



## OFFICE OF THE CHIEF EXECUTIVE OFFICER

Haldia Development Authority (ISO 9001:2015 Certified)

(A Statutory Authority under Government of West Bengal)

City Centre, P.O. Debhog, Haldia-721657, Dist: Purba Medinipur

Ph.: (03224) 255926, Fax-255927, e-mail : [ceo.hda@gmail.com](mailto:ceo.hda@gmail.com) Web.: [www.hda.gov.in](http://www.hda.gov.in) , Toll Free No.1800-345-3224

### NOTICE INVITING OFFLINE TENDER NO.: 64/HDA/EC OF 2020 – 2021

### SCHEDULE OF IMPORTANT DATES OF BIDS

**Name of Scheme: URGENT REPAIRING OF DURGACHAK STADIUM, AT DURGACHAK UNDER HALDIA MUNICIPALITY.**

<b>PARTICULAR</b>	<b>DATE &amp; TIME</b>
Date of Issue of NIT	: <b><u>Date 15<sup>th</sup> January, 2021</u></b>
Pre-bid meeting in the Board Room of the office of CEO, HDA, Haldia	: <b><u>20.01.2021</u> at 03.00 p.m</b>
Last date and time of submission of Technical Bid and Financial Bid.	: <b><u>22.01.2021</u> up to 03:30 p.m.</b>
Opening of Technical Bid at the Office of the CEO, HDA Haldia	: <b><u>22.01.2021</u> at 04.00 p.m.</b>
Opening of Financial Bid at the Office of the CEO, HDA Haldia	: <b><u>To be intimated through On-line after evaluation of Technical Bid,</u></b>
Validity of bid	: <b><u>120 days</u> w.e.f the date of opening of Financial bid.</b>
Completion Period of the work	: <b><u>02(Two) Months</u></b>
Maintenance Period	: <b><u>01(One) Year after the date of completion of construction works</u></b>

**NOTICE INVITING OFFLINE TENDER NO.: 64/HDA/EC OF 2019 – 2020**

**FOR**

**URGENT REPAIRING OF DURGACHAK STADIUM, AT DURGACHAK UNDER HALDIA MUNICIPALITY.**

For and on behalf of Haldia Development Authority, the Chief Executive Officer invites Offline percentage rate tenders from reliable, resourceful, bonafide and experienced firms / companies / individual contractors having requisite financial capability and sufficient technical credential on execution of similar nature of work. The details are given below:

1.	Name of work	:	<b>Urgent repairing of Durgachak Stadium, at Durgachak under Haldia Municipality.</b>
2.	Location of Work	:	<b>Under Haldia Municipality, Purba Medinipur District.</b>
3.	Scope of Work	:	<ul style="list-style-type: none"><li>• Concrete work.</li><li>• Wood work for door and window frame.</li><li>• Plaster and finishing work.</li><li>• M.S. gate of Jail type.</li><li>• Sanitary and plumbing work.</li><li>• Painting work.</li><li>• Maintenance for 1 year.</li><li>• Other works as per the estimate, drawings and as instructed by the authority.</li></ul>
4.	Estimated Cost of work	:	<b><u>₹ 4,85,264.00 (Rupees four lakhs eighty five thousand two hundred and sixty four) only (including GST and Labour Welfare Cess).</u></b>
5.	Completion Period	:	<b><u>02(Two) Months.</u></b>
6.	Maintenance Period or the Defect Liability Period	:	<b><u>01(One) year from the date of completion of construction works.</u></b>
7.	Security Deposit against work	:	<b><u>10% of Contract Value</u></b>
8.	Bid Inviting Authority	:	Chief Executive Officer Haldia Development Authority City Centre, PO-Debhog, Haldia, 721657 Phone No. 03224 255926 Email ID: <a href="mailto:ceo.hda@gmail.com">ceo.hda@gmail.com</a>
9.	Eligibility Criteria for “Pre Qualification”	:	<b>1. The Agency should have successfully completed (100%) similar nature of work having single tender value of at least <u>40%</u> of the tendered value in a single contract i.e. <u>Rs. 1,95,000.00 (Rupees one lakhs ninety five thousand) only.</u></b> <p align="center"><b>OR</b></p> <b>The Agency should have successfully completed (100%) 2(two) Nos. similar nature of work having single tender value of at least <u>30%</u> of the tendered value each in a single contract i.e. <u>Rs. 1,46,000.00 (Rupees one lakh forty six thousand) only.</u></b> <p align="center"><b>OR</b></p>

