

**GOVERNMENT OF ASSAM  
OFFICE OF THE PRINCIPAL CHIEF CONSERVATOR OF FORESTS &  
HEAD OF FOREST FORCE, ASSAM  
ARAYNA BHAWAN, PANJABARI, GUWAHATI-781037**

**OPEN COMPETITIVE BIDDING**  
**(Single stage - Single envelope bidding without e-procurement)**  
*(For Procurement of Non-Consultancy Services below Rs. 25 Lakh)*

**Bidding Document for  
Hiring of Housekeeping Services for Aranya Bhawan**

**Bid Ref. No.: FG.16/Aranya Bhawan/2023**

**Date of Issue: 5<sup>th</sup> August 2023**

**Principal Chief Conservator of Forests & Head of Forest Force, Assam  
Aranya Bhawan, Panjabari, Guwahati-781037**

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**Section-I: Notice Inviting Bids (NIB)**

**GOVERNMENT OF ASSAM  
Office of the Principal Chief Conservator of Forests &  
Head Of Forest Force, Assam  
Arayna Bhawan, Panjabari, Guwahati-781037**

**Bid Ref.No.** FG.16/Aranya Bhawan/2023

**Dated:**05/08/2023

**OPEN COMPETITIVE BIDDING FOR  
Hiring of Housekeeping Services for ARANYA Bhawan**

1. The *Principal Chief Conservator of Forests & Head of Forest Force, Assam* invite sealed Bids from eligible Bidders for the non-consultancy work, 'Hiring of Housekeeping Services for ARANYA Bhawan, Panjabari-37', Assam as per the following details:

<b>Sl. No.</b>	<b>Brief Description</b>	<b>Contract Period (in Year)</b>	<b>Bid Security (Rs.)</b>
1.	Dusting of all furniture, fittings and fixtures (moving from top to bottom) by 9.30 A.M.	One (01)	Rs. 35,000/-
	Dry mopping of all the staircases, lobbies, lift lobbies, main entrance lobbies, officer's cabins, conference room, work floor areas, common areas (from corner towards outside so as not to leave foot prints) by 9.30 AM and then as and when needed		
	Cleaning and disinfecting the toilets (at least thrice daily and mostly depending on the number of people and visitors) by 9.30 AM and thereafter within every 2 hours as per checklist.		
	Cleaning of light fixtures, below staircase, passage area, skirting, ceiling corners, etc. with soft microfiber cloths		
	Cleaning and polishing of staircase grills and hand railings		
	Removal of cob webs with specialized cob web brushes (once in a week).		
	Window cleaning with window cleaning kit comprising of razor blades, mini wipers, sponge, squeeze, glass cleaning solutions		
	Disinfecting of all phones, computers key boards and Epbax by 9:30 AM		
	Polishing of "Pull-station" (fire fighting outlets), fire extinguisher, etc.		
	Cleaning of parking area, periphery and drainage system (storm water drains etc.) daily by 11 AM.		
	Washing and scrubbing of the staircases, lobbies and service station with the necessary soaps, chemicals (once every 15 days).		

2. Bidding will be conducted through Open Competitive Bidding method and procedures as specified in "The Assam Public Procurement Act, 2017" and "The Assam Public Procurement Rules,2020".These Act and Rules may be viewed and downloaded from the web-link e.g.at <https://finance.assam.gov.in/portlets/assam-public-procurement-rules-2020>
3. All Bids must be accompanied by a Bid Security of amount as mentioned in the table above in the manner as prescribed in the bid document.
4. Bidders who seek to appeal against any decision, action or omission regarding this particular procurement may do so as per Section 38 of the Assam Public Procurement Act, 2017 and Rule 26 of the Assam Public Procurement Rules, 2020. The first and second appellate authority are as mentioned below:

Section I: Notice Inviting Bids

<b>First Appellate Authority</b>	<b>Second Appellate Authority</b>
Smti Davinder Suman, IFS Planning Officer-I Forest Department	Smti Neera Daulagupu, ACS Secretary to the Govt. of Assam Environment and Forest Department

Name of officer with designation: Sri Mustafa Ali Ahmed, AFS, DCF (IT)

Name of Procuring Entity: Principal Chief Conservator of Forests & Head of Forest Force, Assam

Complete address: Aranya Bhawan, Panjabari, Guwahati-781037

Tele no.: 6003880791, E-mail: [hoff-assam@gov.in](mailto:hoff-assam@gov.in), Website: forest.assam.gov.in

**Dates & Timelines**

Bidders who are confident of meeting the specifications, qualifications and eligibility criteria within the specified time period only need to apply. No request for change of dates etc. shall be entertained, unless authorities decide otherwise due to any contingent situation or FORCE MAJEURE. The brief of the time-lines etc. is given below.

<b>Event</b>	<b>Date &amp; Time, Place &amp; Address</b>
Bid No. FG.16/Aranya Bhawan/2023	<b>05/08/2023</b>
Date of Start of Download	<b>07/08/2023, 11 AM(IST) onwards</b>
Date of Stop of Download of Tender Document	Not Applicable
Contact Details	hoff-assam@gov.in
Cost of Tender Document	Free
Last Date of Submission of Queries & Clarifications(in writing by letter or email)	<b>10/08/2023, 4PM(IST)</b>
Pre Bid Meeting	<b>11/08/2023, 12 PM(IST)</b>
Soft Copy of Bid	To be downloaded free of cost from www.forest.assam.gov.in
Last Date & Time of Submission of Bids	<b>29/08/2023 on or before 3PM(IST)</b>
Venue of Bid Submission	General Branch, O/o the PCCF & HoFF, Assam, Aranya Bhawan, Ghy-37
Date & Time of opening of Bids	<b>30/08/2023 at 12PM(IST)</b>
Mode of EMD Payment	FDR,TDR or Bank Gaurantee issued by Scheduled Bank in India.(refer to ITB clause 20)
EMD exemption, if any	NIL
Bid Validity	<b>180 Days</b>
Signing of Tender Document	Each Page of this Tender document & all other documents, other than printed material (meaning printed/published brochures in hard copy format), including Internet based material and their printouts must be signed in ink/ball point pen by the authorized signatory on behalf of the bidding entity, affixing the company seal and signature of the authorized person.
Any other details	Not Applicable

Sd/-

Principal Chief Conservator of Forests & Head of Forest Force, Assam

## Section II – Instructions to Bidders (ITB)

### A. GENERAL

#### 1. Introduction

- 1.1 In connection with the Notice Inviting Bids (NIB) for Procurement of Non-Consultancy Services as **specified in the Section III - Bid Data Sheet (BDS)**, the Procuring Entity **as specified in the BDS**, has issued these Bidding Documents for the delivery of Non- Consultancy Services **as specified in Section V – Activity Schedule**.
- 1.2 This Section provides the relevant information as well as instructions to assist prospective Bidders in preparation and submission of bids. It also includes the mode and procedure to be adopted by the Procuring Entity for receipt and opening as well as scrutiny and evaluation of bids and subsequent placement of award of contract.
- 1.3 Before preparing the bid and submitting the same to the Procuring Entity, the Bidder should read and examine all the terms & conditions, instructions etc. contained in the Bidding Documents. Failure to provide required information or to comply with the instructions incorporated in this Bidding Documents may result in rejection of bids submitted by Bidders.
- 1.4 The Bidder, at its own responsibility and risk is encouraged to visit and examine the Site of required Services and its surroundings and obtain all information that may be necessary for preparing the Bid and entering into a contract for performing the Services. The costs of visiting the Site shall be at the Bidder's own expense.
- 1.5 The Bidder shall bear all costs and expenditure incurred and/or to be incurred by it in connection with its bid including preparation, mailing and submission of its bid and subsequently processing the same. The Procuring Entity shall, in no case be responsible or liable for any such cost, expenditure etc. regardless of the conduct or outcome of the bidding process.
- 1.6 The successful Bidder will be expected to complete the performance of Services by the Intended Completion Date **as provided in the BDS**.

#### 2. Language of Bids

- 2.1 Bid submitted by the Bidder and all subsequent correspondences and documents relating to the bid exchanged between the Bidder and the Procuring Entity, shall be written in English language. However, the language of any printed literature furnished by the Bidder in connection with its bid may be written in any other language, provided the same is accompanied by a self-certified English translation and, for purposes of interpretation of the bid, the



English translation shall prevail.

### 3. Code of Integrity

- 3.1 The Procuring Entity and all officers or employees of the Procuring Entity, whether involved in the procurement process or otherwise, or Bidders and their representatives or Consultants or Service Providers participating in a procurement process or other persons involved, directly or indirectly in any way in a procurement process shall maintain an unimpeachable standard of integrity.
- 3.2 Govt. of Assam prescribes to the Procuring Entity and Bidders to uphold the Code of Integrity, which prohibits officers or employees of Procuring Entity or a person participating in a procurement process the following:
- (i) any offer, solicitation or acceptance of any bribe, reward or gift or any material benefit, either directly or indirectly, in exchange for an unfair advantage in the procurement process or to otherwise influence the procurement process;
  - (ii) any omission, including a misrepresentation that misleads or attempts to mislead so as to obtain a financial or other benefit or avoid an obligation;
  - (iii) any collusion, bid rigging or anti-competitive behaviour to impair the transparency, fairness and progress of the procurement process;
  - (iv) improper use of information shared between the Procuring Entity and the Bidders with an intent to gain unfair advantage in the procurement process or for personal gain;
  - (v) any financial or business transactions between the Bidder and any officer or employee of the Procuring Entity, who are directly or indirectly related to tender or execution process of contract;
  - (vi) any coercion including impairing or harming or threatening to do the same, directly or indirectly, to any party or to its property to influence the procurement process;
  - (vii) any obstruction of any investigation or audit of a procurement process;
  - (viii) making false declaration or providing false information for participation in—
    - a) tender process or to secure a contract;
    - b) disclosure of Conflict of Interest;
    - c) Disclosure by the Bidder of any previous transgressions with any entity in India or any other country during the last three years or of any debarment by any other Procuring Entity.

*Section II: Instructions to Bidders*

- 3.3 In case of any breach of the Code of Integrity by a Bidder or a prospective Bidder, as the case may be, the Procuring Entity after giving a reasonable opportunity of being heard, may take appropriate measures including–
- (i) exclusion of the Bidder from the procurement process;
  - (ii) calling off of pre-contract negotiations and forfeiture or encashment of bid security;
  - (iii) forfeiture or encashment of any other security or bond relating to procurement;
  - (iv) recovery of payments made by the Procuring Entity along with interest thereon at bank rate;
  - (v) cancellation of the relevant contract and recovery of compensation for loss incurred by the Procuring Entity;
  - (vi) debarment of the Bidder from participation in any future procurements of any Procuring Entity for a period not exceeding three years

**4. Conflict of Interest**

- 4.1 Conflict of Interest for a Procuring Entity or its personnel and Bidders is considered to be a situation in which a party has interests that could improperly influence that performance of its duties or responsibilities, contractual obligations, or compliance with applicable laws and regulations
- 4.2 Govt. of Assam describes the situations in which a Procuring Entity or its personnel may be considered to be in Conflict of Interest include, but are not limited to the following-
- a) Conflict of Interest occurs when the private interests of a Procuring Entity or its personnel, such as personal, non-official, extra-professional or other relationships or personal financial assets, interfere or appear to interfere with the proper performance of its professional functions or obligations as a procurement official;
  - b) within the procurement environment, a Conflict of Interest may arise in connection with such private interests as personal investments and assets, political or other social activities and affiliations while in the service of the Procuring Entity, employment after retirement from service or of relatives or the receipt of a gift that may place the Procuring Entity or its personnel in a position of obligation;
  - c) Conflict of Interest also includes the use of assets of the Procuring Entity including human, financial and material assets, or the use of the office of the Procuring Entity or knowledge gained from official functions for private gain or to prejudice the position of someone the Procuring Entity or its personnel

does not favour;

- a) Conflict of Interest may also arise in situations where the Procuring Entity or any of its personnel is seen to benefit directly or indirectly or allow a third party, including family, friends or someone they favour, to benefit directly or indirectly from the decision or action of the Procuring Entity;

4.3 The situations in which Bidders participating in a procurement process or their representatives may be considered to be in Conflict of Interest include, but are not limited to the following–

- a) If they or their personnel or representatives or agents have any relationship or financial or business transactions or interests with any official of the Procuring Entity that are directly or indirectly involved in or related to the procurement process or execution of contract;
- b) If they receive or have received any direct or indirect subsidy from any other Bidder;
- c) If they have the same legal representative for purposes of the bid;
- d) If they have a relationship with each other, directly or through common third parties that puts them in a position to have access to information about or influence on the bid of another;
- e) If they participate in more than one bid in the same bidding process;
- f) If they have controlling partners in common;
- g) If a Bidder or any of its affiliates participated as a consultant in the preparation of the design or technical specifications of the subject matter of procurement of the bidding process or were involved in such preparation in anyway;

4.4 In the 'Letter of Bid' to be submitted by the Bidder, as per format given in **Section VI - Bidding Forms**, each Bidder shall provide a signed statement that the Bidder is neither associated nor has been associated directly or indirectly with the consultant or any other entity that has prepared the design, specifications and other documents for the subject matter of procurement or is being proposed as Project Manager for the contract;

4.5 In case of a holding company having more than one independent units or more than one unit having common business ownership or management, only one unit shall be allowed to submit bid or quote to prevent any Conflict of Interest. Similar restrictions shall apply to closely related sister or subsidiary companies. Such Bidders must proactively declare such sister or subsidiary company or common business or management units in similar lines of business;

## 5. Eligible Bidders

5.1 Bidder shall be a natural person, private entity, government-own identity or, any combination of these having a formal intent and legal competency to enter into an

*Section II: Instructions to Bidders*

agreement or contract and are registered under respective Act and Jurisdiction in India or any other country with which India has not banned trade relations.

- 5.2 Bidder should not have a Conflict of Interest as prescribed and specified in ITB Para 4, which materially affects fair competition.
- 5.3 In addition, any Bidder participating in the procurement process shall–
- (i) have fulfilled his obligation to pay such of the tax payable to the Central Government or the State Government or any local authority;
  - (ii) not be insolvent, in receivership, bankrupt or being wound up, not have its affairs administered by a court or a judicial officer, not have its business activities suspended and must not be the subject of legal proceedings for any of the foregoing reasons;
  - (iii) not have, and their directors and officers not have, been convicted of any criminal offence related to their professional conduct or the making of false statements or misrepresentations as to their qualifications to enter into a procurement contract within a period of three years preceding the commencement of the procurement process, or not have been otherwise disqualified pursuant to debarment proceedings;
  - (iv) not be debarred by any Procuring Entity under the State Government, the Central Government, Autonomous body, Authority by whatever name called under them.
- 5.4 In the 'Letter of Bid' to be submitted by the Bidder, as per format given in **Section VI - Bidding Forms**, all Bidders shall provide a signed statement that the Bidder fulfils the eligibility requirements given in ITB Para 5.3;

**6. Bidders' Qualification**

- 6.1 Bidders should substantially meet the qualification criteria as stipulated in the **Section IV - Evaluation and Qualification Criteria**.
- 6.2 Bidders should fill and submit the Forms provided in **Section VI-Bidding Forms** to provide a preliminary description of the proposed work method and schedule, including drawings and charts, as necessary, relevant information and documents in support of fulfilment of Bidder's qualification, along with its bid.

