

**MINISTRY OF HEALTH & FAMILY WELFARE,
GOVT. OF INDIA, NEW DELHI**

PRADHAN MANTRI SWASTHYA SURASHA YOJANA (PMSSY)

TENDER

FOR

**Security & Cleaning Services and other Associated
Works at Housing Complex for AIIMS Like
Institution at Raipur under PMSSY**

HSCC/PMSSY/RAI/SEC/2011 dated 02.11.2011

Volume - I

- **PREQUALIFICATION**
- **INSTRUCTIONS TO BIDDERS & CONDITIONS OF CONTRACT**

NOVEMBER' 2011



**HSCC (INDIA) LTD.
(CONSULTANTS & ENGINEERS FOR MEGA HOSPITALS & LABORATORIES)
E-6(A), sector-1, NOIDA(U.P) 201301 (India)**

Phone: 0120-2542436-40

Fax: 0120-2542447

INSTRUCTIONS FOR DOWNLOADING OF TENDER DOCUMENTS FROM INTERNET AND ITS SUBMISSION

1. The tender documents for the **Tender for Security & Cleaning Services and other Associated Works at Housing Complex for AIIMS Like Institution at Raipur under PMSSY** can be obtained from the HSCC website <http://www.hsccltd.co.in> and MOHFW website <http://www.mohfw.nic.in> and the tenders for the works can be given on the tender documents downloaded from the website subject to the conditions given below which shall be carefully studied by the intending bidders and offers submitted accordingly.
2. The tender documents shall be carefully downloaded from the website and the same shall be printed carefully, The tender documents so downloaded shall be complete in all respects, which shall be the sole responsibility of the bidder(s), and the HSCC/MoHFW shall not be liable for any mistakes/loss or corruption of data in the downloading and/ or printing. The end of each volume of the tender documents should be marked in bold letter as “END OF VOLUME – X” (where “X” is the Volume Number) on a separate page in the uploaded document, which may be checked while downloading the tender documents to ensure that the complete tender documents has been downloaded. The tenderer(s) must also compare the document as printed with the document as uploaded on the website. The Tenderer(s) or his authorized representative shall stamp and sign in original on each page of the downloaded tender document.
3. A master copy of the document downloaded from the website mention above shall be kept at HSCC Head Office, E-6A, Sector -1, Noida -201301, (U.P.). In case of any discrepancy between the tender document printed and submitted by the bidder after downloading from the website and the Master Copy, the later shall prevail and shall be binding on the tenderer(s). The offer received shall be deemed to have been submitted on the document as uploaded and appearing in the website mentioned above whose Master Copy is kept in the office of tender inviting authority.
4. The tenderer(s) shall print the documents on good quality, white A4 size paper on any quality Laser Printer.
5. The cost of tender document of Rs.1000/- as mentioned in the notice inviting tender shall be enclosed with the Envelope No.1 of the offer as a Demand Draft from a Scheduled Bank payable in favor of ‘**HSCC (I) Ltd.**’ payable at New Delhi/NOIDA as cost of tender. The tenders submitted without the requisite cost of tender documents in an appropriate form shall not be considered.
6. The cost of tender document shall not be clubbed with the earnest money deposit.
7. The tender shall be filled up after careful study of the document and the site and any clarification required may be obtained from the tender inviting authority whose address is given in the tender document.
8. The tenderer(s) downloading the documents from internet must keep themselves updated through the website from which the tender document is downloaded regarding corrigenda, if any, to the same website. The offers received without such corrigenda published are liable to be rejected.
9. Any willful changes/deletion/addition in printing carried out in the tender documents shall be viewed very seriously, whether detected at the time of opening/award of work, and the same may result in penal action including banning of further business with the defaulting tenderer(s). In addition, the tenderer(s) are liable to be prosecuted for the same as per law.
10. Even though the tenderer(s) have been permitted to submit their bid in the tender documents downloaded from the website, the Contract Document on award of work shall be signed only on the manual copy, as issued originally by HSCC (India) Ltd.

**MINISTRY OF HEALTH & FAMILY WELFARE,
Govt. of India, Nirman Bhavan, New Delhi – 110011**

HSCC/PMSSY/RAI/SEC/2011

09.11.2011

INVITATION FOR TENDER - DETAILED

Bids are invited on behalf of Ministry of Health and Family Welfare, Govt. Of India, New Delhi from eligible contractors/firms for the following works under Pradhan Mantri Swasthya Suraksha Yojana(PMSSY).

Tender No	Name & description of work	Estimated cost (Rs.)	Completion period of work (months)	Date of issue of tender document from	Last date of submission (at HSCC Office Noida)	Bid Security amount (in Rs.)
HSCC/PMSSY/RAI/SEC / 2011	Tender for Security & Cleaning Services and other Associated Works at Housing Complex for AIIMS Like Institution at Raipur under PMSSY	Rs.45 lakhs	12 Months	09.11.2011 to 30.11.11 upto 13:00 hrs	30.11.11 upto 14:30 hrs Opening at 15:00 hrs.	Rs. 90,000/-

Complete set of Tender Documents comprising Volume- I & II has been made available at dispatch counter of HSCC (India) Ltd., Corporate office at E-6(A), Sector-1, Noida (U.P.), Pin: 201301 and also at HSCC (India) Ltd. website www.hscltd.co.in and MOH&FW website www.mohfw.nic.in. The interested applicant contractors/firms may download and check their eligibility for the tender.

Interested applicant contractors/firms can obtain the complete set of tender documents comprising of Vol I & II either in person from the office of **HSCC (I) Ltd, Noida** on any working day as mentioned above on written request mentioning the name & description of work against a non refundable fee of *Rs.1000/- (Rs. One Thousand only)* through Cash/demand draft in favour of “*HSCC (India) Ltd.*” payable at *Noida / New Delhi* or download the complete set of documents from the websites mentioned above and submit with their bids. In case the bidder uses Tender documents downloaded from websites, the tender document fee of Rs.1000/- should be enclosed in envelope no.1 in the form a Demand Draft in favour of “*HSCC (India) Ltd.*” payable at *Noida / New Delhi*.

The tender documents should be submitted complete in all respects alongwith requisite amount of bid security in the form of Bank Guarantee of a Scheduled Bank as per format given in the Tender Documents or Demand Draft from a Scheduled Bank payable at *Noida / New Delhi* in favour of “*HSCC (India) Ltd.*” on or before due date and time as mentioned above at HSCC (India) Ltd., Corporate office at E-6(A), Sector-1, Noida (U.P.), Pin: 201301.

Bidders submitting their bids on documents downloaded from websites should ensure submission of the tender document fee as stated above as non-submission of the tender document fee shall make the bids liable to be rejected.

MOHFW/HSCC reserves the right to accept or reject any application without assigning any reason or incurring any liability whatsoever.

Prospective bidders are advised to regularly scan through MOHFW/HSCC websites as corrigendum/amendments etc., if any, will be notified on the MOHFW/HSCC websites and separate advertisement will not be made for this.

**Chief General Manager (DC)
HSCC (India) Ltd.**

INSTRUCTION TO APPLICANTS

PROJECT NAME : **Tender for Security & Cleaning Services and other Associated Works at Housing Complex for AIIMS Like Institution at Raipur under PMSSY**

EMPLOYER / : Ministry of Health & Family Welfare,
Government of India., Nirman Bhavan, New Delhi

1.0 SCOPE OF BID:

1.1 For and on behalf of “Ministry of Health & Family Welfare, Government of India (The Employer), HSCC(I) Ltd. (HSCC, the Consultant) intends to Pre-Qualify agencies/firms for the work of “**Tender for Security & Cleaning Services and other Associated Works at Housing Complex for AIIMS Like Institution at Raipur under PMSSY**”

1.2 BRIEF DETAILS:

The Scope of work comprises of Security & Cleaning Services and other Associated Works at Housing Complex for AIIMS Like Institution at Raipur under PMSSY

Time of Services: 12 (Twelve) Calendar Months

1.3 Pre-Qualification is open to all the firms having sound financial background and experience of successfully executing the project of similar nature and magnitude.

2.0 SUBMISSION OF APPLICATION:

2.1 Application for Tender must be submitted complete in all respect in sealed envelopes in accordance with Clause 15.0 of Part B – Instructions to Bidders of Volume I, which must be either delivered by hand or by registered mail, at HSCC (India) Ltd, Plot No. 6(A), Block-E, Sector-1, NOIDA, U.P.-201301, so as to reach not later than 30.11.2011 on or before 1430 Hrs. and be clearly marked “**Tender for Security & Cleaning Services and other Associated Works at Housing Complex for AIIMS Like Institution at Raipur under PMSSY**”

2.2 The name and mailing address of the Applicant should be clearly marked on the envelope.

2.3 All the information asked for pre-qualification (Vol-I) shall be answered in the ENGLISH language by all the agencies/firms.

2.4 Failure to provide information in the stipulated format enclosed or to provide timely clarification or substantiation of the information supplied (considered essential to evaluate the Applicant’s qualification) may result in disqualification of the Applicant.

