

# Bharat Coking Coal Limited

( A subsidiary of coal india Ltd)

Administration Department.

Koyla Bhawan

Ref..no.BCCL/Admn/Manager(C )HQ/2011-12/

dated 27.07.2011

## **NOTICE INVITING TENDER (N.I.T).**

Sealed tender in two parts (part –I &II) on over all percentage rate above/below basis are Invited from, experienced and eligible contractors for the following work:-

Sl. No.	Name of work	Estimated cost (Rs.)	E.M.D. (Rs.)	Cost of tender paper	Time of completion
1	For Preparatory work of Independence Day '2011 at Koyla Bhawan .	25,990.83	260.00	100.00 (non refundable)	7(seven) days.
2	For providing flush door, A.C. hole cutting and fitting of door in various doors of Koyla Bhawan.	71,679.13	717.00	100.00 (non refundable)	15(fifteen) days.

### **Availability of tender documents**

from : 06.08.2011 to 08.08.2011

Tender documents will be issued on all working days during working hours except on Sundays & holidays. In the event of the specified date for submission/ opening of bids being declared a holiday the bids will be received/opened on the appointed time on the next working day. The tender document is also available on [Website www.bccl.gov.in](http://www.bccl.gov.in) and can be downloaded.

### **Time and date of receipt/opening of tender:**

- The tenders will be received on 09.08.2011 from 10.00A.M to 3.00 P.M. in tender box.
- The tenders received will be opened on 09.08.2011 at 4.00 P.M.

### **Eligibility Criteria.**

- The intending tenderers must have in its name as a prime contractor experience of having successfully completed similar works during last 7(seven) years ending last day of month, previous to the one in which bid application are invited should be either of the following
  - Three similar completed works each costing not less than the amount equal to 40% of the estimated cost  
Or
  - Two similar completed works each costing not less than the amount equal to 50% of the estimated cost  
Or
  - One similar completed work costing not less than the amount equal to 80% of the estimated costSimilar work means:-1. Painting works for sl.no.1.  
2.Wood works for sl.no.2
- Average annual financial turn over of civil works during last three years ending 31<sup>st</sup> March of the previous financial year should be at least 30% of the estimated cost.

The intending tenderer must submit documentary evidence in support of (1) & (2) above in the form of certified copy of work order, completion certificate, payment certificates/ vouchers etc. indicating the period of work for which the payment has been made, duly signed by him/them.

- The tender documents can be had from the office of the [Manager \(Civil\), H.Q., Koyla Bhawan, Dhanbad](#) during the period mentioned above on deposition of requisite cost of tender paper in form of cash or

bank draft of Nationalized bank/ schedule commercial bank approved by Reserve bank of India in favour of Bharat Coking Coal Ltd. Payable at Dhanbad.

- 4 Completed sealed tender documents (part I & II) should be submitted at the same time.

Part-I shall consist of terms and conditions of the tender, additional terms & conditions if any, technical bid and credentials.

Part-II shall consist of tender documents as sold to be tenderers duly filled in for rates, amounts etc. i.e. price bid.

The earnest money deposit is to be submitted in a separate envelop super scribing “**Earnest money deposit**”. (Earnest money to be submitted in form cash or bank draft of nationalised bank/ schedule commercial bank approved by Reserve Bank of India in favour of BHARAT COKING COAL LIMITED payable at Dhanbad)

The bid shall be submitted in three separate envelopes.

Envelop-I should contain E.M.D. and the cost of tender document if down loaded from the website.

Envelop-II should contain Part-I of tender document.

Envelop-III should contain part-II i.e. Price Bid.

Thereafter all three envelopes should be submitted in one sealed envelope.

The tender will be received on 09.08.2011 from 10.00AM to 3.00 P.M., at

**1 Civil Engineering Department, H.Q, office Koyla Bhawan, Dhanbad**

Tender will be opened at 4.00 P.M. on 09.08.2011 in presence of the intending tenderer or their authorized representative in the office of Manager (Civil) HQ Koyla Bhawan, Dhanbad. Only part-I will be opened on this date.

The part-I will be opened only after receipt of EMD and in case of downloaded tender, the cost of tender document too.

The part-II will be opened only after: The department is satisfied that the criteria fixed are fulfilled i.e. on acceptance of part-I

- 5 The Earnest money to be deposited as per detail given in the tender documents.

- 6 Sales Tax clearance certificate copy shall be **attested by a Gazetted Officer** of the Govt. (Central or State) and TIN NO.

- 7 The tenderers have to submit permanent account No. (PAN) of Income Tax.

- 8 Conditional tenders will not be accepted.

- 9 Issuance of tender documents does not mean that the parties are considered qualified.

- 10 The experience as given in the eligibility criteria should be in the name and style in which tender is filled. The experience in the name of some other firm/company will not be considered for this purpose.

- 11 The validity of the tender will be 120 days from the date of opening of price bid or revised price bid if any.

- 12 The management of BCCL reserves right to reject any or all tender or split the work among two or more tenderers without assigning any reasons whatsoever.

- 13 Other details may be obtained from detailed tender notice/tender documents/website [www.bccl.gov.in](http://www.bccl.gov.in).
- 14 If tender document has been downloaded from the above mentioned website, the tenderers are required to deposit along with their tender, a Bank Draft of any Nationalized / Schedule commercial Bank payable at Dhanbad exclusively towards the cost of tender document for the amount indicated as above, in the envelope as stated at clause 3 of this NIT.
- 15 The contents of the tender documents available in our offices shall be deemed as authentic. The bidder will be required to submit an undertaking that they will accept the tender document as available in the website and their tender shall be rejected if any tampering is there in the tender document thus submitted.
16. Earnest Money will be refunded to the unsuccessful parties and bear no interest.
17. There will be no arbitration clause.
18. No tender will be issued or submitted by postal means.
19. The tenderers must ensure that submission of photo copies of documents submitted in tenders are legible.
20. The tenderer must submit an Affidavit as per format issued along with tender documents. Non submission will lead to cancellation of tender.
21. The tenderer must also give a declaration to be submitted along with Techno Commercial Bid that they have not been banned or delisted by any Govt./ Quasi Govt. agencies/PSU'S.
22. The KNTA management will not be responsible for any delay / difficulties / inaccessibility of downloading facility for any reason whatsoever. The downloading facilities shall be available during the period of sale of tender paper.
23. In case of any discrepancy between the tender documents downloaded for the web site and the master copy available in the office, the latter shall prevailed and will be binding on the tenderers. No claim in the respect will be entertained.
24. The contract labour (Regulation & abolition) Act 1970 shall have to be strictly complied.
25. Power of attorney is required in case the tender is signed by an authorized representative of tenderer.
26. Tenderers must acquaint themselves fully with the site conditions, job requirements and scope of work before quoting their rates.
27. No subletting of the work is permissible.
28. Bidders are required to fill format of Electronic fund transfer in triplicate which is enclosed with the detailed tender document.