## B. BIDDING DOCUMENTS

### 7. Content of Bidding Documents

- 7.1 The Bidding Documents include the following Sections, which should be read in conjunction with any Amendment issued in accordance with ITB Para10.
- i) Section I Notice Inviting Bids(NIB)
  - ii) Section II Instructions to Bidders (ITB)
  - iii) Section III Bid Data Sheet
  - iv) Section IV Evaluation and Qualification Criteria
  - v) Section V Activity Schedule
  - vi) Section VI BiddingForms
  - vii) Section VII General Conditions of Contract(GCC)
  - viii) Section VIII Special Conditions of Contract(SCC)
  - ix) Section IX Contract Forms
- 7.2 Unless downloaded directly from the Procuring Entity's website **as specified in the BDS**, Procuring Entity shall not be responsible for the correctness of the Bidding Documents, responses to requests for clarification, the Minutes of the Pre-bid meeting, if any, or Amendment(s) to the Bidding Documents in accordance with ITB Para10.
- 7.3 Bidders are expected to examine all instructions, forms, terms, and specifications in the Bidding Documents and to furnish with its Bid all information or documentation as is required by the Bidding Documents.

### 8. Clarifications of Bidding Documents

- 8.1 A Bidder requiring any clarification of the Bidding Documents shall contact the Procuring Entity in writing at the Procuring Entity's address **specified in the BDS**.TheProcuringEntity will respond in writing to any request for clarification, provided that such request is received at least 3 (three) working days prior to the deadline for submission of bids or prior to the date and time as scheduled for pre-bid meeting, where a pre-bid meeting is **specified in the BDS**.
- 8.2 The Procuring Entity shall also promptly publish brief description of the enquiry but without identifying its source and its response at the its website as **specified in the BDS**.
- 8.3 Should the clarification result in changes to the essential elements of the Bidding Documents, the Procuring Entity shall amend the Bidding Documents following the procedure given under ITB Para10.

## 9. Pre-Bid Meeting

- 9.1 In order to provide response to any doubt regarding Bidding Documents, or to clarify issues, a pre-bid meeting may be scheduled, **if specified in the BDS**.
- 9.2 During the pre-bid meeting, the clarification sought by representative of prospective Bidders shall be responded appropriately. However, they shall be asked to submit their written request prior to the day and time as scheduled for pre-bid meeting. The Procuring Entity shall publish written response to such requests for clarifications, without identifying its source. In case required, amendment(s), in terms of ITB Para 10 below shall be issued, which shall be binding on all prospective Bidders.

## 10. Amendments to Bidding Documents

- 10.1 At any time prior to the deadline for submission of bids, the Procuring Entity may, pursuant to ITB Para 8 and 9 and for any reason deemed fit by it, amend or modify the Bidding Documents by issuing Amendment(s).
- 10.2 Such Amendment(s) will be published on Procuring Entity's website **as specified in the BDS** and the same shall be binding on all prospective Bidders.
- 10.3 In order to give reasonable time to prospective Bidders to take necessary action in preparing their bids, the Procuring Entity may, at its discretion extend the deadline for the submission of bids and other allied time frames, which are linked with that deadline.
- 10.4 Any Bidder who has downloaded the Bidding Documents should check the Amendment(s), if any, issued on the Procuring Entity's website. The Procuring Entity shall not be responsible in any manner if prospective Bidders miss any Amendment(s) published on Procuring Entity's website.

## C. PREPARATION OF BIDS

### 11. Documents comprising the Bid

The bid submitted by the Bidder shall be in single envelope and shall comprise the following:

- i) Letter of Bid as per Form provided in **Section VI – Bidding Forms**;
- ii) Priced Activity Schedule completed in accordance with **ITB Para14**;
- iii) Cost of Bidding Documents in accordance with **ITB Para 19** (if required);
- iv) Bid Security furnished in accordance with **ITB Para20**;
- v) Bidder Information Form as per Form provided in **Section VI: Bidding Forms**;
- vi) Documents establishing the compliance of Non-Consultancy

Services in accordance with **ITB Para 16;**

- vii) Documents establishing Bidders' eligibility and qualification in accordance with **ITB Para 17.2** and Forms given in **Section VI: Bidding Forms;**
- viii) Bidder firm's Certificate of Incorporation/ Registration, Article and Memorandum of Association or any such registration document;
- ix) Self-attested copy of Income Tax Registration Certificate / PANcard;
- x) Self-attested copy of GSTIN registration;
- xi) Any other document as required in the BDS**
- xii) An Undertaking from the Bidders to the effect that they agree and abide by the clauses /conditions of Bidding Documents issued by the Procuring Entity and any amendment made thereafter.

## **12. Letter of Bid and Priced Activity Schedule**

- 12.1 The Letter of Bid and Priced Activity Schedule shall be prepared as per the Forms furnished in **Section VI: Bidding Forms**. The forms must be completed without any alterations to the text, and no substitutes shall be accepted. All blank spaces shall be filled in with the information requested.

## **13. Alternative Bids**

- 13.1 Unless otherwise **specified in the BDS**, alternative bids shall not be considered.

## **14. Bid Prices**

- 14.1 The prices quoted by the Bidder in the Priced Activity Schedule shall conform to the requirements specified below.
- 14.2 All Schedules / Lots (if any) and items thereunder must be listed and priced separately in the Priced Activity Schedule.
- 14.3 The Contract shall be for the Services, as described in Appendix A to the Contract and in the Specifications (or Terms of Reference), based on the priced Activity Schedule, submitted by the Bidder.
- 14.4 The Bidder shall fill in rates and prices for all items of the Services described in the Specifications (or Terms of Reference), and listed in the Activity Schedule in Section V. Items for which no rate or price is entered by the Bidder will not be paid for by the Employer when executed and shall be deemed covered by the other rates and prices in the Activity Schedule.
- 14.5 The price to be quoted in the bidding form in accordance with ITB Para 12.1 shall be the total price of the bid.

*Section II: Instructions to Bidders*

- 14.6 The price quoted by the Bidder shall be fixed during the Bidder's performance of the Contract and shall not be subject to variation on any account, **unless otherwise specified in the BDS**. The bid submitted with adjustable price quotation shall be treated as non responsive and shall be rejected.
- 14.7 The price shall be quoted as specified in the Form of Priced Activity Schedule given in **Section VI - Bidding Forms**. The dis-aggregation of price components is required solely for the purpose of facilitating the comparison of bids by the Procuring Entity. This shall not in any way limit the Procuring Entity's right to contract on any of the terms offered.
- 14.8 The Bidder shall quote Prices inclusive of all taxes and duties / GST payable on the services if the contract is awarded.
- 14.9 For the purpose of determining the remuneration due for additional Services, a breakdown of the lump-sum price shall be provided in the form of **Appendix-D** to the Contract.

**15. Bid Currency**

- 15.1 The Bidder should submit its quote in Indian Rupees only.
- 15.2 Bids, where prices are quoted in any other currency shall be treated as non-responsive and rejected.

**16. Documents establishing the compliance of Non-Consultancy Services**

- 16.1 To establish the conformity of the Non-Consultancy Services to the Bidding Documents, the Bidder shall furnish as part of its Bid the documentary evidence that the Non-Consultancy Services conform to the technical specifications and standards specified in **Section V - Activity Schedule**.
- 16.2 The documentary evidence may be in the form of literature, drawings or data, and shall consist of a detailed item by item description of the Scope of Services, demonstrating substantial responsiveness to the Scope of Services, and if applicable, a statement of deviations and exceptions to the provisions of the **Section V - Activity Schedule**.
- 16.3 Standards of the Non-Consultancy Services specified by the Procuring Entity in the Activity Schedule, are intended to be descriptive only and not restrictive. The Bidder may offer other standards, provided that it demonstrates, to the Procuring Entity's satisfaction, that the substitutions ensure substantial equivalence or are superior to those specified in the Section V- Activity



Schedule.

### 17. Documents establishing the eligibility and Qualification of the Bidder

- 17.1 To establish Bidder's their eligibility in accordance with ITB Para 5, Bidders shall complete the Letter of Bid, included in Section VI – Bidding Forms
- 17.2 The documentary evidence of the Bidder's qualifications to perform the contract if its bid is accepted shall establish to the Procuring Entity's satisfaction that the Bidder meets each of the qualification criterion specified in "**Section IV - Qualification and Evaluation Criteria**"

### 18. Period of validity of Bids

- 18.1 Bids shall remain valid for the period **specified in the BDS** after the bid submission deadline date prescribed by the Procuring Entity in accordance with ITB Para 23.1. A bid valid for a shorter period shall be rejected by the Procuring Entity as non-responsive
- 18.2 In exceptional circumstances, prior to the expiration of the bid validity period, the Procuring Entity may request Bidders to extend the period of validity of their bids. The request and the responses shall be made in writing. A Bidder may refuse the request without forfeiting its Bid Security. A Bidder granting the request shall not be required or permitted to modify its bid.
- 18.3 The Bidder who agree to the extension of the period of validity of bids so requested by the Procuring Entity shall also extend the period of validity of bid securities submitted by them or submit new bid security to cover the extended period of validity of their bids. A Bidder whose bid security is not extended or new bid securities not submitted shall be considered to have refused the request to extend the period of validity of its bids and rejected as non-responsive. The decision of Procuring Entity will be final and binding in this regard.

### 19. Cost of Bidding Documents

- 19.1 The Bidder shall furnish as part of its bid, the cost of Bidding Documents (non-refundable), in the amount if **specified in the BDS**. The cost of Bidding Documents shall be in any of the following forms at the Bidder's option:
- (a) Demand Draft / Banker's Cheque issued by Scheduled Bank in India; or  
(b) Deposit through Digital mode **if specified in the BDS**;

## 20. Bid Security

- 20.1 The Bidder shall furnish as part of its bid, a bid security in the amount as **specified in the BDS.**
- 20.2 Bidders belonging to Scheduled Caste (SC), Scheduled Tribes (ST) Other Backward Classes (OBC) and any other class of Bidders notified by government from time to time may deposit 50% of the stipulated amount of Bid Security, but, in such cases documentary proof regarding their caste issued by the competent authority must also be submitted along with the Bid.
- 20.4 The bid security shall be in any of the following forms at the Bidder's option:
- a) Fixed Deposit Receipt (FDR) or Term Deposit Receipt (TDR) issued by Scheduled Bank in India; or
  - b) Bank Guarantee issued by a Scheduled Bank in India; or
  - c) Deposit through Digital mode **as specified in the BDS**; or
  - d) Any other form as specified in the BDS**
- 20.5 In case, bid security is submitted in form of Bank Guarantee, it should be submitted either using the form provided in Section VI - Bidding Forms. The Bank Guarantee submitted as Bid Security shall be verified and confirmed from the competent authority of the concerning issuing Bank.
- 20.6 The Bid Security must remain valid for 28 days beyond the original or extended validity period of the bid.
- 20.7 Any bid not accompanied by a Bid Security as specified in ITB Para 20.2 and 20.4 and not secured as indicated in Para 20.6 shall be rejected by the Procuring Entity as non-responsive.
- 20.8 The bid security of a Bidder lying with the Procuring Entity, if any, in respect of other bids awaiting decision shall not be adjusted towards bid security required under this Bidding Documents.
- 20.9 The bid security originally deposited by a Bidder may be taken into consideration, in case bids are re-invited, if found valid, if so **specified in the BDS.** Such Bidders are required to ascertain validity of bids for consideration in lieu of bid security required under this Bidding Documents.
- 20.10 The Bid Security of unsuccessful Bidder shall be released within 15 (Fifteen) working days after signing of Agreement and deposit of performance security by the successful Bidder.

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- 20.11 The Bid Security of successful Bidders shall be released within 15(Fifteen) working days upon the successful Bidder's signing the contract and furnishing the Performance Security pursuant to ITB Para 41. As an alternative, the amount of Bid Security may be adjusted with the amount of performance security required from him or refunded if the successful Bidder furnishes the full amount of performance security, if **provided in the BDS**.
- 20.12 In case Procuring Entity decides to cancel the procurement process, it shall return the bid security of all Bidders after the decision to cancel procurement process.
- 20.13 The Bid Security of the Bidder, who withdraws its bid prior to deadline for submission of bids, in case bid withdrawal is permitted, shall be returned after the opening of the bids.
- 20.14 The Bid Security deposited by a Bidder shall be forfeited in the following cases:
- (a) when the Bidder withdraws or modifies its bid after opening of bids;
  - (b) when the Bidder does not deposit the required performance security within the specified period; and
  - (c) if the Bidder breaches any provisions of Code of Integrity prescribed for Bidders as per ITB Para 3.

**21. Format and Signing of Bids**

- 21.1 The Bidder shall prepare and submit one original set of Bid and clearly mark it as "ORIGINAL" along with such number of additional copies there of **as specified in the BDS**, marking these additional copies as "COPY" clearly. In the event of any discrepancy between the original bid and its copies, the contents of the original bid marked "ORIGINAL" shall prevail and be taken into account.
- 21.2 The original and all additional copies of the bid shall be typed or written in ink with all pages serially numbered and signed by the Bidder or a person duly authorized to sign on behalf of the Bidder in token of acceptance of the terms and conditions of the Bidding Documents. This authorization shall consist of a written confirmation **as specified in the BDS** which shall be attached to the Bid.
- 21.3 Any corrections in the bid such as interlineations, erasures, or overwriting shall be valid only if they are duly signed or initialled by the person signing the bid.

## **D. SUBMISSION AND OPENING OF BIDS**

### **22. Sealing, Marking and Submission of Bids**

- 22.1 Bidders may submit their bids by post or by hand or drop in the box earmarked by the Procuring Entity. Bids so submitted shall enclose the original and each copy of the bid in separately sealed envelopes duly marked as “ORIGINAL” and “COPY”. The envelopes containing the original and the copies shall then be enclosed in one single sealed outer envelope.
- 22.2 The inner and outer envelopes shall bear the:
- a) name and complete address along with the mobile, telephone number and email address of the Bidder;
  - b) complete postal address of the Procuring Entity;
  - c) specific identification mark / Bid Ref. No. and subject matter of procurement;
  - d) a warning ‘not to open before the time and date for bid opening’ as indicated in the Bidding Documents
- 22.3 If all envelopes are not sealed and marked as required, the Procuring Entity will assume no responsibility about its consequences viz. misplacement or premature opening of the bid

### **23. Deadline for Submission of Bids**

- 23.1 Bids must be received by the Procuring Entity at the address and no later than the date and time **specified in the BDS**.
- 23.2 The date of submission and opening of bids shall not be extended except when—
- a) Sufficient number of bids have not been received within the given time and the Procuring Entity is of the opinion that further bids are likely to be submitted if time is extended; or
  - b) the Bidding Documents are required to be substantially modified as a result of discussions in pre-bid meeting or otherwise and the time for preparations of bids by the prospective Bidders appears to be insufficient for which such extension is required.
- 23.3 In cases where the time and date of submission of bids is extended, an amendment to the Bidding Documents shall be issued in accordance with ITB Para 10, in which case all rights and obligations of the Procuring Entity and Bidders previously subject to the deadline shall thereafter be subject to the deadline extended

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23.4 If the due date for submission of bids is not a working day, the bids shall be received and opened at the same time and hour on the next working day.

