



## **STANDARD BID DOCUMENT**

**Subject** : Providing Services related to NABL Onsite Surveillance, documentation, Audit Compliance, and Certification Support at Dadar Sewage Laboratory.

**Tender ID** : 2025\_MCGM\_ 1207973\_1

**EMD** : Rs. : 19,800/-

**Website:** <https://mahatenders.gov.in>

**Office of :** Dy.Ch.E. (S.O.) City  
4<sup>th</sup> floor, S.O. Administrative Building  
249, Senapati Bapat Marg, Dadar pumping premise,  
Dadar West, Mumbai - 400 028

**Prepared By**

**Checked By**

**Approved By**

**Sd/-**

**Sd/-**

**Sd/-**

**Sd/-**

**Chemist (Lab)**

**A.E Project (S)  
City-I**

**E.E.Mech.(Sew)City-I**

**Dy.Ch.E.(S.O.)City**

## INDEX

<b>SECTION</b>	<b>DESCRIPTION</b>	<b>PG – NO</b>
<b>1</b>	<b>E-TENDER NOTICE</b>	<b>3-7</b>
<b>2</b>	<b>ELIGIBILITY CRITERIA</b>	<b>8-12</b>
<b>3</b>	<b>DISCLAIMER</b>	<b>13-15</b>
<b>4</b>	<b>INTRODUCTION</b>	<b>16-18</b>
<b>5</b>	<b>E-TENDER ONLINE SUBMISSION PROCESS</b>	<b>19-22</b>
<b>6</b>	<b>INSTRUCTIONS TO APPLICANTS</b>	<b>23-45</b>
<b>7</b>	<b>SCOPE OF WORK</b>	<b>46-47</b>
<b>8</b>	<b>BILL OF QUANTITIES</b>	<b>48-49</b>
<b>9</b>	<b>GENERAL CONDITIONS OF CONTRACT</b>	<b>50-105</b>
<b>10</b>	<b>SPECIFICATIONS &amp; SELECTION OF MATERIAL</b>	<b>106-117</b>
<b>11</b>	<b>FRAUD AND CORRUPT PRACTICES</b>	<b>118-121</b>
<b>12</b>	<b>PRE-BID MEETING</b>	<b>122-123</b>
<b>13</b>	<b>LIST OF APPROVED BANKS</b>	<b>124-127</b>
<b>14</b>	<b>APPENDIX</b>	<b>128-162</b>

## **SECTION 1**

### **E-TENDER NOTICE**

## **BRIHANMUMBAI MUNICIPAL CORPORATION**

Chief Engineer (Sewerage Operation)

No.: Dy.Ch. Eng./S.O./869/dtd. 07.08.2025

Tender ID- 2025\_MCGM\_ 1207973\_1

### **e-TENDER NOTICE**

**Subject:** Providing Services related to NABL Onsite Surveillance, documentation, Audit Compliance, and Certification Support at Dadar Sewage Laboratory.

The BRIHANMUMBAI MUNICIPAL CORPORATION (BMC) invites e-tender to appoint Tenderers for the aforementioned work from Tenderers of repute, multidisciplinary engineering organizations i.e. eminent firm, Proprietary/Partnership Firms/ Private Limited Companies/ Public Limited Companies/Companies registered under the Indian companies' act 2013, the Tenderers registered with the BRIHANMUMBAI MUNICIPAL CORPORATION , (BMC) in **Class 'B' (for M & E) as per new registration Or Class 'V (A)' as per new registration in Civil category** and from the Tenderers/firms equivalent and superior classes registered in Central or State Government/Semi Govt. Organization/Central or State Public Sector Undertakings, will be allowed subject to condition that, the Tenderers who are not registered with BMC will have to apply for registering their firm within three months time period from the award of contract, otherwise their Bid Security i.e. E.M.D (Earnest Money Deposit) will be forfeited/recovered and an amount equal to Registration Fee of respective class will be recovered as penalty.

Bidding Process will comprise of THREE stages.

The tender form can be downloaded from e-procurement system of Government of Maharashtra (Mahatenders) (<https://mahatenders.gov.in>). The applicant (tenderer) shall note that, the tender fee of Rs. 3,630/- + 18 % GST shall be paid on Government of Maharashtra's Mahatender portal <https://mahatenders.gov.in> through online mode.