Manager (Civil) Hqr.(Admn)

**Distribution for wide publicity.**

1. CVO, BCCL, Koyla Bhawan
2. Dy.GM(Admn.), Koyla Bhawan
3. GM(Civil), C.E.Deptt., Koyla Nagar.
4. GM(System),BCCL,HQ – soft copy will be sent separately for display this NIT in BCCL website The downloading facility should be available during the period of sale of tender document only..
5. Sr. Manager (Pay), K.B.
6. Notice board

PART - I

# TECHNO COMMERCIAL BID

(To be submitted with Part-I envelope)

## **DETAILED TENDER NOTICE**

1. Sealed tenders in prescribed forms and parts with the name of works superscribed as..as per NIT.....as per..... Tender Notice No, BCCL:Admn/ Manager(civil):TENDER:11-12:..... date.....) on each of the envelopes are invited from eligible and experienced contractors and will be received in the Office of undersigned from 10.00am to 3.00 pm on .....All tenders will be opened at 3.30 PM on .....in the presence of the attending tenderers or their authorised representatives who wish to be present .In case where the tender is in two parts, only Part-I, will be opened on the above day and time.

2 (a) Tenders should be submitted in the prescribed form in time. These forms together with the proposed contract document including specifications and tender drawings ( if available ) may be obtained from the above office during normal working hours on payment of Rs ..... (non-refundable) (Rupees.....) only as Application Fee for each set. The payment may be made either in Cash or by Bank Draft drawn in favour of Bharat Coking Coal Limited on any Nationalised Bank Payable at Dhanbad. General specification and description of work is enclosed with the tender document.

2 (b) Any Bids received after the deadline prescribed at Clause 1 above due to any reasons whatsoever will not be accepted.

In the event of the specified date for the submission of bids being declared a holiday by the employer, the bids will be received upto the appointed time on the next working day.

2 (c) Tenders thus submitted shall consist of the following:

- i) Complete set of tender documents as sold, duly filled in and signed on all pages and at different places as required of the tender documents including Part I & Part II of the tenders as per the tender notice as applicable.
- ii) Valid Sales-tax Registration No. (TIN No.)
- iii). PAN (Permanent I. Tax Account Number )
- iii) Earnest money deposit (as specified hereafter)
- iv) Power of Attorney in the case the tender is signed by an authorised representative of the tenderer.
- v) Full name and address of the tenderer shall be written on the bottom left hand corner of the sealed covers.

2 (d) The tender document in which the tender is submitted by the tenderer shall become the property of the Company and the Company shall have no obligation to return the same to the tenderer.

2 (e) The tender shall be submitted in Two Envelope System with the first envelope containing credentials ( duly authenticated by the bidder ) in support of his qualifications in accordance with the eligibility criteria along with the EMD in a separate envelope and the second envelope containing the duly filled in Tender Document superscribing Envelope I , II and EMD on the cover.

Part II shall consist of tender documents as sold to the tenderers duly filling in rates, amounts etc. i.e. price bid.

The Earnest Money Deposit is to be submitted in a separate Envelope altogether; super-scribing "Earnest Money Deposit"; and not inside the envelope containing Part I or part II of the Bid.

The Part I & Part II should also be put into separate sealed envelopes superscribed as such. Thereafter all the three envelopes (four envelopes in case of Bidders using downloaded Bid document) should be submitted in a sealed envelope with appropriate superscription.

The date of opening of the Second Envelope or Part II of the tenders shall be communicated in due course after consideration of First Envelope or Part-I.

3. Each bidder shall submit only one bid for one package. A bidder who submits or participates in more than one bid (other than as sub-contractor or in case of alternatives that have been permitted or requested) will cause all the proposals with the bidders' participation to be disqualified.

4. No tender shall be considered unless accompanied by the said Earnest Money

5. The earnest money will be retained in the case of successful tenderer and refunded to the unsuccessful tenderer in due course and will not carry any interest. The earnest money deposited by the successful tenderer will be dealt with as provided elsewhere in the tender documents.

6. (a) Site Investigation Report: The contractor, in preparing the bid, shall rely on the site investigation report referred to in the bid document, supplemented by any information available to the bidder.

(b). Every tenderer is expected, before quoting his rates, to go through the requirements of materials/workmanship under specification/requirements and conditions of contract and to inspect the site/area of the proposed work.

The shall be written both in words and figures and the unit in the words and the amount against each item totalled. The rates for the work should be inclusive of all incidentals, over heads, all taxes, control's duties, leads, lifts, carriage, tools & plant etc. as required for execution and completion of the work.

It shall be deemed that the tenderer has visited the site/are and got fully acquainted with the working conditions and other prevalent conditions and fluctuations there to whether they actually visited the site/ are or not and have taken all the above factors into account while quoting his rates.

7 (a) Corrections where unavoidable, shall be made by crossing out and rewriting duly authenticated with full signature and date by the tenderer. Erasing or over-writing in the tender documents may disqualify the tender.

(b) The tender shall be submitted either in English or in Hindi.

(c) Cost of Bidding: The bidder shall bear all costs associated with the preparation and submission of his bid and the Employer will in no case be responsible and liable for those cost

8. The tenderer shall closely study all specification in detail, which govern the rates for which he is tendering.

9. The work should be completed within ..... months from expiry of ten (10) days from the issue of letter or letter of acceptance of tender/work order or handing over the site, or handing over reasonable number of working drawings to the contractor or the period of mobilization allowed in the work order of starting the work in special circumstances whichever is latest.