3.0 PRE-QUALIFICATION CRITERIA:

3.1 Pre-Qualification will be based on meeting all the minimum criteria for pre-qualification and other qualification criteria regarding the Applicant's work experience, personnel and equipment capabilities and financial position as demonstrated by the Applicants responses in the forms attached to the Letter of Application.

3.2 The Applicant should meet the following minimum criteria for Pre-Qualification :

- (i) Average Annual Financial Turnover during the last three financial years i.e. 2007-08, 2008-09 & 2009-10 should be at least **100%** of the estimated cost for this project. Audited balance sheet to be submitted (Fill enclosed Annexure III).
- (ii) Experience of having successfully completed similar works during last 7 years ending last day of month previous to the one in which applications are , i.e., as on October 31, 2011, should be either of the following :

Three similar completed works each of value not less than **40%** of the estimated cost put to tender.

OR

Two similar completed works each of value not less than **60%** of the estimated cost put to tender.

OR

One similar completed works each of value not less than **80%** of the estimated cost put to tender.

Similar works means "Providing Security Services and/or Building Works"

A Certificate from client for completion of work(s) must be submitted alongwith application.

3.3 Financial Capabilities: The Applicant should submit Audited Balance Sheets for the last three financial years i.e. 2007-08, 2008-09 & 2009-10. The applicant should have positive networth and not have incurred any loss in more than two years during the last five years ending 31st March 2010 (Fill enclosed ANNEXURE-III).

3.4 Minimum Solvency Requirement:

A solvency certificate from applicant's Bank (Nationalized/Scheduled) that applicant is solvent for 30% of the Estimated Cost of the Project. The certificate should be not more than one year old.

3.4 The firm should submit an affidavit duly notarized that they have not abandoned any work of Union Government/ State Governments/ PSU's etc. during the last 5 years. They should also submit an affidavit that they have not been blacklisted, debarred.

declared non performer or expelled by Union Government/ State Governments/ PSU's etc. during the last 5 years

- 3.5 The applicant should provide information regarding litigation/ Arbitration cases for the last five years as per ANNEXURE- V

4.0 PERSONNEL, EQUIPMENT CAPABILITIES

- 4.1 Personnel Capabilities: The firm should have suitable qualified and experienced personnel for the successful completion of the works. List of employees and bio-data of key officials shall be submitted stating clearly how these would be involved in this work. (Fill enclosed ANNEXURE – I).

- 4.2 Equipment Capabilities : Not Applicable (Fill enclosed ANNEXURE -II).

5.0 EXPERIENCE OF PROJECTS OF SIMILAR NATURE & COMPLEXITY

The applicant shall submit information about their the past experience in projects of similar nature and complexity with information about magnitude of the Projects, Type of Projects, Completion Certificate from Client, Time Overrun if any, Cost over run if any , (Fill enclosed ANNEXURE-IV).

6.0 OTHER INFORMATION TO BE SUBMITTED ALONGWITH APPLICATION

- 6.1 Registration/ Licence: The firm should have PAN No./PF/ESI/Service Tax/Works Contract Tax/VAT Registration/licence under section 12 of Contract Labour (Registration and Abolition) Act 1970 with the appropriate Authorities. In case the firm is not registered at the time of submission of bid, they will submit an undertaking that they will get themselves registered with the concerned authorities in case they are awarded the work.

- 6.2 The contractor/firm/applicant will indemnify HSCC/Ministry of Health & Family Welfare/Principle employer/client/Consignee, as the case may be, against all panel action that may be levied/effected by any concerned authority for default in any labour regulation/PF/ESI and other statutory requirements of the relevant Acts/Laws related to the work of the contractor and will bear the legal charges, if any, and will pay the legal charges/dues directly to the concerned authority. An undertaking in this regard is required to be submitted by applicants alongwith prequalification.

- 6.3 The applicant shall submit the supporting documents regarding the information given in the ANNEXURE-I to ANNEXURE-V.

- 7.0 Even though the Applicants meet the minimum PQ criteria, they are subject to be disqualified, if they have:

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- made misleading or false representation in the form, statement and attachments submitted; /or
 - record of poor performance such as abandoning the work, not properly completing the contract, inordinate delays in completion, litigation history, or financial failures, etc. /or
 - The performance of any agency already worked/ working with HSCC /MOHFW is not found satisfactory./or
 - found to have been black listed, debarred or non performer in any of the works as on date of submission of bid .
 - Non response or non submission of clarifications within specified time

8.0 The applicants are advised to visit the site to get first hand information as regards its approach, accessibility, working conditions, site conditions, availability of labour and material etc. and other matters affecting cost and work. All costs incurred in connection with submission of the pre-qualification application shall be borne by the applicant irrespective of the outcome.

9.0 If any information furnished by the applicant is found incorrect at a later stage, applicant shall be liable to be debarred from tendering in HSCC. The department reserves the right to verify the particulars furnished by the applicant independently.

9.1 HSCC may ask for any additional information and/ or clarification from the applicant. The applicant shall submit such additional information and/ or clarification as requested by HSCC within the time specified in the communication.

10.0 The competent authority to pre-qualify shall have the power to relax any condition/criterion for pre-qualification if it considers expedient to do so.

11.0 Even though the agency meets all the criteria, the Employer / Consultant reserves the right to accept or reject any applicant/disqualify any agency without assigning any reason whatsoever.

12.0 UPDATING QUALIFICATION INFORMATION

12.1 Applicants shall be required to update the financial information used for Pre-Qualification as and when asked for and at the time of submitting their bids, to confirm their continued compliance with the pre-qualification criteria and verification of information provided.

13.0 GENERAL

- 13.1 Only agencies / firms who have been pre-qualified under this procedure will be invited in writing to bid. A firm may submit only one bid for the contract. If a firm submits more than one bid, all bids of the party will be rejected. In case tender has been invited alongwith prequalification, further envelopes/bids of only prequalified agencies will be opened.
- 13.2 The Employer / Consultant reserve the right to:
- (a) Reject or accept any application without assigning any reason or incurring any liability thereof
 - (b) Cancel the pre-qualification process and reject all applications
 - (c) Split the works into different packages if required
 - (d) Amend the scope and value of any contract under this project, in such event the bids will only be called from those pre-qualified applicants who meet the requirements of the contract as amended.
- 13.3 Joint venture companies will not be allowed to participate in the bid. Experience of any work done in joint venture shall not be considered.
- 13.4 No correspondence either from successful / pre-qualified applicant or unsuccessful applicant will be entertained in this regard.
- 13.5 Check list format attached at Annexure VI must be filled and enclosed alongwith the application.

Chief General Manager (DC)
HSCC (I) LTD

LETTER OF APPLICATION

[NOTE : On the letterhead paper of the applicant including full postal address, telephone no., fax no., telex no. and cable address]

Date : _____

To,
Chief General Manager (DC)
HSCC (I) Ltd., E-6(A), Sector 1,
Noida

Sirs,

1. Being duly authorised to represent and act on behalf of (hereinafter referred to as “the Applicant”) and having reviewed and fully understood all the pre-qualification information provided, the undersigned hereby apply to be pre-qualified by yourselves as a bidder for the **Tender for Security & Cleaning Services and other Associated Works at Housing Complex for AIIMS Like Institution at Raipur under PMSSY**

Tender Number	Client Name
HSCC/PMSSY/RAI/SEC/2011	

2. Attached to this letter are copies or original documents defining :
 - (a) the applicants legal status
 - (b) the principal place of business
 - (c) the place of incorporation (for applicants who are corporations) or the place of registration and the nationality of the owners (for applicants who are partnerships or individually owned firms)
 - (d) application form no. 1 to 6
3. Your agency and its authorized representatives are hereby authorized to conduct any inquiries or investigations to verify the statements, documents and information submitted in connection with this application, and to seek clarification from our bankers and clients regarding any financial and technical aspects. This letter of application will also serve as authorization or any individual or authorized representative or any institution referred to in the supporting information, to provide such information deemed necessary and requested by yourselves to verify statements and information provided in this application, or with regard to the resources, experience, and competence of the Applicant.

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4. Your agency and its authorized representatives may contact the following persons for further information :

General, Personnel, Technical and Financial Enquiries	
Contact 1 :	Telephone 1 :
Contact 2 :	Telephone 2 :

5. This application is made in the full understanding that :
- (a) Bids by pre-qualified applicants will be subject to verification of all information submitted for pre-qualification at the time of bidding
 - (b) Your agency reserves the right to :
 - amend the scope and value of the contract / bid under this project ; in such event, bids will only be called from pre-qualified bidders who meet the revised requirements ; and
 - reject or accept any application, cancel the pre-qualification process, and reject all applications without assigning reasons or incurring any liability thereof ; and
 - (c) Your agency shall not be liable for any such actions and shall be under no obligation to inform the Applicant
6. The undersigned declare that statements made and the information provided in the duly completed application are , true and correct in every detail.

Sealed & Signed
Name
For and on behalf of

APPLICATION FORM NO. 1**GENERAL INFORMATION**

All individual firms applying for pre- qualification are requested to complete the information in this form. Information to be provided for all owners or APPLICANTS who are partnerships or individually-owned firms.