**24. Late Bids**

24.1 The Procuring Entity's officer authorized to receive the bids shall not receive any bid that is submitted personally by hand after the time and date fixed for submission of bids under any circumstances.

24.2 Any bid which arrives by post after the deadline for submission of bids shall be declared and marked as "Late" and returned unopened to the Bidder by registered post.

**25. Withdrawal, Substitution and Modification of Bids**

25.1 A Bidder may withdraw, substitute, or modify its bid after it has been submitted by sending a written notice, duly signed by the Bidder or his representative authorised in writing and such letter of authority shall be enclosed with the bid. The corresponding substitution or modification of the bid contained in sealed envelopes as required must accompany the written notice. Such written notice shall be-

- a) submitted in accordance with the Bidding Documents with the envelope clearly marked as "Withdrawal," "Substitution," or "Modification" as applicable, and
- b) received by the officer authorized to receive the bids or directly dropped in the bid box prior to the last time and date fixed for receiving of bids.

25.2 Bids requested to be withdrawn shall be returned unopened to the Bidders.

25.3 No bid shall be withdrawn, substituted, or modified after the time and date fixed for receipt of bids as specified in the BDS.

**26. Opening of Bids**

26.1 The sealed bid box shall be opened by the Bid Opening Committee constituted by the Procuring Entity at the time, date and place **as specified in the BDS** in the presence of the Bidders' authorized representatives who choose to be present, enabling them to watch the proceedings.

26.2 The Procuring Entity's officer authorized to receive bids shall also handover all the bids received by him up to the time and date for submission of bids to the convener of the Bid Opening Committee and obtain the signature of the convener of the Committee in the bids receipt register.

26.3 Each bid received shall be opened by the Bid Opening Committee in the presence of the Bidders or their authorised representatives who choose to be present. All

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envelopes containing bids shall be signed, indicating date and time, by the members of the Committee in token of verification of the fact that they are sealed. The envelopes shall be numbered as "a/n", where 'a' denotes the serial number at which the bid envelope has been taken for opening and 'n' denotes the total number of bids received by the specified time;

- 26.4 The Bid Opening Committee shall prepare a list of Bidders or their representatives attending the opening of bids and obtain their signatures on the same. The list shall also contain the name, e-mail and mobile telephone number of the representatives and the corresponding names and addresses of the Bidders they represent. The authority letters brought by the representatives shall be attached to the list. The list shall be signed by all members of Bid Opening Committee indicating the date and time of opening of the bids.
- 26.5 First, envelopes marked "WITHDRAWAL" shall be opened, read out, and recorded and the envelope containing the corresponding bid shall not be opened, but returned to the concerned Bidders. No bid shall be permitted to be withdrawn unless the corresponding withdrawal notice contains a valid authorisation to request the withdrawal which shall also be read out and recorded. If the withdrawal notice is not accompanied by the valid authorisation, the withdrawal shall not be permitted and the corresponding bid shall be opened.
- 26.6 Next, envelopes marked as "SUBSTITUTION" shall be opened, read out, recorded and exchanged for the corresponding bid being substituted and the substituted bid shall not be opened, but returned to the Bidder. No bid shall be substituted unless the corresponding substitution notice contains a valid authorisation to request the substitution which shall also be read out and recorded. Thereafter, envelopes marked as "MODIFICATION" shall be opened, read out and recorded with the corresponding bid. No bid shall be modified unless the corresponding modification notice contains a valid authorisation to request the modification which shall be read out and recorded.
- 26.7 All other envelopes shall be opened one at a time and the following details shall be read out and recorded-
- (a) The name of the Bidder and whether there is a substitution or modification;
  - (b) the bid prices (per lot if applicable);
  - (c) the bid security deposited; and

(d) any other details as the Committee may consider appropriate.

- 26.8 After all the bids have been opened, these shall be initialed and dated on the first page of each bid by the members of the Bid Opening Committee. All the pages of the price schedule and letters etc attached shall be initialed and dated by the members of the Committee. Key information such as prices, completion period, etc. shall be encircled and unfilled spaces in the bids shall be marked and signed with date by the members of the Committee. The original and additional copies of the bid shall be marked accordingly. Alterations, corrections, additions, overwriting shall be initialed legibly to make it clear that such alterations, corrections, additions, overwriting existed in the bid at the time of opening.
- 26.9 No bid shall be rejected at the time of bid opening except the late bids, alternative bids if not permitted and bids not accompanied with the proof of payment or instrument of the required price of bidding documents, processing fee or user charges and bid security.
- 26.10 The Bid Opening Committee shall prepare a record of the proceedings of the bid opening that shall include the name of the Bidders and whether there is a withdrawal, substitution, or modification, the bid price, per lot, if applicable, any discounts and alternative offers if they were permitted, any conditions put by Bidder and the proof of the payment of price of bidding documents, processing fee or user charges and bid security. The Bidders or their representatives, who are present, shall sign the record. The omission of a Bidder's signature on the record shall not invalidate the contents and effect of the record. The members of the Committee shall also sign the record noting the date;

## **E. EVALUATION AND COMPARISON OF BIDS**

### **27. Confidentiality**

- 27.1 Information relating to the evaluation of bids and recommendation of contract award, shall not be disclosed to Bidders or any other persons not officially concerned with the bidding process until information on Contract Award is communicated to all Bidders
- 27.2 Any effort by a Bidder to influence the Procuring Entity in the evaluation or contract award decisions may result in the rejection of its Bid.
- 27.3 Notwithstanding ITB Para 27.2, from the time of bid opening to the time of Contract Award, if any Bidder wishes to contact the Procuring Entity on any matter related to the bidding process, it should do so in writing.

## **28. Preliminary Examination of Bids**

28.1 The Bid Evaluation Committee constituted by the Procuring Entity shall conduct a preliminary scrutiny of the opened bids at the beginning to assess the prima-facie responsiveness and record its findings thereof particularly in respect of the following:

- (a) that the bid is signed, as per the requirements listed in the Bidding Documents;
- (b) that the bid has been sealed as per instructions in the Bidding Documents;
- (c) the bid is valid for the period, specified in the Bidding Documents;
- (d) that the bid is accompanied by due Bid Security and Processing Fee;
- (e) that the bid is unconditional and that the Bidder has agreed to give the required performance security;and
- (f) whether any other conditions specified in the Bidding Documents are fulfilled.

## **29. Clarification of Bids**

29.1 To assist in the examination, evaluation, comparison and qualification of the bids, the Bid Evaluation Committee may, at its discretion, ask any Bidder in writing for clarification by a specific date regarding its bid specifically therein that if the Bidder does not comply or respond by that date his bid shall be liable to be rejected. The request of the Committee for clarification and the response of the Bidder thereto shall be in writing. Depending on the outcome, such bids shall be ignored or considered further;

29.2 Any clarification submitted by a Bidder with regard to his bid that is not in response to a request by the Committee specifically shall not be considered;

29.3 No change in the prices or substance of the bid shall be sought, offered, or permitted, except to confirm the correction of arithmetic errors discovered by the Committee in the evaluation of the financial bids;

29.4 No substantive change to qualification information or to a submission, including changes aimed at making an unqualified Bidder, qualified or an unresponsive submission, responsive shall be sought, offered or permitted under any circumstances; all communication generated as above shall be included in the record of the procurement proceedings.

## **30. Immaterial Non-conformities in Bids**

30.1 The Bid Evaluation Committee may waive non-conformities in the bid that do not constitute a material deviation, reservation or omission and deem the bid to be responsive;



30.2 The Bid Evaluation Committee may request the Bidder to submit necessary information or documents which are historical in nature like audited statements of accounts, tax clearance certificate, PAN, etc. within a reasonable period of time. Failure of the Bidder to comply with the request within the given time shall result in the rejection of its bid; the Bid Evaluation Committee may rectify immaterial non-conformities or omissions on the basis of the information or documentation received from the Bidder under ITB Para30.2.

### **31. Determination of Responsiveness**

31.1 The Bid Evaluation Committee constituted by the Procuring Entity shall determine the responsiveness of a bid to the Bidding Documents based on the contents of the bid submitted by the Bidder;

31.2 A bid shall be deemed to be substantially responsive if it meets the requirements of the Bidding Documents without any material deviation, reservation, or omission where:-

- (a) "deviation" is a departure from the requirements specified in the Bidding Documents;
- (b) "reservation" is the setting of limiting conditions or withholding from complete acceptance of the requirements specified in the Bidding Documents; and
- (c) "omission" is the failure to submit part or all of the information or documentation required in the bidding documents.

31.3 A "material deviation, reservation, or omission" is one that,

- (a) If accepted, shall:-
  - (i) effect in any substantial way the scope, quality, or performance of the subject matter of procurement specified in the Bidding Documents; or
  - (ii) limit in any substantial way, inconsistent with the Bidding Documents, the rights of the Employer or the obligation of the Bidder under the proposed contract; or
- (b) if rectified shall unfairly affect the competitive position of other Bidders presenting responsive bids;

31.4 The Bid Evaluation Committee shall examine the technical aspects of the bid in particular to confirm that all requirements of Bidding Documents have been met without any material deviation, reservation or omission;

31.5 The Bid Evaluation Committee shall regard a bid as responsive if it conforms to all requirements set out in the Bidding Documents, or contains minor deviations that do not materially alter or depart from the characteristics, terms, conditions and other requirements set out in the Bidding Documents, that is, there is no material deviation, or if it contains errors or oversights that can be corrected without any change in the

substance of the bid;

Bids that are not responsive or contain any material deviation shall be rejected. Bids declared as non-responsive shall be excluded from any further evaluation.

### **32. Nonconformities, Errors and Omissions**

- 32.1 Provided that a Bid is substantially responsive, the Bid Evaluation Committee may waive any nonconformities in the Bid.
- 32.2 Provided that a bid is substantially responsive, the Procuring Entity or authorised representative may request that the Bidder submit the necessary information or documentation, within a reasonable period of time, to rectify nonmaterial nonconformities or omissions in the bid related to documentation requirements. Such omission shall not be related to any aspect of the price of the Bid. Failure of the Bidder to comply with the request may result in the rejection of its Bid.
- 32.3 Provided that a bid is substantially responsive, the Bid Evaluation Committee shall rectify quantifiable nonmaterial nonconformities related to the Bid Price. To this effect, the Bid Price shall be adjusted, for comparison purposes only, to reflect the price of a missing or non-conforming item or component.

### **33. Correction of Arithmetical Errors**

- 33.1 Provided that the Bid is substantially responsive, the Bid Evaluation Committee shall correct arithmetical errors in the following cases, namely:
- (a) If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail and the total price shall be corrected, unless in the opinion of the Committee there is an obvious misplacement of the decimal point in the unit price, in which case the total price as quoted shall govern and the unit price shall be corrected;
  - (b) if there is an error in a calculation of the total corresponding to the addition or subtraction of subtotals, the subtotals shall prevail and the total shall be corrected; and
  - (c) if there is a discrepancy between words and figures, the amount in words shall prevail, unless the amount expressed in words is related to an arithmetic error, in which case the amount in figures shall prevail subject to (a) and (b) above.
- 33.2 If the price bid is ambiguous leading to two equally valid total price amounts, the bid shall be treated as non-responsive and rejected. Bidders shall be requested to accept correction of arithmetical errors. Failure to accept the correction in accordance with ITB Para 33.1, shall result in the rejection of the Bid.

### **34. Subcontractors**

- 34.1 **Unless otherwise stated in the BDS**, the Employer does not intend to execute any

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specific elements of the Non-Consultancy Services by sub-contractors selected in advance by the Employer

34.2 The Employer may permit subcontracting for certain specialized Non-Consultancy Services as indicated in Section V. When subcontracting is permitted by the Employer, the specialized sub- contractor's experience shall not be considered for evaluation.

34.3 Bidders may propose subcontracting as **specified in the BDS**

**35. Evaluation of Bids**

35.1 The Procuring Entity / Evaluation Committee shall use the criteria and methodologies listed in this Clause. No other evaluation criteria or methodologies shall be permitted.

35.2 To evaluate a Bid, the Procuring Entity/Evaluation Committee shall consider the following:

(a) Evaluation will be done for Items or Schedules /Lots (contracts),as **specified in the BDS**; and the Priced Activity Schedule as quoted in accordance with ITB Para 14.

(b) price adjustment for correction of arithmetic errors in accordance with ITB 33.1

(c) price adjustment due to discounts offered in accordance with ITB Para14

(d) price adjustment due to quantifiable non material non conformities in accordance with ITB 30.3

(e) the additional evaluation factors are specified in **Section IV: Evaluation and Qualification Criteria**

35.3 If Bidders are allowed to quote separate prices for different Schedules / Lots (contracts), the methodology to determine the lowest evaluated price of the Schedule/ Lot (contract) combinations, including any discounts offered in the Letter of Bid Form as specified in BDS and **in Section IV - Evaluation and Qualification Criteria**

35.4 The evaluation of a bid will include and take into account all taxes and duties / GST payable on the services if the contract is awarded to theBidder

35.5 The Procuring Entity's evaluation of a bid may require the consideration of other factors, in addition to the Bid Price quoted in accordance with ITB 14. These factors may be related to the characteristics, performance, and terms and conditions of purchase of Non-Consultancy Services. The effect of the factors selected, if any, shall be expressed in monetary terms to facilitate comparison of bids, shall be **specified in Section IV - Qualification and Evaluation Criteria**.

### **36. Comparison of Bids**

- 36.1 The Procuring Entity / Evaluation Committee shall compare the evaluated prices of all substantially responsive bids established in accordance with ITB 35.2 to determine the lowest evaluated bid.
- 36.2 The additional criteria for comparison of bid prices of substantially responsive bids are specified in Section IV - Evaluation and Qualification Criteria

### **37. Qualification of the Bidder**

- 37.1 The Procuring Entity shall determine to its satisfaction whether the Bidder that is selected as having submitted the lowest evaluated and substantially responsive bid meets the qualifying criteria **specified in Section IV - Evaluation and Qualification Criteria**
- 37.2 The determination shall be based upon an examination of the documentary evidence of the Bidder's qualifications submitted by the Bidder, pursuant to ITB Para17
- 37.3 An affirmative determination shall be a prerequisite for award of the Contract to the Bidder. A negative determination shall result in disqualification of the bid, in which event the Procuring Entity/ Evaluation Committee shall proceed to the next lowest evaluated bid to make a similar determination of that Bidder's qualifications to perform satisfactorily.

### **38. Procuring Entity's Right to Accept Any Bid, and to Reject Any or All Bids**

The Procuring Entity reserves the right to accept or reject any bid, and to cancel / annul the bidding process and reject all bids at any time prior to contract award, without thereby incurring any liability to the Bidders for which the Procuring Entity shall keep record of clear and logical reasons properly for any such action / recall of bidding process. In case of cancellation / annulment, all bids submitted and specifically, bid securities, shall be promptly returned to the Bidders

## **F. AWARD OF CONTRACT**

### **39. Award Criteria**

- 39.1 Subject to ITB 38.1, the Procuring Entity shall award the Contract to the Bidder whose bid has been accepted after evaluation of bids.
- 39.2 The contract shall not be awarded to more than one Bidder by splitting the quantity as given in Activity Schedule.

