizations during **last seven (7) years** ending last day of month previous to the one in which bids are invited as a prime Contractor or as a nominated sub-Contractor, where the subcontract had involved similar nature of work as described in the scope of works in this bid document, provided further that all other qualification criteria are satisfied.

Three similar completed works each costing not less than amount equal to 20% of estimated cost of subject tender.	OR	Two similar completed works each costing not less than amount equal to 25% of estimated cost of subject tender.	OR	One similar completed works each costing not less than amount equal to 40% of estimated cost of subject tender.
Rs.2,20,704/-		Rs.2,75,880/-		Rs.4,41,410/-

The value of executed works shall be brought to current costing level by enhancing the actual value of work at compound rate of 10 % per annum; calculated from the date of completion to last date of receipt of applications for tenders.

1.Similar Experience:

For assessing the technical capacity of the subject tender works; similar work shall mean, the completed or completed part of ongoing works in respect of 'Supply of data entry operator in BMC / Semi Govt. /Govt. & Public Sector Organizations. **In case of ongoing works to be considered, the Bidder must have received payment of 80 % of the contract sum for the work / works executed till the last date of the month previous to the one in which bid are invited.**

2.Financial Capacity

The Bidder shall have achieved an average annual financial turnover certified by 'Chartered Accountant' not less than Rs.3,31,100/- during last three (3) financial years immediately preceding the Financial Year in which bids are invited.

The value of executed works shall be brought to current costing level by enhancing

the actual value of work at compound rate of 10 % per annum; calculated from the date of completion to last date of receipt of applications for tenders.

Even though the bidders meet the above qualifying criteria, they are subject to be disqualified if they have

- Made misleading or false representation in the forms, statements and attachments submitted in proof of the qualification requirements; and/or
- Record for poor performance such as abandoning the works, not properly completing the contract, inordinate delays in completion or financial failures etc.

Bid Capacity: Deleted

Joint Venture: Joint Venture is not allowed in this tender.

Sd/-

Dy.Assessor & Collector (Computer)

SECTION 3

DISCLAIMER

DISCLAIMER

The information contained in this e-tender document or provided to Applicant(s), whether verbally or in documentary or any other form, by or on behalf of the Brihanmumbai Municipal Corporation (BMC), hereafter also referred as “The Authority “, or any of its employees or advisors, is provided to Applicant(s) on the terms and conditions set out in this e-tender and such other terms and conditions subject to which such information is provided.

This e-tender includes statements, which reflect various assumptions and assessments arrived at by the Brihanmumbai Municipal Corporation in relation to the Project. Such assumptions, assessments and statements do not purport to contain all the information that each Applicant may require. This e-tender may not be appropriate for all persons, and it is not possible for the Brihanmumbai Municipal Corporation (BMC), its employees or advisors to consider the investment objectives, financial situation and particular needs of each party who reads or uses this e-tender. The assumptions, assessments, statements and information contained in this e-tender may not be complete, accurate, adequate or correct. Each Applicant should therefore, conduct its own investigations and analysis and should check the accuracy, adequacy, correctness, reliability and completeness of the assumptions, assessments, statements and information contained in this e-tender and obtain independent advice from appropriate sources.

Information provided in this e-tender to the Applicant(s) is on a wide range of matters, some of which may depend upon interpretation of law. The information given is not intended to be an exhaustive account of statutory requirements and should not be regarded as a complete or authoritative statement of law. The Brihanmumbai Municipal Corporation (BMC) accepts no responsibility for the accuracy or otherwise for any interpretation or opinion on law expressed here. The Brihanmumbai Municipal Corporation (BMC), its employees and advisors make no representation or warranty and shall have no liability to any person, including any Applicant or Bidder, under any law, statute, rules or regulations or tort, principles of restitution or unjust enrichment or otherwise for any loss, damages, cost or expense which may arise from or be incurred or suffered on account of anything contained in this e-tender or otherwise, including the accuracy, adequacy, correctness, completeness or reliability of the e-tender and any assessment, assumption, statement or information contained therein or deemed to form part of this e-tender or arising in any way with pre-qualification of Applicants for participation in the Bidding Process. The Brihanmumbai Municipal Corporation (BMC) also accepts no liability of any nature whether resulting from negligence or otherwise howsoever caused arising from reliance of any Applicant upon the statements contained in this e-tender.

The Brihanmumbai Municipal Corporation (BMC) may, in its absolute discretion but without being under any obligation to do so, update, amend or supplement the information, assessment or assumptions contained in this e-tender.

The issue of this e-tender does not imply that the Brihanmumbai Municipal Corporation (BMC) is bound to select and short-list pre-qualified Applications for Bid Stage or to appoint the selected Bidder or Concessionaire, as the case may be, for the Project and the Brihanmumbai Municipal Corporation (BMC) reserves the right to reject all or any of the Applications or Bids without assigning any reasons whatsoever.

The Applicant shall bear all its costs associated with or relating to the preparation and submission of its Application including but not limited to preparation, copying, postage, delivery fees, expenses associated with any demonstrations or presentations which may be required by The Brihanmumbai Municipal Corporation (BMC) or any other costs incurred in connection with or relating to its Application. All such costs and expenses will remain with the Applicant and the Brihanmumbai Municipal Corporation (BMC) shall not be liable in any manner whatsoever for the same or for any other costs or other expenses incurred by an Applicant in preparation or submission of the Application, regardless of the conduct or outcome of the Bidding Process.

SECTION 4

INTRODUCTION

INTRODUCTION

Background:

The Brihanmumbai Municipal Corporation covers an area of 480.24 sq.kms. with a population of **1.24 Crores as per census of 2011**. The metropolis accounts major portion of India's international trade and government's revenue, from being one of the foremost centers of education, science and technological research and advancement.

The Mumbai Metropolis has historic tradition of strong civic activism dedicated to the cause of a better life for all its citizens. And it's the Brihanmumbai Municipal Corporation (BMC), hereafter called the "corporation", the primary agency responsible for urban governance in Greater Mumbai.

BMC (The Authority) is one of the largest local self-governments in the Asian Continent. In observance of historic traditions of strong civic activism, with the change in time and living conditions to match with the urbanization, BMC has mainly focused in providing almost all kinds of engineering services viz, Hydraulics, storm water drain, sewerage, water supply projects, roads, bridges, solid waste management, and environmental services. Beside this, the BMC is also providing dedicated services in various segments such as Health, Primary Education as well as the construction and maintenance of Public Markets and Slaughter Houses. BMC is an organization having different departments, right from engineering depts. to health depts. Moreover we have other dept. like education, market, fire brigade dept., Assessment & Collection and other such departments where quite a good number of staff members are working.

Scope of Work:

The Scope of Work and Technical Specifications are defined in Section 7 in details.

SECTION 5

E-TENDERING ONLINE SUBMISSION PROCESS

E-TENDERING ONLINE SUBMISSION PROCESS

Important Notice to Bidders On E-Tendering

GOVERNMENT E-PROCUREMENT SYSTEM has successfully rolled out the e-bid submission Tendering System through its web site <https://mahatenders.gov.in> Tenders of various Departments have been uploaded, their bids submitted and the same have been opened on line. Bids for various tenders published in the web site of Government Departments can be submitted online by enrolling with the above mentioned web site.

The bidders can enroll themselves on the website <https://mahatenders.gov.in> using the option “Online Bidder Enrolment”. Possession of a Valid Class III Digital Signature Certificate (DSC) in the form of smart card/e-token in the Company's name is a prerequisite for registration and participating in the bid submission activities through this web site. Digital Signature Certificates can be obtained from the authorized certifying agencies, details of which are available in the web site <https://mahatenders.gov.in> under the link “Information about DSC”.

The web site also has user manuals with detailed guidelines on enrolment and participation in the online bidding process. The user manuals can be downloaded for ready reference. Vendors can also attend the training/familiarization programme on the e-tendering system conducted periodically by the GOVERNMENT E- PROCUREMENT SYSTEM in association with NIC.

Special Instructions to the Contractors/Bidders for the e-submission of the bids online through this e-Procurement Portal

Bidder should do Online Enrolment in www.mahatenders.gov.in Portal using the option to Enroll available in the Home Page. Then the Digital Signature enrolment has to be done with the e-token, after logging into the portal. The e-token may be obtained from one of the authorized Certifying Authorities such as Mudhra CA/ GNFC/IDRBT/ Mtnl Trust line/Safe Scrypt/ TCS.

Bidder then logs into the portal giving user id /password chosen during enrolment.

The e-token that is registered should be used by the bidder and should not be misused by others.

DSC once mapped to an account cannot be remapped to any other account. It can only be In-activated.

The Bidders can update well in advance, the documents such as certificates, purchase order details etc., under My Documents option and these can be selected as per tender

requirements and then attached along with bid documents during bid submission. This will ensure lesser upload of bid documents.

After downloading / getting the tender schedules, the Bidder should go through them carefully and then submit the documents as per the tender document; otherwise, the bid will be rejected.

Applicant will upload Packet A documents in cover 1 “Fee” and Packet B related Documents in cover 2 “PQC” respectively.

The BOQ template must not be modified /replaced by the bidder and the same should be uploaded after filling the relevant columns in the uploaded BOQ, else the bidder is liable to be rejected for that tender. For commercial details (in Packet C) contractors will fill data in financial bid in BOQ.

If there are any clarifications, this may be obtained online through the eProcurement Portal, or through the contact details given in the tender document. Bidder should take into account of the corrigendum published before submitting the bids online.

Bidder, in advance, should prepare the bid documents to be submitted as indicated in the tender schedule and they should be in PDF/XLS/RAR/DWF formats. If there is more than one document, they can be clubbed together.

Bidder should arrange for the EMD as specified in the tender. The original should be posted/couriered/given in person to the Tender Inviting Authority, within the bid submission date and time for the tender.

The bidder reads the terms and conditions and accepts the same to proceed further to submit the bids.

The bidder has to submit the tender document(s) online well in advance before the prescribed time to avoid any delay or problem during the bid submission process.

There is no limit on the size of the file uploaded at the server end. However, the upload is decided on the Memory available at the Client System as well as the Network bandwidth available at the client side at that point of time. In order to reduce the file size, bidders are suggested to scan the documents in 75-100 DPI so that the clarity is maintained and also the size of file also gets reduced.

This will help in quick up loading even at very low bandwidth speed.

It is important to note that, the bidder has to Click on the Freeze Bid Button, to ensure that he/she completes the Bid Submission Process. Bids Which are not Frozen are considered as Incomplete/Invalid bids and are not considered for evaluation purposes.

The Tender Inviting Authority (TIA) will not be held responsible for any sort of delay or the difficulties faced during the submission of bids online by the bidders due to local issues.

The bidder may submit the bid documents online mode only, through this portal. Offline documents will not be handled through this system.

At the time of freezing the bid, the e-Procurement system will give a successful bid updating message after uploading all the bid documents submitted and then a bid summary will be shown with the bid no, date & time of submission of the bid with all other relevant details. The documents submitted by the bidders will be digitally signed using the e-token of the bidder and then submitted.

After the bid submission, the bid summary has to be printed and kept as an acknowledgement as a token of the submission of the bid. The bid summary will act as a proof of bid submission for a tender floated and will also act as an entry point to participate in the bid opening event.

Successful bid submission from the system means, the bids as uploaded by the bidder is received and stored in the system. System does not certify for its correctness.

The bidder should see that the bid documents submitted should be free from virus and if the documents could not be opened, due to virus, during tender opening, the bid is liable to be rejected.

The time that is displayed from the server clock at the top of the tender Portal, will be valid for all actions of requesting bid submission, bid opening etc., in the e-Procurement portal. The Time followed in this portal is as per Indian Standard Time (IST) which is GMT+5:30. The bidders should adhere to this time during bid submission.

All the data being entered by the bidders would be encrypted at the client end, and the software uses PKI encryption techniques to ensure the secrecy of the data. The data entered will not be viewable by unauthorized persons during bid submission and not viewable by any one until the time of bid opening. Overall, the submitted bid documents become readable only after the tender opening by the authorized individual.

During transmission of bid document, the confidentiality of the bids is maintained since the data is transferred over secured Socket Layer (SSL) with 256 bit encryption technology. Data encryption of sensitive fields is also done.

The bidders are requested to submit the bids through online e-Procurement system to the TIA well before the bid submission end date and time (as per Server System Clock).

The Municipal Commissioner reserves the right to reject all or any of the Tender (s) without assigning any reason at any stage. The dates and time for submission and opening the tenders are as shown in the Header Data. If there are any changes in the dates the same will be displayed on the e-Procurement System of Government of Maharashtra (Mahatenders) (<https://mahatenders.gov.in>).

Due to any unforeseen circumstances if any of the date mentioned in the header data is declared as public holiday, in that case all the dates* will get shifted by one day or next working day.

BARRING PHYSICAL SUBMISSIONS

As the entire tendering procedure is online process; the physical submission of documents shall not be entertained.

The information about DSC, guidelines for bid submission, bidders manual kit, Help for Contractor, FAQ, etc. are available on <https://mahatenders.gov.in>

SECTION 6
INSTRUCTIONS
TO APPLICANTS

INSTRUCTIONSTOAPPLICANTS

Scope of Application

The authority wishes to receive Application for Qualification in order to SELECT experienced and capable Applicants for the Bid Stage.

Eligibility of Applicants

The Brihanmumbai Municipal Corporation (BMC) invites e-tender to appoint Contractor for the aforementioned work from contractors of repute, multidisciplinary engineering organizations i.e. eminent firm, Proprietary/ Partnership Firms / Private Limited Companies / Public Limited Companies/ Companies registered under the Indian companies' act 2013. The contractors registered with the Bombay Municipal Corporation, (BMC) in **appropriate Class as per old registration and Class as per new registration.** and from the contractors / firms equivalent and superior classes registered in Central or State Government / Semi Govt. Organization / Central or State Public Sector Undertakings, will be allowed subject to condition that, the contractors who are not registered with BMC will have to apply for registering their firm before participating in this tender, -otherwise their Bid Security i.e. E.M.D (Earnest Money Deposit) shall be forfeited / recovered and an amount equal to Registration Fee of respective class shall be recovered as penalty.

The applicant shall also fulfill the eligibility criteria which are defined in **Section 2.**

C. Bid Capacity: Deleted

~~D. Equipment Capabilities as required for this work~~

~~The bidder should undertake their own studies of the nature of work and devise a plan and methodology for the executing the said work or as per the instructions of the Officer in charge and he shall make his own arrangement of vehicles/ equipment / machinery for the same. The tenderer shall ensure commitment on an undertaking on Rs.500/- stamp paper to be submitted along with the Bid in Packet B in the prescribed Performa (VII).~~

E. Technical Personnel: Provide manpower as per details in proforma VII

F. Time Period of the Project

The contract period is 2 months from date of start of contract and shall be strictly observed by the Contractor and shall be reckoned from the date on which the Letter of Acceptance is given to the Contractor. The work shall, throughout the stipulated period of the Contract, be proceeded with all due diligence, as time being deemed to be the essence of the contract, on the part of the Contractor. On

failing to do so, the contractor shall pay as compensation an amount which shall be governed as per Clause-8(e) of the Standard General Conditions of Contract.

The Contractor should complete the work as per phase given below :

¼ of the work in	..	¼ of the time
½ of the work in	..	½ of the time
¾ of the work in	..	¾ of the time
Full of the work in	..	Full of the time

Full work will be completed in 2 months including monsoon.

G. Contract Execution

All required documents for execution of the contract shall be submitted within 30 days from the date of issue of letter of acceptance. If the documents are not submitted within the stipulated time, a penalty of Rs.5000/- per day shall be applicable to the contractor. All contract documents need to be duly affixed with stamp duty properly signed along with evidence/proof of payment of security/contract deposit/ within 30 days from the date of letter of acceptance received by him.

H. If the amount of the Contract Deposit to be paid above is not paid within 30 days from the date of issue of Letter of Acceptance, the Tender / Contractor already accepted shall be considered as cancelled and legal steps to be taken against the contractor for recovery of the documents.

I: Deleted

J: Action when whole security deposit is forfeited:

In any case in which under any Clause of this contract, the contractor shall have rendered himself liable to pay compensation amounting to the whole of this security deposit whether paid in one sum or deducted by installments or in the case of abandonment of the work owing to serious illness or death of the contractor or any other cause, the A&C's Departments concern officers on behalf of the Municipal Commissioner shall have power to adopt any of the following process, as he may deem best suited to the interest of BMC.

(a) To rescind the contract (for which recession notice in writing to the contractor under the head of Dy. Assessor & Collector shall be conclusive evidence) and in that case, the security deposit of the contract shall stand forfeited and be absolutely at the disposal of BMC.

(b) To carry out the work or any part of the work departmentally debiting the contractor with the cost of the work, expenditure incurred on tools and plant, and charges on additional supervisory staff including the cost of work-charged establishment employed for getting the un-executed part of the work completed and crediting him with the value of the work done departmentally in all respects in the same manner and at the same rates as if it had been carried out by the contractor under the terms of his

contract. The certificate of the Dy. Assessor & Collector as to the costs and other allied expenses so incurred and as to the value of the work so done departmentally shall be final and conclusive against the contractor.

(c) To order that the work of the contractor be measured up and to take such part there of as shall be un-executed out of his hands, and to give it to another contractor to complete, in which case all expenses incurred on advertisement for fixing a new contracting agency, additional supervisory staff including the cost of work charged establishment and the cost of the work executed by the new contract agency shall be debited to the contractor and the value of the work done or executed through the new contractor shall be credited to the contractor in all respects and in the same manner and at the same rates as if it had been carried out by the contractor under the terms of his contract. The certificate of the Dy. Assessor & Collector as to all the cost of the work and other expenses incurred as aforesaid for or in getting the un-executed work done by the new contractor and as to the value of the work so done shall be final and conclusive against the contractor.