		<p>The Agency should produce credential of one single running similar nature of work which has been completed to the extent of <b>80% or more</b> and value of which is not less than the <b>40%</b> of the tendered value (In case of running works, only those tenderers who will submit the certificate of satisfactory running work from the concerned Executive Engineer, equivalent competent authority will be eligible for the tender. In the required certificate it should be clearly stated that the work is in progress satisfactorily and also that no penal action has been initiated against the executing agency/ tenderer)</p> <p>in the last Five Financial years from the date of issue of NIT in any Government/Semi Government /Undertakings/ Autonomous/ Statutory bodies/ Local Bodies. Credentials/completion certificate/ payment certificate of any sub-contract work shall not be accepted.</p> <p>N.B.:- Nature of work, Estimated amount, Date of Completion of project and detail communicational address of client must be indicated in the credential certificate.</p> <p><b>2. Statutory Documents:</b></p> <ol style="list-style-type: none"> <li>Work Completion Certificate as Credential</li> <li>Filled up Form-I</li> <li>Filled up Form-II</li> <li>Filled up Annexure-I</li> <li>Copy of pan card</li> <li>Latest Income Tax return</li> <li>GST registration No with relevant document.</li> </ol>
10.	Earnest Money Deposit	: <b><u>Rs. 10,000.00 (Rupees ten thousand) only</u></b> EMD shall be submitted for instruments (Banker's Cheque / bank draft). The earnest money of unsuccessful Bidder shall be returned back not later than 30 days from the bid validity period without interest.
11.	Date of Pre Bid meeting	: <b><u>At 3.00 pm on 20.01.2021 in the office of</u></b> Haldia Development Authority, Satish Samanta Bhawan, City Centre, PO.-Debhog, Haldia , West Bengal-721657
12.	Last date and time of submission of Technical Bid and Financial Bid.	: <b><u>On 22.01.2021 at 3.30 pm</u></b> In the Tender Box kept at the Office of the CEO, HDA Debogh, City Centre, Haldia.
13.	Opening of technical bid	: <b><u>On 22.01.2021 at 4.00 pm</u></b> at the Office of the Chief Executive Officer, Haldia Development Authority, Satish Samanta Bhawan, City Centre, PO.-Debhog, Haldia , West Bengal-721657
14.	Date and time of opening of Financial Bid	: <b><u>To be intimated through notice board after evaluation of Technical Bid,</u></b>
15.	Financial Bid	: Single rate ( <b>percentage above or below or at par</b> ) shall be quoted in the Financial bid.
16.	Validity of Bid	: 120 days
17.	Important Instructions	: <ul style="list-style-type: none"> <li>Names of the technically qualified bidders as per the bid criteria after verification &amp; evaluation will be displayed in the e-portal, this office notice board and official website.</li> <li>The financial bid documents of the technically qualified bidders will only be opened.</li> </ul>

		<ul style="list-style-type: none"> <li>• List of Financial comparison chart of bidders will be published on the next day after opening. CEO HDA reserves the right to reject or cancel any or all pre-qualification documents .</li> <li>• and bid document without assigning any reason's whatsoever</li> <li>• All duties, taxes, royalties, cess, including 1% Cess under W.B. Building and other Construction Workers (Regulation of Employments &amp; Condition of Service) Act, 1996], toll, taxes and other levies payable by the Contractor under the Contract to the State / Central Government for any other cause, shall be included in the rates, prices and total Bid price submitted by the bidder. 1% Cess under W.B. Building and other Construction Workers (Regulation of Employments &amp; Condition of Service) Welfare Cess Act, 1996 ill be deducted from the running bills.</li> <li>• To keep the <u>work</u> in good condition during the <u>next 1 year</u> after the completion of the construction work if any additional / excess work is required over the stipulated quantity in the schedule for routine maintenance work, the same will be treated as defect liability and the Contractor has to do the maintenance work at his own cost.</li> <li>• The intending bidders are requested to inspect the work site before quoting their rates.</li> </ul>
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**Sd/-**

Chief Executive Officer  
Haldia Development Authority

Memo No.: 1647(12)/HDA/IX-H-11

Dated :08/01/2021

Copy forwarded for information to:

1. Chairman, Haldia Development Authority
2. The District Magistrate, New Administrative Building, Vill-Ganapatnagar, P.O-Uttar Sonamui, P.S-Tamluk, Dist.- Purba Medinipur, Pin-721648.
3. The Additional District Magistrate & Additional Executive Officer, Purba Medinipur Zilla Parishad, Tamluk, Purba Medinipur.
4. The Sub-Divisional Officer, Haldia,
5. The Chairman, Haldia Municipality,
6. The District Information & Cultural Officer, Purba Medinipur
7. The District Informatics Officer, NIC, Purba Medinipur, Tamluk with a request to publish it in the official website of Purba Medinipur District.
8. Executive engineer Electrical, HDA.
9. The Assistant Planner, HDA.
10. The System Analyst, H.D.A. with a request to arrange to publish it in the website of HDA and make arrangement to send the same to DIO.
11. CA to the CEO, HDA
12. Reception / Notice Board.

**Sd/-**

Chief Executive Officer  
Haldia Development Authority

## **INFORMATION TO THE BIDDERS (ITB)**

### **1. Request for Tender**

Tender Document may be obtained from this office's Website [www.hda.gov.in](http://www.hda.gov.in) or from the office of the CEO, HDA Debhog, City Center, Haldia.

### **2. Submission of Tender**

The tender will be submitted in two bid system i.e. Technical bid & Financial bid.

**Technical Bid:** The bid documents shall be submitted in a sealed **Cover A** properly marked as TECHNICAL BID along with NIT No., Name of the work and address of the bidder.

**Financial Bid:** The bid documents shall be submitted in a sealed **Cover B** properly marked as FINANCIAL BID along with NIT No., Name of the work and address of the bidder.

Both the Cover A and Cover B shall be placed within a larger cover and will be marked with NIT No., Name of the Work and address of the bidder.

## **2.1 TECHNICAL BID**

### **2.1.1 Receiving of documents**

Relevant tender documents in hard copy in a sealed cover shall be dropped in the Tender box kept at the office of the Chief Executive Officer, Haldia Development Authority, City Centre, P.O. Debhog, Haldia-721657, Dist: Purba Medinipur. Bidders can also send the documents to this office through registered post / courier. If the mandatory documents are not submitted within the stipulated date & time, then bid of the applicant shall summarily be cancelled and the bid offer shall not be opened. The Details of Mandatory Documents are given below:

#### **Mandatory Documents:**

- i) Work Completion Certificate as Credential
- ii) Filled up Form-I
- iii) Filled up Form-II
- iv) Filled up Annexure-I
- v) Copy of pan card
- vi) Latest Income Tax return
- vii) GST registration No with relevant document.