**40. Notification of Award**

- 40.1 Prior to the expiration of the period of bid validity, the Procuring Entity shall notify the successful Bidder, in writing, that its Bid has been accepted. The notification letter (hereinafter and in the Conditions of Contract and Contract Forms called the “Letter of Acceptance”) shall specify the sum that the Procuring Entity will pay the Service Provider in consideration of the Delivery / Performance of Services (hereinafter and in the Conditions of Contract and Contract Forms called “the Contract Price”).
- 40.2 Until a formal Contract is prepared and executed, the Letter of Acceptance shall constitute a binding Contract.
- 40.3 The Procuring Entity shall promptly respond in writing to any unsuccessful Bidder who, after notification of award in accordance with ITB Para 40.1, requests in writing the grounds on which its bid was not selected.

**41. Performance Security**

- 41.1 Within twenty-eight (28) days of the receipt of Letter of Acceptance from the Procuring Entity, the successful Bidder, if required, shall furnish the Performance Security amount as specified in BDS, in accordance with the GCC, using the Performance Security Form included in Section IX: Contract Forms, or another Form acceptable to the Procuring Entity and sign the contract.
- 41.2 Failure of the successful Bidder to submit the above-mentioned Performance Security and/or sign the Contract shall constitute sufficient grounds for the annulment of the award and forfeiture of the Bid Security. In that event the Procuring Entity may award the Contract to the next lowest evaluated Bidder, whose bid is substantially responsive and is determined by the Procuring Entity to be qualified to perform the Contract satisfactorily provided the offered by it is reasonable.
- 41.3 The validity of the performance security shall be for a period of 45 days beyond the date of completion of all contractual obligations.

**42. Signing of Contract**

- 42.1 Promptly after notification of Award, the Procuring Entity shall send the successful Bidder the Contract Agreement.
- 42.2 Within twenty-eight (28) days of receipt of the Letter of Acceptance, the successful Bidder shall sign, date, and return it to the Procuring Entity along with the performance security.

## Section III – Bid Data Sheet (BDS)

### Bid Data Sheet

The following specific data for the Non-Consultancy Services to be procured shall complement, supplement, or amend the provisions in the Instructions to Bidders (ITB). Whenever there is a conflict, the provisions herein shall prevail over those in ITB

ITB Para Reference	Particulars
	<b>A. General</b>
<b>ITB 1.1</b>	The reference number of the Notice Inviting Bids (NIB) is: <b>FG.16/Aranya Bhawan/2023, Dated- 05/08/2023</b> The Procuring Entity is: <b>Principal Chief Conservator of Forests &amp; Head of Forest Force, Assam Aranya Bhawan, Panjabari, Guwahati-781037</b>
<b>ITB 1.6</b>	The Intended Completion Date is <b>One (01) year from the date of contract signing.</b>
<b>ITB7.2</b>	<a href="http://www.forest.assam.gov.in">www.forest.assam.gov.in</a>
	<b>B. Bidding Documents</b>
<b>ITB 8.1</b>	The Procuring Entity’s address for the purpose of any clarification is: <b>O/o the PCCF &amp; HoFF, Assam, Aranya Bhawan, Panjabari, Guwahati-781037</b> Requests for clarification should be received by the Procuring Entity no later than: <b>10<sup>th</sup> August 2023</b>
<b>ITB 8.2</b>	<a href="http://www.forest.assam.gov.in">www.forest.assam.gov.in</a>
<b>ITB 9.1</b>	Pre-Bid Meeting shall be scheduled: <b>Yes</b> Name of contact person, venue, time and date for pre-bid meeting are specified as under: Name of contact person: <b>Sri Mustafa Ali Ahmed, AFS, DCF (IT)</b> Contact Details (Phone /Mobile/Email): <b>6003880791/hoff-assam@gov.in</b> Address of Venue: <b>O/o the Principal Chief Conservator of Forests &amp; Head of Forest Force, Assam</b> Time and Date: at <b>12 PM on 11th August 2023</b>

ITB10.2	<a href="http://www.forest.assam.gov.in">www.forest.assam.gov.in</a>
<b>C. Preparation of Bids</b>	
ITB 11.1 (xi)	The Bidder shall submit the following additional documents in its Bid: <ol style="list-style-type: none"> <li>1. Bidder's bank, its address and current account number;</li> <li>2. Copy of ESIC Reigstration;</li> <li>3. Copy of EPF Registration;</li> <li>4. Affidavit declaring that the salaries paid to the staff shall not be less than stipulated under Minimum Wages Act and he/she shall comply with all statutory requirements connected thereto.</li> </ol>
ITB 13.1	Alternative Bids <b>shall not be</b> considered.
ITB 14.4	The price quoted by the Bidder shall be <b>fixed</b> during the Bidder's performance of the Contract and shall not be subject to variation on any account.
ITB 18.1	The bid validity period shall be <b>180</b> days.
ITB 20.1	The amount of Bid Security shall be <b>Rs. 35,000/- (Rupees Thirty Five Thousand)</b> only.
ITB 20.4(c)	Bid security may be given in the form of Fixed Deposit Receipt or Term Deposit Receipt or Bank Gaurantee in favour of the PCCF & HoFF, Assam. Deposit through digital mode is not permitted.
ITB 20.4(d)	Other acceptable forms of Bid Security: <b>None</b>
ITB 20.9	Not applicable
ITB 20.11	The bid security <b>shall not be</b> adjusted with the amount of performance security required from the successful bidder.  The bid security of Bidder shall be refunded upon submission of the full amount of performance security by the successful Bidder.
ITB 21.1	In addition to the original of the Bid, the number of copies is: <b>One (01)</b>
ITB 21.2	The written confirmation of authorization to sign on behalf of the Bidder shall consist of: <b>Power of Attorney established in the name of the signatory of the bid.</b>
<b>D. Submission and Opening of Bids</b>	

<b>ITB 23.1</b>	Procuring Entity's address for bid submission is: <b>O/o the PCCF &amp; HoFF, Assam, Aranya Bhawan, Panjabari, Guwahati-781037</b>
	The deadline for Bid Submission is: <b>29<sup>th</sup> August upto 3 PM(IST)</b>
<b>ITB 26.1</b>	The bid opening shall take place at : <b>O/o the PCCF &amp; HoFF, Assam Aranya Bhawan, Panjabari, Guwahati-781037</b> The date and time for Bid opening is: <b>30<sup>th</sup> August at 12 PM(IST)</b>
	<b>E. Evaluation and Comparison of Bids</b>
<b>ITB 33.2</b>	In case of tie, the bidder having highest average annual turnover in last 3 (three) years shall be declared as the most preferred bidder.
<b>ITB 34.1</b>	The Employer <b>does not intend</b> to execute any specific parts of the Non-Consultancy Services by sub-contractors selected in advance.
<b>ITB 34.3</b>	Not Applicable
<b>ITB35.2(a)</b>	Evaluation will be done for the entire work.
<b>ITB 35.4</b>	The evaluation of bid will exclude and not consider: a) IGST/SCGST/CGST payable on the goods /items quoted. GST, if payable, shall be paid at the applicable rate. b) Any other component as specified in the BDS: None
<b>ITB 41 (a)</b>	<i>The performance security shall be 5% of the contract value and the successful bidder shall be required to furnish the performance security before signing of the contract i.e within 28 days from the date of issue of Letter of Acceptance.</i>



## Section IV – Evaluation and Qualification Criteria

*This Section contains all the criteria that the Employer shall use to evaluate a bid and qualify the Bidders in accordance with ITB 34, 35 and 36, no other factors, methods or criteria shall be used.*

### 4.1 Evaluation (ITB 35)

#### 4.1.1 Evaluation Criteria {ITB 35.2(e)}

The Employer shall use the criteria and methodologies listed in this Section to evaluate Bids. By applying the criteria and methodologies the Employer shall determine the Most Advantageous Bid. This is the Bid that meets the Qualification Criteria and has been determined to be:

- a) substantially responsive to the bidding document, and
- b) the lowest evaluated cost.

The Procuring Entity's evaluation of a Bid to determine lowest evaluated Bidder may take into account, in addition to the Bid Price quoted in accordance with ITB 14, one or more of the following factors as specified in ITB 35.4 (b) and in BDS referring to ITB 35.4 (b).

#### 4.1.2 Multiple Contracts (ITB 35.3)

**Not Applicable**

#### 4.1.3 Alternative Bids (ITB 13.1)

**Not Applicable**

### 4.2 Qualification (ITB 36)

#### 4.2.1 Post qualification Requirements (ITB36.2)

*After determining the lowest-evaluated bid in accordance with ITB 36.1, the Employer shall carry out the post qualification of the Bidder in accordance with ITB 36, using only the requirements specified. Requirements not included in the text below shall not be used in the evaluation of the Bidder's qualifications.*

**To qualify for award of the Contract, Bidders shall meet the following minimum qualifying criteria:**

- a) The Bidder should have minimum average annual turnover of **Rs. 35.00 L** in the last 3 (three) financial years i.e. FY 2021-22; 2020-21 & 2019-2020;
- b) The Bidder must have experience in providing similar nature of service to the public sector agencies from state/central govt. departments/ ministries/ PSUs in the last 5 (five) financial years i.e. FY 2022-23; 2021-22; 2020-21; 2019-20 & 2018-19: At least **two similar service contracts** of value not less than **Rs. 17 L**;
- c) The Bidder must be a business entity in existence for more than for 3 (three) financial years i.e. FY 2021-22; 2020-21 & 2019-2020;
- d) The bidder should not have ever been blacklisted by any State/Central Government Department/PSU/Agency in the past for breach of general or specific conditions of contract, fraudulent, unethical or corrupt business

Section IV: Evaluation and Qualification Criteria

practices; (Declaration of same on the Firm's Letterhead)

- e) The bidder should have availability for this work, personnel with adequate qualification and experience as required below:

Sl.	Position/ Specialization	Quantity (In No.)	Qualification	Min. years of relevant work experience in Govt./Private sector
1	Supervisor	1	12 <sup>th</sup> Pass	Three (03) years
2	Housekeeper	9	NA	Two (02) years

- f) The bidder should demonstrate that they have availability (owned or to be purchased) of the following items/equipments for this work:

No.	Equipment Type and Characteristics	Minimum Qty. Required (per Month)
1	Wet Mop Set	8 Nos.
2	Wet Mop Refills	8 Nos.
3	Dry Mop Sets	8 Nos.
4	Dry Mop Refills	8 Nos.
5	R 7 for Floor and General Cleaning	5 Ltr. Jars
6	R 6 for Toilet Bowl Cleaner	5 Ltr. Jars
7	R 9 for Toilet Disinfectant	5 Ltr. Jars
8	H1 Hand wash	5 Ltr. Jars
9	R 6 Glass Cleaner	5 Ltr. Jars
10	Dustbin Liners for small dustbins	Pack of 30
11	Big Garbage Bags for Disposal	Pack of 30
12	Brooms - PVC	15 Nos.
13	Wipers and Toilet Brush Set	15 Nos.
14	Dusting Cloth Micro Fiber	30 Nos.
15	Toilet Rolls	30 Nos.
16	Dusting Cloth Normal	30 Nos.
17	Room Fresheners	15 Nos.
18	Drain Cleaning Tools set	1 No.
19	Parking Cleaning and Periphery Cleaning Broom	2 Nos.
20	Insect Spray	10 Nos.
21	Cobweb Brush	5 Nos.
22	Misc Items (Bucket, Mugs, Phenyl, etc.)	As per requirement

- g) The bidder should have liquid assets and/or credit facilities, net of other contractual commitments and exclusive of any advance payments which may be made under the Contract, of no less than the amount of **Rs. 10.00 L (As on 30<sup>th</sup> June 2023)**.

**Note: The bidder shall provide the documentary evidences to substantiate their qualification against the above criteria.**

**The Bidder shall include the following information and documents with their Bids:**

- a) Annual Financial Turnover for the last three years i.e. FY: 2021-22; 2020-21 & 2019-2020;
- b) Experience in Services of a similar nature and size for each of the last five years, and

*Section IV: Evaluation and Qualification Criteria*

details of Services under way or contractually committed; and names and address of clients who may be contacted for further information on those contracts; (*Attach min. two work orders/completion certificates from competent authority*)

- c) Annual audited financial statements, including profit & loss statements for last 3 (three) financial years FY: 2021-22; 2020-21 & 2019-2020;
- d) Declaration on the bidder/agency's letterhead stating that the bidder has not been blacklisted by any State/Central Government Department/PSU/Agency in the past for breaching general or specific conditions of the contract or engaging in fraudulent, unethical, or corrupt business practices;
- e) A declaration on the bidder/agency's letterhead regarding the availability of manpower;
- f) A declaration on the bidder/agency's letterhead regarding the availability of items/equipment;
- g) Credit line/Letter of Credit/Certificate from Its Banker for meeting the fund requirement for execution of Non-Consultancy Services.

## Section-V: Activity Schedule

### 5.1 Activity Schedule

It is presumed that the Bidder has sufficient understanding of the required works and understands the importance of sanitation and hygiene in an office. Though the items of work involved under this contract are detailed out as below, there may be some exigencies/circumstances, where the Contractor has to perform the activities to ensure proper cleanliness in the complex, which may not find express mention herein.

#### 1) Area Coverage for Housekeeping Services (Quantum of Work):

Location	Approx. Covered Area	Approx. Uncovered Area	Total Area
Aranya Bhawan Panjabari, Assam-37	58251.48 sq.ft.	3656.71sq.ft.	61908.20 sq.ft.

#### 2) Broad Details of Scope Of Work:

- (i) Cleaning of office working areas, including windows, doors, furniture, fixtures, telephones, cup-boards, air conditioners, file almirahs, cabinets, glass-panes, computers etc. with dry / wet dusters and or with suitable cleaning agent. Mopping of floors with phenyl. (by 9:30 AM).
- (ii) Window cleaning with window cleaning kit comprising of razor blades, mini wipers, sponge, squeeze, glass cleaning solutions.
- (iii) Disinfecting of all phones, computers key boards and Epbax by 9:30 AM.
- (iv) Dry mopping of all the staircases, lobbies, lift lobbies, main entrance lobbies, officer's cabins, conference room, work floor areas, common areas (from corner towards outside so as not to leave foot prints) by 9.30 AM and then as and when needed.
- (v) Cleaning of all toilets as least three times daily (at around 8.30 AM, 12.00 Noon & 3.30 PM) with phenyl and detergent etc. and maintain the toilet floors dry during office hours. Cleaning of windows and sills of all toilets to be done regularly. Wash basins, urinals, WC are to be cleaned with suitable detergent. Flushing system of all toilets are to be checked at regular interval every day. Naphthalene balls, air purifier, Deodorant (electronic) and liquid soap and papers rolls are to be provided by the agency regularly to ensure continuous availability of these materials in requisite place / container. All urinary shall be provided with suitable deodorant etc
- (vi) Collection of waste paper from rooms, waste paper baskets, lobbies and putting in bags at the specified location.
- (vii) Regular cleaning of glass-panes on doors, windows & partitions with soap/cleaning agent.
- (viii) Cleaning of blockage in sewer and pumping lines within premises as and when required.
- (ix) Room fresheners in all office area to be used daily in the morning. Room freshener

*Section V: Activity Schedule*

should be of ISI Mark or of standard Make.