1.	Name of firm
2	Head office address
3	Telephone Contact
4	Fax E- mail No.
5	Place of incorporation/ Registration Year of incorporation/ registration

Authorized Signatory of bidder

APPLICATION FORM NO. 2

STRUCTURE AND ORGANIZATION

1. Name & address of the applicant
2. Telephone No. / Telex No. / Fax No.
3. Legal status of the applicant (attach copies of original document defining the legal status)
 - (a) An individual
 - (b) A proprietor firm
 - (c) A firm in partnership
 - (d) A Limited Company or Corporation.
4. Particulars of registration with various Government bodies (attach attested photocopy)

Organisation /Place of registration	Registration No.
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5. Name and Titles of Directors & Officers with designation to be concerned with this work.
6. Designation of individuals authorised to act for the organisation
7. Was the applicant ever required to suspend work for a period of more than six months continuously after you commenced the Work? If so, give the name of the project and reasons of suspension of work.
8. Has the applicant ever abandoned the awarded work before its completion ? If so, give name of the project and reasons for abandonment.
9. Has the applicant ever been debarred / black listed for tendering in any organisation at any time ? If so, give details.
10. Has the applicant ever been convicted by a court of law? If so, give details.
11. Any other information considered necessary but not included above.

Authorized Signatory of bidder

APPLICATION FORM NO. 3

ANNEXURE - I

PERSONNEL CAPABILITIES

Sl. No.	Designation	Total Number	Number available for this work	Name	Qualification	Professional experience and details of work carried out	How these would be involved in this work	Remarks

Authorized Signatory of bidder

APPLICATION FORM NO. 4

ANNEXURE - II

Not Applicable

Authorized Signatory of bidder

**APPLICATION FORM NO. 5
FINANCIAL CAPABILITIES**

ANNEXURE - III

(Rs. In lacs)

Financial Year	Annual Turn Over in Indian Rupees (or equivalent to Indian Rupees) as per Audited Balance Sheet
2007-2008	Rs.
2008-2009	Rs.
2009-2010	Rs.
Average Annual Turnover over the past three years	Rs.

Financial Information in Rs. Equivalent	For year 2005-06	For year 2006-07	For year 2007-08	For year 2008-09	For year 2009-10
1. Total Assets					
2. Current Assets					
3. Total Liabilities					
4. Current Liabilities					
5. Profit before Tax					
6. Profit after Tax					
7. Net Worth					

NOTE : The above data is to be supported by audited balance sheets

1. Attach copies of audited balance sheets/Certified Account Statement showing turnover and net profit duly certified by the chartered accountant for all three years (2007-08, 2008-09 & 2009-10). Chartered Accountant should mention the membership number issued by ICAI along with full address.
2. Attach recent solvency certificate from bankers

Authorized Signatory of bidder

EXPERIENCE OF PROJECTS OF SIMILAR NATURE & COMPLEXITY

(During last seven years ending last day of month previous to the one in which applications are invited)

Sl. No.	Name of work / project and location	Owner or sponsoring organization	Cost of work in Lakhs	Date of commencement as per contract	Stipulated date of completion	Actual date of completion	Name and address/ telephone number of officer to whom reference may be made	Remarks

NOTE : Please attach supporting documents (completion certificates along with order copies) for the above information

Authorized Signatory of bidder

APPLICATION FORM NO. 7

ANNEXURE - V

Litigation Details
Court Cases/arbitration

Name of Bidder

<u>Year</u>	<u>Name of the work</u>	<u>Name of the Client, with Address</u>	<u>Title of the court Case/Arbitration</u>	<u>Detail of the Court/ Arbitrator</u>	<u>Status Pending/ Decided</u>	<u>Disputed Amount (Current Value, the equivalent) in case of Court Cases/arbitration</u>	<u>Actual Awarded Amount (Rs) in decided Court Cases/arbitration</u>

Authorized Signatory of bidder

Check-List

S.No	Criteria	Requirements	Cross Referencing / Page no. at which required information is available (To be mentioned)	Indicate Eligibility Y / N
1	Average Turnover for last three years	50% of the estimated project cost		
2	Experience	During last seven years <ul style="list-style-type: none"> ▪ Three similar completed works each of value not less than 40% of the estimated cost put to tender. <li style="text-align: center;">or ▪ Two similar completed works each of value not less than 60% of the estimated cost put to tender. <li style="text-align: center;">or ▪ One similar completed works each of value not less than 80% of the estimated cost put to tender. 		
3	Personnel Capabilities	List of suitable qualified and experienced personnel in relevant field		
4	Equipment Capabilities	List of equipment required and proposed to be deployed & source of such equipments		
5	Financial Capability	<ul style="list-style-type: none"> ▪ Net worth positive for two years ▪ Profit earning for two years 		
6	Solvency Certificate	Solvency certificate from applicant's bank for 30% of the estimated project cost.		
7.	Abandoning / debarred/Blacklisting	Affidavit regarding not abandoned /Black listing/debarred/declared non performer for any work of Union Govt./State Govt./ PSU's etc. during last 5 years		
9.	Tender document fee, in case down loaded from web site			
10.	Undertaking to indemnify	In respect of clause 6.2		

Authorized Signature of Bidder with stamp

VOLUME-I

PART B

INSTRUCTIONS TO BIDDERS

&

CONDITIONS OF CONTRACT

SECTION I: INSTRUCTIONS TO BIDDERS

A. General

1.0 Scope of work :

The Contractors are required for providing Security and Cleaning Services at Housing Complex for AIIMS-like Institution at Raipur (Chattisgarh). The contractor shall provide adequate experienced manpower comprising of minimum eight numbers of sweepers , one number of supervisor and specialized workers, as and when required, as per scope of work and schedule of work mentioned.

The single point responsibility at the cost of contractor shall cover the following: -

A. Security Services :

The Contractor will provide "ROUND THE CLOCK" Security arrangement by supplying/deploying as trained security guards **at Housing Complex for AIIMS-Like Institution at Raipur** as directed by the Engineer.

The guards of particular shift will be relieved from the duty only after the guards of the next shift report for duty. The shift/Change will be after proper handing over/ taking over formalities in the register provided for this purpose.

RESPONSIBILITIES

The Contractors responsibilities with regard to the Security to be provided shall be as under:

1. The Contractor shall take over all the inventories at the start of the Contract Period and shall be responsible for the security and safe custody of all such inventories till the completion of the Contract. The same shall be handed over to the Client/Employer at the end of the Contract Period. Difference in the inventories and/or breakage shall be recovered from the Contractor.
2. To prevent all thefts, pilferage, damage, encroachment etc. from the guarded area at **Housing Complex for AIIMS-Like Institution at Raipur** and to report to the Engineer/client and/or concerned police authority wherever necessary.
2. To carry out any other work allotted to you with regard to security arrangements.
3. To keep & assist for First Aid treatment always ready at site in case of necessity.
4. Guard should be aware of operating Fire fighting equipment and extinguishers with its operation in case of necessity.
5. To provide periodical night patrolling by senior staff at least once in a Week.
6. To periodically check the performance of Security Guards by senior staff or as directed.
7. To strict work in accordance with the instruction given to you by the management/client/engineer from time to time.
8. To maintain regular contact with the Engineer/Client with regard to security arrangements and improvement.
9. The contractor shall be responsible for arranging properly dressed uniform/Torch/Battery/Lamps /lathies/shoes as required for security arrangements or as directed.
10. To check and maintain the records of incoming and outgoing material.

LIABILITIES

1. The guards supplied by the contractor will be trained, young, smart and well mannered with Proper complete uniform.
2. During winter night duty guards will be equipped with woolen coats, lathies and torches etc or as directed.
3. The shift of the guards would be rotated weekly and a roaster would be maintained.
4. The guards would be changed with proper handing & taking over every month to avoid possible contacts/collusion for better security arrangement from operational point of view.
5. All liabilities such as minimum wages, ESI, PF, Bonus, insurances and all other statutory requirements of guard on duty will be borne by the Contractor. The Contractor will submit the proof of PF & ESI payments with every monthly bill.

2. Cleaning Services :

1. Daily Sweeping of the exterior Common areas at Housing Complex for AIIMS-like Institution at Raipur including parkings, roads, driveways etc.
2. Periodic Brooming and Sweeping and Cleaning of the facilities at **Housing Complex for AIIMS-Like Institution at Raipur** as directed by the Engineer including Terrace, Mummy, toilets, floors, walls, columns, lifts, staircases and railings, mirrors, electrical fittings and fixtures including fan, lights, switch plates, MCB's, computers, printers, UPS, air-conditioners, fans, sanitary wares, washbasin, soap dispensers, stairwells, lobbies, washbasin, sinks, urinals, etc.
3. Periodical cleaning of External drains - at least once in a month or as required.
4. Disposal of garbage from the premises to nearby municipal disposal point.