The applicants not registered with BMC are mandated to get registered (Vendor Registration) with BMC for e-tendering process and obtain Log in credentials to participate in the online bidding process of Government of Maharashtra. (Mahatenders) (<https://mahatenders.gov.in>)

S.N.	Name and Location of work	Tender ID	Estimated Cost	Contract Period	EMD in Rs.	Tender Scrutiny Fee
1	Providing Services related to NABL Onsite Surveillance, documentation, Audit Compliance, and Certification Support at Dadar Sewage Laboratory.	2025_MCGM_1207973_1	Item Rate Tender	2 months (including monsoon)	19,800/-	Rs. 3,630/- +18% GST

In terms of the 3 stage system of e-tendering, a Bidder will be required to deposit, along with its Bid, an **Earnest Money Deposit of Rs. 19,800/- (Rupees Nineteen Thousand Eight Hundred only)** (the "EMD"), refundable in accordance to the relevant clause of bid document, from the Bid Due Date, except in the case of the selected Bidder whose Bid Security / EMD shall be retained. The Bidders will have to provide Earnest Money Deposit through the payment gateways while submitting the bids. The Bid shall be summarily rejected if it is not accompanied by the Earnest Money Deposit. The e-tender is available on (<https://mahatenders.gov.in>) as mentioned in the Header Data of the tender.

As per THREE Packet systems, the document for Packet A & B is to be uploaded by the bidder in vendors' document online in Packet A, B. Packet A, B & C shall be opened on dates as mentioned in header data. All the responsive and eligible bidders if they so wish can be present at the time of opening of bids, in the office of **Exe. Engg. Mech. (S.) City-I**. The Packet C shall be opened if bids submission in Packet A & B satisfies/includes all the requirements and same are found acceptable to the Authority.

The Municipal Commissioner reserves the right to reject all or any of the e-tender(s) without assigning any reasons at any stage.

The dates and time for submission and opening the bids are as shown in the Header Data. If there are any changes in the dates the same will be displayed on the BMC Portal. (<http://portal.mcgm.gov.in>) and on the e-procurement system of Government of Maharashtra (Mahatenders) (<https://mahatenders.gov.in>)

The Applicants interested for the above referred works may contact the E.E.Mech(Sew.) City-I at the following address on any working day during office hours.

**Office of:** Executive Engineer Mechanical  
(Sew.) City-I, 4<sup>th</sup> floor,  
S.O. Administrative building,  
Dadar Pumping Premises, 249,  
Senapati Bapat Marg,  
Dadar (West), Mumbai- 400 028,

The applicants may wish to visit the site under reference located at above referred address and can collect the information of the present status from the department who has invited the bids.

The BMC reserves the rights to accept any of the application or reject any or all the application received for above works, without assigning any reasons thereof. The information regarding above subject matter is available on e-procurement system of Government of Maharashtra (Mahatenders) (<https://mahatenders.gov.in>)

Sd/-  
**E. E. Mech. (Sew) City-I**

Sd/-  
**Dy. Ch. E. (SO) City**

**Header Data**

Tender ID	2025_MCGM_1207973_1
Name of Organization	BRIHANMUMBAI MUNICIPAL CORPORATION
Subject	Providing Services related to NABL Onsite Surveillance, documentation, Audit Compliance, and Certification Support at Dadar Sewage Laboratory.
Tender Scrutiny Fee	Rs. 3,630/- + 18.00 % GST
Bid Security Deposit/ EMD	Rs. 19,800/-
Date of issue and sale of tender	12.08.2025 from 11:00 Hrs
Last date & time for sale of tender & Receipt of Bid Security Deposit/EMD	25.08.2025 Up to 12:00 Hrs
Submission of Packet A, B & Packet C (Online)	25.08.2025 Up to 16:00Hrs
Pre-Bid Meeting	NA
Opening of Packet A	26.08.2025 Up to 16:05 Hrs
Opening of Packet B	26.08.2025 Up to 16:10 Hrs
Opening of Packet C	After Technical evaluation of bid
Address for communication	Office of the:- Executive Engineer Mechanical (Sew.) City-I, 4th floor, S.O. Administrative building, Dadar Pumping Premises, 249, Senapati Bapat Marg, Dadar (West), Mumbai- 400 028,
Venue for opening of bid	On line in E.E. Mech.(Sew) City-I's office.