10. On completion of the work all rubbish, debris, brick bats etc. shall be removed by the contractor(s) at his/their own expense and the site cleaned and handed over to the company and he/they shall intimate officially of having completed the work as per contract.

11. The Company does not bind itself to accept the lowest tender and reserves the right to reject any or all the tenders without assigning any reasons whatsoever and to split up the work between two or more tenderers or accept the tender in part and not in its entirety.

12. The tenderer(s) will indicate the equipment/machinery/ vehicles he/they is/are going to use on this job and also give adequate evidence of experience in doing similar works and financial capacity to complete the work in time.

13. The tenderer(s) should also state what technical/ supervisory personal he/they would be employing for supervising the work.

14 (a). Full information should be given by the tenderer in respect of following:

- |                           |  |
|---------------------------|--|
| i) If an individual:      | Full name.<br>Postal Address.<br>Place of Business.  |
| ii) If proprietary firm:  | Name of the Proprietor.<br>Full postal address of Firm/ Proprietors.   |
| iii) If partnership firm: | Full name of partners.<br>Full postal addresses of the registered office of firm & the partners.<br>Registered partnership Deed. |

The bidders, who will download the tender documents from the website of the company, will be required to pay the cost of tender documents (Application Fee) by Bank Draft as per NIT at the time of submission of tenders.

The bidders will be required to submit an undertaking that they will accept the tender documents as available in the website and their tender shall be rejected if any tampering in the tender document is found to be done at the time of opening of tender.

The Bank Draft towards the cost of tender documents ( Application Fee ) and the undertaking of the tenderer as above shall be submitted in a separate envelope marked "Cost of Tender Documents and the Undertaking" and not with Part-I/ EMD.

In case of any discrepancy between the tender documents downloaded from the web site and the master copy available in the office, the latter shall prevail and will be binding on the tenderers. No claim on this account will be entertained.

**(\* STRIKE OUT WHICHEVER IS NOT APPLICABLE AS PER THE ESTIMATED VALUE OF THE WORK ) 2 (f)**

Each bidder shall submit only one bid for one package. A bidder who submits or participates in more than one bid (other than as sub-contractor or in case of alternatives that have been permitted or requested) will cause all the proposals with the bidders' participation to be disqualified.

3. Earnest Money/ Bid Security @1% of the estimated cost (rounded off to nearest hundred rupees subject to maximum of Rs. 50 lakhs) is to be deposited in the form of irrevocable Bank Guarantee (from Scheduled Bank/ Branch acceptable to the owner) with validity 28 days beyond the validity of the Bid in the format given in the Bid Document in a separate envelope alongwith the tender. Certified Cheques and Demand Drafts will also be acceptable as Earnest Money/ Bid Security drawn in favour of Bharat Coking Coal Limited on any scheduled Bank payable at its branch at Dhanbad For works valued upto Rs. 5 lakhs the earnest money may be deposited in cash or in the aforesaid form. In case of earnest money deposit by cash, cash receipt is to be submitted in a separate envelope alongwith the tender. Earnest Money/ Bid Security of the unsuccessful bidder shall be refunded as promptly as possible after opening of Price Bid and finalisation of the tender and shall bear no interest.

In case of item rate tender a schedule of quantities is enclosed with the tender document. He should quote specific rate for each item in the schedule and the rates shall be in rupees and paise. The rates shall be written both in words and figures and the unit in the words and the amount against each item totaled. In the event of any discrepancy between the description in words and figures, the description in words will prevail. The rates for the work should be inclusive of all incidentals, overheads, all taxes, Octroi's, duties, leads, lifts, carriage, tools & plant etc. as required for execution and completion of the work. It shall be deemed that the tenderer has visited the site/area and got fully acquainted with the working conditions and other prevalent conditions and fluctuations thereto whether they actually visited the site/area or not and have taken all the above factors into account while quoting his rates.

9. Sales-tax clearance certificate for the last financial year or the last assessment whichever is later or proof of filing the returns for the previous financial year should accompany the tender.

10. The work should be completed within ..... months from expiry of ten (10) days from the issue of letter or letter of acceptance of tender/work order or handing over the site, or handing over reasonable number of working drawings to the contractor or the period of mobilization allowed in the work order of starting the work in special circumstances whichever is latest.

11. On completion of the work all rubbish, debris, brick bats etc. shall be removed by the contractor(s) at his/their own expense and the site cleaned and handed over to the company and he/they shall intimate officially of having completed the work as per contract.

12. The Company does not bind itself to accept the lowest tender and reserves the right to reject any or all the tenders without assigning any reasons whatsoever and to split up the work between two or more tenderers or accept the tender in part and not in its entirety.

13. The tenderer(s) will indicate the equipment/machinery/ vehicles he/they is/are going to use on this job and also give adequate evidence of experience in doing similar works and financial capacity to complete the work in time.

14. The tenderer(s) should also state what technical/ supervisory personal he/they would be employing for supervising the work.

14 (a). Full information should be given by the tenderer in respect of following:

- |                           |  |
|---------------------------|--|
| i) If an individual:      | Full name.<br>Postal Address.<br>Place of Business.  |
| ii) If proprietary firm:  | Name of the Proprietor.<br>Full postal address of Firm/ Proprietors.   |
| iii) If partnership firm: | Full name of partners.<br>Full postal addresses of the registered office of firm & the partners.<br>Registered partnership Deed. |

**15 Change in Constitution of the Contracting Agency:**

Prior approval in writing of the company shall be obtained before any change is made in the constitution of the contracting agency, otherwise it will be treated as a breach of Contract.

16. Canvassing in connection with the tenders in any shape or form is strictly prohibited and tenders submitted by such tenderers who resort to canvassing shall be liable for rejection.

17 (a) Every Tenderer will have to submit a declaration in support of the authenticity of the credentials submitted by him along with the Tender in the form of an AFFIDAVIT as per the format provided at ANNEXURE VI.