Contractor is required to maintain a proper schedule as well as record / quality management forms / work register with approval of Engineer for the above activities. All the stationery / photo copying etc., for the purpose, the contractor has to arrange on his own. Contractor shall provide necessary tools and equipments to the workers for performing their work.

The contractor is required to maintain all the essential services in entirety to keep the facilities functional.

Contractor shall use good standard quality materials / chemicals / detergents of standard quality / make for cleaning and other allied purposes as per specifications. If the materials are not of desired quality, the contractors are required to replace the same on the instructions of the Engineer.

All staff of the Contractor shall be neatly dressed in Uniform and bear identity cards with name plates.

- 1.2 The successful bidder will be expected to perform services for **twelve calendar months** from the date of Award of work/ letter of commencement. **However, the Employer reserves the right to amend the scope and time period and the Contractor shall not have any claim in this regard.**
- 1.3 All the terms and conditions, undertakings of PQ documents under which the agency has been pre qualified for this work will have to be strictly followed and will be treated as part of this tender documents in addition to other terms and conditions of the tender documents.

2.0 The Employer:

Ministry of Health & Family Welfare , New Delhi shall be the principal Employer / employer / owner for the Security and Cleaning Services and other associated works at Housing Complex for AIIMS-like Institute at Raipur, Chattisgarh.

All documents relating to Labour License etc. to statutory authority for obtaining necessary clearance etc is to be signed/endorsed by representative of the institute.

- 2.1 In these documents wherever the word tender/ tenderer/tendering has been used, the same may be considered synonymous with bid/bidder/bidding.

3.0 In formations to be submitted:

- 3.1 All bidders shall include the following information and documents with their bids:
(a) Power of attorney of the signatory of the bid to commit the bidder.

4.0 Cost of bidding:

The Bidder shall bear all costs associated with the preparation and submission of his Bids and "The Employer" will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the Bidding process.

5.0 Site visit:

The bidder is advised to visit and examine the place of Works and its surroundings and obtain for himself on his own responsibility and at his own risk all information that may be necessary for preparing the bid and entering into a contract for the Works. The cost of visiting the Site shall be at the bidder's own expense. The Bidder and any of his personnel or agents will be granted permission by the Employer to enter upon the Site for the purpose of such inspection, but only upon the express condition that the Bidder, his personnel or agents will release and indemnify the Employer and Employer's Personnel and agents from and against all liability in respect thereof and will be responsible for personnel injury (Whether fatal or otherwise), loss of or damage to property and any other loss, damage, costs and expense however caused, which, but for the exercise of such permission would not have arisen.

B. Bidding Documents

6.0 Content of bidding documents:

The set of bidding documents comprises the documents listed below:

1. Prequalification document, Instructions to Bidders & Conditions of contract (Vol.I)
2. Bill of Quantities (Vol-II)

7.0 Clarification of bidding documents:

A prospective bidder requiring any clarification of the bidding documents may notify the Employer in writing or by cable (hereinafter, "cable" includes facsimile) at the Engineer's address indicated in the Invitation to Bid. The Engineer will respond to any request for clarification which he received earlier than 7 days prior to the submission of bid. Copies of the Engineer's response will be forwarded to all purchasers of the bidding documents, including a description of the enquiry but without identifying its source.

8.0 Amendment of bidding Documents :

- 8.1 Before the deadline for submission of bids, the Engineer may modify the bidding documents by

issuing addenda.

8.2 Any addendum thus issued shall be part of the bidding documents and shall be communicated in writing or by cable to all purchasers of the bidding documents.

8.3 To give prospective bidders reasonable time to take an addendum into account in preparing their bids, the Engineer shall extend as necessary, the deadline for submission of bids in accordance with Sub-Clause 16.2.

C. Preparation of Bids

9.0 Language of bid:

All documents relating to the bid shall be in English Language only.

10.0 Documents comprising the bid :

The bid submitted by the bidder shall comprise the following:

- (a) Bid Security
- (b) Prequalification, Instructions to bidders & Conditions of Contract (Vol.- I)
- (c) Bill of Quantities (BOQ) (Vol.- II)
- (d) Documents mentioned in clause 3.0 & 6.0 above.

And any other documents required be completing and submitting by bidders in accordance with these instructions.

11.0 Bid prices:

11.1 The bidder shall fill the rates against each item of BOQ both in words and figures.

11.2.1 All duties, taxes, cess and other levies payable by the Contractor under the Contract, or for any other cause shall be included in the rates, prices, and total amount of bid submitted by the bidder. The evaluation and comparison of bids by the Employer shall be made accordingly.

11.3 The rates and prices quoted by the bidder shall be fixed for the duration of the Contract and shall not be subject to adjustment on any account.

12.0 Currencies of bid and payment:

The rate to be quoted by the bidder shall be in Indian Rupees.

13.0 Bid validity:

13.1 Bids shall remain valid for a period of 120 days after the deadline for bid submission specified in Clause 16.

13.2 In exceptional circumstances, the bidders may be requested to 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 will be required to extend the validity of his bid security for the period of the extension, and in compliance with Clause 14 in all respects.

14.0 Bid security:

- 14.1 The Bidder shall furnish, as part of his Bid, a Bid Security of the amount of Rs.90,000/- (Rs. Ninety Thousand only) having validity period of 135 days from the last date fixed for receiving of bid. No deviation shall be permitted from this.
- 14.2 The Bid Security shall be in the form of a Demand Draft/Pay Order in favour of "HSCC (India) Ltd." drawn on any Nationalised/Scheduled bank payable at New Delhi/Noida or in form of a Bank Guarantee from any Nationalised/Scheduled Bank as per format given Annexure C (Part B).
- 14.3 Any Bid not accompanied by an acceptable Bid Security will be straightaway Rejected.
- 14.4 The Bid Securities of unsuccessful Bidders will be returned as promptly as possible but not later than 30 days after the expiration of the period of Bid validity prescribed by the Employer.
- 14.5 The Bid Security of the successful Bidder will be returned upon the Bidder executing the Contract and furnishing the required Performance Security.
- 14.6 The Bid Security may be forfeited
- a) If a Bidder withdraws his Bid during the period of Bid validity.
 - b) In the case of successful Bidder, if he does not :
 - (i) enter into the Contract, or
 - (ii) furnish the necessary Performance Security
 - (iii) agree to arithmetic corrections made as per terms of Bid documents.
 - (iv) Submitted any misleading information during prequalification and or tendering process.
- 14.7 No interest will be payable by the Engineer on the Bid Security amount cited above.

15.0 Sealing, marking and submission of bid:

- 15.1 The bid shall be submitted in accordance with the procedure detailed herein. Documents shall be enclosed in separate envelopes of appropriate size each of which shall be sealed.
- (i) **Envelope No. 1** shall contain the bid security as indicated in clause 14 of these instructions to bidders and the tender Document Fee in case the tenders are submitted using tender documents downloaded from the website.
 - (ii) Envelope No. 2 shall contain the covering letter, original bid document consisting of Prequalification documents, Instructions to Bidders & Conditions of Contract (Vol. I), duly signed and stamped and the other bid documents as indicated at Clause 3.
 - (iii) Envelope No. 3 shall contain only the Bill of Quantities (Vol. II) and rates/prices duly filled in and signed and stamped without any conditions whatsoever. Bids containing any conditions in Envelope no. 3 are liable to be summarily rejected. Any variation between the rates mentioned in figures and words the rates in words shall prevail.

The contractor must fill up the prices both in words and figures.

Please note that the price should not be indicated in any of the documents enclosed in envelope 1 & 2

All bidders are required to submit unconditional bids. Conditional bids if submitted may be rejected and no correspondence in this regard shall be entertained.

- 15.2 The bidder shall seal the bid.
- 15.3 All the three envelopes shall be sealed and enclosed in an envelope and addressed to the Chief General Manager (DC), HSCC (India) Ltd, Plot No. 6(A), Block-E, Sector 1, Noida, , Uttar Pradesh, Pin – 201 301.

15.4 All the above envelope shall bear the following identification.

Name of work: "Tender for Security & Cleaning Services and other Associated Works at Housing Complex for AIIMS-Like Institution at Raipur under PMSSY"

15.5 All the envelopes shall indicate the name and address of the bidder to enable the bid to be returned unopened, if required.

15.6 All recipients for the purpose of submitting a bid, shall treat the contents of the documents as private and confidential.

16.0 Deadline for submission of bids:

16.1 Bids must be received by the Engineer at the address specified above not later than the designated date and time.

16.2 The Engineer may extend the deadline for submission of bids by issuing an amendment in accordance with Clause 8, in which case all rights and obligations of the Employer and the bidders previously subject to the original deadline will then be subject to the new deadline.

17.0 Late bids :

Any bid received by the Engineer after the deadline prescribed in Clause 16.0 will be returned unopened to the bidder.

18.0 Modification and withdrawal of bids :

18.1 The bidder may modify or withdraw his bid by giving notice in writing before the deadline prescribed in Clause 16.

18.2 The bidder's modification or withdrawal notice shall be prepared, sealed, marked, and delivered in accordance with Clause 15, with the outer and inner envelopes additionally marked "MODIFICATION" or "WITHDRAWAL", as appropriate.