**This tender document is not transferable.**

The BMC reserves the rights to accept any of the application or reject any or all the application received for above subject without assigning any reason thereof.

**Sd/-  
E.E. Mech.(Sew)City-I**

**Sd/-  
Dy.Ch.E.(S.O.) City**

## **SECTION 2**

### **ELIGIBILITY CRITERIA**



## **ELIGIBILITY CRITERIA**

The bidders fulfilling the following technical and financial criteria are eligible to quote.

### **1.1 Technical Capacity:**

The tenderer(s) in their own name should have satisfactorily completed the work of similar nature in BMC /Semi Govt. /Govt. & Public Sector Organizations during last seven (7) years ending last day of month previous to the one in which bids are invited as a prime Contractor (or as a nominated sub-Contractor, where the subcontract had involved similar nature of work as described in the scope of works in this bid document, provided further that all other qualification criteria are satisfied)

- (a) Three similar completed works each of value not less than the value equal to Rs. 3,96,000/-

Or

- (b) Two similar completed works each of value not less than the value equal to Rs. 4,95,000/-

Or

- (c) One similar completed work of value equal and or not less than Rs. 7,92,000/-

### **AND**

The tenderer shall submit the valid technical personnel list with valid CVs wherever necessary to carry out said work and submit their valid certificates. Failing to do so the tender will be out rightly rejected:

- a. ISO Internal Auditor – Person having experience and certification as per the ISO-17025 for internal audit purpose.(Submit the Annexure- L)
- b. Technical Lab Expert: – Any person with Chemistry background and experience of working with laboratory. (Submit the Annexure- L)
- c. Coordinating & Liasioning Officer:– Any person with diploma or degree having experience of dealing with the administrative procedure of the NABL for any approvals (Submit the Annexure- L)
- d. Recognized Safety Auditor:– A valid registration as Safety Auditor authorized by the Govt. of Maharashtra.

e. Digital Operations Executive:– Any person with diploma or degree in I.T./ Similar– Having experience of dealing with the online procedure of the NABL for any approvals.

f. The tenderer shall submit the Non-Disclosure Certificate and Non-Malicious Certificate from ISO Certified Company and submit the same in Packet B. Failing to do so the tender will be out rightly rejected.

**AND**

The tenderer shall visit the site of work with their staff /representative along with concerned BMC Engineer/Chemist, before bidding this work to get aware with work. They shall submit the undertaking in Packet B with remarks of BMC Engineer (Contact person) in the format attached as “Undertaking for site visit” (Annexure-K), Failing to do so, the tender will be out rightly rejected.

The value of completed works shall be brought to current costing level by enhancing the actual value of work at compound rate of 10 % per annum; calculated from the date of completion to last date of receipt of applications for tenders.

### **1.2 Financial Capacity**

Achieved an average annual financial turnover as certified by ‘Chartered Accountant’ equal to Rs. 5,94,000/- in last three (3) financial years immediately preceding the Financial Year in which bids are invited. The bidder shall submit the copy of certificate showing turnover certified by Chartered Accountant. The audited balance sheet and profit & loss account statement shall also be submitted.

### **1.3 Similar Experience:**

For assessing the technical capacity of Regular, Routine and Maintenance works; 'Similar work' shall mean, the tenderer must have completed works of “Providing services related to facilitation or renewal of any license or certificate; statutory in nature or for quality improvement and issued by appropriate government authority / organization/ council” in BMC /Semi Govt. /Govt or Public Sector Organizations during last 7 years ending last date of month previous to the due date of tender.

### **2.1 Technical Capacity (Project Experience): (Not Applicable)**

The tenderer(s) in their own name should have satisfactorily executed the work of similar nature BMC /Semi Govt. /Govt. & Public Sector Organizations during **last seven (7) years** ending last day of month previous to the one in which bids are invited as a

prime Tenderers (or as a nominated sub-Tenderers, where the subcontract had involved similar nature of work as described in the scope of works in this bid document, provided further that all other qualification criteria are satisfied)

a) **Three similar completed** works or currently executing three works of similar nature **each** costing **30%** of estimated cost.\*

**OR**

b) **Two similar completed** works or currently executing two works of similar nature **each** costing **40%** of estimated cost.\*

**OR**

c) **One completed** work or currently executing one work of similar nature of aggregate **60%** of estimated cost.\*

The value of executed works shall be brought to current costing level by enhancing the actual value of work at compound rate of 10 % per annum; calculated from the date of completion to last date of receipt of applications for tenders.