In case the contract shall be rescinded under Clause (a) above, the contractor shall not be entitled to recover or be paid any sum for any work there for actually performed by him under this contract unless and until the Dy. Assessor & Collector shall have certified in writing the performance of such work and the amount payable to him in respect thereof and he shall only be entitled to be paid the amount so certified. In the event of either of the courses referred to in Clause (b) or (c) being adopted and the cost of the work executed departmentally or through a new contractor and other allied expenses exceeding the value of such work credited to the contractors amount of excess shall be deducted from any money due to the contractor, by BMC under the contract or otherwise, howsoever, or from his security deposit or the sale proceeds thereof provided, however, the contractor shall have no claim against BMC even if the certified value of the work done departmentally or through a new contractor exceeds the certified cost of such work and allied expenses, provided always that whichever of the three courses mentioned in clauses (a), (b) or (c) is adopted by the Dy. Assessor & Collector, the contractor shall have no claim to compensation for any loss sustained by him by reason of his having purchased or procured any materials or entered in to any engagements or made any advance on account of or with a view to the execution of the work or the performance of the contract.

K. Contract may be rescinded and security deposit forfeited for bribing a public officer or if the contractor becomes insolvent:

If the contractor assigns or sublets his contracts or attempt so to do, or become insolvent or commence any proceeding to get himself adjudicated and insolvent or make any composition with his creditors, or attempt so to do or if bribe, gratuity, gift, loan, perquisite, reward or advantage, pecuniary or otherwise, shall either directly or indirectly be given promised or offered by the contractor or any of his

servants or agents through any public officer, or person in the employ of BMC/Govt. in any way relating to his office or employment, or

if any such officer or person shall become in any way directly or indirectly interested in the contract the Dy. Assessor & Collector may thereupon, by notice in writing rescind the contract and the Security Deposit of the Contractor shall thereupon stand forfeited and be absolutely at the disposal of BMC and the same consequences shall ensure as if the contract had been rescinded under above clause J hereof; and in addition the contractor shall not be entitled to recover or be paid for any work therefore actually performed under the contract.

L. Infrastructural set-up:

The bidder shall have their well-established office within the BMC Region from last 2 years. The tenderer shall have a reasonable and sufficient office space with an independent telephone facility and net connectivity in BrihanMumbai Municipal Region (BMC) for communication purpose. Bidder shall furnish the details of contact person with his photograph, address, phone, email-id, etc. for communication purpose. In case of any litigation, the jurisdiction shall be restricted to BMC Region only. To establish proof of office address, the tenderer shall submit the photocopy of one of the documents such as current paid Electricity Bill, Property Tax Bill, Water Tax Bill, valid Shop and Establishment Certificate etc.

M. The contractors shall register themselves under the provisions of prevailing guidelines issued by BMC from time to time.

N. Force Majeure

- 1) Notwithstanding the provisions of above the tenderer shall not be liable for forfeiture of its performance security, liquidated damages or termination or other failure to perform its obligations under the contract in result of an event of Force Majeure.
- 2) For purposes of this clause, 'Force Majeure' means an event beyond the control of the successful tenderer and not involving the successful tenderer's fault or negligence and such events may include strike, riots, wars or revolutions, fires, floods, epidemics, earthquakes, other natural calamity and quarantine restrictions.
- 3) If a force majeure situation arises, the successful tenderer shall promptly notify the BMC in writing of such condition and the cause thereof. Unless otherwise directed by BMC in writing the successful tenderer shall continue to perform its obligations under the contract as near as it is reasonably practical, al- so shall seek all reasonable alternative means of performance.

Submission of Tenders

PACKET – A

The Packet 'A' shall contain scanned certified copies of the following documents Scrutiny of this packet shall be done strictly with reference to only the scanned copies of Documents uploaded online in packet 'A'.

- a) **Valid Registration Certificate.** The contractors who are not registered with BMC will have to apply for registering their firm before participating in this tender.
- b) **Valid Bank Solvency Certificate** of minimum solvency amount Rs. 10 lakhs as governed by Registration Rules in force for respective Class of Contractor for Civil and M&E work. The Bank Solvency Certificate shall be prior to six months of the due date of the tender.
- c) A document in support of Registration under GST Act 2017. In case Goods and Service Tax is made applicable, the rules, regulations, guidelines, circulars, communications etc. issued in this regard either by Govt. of India, Govt. of Maharashtra or BMC shall be made applicable.
- d) Certified copies of valid 'PAN' documents and photographs of the individuals, owners, Karta of Hindu undivided Family, firms, private limited companies, registered co-operative societies, partners of partnership firms and at least two Directors, if number of Directors are more than two in case of Private Limited Companies, as the case may be. However, in case of Public Limited companies, Semi Government Undertakings, Government Undertakings, no 'PAN' documents shall be insisted.
- e) Latest Partnership Deed in case of Partnership firm duly registered with Chief Accountant (Treasury) of BMC.
- The bidders shall categorically provide their E-mail ID in packet 'A'.

NOTE:

- If the tenderer(s) withdraw tender offer during the tender validity period, his entire E.M.D. shall be forfeited.
- If it is found that the tenderer has not submitted required documents in Packet 'A' then, the shortfalls shall be communicated to the tenderer through e-mail only and compliance required to be made within a time period of **three working days** otherwise they shall be treated as non-responsive.

PACKET – ‘B’

The Packet ‘B’ shall contain scanned certified copies of the following documents-

- a) The list of similar type of works as stated in the Eligible Criteria in the role of Prime Contractor or as nominated sub-contractor. Information furnished in the prescribed Proforma (Proforma-I) shall be supported by the certificated duly self-attested.
- b) Annual financial turnover for preceding three financial years as certified by Chartered Accountant preceding the Financial Year in which bids are invited. Copies of Applicants duly **audited** balance sheet and profit and loss account for the preceding three financial years preceding the Financial Year in which bids are invited (Proforma-II).
- c) **Deleted.**
- d) **Deleted.**
- e) Details of works in hand (Proforma VI-A & VI-B) (original), along with copies of work orders & attested copies of percentage of works completed or part thereof. (**In case of ongoing works to be considered, the Bidder must have received payment of 80 % of the contract sum for the work / works executed till the last date of the month previous to the one in which bid are invited.**)
- f) **Deleted.**
- g) The undertaking as per the ‘Annexure B & C’.

Note:

- h) **Deleted.**
- ii) **The successful bidder** shall submit valid registration certificate under E.S.I.C., Act 1984, if the tender-er has more than 10 employees / persons on his establishment (in case of production by use of energy) and 20 employees / persons on his establishment (in case of production without use of energy) to BMC as and when demanded. In case of less employees / persons mentioned above then the successful bidder has to submit an undertaking to that effect on Rs.500/- stamp paper as per circular u/no. CA/FRD/I/65 of 30.03.2013.
- iii) **The successful bidder** shall submit valid registration certificate under E.P.F. & M.P., Act 1952, if tenderer has more than 20 employees / persons on his establishment, to BMC as and when demanded. In case if the successful bidder has less employees / persons mentioned above then the successful bidder has to submit an undertaking to that effect of Rs.500/- stamp paper as per circular u/no. CA/FRD/I/44 of 04.01.2013.

- i) **Details of Litigation History:** The bidder shall disclose the litigation history in Packet 'B' under the head –

Details of Litigation History. If there is no litigation history the bidder shall specifically mention that there is no litigation history against him as per the clause of litigation history .In case there is litigation history -

Litigation History must cover – Any action of blacklisting, debarring, banning, suspension, deregistration and cheating with BMC , State Govt., Central Govt. or any authority under state or Central Govt. organization initiated against the company, firm, directors, partners or authorized signatory shall be disclosed for last 5 years from the date of submission of bid about any action like show cause issued, blacklisting , debarring , banning suspension , deregistration and cheating with BMC and BMC is the party in the litigation against the company, firm, directors, partners or authorized signatory for carrying out any work for BMC by any authority of BMC and the orders passed by the competent authority or by any Court where BMC is a party .While taking decision on litigation history , the concerned Chief Engineer or D.M.C. or Director, as may be the case , should consider the details submitted by bidder and take decision based on the gravity of the litigation and the adverse effect of the act of company firm, directors, partners or authorized signatory on the BMC works which can spoil the quality, output, delivery of any goods or any work execution and within the time frame.

The litigation history shall be treated as curable defect.

Note:

- If it is found that the tenderer has not submitted required documents in Packet 'B' then, the shortfalls shall be communicated to the tenderer through e-mail only and compliance required to be made within a time period of three working days otherwise they shall be treated as non-responsive.

Packet 'C'

The rates shall be quoted Online in the e-Tender.

Note: The rate analysis of major items shall be submitted by L1 and L2 bidder after demand notification by e-mail to bidders by concerned Dy. Assessor & Collector. The format for rate analysis is annexed at Annexure D.

BID SECURITY OR EMD

- ☐ The bidders shall furnish, as part of the Bid, Bid Security /EMD, in the amount specified in the Bid Data Sheet. This bid security shall be in favor of the authority mentioned in the Bid Data Sheet and shall be valid

till the validity of the bid.

- ☐ The tenderers shall pay the EMD online instead paying the EMD at any of the CFC centers in BMC Ward Offices.
- ☐ Any bid not accompanied by an acceptable Bid Security and not secured as indicated in sub-clause mentioned above, shall be rejected by the Employer as non-responsive.
- ☐ The Bid Security of the successful Bidder shall be discharged when the Bidder has signed the Agreement and furnished the required Security Deposits.
- ☐ The Bid Security / EMD of L-3 and bidder shall be refunded immediately after opening of financial bid but, the EMD submitted by the L-2 bidder shall be returned after obtaining Standing Committee Resolution.
- ☐ The Bid Security may be forfeited:
 - a) If the bidder withdraws the Bid after bid opening (opening of technical qualification part of the bid during the period of Bid validity;
 - b) In the case of a successful Bidder, if the Bidder fails within the specified time limit to:
 - i) Sign the Agreement' and /or
 - ii) Furnish the required Security Deposits.
- 1) The cases wherein if the shortfalls are not complied by a contractor, shall be informed to Registration and Monitoring Cell. Such non-submission of documents shall be considered as 'Intentional Avoidance' and if three or more cases in 12 months are re-reported, shall be viewed seriously and disciplinary action against the defaulters such as banning/de-registration, etc. shall be taken by the registration cell with due approval of the concerned AMC.
- 2) No rejections and forfeiture shall be done in case of curable defects. For non-curable defects the 10% of EMD shall be forfeited and bid shall be liable for rejection.

Note:

i) Curable Defect shall mean shortfalls in submission such as:

- a. Non-Submission of following documents,
 - i. Valid Registration Certificate.
 - ii. Valid Bank Solvency
 - iii. Goods and Service Tax Registration Certificate (GST)
 - iv. Certified Copies of PAN documents and photographs of individuals, owners, etc.
 - v. Partnership Deed and any other documents

- vi. Undertakings as mentioned in the tender document.
- b. Wrong calculation of Bid Capacity,
- c. No proper submission of experience certificates and other documents, etc.

ii) Non-curable Defect shall mean

- a. In-adequate submission of EMD/ASD amount,
- b. In-adequacy of technical and financial capacity with respect to Eligibility criteria as stipulated in the tender.

BID VALIDITY

- **Bids shall remain valid for a period of not less than one eighty (180) days after the deadline date for bid submission specified in Bid Data Sheet. A bid valid for a shorter period shall be rejected by the Employer as non-responsive.**
- In exceptional circumstances, prior to expiry of the original time limit, the Employer may request that the bidders may extend the period of validity for a specified additional period. The request and the bidders' responses shall be made in writing or by cable. A bidder may refuse the request without forfeiting his Bid Security. A bidder agreeing to the request will not be required or permitted to modify his bid, but shall be required to extend the validity of this bid security for a period of the extension.

DEFECT LIABILITY PERIOD:

The contractor is expected to carry out the construction / fabrication work in Workmen likemanner so as to meet the requirement and specification for the project. It is expectedthat the Workmanship and materials will be reasonably fit for the purpose for which they are required

SECURITY DEPOSIT AND PERFORMANCE GUARANTEE

A. Security Deposit:

The security deposit shall mean and comprise of

1. Contract Deposit.

2. Retention Money: **Deleted**

I. **Contract Deposit-** The successful tenderer, here after referred to as the contractor shall pay an amount in the form of **BANK GUARANTEE** equal to **five (5)** percent of the contract sum shall be paid within thirty days (30 days) from the date of issue of letter of acceptance.

II. **Retention Money: Deleted**

B. Additional Security Deposit: Deleted

The Additional Security Deposit shall be applicable when a rebate of more than of 12% at the rate of whichno maximum limit. The ASD is calculated as follows:

Additional Security Deposit = $(X/100) \times \text{office estimated cost}$, Where X = percentage rebate quoted above 12%.

The ASD shall be paid online in the ASD tab for bidders in e-tendering system before submission of the bid.

C. Performance Guarantee: Deleted

D. Refund of Security Deposit

I. Refund of Contract Deposit:

The Contract Deposit shall be released within 30 days after completion of contract period as per the prevailing guidelines in this regard as subject to

- a) Satisfactory completion of the work.
- b) No recoveries are pending against the said work.
- c) All the observations, queries raised by Vigilance Department, if any, are cleared satisfactorily and certificate to that effect is issued by Vigilance Department.
- d) Provided that there is no demand outstanding in BMC against the Contractor.

II. Refund of Retention Money: Deleted

III. Refund of Additional Security Deposit: Deleted

III. Refund of Performance Guarantee: Deleted

- a) It shall be clearly mentioned that the Bank Guarantee shall be applicable for individual work / contract and clubbing of various contracts of the said contractor will not be allowed. In case of obtaining Bank Guarantee, it is necessary to mention that the same shall be valid further 6 months from the completion of defect liability period/ warranty period.
- b) It shall be the responsibility of the bidder to keep the submitted Bank Guarantee “VALID” for the stipulated time period in the tender & in case of its expiry it will attract penalization.
- c) Bank Guarantee should be issued by way of General Undertaking and Guarantee issued on behalf of the Contractor by any of the Nationalized or Scheduled banks or branches of foreign banks operating under Reserve Bank of India regulations located in Mumbai upto Virar & Kalyan. List of approved Bank is appended at the end of Instructions to Bidders (ITB). The Bank Guarantee issued by branches of approved Banks beyond Kalyan and Virar can be accepted only if the said Bank Guarantee is countersigned by the Manager of a Regional Branch of the same bank within the Mumbai City Limit categorically endorsing thereon that the said Bank Guarantee is binding on the endorsing Branch of the Bank or the Bank itself within Mumbai Limits and is liable to be enforced against the said Branch of the Bank or the bank itself in case of default by the Contractors furnishing the Bank Guarantee. The Bank Guarantee shall be renewed as and when required and/or directed from time to time until the Contractor has executed and completed the works and remedied any defects therein.

d) Legal + Stationery Charges: (As per applicable circular)

As per BMC Legal Department's Circular No. 26206 dated 31.08.2023 and effective from 01.09.2023 onwards, the successful bidder shall have to bear the legal & Stationery charges at revised rates for preparing contract documents against each individual order as specified below or on going rate if new circular circulated thereafter.

Contract Value						Indicative Legal+ Stationery Charges (₹) from dt.01.09.2023 to 31.03.2024
From	₹	0	To	₹	50,000/-	Nil
From	₹	50,001/-	To	₹	1,00,00,000/-	0.10% of contract cost (Rounding off such amount to next hundredth) plus 18% GST. Minimum 1,000/- + GST
From	₹	1,00,00,001/-	To	₹	10,00,00,000/-	₹10,000/- for contract value ₹1,00,00,000 plus 0.05% of contract cost above ₹1,00,00,000/- (Rounding off such amount to next hundredth) plus 18% GST.
From	₹	10,00,00,001/-	To	₹	Any Amount Further	₹55,000/- for contract value ₹10,00,00,000 plus 0.01% of contract cost above ₹10,00,00,000/- (Rounding off such amount to next hundredth) plus 18% GST.

E. Stamp Duty: (As per applicable circular)

It shall be incumbent on the successful tenderer to pay stamp duty on the contract.

- i. As per the provision made in Article 63, Schedule I of Bombay Stamp Act 1958, stamp duty is payable for “works contract” that is to say, a contract for works and labour or services involving transfer of property in goods (whether as goods or in some other form) in its execution and includes a sub- contract, as under:

a	Where the amount or value set forth in such contract does not exceed rupees Five lakhs.	Five Hundred rupees stamp duty
b	Where it exceeds rupees Five lakhs	Five hundred rupees plus 0.3% above Rs. Five Lakhs subject to maximum of Rs. Twenty Five Lacks Stamp Duty.
c	Stamp duty on Bank Guarantee Amount	0.5% of the Bank Guarantee amount

- ii. The successful bidder shall enter into a contract agreement with BMC within 30 days from the date of issue of Work Order and the same should be adjudicated for payment of Stamp Duty by the successful bidder.
- iii. Further shortfall if any, in amount of stamp duty paid as against prescribed amount for the documents executed in Mumbai City & Mumbai Suburban District be recovered from the concerned work contractors and to deposit the deficit or unpaid Stamp Duty and penalty by two separate Demand Draft or Pay Order in favor of “Superintendent of Stamp, Mumbai” within 15 days from intimation thereof.
- iv. All legal charges and incidental expenses in this respect shall be borne and paid by the successful tenderer.

- F:** The Successful tenderer will have to submit Irrevocable Undertaking in respect of GST in the prescribed format attached at Annexure-E.

IMPORTANT DIRECTIONS

- 1. All the information uploaded shall be supported by the corroborative documents in absence of which the information uploaded shall be considered as baseless and not accepted for qualification criteria. All the documents shall be uploaded with proper pagination. The page No. shall be properly mentioned in the relevant places.**

The information shall be uploaded in the sequence as asked for with proper indexing etc. The Bidder shall be fully responsible for the correctness of the information uploaded by him.

- 2. Applicants / Bidders shall refer portal.mcgm.gov.in\tenders for “The Manual of Bid-Submission for Per centage Rate / Item Rate Tender Document.” The detail guidelines for creation and submission of**

bid are available in the referred document.