18.3 No bid may be modified after the deadline for submission of bids.

18.4 Withdrawal of bid between the deadline for submission of bids and the expiration of the original period of bid validity specified in the Form of Bid may result in the forfeiture of the bid security pursuant to Clause 14.

D. Tender Opening and Evaluation

19.0 Bid opening:

19.1 Bids shall then be opened in the office of HSCC (I) Ltd., at Plot - 6 (A), Block - E, Sector - I, Noida, Uttar Pradesh - 201 301, half an hour after the prescribed time for Bid submission in presence of the Bidders' representatives who may wish to be present.

Envelope No. 1 : Shall be opened first. If the Bid Security or the tender document fee in case the tenders are submitted using documents downloaded from the website is not found as prescribed, the Bid shall be summarily rejected.

Envelope No. 2 : Shall be opened next. Bids of parties who do not accept the conditions laid above in the Bid documents are also liable to be rejected.

19.2. The Engineer will examine the Bids to determine whether they are complete, whether the requisite bid securities have been furnished, whether the Bids have been properly signed and stamped and whether the Bids are generally in order.

19.3 Telegraphic/ Fax offer will be treated as defective, invalid and rejected. Only detailed complete

Bids received prior to the closing time and date of the Bids will be taken as valid.

- 19.4 The Bidder's names, general technical details, the presence of the requisite Bid Security and such other details as the Engineer, at his discretion may consider appropriate will be announced at the Bid opening.

Envelope No. 3 : Shall contain the sealed price Bid. Envelope No.3 of only those bidders whose bid is found to be generally in order and substantially responsive shall be opened either at the Bid opening or at a subsequent date to be intimated in advance to such eligible Bidders.

- 19.5 Only summary of prices quoted by the Bidders will be read out.

- 19.6 The Bid of any Bidder who has not complied with any of the instructions contained herein may not be considered.

20.0 Process to be confidential:

- 20.1 Information relating to the examination, clarification, evaluation, and comparison of bids and recommendations for the award of a contract shall not be disclosed to bidders or any other persons not officially concerned with such process until the award to the successful bidder has been announced. Any effort by a bidder to influence the Engineer's processing of bids or award decisions may result in the rejection of his bid.

21.1 Clarification of bids:

- 21.1 To assist in the examination, evaluation, and comparison of bids, the Engineer may, at his discretion, ask any bidder for clarification of his bid, including break down of unit rates. The request for clarification and the response shall be in writing or by cable, but no change in the price or substance of the bid shall be sought, offered, or permitted except as required to confirm the correction of arithmetic errors discovered by the Engineer in the evaluation of the bids in accordance with Clause 23.

22.0 Examination of bids and determination of responsiveness:

- 22.1 Prior to the detailed evaluation of bids, the Engineer will determine whether each bid (a) meets the eligibility criteria; (b) has been properly signed; (c) is accompanied by the required securities; (d) is substantially responsive to the requirements of the bidding documents; and (e) provides any clarification and/or substantiation that the Engineer may require.

- 22.2 A substantially responsive bid is one which conforms to all the terms, conditions, and specifications of the bidding documents, without material deviation or reservation. A material deviation or reservation is one (a) which affects in any substantial way the scope, quality, or performance of the Works; (b) which limits in any substantial way, inconsistent with the bidding documents, the Engineer's right or the bidder's obligations under the contract or (c) whose rectification would affect unfairly the competitive position of other bidders presenting substantially responsive bids.

- 22.3 If a bid is not substantially responsive, it will be rejected by the Engineer, and may not subsequently be made responsive by correction or withdrawal of the nonconforming deviation or reservation.

23.0 Correction of errors:

- 23.1 Bids determined to be substantially responsive will be checked by the Engineer for any arithmetic errors. Errors will be corrected by the Engineer as follows :

- (a) where there is a discrepancy between the amounts in figures and in words, the amount in words will govern; and

- (b) If the bidder does not accept the corrected amount of bid, his bid will be rejected, and the bid security may be forfeited in accordance with Sub-Clause 14. 6(b).

24.0 Currency for bid evaluation :

Bids shall be evaluated as quoted in Indian Rupees in accordance with Clause 12.

25.0 Evaluation and comparison of bids :

- 25.1 The Engineer will evaluate and compare only the bids determined to be substantially responsive in accordance with Clause 22.
- 25.2 In evaluating the bids, the Engineer will determine for each bid the Evaluated Bid Price by adjusting the Bid Price after making any correction for errors pursuant to Clause 23.

E. Award of Contract

26.0 Award Criteria:

- 26.1 Subject to Clause 27, the Engineer on behalf of the Employer intends to award the Contract to the bidder whose bid has been determined to be substantially responsive to the bidding documents and who has offered the Lowest Evaluated Bid Price.

27.0 Employer's right to accept any bid and to reject any or all bids:

- 27.1 Notwithstanding Clause 26, the Engineer on behalf of the Employer reserves the right to accept or reject any bid, and to cancel the bidding process and reject all bids, at any time prior to the award of contract, without thereby incurring any liability to the affected bidder or bidders or any obligation to inform the affected bidder or bidders of the ground for the Employer's action.

28.0 Notification of award:

- 28.1 Prior to expiration of the period of bid validity prescribed, the Engineer on behalf of the Employer will notify the successful bidder by cable confirmed by registered post /courier letter that his bid has been accepted. This letter (hereinafter and in the Conditions of Contract called the "Letter of Acceptance") shall name the sum which the Employer will pay the Contractor in consideration of the execution, completion, and maintenance of the Works by the Contractor as prescribed by the Contract (hereinafter and in the Contract called the "Contract Price").
- 28.2 The notification of award will constitute the formation of the Contract, subject only to the furnishing of a performance security in accordance with the provision of Clause 29.
- 28.3 Upon furnishing by the successful bidder of a performance security, the Engineer on behalf of the Employer will promptly notify the other bidders that their bids have been unsuccessful.

29.0 Performance Security :

- 29.1 Within 7 days of receipt of the notification of award from the Engineer on behalf of the Employer, the successful bidder shall furnish to the Employer a performance security in the form of a bank guarantee for an amount equivalent to 5% of the Contract Price.
- 29.2 Failure of the successful bidder to comply with the requirements of Sub-Clause 29.1 shall constitute sufficient grounds for cancellation of the award and forfeiture of the bid security.

Section 2. Conditions of Contract

A. General

1.0 Definitions:

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

Acceptance is the date when the Contract came into existence upon receipt by the Contractor of the Letter of Acceptance issued by the Engineer on behalf of the Employer.

The Completion Date is the date when the Engineer notifies that the works can be used by the Employer.

The **Employer / Principal Employer** means Ministry of Health & Family Welfare, Govt. of India, New Delhi

The Contract is the contract between the Employer of the one part and the Contractor of the other.

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

The Contractor is a person or corporate body whose bid to carry out the Works has been accepted by the Employer.

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

The Contract Price is the price stated in the Letter of Acceptance and thereafter as adjusted in accordance with the provisions of the Contract.

Days are calendar days; months are calendar months.

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

The Engineer is the authorised person named in the Contract Data who is responsible for supervising the Contractor, administering the Contract, certifying payments due to the Contractor, issuing and valuing Variations to the Contract, awarding extensions of time etc.

Equipment is the Contractor's machinery and vehicles brought temporarily to the Site for execution the Works.

The Initial Contract Price is the Contract Price at the date of the Employer's written acceptance of the Contractor's Bid.

The Intended Completion Date is the date on which it is intended that the Contractor shall complete the execution of Works. The Intended Completion Date is specified in the Contract Data. The Intended Completion Date may be revised only by the Engineer by issuing an Extension of time.

The Site is the area defined as such in the Contract Data.

The Start Date is given in the Contract Data. It is the date when the Contractor can commence work on the Contract.

It does not necessarily coincide with any of the Site Possession Dates.

A Subcontractor is person or corporate body who has a contract with the Contractor to carry out a part of the work in the Contract.

Temporary Works are works designed, constructed, installed, and removed by the Contractor which are needed for execution of the Works.

A Variation is an instruction given by the Engineer which varies the Works.

The Works are what the Contract requires the Contractor to execute, install, and hand over to the Employer.

2.0 Interpretation :

In interpreting these Conditions of Contract, singular also means plural, male also means female, and vice versa. Headings and cross-references between clauses have no significance. Words have their normal meaning under the language of the Contract unless specifically defined.

3.0 Language and law:

The language of the Contract and the law governing the Contract are stated in the Contract Data.

4.0 Engineer's decisions:

The Engineer is to decide contractual matters between the Employer and the Contractor fairly and impartially.

5.0 Delegation:

The Engineer may delegate any of his duties and responsibilities to other people after notifying the Contractor and may cancel any delegation after notifying the Contractor.

6.0 Communications:

Communications between parties which are referred to in the conditions are effective only when in writing.

7.0 Sub-Contracting: Deleted

8.0 Other Contractors:

Deleted.