**\*In case of ongoing works to be considered, the bidder must have received payment bills of 80% of the contract sum for the work/works executed last day of month previous to the one in which bids are invited.**

## **2.2 Financial Capacity (*Not Applicable*)**

Achieved a average annual financial turnover as certified by 'Chartered Accountant' (in all classes of civil engineering construction works only) equal to **30%** of the estimated cost of work in **last three (3) financial years** immediately preceding the Financial Year in which bids are invited.

- To ascertain this, tenderer(s) shall furnish /upload the financial statement (Audited balance sheet) duly certified by Chartered Accountant.
- The turnover can be enhanced by 10% every year to bring the present level.

## **2.3 Similar work experience:**

### **C) Bid Capacity: (*Not Applicable*)**

**The bid capacity of the prospective bidders will be calculated as under:**

**Assessed Available Bid Capacity = (A\* N\* 2 - B)**

Where, **A** = Maximum value of Civil Engineering works executed in any one year (year means Financial year) during **the last five years** (updated to the price level of the Financial year in which bids are received at a rate of 10% per year) taking into account the completed as well as works in progress.

**N** = Number of years prescribed for completion of the Project/Works, **excluding monsoon period**, for which these bids are being invited. (E.g. 7 months = 7/12 year)  
For every intervening monsoon 0.33 shall be added to N.

**B** = Value of existing commitments (only allotted works) on the last date of submission of bids as per bidding document and on-going works to be completed during the period of completion of the Project/Works for which these bids are being invited.

Note: The statement showing the value of existing commitments and on-going works as well as the stipulated period of completion remaining for each of the works listed should be attached along with certificates duly signed by the Engineer-in Charge, not below the rank of an Executive Engineer or equivalent.

**Even though the bidders meet the above qualifying criteria, they are subject to be disqualified if they have:**

- made misleading or false representation in the forms, statements and attachments submitted in proof of the qualification requirements; and/or
- Record for poor performance such as abandoning the works, not properly completing the contract, inordinate delays in completion, litigation history, or financial failures etc.

**SECTION 3**  
**DISCLAIMER**

## **DISCLAIMER**

The information contained in this e-tender document or provided to Applicant(s), whether verbally or in documentary or any other form, by or on behalf of the BRIHANMUMBAI MUNICIPAL CORPORATION (BMC), hereafter also referred as "The Authority ", or any of its employees or advisors, is provided to Applicant(s) on the terms and conditions set out in this e-tender and such other terms and conditions subject to which such information is provided.

This e-tender includes statements, which reflect various assumptions and assessments arrived at by the BRIHANMUMBAI MUNICIPAL CORPORATION (BMC) in relation to the Project. Such assumptions, assessments and statements do not purport to contain all the information that each Applicant may require. This e-tender may not be appropriate for all persons, and it is not possible for the BRIHANMUMBAI MUNICIPAL CORPORATION (BMC), its employees or advisors to consider the investment objectives, financial situation and particular needs of each party who reads or uses this e-tender. The assumptions, assessments, statements and information contained in this e-tender may not be complete, accurate, adequate or correct. Each Applicant should therefore, conduct its own investigations and analysis and should check the accuracy, adequacy, correctness, reliability and completeness of the assumptions, assessments, statements and information contained in this e-tender and obtain independent advice from appropriate sources.

Information provided in this e-tender to the Applicant(s) is on a wide range of matters, some of which may depend upon interpretation of law. The information given is not intended to be an exhaustive account of statutory requirements and should not be regarded as a complete or authoritative statement of law. The BRIHANMUMBAI MUNICIPAL CORPORATION (BMC) accepts no responsibility for the accuracy or otherwise for any interpretation or opinion on law expressed here.

The BRIHANMUMBAI MUNICIPAL CORPORATION (BMC), its employees and advisors make no representation or warranty and shall have no liability to any person, including any Applicant or Bidder, under any law, statute, rules or regulations or tort, principles of restitution or unjust enrichment or otherwise for any loss, damages, cost or expense which may arise from or be incurred or suffered on account of anything contained in this e-tender or otherwise, including the accuracy, adequacy, correctness, completeness or reliability of the e-tender and any assessment, assumption, statement or information contained therein or deemed to form part of this e-tender or arising in any way with pre-qualification of Applicants for participation in the Bidding Process. The BRIHANMUMBAI MUNICIPAL CORPORATION (BMC) also accepts no liability of any nature whether resulting from negligence or otherwise howsoever caused arising from reliance of any Applicant upon the statements contained in this e-tender.