**Note: The tender will be summarily rejected if any of these documents are missing in the envelope.**

### **2.1.2 Submission of Hard Copies of the Tender Documents**

The copies of document of the Demand Draft/Bank Draft towards cost of the tender documents, Earnest Money and the hard copies of the Mandatory documents in a sealed **cover A** properly marked as Technical Bid, NIT No. and the Name of work along with Name and Address of the Bidder and Financial Bid complete in all respect in a sealed **Cover B** properly marked as Financial Bid, NIT No. and Name of the work along with name and address of the bidder and both kept in a larger cover proper marked as NIT No., Name of the work along with Name and address of the bidder shall be received by this office within stipulated date and time.

### 2.1.3 Receiving of Earnest Money Deposit (EMD)

EMD in the form of separate DD/Bank Draft of any Nationalized / Scheduled Bank in favour of Chief Executive Officer, Haldia Development Authority, Haldia payable at Haldia has to be deposited together with the hard copy (**Part – I**) along with a forwarding letter to the tender inviting authority on a Company Letter head.

### 2.1.4 CREDENTIAL

#### 2.1.4.1 Technical :

The Agency should have successfully completed (100%) similar nature of work having single tender value of at least **40%** of the tendered value in a single contract i.e. **Rs. 1,95,000.00 (Rupees one lakhs ninety five thousand) only.**

**OR**

The Agency should have successfully completed (100%) 2(two) Nos. similar nature of work having single tender value of at least **30%** of the tendered value each in a single contract i.e. **Rs. 1,46,000.00 (Rupees one lakh forty six thousand) only.**

**OR**

The Agency should produce credential of one single running similar nature of work which has been completed to the extent of **80% or more** and value of which is not less than the **40%** of the tendered value (In case of running works, only those tenderers who will submit the certificate of satisfactory running work from the concerned Executive Engineer, equivalent competent authority will be eligible for the tender. In the required certificate it should be clearly stated that the work is in progress satisfactorily and also that no penal action has been initiated against the executing agency/ tenderer) in the last Five Financial years from the date of issue of NIT in any Government/Semi Government /Undertakings/ Autonomous/ Statutory bodies/ Local Bodies. Credentials/completion certificate/ payment certificate of any sub-contract work shall not be accepted.

N.B.:- Nature of work, Estimated amount, Date of Completion of project and detail communicational address of client must be indicated in the credential certificate.

**NOTE: Similar Nature of Work: Construction /repairing of Building work.**

**Form – I for fully (100 %) completed works during the last 5 (five) years from the date of NIT will only be accepted.** The tenderer should attach the said certificate under their signature along with the tender documents. The similar nature of work is mentioned in the Form-I, therefore agencies who have completion certificate against any of the works mentioned in Form-I shall be eligible for this tender.

**2.1.4.2** The Completion Certificate should be pertaining to the work specified in the NIT. The completion certificate should not be misleading the authority. If the completion certificate has mention on multiple nature of works executed by the agency in a single tender including the work specified in this NIT, then the value of the work as specified in this NIT will only be taken into account for evaluating the eligibility of the bidder. The decision of the authority in this respect is final and binding.

**2.1.5** If the applicant is an authorized signatory he should submit document of authorization (Power of Attorney) in his favour along with the application. In case of Partnership firm, copies of the partnership deed are to be submitted along with the tender document.

### **2.1.6 Penalty for suppression / distortion of facts :**

If any tenderer fails to produce the documents (especially Completion Certificates, audited balance sheets or any document which is vital for his eligibility), or any other documents within the specified time frame stated above or if any deviation is detected in the hard copies from the uploaded soft copies or if there is any suppression of fact during any time of the tendering process or even after the issuance of work order, the tenderer will be suspended from participating in the tenders on e-Tender platform for a 2 (two) years.

### **2.2 FINANCIAL BID:**

1. Single rate (**percentage above or below or at par**) shall be quoted in the Financial bid.
2. The rate is to be quoted both in words and figures clearly in the specified space of the Tender form/ Financial bid Form.
3. The rate quoted by tenderer shall be inclusive of all elements of taxes and duties, demands, etc. The tenderer shall include income tax, sales tax, service tax, cess etc. as applicable, octroi if any, toll, ferry charges, local charges, royalties, turn over tax and all other charges as applicable while quoting the rate.
4. All other charges like insurance charges, freight etc as would be required for completion of the work shall also be included in the rate quoted. No claim what so ever in this account shall be entertained.
5. If the quoted rate is below 20% less of the Estimated amount Performance Security in the form of Bank Guaranty of 10% of the contract amount shall be submitted.

### **2.3 Taxes & duties to be borne by the Contractor :**

It may again be reiterated that all taxes, Royalty, Construction Workers' Welfare Cess and similar other statutory levy / cess etc. will have to be borne by the contractor while executing the work.

### **2.4 Site inspection before submission of tender :**

Before submitting any tender, the intending tenderer should make themselves acquainted thoroughly with the local conditions prevailing at site by actual inspection and taking into consideration all factors and difficulties likely to be involved in the execution of work in all respect and no claim whatsoever will be entertained on these account afterwards.

### **2.4.1 Conditional and incomplete tender :**

Conditional and incomplete tenders shall be summarily rejected.

### **3. Acceptance of Tender :**

Lowest valid rate may be accepted, however, the undersigned does not bind himself to do so and reserves the right to reject any or all the tenders, without assigning any reason and also reserves the right to split the work amongst more than one Tenderer.