9.0 Personnel:

Deleted

10.0 Removal of personnel

If the Engineer asks the Contractor to remove a person who is a member of his staff or his work force and states his reasons the Contractor is to ensure that the person leaves the Site within seven days and has no further connection with the work in the Contract.

11.0 Contractor's risks:

11.1 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 are the responsibility of the Contractor.

Excepted Risks are :

- a.
 - (i) war, hostilities (whether war be declared or not), invasion, act of foreign enemies,
 - (ii) rebellion, revolution, insurrection, or military or usurped power, or civil war,
 - (iii) ionising radiations, or contamination by radio - activity from any nuclear fuel, or from any nuclear waste from the combustion of nuclear fuel, radio - active toxic explosive, or other hazardous properties of any explosive nuclear assembly or nuclear component thereof,
 - (iv) pressure waves caused by aircraft or other aerial devices travelling at sonic or supersonic speed,
- b. loss or damage due to the use or occupation by the Employer of any section or part of the Permanent Works, except as may be provided for in the Contract.
- c. loss or damage to the extent that it is due to the design of the Works, other than any part of the design provided by the Contractor or for which the Contractor is responsible.

12.0 Insurance : Contractor is required to get appropriate insurance cover to all his employees at his own cost.

13.0 Indemnities:

- 13.1 The Contractor is liable for and indemnifies the Employer against losses, expenses and claims for loss or damage to physical property, personal injury, and death caused by his own acts or omissions.
- 13.2 The Contractor indemnifies the Employer against claims for damage caused by the movement of his Equipment or Temporary Works outside the Site.

14.0 Site Investigation report:

Deleted

15.0 Queries about the contract data :

The Engineer is to give instructions clarifying queries about the Contract Data.

16.0 Contractor to execute the works:

The Contractor is to provide security and cleaning services and other associated works in accordance with the specifications and contract.

17.0 The works to be completed by the intended completion date:

The Contractor may begin the Works on the Start Date and is to carry out the Works in accordance with the contract, as updated with the approval of the Engineer, and executed/ complete them by the Intended Completion Date.

18.0 Approval of samples of all the BOQ items to be taken from Engineer before execution.

19.0 Safety:

The Contractor is responsible for the safety of all activities on the Site.

20.0 Discoveries:

Deleted.

21.0 Possession of the site :

The Employer is to give possession of all parts of the Site to the Contractor. If possession of a

part is not given by the date stated in the Contract Data, the Employer is deemed to have delayed the start of the relevant activities.

22.0 Access to the site:

The Contractor is to allow the Engineer and any person authorized by the Engineer 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.

23.0 Instructions:

The Contractor shall carry out all instructions of the Engineer.

24.0 Procedure for disputes:

If any dispute or difference of any kind what so ever shall arise between the Employer and the contractor or the Engineer and the contractor in connection with or arising out of the Contract, or

the execution 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 shall, in the first place, be referred to and settled by the Engineer who shall, within a period of ninety days after being requested by either party to do so, give written notice of his decision to the Employer and the Contractor. Subject to arbitration, as hereinafter provided, such decision in respect of every matter so referred shall be final and binding upon the Employer and the Contractor and shall forthwith be given effect to by the Employer and by the Contractor, who shall proceed with the execution of the works with due diligence whether he or the Employer requires arbitration or not. If the Engineer has given written notice of his decision to the Employer and the Contractor and no claim to arbitration has been communicated to him by either the Employer or the Contractor within a period of ninety days from receipt of such notice, the said decision shall remain final and binding upon the Employer and the Contractor. If the Engineer shall fail to give notice of his decision, as aforesaid within a period of ninety days after being requested, or if either the Employer or the Contractor be dissatisfied with any such decision, then and in any such case either the Employer or the Contractor may within ninety days after receiving notice of such decision or within ninety days after the expiration of the first named period of ninety 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 Engineer has not become final and binding as aforesaid, shall be finally settled under the Indian Arbitration and Conciliation Act, 1996 or any statutory modification or re - enactment thereof and the rules made there under and for the time being in force shall apply to the arbitration proceedings under this clause. Such arbitration shall be settled by Sole arbitrator who shall be appointed by Chairman cum Managing Director, HSCC. The arbitration shall take place in New Delhi unless both parties agree otherwise. Neither party shall be limited in the proceedings before the arbitrator to the evidence or arguments put before the Engineer for the purpose of obtaining his said decision. No decision given by the Engineer in accordance with the foregoing provisions shall disqualify him from being called as a witness and giving evidence before the arbitrator on any matter whatsoever relevant to the dispute or difference referred to the arbitrator as aforesaid. The reference to arbitration may proceed notwithstanding that the works shall not then be or be alleged to be complete provided always that the obligations of the Employer, the Engineer and the Contractor shall not be altered by reason of the arbitration being conducted during the progress of the works.

B. Time Control

25.0 Program:

25.1 Within the time stated in the Contract Data, the Contractor shall submit to the Engineer for his approval a program showing the general methods, arrangements, order, and timing for all the activities in the Works.

- 25.2 The Contractor is to submit to the Engineer an updated program as required by the Engineer.
- 25.3 The Engineer's approval of the program does not alter the Contractor's obligations. The Contractor may revise the program and submit it to the Engineer again at any time. A revised program is to show the effect of Variations.

26.0 Extension of the intended completion date:

- 26.1 The Engineer is to extend the Intended Completion Date if an event not attributable to the contractor causing delay occurs or a Variation is issued which makes it impossible for completion to be achieved by the Intended Completion Date.
- 26.2 The Engineer is to decide whether and by how much to extend the Intended Completion Date within 21 days of the Contractor asking him to decide upon the effect of a event causing delay or Variation and submitting full supporting information. If the Contractor has failed to give early warning of a delay or has failed to cooperate in dealing with a delay, the delay by his failure is not considered in assessing the new Intended Completion Date.

27.0 Acceleration:

Deleted

28.0 Delays ordered by the Engineer:

The Engineer may instruct the Contractor to delay the start or progress of any activity within the Works.

29.0 Management meetings:

- 29.1 The Engineer and/ the Contractor may be required the other to attend a management meeting. The business of a management meeting is to review the plans for remaining work and to deal with matters raised in accordance with the early warning procedure.

C. Quality Control

30.0 Identifying defects:

The Engineer is to check the Contractor's work and to notify the Contractor of any Defects which he finds. Such checking does not affect the Contractor's responsibilities. The Engineer may instruct the Contractor to search for a Defect and to uncover and test any work which he considers may have a Defect.

31 & 32.0 Tests: Deleted

33.0 Correction of defects:

- 33.1 The Engineer is to give notice to the Contractor of any Defects of which he is aware before the end of the Defects Notice Period, which begins at Completion.
- 33.2 Every time notice of a Defect is given, a Defects Correction Period for the notified defect beings. The Contractor is to correct the notified defect within the Defects Correction Period. The length of the Defects Correction Period is stated in the Contract Data.
- 33.3 The Contractor is to correct defects which he notices himself before the end of the Defects Notice Period.
- 33.4 The Engineer is to certify that all Defects have been corrected when all known Defects have been corrected. If the Engineer considers that correction of a Defect is not essential he can request the Contractor to submit a quotation for the corresponding reduction in the Contract Price or an earlier Intended Completion Date or both. If the Engineer accepts the quotation, the

corresponding change in the Contract Data is a Variation.

34.0 Uncorrected defects after completion date:

34.1 After completion the Engineer may arrange for a third party to correct a Defect if the contractor has not corrected it within the Defects Correction Period.

34.2 The Engineer is to give the Contractor at least 28 days notice of his intention to use a third party to correct a Defect. If the Contractor does not correct the Defects himself within this notice period, the Engineer may have the Defect corrected by the third party. The cost of the correction will be deducted from the Contract Price.

D. Cost Control

35.0 Price Schedule:

35.1 The **Price Schedule** is to contain items for the work to be done by the Contractor.

35.2 The **Price Schedule** is used to calculate the Contract Price. The Contractor is paid for the quantity of the work done at the rate in the Bill of Quantities for each item.

36.0 Changes in the quantities:

36.1 Final work done shall exceed to any extent item wise as well as total work value wise.

36.2 If requested by the Engineer, the Contractor is to provide the Engineer with a detailed cost breakdown of any rate in the Bill of Quantities.

37.0 Variations:

37.1 All Variations are to be included in updated programs produced by the Contractor.

38.0 Payments for variations:

If the contract does not contain any rates or prices applicable to the varied work, the rates and prices in the contract shall be used as basis for valuation so far as may be reasonable, failing which, after due consultation by the engineer with the contractor, suitable rates or prices shall be agreed upon between the engineer and the contractor. In the event of disagreement, the engineer shall fix such rates or prices as are, in his opinion, appropriate based on CPWD norms and shall notify the contractor accordingly.

39.0 Cash flow forecasts:

39.1 Deleted.

40.0 Payment:

40.1 The Contractor shall submit to the Engineer after the end of each month a detailed statement value of works executed up to the end of the month together with particulars of other amounts to which he is entitled under the Contract.