Any queries or request for additional information concerning this TENDER shall be submitted by e-mail to dyaccomp.ac@mcgm.gov.in / ao02compho.ac@mcgm.gov.in.

The subject shall clearly bear the following identification / title: **“Queries / Request for Additional Information: TENDER for “Subject of the tender”**. Any changes in mail ID shall be intimated on the portal.

3. In case of **Equal Percentage** of lowest bidders (L1), the allotment of work shall be done by giving 48 hrs. **(2 working days)** from the day of opening of packet ‘C’ **on same BID-Documents number for re-quoting and ‘Sealed Bids’ shall be called from the bidders quoting the same rates i.e. L1.**

In case of equal percentage of lowest bidders is obtained even after re-quoting, then the successful bidder shall be decided by lottery system by Assessor & Collector.

Note:

- a. All the references related to Sales tax, Central Sales tax etc. in the subject tender shall be ignored and Goods and Service Tax (GST) shall be taken into account.
- b. All the latest circulars, communications, directives, related to GST shall be made applicable for the tender.

SECTION 7
SCOPE OF WORK

SCOPE OF WORK

Sub:- Appointment of an organization to provide Data Entry Operator for a period of 2 months in 24 department offices as per 01 each for making Data Entry through the available records in the department office in accordance with the reconstruction of the records that have not been overwritten in the assessment account and available collection account from 01.04.2010.

I. NATURE OF CONTRACT:

1. The tender calls for hiring the services of Data Entry Operators for Accurately inputting and updating data into computer systems for various sections / sub offices of Assessment & Collection Department. The tenderer shall provide 24 Data Entry Operators at 24 ward offices. Tenderers will have to arrange for requisite nos. of such Personnel along with spare Personnel to provide satisfactory, uninterrupted and efficient services for performing the obligations under the contract. The tendered price shall include all such prices deemed necessary to provide the services such as Data Entry Operator's salary, alternative arrangement in case of absence of data entry operators etc.
2. Contract Period : 2 Months
3. Tenderer shall be required to provide the services of the Personnel on hire basis,

II. General terms and conditions:-

1. **Data Entry Operator to enter data of various events / works as per concern officer's order.**
 - a. Well experienced Data Entry Operators shall be deputed for data entry work
 - b. Data Entry Operators shall be have at least H.S.C. passed and Good knowledge of computer operating
 - c. **Data Entry** Operator shall be appointed with professional qualification.
 - d. **Data Entry** Operator shall follow orders of concern authorities.
 - e. Contractor shall maintain day to day record with Location of Operator's name, quantity and period and Contractor shall take signature on record from concern authority on day to day basis and upload / store the data daily on source provided by Assessment & Collection Department.
 - f. Contractor shall keep spare **Data Entry Operator** to put **Data Entry work** in operation immediately in case of absence of **Data Entry Operator**
 - g. Data Entry of every day shall be hand over to concern authority immediately for inspection purpose as per their requirement.
 - h. Back up of every Data entry shall be maintained and stored by concern contractor for at least 6 months.
 - i. Handover ward-wise data entry record in SSD Drive after completion of work.
 - j. While handing over data in SSD Drive Contractor shall show data to the concern officer who is taking

over SSD drive.

- 1) The tenderer shall note that the **Data Entry Operators** under reference are required for the use of various section offices of the Assessment & Collection Department. However, BMC reserves right to change the user depending upon the requirement.
 - a. On duty, the **Data Entry Operator** shall wear clean and neat clothing. The successful bidder shall provide the identity card to the deputed **Data Entry Operators** and that shall be properly displayed.
 - b. The **Data Entry Operators** shall be neat and clean and well-mannered and should obey the instructions of Municipal Officers / Staff. In case of complaints, tenderer will have to replace the **Data Entry Operator**.
 - c. As far as possible, the same **Data Entry Operators** should be deployed on regular assigned duty.
 - d. **Data Entry Operator's** muster should be maintained by the successful tenderer and the wages paid to them shall be as per latest provisions of Minimum Wages Act.
- 2) The **Data Entry Operators** shall be generally used about 26 days in a month. Generally there will be off on Sunday and daily duty hours will be from 10 A.M. to 6 P.M.
- 3) Incase, the **Data Entry Operator** is present for less than 26 days in a month, the proportionate rebate on the monthly charges on pro-rata basis shall be accounted for and for this purpose, calculation of the rebate amount will be carried out as follows :

$$\frac{\text{Monthly charges for entire month}}{26} \times P$$

[P:-(26 minus No. of days for which **Data Entry Operator** is present)]

- 4) In case of short supply of data entry operator on a particular day, penalty for short supply of data entry operator as specified in the 'Penalty clause' shall be levied.
- 5) The bills for supply of **Data Entry Operator** shall be submitted to the office of the concerned Dy.Assessor & Collector or as directed.
- 6) The tenderer will have to produce copy of Educational & Technical Qualifications, other documents of the **Data Entry Operators** being supplied by them during the currency of contract within 7 days from the commencement of the work or as & when asked by BMC staff for verification.
- 7) In case of any dispute, Municipal Commissioner's decision shall be final & binding on the tenderers.
- 8) BMC may indent less **Data Entry Operators** from the successful tenderer on some of the days. The contractor shall have no claim whatsoever if indenting is less.

- 9) In case of complaint from the user or poor performance of the **Data Entry Operators**, the contract will be terminated & the contractor will have no claim whatsoever against the Corporation.
- 10) The **Data Entry Operators** shall be used till the requirement of user department, and in no case the **Data Entry Operators** should refuse to work as per the requirement of user department.
- 11) The telephone No., Mobile No. & Names of responsible persons shall be made available to B.M.C. staff for day to day communication. The tenderer shall have proper communication system at their offices & residences of the concerned personnel.
- 12) B.M.C. shall not have any liability towards **Data Entry Operators**.
- 13) As per prevailing rules TDS will be deducted at source towards Income tax from all the bills submitted to the department. The TDS certificate shall be given by Chief Accountants Office at Municipal Head Office.
- 14) The tenderer shall submit all the proforma and Annexure duly filled in & completely signed & stamped.
- 15) The tenderers shall register themselves (Registration of vendor) with B.M.C. on payment of usual registration charges.
- 16) It is mandatory for tenderer to open a bank account for easy & quick payment. All payments shall be made only on this bank account through Electronic Clearing System.
- 17) The contract period is 2 months from the commencement of the work. Alternatively, BMC reserves the right to reduce the contract period, as per requirement and situation. In no case, the successful tenderer can claim compensation on this account.
- 18) The tenderer himself, his organization or the contractual staff appointed by him should not be of criminal character.
- 19) Employees' Provident Fund, insurance/ECIS, TDS, PT etc. applicable in payment of services and remuneration to the approved tender holder for the said work. It will be the responsibility of the tenderer to open the respective EPF, ECIS, accounts in favor of the respective Data Entry Operators and make payments therein. A copy of the cheques, in respect of which the said payment has been paid, should be submitted to this office every month.
- 20) If Government and Labor Commissioner's Office, Mumbai changes the remuneration of Data Entry Operators from time to time, the remuneration payable to them and accordingly their Provident Fund, (Employees' Provident Fund), Insurance / ECIS, TDS, PT etc. It will be mandatory to pay the amount in
- 21) After approval of the tender, it is necessary to provide the service from the manpower supply organization within the prescribed period and with good quality. If it is found that the appointed supplier is failing to maintain the quality of work, the work will be withdrawn from the said organization and the tenderer will have to pay compensation to be determined by the Assessor &

Collector and the organization will be blacklisted.

- 22) In case of disability / loss of life due to any accident to the contract staff, the supplier organization shall be solely responsible. The Assessment & Collection Department and Brihanmumbai Municipal Corporation shall not provide any compensation or assistance nor shall any criminal or civil claim be made in this regard.
- 23) The concerned supplier organization and the contract staff shall ensure that the necessary confidentiality of office records and information is maintained. If there is a complaint regarding the integrity, conduct and honesty of the contract employee, if there is a break in the assigned work without any reason, the supplier organization will be obliged to immediately reduce the concerned from work and provide a competent candidate within one day
- 24) In case of delay in payment of monthly remuneration amount of contractual manpower by the BMC, it will be mandatory for the organization to make a recommendation to pay the remuneration to the concerned employee (data entry operator) for at least two months.
- 25) The service of contract manpower engaged through the organization shall not be considered as BMC service nor shall any responsibility for the service of data entry operator lie with Assessment & Collection Department and BMC.
- 26) The employees of the Contractor appointed through the Contractor will not get any appointment in the future in any way in the establishment of the BMC or they will not be able to establish any right over these establishments. It shall be mandatory for the concerned external service provider Contractor to obtain the written consent of the employees of the concerned Contractor by giving this prior notice to their employees and it shall be mandatory to inform the Assessment & Collection Department in writing that such consent and the Contractor has received such prior notice after the Contractor has selected the contract employees.
- 27) The Assessment & Collection Department reserves the right to dismiss the Data Entry Operator in case of any misconduct or inefficiency in day-to-day operations and the same shall not be appealable in any court.
- 28) It shall be mandatory for the nominated supplier to make the deposit to the concerned establishment (Employee Provident Fund, Directorate of Insurance etc.) as directed. After all such deductions, the remaining amount as remuneration and all admissible allowances will be required to be deposited in the bank account of the contract employee of the supplier organization and the proof of the same should be submitted along with the above deductions at the time of next month's demand.

29) Penalty:-

1. Penalty for failure to supply the Data Entry Operator whenever required.	:-	If the contractor fails to supply the Data Entry Operator on a stipulated date, penalty of Rs.1000/- per day per Data Entry Operator will be imposed on the contractor.
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2. Penalty for failure to make alternative arrangement within 2 hours in case of absence of the Data Entry Operator	:-	In case of absence of the Data Entry Operator, if alternative arrangement is not made within 2 hours, a penalty of Rs.500/- per Data Entry Operator per instance, will be levied.
3. Penalty, if tenderer fails to attend any other works covered in the contract or perform incomplete programme or not follow the Instructions or disobey the orders of the user deptt.	:-	Penalty of Rs.500/- per day per Data Entry Operator will be levied.

SECTION 8

BILL OF

QUANTITIES

BILL OF QUANTITIES

Note: For information purpose only. Actual rates to be filled online

Subject : Appointment of an organization to provide Data Entry Operator for a period of 2 months in 24 department offices as per 01 each for making Data Entry through the available records in the department office in accordance with the reconstruction of the records that have not been overwritten in the assessment account and available collection account from 01.04.2010.

Item Code	Item Description	Unit	Qty.	LongText
1	Data Entry Operator	No.	48	Rate quoted shall be for Data Entry Operator on hire basis up to 8 hrs daily & 26 working days in a month, as per specifications, inclusive of G.S.T.

SECTION 9

GENERAL CONDITIONS OF

CONTRACT

General Conditions of Contract

A. General

1. Definitions

Terms which are defined in the Contract Data are not also defined in the Conditions of Contract but keep their defined meanings. Capital initials are used to identify defined terms.

The “Contract” shall mean the tender and acceptance thereof and the formal agreement if any, executed between the Contractor, Commissioner and the Corporation together with the documents referred to therein including these conditions and appendices and any special conditions, the specifications, designs, drawings, price schedules, bills of quantities and schedule of rates. All these documents taken together shall be deemed to form one Contract and shall be complementary to one another.

The Contract Data defines the documents and other information which comprise the Contract.

The “Contractor” shall mean the individual or firm or company whether incorporated or not, whose tender has been accepted by the employer and the legal successor of the individual or firm or company, but not (except with the consent of the Employer) any assignee of such person.

The Bidder is a person or corporate body who has desired to submit Bid to carry out the Works, including routine maintenance till the tender process is concluded.

The Contractor's Bid is the completed bidding document submitted by the Contractor to the Employer.

The “Contract Sum” means the sum named in the letter of acceptance including Physical contingencies subject to such addition thereto or deduction there-from as may be made under the provisions herein after contained.

Note: The contract sum shall include the following –

- In the case of percentage rate contracts the estimated value of works as mentioned in the tender adjusted by the Contractor's percentage.
- In the case of item rate contracts, the cost of the work arrived at after

finalization of the quantities shown in schedule of items / quantities by the item rates quoted by the tenderers for various items and summation of the extended cost of each item.

- In case of lumpsum contract, the sum for which tender is accepted.
- Special discount/rebate/trade discount offered by the tenderer if any and accepted by the Corporation.
- Additions or deletions that are accepted after opening of the tenders.

The “Contract Cost” means the Contract Sum plus Price Variation. This cost shall be included in the letter of acceptance.

A Defect is any part of the Works not completed in accordance with the Contract.

The Defects Liability Certificate is the certificate issued by the concern officers, after the Defect Liability Period has ended and upon correction of Defects by the Contractor.

Drawings means all the drawings, calculations and technical information of a like nature provided by the Concern officer to the Contract or under the Contract and all drawings, calculations, samples, patterns, models, operation & maintenance manual and other technical information of like nature submitted by the Contractor and approved by the concern officers.

The Authority shall mean Brihanmumbai Municipal Corporation (BMC)

The “Employer” shall mean the Brihanmumbai Municipal Corporation/Municipal Commissioner for Brihanmumbai, for the time being holding the said office and also his successors and shall also include all “Additional Municipal Commissioners, Director (Engineering Services & Projects)” and the Deputy Municipal Commissioner, to whom the powers of Municipal Commissioner, have been deputed under Section 56 and 56 B of the Mumbai Municipal Corporation Act.

The Officer in-charge shall mean the Dy. Assessor & Collector in executive charge of the works and shall include the superior officers of the Assessment & Collection department i.e. Assessor & Collector and shall mean and include all the successors in BMC.

The Officer’s Representative shall mean the Asst. Assessor & Collector / Administrative Officer / Superintendent / Head Clerk / Dy. superintendent / Inspector / indirect charge of the works and shall include Section and Sub Sections of Assessment & Collection Department’s Officers appointed by BMC.

The Head of Department shall mean the Assessor & Collector appointed for the time being or any other officer or officers of the Municipal Corporation who may be authorized by the Commissioner to

carry out the functions of the Assessor & Collector or any other competent person appointed by the employer and notified in writing to the Contractor to act in replacement of the Assessor & Collector from time to time.

Contractor's Equipment means all appliances and things of whatsoever nature required for the execution and completions of the Works and the remedying of any defects therein, but does not include plant material or other things intended to form or forming part of the Permanent Works.

The Initial Contract Price is the Contract Price listed in the Employer's Letter of Acceptance.

The Intended Completion Date is the date on which it is intended that the Contractor shall complete the works. The Intended Completion Date is specified in the Contract Data. The Intended Completion Date may be revised only by the Assessor & Collector by issuing an extension of time.

Materials are all supplies, including consumables, used by the Contractor for incorporation in the Works and works of routine maintenance.

Plant is any integral part of the Works that shall have a mechanical, electrical, electronic, chemical, or biological function.

The "Site" shall mean the BMC Office places and any other places provided by the Municipal Corporation for working space or any other purpose as may be specifically designated in the contract as forming part of the site.

Site Investigation Reports are those that were included in the bidding documents and are reports about the surface and subsurface conditions at the Site.

"Specification" shall mean the specification referred to in the tender and any modification thereof or addition or deduction there to as may from time to time be furnished or approved in writing by the Assessor & Collector.

The Start Date/ Commencement Date is given in the Contract Data. It is the date when the Contractor shall commence execution of the Works. It does not necessarily coincide with any of the Site Possession Dates.

A Nominated Sub-Contractor is a person or corporate body who has a Contract with the Contractor to carry out a part of the work and/or routine maintenance in the Contract, which includes work on the Site.

Variation means a change to the:-

- i) Specification and / or Drawings (if any) which is instructed by the Employer.
- ii) Scope in the Contract which is instructed by the Employer.
- iii) Price in the Contract which is instructed by the Employer.

The Works, as defined in the Contract Data, are what the Contract requires the Contractor to construct, install, maintain, and turnover to the Employer. Routine maintenance is defined separately.

Jurisdiction: In case of any claim, dispute or difference arising in respect of a contract, the cause of action thereof shall be deemed to have arisen in Mumbai and all legal proceedings in respect of any claim, dispute or difference shall be instituted in a competent court in the City of Mumbai only.

2. Interpretation

In interpreting these Conditions of Contract, singular also means plural, male also means female or neuter, and the other way around. Headings have no significance. Words have their normal meaning under the language of the Contract unless specifically defined.

The Assessor & Collector will provide instructions clarifying queries about these Conditions of Contract.

If sectional completion is specified in the Contract Data, references in the Conditions of Contract to the Works, the Completion Date, and the Intended Completion Date apply to any Section of the Works (other than references to the Completion Date and Intended Completion Date for the whole of the Works).

The documents forming the Contract shall be interpreted in the following documents: (1) Agreement, (2) Letter of Acceptance, (3) Notice to Proceed with the Work, (4) Contractor's Bid, (5) Contract Data, (6) Special Conditions of Contract Part (7) General Conditions of Contract Part I, (8) Specifications, (9) Drawings, (10) Bill of Quantities, and (11) Any other document listed in the Contract Data.

3. Assessor & Collectors Decisions

Except where otherwise specifically stated, the Assessor & Collector will decide contractual matters between the Employer and the Contractor in the role representing the Employer. However, if the Assessor & Collector is required under the rules and regulations and orders of the Employer to obtain prior approval of some other authorities for specific actions, he will so obtain the approval,

before communicating his decision to the Contractor.

Except as expressly stated in the Contract, the Assessor & Collector shall not have any authority to relieve the Contractor of any of his obligations under the contract.

4. Delegation

The Assessor & Collector with the approval of the Employer, may delegate any of his duties and responsibilities to other person(s), except to the Adjudicator, after notifying the Contractor, and may cancel any delegation after notifying the Contractor.