(b) If a Tenderer deliberately provides wrong information or submits false credentials in support of his qualifications, the Company reserves the right to terminate/rescind the contract, forfeit the EMD and other dues of the contractor and to take any other action as may be deemed fit.\*

(c) An intending tenderer, after obtaining tender documents on payment of Application Fee, having doubts as to the meaning of any part of the tender documents may submit to the official inviting tender a written request for interpretation or clarification thereof. Any interpretation or clarification of the tender documents by formal addendum if issued by the official inviting tender, shall be final and valid and binding on the company and the tenderers.



18. On receipt of letter for acceptance of the tender issued by the Company, the successful tenderer shall execute/accept contract agreement/work order in the company's prescribed form for the due fulfillment of the contract. Failure to enter into the required contract/accept the work order issued by the company within the specified period in the work order shall entail cancellation of letter of acceptance of tender/work order and forfeiture of the earnest money. The written contract/ work order to be entered into between the contractor and the company shall be the foundation of the rights of both the parties and the contract shall not be deemed to be executed until the contract/ work order is signed/ accepted by both the parties i.e. Contractor and the Company.
- 19(a) The validity period of the tenders shall be 4 (four) months from the date of opening of price bid or revised price bid, if any. The tenderer shall not, during the said period or within the period extended by mutual consent, revoke or cancel his tender or alter the tender or any terms/conditions thereof without consent in writing of the company. In case the tenderer violates to abide by this, the Company will be entitled to forfeit the Earnest Money and reject the tender.
- (b) The Company reserves the right to postpone the date of receipt and opening of tenders or to cancel the tenders without assigning any reason whatsoever.
20. This detailed Tender Notice shall be deemed to be part of the Contract Agreement/Work Order.
21. The work shall be executed as per General terms & conditions of the contract prevailing in BCCL, the description of items in the BOQ and as per the instruction of the EIC.
22. No subletting of work as a whole by the contractor is permissible. Subletting of work in piece rated jobs is permissible with the prior approval of the department.
23. In case the contractor enters into any litigation, such action should have to be taken in a court of law with jurisdiction over the place where the subject work is to be executed.
24. Earnest Money:  
i) The earnest money for tenders should be 1% (one percent) of estimated value of work.  
ii) Earnest money to be deposited in the form of irrevocable bank guarantees from scheduled bank/branch acceptable to the company with validity 26 days before the validity of the bid in the prescribed format. Certificate cheques and demand draft will also be acceptable as earnest money/bid security.  
iii) However for work valued up to Rs.5.0 lakhs the earnest money may be deposited in cash or in the aforesaid from the earnest money/bid security shall bear no interest.
25. Forfeiture of earnest money :  
According to prevalent standard practice earnest money is paid by cash tenderers to enable the company to ensure that a tenderer does not refuse to execute the work after it has been awarded to him. In case where the tenderer fails to commence the work latest within one month of award of the work or within one month of handing over site, whichever is earlier, the earnest money shall be absolutely forfeited to company.  
In case where decisions has been taken to forfeit earnest money of the tenderer for valid reasons, it is necessary to issue request notice to defaulting contractor.
26. Refund of Earnest Money :  
The earnest money will be refunded to the unsuccessful bidders after finalization of the award or on rejection of his bid or at the expiry of the validity period of the tender (unless extended) whichever is earlier. The earnest money of the successful bidders will be retained by the department as part of the security deposit for due fulfilment of the contract and will not carry any interest.
27. **Security Deposit:**  
i) Security Deposit shall consist of two parts;  
a) Performance Security to be submitted at award of work and  
b) Retention Money to be recovered from running bills.  
  
ii) The 1st part of the Security deposit including the earnest money already be deposited should be 5% of the contract value within 28 days of receipt of LOA by the successful bidders in any of the form given below
- a Bank Guarantee in the prescribed form.
  - Govt. Securities, FDR or any other form of deposit stipulated by the company
  - Demand Draft drawn in favour of the company on any schedule bank.
- The Earnest Money/ Bid Security deposited in the form of Bank Guarantee shall be discharged when the Bidder has signed the Agreement and furnished the required Performance Security/ Security Deposit. The bid security deposited in the form of Demand draft/ cash shall be adjusted against the security deposit.
- iii) All running on account bills shall be paid at 95% (ninety five percent) of work value. This 5% (five percent) deduction towards Retention Money will be the second part of security deposit.



28. Refund of Security Deposit :

The refund of security deposit shall be subject to company's right to deduct/ appropriate its due against the contractor under this contract or under any other contract.

On completion of the entire work and issue of defect liability certificate (taking over certificate with a list of defects) by the Engineer-in-charge, one half of the security deposit remaining with the company shall be refunded. The other half shall be refunded to the contractor after issue of No Defect Certificate by the Engineer-in-Charge. on the expiry of Defect Liability Period of six months , subject to the following conditions:

a) Any defect/defects in the work, if detected after issue of defect liability certificate is/are rectified to the satisfaction of the Engineer-in-Charge within the said period.

b) In the case of building work or other work of similar nature, the refund shall be made on the expiry of the said six months period or at the end of one full monsoon period i.e. June to September, whichever is later in point of time and any defects such as leakages in roof, effloresces in walls, dampness, defects in drainage etc. should be rectified to the satisfaction of Engineer-in-Charge.

29. Execution of agreement / Work Order :

As soon as possible after the acceptance of a tender and award of work the successful tenderer is called upon to furnish the required initial security deposit and to execute a formal agreement. Only work order is issued to the contractor for works valued upto Rs.5.0 lakhs and it is not necessary to execute agreement in such cases, standard documents only form part of the contract agreement. Important points of the correspondences with the contractor should be reflected in the work order / contract agreement.

30 The bidders would give a declaration that they have not been banned or delisted by any Govt. Or Quasi-Govt. Agencies or PSU's (As per format).

31. In price part the overall lowest tenderer shall be considered for award of the work being lowest in any part of the tender shall be of no consequences and such tenderers shall not have any claim for award of part work.

32. The credentials / documents submitted by the tenderer should be numbered serially and properly tagged.

33. Evaluation of tenders (Weightage)

Financial turn over and cost of completed works of previous works shall be given a weightage of 5% per year (average annual rate of inflation) to bring them at current price level, while evaluating the qualification requirement and bid assessment of the bidders.