#### 4. Payment

The progressive and stage-wise payment will be made depending upon the executed work as follows:

SI No.	Payment Bill	Stage of Completion of Work
1	1 <sup>st</sup> & Final Bill	After execution of Work and successful completion of the scheme.

The payment of final bill for any work will be made according to the availability of fund and no financial claim in case of any delay in payment will be entertained.

#### 5. Security Deposit

**5.1** The bidder shall be required to properly maintain the work including all its components for a period of **01 (one) year** from the date of completion of the whole work recorded in the MB. 10% will be deducted from each RA bill as Security Deposit. The EMD shall be adjusted with the Security Deposit. The release of S.D. would be subject to quality and proper maintenance of the work and its components satisfactorily for the entire security period. Failure to execute proper maintenance of the work will **lead to forfeiture of the security deposit.**

**5.2** An application along with a prescribed format of this office to be submitted for release of S.D. for which the contractor should apply to the authority at least 2 (two) months prior to the last date of defect liability period with an undertaking that the work is maintained properly as per the terms of contract.

**5.3 The schedule for release would be as below:**

i) **After 5<sup>th</sup> year from the date of completion of work – Full of SD.**

**5.4** If the road will not be maintained properly in any year during the defect liability period, then the respective amount of security deposit shall be forfeited by the authority without any intimation.

**5.5** If any defect notice during the D.L.P and the contractor will not rectify/restore the same, then the authority reserves the right to get the defect restored by deploying the other agency and cost of restoration shall be deducted from the due security deposit of the contractor.

#### 6. Withdrawal of tender:

A tender once submitted shall not be withdrawn within a period of 120 days from the last day of the opening of the financial bid of the tender. If a tenderer withdraws his tender within this period without any valid reason, the EMD shall be forfeited.

#### 7. Other Terms & Conditions:

**7.1** The amount put to tender may vary at any point of time before finalization of the tender.

**7.2** Tenderers requested to be present in person during the opening of technical and financial bids.

**7.3** The tender accepting authority may ask any tenderer to submit analysis to justify the rate quoted by the tenderer.



- 7.4** Questionnaire for the pre-bid meeting if any shall be forwarded to this office on or before **20.01.2021.**
- 7.5** The Agencies/contractor shall abide by all the labour welfare laws and their modifications from time to time, if any, within the contract period. Minimum labour wages act, labour facilities, E.S.I, P.F, Bonus facilities etc. should be provided as per latest Govt. order/Circulars. In no case, HDA shall be held responsible for any eventualities in this regard including payment of wages to personnel deployed by the contractor.
- 7.6** The successful Tenderer is to obtain license from the Registering Officer and Assistant Labour Commissioner, Haldia, Purba Medinipur under the contract labour (Regulation & Abolition), 1970 and to submit the same to the office on receipt of the work order. He is also required to fulfill all the terms and conditions as embodied in the above Act, as well as any other laws and statutes as applicable.
- 7.7** Initial Employment is to be made from the Local Employment Exchange as will be available in forms of Para – 6(b) of 1700/EMP dated 03.08.1989.
- 7.8** HDA takes no responsibility for any delay/loss/non-receipt of tender document or any other letter sent by post either way.
- 7.9** Tenderer can approach only the Executive Engineer (Civil), HDA for any clarification with respect to this tender.
- 7.10** The decision of authority with respect to this tender is final and binding.
- 7.11** All corrections in the tender should be signed with date by the Tenderer. Each of the Tender document and drawings must be signed by the Tenderer.
- 7.12** Tenderers who will sign on Tender on behalf of a company or Firm must produce the “Registered documents” in respect of their competency to do so, failing which their tender will not be considered.
- 7.13** After receipt of the Work Order, the successful Tenderer shall submit the work programme, Bar chart of execution of the work, establish site office and deploy Site Engineers. He shall also maintain Work Order Copy, Drawings, schedule of work and tools & tackles at site to assists HDA Engineers to carry out necessary checking and supervision of the work.
- 7.14** It has been observed that the successful bidders deploy unqualified engineers and supervisor during execution of work. Therefore, the successful bidder shall ensure that qualified engineers are deployed to carry out the works as per the specification and drawing.
- 7.15** If substandard works during the execution of work is detected, then the authority shall have right to direct the agency to re-do the work once again, check the qualification of engineers and supervisors, penalize the agency etc.
- 7.16** The successful Tenderer shall have to start the work at site within 7 days after receipt of the work order failing which work order shall be cancelled with forfeiture of earnest money deposited with HDA without assigning any reason.
- 7.17** Sub-letting of the job is not permissible and the Tenderer must submit one undertaking that he will not sub-let the job under any circumstances. If the authority comes to know that the agency has sub-let the work then action shall be taken to terminate the contract and the SD money will be forfeited.
- 7.18** All materials & workmanship shall be as per the approved quality and methodology.