5. Communications

All certificates, notices or instructions to be given to the Contractor by Employer/ Assessor & Collector shall be sent on the address or contact details given by the Contractor of Bid. The address and contact details for communication with the Employer/ Assessor & Collector shall be as per the details given in Contract Data. Communications between parties that are referred to in the conditions shall be in writing. The Notice sent by facsimile (fax) or other electronic means shall 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.

6. Subcontracting

Unless specifically mentioned in the contract subletting will not be allowed. Subletting, where otherwise provided by the contract shall not be more than 25% of the contract price. The Contractor shall not be required to obtain any consent from the Employer for:

- a. the sub-contracting of any part of the Works for which the Subcontractor is named in the Contract;
- b. the provision for labour, or labour component.
- c. The purchase of Materials which are in accordance with the standards specified in the Contract.

Beyond what has been stated in clauses 6.1 and 6.2, if the Contractor proposes sub contracting any part of the work during execution of the Works, because of some unforeseen circumstances to enable him to complete the Works as per terms of the Contract, the Employer will consider the following before according approval:

- a. The Contractor shall not sub-contract the whole of the Works.
- b. The permitted subletting of work by the Contractor shall not establish any contractual relationship between the sub-contractor and the BMC and shall not relieve the Contractor of any

responsibility under the Contract.

The Assessor & Collector should satisfy himself before recommending to the Employer whether

- a. The circumstances warrant such sub-contracting; and
- b. The sub-Contractor so proposed for the Work possesses the experience, qualifications and equipment necessary for the job proposed to be entrusted to him.

7. Other Contractors

The Contractor shall cooperate and share the Site with other Contractors, public authorities, utilities, and the Employer between the dates given in the Schedule of Other Contractors, as referred to in the Contract Data. The Contractor shall also provide facilities and services for them as described in the Schedule. The Employer may modify the Schedule of Other Contractors, and shall notify the Contractor of any such modification.

The Contractor should take up the works in convenient reaches as decided by the Assessor & Collector to ensure there is least hindrance to the smooth flow and safety of workers / employees and equipments of other Contractors till the completion of the Works.

8. Personnel

The Contractor shall employ for the work and routine maintenance the key personnel including technical personnel named in the Contract Data or other personnel approved by the Assessor & Collector. The Assessor & Collector will approve any proposed replacement of technical personnel only if their relevant qualifications and abilities are substantially equal to those of the personnel stated in the Contract Data.

The Contractor's personnel shall appropriately be qualified, skilled and experienced in their respective trades or occupations. The Assessor & Collector shall have authority to remove, or cause to be removed, any person employed on the site or works, who carries out duties incompetently or negligently and persists in any conduct which is prejudicial to **safety, health or the protection of the environment**.

If the Assessor & Collector 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 seven days and has no further connection with the Works in the Contract.

The Contractor shall not employ any retired Gazetted officer who has worked in the BMC/State Government and has either not completed two years after the date of retirement or has not obtained BMC/State Government's permission to employment with the Contractor.

9. Employer's and Contractor's Risks

The Employer carries the risks which this Contract states are Employer's risks, and The Contractor carries the risks which this Contract states are Contractor's risks.

10. Employer's Risks

The Employer is responsible for the excepted risks which are (a) in so far as they directly affect the execution of the Works in the Employer's country, the risks of war, invasion, act of foreign enemies, rebellion, revolution, insurrection or military or usurped power, civil war, riot, commotion or disorder (unless restricted to the Contractor's employees) and contamination from any nuclear fuel or nuclear waste or radioactive toxic explosive, or (b) a cause due solely to the design of the Works, other than the Contractor's design.

11. Contractor's Risks

All risks of loss of or damage to physical property and of personal injury and death which arise during and in consequence of the performance of the Contract other than the excepted risks, referred to in clause 11.1, are the responsibility of the Contractor.

12. Insurance

The Contractor at his cost shall provide, in the joint names of the Employer and the Contractor, insurance cover from the Start Date to the end of Defects Liability Period, in the amounts and deductibles stated in the Contract Data for the following events which are due to the Contractor's risks:

- a) Loss of or damage to the Works, Plant and Materials;
- b) Loss of or damage to Equipment;
- c) Loss of or damage to property (other than the Works, Plant, Materials, and Equipment) in connection with the Contract; and
- d) Personal injury or death.

Insurance policies and certificates for insurance shall be delivered by the Contractor to the

Assessor & Collector for the Assessor & Collector's approval before the Start Date. All such insurance shall provide for compensation to be payable in the types and proportions of currencies required to rectify the loss or damage incurred. Alterations to the terms of insurance shall not be made without the approval of the Assessor & Collector

Both parties shall comply with any conditions of the insurance policies.

If the Contractor does not provide any of the policies and certificates required, the Employer may affect the insurance which the Contractor should have provided and recover the premiums the Employer has paid, from payments otherwise due to the Contractor or if no payment is due, the payment of premiums shall be debt due.

13. Site Investigation Reports

The Contractor, in preparing the Bid, may rely, at his own risk, on any Site Investigation Reports referred to in the Contract Data, supplemented by any other information available to him, before submitting the bid.

14. Queries about the Contract Data

The Assessor & Collector will clarify queries on the Contract Data.

15. Contractor to do the Works and Undertake Maintenance (if specified in the tender)

The Contractor shall maintain the Works in accordance with the Specifications and Drawings and as per instructions of the Assessor & Collector

The Contractor shall deploy the equipment and machinery as required in the contract.

The Contractor shall take all reasonable steps to protect the environment on and off the Site and to avoid damage or nuisance to persons or to property of the public or others resulting from pollution, noise or other causes arising as a consequence of his methods of operation. During continuance of the contract, the Contractor and his sub-contractors shall abide at all times by all existing enactments on environmental protection and rules made there under, regulations, notifications and bye laws of the State or Central Government, or local authorities and any other law, bye-law, regulations that may be passed or notification that may be issued in future by the State or Central Government or the local authority. Salient features of some of the major laws that are applicable are given below:

- The Water (Prevention and Control of Pollution) Act, 1974, this provides for the prevention and control of water pollution and the maintaining and restoring of wholesomeness of water. 'Pollution' means such contamination of water or such alteration of the physical, chemical or biological properties of water or such discharge of any sewage or trade effluent or of any other liquid, gaseous or solid substance into water (whether directly or indirectly) as may, or is likely to, create a nuisance or render such water harmful or injurious to public health or safety, or to domestic, commercial, industrial, agricultural or other legitimate uses, or to the life and health of animals or plants or of aquatic organisms.
- The Air (Prevention and Control of Pollution) Act, 1981, this provides for prevention, control and abatement of air pollution. 'Air Pollution' means the presence in the atmosphere of any 'air pollutant', which means any solid, liquid or gaseous substance (including noise) present in the atmosphere in such concentration as may be or tend to be injurious to human beings or other living creatures or plants or property or environment.
- The Environment (Protection) Act, 1986, this provides for the protection and improvement of environment and for matters connected there with, and the prevention of hazards to human beings, other living creatures, plants and property. 'Environment' includes water, air and land and the inter-relationship which exists among and between water, air and land, and human beings, other living creatures, plants, micro-organism and property.
- The Public Liability Insurance Act, 1991, This provides for public liability insurance for the purpose of providing immediate relief to the persons affected by accident occurring while handling hazardous substances and For matters connected herewith or incidental thereto. Hazardous substance means any substance or preparation which is defined as hazardous substance under the Environment (Protection) Act 1986, and exceeding such quantity as may be specified by notification by the Central Government.

16. The Works and Routine Maintenance to be completed by the Intended Completion Date

The Contractor may commence execution of the Works on the Start Date and shall carry out the Works and Routine Maintenance, if specified in the tender, in accordance with the Program submitted by the Contractor, as updated with the approval of the Assessor & Collector and complete them by the Intended Completion Date.

17. Approval by the Assessor & Collector

The Bidder shall submit Specifications and Drawings showing the proposed Temporary Works to the Assessor & Collector who is to approve them if they comply with the Specifications and Drawings.

The Bidder shall be responsible for design and safety of Temporary Works.

The Assessor & Collector's approval shall not alter the Bidder's responsibility for design and safety of the Temporary Works.

The Bidder shall obtain approval of third parties to the design of the Temporary Works, where required. All Drawings prepared by the Bidder for the execution of the temporary or permanent Works, are subject to prior approval by the Assessor & Collector before their use.

18. Safety

The Bidder shall be responsible for the safety of all activities on the Site. He shall comply with all applicable safety requirements and take care of safety of all persons entitled to be on the site and the works. He shall use reasonable efforts to keep the site and the works, during routine and maintenance, clear of unnecessary obstruction so as to avoid danger to the persons and the users.

Safety Programs:-

- I. Have adequate safety supervision in place to ensure that safety programs set up by the firms/agencies are in compliance with prevalent laws and regulations.
- II. Review safety programs developed by each of the trade firms, prepare and submit a comprehensive safety program.
- III. Monitor day to day implementation of safety procedures.

First Aid Facilities: -

- i. At every work place there shall be provided and maintained, so as to be easily accessible during working hours, first-aid boxes at the rate of not less than one box for 150 contract labour or part thereof ordinarily employed.
- ii. The first-aid box shall be distinctly marked with a red cross on white background.
- iii. Adequate arrangements shall be made for immediate recoupment of the equipment when necessary.
- iv. Nothing except the prescribed contents shall be kept in the First-aid box.
- v. The first-aid box shall be kept in charge of a responsible person who shall always be readily available during the working hours of the work place.
- vi. A person in charge of the First-aid box shall be a person trained in First-aid treatment, in

the work places where the number of contract labour employed is 150 or more.

19. Discoveries

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

20. Access to the Site

The Bidder shall allow access to the Site and to any place where work in connection with the Contract is being carried out, or is intended to be carried out to the Assessor & Collector and any person/persons/agency authorized by: a. The Assessor & Collector b. The Employer or authorized by the Employer.

21. Instructions

The Bidder shall carry out all instructions of the Assessor & Collector, which comply with the applicable laws where the Site is located.

The Bidder shall permit the appointed and/or authorized persons to inspect the Site and/or accounts and records of the Bidder and its sub bidders relating to the performance of the Contract, and to have such accounts and records audited by auditors appointed, if so required. The Bidder's attention is invited to Clause of 'Fraud and Corruption', which provides, inter alia, that acts intended to materially impede the exercise of the inspection and audit rights provided for under the Clause & constitute a obstructive practice subject to contract termination.

Assessor & Collector to have power to issue further drawings or instructions:

The Assessor & Collector shall have the power and authority from time to time and at all times to make an issue such further drawings and to give such further instructions and directions as may appear to him necessary or proper for the guidance of the bidder and the good and sufficient execution of the works according to terms of the specifications and Bidder shall receive, execute, obey and be bound by the same, according to the true intent and meaning thereof, as fully and effectually as though the same had accompanied or had been mentioned or referred to in the specification, and the Assessor & Collector may also alter or vary the levels or position or nature of works contemplated by the specifications, or may order any of the works contemplated thereby to be omitted, with or without the substitution of any other works in lieu thereof, or may order any work or any portion of work executed or partially executed, to be removed, changed or altered, added

if needful, may order that other works shall be substituted instead thereof and difference of expense occasioned by any such diminution or alteration so ordered and directed shall be added to or deducted from the amount of this Contract, as provided under condition no.10(a) hereinafter.

No work which radically changes the original nature of the Contract shall be ordered by the Assessor & Collector and in the event of any deviation being ordered which in the opinion of the Bidder changes the original nature of Contract he shall nevertheless carry it out and disagreement as to the nature of the work and the rate to be paid therefore shall be resolved in accordance with condition no.13d.

The time for completion of the Works, shall be in even of any deviations resulting in additional cost over the contract price being ordered, be extended or reduced reasonably by the Assessor & Collector. The Assessor & Collector decision in this case shall be final.

B. Time Control

22. Programme

Within the time stated in the Contract Data, the Bidder shall submit to the Assessor & Collector for approval a Programme, including Environment Management Plan showing the general methods, arrangements, order, and timing for all the activities in the Works, along with monthly cash flow forecasts for the construction of works. After the completion of the works, the programme for the Routine Maintenance Work, showing the general methods, arrangements, order and timing for all the activities involved in the Routine Maintenance will also be submitted by the Bidder to the Assessor & Collector for approval if specified in the tender. The programme for Routine Maintenance will be submitted in each year for the period of Maintenance.

The Bidder shall submit the list of equipment and machinery being brought to site, the list of key personnel being deployed, The Assessor & Collector shall cause these details to be verified at each appropriate stage of the programme.

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.

The Bidder shall submit to the Assessor & Collector for approval an updated Programme at intervals no longer than the period stated in the Contract Data. If the Bidder does not submit an updated Programme within this period, the Assessor & Collector 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.

The Assessor & Collector's approval of the Programme shall not alter the Bidder's obligations. The Bidder may revise the Programme and submit it to the Assessor & Collector again at any time. A revised Programme shall show the effect of Variations and Compensation Events.

23. Extension of Time in Contracts:

Subject to any requirement in the contract as to completion of any portions or portions of the works before completion of the whole, the bidder shall fully and finally complete the whole of the works comprised in the contract (with such modifications as may be directed under conditions of this contract) by the date entered in the contract or extended date in terms of the following clauses:

a) Extension attributable to BMC

(i) Extension Due To Modification: If any modifications have been ordered which in the opinion of the Assessor & Collector have materially increased the magnitude of the work, then such extension of the contracted date of completion may be granted as shall appear to the Assessor & Collector to be reasonable in the circumstances, provided moreover that the Bidder shall be responsible for requesting such extension of the date as may be considered necessary as soon as the cause thereof shall arise and in any case **should not be less than 30 days before the expiry of the date fixed for completion of the works.**

(ii) Extension For Delay Due To BMC: In the event of any failure or delay by the BMC to hand over the Bidder possession of the lands necessary for the execution of the works or to give the necessary notice to commence the works or to provide the necessary drawings or instructions or any other delay caused by the BMC due to any other cause whatsoever, then such failure or delay shall in no way affect or vitiate the contract or alter the character thereof or entitle the bidder to damages or compensation therefore, but in any such case, the BMC may grant such extension(s) of the completion date as may be considered reasonable.

Note: For extension of time period as governed in (i) and (ii) above, any modifications in design/drawings, specifications, quantities shall be needed to be justified with recorded reasons with approval of Assessor & Collector for not anticipating the same while preparing estimates and draft tender.

(b) Extension of Time for Delay Due to Bidder: The time for the execution of the work or part of the works specified in the contract documents shall be deemed to be the essence of the contract and the works must be completed not later than the date(s) / the programme for completion of work as specified in the contract. If the bidder fails to complete the works within the time as specified in the contract for the reasons other than the reasons specified in above as (a.i) and (a.ii), the BMC may, if satisfied that the works can be completed by the bidder within reasonable short time thereafter, allow the bidder for further extension of time as the Assessor & Collector may decide. On such extension the BMC will be entitled without prejudice to any other right and remedy available on that behalf, to recover the compensation as governed by Clause 8(e) of GCC.

For the purpose of this Clause, the contract value of the works shall be taken as value of work as per contract agreement including any supplementary work order/contract agreement issued.

Further, competent authority while granting extension to the currency of contract under Clause (b) of as above may also consider levy of penalty, as deemed fit based on the merit of the case. Also, the reasons for granting extension shall be properly documented.

24. Delays Ordered by the Assessor & Collector

The Assessor & Collector may instruct the Bidder to delay the start or progress of any activity within the Works. Delay/delays totaling more than 30 days will require prior written approval of the DMC/AMC.

25. Management Meetings

The Assessor & Collector may require the Bidder to attend a management meeting. The business of a management meeting shall be to review the plans for progress of the Works.

The Assessor & Collector shall record the business of management meetings and provide copies of the record to those attending the meeting. The responsibility of the parties for actions to be taken shall be decided by the Assessor & Collector either at the management meeting or after the management meeting and stated in writing to all those who attended the meeting.

The Assessor & Collector shall check the Bidder's work and notify the Bidder of any

Defects that are found. Such checking shall not affect the Bidder's responsibilities. The Assessor & Collector may instruct the Bidder to search for a Defect and to uncover and test any work that the Assessor & Collector considers may have a Defect.

The Bidder shall permit the Employer's technical person(s) to check the Bidder's work and notify the Assessor & Collector and Bidder if any defects that are found.

26. Deleted

27. Correction of Defects

- (a) The Assessor & Collector shall give notice to the Bidder of any Defects with respect to the equipment/works during the contract period.
- (b) Every time notice of Defect/Defects is given, the Bidder shall correct the notified Defect/Defects within the duration of time specified by the Assessor & Collector's notice.
- (c) The Assessor & Collector may issue notice to the Bidder to carry out removal of defects or deficiencies, if any, noticed in his inspection, or brought to his notice. The Bidder shall remove the defects and deficiencies within the period specified in the notice and submit to the Assessor & Collector a compliance report.

28. Uncorrected Defects and Deficiencies

If the Bidder has not corrected a Defect under clause and deficiencies in maintenance, to the satisfaction of the Assessor & Collector, within the time specified in the Assessor & Collector's notice, the Assessor & Collector will assess the cost of having the Defect or deficiency corrected, and the Bidder shall pay this amount, on correction of the Defect or deficiency by another agency.

D. Cost Control

29. Variations

The Assessor & Collector shall, having regard to the scope of the Works and the sanctioned estimated cost, have power to order, in writing, Variations within the scope of the Works he considers necessary or advisable during the progress of the Works. Such Variations shall form part of the Contract and the Bidder shall carry them out and include them in updated Programmes produced by the Bidder. Oral orders of the Assessor & Collector for Variations, unless followed by written confirmation, shall not be taken into account.

30. Payments for Variations

If rates for Variation items are specified in the Bill of Quantities, the Bidder shall

carry out such work at the same rate.

The rate for Extra/Excess shall be governed by clause 10.A of Standard General Condition of Contract

31. Cash Flow Forecasts

When the Programme is updated, the Bidder shall provide the Assessor & Collector with an updated cash flow forecast.