The price bids of the tenderers will have no condition. The price bids which are incomplete and not submitted as per instructions given in the tender document will be rejected.

If the bid of the successful bidder is seriously unbalanced in relation to the estimate of the cost of work to be performed under the contract, the company may require the bidder to produce detailed price analysis for any or all items of the bill of quantities to demonstrate the internal consistency of these prices with the construction method and the schedule proposed. After evaluation of the price analysis, the company may require that the amount of the performance security/security deposit is increased at the expense of the successful bidder to a level sufficient to protect the company against financial loss in the event of default on the part of the successful bidder under the contract.

Letter of acceptance is an acceptance of offer by the company and it need not be accepted by the tenderer. But the tenderer should acknowledge the receipt of the order within 15 days of mailing of work order and any delay in acknowledging the receipt will be treated as a breach of contract and compensation for the loss caused by such breach will be declared by the company by lowering EMD/bid bond.

34. Banned or delisted contractors :

The bidders would give a declaration that they have not been banned or delisted by any Govt. Or Quasi-Govt. Agencies or PSU's. If a bidder has been banned or delisted by any Govt. Or Quasi Govt. Agencies or PSU's this fact must be clearly stated and it may not necessary be a cause for disqualification. If the declaration is not given, the bid will be rejected as non-responsive.

35. Discrepancies in contract documents & adjustments thereof.

The documents forming part of the contract are to be treated as mutually explanatory of one another and in as of discrepancy between schedule of quantity, the specifications and/ or drawing, the following order of preference shall be observed.

a) Description in bill of quantities of work.

- b) Particular specification and special conditions, if any.
- c) Drawings
- d) General specifications.

Any error in description, quantity or rate in bill of quantities or any omission there from, shall not vitiate the contract or release the contractor from discharging his obligations, under the contract including execution of work according to drawings and specifications, forming part of the particular contract document.

36. Any difference detected in the tender/ tenders submitted resulting from :

- a) Discrepancy between description in words and figures, the rate which corresponds to the amount worked out by the contractor shall be taken as correct.
- b) Discrepancy in the amount quoted by the contractor due to calculation mistake of the unit rate and quantity, the unit rate shall be regarded as firm and amount corrected.
- c) Discrepancy in totalling or carry forward in the amount quoted by the contractor shall be corrected.
- d) When the amount of an item is not worked out by the contractor or it does not correspond with the rates written either in figures or words, then the rates quoted by the Contractor in words shall be taken as correct.

The tendered sum so corrected and altered shall be substituted for the sum originally tendered and considered for acceptance instead of the original sum quoted by the tenderer along with other tender/tenders. Rounding off to the nearest rupee should be done in the final summary of the amount instead of in totals of various sections of the offer.

Time is the essence of the contract and as such all works shall be complete within the time stipulated in the contract/work order.

37. If the contractor, without reasonable cause or valid reasons, commits default in commencing the work within the aforesaid time limit, the company shall without prejudice to any other right or remedy, be at liberty, by giving 15 days notice in writing to the contractor to commence the work, to forfeit the Earnest Money deposited by him and to rescind the Letter of Acceptance of Tender/Work Order.

38. **COMPENSATION FOR DELAY :**

If the contractor fails to maintain the required progress in terms of the agreed time and progress chart or to complete the work and clear the site on or before the contract or extended date of completion, he shall without prejudice to any other right or remedy available under the law to the company on account of such breach, pay as compensation (Liquidated Damages) @ half percent (1/2%) of the contract price per week of delay. The aggregate of such compensation/ compensations shall not exceed 10 (ten) percent of the total value as shown in the contract.

This will also apply to items or group of items for which separate period of completion has been specified. The amount of compensation may be adjusted or setoff against any sum payable to the contractor under this or any other contract with the company.

39. The company, if satisfied, that the works can be completed by the contractor within a reasonable time after the specified time of completion, may allow further extension of time at its discretion with or without the levy of L.D. In the event of extension granted being with L.D, the company will be entitled without prejudice to any other right or remedy available in that behalf, to recover from the contractor as agreed damages equivalent to half percent of the contract value of the works for each week or part of the week subject to a ceiling of 10% of the contract price.

40. The company, if not satisfied that the works can be completed by the contractor, and in the event of failure on the part of the contractor to complete work within further extension of time allowed as aforesaid, shall be entitled, without prejudice to any other right, or remedy available in that behalf, to rescind the contract.

41. **A HINDRANCE REGISTER** shall be maintained by both department and the contractor at site to record the various hindrances, as stated above, encountered during the course of execution.

Hindrance register will be signed by both the parties. The contractor may also record his observations in the Hindrance Register. In case the contractor has a different opinion for hindrance and a dispute arises then the matter would be referred to the EIC and or the next higher authority whose decision would be final & binding on the contractor & the decision to be communicated within 15 days.

The contractor shall request the company in writing for extension of time within 15 days of happening of such event causing delay stating also, the period for which extension is required. The company may, considering the genuinity of the request, give a reasonable extension of time for completion of the work. Such extension shall be communicated to the contractor in writing by the company through the Engineer In Charge within 1(one) month of the date of receipt of such request.

42. Provisional extension of time may also be granted by the Engineer In Charge during the course of execution, on written request for extension of time within 15(fifteen) days of happening of such events as stated above, reserving the company's right to impose/ waive penalty at the time of granting final extension of time as per contract agreement.

In case the contractor does not apply for grant of extension of time within 15(fifteen) days of the hindrance occurring in execution of the work and the department wants to continue with the work beyond the stipulated date of completion for reason of the work having been unavoidably hindered, the Engineer-in-charge can grant extension of time even in the absence of application from the contractor.

Such extension of time granted by the Engineer In Charge is valid provided the contractor accepts the same either expressly or implied by his actions before and subsequent to the date of completion. Such extension of time shall be without prejudice to Company's right to levy compensation under the relevant clause of the contract.

43. The contractor shall bear the cost of loading, transportation to site, unloading, storing under cover as required etc. as may be necessary for the use and keeping the materials in good condition.