- (x) Removal of cob webs with specialized cob web brushes (once in a week).
- (xi) Spray of scented Mosquito repellent and cockroach killer on all floors as and when required. Mosquito repellent/cockroach killers shall be of ISI mark. Special scented purifiers shall be sprayed at least twice daily in all rooms, cabins, bathrooms, reception & conference halls, lobby, etc.
- (xii) Maintenance of lawns & surroundings, cutting of hedges and cutting/shaping of plants.
- (xiii) Cleaning of sanitary-ware without damaging their shine, scrubbing and cleaning of floors and walls in toilets/rooms, corridors with soap, detergents, kerosene/petrol or any other chemicals, automatic mopper/scrubbing machine to be used at least once in a week.
- (xiv) Cleaning of fabric upholstered sofa-sets with vacuum cleaners and leatherette upholstered sofa-set and chairs with soap solution/cleaning agent of approved quality.
- (xv) Polishing of “Pull-station” (fire fighting outlets), fire extinguisher, etc.
- (xvi) Cleaning of brass letters by brasso (polish)
- (xvii) Cleaning of parking area, periphery and drainage system (storm water drains etc.) daily by 11 AM.
- (xviii) Roof top to be cleaned with broom and all garbage to be removed once a month.
- (xix) Providing and periodical changing of Towels (weekly) in all the bath rooms and laundry of the same.

**3) General:**

- (i) The Contractor/Agency has to provide work force of minimum 10 numbers of personnel to maintain the buildings as required and of quality to ensure workmanship of the degree specified in the job order and to the satisfaction of the office administration.
- (ii) The Contractor/Agency shall survey the area and make assessment of the manpower requirement on their own before bidding.
- (iii) The Contractor/Agency shall employ adult (not below the age of 18 years) fully Covid vaccinated and skilled labours only. Employment of child labour will lead to the termination of the contract. The Contractor shall also be responsible for payment by following the Minimum Wages Act, as applicable, and also of obeying all existent Labour Laws.
- (iv) The Contractor/Agency shall engage only such workers, whose antecedents have been thoroughly verified, including character and police verification and other formalities. The Contractor must also ensure that they are of decent character, sound health and possess general abilities to carry out the required works and are also able to read instructions written in Assamese/English.

*Section V: Activity Schedule*

- (v) The Contractor/Agency shall provide Identity Cards/Uniforms to the workers.
- (vi) The Principal Chief Conservator of Forests & Head of Forest Force, Assam reserves the right to bar any worker, employed by the Contractor, for carrying out the works, if there happens to be any doubt about his / her integrity, conduct and character and antecedents. The decision of Principal Chief Conservator of Forests & Head of Forest Force, Assam in this regard shall be final and binding on the Contractor.
- (vii) The Contractor/Agency or his appointed Supervisor shall ensure proper supervision of the work on daily basis. The contact number of the person deputed for supervision shall be intimated to the Principal Chief Conservator of Forests & Head of Forest Force, Assam office.
- (viii) The Contractor/Agency must possess or procure needful infrastructure, gadgets and other material required for smooth housekeeping services. No additional cost towards this will be borne by the Principal Chief Conservator of Forests & Head of Forest Force, Assam. All materials and other related items are to be provided by the contractor and the same should bear ISI mark or in conformity with the specification/make keeping in view good quality/standard. The Contractor shall assess the quantity of the consumables/materials to be used and supply them in advance and store them at the allotted space on fortnightly basis. The stores are to be replenished at least 05 days in advance. Materials shall be issued every morning.
- (ix) The Contractor/Agency will ensure collection, mechanized screening/segregation of dry and wet garbage in the earmarked area. The Contractor will also ensure segregation of bio-degradable and non-bio-degradable garbage. Finally, the bidder will arrange for disposal of garbage at such a place as may be permissible by GMC.
- (x) Bidders following the concept of recycling (green concepts) will be given priority.
- (xi) As the workers of the Contractor/Agency will have accessibility to the general records of the office, it will be incumbent on the part of the Contractor and the employees under him to observe utmost discipline and due care in handling the records so as to avoid damage, theft and leakage of information. Any lapse on this account shall be treated as violation of the contract and consequently invite/invoke punitive clause of the tender document. Further, the Contractor shall be responsible for making good the damages, if done.
- (xii) Department reserves the right to disqualify such bidders who have a record of not meeting contractual obligations against earlier contract entered into with the Principal Chief Conservator of Forests & Head of Forest Force, Assam;
- (xiii) Attendance report (time of arrival/departure) of the staff deployed by the Agency shall be maintained by the authorized person of the office every day. It is also binding for the House Keeping staff to put regular attendance at the time of entry and exit from office.
- (xiv) The name and complete addresses of the staff provided by the Agency to the Department shall be furnished by the Agency;
- (xv) The Agency shall not be permitted to transfer/assign its rights and obligations under

Section V: Activity Schedule

the Contract to any other agency/organization/contractor;

(xvi) The Housekeeping personnel shall not indulge in any criminal activities/malpractices, alcohol or substance abuse or undesirable acts. In such cases they will be dealt with under the provision of law and the Agency shall be fully responsible for it;

(xvii) Each Monthly Bill for payment must accompany the following: -

- a) List showing the details of labours/employees engaged.
- b) Duration of their engagement.
- c) The amount of wages paid to such labours/employees for the duration in question.
- d) Amount of EPF/ESI contributions (both employer's & employees' contribution) for the duration of engagement in question, paid to the EPF/ESI authorities, Copies of authenticated documents of payments of such contribution to EPF/ESI authorities, shall be submitted on or before 7th day of the following calendar month of each wage period, as per payment of wages Act.
- e) A declaration from the contractor regarding compliance of the conditions of EPF/ESI Act.
- f) A copy of the previous month GST returns filed.

(xviii) If required, due to exigencies of work, the contractor shall provide manpower during Sundays/Government holidays.

4) **Time Schedule:** The following time schedule must be followed to ensure the smooth functioning of the housekeeping work -

Timing	Number of Housekeepers to be present	Number of Supervisors
7 AM to 12 Noon	9 Housekeepers	Daily one (01) supervisor from 7:00 AM to 6:00 PM
12 Noon to 3 PM	7 Housekeepers	
3 PM to 6 PM	2 Housekeepers	

5) **Penalty:** If there is less number of workers than agreed upon, on any given day, a penalty of **Rs. 400/-** per day per person shall be imposed by PCCF & HoFF, Assam along with non-payment towards the work not done on pro-rata basis i.e. 6190.8 Sq Ft/manday. The decision of PCCF & HoFF, Assam in this regard shall be final and binding on the Contractor.

## Section VI – Bidding Forms

### 6.1 Letter of Bid<sup>1</sup>

*The Bidder must prepare the Letter of Bid on its letterhead clearly showing the Bidder's complete name and address.*

*Note: All italicized text is for use in preparing these forms and shall be deleted from the final products.*

Date: **[insert date (as day, month and year) of Bid Submission]**

Bid Ref. No.: **[insert number of bidding process]**

To: **[insert complete name of Employer]**

- (a) We have examined and have no reservations to the Bidding Documents, including Addenda issued in accordance with Instructions to Bidders (ITB10);
- (b) We meet the eligibility requirements and have no Conflict of Interest in accordance with ITB4;
- (c) We offer to supply in conformity with the Bidding Documents and in accordance with the Completion Schedules specified in the Activity Schedule the following Non-Consultancy Services  
**:[insert a brief description of the Non-Consultancy Services];**
- (d) The total price of our Bid is specified in the Priced Activity Schedule.
- (e) Our bid shall be valid for a period fixed from the bid submission deadline in accordance with the Bidding Documents, and it shall remain binding upon us and may be accepted at any time before the expiration of that period;
- (f) If our bid is accepted, we commit to obtain a performance security in accordance with the Bidding Documents;
- (g) We are not participating, as a Bidder or as a subcontractor, in more than one bid in this bidding process in accordance with ITB 4.3(e), other than alternative bids submitted in accordance with ITB13;
- (h) We, along with any of our subcontractors, suppliers, consultants, manufacturers, or service providers for any part of the contract, are not debarred by any procuring entity under the State Government, the Central Government or any State Government or any Public Undertaking, Autonomous body, Authority by whatever name called under them;

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<sup>1</sup>The bidders are required to affix in the bid letter a stamp duty of Rs 8.25 (if they are from Assam) or IPO of Rs 10.00 (if they are from outside of Assam).



*Section VI: Bidding Forms*

- (i) We hereby certify that we have taken steps to ensure that no person acting for us or on our behalf will engage in any activities which is in contravention of the Code of Integrity proscribed in ITB Para 3 of the Bidding Documents
- (j) We hereby certify that we are neither associated nor has been associated directly or indirectly with the consultant or any other entity that has prepared the specifications and other documents for the subject matter of procurement or is being proposed as Project Manager for the contract
- (k) We hereby certify that we have fulfilled our obligations to pay all such taxes as payable to the Central Government or the State Government or any local authority;
- (l) We hereby certify that we are not insolvent, inreceivership, bankrupt or being wound up,not have its affairs administered by a court or a judicial officer, not have its business activities suspended and must not be the subject of legal proceedings for any of the foregoing reasons;
- (m) We hereby certify that our directors and officers have not been convicted of any criminal offence related to their professional conduct or the making of false statements or misrepresentations as to their qualifications to enter into a procurement contract within a period of three years preceding the commencement of the procurement process, or not have been otherwise disqualified pursuant to debarment proceedings;
- (n) We understand that this bid, together with your written acceptance thereof included in your notification of award, shall constitute a binding contract between us, until a formal contract is prepared and executed; and
- (o) We understand that you are not bound to accept the lowest evaluated bid or any other bid that you may receive.

Name of the Bidder

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Name of the person duly authorized to sign  
the Bid on behalf of the Bidder

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Title of the person signing the Bid

---

Signature of the person named above

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Date signed

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## 6.2 Bidder Information Form

*[The Bidder shall fill in this Form in accordance with the instructions indicated below. No alterations to its format shall be permitted and no substitutions shall be accepted.]*

Date: *[insert date (as day, month and year) of Bid Submission]* Bid

Ref. No.: *[insert number of bidding process]*

1. Bidder's Name <i>[insert Bidder's legal name]</i>
2. Bidder's year of registration: <i>[insert Bidder's year of registration]</i>
3. Bidder's Address: <i>[insert Bidder's legal address]</i>
4. Bidder's Authorized Representative Information  Name: <i>[insert Authorized Representative's name]</i> Address: <i>[insert Authorized Representative's Address]</i> Telephone/Fax numbers: <i>[insert Authorized Representative's telephone/ fax numbers]</i> Email Address: <i>[insert Authorized Representative's email address]</i>
5. Attached are copies of original documents of <i>[check the box(es) of the attached original documents]</i>  <input type="checkbox"/> Articles of Incorporation (or equivalent documents of constitution or association), and/or documents of registration of the legal entity named above, in accordance with ITB4.3.  <input type="checkbox"/> Income Tax Registration Document / PANCard  <input type="checkbox"/> GSTIN Registration Certificate  <input type="checkbox"/> Any other document

### 6.3 Form of Priced Activity Schedule

[The Bidder shall fill in the Form in accordance with the instructions indicated. The list of Schedule No. / Lot No. in column 1 shall coincide with the List of Non-Consulting Services specified in the Activity Schedule.]

1	2	3	4	5	6=4x5	7	8 = 6+7
Schedule No./ Lot No.	Description of Non- Consultancy Services	Unit	Rate per sq. ft/ Month	Total Volume of Work/ Service Area	Total Price without Tax/Month	GST in Rs (Rate %)	Total Price (inclusive of GST)/Month
I	Housekeeping Services at Aranya Bhawan, Panjabari, Guwahati.	Sq Ft	.....	61908.20 sq.ft.			

(In Words.....)

Signature and seal of Bidder's authorized signatory

Note:

1. Lowest bidder shall be decided on the amount quoted exclusive of GST and other taxes as applicable.
2. GST shall be payable at applicable rate against valid GST invoice.

## **6.4 Methodology and Work Plan**

(Deleted)

## 6.5 Form of Bid Security

### (Bank Guarantee)

*[The bank shall fill in this Bank Guarantee Form in accordance with the instructions indicated.]*

**Beneficiary:** *[Employer to insert its name and address]*

**Bid Ref. No.:** *[Employer to insert reference number for the Invitation for Bids]*

**Date:** *[Insert date of issue]*

**BID GUARANTEE No.:** *[Insert guarantee reference number]*

**Guarantor:** *[Insert name and address of place of issue, unless indicated in the letterhead]*

We have been informed that\_\_\_\_*[insert name of the Bidder,]* (hereinafter called "the Applicant") will submit to the Beneficiary its bid (hereinafter called "the Bid") for the execution of\_\_under Bid Ref.No.\_\_("the Bidding Documents").

Furthermore,we understand that, according to the Beneficiary's conditions, bids must be supported by a bid guarantee.

At the request of the Applicant, we, as Guarantor, hereby irrevocably undertake to pay the Beneficiary any sum or sums not exceeding in total an amount of\_\_\_\_\_(\_\_\_) upon receipt by us of the Beneficiary's complying demand, supported by the Beneficiary's statement,whether in the demand itself or a separate signed document accompanying or identifying the demand, stating that either the Applicant:

- (a) has withdrawn its Bid during the period of bid validity set forth in the Applicant's Letter of Bid ("the Bid Validity Period"), or any extension there to provided by the Applicant;or
- (b) having been notified of the acceptance of its Bid by the Beneficiary during the Bid Validity Period or any extension thereto provided by the Applicant, (i) has failed to execute the contract agreement, or (ii) has failed to furnish the performance security, in accordance with the Instructions to Bidders ("ITB") of the Beneficiary's bidding document.

This guarantee will expire:(a) if the Applicant is the successful Bidder, upon our receipt of copies of the contract agreement signed by the Applicant and the performance security issued to the Beneficiary in relation to such contract agreement; or(b) if the Applicant is not the successful Bidder, upon the earlier of (i)our receipt of a copy of the Beneficiary's notification to the Applicant of the results of the bidding process; or (ii) twenty-eight days after the end of the Bid Validity Period.

*Section VI: Bidding Forms*

Consequently, any demand for payment under this guarantee must be received by us at the office indicated above on or before that date.