40.2 The Engineer shall check the Contractor's monthly statement and certify the amount to be paid to the Contractor.

40.3 The Engineer may exclude any item certified in a previous certificate or reduce the proportion of any item previously certified in any certificate in the light of later information.

40.4 Payment against each monthly R/A bills upon each of the Engineer's certificates shall be made by the Engineer, acting for and on behalf of Employer or by the Employer directly within 15 working days after such certificate has been issued by the Engineer.

41.0 Deleted

42.0 Taxes & other statutory levies and cess:

Taxes & other statutory levies and cesss shall be deducted as applicable.

43.0 Cost of Labour:

The Contractor shall be deemed to have allowed in his Tender Price for the full cost of labour having due regard to the provision of all labour legislation of the Central and State Government which are in force on the date of the tender and which are applicable to labour engaged for the Contract.

44.0 Retention Amount : Deleted

45.0 Liquidated damages:

45.1 If the contractor fails to complete execution of works within the relevant time as specified in the Contract Data / Extended date, the contractor shall pay the employer the relevant sum as stated in the Contract Data as liquidated damages for every day or part of a day which shall elapse between the relevant time of completion and the date stated in Taking over certificate

46.0 Advance payment:

46.1 Deleted.

47.0 Securities:

47.1 The performance payment securities are to be provided to the Employer by the Start Date and are to be issued in a form and by a bank acceptable to the Employer.

47.2 If there is no reason to call the performance security, the performance security is to be returned by the Employer within 14 days of the last Defects Correction Period/ completion of extended period, if any.

47.3 The Employer is to notify the Contractor of any claim made against the institution issuing the security.

47.4 The Employer may claim against the securities if any of the following occurs for 42 days or more

- (a) the Contractor is in breach of the Contract and the Employer has notified him that he is
- (b) the Contractor has not paid an amount due to the Employer.

48.0 Day works:

48.1 Deleted

49.0 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 is to be mended by the Contractor at the Contractor's cost if the loss of damage arises from the Contractor's acts or omissions.

E. Finishing the Contract

50.0 Completion:

The Engineer is to issue a certificate certifying Completion to the Contractor and the Employer

when he decides that the work is completed.

51.0 Taking over: Deleted

52.0 Final account:

52.1 The Contractor is to furnish to the Engineer a detailed account of the total amount which he considers is payable to him under the Contract before the end of the Defects Notice Period. The Engineer is to certify any final payment which is due to the Contractor within 56 days of receiving the Contractor's account if it is correct and complete. If it is not, the Engineer is to issue a schedule which states the scope of the corrections or additions which are necessary. If the Final Account is still unsatisfactory after it has been resubmitted, the Engineer is to decide on the amount payable to the Contractor.

53.0 Operating and maintenance manuals:

Deleted.

54. Remedies and Powers due to Default of Contractor:

54.1 If the contractor shall become bankrupt or if the Engineer shall certify in writing to the Employer that in his opinion the contractor:

- a) has abandoned the contract, or
- b) without reasonable excuse has failed to commence the work or has suspended the progress of the works for twenty eight(28) days after receiving from the Engineer written notice to proceed, or
- c) has failed to remove materials from the Site or to pull down and replace work twenty eight(28) days after receiving from the Engineer written notice that the said materials or work had been condemned and rejected by the Engineer under these conditions, or
- d) despite previous warnings by the Engineer, in writing, is not executing the works in accordance with the contract, or is persistently or flagrantly neglecting to carry out his obligations under the Contract, or
- e) has to the detriment of good workmanship, or in defiance of the Engineer's instructions to the contrary, sublet any part of the contract, then all the events mentioned in this clause 54.1 shall for the avoidance of doubt be a breach of this contract and the Employer may, after giving fourteen(14) days notice to the contractor, enter upon the site and the works and expel the contractor there from without thereby voiding the contract, or releasing the Contractor from any of his obligations or liabilities under the contract, or affecting the rights and powers conferred on the Employer or the Engineer by the contract, and may himself complete the works or may employ any other contractor to complete the works. The Employer or such other contractor may use for such completion so much of the constructional plant, Temporary works and materials, which have been or are deemed to be reserved exclusively for the execution of works under the provisions of the contract, as he or they may think proper, and the Employer may, at any time sell any of the said constructional plant, Temporary works and unused materials and apply the proceeds of sale in or towards the satisfaction of any sums due or which may become due to him from the contractor under contract.

54.2 Valuation at date of forfeiture:

The Engineer shall as soon as may be practicable after any such entry and expulsion by the Employer, fix and determine ex-parte, or by or after reference to the parties, or such investigation or enquiries as he may think fit to make or institute, and shall certify what amount, if any, had at the time of such entry and expulsion been reasonably earned by or would reasonably accrue to the contractor in respect of work then actually done by him under the contract and the value of any of the said unused or partially used materials, any constructional plant and any Temporary

works.

54.3 Payment after forfeiture:

If the Employer shall enter and expel the contractor under this clause, he shall not be liable to pay to the contractor any money on account of the contract until the expiration of the Defects Notice period and thereafter until the costs of execution and maintenance, damages for delay in completion, if any, and all other expenses incurred by the Employer have been ascertained and the amount thereof certified by the Engineer. The contractor shall then be entitled to receive only such sum or sums, if any as the Engineer may certify would have been payable to him upon due completion by him after deducting the said amount. If such amount shall exceed the sum which would have been payable to the contractor on due completion by him then the Contractor shall, upon demand pay to the Employer the amount of such excess and it shall be deemed a debt due by the contractor to the Employer and shall be recoverable accordingly.

55.0 Property:

55.1 All materials on the Site, Plant and Equipment owned by the Contractor, Temporary Works and Works are deemed to be the Property of Employer and are at his disposal if the Contract is terminated because of a fundamental breach of Contract by the Contractor.

56.0 Frustration:

56.1 If the Contract is frustrated by the outbreak of war or by any other event entirely outside the control of either the Employer or the Contractor the Engineer is to certify that the Contract has been frustrated. The Contractor is to make the Site safe and stop work as quickly as possible after receiving this certificate and is to be paid for all work carried out before receiving it and for any work carried out afterwards to which he was committed.

57.0 Labour:

57.1 Engagement of Labour:

The contractor shall make his own arrangement for engagement of all labour, local or otherwise, and, save insofar as the contract otherwise provides, for the transport, housing, feeding and payment thereof.

57.2 Observation of legislation etc.

The Contractor shall at all times during the continuance of the contract comply fully with all existing Acts, regulation and bylaws including all statutory amendments and re-enactments and acts that may be passed in future either by state or the central Government or local authority, including, Indian Workmen's compensation act, Contract Labour (Regulation And Abolition) Act 1970 and Equal Remuneration Act 1976, Factories Act, Minimum wages Act, Provident Fund regulations, Employees Provident Fund Act and Schemes made under same act, Health and sanitary arrangements for workmen, Insurance and other benefits and shall keep the employer indemnified in case any action is commenced for contravention by the contractor. If the Employer is caused to pay or reimburse any amount for non-observance of the provision of this clause on the part of the contractor the engineer shall have the right to deduct from any moneys due to the contractor or recover from the contractor personally any sum required or estimated to be required for making good the loss or damage suffered by the Employer. All registration and station inspection fees if any in respect of his work pursuant to the contract shall be to the account of the contractor.

57.3 Fair Wages:

The contractor shall pay the labours engaged by him on the work not less than a fair wages, which expression shall mean, whether or time or piecework, the respective rates of wages as fixed by the public works department as fair wages for the area payable to the different categories

of Labourers or those notified under the minimum wages act for corresponding employees of the employer whichever may be higher.

57.4 The Employer shall have the right to deduct from money due to the contractor any sum required or estimated to be required for making good the loss suffered by a worker or workers by reason of non payment of the aforesaid fair wage, except on account of any deduction that may be permissible under any law for the time being in force.

57.5 Safety Provision

The contractor shall comply with all the precautions as required for the safety of the workman by I.L.O convention (NO.62) as far as they are applicable to the contract. The contractor shall provide all necessary safety applications, gears like goggles, helmets, masks, etc. to the workmen and the staff.

The contractor shall be responsible for observance by his sub contractor of the forgoing provisions

57.0 Specific Conditions:

1. The contract may be terminated at one month's notice by the Engineer if any one of the stipulated conditions agreed upon by the Contractor are not met to the satisfaction of Engineer.
2. The contractor shall be deemed for all legal and contractual purposes, as the Employer for his staff and such staff will not have any claim for employment in HSCC now or at a future date.
3. It is the responsibility of the contractor to ensure that all statutory taxes, duties, dues to the Government are paid in due time/ as and when becomes payable on account of deployment of labour & materials under this contract.
4. For provident fund, ESI & service tax, proof of payment to the concerned departments is to be submitted.