44. The contractor shall arrange necessary water for the work and his own establishment. However, if available and feasible the company may arrange water at one point near the work site for which recovery @ 1% of the contract value of work done will be made from the contractor's bills.

45. The company, through the Engineer In Charge, shall have full powers to reject any materials or work due to a defect therein for not conforming to the required specification, or for materials not being of the required quality and standard or for reasons of poor workmanship or for not being in accordance with the sample approved by him. The contractor shall forthwith remedy the defect/replace the materials at his expense and no further work shall be done pending such rectification/replacement of materials, if so instructed by the Engineer In Charge.

46. The Engineer In Charge shall be entitled to have tests carried out for any materials, according to the standard practice followed for such tests, other than those for which satisfactory proof has already been furnished by the contractor who shall provide at his expense all facilities which the Engineer In Charge may require for the purpose.

47. The cost of any other tests, if so required by the Engineer In Charge, shall be borne by the contractor only, if the test shows the workmanship or materials not to be in accordance with the provision of the contract or the instruction of Engineer In Charge, but otherwise by the company.

Extra items of work executed will be paid on specific written authorisation of CGM (Civil)/ GM(C)/ CE(C) of the company or Staff Officer (Civil) of the Area provided that the value of such extra items of work when added together is not more than 10% of the contract value and the total gross payment including excess quantity does not exceed the contract value.

48. Balance amount on account of excess quantity and extra items of work executed shall be paid after the deviation estimate / revised estimate regularising the extra items and excess quantities of work is sanctioned by the competent authority of the company with the concurrence of the Finance Department of the company.

The contractors are required to execute all works satisfactorily and according to the specifications laid down in the contract/ work order. If certain items of work, executed by the contractor, are below specifications, the contractor should re-do them according to the specifications and instructions of EIC and if the contractor fails to rectify the defect within the time and in the manner specified by the EIC, the work shall be got re-done or rectified by the department at the risk and cost of the contractor. Engineer In Charge may accept such work of below specifications provided the department is satisfied with the quality of such works and the strength/ structural safety of such works. In that case Engineer In Charge shall make such deductions for the difference in value, as in his opinion is reasonable and is approved by the accepting authority of the company i.e. CGM(C)/ GM(C)/ CE(C) of the company in this case or any other officer nominated by CGM(C)/ GM(C)/ CE(C) for the purpose.

49. **Termination, Cancellation, Suspension and Foreclosure of Contract**

The company shall, in addition to other remedial steps to be taken as provided in the conditions of contract be entitled to cancel the contract in full or in part, if the contractor :-

a) makes default in proceeding with the works with due diligence and continues to do so even after a notice in writing from the Engineer In Charge, then on the expiry of the period as specified in the notice

Or

b) commits default/breach in complying with any of the terms and conditions of the contract and does not remedy it or fails to take effective steps for the remedy to the satisfaction of the Engineer In Charge, then on the expiry of the period as may be specified by the Engineer In Charge in a notice in writing.

Or

c) obtains a contract with the company as a result of ring tendering or other non-bonafide methods of competitive tendering

Or

- e) shall offer or give or agree to give any person in the service of the company or to any other person on his behalf any gift or consideration of any kind as an inducement or reward for act/acts of favour in relation to the obtaining or execution of this or any other contract for his company.

**Or**

- f) fails to complete the work or items of work with individual dates of completion, on or before the date/dates of completion or as extended by the company, then on the expiry of the period as may be specified by the Engineer In Charge in a notice in writing.

f) transfers, sublets, assigns the entire work or any portion thereof without the prior approval in writing from the Engineer In Charge. The Engineer In Charge may by giving a written notice, cancel the whole contract or portion of it in default.

**50. Additional Responsibilities of the Contractor(s).**

The contractor/contractors shall employ only competent, skilful and orderly men to do the work. The Engineer-In-Charge shall have the right to ask the contractor/contractors to remove from the work site any men of the contractor/contractors who in his opinion is undesirable and the contractor/contractors will have to remove him within 3 (three) hours of such orders.

The contractor shall maintain all records as per the provision made in the various statutes including contract Labour (Regulation & Abolition) Act, 1970 and the contract labour (Regulation & Abolition) central rules 1971 minimum wages at workmen compensation Act etc. And latest amendment thereof. Such records maintained by the contractor shall be opened for inspection by the Engineer-In-Charge or by the nominated representatives of the Principal employer.

The contractor/contractors shall provide facilities for the sanitary necessities of all persons employed on the work shall be constructed and maintained in the number, manner and place approved or ordered or by the Engineer-In-Charge. The contractor/contractor shall vigorously prohibit committing of nuisance at any other place. Cost of all works under this item shall be covered by the contractor/contractors tendered rates.

The contractor/contractors shall furnish to the Engineer-In-Charge or his authorized representative with work report from time to time regarding the contractor/contractors organization and the progress made by him/them in the execution of the work as per the contract.

51. All taxes, whether local municipal provincial or central etc. And cess, royalties etc. Are payable or may become payable during the entire periods of contract shall be to the contract/contractors account and shall be deemed to have been included in the tender for the work be executed by him/her.

The contractor/contractors shall make his/heir own arrangement for all materials, tools, staff and labourer required for the contract, which shall include cost of lead lift, loading, unloading, railway freight recruiting expenses and any other charges for the completion of the work to entire satisfaction of the company.

The contractor/contractors shall make their own arrangement for carriage of all materials to the work site at his/their own cost.

52. The work shall not be sublet to any other party, unless approved by Engineer-In-charge in writing.

53. The contractor/contractors shall not pay less than the minimum wages to the labourers engaged by him/them as per minimum wages Act or such other legislation or award to the minimum wages fixed by the respective State Govt. And the Central Govt. As may be in force.

The contractor shall at all times during the tenure of the contract indemnify the company against all claims, damages or compensation under the provision of the workmen's compensation act and shall take insurance policy covering all risk, claims, damages or compensation payable under the workmen's compensation act or under any other law retaining thereto.

54. On receipt of letter of acceptance of tender/work order the contractor shall forthwith register and obtain license from the competent authority under the contract labour (Regulation & abolition) act 1970 the contract labour (Regulation & abolition) central rules, 1971 and submit certified copies of the same to the Engineer-In-Charge and the Principal employer.

