



**CSIR-NATIONAL GEOPHYSICAL RESEARCH INSTITUTE**  
(Council of Scientific & Industrial Research)  
Uppal Road, Hyderabad - 500 007



NGRI No. 13/01/2017-Wks

Dated:22-05-2017

Tender Schedules for the work of **“Cleaning of rain water open drains in NGRI colony, Hyderabad.”** COST OF TENDER PAPERS RECEIVED Rs. 500/- (Rupees Five Hundred only).

Vide D.D. No. .... Dt: ..... Bank.....

TENDER TO BE SUBMITTED TO THE DIRECTOR, NGRI, Hyderabad

Tender Issued to Shri / M/S. ....  
.....  
.....

Signature of the Issuing Authority

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11.	Special Conditions & General Conditions of Contract CPWD Specifications Vol-1&2 etc. and Drawing	Can be seen in the office of SE (Civil) CSIR-NGRI, during office hours.

EARNEST MONEY DEPOSIT INFORMATION

Earnest money of **Rs. 2,120/-** (Rupees Two Thousand One Hundred Twenty only) deposited with the Director, NGRI, Hyderabad, Vide Demand Draft No.....  
Dt..... drawn in favour of The Director, NGRI, Hyderabad, on .....  
(name of the Bank).

Date:

Cell No: .....

e-mail ID: .....

(If any)

Stamp & Signature of Tenderer



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NOTICE INVITING TENDERS

Sealed tenders are hereby invited for the work of “**Cleaning of rain water open drains in NGRI colony, Hyderabad.**” from the contractors of appropriate class of CPWD, Railways, MES, State PWD and/or also from those who have carried out similar types of works for CSIR/ Semi-Government organizations/ Govt. Organisations/ Public Sector Under Takings etc amounting to 80% of one work, 60% of two works or 40% of three works i.e. minimum amount of for a work is Rs 0.85/0.64/0.42 i.e. in lakh respectively during the last 5 years.

1. Tender document may be obtained from Cash Section Room No. 20, Extension building, CSIR-NGRI, Uppal Road, Hyderabad from 10.00 A.M. to 12.30 P.M. during working days only on payment of Rs. 500/- for each by means of D.D.(Non-refundable) drawn in favour of “Director, NGRI, Hyderabad”. Tender documents are also available on CSIR-NGRI website i.e [www.ngri.org.in](http://www.ngri.org.in).
2. The tender documents are to be submitted in three sealed envelopes system as detailed below:
  - (a). In case of purchase of tender documents from Cash Section, CSIR-NGRI
    - Envelope I:** 1. DD for EMD (DDs should be issued by the scheduled Banks in the name of the Director, CSIR-NGRI), 2. Self-attested copies of certificates similar type of works done with valid registration, if any, copy of PAN card and Experience.
    - Envelope II:** Tender Schedules / Price Bid
    - Envelope III:** Envelope I and II
  - (b). In case of down loaded from CSIR-NGRI web site i.e [www.ngri.org.in](http://www.ngri.org.in) :
    - Envelope I :** 1. Demand Draft for Cost of tender Document, 2. DD for EMD (DDs should be issued by the scheduled Banks in the name of the Director, CSIR-NGRI), 3. Self-attested copies of certificates similar type of works done with valid registration, if any, copy of PAN card, and Experience.
    - Envelope II :** Tender Schedules /Price Bids
    - Envelope III :** Envelope I and II

Each Envelope is to be superscribed clearly with the NIT NO., dated, name of work, the details of documents in it and date & time of opening. The date of DD should be after the date of NIT.