- 7.19** If there will be any ambiguity against any item of work and rate mentioned in the BOQ, then the corresponding item and its rate given in the latest PWD schedule of rates shall be considered for execution and payment thereof.
- 7.20** An amount equal to 1% of the contract amount will be deducted from the RA bill / final bill on account of “the building and other construction work (regulation of employment and condition of service) Act, 1996” and “The building and other construction work welfare cess Act, 1996” apart from other statutory deductions from bills/ payment due.
- 7.21** No mobilization advance will be paid to the contractor. The contractor will pay minimum wages to his workmen in the presence of HDA engineers and only after certification by HDA engineers that the minimum wages have been paid the bill will be processed.
- 7.22** Progressive payment will be paid in running account bill subject to good performance. Payment may be withheld / not made on average or poor quality of job. If the agency gets average or poor grading of work quality, he may be debarred for one year from the tender of HDA.
- 7.23** Defect liability period starts from the date of completion of the work and release of Security Money (10% of the contract value) will be done as per the date of completion of the work.
- 7.24** For the scheme of work value more than 50 lakh, the contractor should establish a laboratory with relevant equipment at the site for testing of the materials etc. The contractor should submit an undertaking with the technical bid that unless the laboratory will be established at site, no bill will be paid to him. The tests which can not be performed in the site laboratory those are to be under taken in other laboratory approved by HDA and the agency will bear the cost.
- 7.25** In case of earth work in formation/ development filling, the contractor will take up such filling in layers not exceeding 250 mm in each layer. The necessary compaction test will be carried out and the report will be submitted to the department before payment of bill similarly for each sequence of repairing work the contractor will take clearance in writing from the department, failing which action as deem fit will be taken against him.
- 7.26** No escalation of cost is permissible and the Agency shall be barred from approaching the authority to claim escalation cost for reasons whatsoever.
- 7.27 Penalty for Delay:** The time allowed for carrying out the work as entered in the tender shall be strictly observed by the contractor and shall be reckoned from the date on which the order to commence work is given to the contractor. The work shall throughout the stipulated period of the contract be proceeded with all due diligence. Time being deemed to be the essence of the contract on the part of the contractor, the contractor shall be bound in all cases, to achieve the ‘Milestones’ as defined under Clause 5 and specified in the NIT into various ‘Identifiable and quantifiable construction related stages’ pertaining to the work. In the event of the contractor failing to comply with any of the conditions related to achieving the ‘Milestones’ within the specified time period prescribed for such ‘Milestone’ plus one month, he/she shall be liable to pay compensation.

If the contractor fails to commence and/or maintain required progress viz. Milestones defined in the Notice Inviting Tender over the total time allotted for its full completion and in terms of clause 5 or fails to complete the work and clear the site on or before the end of contract period or extended date of completion, he/she shall, without prejudice to any other right or remedy available under the law on account of such breach, pay as agreed compensation to the implementing Department.

This will also apply to items or group of items for which a separate period of completion has been specified.

**Compensation for delay of work: @ 2% (Two percent) of the tendered value of work arrived for each month of delay to be computed on per day basis subject to the ceiling limit of security deposit already withheld or due to be withheld during imposition of the said clause and minimum payable compensation equivalent to the Earnest Money deposited (EMD).**

- 7.28** The agency should possess the requisite and relevant equipments and machineries for the work. If equipments and machineries are not deployed as per the undertaking given by the contractor, the Engineer in charge is authorized to stop the work and direct the contract to deploy them immediately. If the contractor fails to carry out the direction, then the authority may take appropriate action including forfeiture of EMD and cancellation of the work order.
- 7.29** Registration of all workers engaged in building and other construction workers to be done under the Building and other Construction Workers' (RE & CS) Act, 1996 and the State Rules, 2004 framed there under to provide for their safety, health and welfare measures.
- 7.30** Credibility of the agency engaged for more than two works in HDA will be evaluated by the tender committee and whether to allow the agency to participate in further tenders of the authority will be decided by the committee. Decision of the authority is final and binding on the concerned agency.
- 7.31** The contractor shall collect photography/video photography of the site firstly before the start of the work, secondly mid-way in the execution of different stages of work and lastly after the completion of the work. The photographs shall have date digital date printed. A minimum of 10 such photographs should be submitted at the time of submission claim for payment. No separate payment will be made to the contractor for this purpose. Payment shall not be made without submitting the photographs/video photographs.
- 7.32** Keep on record that the agency is the employer and the workers / labourers, if any, to be engaged for the work will be treated as the workers/ labourers of him. Agency is the principal employer in this regard.
- 7.33** The scheme/work is taken up by the authority for development and the work order is issued in the interest of **public service & social welfare**.
- 7.34** The personnel/workers engaged for the work shall be the employees of the Agency/ Contractor and will take their remuneration/wages/ statutory benefits from the agency/ Contractor. They will have no claim and liabilities of whatsoever nature including monetary claims or any other claim or benefits from the Authority. Any liability arising under Municipal, State or Central Govt. laws and regulations will also be the sole responsibility of the concerned Agency/ Contractor and the Authority shall not be responsible for such liabilities.
- 7.35** The Agency shall comply with all the rules and regulations regarding safety, security and other statutory obligations of its workers and the Authority will in no way be responsible in any manner in case of any miss-happening with their workers at any place.

**7.36** HDA reserves the right not to allow the agency in technical bid of the tender under the following circumstances.

- (i) Delay in completion of any job under HDA due to poor performance of the agency.
- (ii) Poor performance in terms of either quality of materials and workmanship in any job under HDA.

**7.37** In case of any modification in drawings & estimate etc., it shall be notified to the vendors during pre-bid meeting or through corrigendum.

**7.38 Provision of black listing :**

- i) Submission of false/ misleading credential or documents during the tender process.
- ii) Poor quality of work.
- iii) Poor performance in execution of the work.
- iv) Misconduct or non compliance of the instruction of the authority.
- v) Negligence /failure of maintain the work within the stipulated time frame during the defect liability period.

**7.39 Termination of Contract/ Work Order:** The authority may terminate the contract/work order due to the following reasons.

- i)** Poor Progress of work.
- ii)** Poor Quality of work.
- iii)** Adoption of any unfair means during execution of work.
- iv)** Violation/Non-compliance of any instructions of the authority.