The BRIHANMUMBAI MUNICIPAL CORPORATION (BMC) may, in its absolute discretion but without being under any obligation to do so, update, amend or supplement the information, assessment or assumptions contained in this e-tender.

The issue of this e-tender does not imply that the BRIHANMUMBAI MUNICIPAL CORPORATION (BMC) is bound to select and short-list pre-qualified Applications for Bid Stage or to appoint the selected Bidder or Concessionaire, as the case may be, for the Project and the BRIHANMUMBAI MUNICIPAL CORPORATION (BMC) reserves the right to reject all or any of the Applications or Bids without assigning any reasons whatsoever.

The Applicant shall bear all its costs associated with or relating to the preparation and submission of its Application including but not limited to preparation, copying, postage, delivery fees, expenses associated with any demonstrations or presentations which may be required by The BRIHANMUMBAI MUNICIPAL CORPORATION (BMC) or any other costs incurred in connection with or relating to its Application. All such costs and expenses will remain with the Applicant and the BRIHANMUMBAI MUNICIPAL CORPORATION (BMC) shall not be liable in any manner whatsoever for the same or for any other costs or other expenses incurred by an Applicant in preparation or submission of the Application, regardless of the conduct or outcome of the Bidding Process.

**SECTION 4**  
**INTRODUCTION**



## **INTRODUCTION**

### **1. Background:**

The Brihanmumbai Municipal Corporation covers an area of 437.71sq.kms.with a population of **1.24 Crores as per census of 2011**. The metropolis accounts major portion of India's international trade and government's revenue, from being one of the foremost centers of education, science and technological research and advancement.

The Mumbai Metropolis has historic tradition of strong civic activism dedicated to the cause of a better life for all its citizens. And it's the Brihanmumbai Municipal Corporation (BMC), hereafter called the "corporation", the primary agency responsible for urban governance in Greater Mumbai.

BMC (The Authority) is one of the largest local self-governments in the Asian Continent. In observance of historic traditions of strong civic activism, with the change in time and living conditions to match with the urbanization, BMC has mainly focused in providing almost all kinds of engineering services viz, Hydraulics, storm water drain, sewerage, water supply projects, roads, bridges, solid waste management, and environmental services. Beside this, the BMC is also providing dedicated services in various segments such as Health, Primary Education as well as the construction and maintenance of Public Markets and Slaughter Houses.

BMC is an organization having different departments, right from engineering depts. to health depts. Moreover we have other dept. like education, market, fire brigade dept. and other such departments where quite a good number of staff members are working.

### **2. Introduction to Present tender :**

Dadar Sewage Laboratory of Sewerage Operations Department is situated in the premises of Dadar Pumping Station. The laboratory was established in 1935. The laboratory was set up with an object to monitor various waste water parameters at Dadar Sewage Treatment Plant (STP) for process control and to comply with the requirements of regulatory authorities.

At present Dadar laboratory is collecting sewage samples from 8 WWTF, 37 satellite pumping stations, 2 marine outfalls, STPs and Mithi river of Mumbai and suburb areas. The samples are tested for various waste water parameters to check the compliance of the requirement of regulatory authorities. The Laboratory analytical data is essential document for CAG Audit.

Recently, Dadar Sewage laboratory received NABL accreditation on 13 September 2024 in accordance with the standard ISO / IEC 17025 : 2017 in the field of 'Chemical/ Testing with 5 parameters viz. BOD, COD, TSS, DO & pH. The waste water analysis consist of analysis of BOD,COD,TSS, DO, pH, Oil & grease, Ammonical Nitrogen, Turbidity, chlorides, Temp, Colour, Odour etc. The analytical reports of Dadar laboratory are periodically sent to all Concern Exe. Engineers of S.O. Department and these reports are also sent to MPCB as per their requirement. The analytical report data is also collected by CAG for their audit purpose.

In view of completion of the pending NABL Surveillance Audit and further accreditation and certification of Dadar Sewage Laboratory, the present tender is invited for providing services related to digital processing, quality management, documentation and certification of Dadar Sewage Laboratory.