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*[Signature(s)]*

***Note: All italicized text is for use in preparing this form and shall be deleted from the final product.***

**6.6 Qualification Information**

1. Total annual volume of Services performed in the last three years:[FY 2021-22, 2020-2021,2019-2020]
2. Services performed as prime Service Provider on the provision of Services of a similar nature and volume over the last five years.
3. List details of Services under way or committed, including expected completion date

Project name and country	Name of employer and contact person	Type of Services provided and year of completion	Value of contract
(a)			
(b)			

4. Deleted.
5. Financial reports for the last three years: balance sheets, profit and loss statements, auditors' reports, etc. List below and attach copies;
6. Evidence of access to financial resources to meet the qualification requirements: cash in hand, lines of credit, etc. List below and attach copies of support documents. We certify/confirm that we comply with eligibility requirements as per ITB5;
7. Statement of compliance with the requirements of ITB 6.2
8. Bidders should provide any additional information required **in the BDS**

**6.7 Proforma for Other Details of Bidder and its Bank**

1. Name & full address of the Bidder:

2. (a) Telephone & Fax No:

(b) Email:

3. Details of two Persons that Employer may contact for requests for clarification during bid evaluation:

	1st	2nd
(i) Name:		
(ii) Tel. number (direct)		
(iii) Mobile No.		
(iv) Email address		

4. Bank details from where the Bank Guarantee for Bid Security has been issued:

(i) Name and address of the Bank:

(ii) Name of the contact Person

(iii) Phone number/Mobile

(iv) Fax Number

(v) Email address

**Signature and seal of the Bidder**



## Section VII - General Conditions of Contract

### 1. General Provisions

#### 1.1 Definitions

Unless the context other wise requires, the following terms whenever used in this Contract have the following meanings:

- (a) “Activity Schedule” is the priced and completed list of items of Services to be performed by the Service Provider forming part of his Bid;
- (b) “Completion Date” means the date of completion of the Services by the Service Provider as certified by the Employer;
- (c) “Contract” means the Contract signed by the Parties, to which these General Conditions of Contract (GCC) are attached, together with all the documents listed in Clause 1 of such signed Contract, **as named in SCC**;
- (d) “Contract Price” means the price to be paid for the performance of the Services, in accordance with Clause 6;
- (e) “Day works” means varied work inputs subject to payment on a time basis for the Service Provider’s employees and equipment, in addition to payments for associated materials and administration;
- (f) “Employer” means the party who employs the Service Provider **as specified in SCC**.
- (g) “GCC” means these General Conditions of Contract;
- (h) “Government” means the Government of Assam;
- (i) “Member,” in case the Service Provider consist of a joint venture of more than one entity, means any of these entities; “Members” means all these entities, and “Member in Charge” means the entity **specified in the SC** to act on their behalf in exercising all the Service Provider’ rights and obligations towards the Employer under this Contract;

- (j) “Party” means the Employer or the Service Provider, as the case may be, and “Parties” means both of them;
- (k) “Personnel” means persons hired by the Service Provider or by any Subcontractor as employees and assigned to the performance of the Services or any part thereof;
- (l) “Service Provider” is a person or corporate body whose Bid to provide the Services has been accepted by the Employer **as specified in SCC;**
- (m) “Service Provider’s Bid” means the completed Bidding Document submitted by the Service Provider to the Employer
- (n) “SCC” means the Special Conditions of Contract by which the GCC may be amended or supplemented;
- (o) “Specifications” means the specifications of the service included in the Bidding Document submitted by the Service Provider to the Employer
- (p) “Services” means the work to be performed by the Service Provider pursuant to this Contract, as described in Appendix A; and in the Specifications and Schedule of Activities included in the Service Provider’s Bid.
- (q) “Sub contractor” means any entity to which the Service Provider subcontracts any part of the Services in accordance with the provisions of Sub-Clauses 3.5 and 4.

**1.2 Applicable Law** The Contract shall be interpreted in accordance with the laws of the Union of India.

**1.3 Language** This Contract has been executed in the English language, which shall be the binding and controlling language for all matters relating to the meaning or interpretation of this Contract.

**1.4 Notices** Any notice given by one party to the other pursuant to the Contract shall be in writing to the **address specified in the SCC.** The term “in writing” means communicated in written form with proof of receipt. A notice shall be effective from the date of delivery or on the notice’s effective date, whichever is later. In case of electronic mode of communication, a notice shall be

effective from the time of sending of the electronic communication.

- 1.5 Location** The Services shall be performed at such locations as are specified in Appendix A.
- 1.6 Authorized Representatives** Any action required or permitted to be taken, and any document required or permitted to be executed, under this Contract by the Employer or the Service Provider may be taken or executed by the officials **specified in the SCC.**
- 1.7 Inspection and Audit by the Govt. of Assam** The Service Provider shall permit the Govt. of Assam and/or persons appointed by the Govt. of Assam to inspect the Site and/or the accounts and records relating to the procurement process, selection and/or contract execution, and to have such accounts and records audited by auditors appointed by the Auditors appointed by the Govt. of Assam, if requested. Any act of the Service Provider that intended to materially impede the exercise of the Govt. of Assam’s inspection and audit rights constitute a prohibited practice subject to contract termination (as well as to a determination of ineligibility pursuant to the Govt. of Assam’s prevailing sanctions procedures).
- 1.8 Taxes and Duties** The Service Provider, Subcontractors, and their Personnel shall pay such taxes, duties, fees, and other impositions as may be levied under the Applicable Law, the amount of which is deemed to have been include in the Contract Price.
- 1.9 Code of Integrity** The Employer and all officers or employees of the Employer, whether involved in the procurement process or otherwise, or Service Provider and their representatives participating in a procurement process or other Persons involved, directly or indirectly in any way in a procurement process shall maintain an unimpeachable standard of integrity. Govt. of Assam prescribes to the Employer and Service Provider to uphold the Code of Integrity, which prohibit officers or employees of a Employer or a person participating in a procurement process the following:

- (i) any offer, solicitation or acceptance of any bribe, reward or gift or any material benefit, either directly or indirectly, in exchange for an unfair advantage in the procurement process or to otherwise influence the procurement process;
- (ii) any omission, including a misrepresentation that misleads or attempts to mislead so as to obtain a financial or other benefit or avoid an obligation;
- (iii) any collusion, bid rigging or anti-competitive behaviour to impair the transparency, fairness and progress of the procurement process;
- (iv) improper use of information shared between the procuring entity and the bidders with an intent to gain unfair advantage in the procurement process or for personal gain;
- (v) any financial or business transactions between the bidder and any officer or employee of the procuring entity, who are directly or indirectly related to tender or execution process of contract;
- (vi) any coercion including impairing or harming or threatening to do the same, directly or indirectly, to any party or to its property to influence the procurement process;
- (vii) any obstruction of any investigation or audit of a procurement process;
- (viii) making false declaration or providing false information for participation in-
  - a) tender process or to secure a contract;
  - b) disclosure of Conflict of Interest;
  - c) discloser by the bidder of any previous transgressions with any entity in India or any other country during the last three years or of any debarment by any other Procuring Entity
  - d) during the last three years or of any debarment by any other Procuring Entity

In case of any breach of the Code of Integrity by a Service Provider or a prospective Service Provider, as the case may be, the Employer/Procuring Entity after giving a reasonable opportunity of being heard, may take appropriate measures including –

- a) exclusion of the Service Provider from the procurement process;
- b) recovery of payments made by the Employer along with interest thereon at bankrate;
- c) cancellation of the relevant contract and recovery of compensation for loss incurred by the Employer;
- d) debarment of the Service Provider from participation in future procurements of the Govt. of Assam for a period not exceeding three years.

## **2. Commencement, Completion, Modification, and Termination of Contract**

**2.1 Effectiveness of Contract** This Contract shall come into effect on the date the Contract is signed by both parties or such other later date as may be **stated in the SCC.**

### **2.2 Commencement of Services**

- (a) **Program:** Before commencement of the Services, the Service Provider shall submit to the Employer for approval a Program showing the general methods, arrangements, order and timing for all activities. The Services shall be carried out in accordance with the approved Program as updated.
- (b) **Starting Date:** The Service Provider shall start carrying out the Services thirty (30) days after the date the Contract becomes effective, or at such other date as may be **specified in the SCC.**

### **2.3 Intended Completion Date**

Unless terminated earlier pursuant to Sub-Clause 2.6, the Service Provider shall complete the activities by the Intended Completion Date, as is specified in the SCC. If the Service Provider does not complete the activities by the Intended Completion Date, it shall be liable to pay liquidated damage as per Sub-Clause 3.8. In this case, the Completion Date will be the date of completion of all activities.

### **2.4 Modification**

Modification of the terms and conditions of this Contract, including any modification of the scope of the Services or of the Contract Price,

may only be made by written agreement between the Parties. However, each Party shall give due consideration to any proposals for modification or variation made by the other Party

#### 2.4.1 Value Engineering

The Service Provider may prepare, at its own cost, a value engineering proposal at any time during the performance of the contract. The value engineering proposal shall, at a minimum, include the following;

- (a) the proposed change(s), and a description of the difference to the existing contract requirements;
- (b) a full cost/benefit analysis of the proposed change(s) including a description and estimate of costs (including life cycle costs, if applicable) the Employer may incur in implementing the value engineering proposal; and
- (c) a description of any effect(s) of the change on performance/ functionality.

The Employer may accept the value engineering proposal if the proposal demonstrates benefits that:

- (a) accelerates the delivery period; or
- (b) reduces the Contract Price or the life cycle costs to the Employer; or
- (c) improves the quality, efficiency, safety or sustainability of the services; or
- (d) yields any other benefits to the Employer, without compromising the necessary functions of the Facilities.

If the value engineering proposal is approved by the Employer and results in:

- (a) a reduction of the Contract Price; the amount to be paid to the Service Provider shall be **the percentage specified in the SCC** of the reduction in the Contract Price; or
- (b) an increase in the Contract Price; but results in a reduction in life cycle costs due to any benefit described in (a) to (d) above, the amount to be paid to the Service Provider shall be the full increase in the Contract Price.

## **2.5 Force Majeure**

**2.5.1 Definition** For the purposes of this Contract, “Force Majeure” means an event which is beyond the reasonable control of a Party and which makes a Party’s performance of its obligations under the Contract impossible or so impractical as to be considered impossible under the circumstances.

**2.5.2 No Breach Of Contract** The failure of a Party to fulfill any of its obligations under the contract shall not be considered to be a breach of, or default under, this Contract in so far as such inability arises from an event of Force Majeure, provided that the Party affected by such an event (a) has taken all reasonable precautions, due care and reasonable alternative measures in order to carry out the terms and conditions of this Contract, and (b) has informed the other Party as soon as possible about the occurrence of such an event.

**2.5.3 Extension of Time** Any period within which a Party shall, pursuant to this Contract, complete any action or task, shall be extended for a period equal to the time during which such Party was unable to perform such action as a result of Force Majeure.

**2.5.4 Payments** During the period of their inability to perform the Services as a result of an event of Force Majeure, the Service Provider shall be entitled to continue to be paid under the terms of this Contract, as well as to be reimbursed for additional costs reasonably and necessarily incurred by them during such period for the purposes of the Services and in reactivating the Service after the end of such period.

## **2.6 Termination**

### **2.6.1 By the Employer**

The Employer may terminate this Contract, by not less than thirty (30) days' written notice of termination to the Service Provider, to be given after the occurrence of any of the events specified in paragraphs (a) through (d) of this Sub-Clause 2.6.1:

- (a) if the Service Provider does not remedy a failure in the performance of its obligations under the Contract, within thirty (30) days after being notified or within any further period as the Employer may have subsequently approved in writing;
- (b) if the Service Provider become insolvent or bankrupt;
- (c) if, as the result of Force Majeure, the Service Provider is unable to perform a material portion of the Services for a period of not less than sixty (60) days; or
- (d) if the Service Provider, in the judgment of the Employer has engaged in corrupt, fraudulent, collusive, coercive or obstructive practices, in competing for or in executing the Contract.

### **2.6.2 By the Service Provider**

The Service Provider may terminate this Contract, by not less than thirty (30) days' written notice to the Employer, such notice to be given after the occurrence of any of the events specified in paragraphs (a) and (b) of this Sub-Clause 2.6.2:

- (a) if the Employer fails to pay any monies due to the Service Provider pursuant to this Contract and not subject to dispute pursuant to Clause 7 within forty-five (45) days after receiving written notice from the Service Provider that such payment is overdue; or
- (b) if, as the result of Force Majeure, the Service Provider is unable to perform a material portion of the Services for a period of not less than sixty (60) days.

### **2.6.3 Payment upon Termination**

Upon termination of this Contract pursuant to Sub-Clauses 2.6.1 or 2.6.2, the Employer shall make the following payments to the Service Provider:

- (a) remuneration pursuant to Clause 6 for Services satisfactorily performed prior to the effective date of termination;



- (b) Except in the case of termination pursuant to paragraphs (a), (b), (d) of Sub-Clause 2.6.1, reimbursement of any reasonable cost incident to the prompt and orderly termination of the contract, including the cost of the return travel of the personnel

### **3.1 General**

### **3. Obligations of the Service Provider**

The Service Provider shall perform the Services in accordance with the Specifications and the Activity Schedule, and carry out its obligations with all due diligence, efficiency, and economy, in accordance with generally accepted professional techniques and practices, and shall observe sound management practices, and employ appropriate advanced technology and safe methods. The Service Provider shall always act, in respect of any matter relating to this Contract or to the Services, as faithful adviser to the Employer, and shall at all times support and safeguard the Employer's legitimate interests in any dealings with Subcontractors or third parties.

### **3.2 Conflict of Interest**

**3.2.1** The Service Provider shall hold the Employer's interests paramount, without any consideration for future work, and strictly avoid conflict with other assignments or their own corporate interests.

**3.2.2** Conflict of interest for a Employer or its personnel and Service Provider is considered to be a situation in which a party has interests that could improperly influence that performance of its duties or responsibilities, contractual obligations, or compliance with applicable laws and regulations.

**3.2.3** Govt. of Assam describes the situations in which an Employer or its personnel may be considered to be in Conflict of Interest include, but are not limited to the following –

- a) Conflict of Interest occurs when the private interests of a procuring entity or its personnel, such as personal, non-official, extra- professional or other relationships or personal financial assets, interfere or appear to interfere with the proper performance of its professional functions or obligations as a procurement official;
- b) within the procurement environment, a Conflict of Interest may arise in connection with such private interests as personal investments and assets, political or other social activities and affiliations while in the service of the Employer, employment after retirement from service or of relatives or the receipt of a gift that may place the Employer or its personnel in a position of obligation;
- c) Conflict of Interest also includes the use of assets of the Employer including human, financial and material assets, or the use of the office of the Employer or knowledge gained from official functions for private gain or to prejudice the position of someone the Employer or its personnel does not favour;
- d) Conflict of Interest may also arise in situations where the Employer or any of its personnel is seen to benefit directly or indirectly or allow a third party, including family, friends or someone they favour, to benefit directly or indirectly from the decision or action of the Employer;

**3.1.2** The situations in which Bidder participating in a procurement process or their representatives may be considered to be in Conflict of Interest include, but are not limited to the following-

- a) If they or their personnel or representatives or agents have any relationship or financial or business transactions or interests with any official of the Procuring Entity that are directly or indirectly involved in or related to the procurement process or execution of contract;
- b) If they receive or have received any direct or indirect subsidy from any other bidder;

- c) If they have the same legal representative for purposes of the bid;
- d) If they have a relationship with each other, directly or through common third parties that puts them in a position to have access to information about or influence on the bid of another;
- e) If they participate in more than one bid in the same bidding process;
- f) If they have controlling partners in common;
- g) If a consultant or any of its affiliates participated as a consultant in the preparation of the design or technical specifications of the subject matter of procurement of the bidding process or were involved in such preparation in anyway;

**3.1.3** The Service Provider agrees that, during the term of this Contract and after its termination, the Service Provider and any entity affiliated with the Service Provider, as well as any Sub-contractors and any entity affiliated with such Sub-contractor, shall be disqualified from providing goods, works or non-consulting services resulting from or directly related to the Services for the preparation or implementation of the project, unless otherwise indicated in the **SCC**.