For termination of the contract/work, the authority will issue a 7 days notice to the agency/contractor to make up the discrepancy/shortfall of the work as instructed by the authority, failing which the contract/work order will be terminated with forfeiture of E.M.D., S.D., Performance Security etc.

**7.40** Discretion of the authority inviting tender - The tender inviting authority reserves the right to accept or to reject any or all applications/tenders without assigning any reason whatsoever. On matters of dispute authority decision shall be final and binding. The quantity of work indicated above is provisional and should not be taken as firm. The extent to which the work would be actually executed will depend on the final decision of the Chief Executive Officer, HDA. He however reserves the right to reduce the quantity even substantially without assigning any reason thereof and take up the same otherwise for which no compensation is payable under any circumstances.

**Sd/-**

Chief Executive Officer  
Haldia Development Authority

**FORM – I**  
**CREDENTIAL CERTIFICATE**  
**(100 % PHYSICAL COMPLETION)**

1	Name of the work	:	
2	Name of the client	:	
3	Amount put to tender	:	
4	Contractual amount against the tender	:	
5	Date of commencement of work	:	
6	Date of completion as per work order	:	
7	Actual date of completion	:	
8	Final gross value of the bill or RA bills for – i) <b>Construction /repairing of Building work.</b>	:	

**Note: In case of completion of multiple nature of works in a single tender, then the value of work as specified in the NIT shall only be taken for the eligibility of the bidder.**

I hereby declare that all the statements made above are true to my knowledge. I also understand that any discrepancy found in the above statement will render me liable for cancellation of my tender.

**(Signature of the bidder)**

Note:

1. While calculating the amount, i.e, money value of the major item 'Earthwork' stated above, amount of all sub-items like leads, lifts, disposal, transportation included in the major item should be arithmetically added.
2. Completion Certificate (s) should be supported by BoQ(s).
3. Completion Certificate for fully (100%) completed works will only be considered.

**FORM-II**  
**DETAILS OF THE BIDDER**

<b>Sl. No.</b>	<b>Particulars</b>	<b>Details</b>
1	Name of Tendering Company/ Firm/ Agency (Attach certificates of registration)	
2	Name of Proprietor / Director of Company/ Firm / Agency	
3	Full Address of Registered Office, if any	
(i)	Telephone No./ FAX	
(ii)	Mobile No.	
4	Full Address of operating/ Branch Office	
(i)	Telephone No./ FAX	
(ii)	Mobile No.	
5	E-mail Id	
6	Banker of Company/Firm/ Agency with full address (Attach evidence)	
7	PAN No. (Attach self attested copy)	
8	Service Tax Registration No. (Attach self attested copy), if any	
9	GST Registration No.	
	E.S.I. Registration No. (Attach self attested copy) , if any	

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**(Signature of the Bidder with date and Seal)**

## **ANNEXURE-I**

### **SAMPLE FORMAT FOR AFFIDAVIT**

I, Sri.....,S/o Sri....., aged.....Years, Residing at....., Proprietor/Partner/Director of....., do hereby solemnly affirm and declare in connection with “**Urgent repairing of Durgachak Stadium, at Durgachak under Haldia Municipality**” NIT No.- 64/HDA/EC of 2020 – 2021 as follows:

1. That I, the undersigned, do certify that all the information furnished & statements made in the bid documents are true and correct to the best of my knowledge and belief.
2. If the contract is awarded to us, we will deploy at site all necessary T&P, equipments and Laboratory with minimum testing equipments / apparatus as listed below immediately on receipt of the work order. We would commence the work only on deployment of machineries at site to the full satisfaction of the Engineer-in Charge. We would be duty bound to use those equipments at site to achieve the best result as per requirement of the contract. We would upkeep and maintain those equipments in running condition till completion of the Project. Any breakdown of any equipment will be replaced immediately. No part of equipment will be shifted to another site without the written permission of the Engineer in Charge.
3. We would carry out all necessary tests of all major items at frequency spelled out in the contract document / MORD Specification book / SP 20/SP 72 to achieve the best quality work at site. We will be contract bound to bring to the notice of the EIC any non-compliance of test results along with the action taken report.
4. Any departure whatsoever in any form will be considered as breach of contract. In such situation the Department at his liberty may with hold our payment till we rectify the defects or fulfill our contractual obligation. In this connection, authority’s decision will be final and binding.
5. The undersigned also certifies that neither we have abandoned any work awarded to us, nor any penal action was taken against us by any department. The undersigned also declares that we do not have any running litigation with any department.

**Signature of the Contractor**

**Name:**

**Place:**

**Date:**

**FINANCIAL BID**

- 1. NIT No.:.....
- 2. Name of work:.....  
.....
- 3. Estimated Amount.....
- 4. Earnest Money.....
- 5. Schedule time of completion of the work.....
- 6. Date of opening of Tender.....
- 7. Name of Agency.....

I/We undertake to executed the work:-

- (a) .....% above.....(in word) % above
- (b) .....% less.....(in word) % less
- (c) At per

Of the schedule of rates and quantities with specification attached with the tender.

(Strike out which is not applicable)

Signature of the Officer  
Opening the tender

Signature of the Contractor  
with date and seal

Date.....