3. Tender (s) received without EMD will be treated as canceled and will not be opened.
4. Each page of the tender document is to be signed by the tenderer with seal.
5. If any documents found to be fake/incorrect at any stage, the tender/work will be cancelled. In that case the same work will be executed through another firm at risk & cost of first awardee/firm/contractor. The firm/contractor will be black listed and the same will be intimated to other public sector organizations also.
6. **Estimated cost is Rs. 1.06 Lakhs (Rupees One Lakh Six Thousand only).**
7. Time for carrying out the work for rate contract for 15 days and the date of commencement shall be reckoned from the immediate issue of the award letter.
8. Complete contract documents to be compiled with by the Tenderer whose tender may be accepted, can be seen at the office of the Director, N.G.R.I., Hyderabad
9. Tenders should be submitted in double sealed covers super scribed with the name of the work, date and time of opening written both on the inner and outer envelopes. Tenders will be received in the office of

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the Director, N.G.R.I., Hyderabad. The completed Tenders should be dropped in the Tender Box before the closing date and time indicated. In case these are sent by post these should be sent by Regd. Post / Speed post addressed to the **Director, N.G.R.I., Hyderabad-500007**. Tenderers are to ensure that they post the tender well in advance so as to reach us before the closing time and date indicated.

- A. Last date to receive request & to issue tender document: **From 24/5/17 to 29/5/17**
- B. Last date of Submission of Tender and Time: **31/5/17 Up to 2.30 P.M.**
- C. Date and Time of opening of Tender: **31/5/17 @ 3.00 P.M.**

10. Earnest Money amounting to **Rs. 2,120/-** (Rupees Two Thousand One Hundred Twenty only) as demand draft of a scheduled Bank and drawn in favour of The **Director, N.G.R.I., Hyderabad** along with copies of Registration certificate, experience in similar type of works, Income tax clearance certificate etc. are to be submitted while requesting for the tender schedule.
11. The Employer does not bind himself to accept the lowest or any tender and reserves to himself the right of accepting the whole or any part of the tender and the tenderer shall be bound to perform the same at the rates quoted.
12. Canvassing in connection with the tenders is prohibited and the tenders submitted by the contractor who resort to canvassing are liable for rejection.
13. The tenderer shall not be permitted to tender for works in the concerned unit of CSIR in which relative is posted in the grade between Controller of Administration and Junior Engineer, (both inclusive). He shall also intimate the name of persons who are working with him in any capacity subsequently employed by him and who are relatives as mentioned above.

NOTE: A person shall be deemed to be a relative of another if, and only if, (a) they are members of a Hindu Undivided Family, or (b) they are husband and wife, or (c) the one is related to the other in the following manner: Father, Mother (including step mother), Son(including step son), Son's Wife, Daughter (Including step daughter) Father's father, Son's Son, Son's Son's wife, Son's daughter, Son's daughter's husband, Daughter's husband, Daughter's son, Daughter's Son's wife, Daughter's daughter, Daughter's daughter's husband, Brother (including step brother), Brother's wife, Sister (including step sister), Sister's husband.

14. Tender submitted shall remain valid for 20 days from the date of opening for the purpose of acceptance and award of work, validity beyond 20 days from the date of opening shall be by mutual consent.
15. The Tenderer shall quote rates both in figures and words. He shall also workout the amount for each item of work and write in both figures and words. On check, if there are differences between the rates quoted by the tenderer in words and in figures or in the amount worked out by him, the following procedure shall be followed:
  - I. When there is a difference between the rates in figures and in words, the rates which correspond to the amounts worked out by the tenderer shall be taken as correct.
  - II. When the amount of an item is not worked out by the tenderer or it does not correspond with the rate written either in figures or in words the rate quoted by the tenderer in words shall be taken as correct.
  - III. When the rate quoted by the tenderer in figures and in words tallies, but the amount is not worked out correctly, the rate quoted by the tenderer shall be taken as correct and not the amount.
16. The tenderer should see drawings and in case of doubt, obtain required particulars, which may in any way influence his tender from the Engineer as no claim whatsoever will be entertained for any alleged ignorance thereof.