### **3.3 Confidentiality**

The Service Provider, its Sub contractors, and the Personnel of either of them shall not, either during the term or within two (2) years after the expiration of this Contract, disclose any proprietary or confidential information relating to the Project, the Services, this Contract, or the Employer's business or operations without the prior written consent of the Employer

### **3.4 Insurance to be Taken Out by the Service Provider**

The Service Provider (a) shall take out and maintain, and shall cause any Subcontractors to take out and maintain, at its (or the Subcontractors', as the case may be) own cost but on terms and conditions approved by the Employer, insurance against the risks, and for the coverage, as shall be **specified in the SCC**; and (b) at the Employer's request, shall provide evidence to the Employer showing that such insurance has been taken out and maintained and that the current premiums have been paid.

**3.5 Service**

**Provider's  
Actions  
Requiring  
Employer's  
Prior  
Approval**

The Service Provider shall obtain the Employer's prior approval in writing before taking any of the following actions:

- (a) entering into a subcontract for the performance of any part of the Services,
- (b) appointing such members of the Personnel not listed by name in Appendix C ("Key Personnel and Subcontractors"),
- (c) changing the Program of activities; and
- (d) any other action that may be specified in the SCC.**

**3.6 Reporting  
Obligations**

The Service Provider shall submit to the Employer the reports and documents specified in Appendix B in the form, in the numbers, and within the periods set forth in the said Appendix.

**3.7 Documents  
Prepared by  
the Service  
Provider to  
Be the  
Property of  
the Employer**

All plans, drawings, specifications, designs, reports, and other documents and software submitted by the Service Provider in accordance with Sub- Clause 3.6 shall become and remain the property of the Employer, and the Service Provider shall, not later than upon termination or expiration of this Contract, deliver all such documents and software to the Employer, together with a detailed inventory thereof. The Service Provider may retain a copy of such documents and software. Restrictions about the future use of these documents, if any, shall be **specified in the SCC.**

**3.8 Liquidated  
Damages**

**3.8.1 Payments  
of  
Liquidated  
Damages**

The Service Provider shall pay liquidated damages to the Employer at the rate per day **stated in the SCC** for each day that the Completion Date is later than the Intended Completion Date. The total amount of liquidated damages shall not exceed the amount **defined in the SCC.** The Employer may deduct liquidated damages from payments due to the Service Provider. Payment of liquidated damages shall not affect the Service Provider's liabilities.

3.8.2 **Correction for Over-payment** If the Intended Completion Date is extended after liquidated damages have been paid, the Employer shall correct any overpayment of liquidated damages by the Service Provider by adjusting the next payment certificate. The Service Provider shall be paid interest on the overpayment, calculated from the date of payment to the date of repayment, at the rates specified in Sub-Clause 6.5.

3.8.3 **Lack of performance penalty** If the Service Provider has not corrected a Defect within the time specified in the Employer’s notice, a penalty for Lack of performance will be paid by the Service Provider. The amount to be paid will be calculated as a percentage of the cost of having the Defect corrected, assessed as described in **Sub-Clause 7.2 and specified in the SCC.**

3.9 **Performance Security** The Service Provider shall provide the Performance Security to the Employer within 28 days of issue of Letter of Award. The Performance Security shall be issued in an amount and form and by a bank or surety acceptable to the Employer. The performance Security shall be valid until a date 45 days from the Completion Date of the Contract in case of a bank guarantee.

#### **4. Service Provider’s Personnel**

4.1 **Description of Personnel** The titles, agreed job descriptions, minimum qualifications, and estimated periods of engagement in the carrying out of the Services of the Service Provider’s Key Personnel are described in Appendix C. The Key Personnel and Subcontractors listed by title as well as by name in Appendix C are hereby approved by the Employer.

**4.2 Removal and/  
or  
Replacement  
of Personnel**

- (a) Except as the Employer may otherwise agree, no changes shall be made in the Key Personnel. If, for any reason beyond the reasonable control of the Service Provider, it becomes necessary to replace any of the Key Personnel, the Service Provider shall provide as a replacement a person of equivalent or better qualifications.
- (b) If the Employer finds that any of the Personnel have (i) committed serious misconduct or have been charged with having committed a criminal action, or (ii) have reasonable cause to be dissatisfied with the performance of any of the Personnel, then the Service Provider shall, at the Employer's written request specifying the grounds thereof, provide as a replacement a person with qualifications and experience acceptable to the Employer.
- (c) The Service Provider shall have no claim for additional costs arising out of or incidental to any removal and/or replacement of Personnel.

**5. Obligations of the Employer**

**5.1 Assistance  
and  
Exemptions**

The Employer shall use its best efforts to ensure that the Government shall provide the Service Provider such assistance and exemptions as **specified in the SCC.**

**5.2 Change in the  
Applicable  
Law**

If, after the date of this Contract, there is any change in the Applicable Law with respect to taxes and duties which increases or decreases the cost of the Services rendered by the Service Provider, then the remuneration and reimbursable expenses otherwise payable to the Service Provider under this Contract shall be increased or decreased accordingly by agreement between the Parties, and corresponding adjustments shall be made to the amounts referred to in Sub-Clauses 6.2 (a) or (b), as the case may be.

**5.3 Services  
and  
Facilities**

The Employer shall make available to the Service Provider the Services and Facilities listed under Appendix E.

## 6. Payments to the Service Provider

- 6.1 Lump-Sum Remuneration** The Service Provider’s remuneration shall not exceed the Contract Price and shall be a fixed lump-sum including all Subcontractors’ costs, and all other costs incurred by the Service Provider in carrying out the Services described in Appendix A. Except as provided in Sub-Clause 5.2, the Contract Price may only be increased above the amounts stated in Sub-Clause 6.2 if the Parties have agreed to additional payments in accordance with Sub-Clauses 2.4 and 6.3.
- 6.2 Contract Price** The price payable is **set forth in the SCC**.
- 6.3 Payment for Additional Services** For the purpose of determining the remuneration due for additional Services as may be agreed under Sub-Clause 2.4, a breakdown of the lump-sum price is provided in Appendix D.
- 6.4 Terms and Conditions of Payment** Payments will be made to the Service Provider according to the payment schedule **stated in the SCC. Unless otherwise stated in the SCC**, the advance payment (Advance for Mobilization, Materials and Supplies) shall be made against the provision by the Service Provider of a bank guarantee for the same amount, and shall be valid for the period **stated in the SCC**. Any other payment shall be made after the conditions **listed in the SCC** for such payment have been met, and the Service Provider have submitted an invoice to the Employer specifying the amount due.

**6.5 Dayworks**

- 6.5.1 If applicable, the Daywork rates in the Service Provider’s Bid Shall be used for small additional amounts of Services only when the Employer has given written instructions in advance for additional services to be paid in that way.
- 6.5.2 All work to be paid for as Dayworks shall be recorded by the Service Provider on forms approved by the Employer. Each completed form shall be verified and signed by the Employer representative as indicated in Sub-Clause 1.6 within two days of the Services being performed.
- 6.5.3 The Service Provider shall be paid for Dayworks subject to obtaining signed Dayworks forms as indicated in Sub-Clause 6.5.2

**7. Quality Control**

**7.1 Identifying Defects**

The principle and modalities of Inspection of the Services by the Employer shall be as **indicated in the SCC**. The Employer shall check the Service Provider’s performance and notify him of any Defects that are found. Such checking shall not affect the Service Provider’s responsibilities. The Employer may instruct the Service Provider to search for a Defect and to uncover and test any service that the Employer considers may have a Defect. Defect Liability Period is as **defined in the SCC**.

**7.2 Correction of Defects, and Lack of Performance Penalty**

- (a) The Employer shall give notice to the Service Provider of any Defects before the end of the Contract. The Defects liability period shall be extended for as long as Defects remain to be corrected.
- (b) Every time notice a Defect is given, the Service Provider shall correct the notified Defect within the length of time specified by the Employer’s notice.
- (c) If the Service Provider has not corrected a Defect within the time specified in the Employer’s notice, the Employer will assess the cost of having the Defect corrected, the Service Provider will pay this amount, and a Penalty for Lack of Performance calculated as described in Sub-Clause 3.8.



## **8. Settlement of Disputes**

### **8.1 Amicable Settlement**

The Parties shall use their best efforts to settle amicably all disputes arising out of or in connection with this Contract or its interpretation.

### **8.2 Dispute Settlement**

Any dispute between the Parties arising under or related to this Contract that cannot be settled amicably may be referred to by either Party to the adjudication/arbitration in accordance with the provisions specified in the **SCC**.

## Section VIII - Special Conditions of Contract

Number of GC Clause	Amendments of, and Supplements to, Clauses in the General Conditions of Contract
<b>1.1(c)</b>	The contract name is 'Hiring of Housekeeping Services for ARANYA Bhawan, Panjabari-37'.
<b>1.1(f)</b>	The Employer is the Principal Chief Conservator of Forests & Head of Forest Force, Assam
<b>1.1(i)</b>	The Member in Charge is _____ <i>[insert name of Member in Charge, in case bidder is JV]</i>
<b>1.1(l)</b>	The Service Provider is _____ <i>[insert name of Service Provider]</i>
<b>1.6</b>	<p><b>The addresses are:</b></p> <p><b>Employer:</b> Office of the Principal Chief Conservator of Forests &amp; Head of Forest Force, Arayna Bhawan, Panjabari, Guwahati-781037 <b>Attention:</b> Principal Chief Conservator of Forests &amp; Head of Forest Force, Assam Facsimile: 0361-2337386 E-mail: <a href="mailto:hoff-assam@gov.in">hoff-assam@gov.in</a></p> <p><b>Service Provider:</b> _____ _____Attention: _____ Facsimile: _____ E-mail: _____</p>
<b>1.6</b>	<p><b>The Authorized Representatives are:</b></p> <p><b>For the Employer:</b> DCF(IT), O/o the PCCF &amp; HoFF, Assam</p> <p><b>For the Service Provider:</b> <i>[name,title]</i> _____</p>
<b>2.1</b>	The Contract shall come into force and effective on the date of signing of the Contract by the Client and the Consultants.
<b>2.2. (b)</b>	The Starting Date for the commencement of Services is 15 (fifteen days) from the date of contract signing.
<b>2.3</b>	The Intended Completion Date is one (01) year from the date of contract signing.
<b>2.4.1</b>	Not Applicable.
<b>3.1.3</b>	The Authority reserves the right to determine on a case-by-case basis whether the Consultant should be disqualified from providing goods, works or non-consulting services due to a conflict of a nature described in Clause GCC 3.1.2 g: Yes.

Number of GC Clause	Amendments of, and Supplements to, Clauses in the General Conditions of Contract
3.4	The risks and coverage by insurance shall be: (i) Professional liability_____
3.5(d)	The other actions are <b>None.</b>
3.7	Restrictions on the use of documents prepared by the Service Provider are: None
3.8.1	If there is less number of workers than agreed upon, on any given day, a penalty of Rs. 400/- per day per person shall be imposed by PCCF & HoFF, Assam along with non-payment towards the work not done on pro-rata basis i.e. 6190.8 Sq Ft/manday. The decision of PCCF & HoFF, Assam in this regard shall be final and binding on the Contractor.
3.8.3	Penalty of Rs. 400/- per day
5.1	The assistance and exemptions provided to the Service Provider are: None
6.2	The amount is_____
6.4	<p>Payments shall be made on a monthly basis upon submission of the following documents: (Each Monthly Bill for payment must accompany the following): -</p> <p>a) List showing the details of labours/employees engaged.</p> <p>b) Duration of their engagement.</p> <p>c) The amount of wages paid to such labours/employees for the duration in question.</p> <p>d) Amount of EPF/ESI contributions (both employer's &amp; employees' contribution) for the duration of engagement in question, paid to the EPF/ESI authorities, Copies of authenticated documents of payments of such contribution to EPF/ESI authorities, shall be submitted on or before 7th day of the following calendar month of each wage period, as per payment of wages Act.</p> <p>e) A declaration from the contractor regarding compliance of the conditions of EPF/ESI Act.</p> <p>f) A copy of the previous month GST returns filed.</p>
Number of GC Clause	Amendments of, and Supplements to, Clauses in the General Conditions of Contract
	<ul style="list-style-type: none"> <li>• Not Applicable.</li> </ul>
6.5	Payment shall be made on the monthly charges by direct credit to the Bank Account of the successful bidder subject to receipt of ceiling from