**SECTION 5**  
**E-TENDERING ONLINE SUBMISSION PROCESS**

## **E-TENDERING ONLINE SUBMISSION PROCESS**

### **IMPORTANT NOTICE TO BIDDERS ON e-TENDERING**

Government e-Procurement System has successfully rolled out the e-bid submission Tendering System through its web site <https://mahatenders.gov.in>. Tenders of various Departments have been uploaded, their bids submitted and the same have been opened on line. Bids for various tenders published in the web site of Government Departments can be submitted online by enrolling with the above mentioned web site.

The bidders can enrol themselves on the website <https://mahatenders.gov.in> using the option "Online Bidder Enrolment". Possession of a Valid Class III Digital Signature Certificate (DSC) in the form of smart card/e-token in the Company's name is a prerequisite for registration and participating in the bid submission activities through this web site. Digital Signature Certificates can be obtained from the authorized certifying agencies, details of which are available in the web site <https://mahatenders.gov.in> under the link "Information about DSC".

The web site also has user manuals with detailed guidelines on enrolment and participation in the online bidding process. The user manuals can be downloaded for ready reference. Vendors can also attend the training/familiarization programme on the e-tendering system conducted periodically by the GOVERNMENT E-PROCUREMENT SYSTEM in association with NIC.

Special Instructions to the Contractors/Bidders for the e-submission of the bids online through this e-Procurement Portal

1. Bidder should do Online Enrolment in [www.mahatenders.gov.in](http://www.mahatenders.gov.in) Portal using the option to Enrol available in the Home Page. Then the Digital Signature enrolment has to be done with the e-token, after logging into the portal. The e-token may be obtained from one of the authorized Certifying Authorities such as Mudhra CA/ GNFC/ IDRBT/ Mtnl Trust line/Safe Script/ TCS.
2. Bidder then logs into the portal giving user id / password chosen during enrolment.
3. The e-token that is registered should be used by the bidder and should not be misused by others.
4. DSC once mapped to an account cannot be remapped to any other account. It can only be inactivated.
5. The Bidders can update well in advance, the documents such as certificates, purchase order details etc., under My Documents option and these can be selected as per tender requirements and then attached along with bid documents during bid submission. This will ensure lesser upload of bid documents.
6. After downloading / getting the tender schedules, the Bidder should go through them carefully and then submit the documents as per the tender document; otherwise, the bid will be rejected.
7. Applicant will upload Packet A documents in cover 1 "Fee" and Packet B related documents in cover 2 "PQC" respectively.
8. The BOQ template must not be modified/replaced by the bidder and the same should be uploaded after filling the relevant columns in the uploaded BOQ, else the bidder is liable to be rejected for that tender. For commercial details (in Packet C) contractors will fill data in financial bid in BOQ and quotes his "(+) or (-) Percentage" (i.e.% quoted) figure.

9. If there are any clarifications, this may be obtained online through the e Procurement Portal, or through the contact details given in the tender document. Bidder should take into account of the corrigendum published before submitting the bids online.
10. Bidder, in advance, should prepare the bid documents to be submitted as indicated in the tender schedule and they should be in PDF/XLS/RAR/DWF formats. If there is more than one document, they can be clubbed together.
11. Bidder should arrange for the EMD as specified in the tender. The original should be posted/couriered/given in person to the Tender Inviting Authority, within the bid submission date and time for the tender.
12. The bidder reads the terms and conditions and accepts the same to proceed further to submit the bids.
13. The bidder has to submit the tender document(s) online well in advance before the prescribed time to avoid any delay or problem during the bid submission process.
14. There is no limit on the size of the file uploaded at the server end. However, the upload is decided on the Memory available at the Client System as well as the Network bandwidth available at the client side at that point of time. In order to reduce the file size, bidders are suggested to scan the documents in 75-100 DPI so that the clarity is maintained and also the size of file also gets reduced. This will help in quick uploading even at very low bandwidth speeds.
15. It is important to note that, the bidder has to Click on the Freeze Bid Button, to ensure that he/she completes the Bid Submission Process. Bids Which are not Frozen are considered as Incomplete/Invalid bids and are not considered for evaluation purposes.
16. The Tender Inviting Authority (TIA) will not be held responsible for any sort of delay or the difficulties faced during the submission of bids online by the bidders due to local issues.
17. The bidder may submit the bid documents online mode only, through this portal. Offline documents will not be handled through this system.
18. At the time of freezing the bid, the eProcurement system will give a successful bid updation message after uploading all the bid documents submitted and then a bid summary will be shown with the bid no, date & time of submission of the bid with all other relevant details. The documents submitted by the bidders will be digitally signed using the e-token of the bidder and then submitted.
19. After the bid submission, the bid summary has to be printed and kept as an acknowledgement as a token of the submission of the bid. The bid summary will act as a proof of bid submission for a tender floated and will also act as an entry point to participate in the bid opening event.
20. Successful bid submission from the system means, the bids as uploaded by the bidder is received and stored in the system. System does not certify for its correctness.
21. The bidder should see that the bid documents submitted should be free from virus and if the documents could not be opened, due to virus, during tender opening, the bid is liable to be rejected.
22. The time that is displayed from the server clock at the top of the tender Portal, will be valid for all actions of requesting bid submission, bid opening etc., in the e-Procurement portal. The Time followed in this portal is as per Indian Standard Time (IST) which is GMT+5:30. The bidders should adhere to this time during bid submission.
23. All the data being entered by the bidders would be encrypted at the client end, and the software uses PKI encryption techniques to ensure the secrecy of the data. The data entered will not be viewable by unauthorized persons during bid submission and not viewable by any one until the time of bid opening. Overall, the submitted bid