32. Payment Certificates

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

(a) A bill shall be submitted by the Bidder monthly or before the date fixed by the Officer In-charge for all works executed in the previous month, and the Officer In-charge shall take or cause to be taken requisite measurement for the purpose of having the same verified and the claim, so far as it is admissible, shall be adjusted, if possible, within 10 days from the presentation of the bill. If the bidder does not submit the bill within the time fixed as aforesaid, the Officer In-charge may depute a subordinate to measure up the said work in the presence of the bidder or his duly authorized agent whose counter signature to the measurement list shall be sufficient warrant, and Officer In- Charge may prepare a bill from such list which shall be binding on the bidder in all respects.

(b) The Assessor & Collector shall check the Bidder's fortnightly/monthly statement within 14 days and certify the amount to be paid to the Bidder.

(c) The value of work executed shall be determined, based on measurements by the Assessor & Collector

(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) The Assessor & Collector 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. (g) The bidder shall submit all bills on the printed forms at the office of Officer In-charge. The charges to be made in the bills shall always be entered at the rates specified in tender.

33. Payments

Payments shall be adjusted for deductions for advance payments, retention,

security deposit, other recoveries in terms of the Contract and taxes at source, as applicable under the law. The Employer shall pay the Bidder the amounts certified by the Assessor & Collector within 15 days of the date of each certificate.

All sums payable by a bidder by way of compensation under any of these conditions, shall be considered as a reasonable compensation to be applied to the use of BMC without reference to the actual loss or damage sustained and whether any damage has or has not been sustained.

No payment shall be made for any work estimated to cost less than Rupees One Thousand till after the whole of work shall have been completed and the certificate of completion given. But in case of works estimated to cost more than Rs. One Thousand, the bidder shall on submitting a monthly bill therefore be entitled to receive payment proportionate to the part of the work than approved and passed by the Engineer In-charge, whose certificate of such approval and passing of the sum so payable shall be final and conclusive against the bidder. All such intermediate payments shall be regarded as payments by way of advance against the final payments only or any part thereof in any respect or the offering of any claim not shall it conclude, determine or effect in any other way, the powers of the Officer In-charge as to the final settlement and adjustment of the accounts or otherwise, or in any other way vary or effect the contract. The final bill shall be submitted by the Bidder within one month of the date fixed for the completion of the work otherwise the Officer In-charge's certificate of the measurements and of the total amount payable for the work shall be final and binding on all parties.

34. The Bidder shall not be entitled to compensation to the extent that the Employer's interests are adversely affected by the Bidder for not having given early warning or not having cooperated with the Engineer.

35. Tax

GST and other state levies / cess which are not subsumed under GST will be applicable. The bidder will quote inclusive of all taxes. It is clearly understand that BMC will not bear any additional liability towards payment of any Taxes & Duties.

Wherever the Services to be provided by the Bidders falls under Reverse Charge Mechanism, the Price quoted shall be exclusive of GST, but inclusive of Taxes / Duties / Cess other than GST, if any.

The Bidder shall mandatorily upload the information of applicable tax in the pro-forma

as enclosed under 'Special Annexure-I' given below in 'C' folder. Wherein the bidder shall indicate in the tabular format, all the applicable taxes and their percentages and the tax amount considered while quoting the tender.

Rates accepted by BMC shall hold good till completion of work and no additional individual claim shall be admissible on account of fluctuations in market rates, increase in taxes / any other levies / tolls etc. except that payment / recovery for overall market situation shall be made as per price variation.

"Chapter 'XXI Miscellaneous, section 171 (1) of GST Act, 2017 governs the 'Anti Profiteering Measure' (APM).

As per provision of section, 'Any reduction in rate of tax on any supply of goods or services or the benefit of input tax credit shall be passed on to the recipient by way of commensurate reduction in prices.'

Accordingly, the bidder should pass on the complete benefit accruing to him on account of reduced tax rate or additional input tax credit, to BMC. Further, all the provisions of GST Act will be applicable to the tender. "

36. Currencies

All payments will be made in Indian Rupees.

37. Liquidated Damages

Both, the Bidder and the Employer have agreed that it is not feasible to precisely estimate the amount of losses due to delay in completion of works and the losses to the public and the economy, therefore, both the parties have agreed that the Bidder shall pay liquidated damages to the Employer and not by way of penalty, at the rate per week or part thereof stated in the Contract Data for the period that the Completion Date is later than the Intended Completion Date. Liquidated damages at the same rates shall be withheld if the Bidder fails to achieve the milestones prescribed in the Contract Data. However, in case the Bidder achieves the next milestone, the amount of the liquidated damages already withheld shall be restored to the Bidder by adjustment in the next payment certificate. The Employer and the bidder have agreed that this is a reasonable agreed amount of liquidated damage. The Employer may deduct liquidated damages from payments due to the Bidder. Payment of liquidated damages shall not affect the Bidder's other liabilities.

38. Cost of Repairs

Loss or damage to the Works or Materials to be incorporated in the Works between the

Start Date and the end of the Defects Correction periods shall be remedied by the Bidder at his cost if the loss or damage arises from the Bidder's acts or omissions.

E. Finishing the Contract

39. Completion of Construction and Maintenance

The Bidder shall request the Assessor & Collector to issue a certificate of completion of the works, and the Assessor & Collector will do so upon deciding that the works is completed. This shall be governed as per clause no. 8(g) of Standard General Conditions of Contract.

40. Taking Over

The Employer shall take over the works within seven days of the Assessor & Collector issuing a certificate of completion of works. The Bidder shall continue to remain responsible for its routine maintenance during the maintenance period if specified in the contract.

41. Final Account

Final joint measurement along with the representatives of the bidder should be taken recorded and signed by the Bidders. Bidders should submit the final bill within 1 month of physical completion of the work.

If the bidder fails to submit the final bill within 1 month, the BMC staff will prepare the final bill based on the joint measurement within next 3 months.

Assessor & Collector's decision shall be final in respect of claims for defect and pending claims against bidders.

No further claims should be made by the Bidder after submission of the final bill and these shall be deemed to have been waived and extinguished. Payment of those items of the bills in respect of which there is no dispute and of items in dispute, for quantities and rates as approved by the Commissioner shall be made within a reasonable period as may be necessary for the purpose of verification etc.

After payment of the final bill as aforesaid has been made, the bidder may, if he so desires, reconsider his position in respect of a disputed portion of the final bills and if he fails to do so within 84 days, his disputed claim shall be dealt with as provided in the contract.

A percentage of the retention money, over and above the actual retention money as indicated below shall be held back from payments till the finalization of final bill to be submitted as per above and will be paid within 30 days of acceptance of the final bill.

Sr. No.	Amount of Contract Cost	Minimum Payable amount in the bill
1	Up to Rs. 5 Cr.	Rs.10 Lacs or final bill whichever is more
2	Up to Rs. 25 Cr.	Rs.1 Crore or final bill amount whichever is more
3	Up to Rs. 50 Cr.	Rs.2 Crores or final bill amount whichever is more
4	Up to Rs. 100 Cr.	Rs.4 Crore or final bill amount whichever is more
5	More than Rs. 100 Cr.	Rs.7 Crore or final bill amount whichever is more

The bidder has to submit the bill for the work carried out within 15 days from the date of completion of the work to the respective executing department. If the bidder fails to submit their bills to concerned executing department, penalty or action as shown below will be taken for each delayed bill:-

After 15 days from the date of completion/running bill upto certain date, upto next 15 days i.e. upto 30 days	Equal to 5% of bill amount
Next 15 days upto 45 days from the date of completion/running bill upto specified date	Equal to 10% of bill amount
If not submitted within 45 days from the date of completion/ R.A. bill	Bill will not be admitted for payment.

42. Operating and Maintenance Manuals

~~— If "as built" Drawings and/or operating and maintenance manuals are required, the Bidder shall supply them by the dates stated in the Contract Data.~~

~~— If the Bidder does not supply the Drawings and/or manuals by the dates stated in the Contract Data, or they do not receive the Assessor & Collector's approval, the Assessor & Collector shall withhold the amount stated in the Contract Data from payments due to the Bidder.~~

43. Termination

The Employer or the Bidder may terminate the Contract if the other party causes a fundamental breach of the Contract.

Fundamental breaches of Contract shall include, but shall not be limited to, the following:

- a) the Bidder stops work for 30 days when no stoppage of work is shown on the current

Programme and the stoppage has not been authorized by the Assessor & Collector

- b) the Bidder is declared as bankrupt or goes into liquidation other than for approved reconstruction or amalgamation;
- c) the Assessor & Collector gives Notice that failure to correct a particular Defect is a fundamental breach of Contract and the Bidder fails to correct it within a reasonable period of time determined by the Assessor & Collector
- d) the Bidder does not maintain a Security, which is required;
- e) the Bidder has delayed the completion of the Works by the number of days for which the maximum amount of liquidated damages can be paid, as defined in relevant clause.
- f) the Bidder fails to provide insurance cover as required under relevant clause.
- g) if the Bidder, in the judgment of the Employer, has engaged in the corrupt or fraudulent practices as defined in GCC in competing for or in executing the Contract.
- h) if the Bidder fails to set up a field laboratory with the prescribed equipment, within the period specified in the Contract Data; and
- i) any other fundamental breaches as specified in the Contract Data.
- j) if the Bidder fails to deploy machinery and equipment or personnel as specified in the Contract Data at the appropriate time.

When either party to the contract gives notice of a breach of contract to the Assessor & Collector for a cause other than those listed above, the Assessor & Collector shall decide whether the breach is fundamental or not.

Notwithstanding the above, the Employer may terminate the Contract for convenience.

If the Contract is terminated, the Bidder shall stop work immediately, make the Site safe and secure, and leave the Site as soon as reasonably possible.

44. Payment upon Termination

If the Contract is terminated because of a fundamental breach of Contract by the Bidder, the Engineer shall issue a certificate for value of the work done and materials ordered less liquidated damages, if any, less advance payments received up to the date of the issue of the certificate and less the percentage to apply to the value of the work not completed, as indicated in the Contract Data. If the total amount due to the Employer exceeds any payment due to the Bidder, the difference shall be recovered from the security deposit, and performance security. If any amount is still left un-recovered it will be a debt due from the Bidder to the Employer

If the Contract is terminated at the Employer's convenience, the Engineer shall issue a

certificate for the value of the work done, the reasonable cost of removal of Equipment, repatriation of the Bidder's personnel employed solely on the Works, and the Bidder'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.

45. Property

All Materials on the Site, Plant, Equipment, Temporary Works, and Works shall be deemed to be the property of the Employer for use for completing balance-work if the Contract is terminated because of the Bidder's default, till the Works is completed after which it will be transferred to the Bidder and credit, if any, given for its use.

46. Release from Performance

If the Contract is frustrated by the outbreak of war or by any other event entirely outside the control of the Employer or the Bidder, the Assessor & Collector shall certify that the Contract has been frustrated. The Bidder shall make the Site safe and stop work as quickly as possible after receiving this certificate and shall be paid for all work carried out before receiving it and for any work carried out afterwards to which a commitment was made.

Other Conditions of Contract

47. Labour

The Bidder 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.

The Bidder shall, if required by the Assessor & Collector, deliver to the Assessor & Collector a return in detail, in such form and at such intervals as the Assessor & Collector may prescribe, showing the staff and the number of the several classes of labour from time to time employed by the Bidder on the Site and such other information as the Assessor & Collector may require.

48. Compliance with Labour Regulations

(a) During continuance of the Contract, the Bidder and his sub-Bidders 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.

(b) Furthermore, the Bidder shall keep the Employer indemnified in case any action is taken against the Employer by the competent authority on account of contravention of any of the provisions of any Act or rules made there under, regulations or notifications including amendments. If the Employer is caused to pay or reimburse, such amounts as may be necessary to cause or observe, or for non-observance of the provisions stipulated in the notifications/bye laws/Acts/Rules/regulations including amendments, if any, on the part of the Bidder, the Assessor & Collector /Employer shall have the right to deduct any money due to the Bidder including his amount of performance guarantee. The Employer/ Assessor & Collector shall also have right to recover from the Bidder any sum required or estimated to be required for making good the loss or damage suffered by the Employer.

(c) The Bidder shall require his employees to obey all applicable laws, including those concerning safety at work.

(d) The employees of the Bidder and the Sub-Bidder in no case shall be treated as the employees of the Employer at any point of time.

49. Drawings and Photographs of the Works

The Bidder shall do photography/video photography of the site firstly before the start of the work, secondly mid-way in the execution of different stages of work as required by Officer In-charge and lastly after the completion of the work. No separate payment will be made to the Bidder for this.

The Bidder shall not disclose details of Drawings furnished to him and works on which he is engaged without the prior approval of the Assessor & Collector in writing. No photograph of the works or any part thereof or plant employed thereon, except those permitted under above clause, shall be taken or permitted by the Bidder to be taken by any of his employees or any employees of his sub-Bidders without the prior approval of the Assessor & Collector in writing. No photographs/ Video photography shall be published or otherwise circulated without the approval of the Assessor & Collector in writing.

50. The Apprentices Act, 1961

The Bidder shall duly comply with the provisions of the Apprentices Act 1961 (III of 1961), the rules made there under and the orders that may be issued from time to time under the said Act and the said Rules and on his failure or neglect to do so, he shall be subject to all liabilities and penalties provided by the said Act and said Rules.

54 Contract Document

The documents forming the contract are to be taken as mutually explanatory of one another.

Unless otherwise provided in the contract, the priority of the documents forming the contract shall be as follows:-

- 1) Contract Agreement (if completed)
- 2) The letter of Acceptance
- 3) The Bid:
- 4) Addendum to Bid; if any
- 5) Tender Document
- 6) The Bill of Quantities:
- 7) The Specification:
- 8) Detailed Engineering Drawings
- 9) Standard General Conditions of Contracts (GCC)
- 10) All correspondence documents between bidder/bidder and BMC.

55. Conflict of Interest

The Applicant shall not have a conflict of interest (the “Conflict of Interest”) that affects the Bidding Process. Any Applicant found to have a Conflict of Interest shall be disqualified. An Applicant shall be deemed to have a Conflict of Interest affecting the Bidding Process, if

1. A constituent of such Applicant is also a constituent of another Applicant; or
2. Such Applicant has the same legal representative for purposes of this Application as any other Applicant; or
3. Such Applicant, or any Associate thereof has a relationship with another Applicant, or any Associate thereof, directly or through common third party/ parties, that puts either or both of them in a position to have access to each other’s information about, or to influence the Application of either or each other; or
4. The Applicant shall be liable for disqualification if any legal, financial or technical adviser of the Authority in relation to the Project is engaged by the Applicant, its Member or any Associate thereof, as the case may be, in any manner for matters related to or incidental to the Project. For the avoidance of doubt, this disqualification shall not apply where such adviser was engaged by the Applicant, its Member or Associate in the past but its assignment expired or was terminated 6 (six) months prior to the date of issue of this TENDER. Nor will this disqualification apply where such adviser is engaged after a period of 3 (three) years from the date of commercial operation of the Project.

56. Applications and costs thereof

No Applicant shall submit more than one Application for the Project. An applicant applying individually shall not be entitled to submit another application either individually. The Applicant shall be responsible for all of the costs associated with the preparation of their Applications and their participation in the Bid Process. The Authority will not be responsible or in any way liable for such costs, regardless of the conduct or outcome of the Bidding Process.

57. Acknowledgment by Applicant

It shall be deemed that by submitting the Application, the Applicant has:

- a. made a complete and careful examination of the tender;
- b. received all relevant information requested from the Authority;
- c. accepted the risk of inadequacy, error or mistake in the information provided in the tender or furnished by or on behalf of the Authority relating to any of the matters referred; and
- d. Agreed to be bound by the undertakings provided by it under and in terms hereof. “The Authority” shall not be liable for any omission, mistake or error in respect of any of the above or on account of any matter or thing arising out of or concerning or relating to the TENDER or the Bidding Process, including any error or mistake therein or in any information or data given by the Authority.

58. Right to accept or reject any or all Applications/ Bids

Notwithstanding anything contained in this TENDER, “The Authority” reserves the right to accept or reject any Application and to annul the Bidding Process and reject all Applications/ Bids, at any time without any liability or any obligation for such acceptance, rejection or annulment, and without assigning any reasons therefore. In the event that the Authority rejects or annuls all the Bids, it may, in its discretion, invite all eligible Bidders to submit fresh Bids hereunder.

“The Authority” reserves the right to reject any Application and/ or Bid if:

- (a) at any time, a material misrepresentation is made or uncovered, or
- (b) the Applicant does not provide, within the time specified by the Authority, the supplemental information sought by the Authority for evaluation of the Application.

In case it is found during the evaluation or at any time before signing of the Agreement or after its execution and during the period of subsistence thereof including the concession thereby granted by “The Authority”, that one or more of the pre-qualification conditions have not been met by the Applicant, or the Applicant has made material misrepresentation or has given any materially incorrect or false information, the Applicant shall be disqualified forthwith if not yet

appointed as the Successful Bidder either by issue of the LOA (Letter of Approval) or entering into of the Agreement, and if the Applicant has already been issued the LOA or has entered into the Concession Agreement, as the case may be, the same shall, notwithstanding anything to the contrary contained therein or in this TENDER, be liable to be terminated, by a communication in writing by “The Authority” to the Applicant, without the Authority being liable in any manner whatsoever to the Applicant and without prejudice to any other right or remedy which the Authority may have under this TENDER, the Bidding Documents, the Concession Agreement or under applicable law.

“The Authority” reserves the right to verify all statements, information and documents submitted by the Applicant in response to the TENDER. Any such verification or lack of such verification by the Authority shall not relieve the Applicant of its obligations or liabilities hereunder nor will it affect any rights of the Authority there under.

59 The bid shall be rejected if the bidder-

- a. Stipulates the validity period less than 180 days.
- b. Stipulates own condition/conditions.
- c. Does not fill and (digital) sign undertaking forms, which are incorporated, in the document.