Sl. No.	Description	Unit	Total Qty	Rate	Amount (Rs.)
1	Stripping off worn out plaster and raking out joints of walls, celings etc. upto any height and in any floor including removing rubbish within a lead of 75m as directed.	Sqm	238.95	19.00	4,540.05
2	Taking out shutter of door and window, dismantling by parts (for repair or replacement of damaged parts) , reassembling and refitting and rehangng same with old fittings but with new screws as necessary. (Where different parts of same shutter are renewed under different item, payment under item 73 will be made once only).	Sqm	35.00	126.00	4,410.00
3	Plaster (to ceiling ) with sand and cement mortar including rounding off or chamfering corners as directed and raking out joints including throating, nosing and drip course, scaffolding/staging where necessary (Ground floor) (ii) With 1:4 cement mortar, (b) 15 mm thick plaster.	Sqm	238.95	153.00	36559.35
4	Wood work in door and window frame fitted and fixed in position complete including a protective coat of painting at the contact surface of the frame exluding cost of concrete, Iron Butt Hinges and M.S clamps. (The quantum should be correted upto three decimals).(f) Sishu, Gamar, Champ, Badam, Bhola, Mogra, Hallak.	Cum	0.23	71383.00	16418.09
5	Panel shutters of door and window, as per design (each panel consisting of single plank without joint), including fitting and fixing the same in position but excluding the cost of hinge and other fittings. In ground floor. b) Sishu, Gamar, Champ,Badam,Bhola, Mogra, Hallak.	Sqm	4.68	2968.00	13,890.24
6	Providing and fixing PVC Door Frame of size 50x47mm with a wall thickness of 5mm ( $\pm 0.2$ mm) made out of single piece extruded PVC profile, with mitred cut joint sand joint with 2 nos. of PVC bracket of size 190 mm x 100 mm long arms of cross section size 35 mm x 15 mm & self driven self taping screws, the vertical door profiles to be reinforced with 40x20mm M.S. rectangular tube of 0.8 mm , including providing EPDM rubber gasket weather seal throughout the frame, including jointing 5 mm PVC frame strip with PVC solvent cement on the back of the profile. The doorframe to be fixed to the wall using 8 x100mm long anchor fasteners complete, all as per manufacturer's specification and direction of Engineer -in- charge.	Mtr	23.50	552.25	12,977.88

7	Supplying, Fitting & Fixing 30 mm thick both side prelaminated Factory made solid Panel PVC Door Shutter consisting of outer frame made out of M.S. tubes of 19 gauge thickness and size 19 mmx19 mm for styles, top and bottom rails, M.S. frame shall have cost of steel primers of approved make and manufacture, M.S. frame covered with 5 mm th. heat moulded PVC "C" channel of size 30 mm th, 70 mm width out of which 50 mm shall be flat and 20 mm shall be tapered in 45 degree angle on either sides forming styles; and 5 mm th. 95 mm wide PVC sheet out of which 75 mm shall be flat and 20 mm tapered in 45 degree on the inner side to form top & bottom rail and 115 mm wide PVC sheet out of which 75mm shall be flat and 20 mm shall be tapered on both sides to form lock rail. Top, bottom and lock rails shall be provided either side of the panel with 10 mm (5 mmx2) th.,20 mm wide cross PVC sheet as gap insert for top rail and bottom rail sheet to be fitted in the M.S. frame welded/sealed to the styles & rails with 7 mm (5 mm+2 mm) th.x15 mm wide PVC sheet beading on inner side and joined together with solvent cement adhesive. An additional 5 mm th. PVC strip of 20 mm which is to be stuck on the interior side of the "C" channel using PVC solvent adhesive etc. complete excluding all necessary hard ware as per direction of Engineer-in- Charge.	Sqm	7.00	2438.00	17,066.00
8	b) Priming one coat on timber surface with synthetic oil bound primer of approved quality including smoothening surfaces by sand papering etc.	Sqm	27.28	38.00	1036.64
9	Applying Interior grade Acrylic Primer of approved quality and brand on plastered or concrete surface old or new surface to receive Distemper/ Acrylic emulsion paint including scraping and preparing the surface throughly, complete as per manufacturer's specification and as per direction of the EIC. b.Two Coatsii) Solvent based interior grade Acrylic Primer	Sqm	262.35	48.50	12723.98
10	Applying Exterior grade Acrylic primer of approved quality and brand on plastered or concrete surface old or new surface to receive decorative textured (matt finish) or smooth finish acrylic exterior emulsion paint including scraping and preparing the surface throughly, complete as per manufacturer's specification and as per direction of the EIC. (b) Two Coats	Sqm	297.42	45.10	13413.64
11	Protective and Decorative Acrylic exterior emulsion paint of approved quality, as per manufacturer's specification and as per direction of Engineer-in-Charge to be applied over acrylic primer as required. The rate includes cost of material, labour, scaffolding and all incidental charges but excluding the cost of primer.c) Super Protective 100% Acrylic.	Sqm	297.42	97.00	28849.74