Section 3. Contract Data

Items marked "N/A" do not apply in this Contract

The following documents are also part of the Contract :

	Clause Reference (Conditions of contract)
*The Contractor's Bid and Letter of Acceptance	[1]
*The Conditions of Contract	[1]
*The Bill of Quantities	[35]
The Engineer is:	
Chief General Manger (DC) or any other officer nominated from time to time by Chairman Cum Managing Director(CMD) of HSCC (India) Ltd. Plot 6(A), Block- E, Sector-1,Noida, Distt. Gautam Budh Nagar, Uttar Pradesh-201301.	
*The Start Date is as notified in the letter of Acceptance	
*The Intended Completion Date for the whole Work is 12 Calendar Months from Date of Award.	[17]
*The Site is located at Housing Complex, AIIMS Like Insitute, Raipur	[1]
*The language of the Contract is English	[3]
*The law which applies to the Contract is the law of the Union of India, Jurisdiction is High Court of Delhi only	[3]
*Arbitration procedure to be used shall be Arbitration and Conciliation Act 1996 or the latest amended.	[24]
*Appointing Authority for the arbitrator	[24]
*Place where arbitration will take place : New Delhi.	[24]
*The currency of the contract is the Indian Rupees.	
*The liquidated damages for the whole of the Work are Rs. 3,000/- per day.	[45]
*Maximum liquidated damages shall be 5% of the Contract price.	[45]
*The amounts and currencies of the performance guarantee are	[47]
Amount : 5% of Contract price	
Currency : Indian Rupees	

FORM OF AGREEMENT

This Agreement made the _____ day of _____ 2008 _____ between **Ministry of Health & Family Welfare, New Delhi** (hereinafter called "The Employer") for the **Tender for Security & Cleaning Services and other Associated Works at Housing Complex for AIIMS Like Institution at Raipur under PMSSY** represented by M/s HSCC (India) Limited; E-6(A), Sector-1, NOIDA (U.P)- 201301 who enters into this Agreement of the one part and M/s (hereinafter called "The Contractor") of the other part.

Whereas the Employer is desirous that certain Works should be executed by the Contractor, viz **"Tender for Security & Cleaning Services and other Associated Works at Housing Complex for AIIMS Like Institution at Raipur under PMSSY"** ("the works") and has accepted a bid by the Contractor for the execution and completion of such Works and the remedying of any defects therein.

Now this Agreement witnessed of follows:

1. In this Agreement words and expressions shall have the same meanings as are respectively assigned to them in the Conditions of Contract hereinafter referred to.
2. The following documents shall be deemed to form and be read and construed as part of this Agreement, viz :
 - (a) The Letter of Acceptance ;
 - (b) The said bid ;
 - (c) The Conditions of Contract ;
 - (d) The Specification ;
 - (e) The Priced Bill of Quantities ;
 - (f) Any other relevant documents referred to this Agreement or in the aforementioned documents
3. In consideration of the payments to be made by the Employer to the Contractor as herein after mentioned, the Contractor hereby covenants with the Employer to execute and complete the Works and remedy any defects therein in conformity in all respects with the provisions of the Contract.
4. The Employer hereby covenants to pay the Contractor in consideration of the execution and completion of the Works and the remedying of defects therein the Contract Price or only such sum as may become payable under the provisions of the Contract at the times and in the manner prescribed by the Contract.

In Witness whereof, the parties hereto have caused this Agreement to be executed the day and year first before written.

Signed, Sealed, and Delivered by the Said _____

Binding Signature of _____ of **M/s HSCC (I) Ltd. for and on behalf of Ministry of Health & Family Welfare, Govt. of India**

Binding Signature of Contractor _____

in the presence of

Witness (1) :

Witness (2) :

PROFORMA FOR PERFORMANCE BANK GUARANTEE
(On a stamp paper of appropriate value from any Nationalised Bank or Scheduled Bank)

To,

M/s HSCC (India) Ltd.,
Plot No. 6(A), Block E, Sector 1,
NOIDA - 201 301.

Dear Sir,

In consideration of the **Ministry of Health & Family Welfare, New Delhi for the Security & Cleaning Services and other Associated Works at Housing Complex for AIIMS Like Institution at Raipur under PMSSY** which expression shall include his successor and assignees represented by his Consultant, M/s. HSCC(India) Ltd., Plot – 6 (A), Block - E, Sector - I, Noida, Uttar Pradesh - 201 301 (hereinafter called HSCC) having awarded to M/s _____ (hereinafter referred to as the said Contractor or 'Contractor' which expression shall whenever the subject to context so permits include its successors and assigns) a contract No. _____ in terms inter alia, of the HSCC Letter No. _____ dated _____ and the Conditions of Contract and upon the condition of the contractor's furnishing security for the performance of the contractor's obligations and discharge of the contractor's liability under and in connection with the said contract upto a sum of Rs. _____ (Rupees _____ only) amounting to _____ percent of the total contract value.

1. We, _____ (hereinafter called 'The Bank' which expression shall include its successors and assigns) having our branch office at _____ and Registered/Head Office at _____ a company registered under the Companies Act, 1956) hereby jointly and severally undertake to guarantee the payment to the Employer in rupees forthwith on demand in writing and without protest or demur or any and all moneys any wise payable by the contractor to the Employer under in respect of or in connection with the said contract inclusive of all the Employer's losses and damages and costs, (inclusive between attorney and client) charges and expenses and other moneys any wise payable in respect of the above as specified in any notice of demand made by the Employer to the Bank with reference to this guarantee upto an aggregate limit of Rs. _____ (Rupees _____ only).
2. We _____ Bank Ltd. further agree that The Employer shall be sole judge of and as to whether the said contractor has committed any breach or breaches of any of the terms and conditions of the said contract and the extent of loss, damage, cost, charges and expenses caused to or suffered by or that may be caused to or suffered by The Employer/ HSCC on account thereof and the decision of The Employer that the said Contractor has committed such breach or breaches and as to the amount or amounts of loss, damage, costs, charges and expenses caused to or suffered by The Employer from time to time shall be final and binding on us.
3. The Employer shall be at liberty without reference to the Bank and without affecting the full liability of the Bank hereunder to take any other security in respect of the Contractor's obligations and liabilities hereunder or to vary the contract or the work to be done thereunder vis -a-vis the Contractor or to grant time or indulgence to the Contractor or to reduce or to increase or otherwise vary the prices of the total contract value or to release or to forbear from enforcement of all or any of the security and/or any other security(ies) now or hereafter held by The Employer and no such dealing(s) reduction(s) increase(s) or other indulgence(s) or arrangements with the Contractor or release or forbearance whatsoever shall absolve the bank of the full liability to The Employer hereunder or prejudice the rights of The Employer against the bank.
4. This guarantee shall not be determined or affected by the liquidation or winding up, dissolution, or change of constitution or insolvency of the Contractor but shall in all respects and for all purposes be binding and operative until payment of all monies payable to The Employer in terms thereof.
5. The bank hereby waives all rights at any time inconsistent with the terms of this guarantee and the obligations of the Bank in terms hereof shall not be any wise affected or suspended by reason of any dispute or disputes having been raised by the Contractor stopping or preventing or purporting to stop or

prevent any payment by the Bank to The Employer in terms hereof.

6. The amount stated in any notice of demand addressed by The Employer to the Bank as liable to be paid to The Employer by the Contractor or as suffered or incurred by The Employer on account of any losses or damages or costs, charges and/or expenses shall be conclusive evidence of the amount so liable to be paid to The Employer or suffered or incurred by The Employer as the case may be and shall be payable by the Bank to The Employer in terms hereof.
7. This guarantee shall be a continuing guarantee and shall remain valid and irrevocable for all claims of The Employer and liabilities of the contractor arising up to and until midnight of_____.
8. This guarantee shall be in addition to any other guarantee or security whatsoever that The Employer may now or at any time any wise may have in relation to the Contractor's obligations/or liabilities under and/or in connection with the said contract, and The Employer shall have full authority to have recourse to or enforce this security in preference to any other guarantee or security which The Employer may have or obtain and no forbearance on the part of The Employer in enforcing or requiring enforcement of any other security shall have the effect of releasing the Bank from its full liability hereunder.
9. It shall not be necessary for The Employer to proceed against the said Contractor before proceeding against the Bank and the Guarantee herein contained shall be enforceable against the Bank notwithstanding that any security which The Employer may have obtained or obtain from the contractor shall at the time when proceedings are taken against the said bank hereunder be outstanding or unrealised.
10. We, the said Bank undertake not to revoke this guarantee during its currency except with the consent of The Employer in writing and agree that any change in the constitution of the said contractor or the said bank shall not discharge our liability hereunder.
11. We _____ the said Bank further that we shall pay forthwith the amount stated in the notice of demand notwithstanding any dispute/difference pending between the parties before the arbitrator and/or that any dispute is being referred to arbitration.
12. Notwithstanding anything contained herein above, our liability under this guarantee shall be restricted to Rs. _____ (Rupees _____) and this guarantee shall remain in force till _____ and unless a claim is made on us within 3 months from that date, that is before _____ all the claims under this guarantee shall be forfeited and we shall be relieved of and discharged from our liabilities thereunder.

Dated _____ day of _____ 2011

For and on behalf of Bank.

Issued
under
seal :

END OF VOLUME - I