60 Clarifications

Applicants requiring any clarification on the tender may notify “the Authority” in writing or by fax or e-mail. They should send in their queries before the date specified in the header data. “The Authority” shall Endeavour to respond to the queries within the period specified therein. The responses will be sent by fax and/or e-mail. The Authority will forward all the queries and its responses thereto, to all purchasers of the TENDER without identifying the source of queries.

“The Authority” shall Endeavour to respond to the questions raised or clarifications sought by the Applicants. However, the Authority reserves the right not to respond to any question or provide any clarification, in its sole discretion, and nothing in this Clause shall be taken or read as compelling or requiring the Authority to respond to any question or to provide any clarification, but not later than the date provided in header data.

“The Authority” may also on its own motion, if deemed necessary, issue interpretations and clarifications to all Applicants. All clarifications and interpretations issued by the Authority shall be deemed to be part of the tender. Verbal clarifications and information given by Authority or its employees or representatives shall not in any way or manner be binding on the Authority.

61. Amendment of tender

At any time prior to the deadline for submission of Application, the Authority may, for any reason, whether at its own initiative or in response to clarifications requested by an

Applicant, modify the tender by the issuance of Addendum.

Any Addendum thus issued will be sent in writing/ Fax/ Email to all those who have purchased the tender.

In order to afford the Applicants a reasonable time for taking an Addendum into account, or for any other reason, the Authority may, in its sole discretion, extend the Application Due Date.

Preparation and Submission of Application

62. Language

The Application and all related correspondence and documents in relation to the Bidding Process shall be in English language. Supporting documents and printed literature furnished by the Applicant with the Application may be in any other language provided that they are accompanied by translations of all the pertinent passages in the English language, duly authenticated and certified by the Applicant. Supporting materials, which are not translated into English, may not be considered. For the purpose of interpretation and evaluation of the Application, the English language translation shall prevail.

63. Format and signing of Application

The Applicant shall provide all the information sought under this TENDER. The Authority will evaluate only those Applications that are received in the required formats and complete in all respects. Incomplete and /or conditional Applications shall be liable to rejection.

The Applicant will upload bid in One Folder in electronic form which shall contain the scanned certified copies of the documents given below and the documents uploaded has to be digitally signed by the bidder. These copies shall be certified by Practicing Notary approved by the Govt. of Maharashtra or Govt. of India with his stamp, clearly stating his name & registration number, except where original documents are demanded

64. Marking of Applications

The Applicant shall submit the Application in the format specified at Appendix-I, together with the documents, upload in folder as “VENDOR” together with their respective enclosures

Applications submitted by fax, telex, telegram shall not be entertained and shall be rejected outright.

65. Late Applications

Applications received by the Authority after the specified time on the Application Due Date

shall not be eligible for consideration and shall be summarily rejected.

66. Confidentiality

Information relating to the examination, clarification, evaluation, and recommendation for the short-listed qualified Applicants shall not be disclosed to any person who is not officially concerned with the process or is not a retained professional advisor advising the Authority in relation to or matters arising out of, or concerning the Bidding Process. The Authority will treat all information, submitted as part of Application, in confidence and will require all those who have access to such material to treat the same in confidence. The Authority may not divulge any such information unless it is directed to do so by any statutory entity that has the power under law to require its disclosure or is to enforce or assert any right or privilege of the statutory entity and/ or the Authority or as may be required by law or in connection with any legal process.

67. Clarifications Of Financial Bids

To assist in the examination, evaluation and comparison of Bids, the Assessor & Collector may, at his discretion, ask any bidder for clarification of his Bid, including breakdown of unit rates. The request for clarification and the response shall be in writing or by post/facsimile/e-mail. No Bidder shall contact the Engineer on any matter relating to his bid from the time of the bid opening to the time the contract is awarded. Any effort by the Bidder to influence the Assessor & Collector in the Assessor & Collector's bid evaluation, bid comparison or contract award decisions may result in the rejection of the Bidder's bid.

68 Inspection of site and sufficiency of tender:

1. The Bidder shall inspect and examine the site and its surrounding and shall satisfy himself before submitting his tender as to the nature of the work (so far as is practicable), the form and nature of the site, the quantities and nature of the work and materials necessary for the completion of the works and means of access to the site, the accommodation he may require and in general shall himself obtain all necessary information as to risk, contingencies and other circumstances which may influence or affect his tender. He shall also take into consideration the climatic conditions.
2. – Deleted-
3. The Bidder shall be deemed to have satisfied himself before tendering as to the correctness and sufficiency of his tender for the works and of the rates and prices quoted in the schedule of works / items / quantities, or in Bill of Quantities, which rates and prices shall, except as

otherwise provided cover all his obligations under the Contract and all matters and things necessary for proper completion and maintenance of the works. No extra charges consequent on any misunderstanding.

4. Not Foreseeable Physical Obstructions or Conditions: If, however, during the execution of the Works the Bidder encounters physical obstructions or physical conditions, other than climatic conditions on the Site, which obstructions or conditions were, in his opinion, not foreseeable by an experienced bidder, the Bidder shall forthwith give notice thereof to the Assessor & Collector. On receipt of such notice, the Assessor & Collector shall, if in his opinion such obstructions or conditions could not have been reasonably foreseen by an experienced bidder, after due consultation with the Bidder, determine:

- any extension of time to which the Bidder is entitled and
- The amount of any costs which may have been incurred by the Bidder by reason of such obstructions or conditions having been encountered, which shall be added to the Contract Price.
- and shall notify the Bidder accordingly. Such determination shall take account of any instruction which the Assessor & Collector may issue to the Bidder in connection therewith, and any proper and reasonable measures acceptable to the Assessor & Collector which the Bidder may take in the absence of specific instructions from the Assessor & Collector. However such costing shall be got approved by the competent authority as governed vide rules prevailing with authority.

5. Deleted-

6. Deleted-

7. Deleted-

8. Deleted-

69. Official Secrecy:

The Bidder shall of all the persons employed in any works in connection with the contract that the India Official Secrets Act 1923 (XIX of 1923) applies to them and will continue to apply even after execution of the said works and they will not disclose any

information regarding this contract to any third party. The bidder shall also bring into notice that, any information found to be leaked out or disclosed the concern person as well as the Bidder will be liable for penal action; further the Corporation will be at liberty to terminate the contract without notice.

70. Subsequent Legislation:

If on the day of submission of bids for the contract, there occur changes to any National or State statute, Ordinance, decree or other law or any regulation or By-laws or any local or other duly constituted authority or the introduction of any such National or State Statute, Ordinance, decree or by which causes additional or reduced cost to the Bidder, such additional or reduced cost shall, after due consultation with the Bidder, be determined by the concerned Department of BMC and shall be added to or deducted from the Contract Price with prior approval of competent authority and the concerned Department shall notify the Bidder accordingly with a copy to the Employer. BMC reserve the right to take decision in respect of addition/reduction of cost in contract.

71. Patent, Right and Royalties:

The bidder shall save harmless and indemnify the Corporation from and against all claims and proceedings for or on account of infringement of any Patent rights, design trademark or name of other protected rights in respect of any constructional plant, machine work, or material used for or in connection with the Works or any of them and from and against all claims, proceedings, damages, costs, charges and expenses whatsoever in respect thereof or in relation thereto. Except where otherwise specified, the bidder shall pay all tonnage and other royalties, rent and other payments or compensation, if any, for getting stone, sand, gravel, clay or other materials required for the works or any of them.

72. Payments, Tax and Claims:

- **The limit for unforeseen claims**

Under no circumstances whatever the bidder shall be entitled to any compensation from BMC on any account unless the bidder shall have submitted a claim in writing to the Officer-in-charge within 1 month of the case of such claim occurring.

- **No interest for delayed payments due to disputes, etc:**

It is agreed that the Brihanmumbai Municipal Corporation or its Assessor & Collector or Officer shall not be liable to pay any interest or damage with respect of any moneys or balance which may be in its or its Assessor & Collector's or officer's hands owing to any dispute or difference or claim or misunderstanding between the Brihanmumbai Municipal Corporation or its Assessor & Collector or Officer on the one hand and the bidder on the other, or with respect to any delay on the part of the Brihanmumbai Municipal Corporation or its Assessor & Collector or Officers in making periodical or final payments or in any other respect whatever.

73. Settlement of Disputes:

- **Termination of contract for death**

If the Bidder is an individual or a proprietary concern and the individual or the proprietor dies and if the Bidder is a partnership concern and one of the legal representative of the individual Bidder or the proprietor of the proprietary concern and in case of partnership, the surviving partners, are capable of carrying out and completing the contract, the Commissioner shall be entitled to cancel the contract as to its uncompleted part without the Corporation being in any way liable to payment of any compensation to the estate of the deceased Bidder and or to the surviving partners of the Bidder's firm on account of the cancellation of the contract. The decision of the Commissioner that the legal representative of the deceased Bidder or surviving partners of the Bidder's firm cannot carry out and complete the contract shall be final and binding on the parties. In the event of such cancellation the Commissioner shall not hold estate of the deceased Bidder and or surviving partners of the Bidder's firm liable in damages for not completing the contract.

- **Settlement of Disputes:**

If any dispute or differences of any kind whatsoever other than those in respect of which, the decision of any person is, by the Contract, expressed to be final and binding) shall arise between the Employer and the Bidder or the Assessor & Collector and the Bidder in connection with or arising out of the Contract or carrying out of the Works (Whether during the progress of the Works or after their completion and whether before or after the termination, abandonment or breach of the Contract) it, the aggrieved party may refer such dispute within a period of 7 days to the concerned Addl. Municipal Commissioner who shall constitute a committee comprising of three officers i.e. concerned Deputy Municipal Commissioner or Director (ES&P), Chief Engineer other than the Assessor & Collector of the Contract and concerned Chief Accountant. The Committee shall give decision in writing within 60 days. Appeal on the Order of the Committee may be referred to the Municipal Commissioner within 7 days. Thereafter the Municipal Commissioner shall constitute a Committee comprising of three Addl. Municipal Commissioners including Addl. Municipal Commissioner in charge of Finance Department. The Municipal Commissioner within a period of 90 days after being requested to do so shall give written notice of committee's decision to the Bidder. Save as herein provided such decision in respect of every matter so referred shall be final and binding upon both parties until the completion of the works, and shall forthwith be given effect to by the Bidder who shall proceed with the works with due diligence, whether he requires arbitration as hereinafter provided or not. If the Commissioner has given written notice of the

decision to the Bidder and no Claim to arbitration has been communicated within a period of 90 days from receipt of such notice the said decision shall remain final and binding upon the Bidder.

74. Arbitration and Jurisdiction:

If the Commissioner shall fail to give notice of the decision as aforesaid within a period of 90 days after being requested as aforesaid, or if the Bidder be dissatisfied with any such decision, then and in any such case the Bidder may within 90 days after receiving notice of such decision or within 90 days after the expirations of the first named period of 90 days (as the case may be) require that the matter or matters in dispute be referred to arbitration as hereinafter provided. All disputes or differences in respect of which the decision (if any) of the Commissioner has not become final and binding as aforesaid shall be finally settled by Arbitration as follows:

Arbitration shall be effected by a single arbitrator agreed upon the parties. The arbitration shall be conducted in accordance with the provisions of the Arbitration Act, 1996 or any statutory modifications thereof, and shall be held at such place and time within the limits of Brihanmumbai as the arbitrator may determine. The decision of the arbitrator shall be final and binding upon the parties hereto and the expense of the arbitration shall be paid as may be determined by the arbitrator. Performance under the Contract shall, if reasonably be possible, continued during the arbitration proceedings and payment due to the Bidder by the Employer shall not be withheld unless they are the subject matter of arbitration proceedings. The said arbitrator shall have full power to open up, review and revise any decision, opinion, direction, certification or valuation of the Commissioner and neither party shall be limited in the proceedings before such arbitrator to the evidence or arguments put before the Commissioner for the purpose of obtaining his said decision. No decision given by the Commissioner in accordance with the foregoing provisions shall disqualify him from being called as a witness and giving evidence before the arbitrator on any matters whatsoever relevant to the disputes or difference referred to the arbitrator as aforesaid. All awards shall be in writing and for claims equivalent to 5,00,000 or more such awards shall state reasons for amounts awarded. The expenditure of arbitration shall be paid as may be determined by arbitrator.

In case of any claim, dispute or difference arising in respect of a contract, the cause of action thereof shall be deemed to have arisen in Mumbai and all legal proceedings in respect of any claim, dispute or difference shall be instituted in a competent court in the City of Mumbai only.

75. Copyright:

The copyright of all drawings and other documents provided by the Bidder under the contract shall remain vested in the Bidder or his sub-bidders as the case may be the employer shall have a license to use such drawings and other documents in connection with the design, construction, operation, maintenance of the works. At any time the Employer shall have further license without additional payment to the Bidder to use any such drawings or documents for the purpose of making any improvement of the works or enlargement or duplication of any part thereof, provided that such improvement, enlargement, or duplication by itself or in conjunction with any other improvements, enlargements or duplications already made in accordance with the further license does not result in the duplication of the whole works.

76. Receipts to be signed in firm's name by any one of the partners:

Every receipt for money which may become payable or for any security which may become transferable to the Bidder under these present shall, if signed in the partnership name by any one of the partners, be a good and sufficient discharge to the Commissioner and Municipal Corporation in respect of the money or security purporting to be acknowledged thereby, and in the event of death of any of the partners during the pendency of this contract, it is hereby expressly agreed that every receipt by any one of the surviving partners shall, if so signed as aforesaid, be good and sufficient discharge as aforesaid provided that nothing in this clause contained shall be deemed to prejudice or effect any claim which the Commissioner or the Corporation may hereafter have against the legal representatives of any partners so dying or in respect of any breach of any of the conditions thereof, provided also that nothing in this clause contained shall be deemed prejudicial or affect the respective rights or obligations of the Bidders and of the legal representatives of any deceased Bidders interest.

77. Proprietary data

All documents and other information supplied by the Authority or submitted by an Applicant to the Authority shall remain or become the property of the Authority. Applicants are to treat all information as strictly confidential and shall not use it for any purpose other than for preparation and submission of their Application. The Authority will not return any Application or any information provided along therewith.

78. Correspondence with the Applicant

Save and except as provided in this TENDER, the Authority shall not entertain any correspondence with any Applicant in relation to the acceptance or rejection of any Application.

79. – Deleted-

80. – Deleted-

81. Payment:

Interim Payment:

i) Interim bills shall be submitted by the Bidder from time to time (but at an interval of not less than one month) for the works executed. The Assessor & Collector shall arrange to have the bills verified by taking or causing to be taken, where necessary, the requisite measurement of work.

ii) Payment on account for amount admissible shall be made on the Assessor & Collector certifying the sum to which the Bidder is considered entitled by way of interim payment for all the work executed, after deducting there from the amount already paid, the security deposit / retention money and such other amounts as may be deductible or recoverable in terms of the contract.

iii) On request, the bidder will be paid up to 75 percent of the value of the work carried out as an adhoc payment in the first week of next month after deducting there from recoveries on account of advances, interest, retention money, income tax etc. The balance payment due will be paid thereafter.

iv) No interim payment will be admitted until such time the Bidder have fully complied with the requirement of the Condition no.8 (g) and 8 (h) concerning submission and approval of Network Schedule for the works, as detailed in Condition 8 (h). A fixed sum shall be held in abeyance at the time of next interim payment for non-attainment of each milestone in the network and shall be released only on attainment of the said milestone.

v) An interim certificate given relating to work done or material delivered may be modified or corrected by a subsequent interim certificate or by the final certificate. No certificate of the Assessor & Collector supporting an interim payment shall of itself be conclusive evidence that any work or materials to which it relates is / are in accordance with the contract.

82 Banning/De-Registration of Agencies of Construction works in BMC

- **The regulations regarding Demotion/ Suspension Banning for specific period or permanently / De-Registration shall be governed as per the respective condition in Bidder Registration Rules of BMC.**

83. – Deleted-

84. – Deleted_ -

85. Action and Compensation Payable In Case Of Bad Work and Not Done as Per

Specifications

All works under or in course of execution or executed in pursuance of the contract, shall at all times be open and accessible to the inspection and supervision of the Officer-in-charge, his authorized subordinates in charge of the work and all the superior officers, officer of the Vigilance Department of the BMC or any organization engaged by the BMC for Quality Assurance and the bidder shall, at all times, during the usual working hours and at all other times at which reasonable notice of the visit of such officers has been given to the bidder, either himself be present to receive orders and instructions or have a responsible agent duly accredited in writing, present for that purpose. Orders given to the Bidder's agent shall be considered to have the same force as if they had been given to the bidder himself.

If it shall appear to the Officer-in-charge or his authorized subordinates in-charge of the work or to the officer of Vigilance Department, that any work has been executed with unsound, imperfect or unskillful workmanship or with materials of any inferior description, or that any materials or articles provided by him for the execution of the work are unsound or of a quality inferior to that contracted for or otherwise not in accordance with the contract, the bidder shall, on demand in writing which shall be made within twelve months of the completion of the work from the Officer-in-charge specifying the work, materials or articles complained of notwithstanding that the same may have been passed, certified and paid for forthwith rectify, or remove and reconstruct the work so specified in whole or in part, as the case may require or as the case may be, remove the materials or articles so specified and provide other proper and suitable materials or articles at his own charge and cost. In the event of the failing to do so within a period specified by the Officer-in-charge in his demand aforesaid, then the bidder shall be liable to pay compensation at the same rate as under clause 8.e. of the general condition of contract in section 9 of tender document (for Compensation for delay) for this default. In such case the Officer-in-charge may not accept the item of work at the rates applicable under the contract but may accept such items at reduced rates as the Assessor & Collector in charge may consider reasonable during the preparation of on account bills or final bill if the item is so acceptable without detriment to the safety and utility of the item and the structure or he may reject the work outright without any payment and/or get it and other connected and incidental items rectified, or removed and re-executed at the risk and cost of the bidder. Decision of the Officer-in-Charge to be conveyed in writing in respect of the same will be final and binding on the bidder.