12	(A) Painting with best quality synthetic enamel paint of approved make and brand including smoothening surface by sand papering etc. including using of approved putty etc. on the surface, if necessary :a) On timber ii) Two coats (white in shade).	Sqm	27.28	78.00	2127.84
13	Applying Acrylic Emulsion Paint of approved make and brand on walls and ceiling including sand papering in intermediate coats including putty (to be done under specific instruction of Superintending Engineer) : (Two coats)ii) Luxury Quality.	Sqm	262.35	70.00	18364.50
14	M.S. gate of Jail type as per approved design made of strong M.S. frame work, intermediate stiffeners and round / square bars or angles. M.S. sheet (not less than 14 gauge) gussets, cleats etc. including necessary riveting, bolting, welding, locking and hanging arrangements, fitting and fixing complete as per direction of the Engineer-in -charge. ii) grill weighing above 16 kg./sq.mtr and above.	Qutl	9.32	9696.00	90366.72
15	Priming one coat on steel surface with synthetic oil bound primer of approved quality including smoothening surfaces by sand papering etc.	Sqm	552.85	29.00	16032.65
16	Painting with best quality synthetic enamel paint of approved make and brand including smoothening surface by sand papering etc. including using of approved putty etc. on the surface, if necessary b) On steel surface :Two coats	Sqm	552.85	77.00	42569.45
17	Supplying, fitting and fixing bib cock or stop cock. (e) PTMT (Polytetra Bib Cock / Stop Cock ( Prayag or equivalent) 15 mm.	Each	11.00	154.00	1694.00
18	Supplying, fitting and fixing 10 litre P.V.C. low-down cistern conforming to I.S. specification with P.V.C. fittings complete,C.I. brackets including two coats of painting to bracket etc.	Nos	5.00	1015.00	5075.00
19	Supplying, fitting and fixing Closet seat of approved make with lid and C.P. hinges, rubber buffer and brass screws complete.(a) E.W.C.(ii) Plastic (hallow type) white.	Nos	5.00	380.00	1900.00
20	Supplying, fitting & fixing 1st quality Ceramic tiles in walls and floors to match with the existing work & 4 nos. of key stones (10mm) fixed with araldite at the back of each tile & finishing the joints with white cement mixed with colouring oxide if required to match the colour of tiles including roughening of concrete surface, if necessary or by synthetic adhesive & grout materials etc. With Sand Cement Mortar (1:3) 15 mm thick & 2 mm thick cement slurry at back side of tiles using cement @ 2.91 Kg/Sq.m & joint filling using white cement slurry @ 0.20kg/Sq.m. (a) Area of each tile upto 0.09 Sq.m. (ii) Other than Coloured decorative including white.	Sqm	27.45	697.00	19132.65

21	Supplying, fitting and fixing Flat back urinal (half stall urinal) in white vitreous chinaware of approved make in position with brass screws on 75 mm X 75 mm X 75 mm wooden blocks complete. (iii) Corner urinal 440 mm X 345 mm X 250 mm	Each	2.00	1167.00	2334.00
22	Supplying, fitting and fixing approved brand P.V.C. CONNECTOR white flexible, with both ends coupling with heavy brass C.P. nut, 15 mm dia. (v) 600 mm long	Each	4.00	107.00	428.00
23	Supplying, fitting and fixing approved brand 32 mm dia.P.V.C. waste pipe, with PVC coupling at one end fitted with necessary clamps.v) 900 mm long	Each	5.00	75.00	375.00
24	Supplying, fitting and fixing PVC pipes of approved make of Schedule 80 (medium duty) conforming to ASTM D - 1785 and threaded to match with GI Pipes as per IS : 1239 (Part - I). with all necessary accessories, specials viz. socket, bend, tee, union, cross, elbo, nipple, long screw, reducing socket, reducing tee, short piece etc. fitted with holder bats clamps, including cutting pipes, making threads, fitting, fixing etc. complete in all respect including cost of all necessary fittings as required, jointing materials and two coats of painting with approved paint in any position above ground. (Payment will be made on the centre line measurements of total pipe line including all specials. No separate payment will be made for accesories, specials. Payment for painting will be made seperately)	Mtr			
	15 mm dia		24.00	101.00	2424.00
	32 mm dia		12.00	236.00	2832.00
25	Supplying bubble free float glass of approved make and brand conforming to IS: 2835-1987; (A) clear, toughened glass conforming to IS: 2553-1992 (part-II). (i) 6mm thick.	Sqm	13.56	957.00	12976.92
26	Supplying, fitting and fixing G.I. pipes of TATA make with all necessary accessories, specials viz. socket, bend, tee, union, cross, elbo, nipple, long screw, reducing socket, reducing tee, short piece etc. fitted with holder bats clamps, including cutting pipes, making threads, fitting, fixing etc. complete in all respect including cost of all necessary fittings as required, jointing materials and two coats of painting with approved paint in any position above ground. (Payment will be made on the centre line measurements of total pipe line including all specials. No separate payment will be made for accesories, specials. Payment for painting will be made seperately)g) ii) 65 mm dia. medium quality	Mtr	126.00	665.00	25935.00

27	Supplying, fitting & fixing UPVC pipes A- Type and fittings conforming to IS:13592-1992 with all necessary clamps nails, including making holes in walls, floor etc. cutting trenches in any soil through masonry concrete structures etc if necessary and mending good damages including joining with jointing materails (Spun Yarn, Valamoid/Bitumen/M-Seal etc) complete. A) UPVC (ii) 110 mm. Dia.	Mtr	7.00	291.00	2037.00
28	Bend 87.5 (ii) 110 mm. Dia.	Each	4.00	162.00	648.00
29	Shoe(i) 110 mm. Dia.	Each	4.00	128.00	512.00
30	Earth work in road embankment and construction of sub-grade in all sorts of chainage by obtaining carried earth from any distance depositing the same and compaction by hand rammer each layer of soil upto 25 cm. (loose) thick layers including breaking all clods, thoroughly watering, dressing cambering etc. filling deposition making sufficient number of benches on existing embankment, bailing out water, dressing side slope and crest to proper profile in accordance with the procedure of work as detailed in specification including stripping off the grass sods, weeds etc. and as per direction and satisfaction of Engineer-in-charge including up-rooting plants and jungles as when and where necessary. Ref: Rate Analysis	Cum	72.00	268.50	19332.00
Total =					4,28,982.33
Say =					4,28,982.00
Add Provision for GST @ 12 % =					51,477.84
Cost of civil works excluding labour walfare cess =					4,80,459.84
Add labour welfare Cess @ 1 % =					4,804.60
Cost of civil works including GST and labour walfare cess =					4,85,264.44
Say =					4,85,264.00