55. The contractor shall be registered with the concerned State Govt. And the Central Govt. In respect of Sales Tax Act and the certificate having details of Registration No. Period of validity etc. Should be submitted with the tender documents.

**56. Defects Liability Period:**

In addition to the defects to be rectified by the contractor as per terms of the contract/work order, the contractor shall be responsible to make good and remedy at his own expense the defects mentioned here under within such period as may be stipulated by the Engineer-In-charge in writing.

a) Any defect/defects in the work detected by the Engineer-In-Charge within a period of 6 (six) months from the date of issue of defect liability certificate/completion certificate.

b) In the case of building works or other works of similar nature any defect in the work detected by the Engineer-In-Charge within a period of 6 (six) months from the date of issue of defect liability certificate/completion certificate or before the expiry of one full monsoon period i.e. June, to October whichever is later in point of time.

57. A programme shall be drawn by the contractor and the Engineer In Charge for carrying out the defects by the contractor detected within the defect liability period and if the contractor fails to adhere to this programme, the Engineer In Charge shall be at liberty to procure proper materials and carry out the rectifications in any manner considered advisable under the circumstances and the cost of such procurement of materials and rectification work shall be chargeable to the contractor and recoverable from any of the pending dues of the contractors.

The defect liability period can be extended by the company on getting request from the contractor only for valid reasons.

There will be no defect liability period for works like Grass Cutting, Jungle Cutting, Surface Dressing & any other work of similar nature to be decided by the Engineer in Charge.

58. It is incumbent upon the contractor to avoid litigation and disputes during the course of execution. However, if such disputes take place between the contractor and the department, effort shall be made first to settle the disputes at the company level.

The contractor should make request in writing to the Engineer-in-charge for settlement of such disputes/ claims within 30 (thirty) days of arising of the cause of dispute/ claim failing which no disputes/ claims of the contractor shall be entertained by the company.

59. If differences still persist, the settlement of the dispute with Govt. Agencies shall be dealt with as per the Guidelines issued by the Ministry of Finance, Govt. of India in this regard. In case of parties other than Govt. Agencies, the redressal of the dispute may be sought in the Court of Law.

60. Safety measure : The contractor shall make all adequate arrangements for the safety of the workmen at his own cost during execution or work.

61. COMPLIANCE OF LABOUR LAWS :

The contractor/contractors shall not pay less than the minimum wages to the labourers engaged by him/them as per minimum wages act or such other legislation or award to the minimum wages fixed by the respective State Govt. and the Central Govt. as may be in force.

The contractor shall at all times during the tenure of the contract indemnify the company against all claims, damages or compensation under the provision of the workmen's compensation act and shall take insurance policy covering all risk, claims, damages or compensation payable under the workmen's compensation act or under any other law retaining thereto.

62. We have read the tender document and understood all provisions and specification in totally. All terms and conditions are acceptable to us. We do not have any terms and conditions of.

63. The terms and conditions as mentioned in the tender document are only indicative for any other matter not mentioned in this tender. Quotation documents the guidelines of CIVIL ENGINEERING MANUAL OF COAL INDIA LIMITED shall be referred.

.Manager(C),HQ,ADMN

Signature of the tender as taken  
of acceptance.  
Seal.

#### INSTRUCTION TO THE BIDDERS :

1. The bidders are supposed to visit and examine the site of work, at their own cost and risk, and obtain all information that may be necessary for participating in the tender and entering into contract.
2. The bidders are advised to study this document in detail and understand all provisions.
3. Place of deposit of tender document at in the office of undersigned.
4. On opening of part-I of the tenders, the following shall only be checked for deciding eligibility for opening of price bids (Part-II)

#### Works value up to Rs.5.00 lakhs :

1. Earnest money deposit in the form of Demand Draft on nationalised bank / scheduled bank acceptable to the company in favour of BCCL.
2. Photo copy of permanent Income Tax Account Number (PAN).
3. Particulars of Registration with appropriate Sales Taxes authorities with its validity.
4. Affidavit regarding genuineness of the papers submitted and information furnished duly authenticated by Notary as per format given.
5. The proprietor or attorney holder / authorised signatory in case of partnership firm only should sign the tender document.
6. The bidders would give a declaration that they have not been banned or delisted by any Govt. or Quasi-Govt. Agencies or PSU's.
7. Proof of experience as per NIT completion certificate / copy of final bill only.

#### Process for evaluation of tenders :

1. Tender document shall be issued to intending bidder on request and production of cost of tender document as stipulated in NIT.
2. Tenders shall be submitted either in single part or in two parts as stipulated NIT in the tender box placed in the office of the f Manager (Civil)HQ or as specified in NIT within the scheduled date and time.
3. Part-I of the tenders will be opened in presence of attending bidders by duly constituted committee. The Part-II (Price bid) of all the bidders shall be sealed in a separate cover which would be kept in safe custody.
4. Part-I of the tenders shall be evaluated on scrutiny of Papers/documents submitted by the tenderers along with the tenders in terms of eligibility criteria as mentioned in the NIT/tender document/instruction of bidders of NIT. The bidders who fail to fulfil eligibility criteria shall not be entitled for opening of their price bid.
5. Part-II (Price bid) of those bidders who fulfil the eligibility criteria shall be opened only, on scheduled date and time with intimation to the eligible bidders. Tenders submitted shall be the property of the company, un-opened price bids of the company shall have no obligation to return the same to the tenderer.
6. The overall lowest tenderer shall be considered for award of the work. Being lowest in any part of the tender shall be of no consequence and such tenders shall not have any claim for award of part work.
7. After observing the above formalities TCR would be processed as the case may be as per the guide line of CIVIL ENGINEERING MANUAL.

**DECLARATION**

I / we \_\_\_\_\_ hereby declare that our firm  
(Name of the firm & address) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Have not been banned or delisted by any State Government or Central Government or Quasi  
Government Agencies or Public Sector Undertakings.