If the penalisation amount exceeds maximum limit with respect to Clause 8.e of Standard

General Conditions of Contract, then a show cause notice shall necessarily be issued to the contract as to why the contract should not be terminated.

86. Bidders remain liable to pay compensation:

In any case in which any of the powers conferred upon the Officer-in-charge by the relevant clauses in documents that form a part of contract as exercised or is exercisable in the event of any future case of default by the Bidder, he is declared liable to pay compensation amounting to the whole of his security deposit. The liability of the Bidder for past and future compensation shall remain unaffected.

In the event of the Dy.Assessor & Collector taking action against these relevant clauses, he may, if he so desires, take possession of all or any tools and plant, materials and stores in or upon the work of site thereof or belonging to the Bidder or procured by him and intended to be used for the execution of the work or any part thereof paying or allowing for the same in account at the contract rates, or in the case of contract rates not being applicable at current market rates to be certified by the Dy.Assessor & Collector, may after giving notice in writing to the Bidder or his staff of the work or other authorized agent require him to remove such tools and plants, materials or stores from the premises within a time to be specified in such notice and in the event of the Bidder failing to comply with any such requisition, the Dy.Assessor & Collector may remove them at the bidders expense or sell them by auction or private sell on account of the Bidder at his risk in all respects and certificate of the Dy.Assessor & Collector as to the expense of any such removal and the amount of the proceeds an expense of any such sell be final and conclusive against the Bidder.

87. No Claim to Any Payment Or Compensation Or Alteration In Or Restriction Of Work

(a) If at any time after the execution of contract documents, the Assessor & Collector shall for any reason whatsoever, desires that the whole or any part of the works specified in the Tender should be suspended for any period or that the whole or part of the work should not be carried out, at all, he shall give to the Bidder a Notice in writing of such desire and upon the receipt of such notice, the Bidder shall forthwith suspend or stop the work wholly or in part as required after having due regard to the appropriate stage at which the work should be stopped or suspended so as not to cause any damage or injury the work already done or endanger the safety thereof, provided that the decision of the Assessor & Collector as to the stage at which the work or any part of it could be or could have been safely stopped or suspended shall be final and conclusive against the bidder.

The Bidder shall have no claim to any payment or compensation whatsoever by reason of or in

pursuance of any notice as aforesaid, on account of any suspension, stoppage or curtailment except to the extent specified hereinafter.

(b) Where the total suspension of Work Order as aforesaid continued for a continuous period exceeding 90 days the bidder shall be at liberty to withdraw from the contractual obligations under the contract so far as it pertains to the unexecuted part of the work by giving 10 days prior notice in writing to the Assessor & Collector within 30 days of the expiry of the said period of 90 days, of such intention and requiring the Engineering to record the final measurement of the work already done and to pay final bill. Upon giving such Notice, the Bidder shall be deemed to have been discharged from his obligations to complete the remaining unexecuted work under his contract. On receipt of such notice the Assessor & Collector shall proceed to complete the measurement and make such payment as may be finally due to the bidder within a period of 90 days from the receipt of such Notice in respect of the work already done by the bidder. Such payment shall not in any manner prejudice the right of the bidder to any further compensation under the remaining provisions of this clause.

(c) Where the Assessor & Collector required to Bidder to suspend the work for a period in excess of 30 days at any time or 60 days in the aggregate, the Bidder shall be entitled to apply to the Assessor & Collector within 30 days of the resumption of the work after such suspension for payment of compensation to the extent of pecuniary loss suffered by him in respect of working machinery remained ideal on the site of on the account of his having an to pay the salary of wages and labour engaged by him during the said period of suspension provided always that the bidder shall not be entitled to any claim in respect of any such working machinery, salary or wages for the first 30 days whether consecutive or in the aggregate or such suspension or in respect of any such suspension whatsoever occasion by unsatisfactory work or any other default on his part, the decision of the Assessor & Collector in this regard shall be final and conclusive against the bidder.

88. Bidder to supply equipment etc. required to carry out the work and is liable for damages arising for its non-provision

The Bidder shall supply at his own cost all material, plant, tools, appliances, implements, and temporary works requisite or proper for the proper execution of the work, whether, in the original altered or substituted form and whether included in the specification of other documents forming part of the contract or referred to in these conditions or not and which may be necessary for the purpose of satisfying or complying with the requirements of the Officer-In-Charge as to any matter as to which under these conditions is entitled to be satisfied, or

which is entitled to require together with the carriage therefore to and from the work.

The bidder shall provide all necessary fencing and lights required to protect the public from accident and shall also be bound to bear the expenses of defence of every suit, action or other legal proceedings, that may be brought by any person for injury sustained owing to neglect of the above precautions and to pay any damages and cost which may be awarded in any such suit action or proceedings to any such person or which may with the consent of the bidder be paid for compromising any claim by any such person.

89. Prevention of Fire:

The bidder shall not set fire to any standing jungle, trees, brushwood or grass without a written permit from the Engineer In-charge. When such permit is given, and also in all cases when destroying cut or dug up trees brushwood, grass, etc., by fire, the bidder shall take necessary measure to prevent such fire spreading to or otherwise damaging surrounding property. The Bidder shall make his own arrangements for drinking water for the labour employed by him.

90. Compensation for all damages done intentionally or unintentionally by bidder's labour whether in or beyond the limits of BMC property including any damage caused by spreading the fire shall be estimated by the Officer In-charge or such other officer as he may appoint and the estimate of the Officer in-charge to the decision of the Dy. Assessor & Collector on appeal shall be final and the bidder shall be bound to pay the amount of the assessed compensation on demand failing which the same will be recovered from the Bidder as damages or deducted by the Officer In-charge from any sums that may be due or become due from BMC to bidder under this Contract or otherwise. Bidder shall bear the expenses of defending any action or other legal proceedings that may be brought to prevent the spread of fire and he shall pay any damages and costs that may be awarded by the Court in consequence.

91. In the case of Tender by partners, any change in the constitution of the firm shall be forthwith, notified by the bidder through the Officer In-charge for his information.

92. Action where no specifications:

In the case of any class of work for which there is no such specifications, such works shall be carried out in accordance with the specifications and in the event of there being no such specifications, then in such case, the work shall be carried out in all respects in accordance with all instructions and requirements of the Officer In-charge.

93. Safety and medical help:

(i) The Bidder shall be responsible for and shall pay the expenses of providing medical help to any workmen who may suffer a bodily injury as a result of an accident. If such expenses are

incurred by BMC, the same shall be recoverable from the bidder forthwith and be included without prejudice to any other remedy of BMC from any amount due or that may become due to the Bidder.

(ii) The bidder shall provide necessary personal safety equipment and first-aid box for the use of persons employed on the site and shall maintain the same in condition suitable for immediate use at any time.

(iii) The workers shall be required to use the safety equipments so provided by the bidder and the bidder shall take adequate steps to ensure the proper use of equipments by those concerned.

(iv) When the work is carried on in proximity to any place where there is risk or drawing all necessary equipments shall be provided and kept ready for use and all necessary steps shall be taken for the prompt rescue of any person in danger.

94. No compensation shall be allowed for any delay caused in the starting of the work on account of acquisition of land or in the case of clearance of works, on account of any delay in according to sanction of estimates.

95. Anti-malaria and other health measures:

Anti-Malaria and other health measures shall be taken as directed by the Executive Health Officer of BMC. Bidder shall see that mosquito breeding conditions are created so as to keep vector population to minimum level. Bidder shall carry out anti-malaria measures in the area as per the guidelines issued by the Executive Health Officer of BMC from time to time.

In case of default, in carrying out prescribed anti-malaria measures resulting in increase in malaria incidence, bidder shall be liable to pay BMC on anti-malaria measures to control the situation in addition to fine.

Note:

All the latest circulars, communications, directives, related to GST shall be made applicable for the tender.

SECTION 10

FRAUD AND CORRUPT

PRACTICES

FRAUD AND CORRUPT PRACTICES

- The Applicants and their respective officers, employees, agents and advisers shall observe the highest standard of ethics during the Bidding Process. Notwithstanding anything to the contrary contained herein, the Authority may reject an Application without being liable in any manner whatsoever to the Applicant if it determines that the Applicant has, directly or indirectly or through an agent, engaged in corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice in the Bidding Process. Without prejudice to the rights of the Authority under relevant Clause herein above, if an Applicant is found by the Authority to have directly or indirectly or Through an agent, engaged or indulged in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice during the Bidding Process, such Applicant shall not be eligible to participate in any tender or RFQ issued by the Authority during a period of 2 (two) years from the date such Applicant is found by the Authority to have directly or indirectly or through an agent, engaged or indulged in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice, as the case may be.
- For the purposes of this Clause, the following terms shall have the meaning herein after respectively assigned to them:
 - A. **“corrupt practice”** means the offering, giving, receiving, or soliciting, directly or indirectly, of anything of value to influence the actions of any person connected with the Bidding Process (for avoidance of doubt, offering of employment to, or employing, or engaging in any manner whatsoever, directly or indirectly, any official of the Authority who is or has been associated in any manner, directly or indirectly, with the Bidding Process or the LOA or has dealt with matters concerning the Concession Agreement or arising there from, before or after the execution thereof, at any time prior to the expiry of one year from the date such official resigns or retires from or otherwise ceases to be in the service of the Authority, shall

be deemed to constitute influencing the actions of persons connected with the Bidding Process); or save and except as permitted under the relevant sub clause, engaging in any manner whatsoever, whether during the Bidding Process or after the issue of the LOA or after the execution of the Concession Agreement, as the case may be, any person in respect of any matter relating to the Project or the LOA or the Concession Agreement, who at any time has been or is a legal, financial or technical adviser of the Authority in relation to any matter concerning the Project;

- B. **“fraudulent practice”** means a misrepresentation or omission of facts or suppression of facts or disclosure of incomplete facts, in order to influence the Bidding Process;
- C. **“coercive practice”** means impairing or harming or threatening to impair or harm, directly or indirectly, any person or property to influence any person's participation or action in the Bidding Process;
- D. **“undesirable practice”** means (i) establishing contact with any person connected with or employed or engaged by the Authority with the objective of canvassing, lobbying or in any manner influencing or attempting to influence the Bidding Process; or (ii) having a Conflict of Interest; and
- E. **“Restrictive practice”** means forming a cartel or arriving at any understanding or arrangement among Applicants with the objective of restricting or manipulating a full and fair competition in the Bidding Process.
- F. If the Employer/Financier determines that the Contractor has engaged in corrupt, fraudulent, collusive, coercive or obstructive practices, in competing for or in executing the Contract, then the Employer may, after giving 14 days' notice to the Contractor, terminate the Contractor's employment under the Contract and expel him from the Site, and the provisions of relevant Clause shall apply as if such expulsion had been made.
- G. Should any employee of the Contractor be determined to have engaged in corrupt, fraudulent, collusive, coercive, or obstructive practice during the execution of the Works, then that employee shall be removed in accordance with relevant Clause. For the purposes of this Sub-Clause:
 - i. **“corrupt practice”** is the offering, giving, receiving or soliciting, directly or indirectly, of anything of value to influence improperly the actions of another party;

- ii. “another party” refers to a public official acting in relation to the procurement process or contract execution. In this context, “public official” includes Financer staff and employees of other organization staking or reviewing procurement decisions.
- iii. “fraudulent practice” is 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;
- iv. “collusive practice” is an arrangement between two or more parties designed to achieve an improper purpose, including to influence improperly the actions of another party;
- v. “coercive practice” is 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;
- vi. “obstructive practice” is deliberately destroying, falsifying, altering or concealing of evidence material to the investigation or making false statements to investigators in order to materially impede the Financier investigation into allegations of a corrupt, fraudulent, coercive or collusive practice; and/or threatening, harassing or intimidating any party to prevent it from disclosing its knowledge of matters relevant to the investigation or from pursuing the investigation; or
- vii. Acts intended to materially impede the exercise of the Financer’s inspection and audit rights provided.
- viii. “party” refers to a public official; the terms “benefit” and “obligation” relate to the procurement process or contract execution; and the “act or omission” is intended to influence the procurement process or contract execution.
- ix. “party” refers to participants in the procurement process (including public officials) attempting to establish bid prices at artificial, non competitive levels.
- x. A “party” refers to a participant in the procurement process or contract execution.

SECTION 11

PRE – BID MEETING

PREBIDMEETING

~~Pre bid meeting of the interested parties shall be convened at the designated date, time and place. A maximum of three representatives of each Applicant shall be allowed to participate on production of authority letter from the Applicant.~~

~~Office of Ch. Eng. (SWM)
3rd Floor, Khatav Bldg
., Grant Road (W) Mumbai - 400 007.~~

~~During the course of Pre bid meeting, the Applicants will be free to seek clarifications and make suggestions for consideration of the Authority. The Authority shall Endeavour to provide clarifications and such further information as it may, in its sole discretion, consider appropriate for facilitating a fair, transparent and competitive Bidding Process.~~

SECTION 12

LIST OF APPROVED BANKS

LIST OF APPROVED BANKS

1. The following Banks with their branches in Greater Mumbai and up to Virar and Kalyan have been approved only for the purpose of accepting Banker's guarantee from 1997-98 onwards until further instructions.
2. The Bankers Guarantee issued by branches of approved Banks beyond Kalyan and Virar can be accepted only if the said Banker's Guarantee is countersigned by the Manager of a branch of the same Bank, within the Mumbai Limit categorically endorsing there on that the said bankers Guarantee is binding on the endorsing Branch of the bank within Mumbai limits and is liable to be enforced against the said branch of the Bank, in case of default by the contractor/supplier furnishing the bankers Guarantee.

A	S.B. and its subsidiary Banks
1	State Bank of India.
2	State Bank of Bikaner & Jaipur.
3	State Bank of Hyderabad.
4	State Bank of Mysore.
5	State Bank of Patiala.
6	State Bank of Saurashtra.
7	State Bank of Travancore.
8	State Bank of Indore
B	Nationalized Banks
9	Allahabad Bank.
10	Andhra Bank.
11	Bank of Baroda.
12	Bank of India.
13	Bank of Maharashtra.
14	Central Bank of India.
15	Dena Bank.
16	Indian Bank.
17	Indian Overseas Bank.

18	OrientalBankofCommerce
19	PunjabNationalBank.
20	Punjab&Sindh Bank.
21	SyndicateBank.
22	Union BankOfIndia.
23	United BankOfIndia.
24	UCOBank.
25	VijayaBank.
26	CorporationBank.
27	Canarabank
C	ScheduledCommercialBanks
28	BankOfMaduraLtd.
29	BankOfRajasthanLtd.
30	BanarasStateBankLtd.
31	BharatOverseasBankLtd
32	CatholicSyrianBankLtd.
33	CityUnionBankLtd.
34	DevelopmentCreditBank.
35	DhanalakshmiBankLtd.
36	FederalBankLtd.
37	Indusind BankLtd.
38	I.C.I.C.IBankingCorporationLtd.
39	GlobalTrustBankLtd.
40	Jammu&KashmirBankLtd.
41	KarnatakaBankLtd.
42	Karur VysyaBankLtd.
43	Laxmi VilasBankLtd.
44	Nedugundi BankLtd.
45	Ratnakar BankLtd.
46	SangliBankLtd.
47	SouthIndianBankLtd.

48	S.B.ICorporation&IntBankLtd.
49	TamilnaduMercantileBankLtd.
50	UnitedWesternBankLtd.
51	VysyaBankLtd.
52	AxisBank
53	KotakMahindraBankLtd.
D	Schedule UrbanCo-op Banks
54	Abhyudaya Co-op Bank Ltd.
55	BasseinCatholicCo-opBankLtd.
56	BharatCo-opBankLtd.
57	BombayMercantileCo-opBankLtd.
58	CosmosCo-opBankLtd.
59	GreaterMumbaiCo-op Bank Ltd.
60	Janata SahakariBank Ltd.
61	TheMumbaiDistrictCentralCo-opBank Ltd.
62	TheMaharashtra State Co-op Bank Ltd.
63	New IndiaCo-op Bank Ltd.
64	NorthCanaraG.S.B.Co-opBank Ltd.
65	Rupee Co-opBank Ltd.
66	Sangli UrbanCo-opBank Ltd.
67	SaraswatCo-op Bank Ltd.
68	ShamraoVithalCo-opBank Ltd.
69	MahanagarCo-op Bank Ltd.
70	CitizenBank Ltd.
71	YesBank Ltd.
72	Punjaband Maharashtra Co-OpBankLtd.
73	ThaneJanataSahakariBankLtd.
E	ForeignBank
74	ABNAMRO(N.V.)Bank.
75	AmericanExpress Bank Ltd.
76	ANZGrindlays Bank Ltd.

77	BankOf AmericaN.T.&S.A.
78	BankOf Tokyo Ltd.
79	Banqueindosuez.
80	Banque National DeParis.
81	Barclaysbank.
82	CitiBank N.A.
83	Hongkong & Shanghaibanking Corporation.
84	Mitsui Taiyokbe Bank Ltd.
85	StandardCharteredBank.
86	ChoHung Bank.
87	HDFCBank
88	IDBIBank

SECTION 13
APPENDIX , ANNEXURE,
PROFORMA

FORM OF TENDER

To,
The Municipal Commissioner, for Brihanmumbai Municipal Corporation
Sir,

I/ We have read and examined the following documents relating to the work of ____

- i. Notice inviting tender.
- ii. Directions to tenderers (General and special)
- iii. General condition of contract for Civil Works of the Brihanmumbai Municipal Corporation as amended up to date.
- iv. Relevant drawings
- v. Specifications.
- vi. Special directions
- vii. Annexure A and B.
- viii. Bill of Quantities and Rates.

1A. I/We _____

(full name in capital letters, starting with surname), the Proprietor/ Managing Partner/Managing Director/ Holder of the Business, for the establishment / firm/ registered company, named herein below, do hereby offer to

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

Referred to in the specifications and schedule to the accompanying form of contract of the rates entered in the schedule of rates sent there with and signed by me/us "(strike out the portions which are not applicable).