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17. Before tendering, the tenderer shall inspect the site to fully acquaint himself about the condition in regard to accessibility of site, nature and extent of ground, working condition of site and locality including stacking of material, installations of tools and plants (T & P), etc., conditions affecting accommodation and movement of labour, etc., required for the satisfactory execution of the contract. No claim whatsoever on such account shall be entertained by the employer in any circumstances.
18. Earnest money will be forfeited, if the contractor fails to commence the work as per letter of award work.
19. Except writing rates and amount, the tenderer should not write any conditions or make any changes, additions, alterations and modifications in the printed form of tenders. Tenderers who are desirous to offer rebate, the same should be brought out separately in the covering letter and submitted along with the tender.
20. Some of the provisions of general conditions of contract are given below. Interpretations, however, shall be as given in the general conditions of the contract.
- a) **DEFECTS LIABILITY PERIOD:** Twelve months from the date of completion as certified by the Employer.
- b) **MINIMUM VALUE OF WORK FOR THE INTERMEDIATE CERTIFICATE:**  
Rs. 1.06 lakhs (Rupees One Lakh Six Thousand only) Intermediate certificate for a lesser amount can not be admitted for payment at the discretion of the Engineer.
21. **SECURITY DEPOSIT:** A sum @ 10% of the gross amount of the bill shall be deducted from each running bill of the contractor till the sum along with the sum already deposited as earnest money, will amount to security deposit of 5% of the tender value of the work. In addition, the contractor shall be required to deposit an amount equal to 5% of the tender value of the contract as Performance Security within the period prescribed for commencement of work in the letter of award issued to contractor/firm.
22. **COMPENSATION:** Contractor shall pay as compensation an amount equal to one per cent or such smaller amount as the Employer (Whose decision in writing shall be final) may decide on the cost of the whole work as shown in the agreement, for every week that the work remains un commenced or unfinished or due quantity of work remains incomplete after the proper dates. Compensation to be paid shall not exceed Ten per cent of the estimated cost of the work as shown in agreement.
23. **Tax deduction at source:**
- i. Income tax will be deducted 2% for firms & 1% for individual.
  - ii. VAT 5%
  - ii. Labour Cess 1%
  - iii. Seigniorage charges will be recovered from the contractor's bill as per the rate prescribed time to time by Govt. of T.S. applicable.
24. The required building material, if any, is to be procured by the contractor including steel and cement (ACC/Raasi/Orient /L&T) and the quality of material be tested by the Engineer-in-charge. The testing charges will be borne by the contractor.

## **COMPLIANCE TO LABOUR LAWS & APPRENTICE ACT**

The contractor shall comply with all the provisions of the Minimum Wages Act, 1948, Contract Labour (Regulation and Abolition) Act, 1970, and rules and orders framed there under and other labour laws affecting contract labour and Apprentice Act, 1961 and the rules and orders framed there under that may be in force or brought into force from time to time. Contractor shall obtain a valid license under Contract Labour (R&A) Act 1970 and Contract Labour (R&A) Central Rules 1971 before commencing work and which should be valid till the completion.

## I. CONTRACTOR'S SITE SUPERINTENDENCE

### Staff to be employed by contractor on works:

The contractor shall employ the following technical staff during execution of works:

- (a) For building and road works
- (i) One graduate Engineer, when the tendered cost of work exceeds Rs.10 lakhs
  - (ii) One qualified Diploma holder (overseer) with experience not less than 3 years when the tendered cost of work exceeds Rs.5 lakhs but less than Rs.10 lakhs
  - (iii) One qualified Diploma holder when the tendered cost of work is more than Rs.2 lakhs but less than Rs.5 lakhs
- (b) For sanitary and water supply works:
- One qualified diploma holder with experience of not less than 5 years, out of which one year should be in sanitary and water supply works when the tendered cost of work is more than Rs.50,000/-
- (c) For electrical works
- (i) One qualified Graduate Engineer possessing Degree in Electrical Engineering from recognized university with an experience of not less than 3 years or a Diploma holder in Electrical Engineering with an experience of not less than 7 years when the tendered cost of the work is not less than Rs.1.5 lakhs
  - (ii) One Graduate Electrical Engineer with two years experience or a Diploma holder in Electrical Engineering with experience of not less than 3 years, when the tendered cost of the work is more than Rs.75,000/- but less than Rs.1.5 lakhs.
  - (iii) One Diploma holder in Electrical Engineering with experience of not less than 3 years when tendered cost of work is more than Rs.37,000/- but less than Rs.1.5 lakhs
  - (iv) One licensed Supervisor with experience of not less than 3 years when the tendered cost of work is more than Rs.7,500/- and less than Rs.37,000/-
1. In case the contractor fails to employ the technical staff as aforesaid, he shall be liable to pay reasonable amount not exceeding the amount shown below for each month of default. These recoveries are subject to modifications from time to time by CSIR based on CPWD:-
- (i) In case when a Graduate Engineer is to be employed  
..... Rs.3,000/-
  - (ii) In case when a qualified Diploma holder is required to be employed  
..... Rs.1,500/-
  - (iii) In case when a technical Supervisor is required to be employed  
..... Rs.750/-

Stamp & Signature of Tenderer

**ADDITIONAL SPECIAL CONDITIONS**

1. The entire work should be carried out strictly by adopting the specified procedure as per the Schedule of Quantities. The contractor should plan and prepare bar chart and obtain the approval before commencement of work.
2. The contractor should provide necessary safety equipment to his labourers while executing the work. The contractor is fully responsible for the safety of the labours engaged by him solely and CSIR-NGRI, Hyderabad is not liable to any form of compensation for any untoward incident/accident on any cost.
3. The contract is for a period of 20 days only from the date of commencement which can be continued or terminated at any stage at the discretion of Director, NGRI, Hyderabad.
4. The work is to be carried out on all days, the contractor should plan the execution in such a way that working of office is not disturbed. All tools, equipment's, buckets, motors, extension boards, ladders, hose pipes etc., should be arranged by contractor himself.
5. Any damages incurred during work execution shall be rectified by the contractor at his own cost. Everyday work report should be given at the end of the day to the In-charge pumphouse after completion of work.

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**HYDERABAD 500 007**

*ABSTRACT OF COST*

S.NO.	NAME OF THE WORK	TOTAL COST
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1. Total brought forward from the  
Last page of tender schedule of  
Quantities:

PART-A

Rs. \_\_\_\_\_

**GRAND TOTAL:**

Rs. \_\_\_\_\_

**(Rupees**

**Only)**

All the materials shall be quality specified and approved by our engineer. The Contractor should inspect the site, examine specifications, drawings, schedules of quantities and tender their rates. The rates given in the schedule of quantities will be deemed to include all the necessary materials, T & P labour required for satisfactory completion of work as shown in the drawings, specifications, schedule of work.

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<b>Name of Work :- Cleaning of Open storm water drains in NGRI Colony, Hyderabad</b>					
SL. No.	Description of Item	Qty	Unit	Rate	Amount
1	Cleaning of open storm water drain including removal of earth , rubbish from the drain dressing the earth from the surplus earth and making clear opening of hume pipe below the culvert for free flow of rain water and disposal of the unwanted materials, earth etc. removed from the open drain and dumping into the low lying area and neatly leveled as directed by the Engineer-In-Charge				
1.1	Open dreain of 300mm wide	1550	Mtr		
1.2	Open drain of 600mm (2') wide	1860	Mtr		
2	Carriage of earth, rubbish whichever collected from the drain and also dismantled materials by using mechanical transport such as truck/ tractor of about 90 Cft) work includes loading, lifting to truck unloading etc outside NGRI Campus in all leads and lifts complete all as required and directed by Engineer-In-Charge	15.00	Per Trip		
				<b>Total</b>	

Contractor Signature with Stamp