Signature of the Bidder  
& Seal of firm

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**PROFORMA FOR AFFIDAVIT TO BE SUBMITTED BY THE TENDERER**

**Non Judicial Stamp Paper.**

**AFFIDAVIT**

I, -----, Partner/Legal Attorney/ Accredited Representative of M/S -----  
-----, solemnly declare that :

1. We are submitting Tender for the Work -----  
----- against Tender Notice No.-----  
----- dt -----
2. None of partners of our firm is relative of employee of BCCL.
3. All information furnished by us in respect of fulfillment of eligibility criteria and qualification information of this Tender is complete, correct and true.
4. All documents/ credentials submitted along with this Tender are genuine, authentic, true and valid.
5. If any information and document submitted is found to be false/ incorrect any time, department may cancel my Tender and action as deemed fit may be taken against us, including termination of the contract, forfeiture of all dues including Earnest Money and banning / delisting of our firm and all partners of the firm etc.
6. None of the partners of the firm has either individually are collectively been involved in criminal offences.

Signature of the Tenderer

Dated-----

Seal of Notary

**PROFORMA FOR COLLECTING PAYMENT THROUGH ELECTRONIC MODE INCLUDING ELECTRONIC FUND TRANSFER (EFT) & ELECTRONIC CLEARING SYSTEM (ECS)**

1	Vender/supplier /contractor /customer 's name and address( with telephone number & Fax number)	
2	Particulars of bank account	
	a) Bank name	
	b) Branch name (including RTGS CODE)	
	Address	
	Telephone & Fax no.	
	c) 9- Digit code number of Bank & branch (Appearing on the MICR cheque issued on bank ) or 5 units code number of S.B.I.	
	d)Accounts type  (S.B. Account /current Account or Cash credit with code 10/11/13)	
	e) Ledger no,/ Ledger folio no.	
	f)Account number ( Core banking &style of account)  ( As appearing on the cheque book)	

**3 DATE OF EFFECT:-**

I hereby declare that the particulars given above are correct & complete. If the transaction is delayed or not effected at all for reasons of incomplete or incorrect information. I would not hold the user institution responsible. I have read the option invitation letter and agree to discharge responsibility expected of me as a participant under the scheme. Any bank charges levied by the bank of such e- transfer shall be borne by us.

( )  
Signature of customer/ vender/supplier/contractor

Certified that the particulars furnished above are correct as per our records.

( )  
Signature of the authorized officials from the bank.

**Bharat Coking Coal Limited**  
( A subsidiary of coal india Ltd)  
**Administration Department.**  
**Koyla Bhawan**

Name of work:- 1.For Preparatory of Independence Day '2011 at Koyla Bhawan.  
2.For providing flush door, A.C. hole cutting and fitting of door in various doors of Koyla Bhawan.

Place of work:- Koyla Bhawan

Tender notice no.and date- BCCL/Admn/Manager(C )/2011-12/

dated 27.07.2011

Date and time of submission of Tender:- on 09.08.2011 at 10.00AM to 3.00PM

Date and time of opening Tender:- on 09.08.2011 at 4.00PM

Date of issue of tender document:- from 06.08.2011 to 08.08.2011

Receipt no. and date/amount:-.

Name of contractor:-

**SIGNATURE OF ISSUING AUTHORITY**

**Bharat Coking Coal Limited**  
( A subsidiary of coal india Ltd)  
Administration Department.  
Koyla Bhawan

## **PART- II**

(TO BE SUBMITTED IN SEPARATE ENVELOPE)

1. Name of work:- 1.For Preparatory work of Independence Day '2011 at Koyla Bhawan.  
2.For providing flush door, A.C. hole cutting and fitting of door in various doors of Koyla Bhawan.
- 2 Name of contractor:-  
Address
- 3 N.I.T.ref,no.: -BCCL /Admn/Manager(C )/2011-12/ dated 27.07.2011
- 4 Date of receipt of tender :- from 10.00am to 3.00pm on 09.08.2011
- 5 Date of opening of part-II :- To be communicated later
- 6 Documents issued to Tenderers:- Bill of quantity no(pages.....)

**SIGNATURE OF ISSUING OFFICER**

# BHARAT COKING COAL LIMITED

B.O.Q Proposed estimate for preparatory work of Independence Day '2011 at Koyla Bhawan.

Sl.No	Description of work	Unit	quantity	Rate	Amount
1	S/A one or more coat enamel paint of approved brand on old work as per specification.	sqm	782.36	22.85	17876.93
2	Painting of flower pots as per specification.	sqm	277.20	22.85	6334.02
3	Cleaning grasses and removal of rubbish				
	Up to a distance 50m outside of periphery Of the area cleaned	sqm	364.31	135.65	494.18
4	finishing wall with water proofing cement Paint of required shade on old work.	sqm	46.00	27.95	1285.70
				Total	25990.83

Manager(Civil)HQ,Admn.Deptt.

## SYNOPSIS

I/we do hereby agree to execute the above work on ..... ) Percent above/below the estimated cost

Signature of tender:-

Name:-

Address:-

Relationship with BCCL employees, if any, details thereof:-

# BHARAT COKING COAL LIMITED

B.O.Q:-Proposed estimate for providing flush door,A.C. hole cutting ,and fitting of Doors in various doors of Koyla Bhawan Complex.

Sl.No	Description of work	Unit	Quantity	Rate	Amount
1	Making A.C. hole cutting and goods the wall Complete with particle board beading etc. as per Specification.	each	10nos	1527.79	15277.90
2	For providing fitting and fixing of flush door Shutter as per specification(35mm thick).	Sqm	31.25	929.95	29060.93
3	For fixing hydrolic door closer as per specification with double spring complete.	each	20nos	911.10	18222.00
4	P/ fitting and fixing sliding door bolts (alumn) as per specification.	each	20nos	158.50	3170.00
5	P/ fitting and fixing mortice lock 100mm As per specification.	each	05nos	435.90	2179.50
6	P/ fixing alumn tower bolts as per Specification.	each	24nos	71.45	1714.80
7	P/ fixing alumn handle as per Specification 125mm.	each	20nos	48.80	976.00
8	P/fixing twin rubber hanging door stopper As per specification.	each	20nos	53.90	1078.00
				Total	71,679.13

[illegible]