1B. I/We do hereby state and declare that I/We, whose names are given herein below in details with the addresses, have not filled in this tender under any other name or under the name of any other establishment/firm or otherwise, nor are we in any way related or concerned with the establishment /firm or any other person, who have filled in the tender for the aforesaid work."

2. I/We hereby tender for the execution of the works referred to in the aforesaid documents, upon the terms and conditions, contained or referred to there in and in accordance with the specifications designs, drawings and other relevant details in all respects.

*At the rates entered in the aforesaid Bill of Quantities and Rates.

3. According to your requirements for payment of Earnest Money amounting to Rs./-(Rs. _____)

I/We have deposited the amount through online payment gateways with the C.E. of the Corporation not to bear interest

4. I/We hereby request you not to enter into a contract with any other person/s for the execution of the works until notice of non/acceptance of this tender has first been communicated to me/us, and in consideration of yours agreeing to refrain from sodoing I/we agree not to withdraw the offer constituted by this tender beforethe date of communication to me/us of such notice of non/acceptance, which date shall be not later than ten days from the date of the decision of the Standing Committee or Education Committee of the Corporation, as may be required under the Mumbai Municipal Corporation Act, not to accept this tender.(Subject to condition 5 below).
5. I/We also agree to keep this tender open for acceptance for a period of 180 days from the date fixed for opening the same and not to make any modifications in its terms and conditions which are not acceptable to the Corporation.
6. I/We agree that the Corporation shall, without prejudice to any other right or remedy, beat liberty to forfeit the said earnest money absolutely, if.
 - a. I/We fail to keep the tender open as aforesaid.
 - b. I/We fail to execute the formal contract or make the contract deposit when called upon to do so.
 - c. I/we do not commence the work on or before the date specified by the Engineer in his work order.
7. I/We hereby further agree to pay all the charges of whatsoever nature in connection with the preparation, stamping and execution of the said contract.
8. I/We further agree that, I/we shall register ourselves as ‘Employer’ with the Bombay Iron and Steel Labour Board’ and fulfill all the obligatory provisions of Maharashtra Mathadi, Hamal and other Manual workers (Regulation of Employment and Welfare) Act 1969 and the Bombay Iron and Steel unprotected workersScheme1970.
9. “I/We..... have failed in the accompanying tender with full knowledge of liabilities and, therefore, we will not raise any objection or dispute inany manner relating to any action, including forfeiture of deposit and blacklisting, forgiving any information, which is found to be incorrect and against the instructions and directions given in this tender.
10. “I/We further agree and under take that in the event it is revealed subsequently after the allot ment of work/ contract to me/us, that any information given by me/us in this tender is false or incorrect, I/We shall compensate the Brihanmumbai Municipal Corporation for any such losses or inconvenience caused to the Corporation in any manner and willnot resist any claim for such compensation on any ground whatsoever. I/we agree and undertake that I/we shall not claim in such case any amount by way of damages or compensation for cancellation of the contract given to me/us or any work assigned to me/us or is withdrawn by the Corporation,”

Address

Yours faithfully,

.....

.....

Digital Signature of the Tenderer or the Firm

1.....

2.....

3.....

4.....

5.....

Full Name and private residential address of all the partners constituting the Firm

A/c No.

.....

1.

Name of Bank

2.

.....

3.

Name of Branch

4.

.....

5.

Vender

No.

.....

AGREEMENT FORM

Tender/Quotation

dated20...

Standing Committee Resolution No.....

CONTRACT FOR THE WORKS.....

.....
.....

This agreement made this day of.....

Two thousand.....Between

..... inhabitants of

Mumbai, carrying on business at.....

..... in

Bombay under the style and name of Messrs.....

.....(Hereinafter called "the contractor of the one part and Shri.....

the Jt..M.C. (A.& C.) (hereinafter called "the commissioner" in which expression are included unless the inclusion is inconsistent with the context, or meaning thereof, his successor or successors for the time being holding the office of D.M.C. (A.& C.) of the second part and the Brihanmumbai Municipal Corporation (hereinafter called "the Corporation") of the third part,

WHEREAS the contractor has tendered for the construction, completion and maintenance of the works described above and his tender has been accepted by the Commissioner (with the approval of the Standing Committee/Education Committee of the Corporation NOW THIS AGREEMENT WITNESSETH as follows:-

- 1) In this agreement words and expressions shall have the same meanings as are respectively assigned to them in the General Conditions of Contract for works herein after referred to:-
- 2) The following documents shall be deemed to form and be read and constructed as a part of this agreement viz.
 - a) The letter of Acceptance
 - b) The Bid:
 - c) Addendum to Bid; if any
 - d) Tender Document
 - e) The Bill of Quantities:
 - f) The Specification:
 - g) Detailed Engineering Drawings
 - h) Standard General Conditions of Contracts (GCC)
 - i) All correspondence documents between bidder and BMC
- 3) Inconsideration of the payments to be made by the Commissioner to the contractor as hereinafter mentioned the contractor hereby covenants with the Commissioner to construct, complete and maintain the works in conformity in all respects with the provision of the contract.
- 4) The Commissioner hereby covenants to pay to the Contractor in consideration of the construction, completion and maintenance of the works the contract sum, at times and in the manner prescribed by

the contract.

INWITNESS WHEREOF the parties here to have caused their respective common seals to be herein to affixed (or have hereunto set their respective hands and seals) the day and year above written.

Signed, Sealed and delivered by the contractors

In the presence of
Witness (1) Name.....
Address.....
Witness (2) Name
Address

Trading under the name ands tyle of Contractors

Full Name
Address
in the presence of
1).....
2).....

Signed by the DMC(A. & C.)

The Common seal of the Brihanmumbai
Municipal Corporation was hereunto affixed on
the
.....20 in the presence of two
members of the Standing Committee.

1.
2.

1.
2.

And in the presence of the Municipal Secretary

Municipal Secretary

Rs. 35/- + GST



CA-15

Sr. No.

THIS INDENTURE made this day of 20 ..

BETWEEN THE
BANK incorporated under the English/Indian Companies Acts and carrying on business in Mumbai
(hereinafter referred to as 'the Bank' which expression shall be deemed to include its Successors and
assigns) of the first part

Inhabitant (s) carrying on business at
..... in Mumbai under the Style & Name.....

[hereinafter referred to as ' the Contractor(s)'] of the second part Shri

THE MUNICIPAL COMMISSIONER FOR BRIHANMUMBAI MUNICIPAL CORPORATION (hereinafter
referred to as 'the Commissioner' which expression shall be deemed, also to include his successor or
successors for the time being in the said office of Municipal Commissioner) of the third part and
BRIHANMUMBAI MUNICIPAL CORPORATION (hereinafter referred to as 'the Corporation') of the fourth
part WHEREAS the contractor(s) has/have submitted to the Commissioner tenders for the supply of
materials, for the period commencing from
..... to and the terms of such tender
require that the Contractor(s) shall deposit with the Commissioner as security a sum of Rs.
.....(Rupees.....)

AND WHEREAS if and when any such tender is accepted by the Commissioner, the contract to be
entered into in furtherance thereof by the Contractor(s) will provide that such deposit shall remain with
the Commissioner and be redeemable by the Contractor(s) if he/they shall duly and faithfully carryout
the terms and provisions of such contract and shall duly satisfy all claims properly chargeable against
him/them thereunder AND WHEAREAS the Contractor(s) is/are (a) constituent(s) of the Bank and
in order to facilitate the keeping of the accounts of the Contractor(s), the Bank with the consent and
concurrence of the Contractor(s) has requested the Commissioner to accept the Undertaking of the
Bank hereinafter contained, in place of the Contractor(s) depositing with the Commissioner any such
sums as security as aforesaid AND WHEREAS accordingly the Commissioner has agreed to accept
such Undertaking. NOW THIS AGREEMENT WITNESSES that in consideration of the premises, the
Bank at the request of the Contractor(s) (hereby testified) UNDERTAKES with the Commissioner to pay
to the Commissioner upon demand in writing, whenever required by him, from time to time, so to do, a
sum not exceeding in the whole Rs.(Rupees

.....) for the orders for the supply of the said which
are placed during the said period as also for the orders which though placed during the said period are

IN WITNESS WHERE OF

Witness (1)

Name and

Address

.....

Witness (2)

Name and

Address

.....

the duly constituted Attorney

Manager

for.....

of the Bank and the said Messers.

(Name of the Bank)

WITNESS (1)

Name and

Address

.....

WITNESS (2)

Name and

Address

.....

for Messers.....

(Name of the Contractor)

have here into their respective hands the day and year first above written.

Annexure “A”

Sub:- Appointment of an organization to provide Data Entry Operator for a period of 2 months in 24 department offices as per 01 each for making Data Entry through the available records in the department office in accordance with the reconstruction of the records that have not been overwritten in the assessment account and available collection account from 01.04.2010.

Sr. No.	Parameter	Details
1	The Officer's for this work	1. Dy.A& C.(Computer)
		2. Dy. A & C (H.O.)
		3. A.O. (Expenditure) A & C (H.O.)
2	Description of work	Appointment of an organization to provide Data Entry Operator for a period of 2 months in 24 department offices as per 01 each for making Data Entry through the available records in the department office in accordance with the reconstruction of the records that have not been overwritten in the assessment account and available collection account from 01.04.2010.
3	Earnest Money Deposit	Rs.22,100/-
4	Contract Period	Two Months

Signature of Tenderer/Bidder

Annexure-B
PRE-CONTRACT INTEGRITY PACT

The Bidder commits himself to take all measures necessary to prevent corrupt practices, unfair means and illegal activities during any stage of his bid or during any pre-contract or post-contract stage in order to secure the contractor in furtherance to secure it and in particular commits himself to the following:-

1. The Bidder will not offer, directly or through intermediaries, any bribe, gift, consideration, reward, favour, any material or immaterial benefit or other advantage, commission, fees, brokerage or inducement to any official of the BMC, connected directly or indirectly with the bidding process, or to any person, organization or third party related to the contract in exchange for any advantage in the bidding, evaluation, contracting and implementation of the Contract.
2. The Bidder further undertakes that he has not given, offered or promised to give, directly or indirectly any bribe, gift, consideration, reward, favour, any material or immaterial benefit or other advantage, commission, fees, brokerage or inducement to any official of the BMC or otherwise in procuring the Contractor forbearing to do or having done any action relation to the obtaining or execution of the Contract or any other Contract with the Government for showing or forbearing to show favour or disfavour to any person in relation to the Contractor any other Contract with the Government.
3. The Bidder will not collude with other parties interested in the contract to impair the transparency, fairness and progress of the bidding process, bid valuation, contracting and implementation of the contract.
4. The Bidder will not accept any advantage in exchange for any corrupt practice, unfair means and illegal activities.
5. The Bidder, either while presenting the bid or during pre-contract negotiations or before signing the contract, shall disclose any payments he has made, is committed to or intends to make to officials of the BMC or their family members, agents, brokers or any other intermediaries in connection with the contract and the details of services agreed upon for such payments.
6. The Bidder shall not use improperly, for purposes of competition or personal gain,

Or pass onto others, any information provided by the BMC as part of the business relationship, regarding plans, technical proposals and business details, including information contained in any electronic data carrier. The Bidder also undertakes to exercise due and adequate care lest any

Signature of Tenderer/Bidder

such information is divulged.

7. The Bidder commits to refrain from giving any complaint directly or through any other manner without supporting it with full and verifiable facts.
8. The Bidder shall not instigate or cause to instigate any third person to commit any of the actions mentioned above.
9. The Bidder and their respective officers, employees, agents and advisers shall observe the highest standard of ethics during the Bidding Process. Notwithstanding anything to the contrary contained herein, the Authority may reject an Application without being liable in any manner whatsoever to the Applicant if it determines that the Applicant has, directly or indirectly or through an agent, engaged in corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice in the Bidding Process

For the purposes of this Clause 9, the following terms shall have the meaning herein after respectively assigned to them:

1. “fraudulent practice” means a misrepresentation or omission of facts or suppression of facts or disclosure of incomplete facts, in order to influence the Bidding Process;
1. “coercive practice” means impairing or harming or threatening to impair or harm, directly or indirectly, any person or property to influence any persons participation or action in the Bidding Process;
2. “undesirable practice” means (i) establishing contact with any person connected with or employed or engaged by the Authority with the objective of canvassing, lobbying or in any manner influencing or attempting to influence the Bidding Process; or (ii) having a Conflict of Interest; and
3. “restrictive practice” means forming a cartel or arriving at any understanding or arrangement among Applicants with the objective of restricting or manipulating a full and fair competition in the Bidding Process.

Signature of Tenderer/Bidder

Annexure-C
DECLARATION CUM INDEMNITY BOND

I, _____ of
_____, do hereby declared and undertake as
under.

1. I declare that I have submitted certificates as required to Executive engineer (Monitoring) at the time of registration of my firm/company _____ And there is no change in the contents of the certificates that are submitted at the time of registration.
2. I declare that I _____ in capacity as Manager/Director/Partners/Proprietors of _____ has not been charged with any prohibitory and /or penal action such as banning (for specific time or permanent)/de-registration or any other action under the law by any Government and/or Semi Government and/or Government undertaking.
3. I declare that I have perused and examined the tender document including addendum, condition of contract, specifications, drawings, bill of quantity etc. forming part of tender and accordingly, I submit my offer to execute the work as per tender documents at the rates quoted by me in capacity as _____ of _____.
4. I further declare that if I am allotted the work and I failed to carry out the allotted work in accordance with the terms and conditions and within the time prescribed and specified, BMC is entitled to carry out the work allotted to me by any other means at my risk and cost, at any stage of the contract.
5. I also declare that I will not claim any charge/damages/compensation for nonavailability of site for the contract work at anytime.
6. I declare that I will positively make the arrangements of the required equipment on the day of commencement or with respect to the progress of the work in phases, as per the instructions of site incharge

Signature of Tenderer/Bidder

Annexure- D
Rate Analysis

Item Description

Sr.No.	Description of rate analysis parameters	Unit	Quantity	Rate	Amount
1	Data Entry Operator Hire Charges per 8Hrs. Shift.				
2	Total of all components.				
3	Overhead & Profit 15% on 3				
4	Total Rate (3+4)				
5	Per unit rate				

Sign & Seal of the Tenderer

Annexure -E

Irrevocable Undertaking

(By Successful Bidder on Rs.500/-StampPaper)

I Shri/Smt.....aged years Indian Inhabitant.
Proprietor/Partner/Director of M/s resident at

.....do here by give Irrevocable Undertaking as under:

1. I say & undertake that as specified in section 171 of CGST Act,2017, any reduction in rate of tax on supply of goods or services or the benefit of input tax credit shall be mandatorily passed onto BMC by way of commensurate reduction in prices.
2. I further say and undertake that I understand that in case the same is not passed on and is discovered at any later stage, BMC shall be at liberty to initiate legal action against me for its recovery including, but not limited to, an appeal to the Screening Committee of GST Counsel.
3. I say that above said irrevocable undertaking is binding upon me/my partners/company/ other Directors of the company and also upon my/our legal heirs, assignee, Executor, administrator etc.
4. If I fail to compliance with the provisions of the GST Act, I shall be liable for penalty/punishment or both as per the provisions of GST Act.

Whatever has been stated herein above is true & correct to my/our own knowledge & belief

Solemnly affirmed at

DEPONENT

This day of
Interpreted Explained and Identified by me

BEFORE ME

PROFORMAS:

PROFORMA-I

The list of similar works as stated in para 'A' of Post qualification during last five years—

PROFORMA-I					
Sr.No	Name of the Work	Name of the employer	Stipulated date of completion	Actual date of completion	Actual Cost of work done
1	2	3	4	5	6

NOTE:

- j. Scanned Attested copies of completion/performance certificates from the Officer-in-Charge for each work should be annexed in the support of information furnished in the above proforma.
- k. Works shall be grouped financial year-wise.

PROFORMA-II

Yearly turnover of the Works during the last five years.

PROFORMA-II					
Sr. No	Financial year	Annual Turnover of the Works	Updated value to current year	Average of last 3 years	Page No.
1	2021-22				
2	2022-23				
3	2023-24				
4	2024-25 (Provisional)				
Total					

NOTE: The above figures shall tally with the audited balance sheets uploaded by the tenderers duly certified by Chartered Accountant.

PROFORMA-III

At least similar work, as stated in para 'A' of Post qualification,

PROFORMA-III							
Name of the Project	Name of the Employer	Cost of the Project	Date of issue of work Order	Stipulated Date of Completion	Actual Date of Completion	Actual cost of work done	Remarks explaining reasons for delay, if any
1	2	3	4	5	6	7	8

Note: Scanned Attested copies of completion/performance certificates from the Officer-in-charge for each work should be annexed in support of information furnished in the above proforma.

PROFORMA-VI/A

Details of Existing Commitments and ongoing works–

PROFORMA-VI/A							
Description of Work	Place	Contract No. & Date	Name & Address of Employer	Value of Contract (in Rs.)	Scheduled date of Completion	Value of Work remaining to be completed	Anticipated Date of Completion
1	2	3	4	5	6	7	8

Note: Scanned Attested copies of completion/performance certificates from the Officer-in-charge for each work should be annexed in the support of information furnished in the above proforma.

PROFORMA-VI/B

Details of works for which bids are already uploaded–

PROFORMA-VI/B

Description Of work	Place	Name & Addresses of employee	Value Of Contract in Rs.	Time Period	Date on which decision is expected	Remarks
1	2	3	4	5	6	7

Note: Scanned Attested copies of certificates from the Officer-in-charge for each work shall be annexed.

PROFORMA – VII

Details of manpower available with the tender submitting organization (Number should be mentioned according to post and educational qualification)

Manpower available to the organization.

Sr.No.	Work Details	Educational Qualification	Number of Manpower available
1	Data Entry Operator	H.S.C / Degree or Diploma / Work experience – One year Typing Marathi 30 / English 40 Certificate MSCIT or similar computer qualification	

Sign & Seal of the Tenderer