Section VIII: Special Conditions of Contract

	<p>the Govt. after submission of the monthly bills duly verified by the Range Officer (HQ) Range, O/o the PCCF &amp; HoFF, Assam, Aranya Bhawan, Panjabari, Guwahati-37 and countersigned by the designated Estate Officer, O/o the PCCF &amp; HoFF, Assam.</p>																																																						
<p><b>7.1</b></p>	<p>The principle and modalities of inspection of the Services by the Employer are as follows: The PCCF &amp; HoFF will nominate senior officers of his office on a monthly basis to inspect the performance of services of the House Keeping Service Provider and the inspecting officer shall submit his inspection report as per proforma-</p> <p style="text-align: center;"><b><u>PROFORMA</u></b></p> <p>Name &amp; Designation of the Inspecting Officer-</p> <p>Date of Inspection-</p> <table border="1" data-bbox="407 688 1403 1856"> <thead> <tr> <th data-bbox="407 688 483 898">S l. N o .</th> <th data-bbox="483 688 992 898">Item of Inspection</th> <th data-bbox="992 688 1216 898">Number/Ye s/No</th> <th data-bbox="1216 688 1403 898">Remarks for shortcom ing</th> </tr> </thead> <tbody> <tr> <td data-bbox="407 898 483 947">1</td> <td data-bbox="483 898 992 947">No. of person found</td> <td data-bbox="992 898 1216 947"></td> <td data-bbox="1216 898 1403 947"></td> </tr> <tr> <td data-bbox="407 947 483 1079">2</td> <td data-bbox="483 947 992 1079">Display chart of record of periodic cleaning duly signed by 1<sup>st</sup> party &amp; 2<sup>nd</sup> party</td> <td data-bbox="992 947 1216 1079"></td> <td data-bbox="1216 947 1403 1079"></td> </tr> <tr> <td data-bbox="407 1079 483 1127">3</td> <td data-bbox="483 1079 992 1127">Materials Purchase Register</td> <td data-bbox="992 1079 1216 1127"></td> <td data-bbox="1216 1079 1403 1127"></td> </tr> <tr> <td data-bbox="407 1127 483 1176">4</td> <td data-bbox="483 1127 992 1176">Status of cleanliness</td> <td data-bbox="992 1127 1216 1176"></td> <td data-bbox="1216 1127 1403 1176"></td> </tr> <tr> <td data-bbox="407 1176 483 1268"></td> <td data-bbox="483 1176 992 1268">(a) Floor (ground, 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup>)</td> <td data-bbox="992 1176 1216 1268">Marks (out of 5)</td> <td data-bbox="1216 1176 1403 1268"></td> </tr> <tr> <td data-bbox="407 1268 483 1346"></td> <td data-bbox="483 1268 992 1346">(b) Walls (ground, 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup>)</td> <td data-bbox="992 1268 1216 1346">Marks (out of 5)</td> <td data-bbox="1216 1268 1403 1346"></td> </tr> <tr> <td data-bbox="407 1346 483 1423"></td> <td data-bbox="483 1346 992 1423">(c) Doors (ground, 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup>)</td> <td data-bbox="992 1346 1216 1423">Marks (out of 5)</td> <td data-bbox="1216 1346 1403 1423"></td> </tr> <tr> <td data-bbox="407 1423 483 1501"></td> <td data-bbox="483 1423 992 1501">(d) Windows (ground, 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup>)</td> <td data-bbox="992 1423 1216 1501">Marks (out of 5)</td> <td data-bbox="1216 1423 1403 1501"></td> </tr> <tr> <td data-bbox="407 1501 483 1579"></td> <td data-bbox="483 1501 992 1579">(e) Ceiling Fans (ground, 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup>)</td> <td data-bbox="992 1501 1216 1579">Marks (out of 5)</td> <td data-bbox="1216 1501 1403 1579"></td> </tr> <tr> <td data-bbox="407 1579 483 1688"></td> <td data-bbox="483 1579 992 1688">(f) Staircase (from ground floor to 3<sup>rd</sup> floor)</td> <td data-bbox="992 1579 1216 1688">Marks (out of 5)</td> <td data-bbox="1216 1579 1403 1688"></td> </tr> <tr> <td data-bbox="407 1688 483 1766"></td> <td data-bbox="483 1688 992 1766">(g) Table/Chair</td> <td data-bbox="992 1688 1216 1766">Marks (out of 5)</td> <td data-bbox="1216 1688 1403 1766"></td> </tr> <tr> <td data-bbox="407 1766 483 1856"></td> <td data-bbox="483 1766 992 1856">(h) Toilet</td> <td data-bbox="992 1766 1216 1856">Marks (out of 5)</td> <td data-bbox="1216 1766 1403 1856"></td> </tr> </tbody> </table>			S l. N o .	Item of Inspection	Number/Ye s/No	Remarks for shortcom ing	1	No. of person found			2	Display chart of record of periodic cleaning duly signed by 1 <sup>st</sup> party & 2 <sup>nd</sup> party			3	Materials Purchase Register			4	Status of cleanliness				(a) Floor (ground, 1 <sup>st</sup> , 2 <sup>nd</sup> , 3 <sup>rd</sup> )	Marks (out of 5)			(b) Walls (ground, 1 <sup>st</sup> , 2 <sup>nd</sup> , 3 <sup>rd</sup> )	Marks (out of 5)			(c) Doors (ground, 1 <sup>st</sup> , 2 <sup>nd</sup> , 3 <sup>rd</sup> )	Marks (out of 5)			(d) Windows (ground, 1 <sup>st</sup> , 2 <sup>nd</sup> , 3 <sup>rd</sup> )	Marks (out of 5)			(e) Ceiling Fans (ground, 1 <sup>st</sup> , 2 <sup>nd</sup> , 3 <sup>rd</sup> )	Marks (out of 5)			(f) Staircase (from ground floor to 3 <sup>rd</sup> floor)	Marks (out of 5)			(g) Table/Chair	Marks (out of 5)			(h) Toilet	Marks (out of 5)	
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Section VIII: Special Conditions of Contract

	(i) Officer's Chamber	Marks (out of 5)	
5	Garbage Disposal Bin	Marks (out of 5)	
6	Ground Floor Parking(Front/Back)	Marks (out of 5)	
7	Any other item/matter not included above		
Signature			
<b>8.2</b>	<p><b>The rules of procedure for arbitration proceedings pursuant to GCC Clause 8.2 shall be as follows:</b></p> <p>(i) In case of Dispute or difference arising between the Purchaser and a supplier relating to any matter arising out of or connected with this agreement, such disputes or difference shall be settled in with the Arbitration and Conciliation Act, 1996. The arbitral tribunal shall consist of 3 arbitrators one each to be appointed by the Purchaser and the Supplier. The third Arbitrator be chosen by two Arbitrators so appointed by the Parties and shall act as Presiding arbitrator. In case of failure of the two arbitrators appointed by the parties to reach upon a consensus within a period of 30 days from the appointment of the arbitrator appointed subsequently, the Presiding Arbitrator shall be appointed in accordance with the provisions of the Arbitration and Conciliation Act 1996.</p> <p>(ii) If one of the parties fails to appoint its arbitrator in pursuance of sub clause (a) above, within 30 days after receipt of the notice of the appointment of its arbitrator by the other party, then the appointment of the Arbitrator shall be made in accordance with the provisions of the Arbitration and Conciliation Act 1996.</p> <p>(iii) The venue of Arbitration shall be Guwahati and the language of the arbitration proceedings and that of all councils and communications between the parties shall be English.</p> <p>(iv) The decision of the majority of arbitrators shall be final and binding upon parties. The cost and expenses of Arbitration proceedings will be paid as determined by the arbitral tribunal. However, the expenses incurred by each party in connection with the preparation, presentation, etc. of its proceedings as also the fees and expenses paid to the arbitrator appointed by such party or on its behalf shall be borne by each party itself.</p> <p>(v) The provisions of the Arbitration and Conciliation Act of 1996 along with the Rules herewith and any statutory modification or reenactment thereof shall apply to arbitration proceedings.</p> <p>(vi) If a dispute under the Supplier Contract raises the same issues as those in respect of a related dispute with another supplier contract, the Purchaser will have the option of having the arbitration proceedings joined.</p>		

## **Appendices**

### **Appendix A - Description of the Services**

*Give detailed descriptions of the Services to be provided, dates for completion of various tasks, place of performance for different tasks, specific tasks to be approved by Employer, etc.*

### **Appendix B - Schedule of Payments**

*List all milestones for payments and list the format, frequency, and contents of reports or products to be delivered; persons to receive them; dates of submission; etc. If no reports are to be submitted, state here "Not applicable."*

### **Appendix C - Personnel**

- List under:*
- C-1 Titles [and names, if already available], detailed job descriptions and minimum qualifications of Personnel to be assigned to work, and staff-months foreach.*
  - C-2 List of approved Subcontractors (if already available); same information with respect to their Personnel as in C-1.*

### **Appendix D - Breakdown of Contract Price**

*List here the elements of cost used to arrive at the breakdown of the lump-sum price:*

- 1. Rates for Equipment Usage or Rental or for Personnel (Key Personnel and other Personnel).*
- 2. Reimbursable expenditures.*

*This appendix will exclusively be used for determining remuneration for additional Services.*

### **Appendix E - Services and Facilities Provided by the Employer**

**Section IX - Contract Forms**

**1. Letter of Acceptance**

*[on letterhead paper of the Employer]*

..... *date* .....

To: *[insert name and address of the Service Provider]*

Subject: *Contract No.* .....

This is to notify you that your Bid dated \_\_\_*[insert date of bid submitted by the bidder]* for the execution of \_\_\_\_\_*[insert brief description of Non-Consultancy services]* against Bid Invitation Ref.No. \_\_\_\_\_*(insert Bid Ref. No.)* is hereby accepted by the Employer for the Contract Amount of Rs. \_\_\_\_\_*[insert amount in numbers and words]*, as corrected and modified in accordance with the Instructions to Bidders.

You are requested to furnish the Performance Security within 28 days form issue of this letter in accordance with the Conditions of Contract, using for that purpose the of the Performance Security Form included in Section IX, Contract Forms of the Bidding Documents.

Authorized Signature:.....

Name and Designation of Signatory:.....

Name of Employer:.....



## 2. Form of Contract

*[letterhead paper of the Employer]*

### LUMP-SUM REMUNERATION

This CONTRACT (hereinafter called the “Contract”) is made the *[day]* day of the month of *[month]*, *[year]*, between, on the one hand, *[name of Employer]* (hereinafter called the “Employer”) and, on the other hand, *[name of Service Provider]* (hereinafter called the “Service Provider”).

*[Note: In the text below text in brackets is optional; all notes should be deleted in final text. If the Service Provider consist of more than one entity, the above should be partially amended to read as follows: “...(hereinafter called the “Employer”) and, on the other hand, a joint venture consisting of the following entities, each of which will be jointly and severally liable to the Employer for all the Service Provider’s obligations under this Contract, namely, [name of Service Provider] and [name of Service Provider] (hereinafter called the “Service Provider”).]*

#### WHEREAS

- (a) The Employer has requested the Service Provider to provide certain Services as defined in the General Conditions of Contract attached to this Contract (hereinafter called the “Services”);
- (b) the Service Provider, having represented to the Employer that they have the required professional skills, and personnel and technical resources, have agreed to provide the Services on the terms and conditions set forth in this Contract at a contract price of... ;

Now therefore the parties hereto hereby agree as follows:

1. The following documents shall be deemed to form and be read and construed as part of this Agreement, and the priority of the documents shall be as follows:

- (a) the Letter of Acceptance;
- (b) the Service Provider’s Bid
- (c) the Special Conditions of Contract;
- (d) the General Conditions of Contract;
- (e) the Specifications;
- (f) the Priced Activity Schedule;and
- (g) The following Appendices: *[Note:If any of these Appendices are not used, the words “Not Used” should be inserted below next to the title of the Appendix and on the sheet*

*attached here to carrying the title of that Appendix.]*

Appendix A: Description of the Services

Appendix B: Schedule of Payments

Appendix C: Key Personnel and Sub contractors

Appendix D: Breakdown of Contract Price

Appendix E: Services and Facilities provided by the Employer

2. The mutual rights and obligations of the Employer and the Service Provider shall be as set forth in the Contract, in particular:
- (a) the Service Provider shall carry out the Services in accordance with the provisions of the Contract; and
  - (b) the Employer shall make payments to the Service Provider in accordance with the provisions of the Contract.

IN WITNESS WHERE OF, the Parties hereto have caused this Contract to be signed in their respective names as of the day and year first above written.

For and on behalf of *[name of Employer]*

---

*[Authorized Representative]*

For and on behalf of *[name of Service Provider]*

---

*[Authorized Representative]*

**[Note: If the Service Provider consists of more than one entity, all these entities should appear as signatories, e.g., in the following manner:]**

For and on behalf of each of the Members of the Service Provider

---

*[name of member]*

---

*[Authorized Representative]*

### 3. Performance Security

#### Bank Guarantee

*[The bank, as requested by the successful Bidder, shall fill in this form in accordance with the instructions indicated]*

**Beneficiary:** *[insert name and Address of Employer]*      **Date:** *\_ [Insert date of issue]*  
**PERFORMANCE GUARANTEE No.:** *[Insert guarantee reference number]* **Guarantor:**  
*[Insert name and address of place of issue, unless indicated in the letter head]*

We have been informed that *\_ [insert name of Service Provider which in the case of a joint venture shall be the name of the joint venture]* (hereinafter called "the Applicant") has entered into Contract No. *[insert reference number of the contract]* dated *[insert date]* with the Beneficiary, for the Non-Consulting Services of *\_ [insert name of contract and brief description of the Non-Consulting Services]* (hereinafter called "the Contract").

Furthermore, we understand that, according to the conditions of the Contract, a performance guarantee is required.

At the request of the Applicant, we as Guarantor, hereby irrevocably undertake to pay the Beneficiary any sum or sums not exceeding in total an amount of *[insert amount in figures]* *() [insert amount in words]*,<sup>1</sup> such sum being payable upon receipt by us of the Beneficiary's complying demand supported by the Beneficiary's statement, whether in the demand itself or in a separate signed document accompanying or identifying the demand, stating that the Applicant is in breach of its obligation(s) under the Contract, without the Beneficiary needing to prove or to show grounds for your demand or the sum specified therein.

This guarantee shall expire, no later than the .... Day of ....., 2...2, and any demand for payment under it must be received by us at this office indicated above on or before that date.

\_\_\_\_\_  
*[signature(s)]*

***Note: All italicized text (including footnotes) is for use in preparing this form and shall be deleted from the final product.***

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<sup>1</sup> *The Guarantor shall insert an amount representing the percentage of the Accepted Contract Amount specified in the Letter of Acceptance.*

<sup>2</sup> *Insert the date forty-five days after the expected completion dates described in GC Clause 18.4. The Employer should note that in the event of an extension of this date for completion of the Contract, the Employer would need to request an extension of this guarantee from the Guarantor. Such request must be in writing and must be made prior to the expiration date established in the guarantee. In preparing this guarantee, the Employer might consider adding the following text to the form, at the end of the penultimate paragraph: “The Guarantor agrees to a one-time extension of this guarantee for a period not to exceed [six months] [one year], in response to the Beneficiary’s written request for such extension, such request to be presented to the Guarantor before the expiry of the guarantee.”*

#### 4. **Advance Payment Security**

**Beneficiary:** *[Insert name and Address of Employer]*      **Date:** *[Insert date of issue]*

**ADVANCE PAYMENT GUARANTEE No.:** *[Insert guarantee reference number]*

**Guarantor:***[Insert name and address of place of issue, unless indicated in the letter head]*

We have been informed that *[insert name of Service Provider, which in the case of a joint venture shall be the name of the joint venture]* (hereinafter called "the Applicant") has entered into Contract No. *[insert reference number of the contract]* dated *[insert date]* with the Beneficiary, for the execution of *[insert name of contract and brief description of Non-Consulting Services]* (hereinafter called "the Contract").

Furthermore, we understand that, according to the conditions of the Contract, an advance payment in the sum *[insert amount in figures]*  *[insert amount in words]* is to be made against an advance payment guarantee.

At the request of the Applicant, we as Guarantor, hereby irrevocably undertake to pay the Beneficiary any sum or sums not exceeding in total an amount of *[insert amount in figures]* (\_\_\_\_) *[insert amount in words]*<sup>1</sup> upon receipt by us of the Beneficiary's complying demand supported by the Beneficiary's statement, whether in the demand it self or in a separate signed document accompanying or identifying the demand, stating either that the Applicant:

- (a) has used the advance payment for purposes other than toward delivery of Services;or
- (b) has failed to repay the advance payment in accordance with the Contract conditions, specifying the amount which the Applicant has failed to repay.

A demand under this guarantee may be presented as from the presentation to the Guarantor of a certificate from the Beneficiary's bank stating that the advance payment referred to above has been credited to the Applicant on its account number *[insert number]* at *[insert name and address of Applicant's bank]*.

The maximum amount of this guarantee shall be progressively reduced by the amount of the advance payment repaid by the Applicant as specified in copies of interim statements or payment certificates which shall be presented to us. This guarantee shall expire, at the latest, upon our receipt of a copy of the interim payment certificate indicating that ninety (90)

Section IX – Contract Forms

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percent of the Accepted Contract Amount, has been certified for payment, or on the *[insert day]* day of *[insert month]*, 2 *[insert year]*, which ever is earlier. Consequently, any demand for payment under this guarantee must be received by us at this office on or before that date.

\_\_\_\_\_  
*[signature(s)]*

***Note: All italicized text (including footnotes) is for use in preparing this form and shall be deleted from the final product.***

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<sup>1</sup> *The Guarantor shall insert an amount representing the amount of the advancepayment.*