documents become readable only after the tender opening by the authorized individual.

24. During transmission of bid document, the confidentiality of the bids is maintained since the data is transferred over secured Socket Layer(SSL) with 256 bit encryption technology. Data encryption of sensitive fields is also done.
25. The bidders are requested to submit the bids through online eProcurement system to the TIA well before the bid submission end date and time (as per Server System Clock).
26. The Municipal Commissioner reserves the right to reject all or any of the e-Tender(s) without assigning any reason at any stage. The dates and time for submission and opening the tenders are as shown in the Header Data. If there are any changes in the dates the same will be displayed on the e-Procurement System of Government of Maharashtra (Mahatenders) (<https://mahatenders.gov.in>).
27. Due to any unforeseen circumstances if any of the date mentioned in the header data is declared as public holiday, in that case all the dates\* will get shifted by one day or next working day.
28. BARRING PHYSICAL SUBMISSIONS
29. As the entire tendering procedure is online process; the physical submission of documents shall not be entertained.
30. The information about DSC, guidelines for bid submission, bidders manual kit, Help for Contractor, FAQ, etc are available on <https://mahatenders.gov.in>

Refer the website <https://mahatenders.gov.in> under Bidders Manual Kit, for instruction to bidder.

**SECTION 6**  
**INSTRUCTIONS TO APPLICANTS**

## INSTRUCTIONS TO APPLICANTS

- **Scope of Application**

The Authority wishes to receive Applications for Qualification in order to SELECT experienced and capable Applicants for the Bid Stage.

- **Eligibility of Applicants**

The BRIHANMUMBAI MUNICIPAL CORPORATION (BMC) invites e-tender to appoint Tenderers for the aforementioned work from Tenderers of repute, multidisciplinary engineering organizations i.e. eminent firm, Proprietary/Partnership Firms/ Private Limited Companies/ Public Limited Companies/Companies registered under the Indian companies' act 2013, the Tenderers registered with the BRIHANMUMBAI MUNICIPAL CORPORATION , (BMC) in Class 'B' as per new registration in either Mechanical or Electrical category Or Class 'V(A)' as per new registration in Civil category and from the Tenderers/firms equivalent and superior classes registered in Central or State Government/Semi Govt. Organization/Central or State Public Sector Undertakings, will be allowed subject to condition that, the Tenderers who are not registered with BMC will have to apply for registering their firm within three months' time period from the award of contract, otherwise their Bid Security i.e. E.M.D (Earnest Money Deposit) will be forfeited/recovered and an amount equal to Registration Fee of respective class will be recovered as penalty.

To be eligible for pre-qualification and short-listing, an Applicant shall fulfill the following conditions of eligibility:

**A) 1.1 Technical Capacity:**

The bidders fulfilling the following technical and financial criteria are eligible to quote.

**A)** The tenderer(s) in their own name should have satisfactorily completed the work of similar nature in BMC OR Semi Government OR Government OR Public Sector Organizations during last seven (7) years ending last day of month previous to the one in which bids are invited as a prime Tenderers (or as a nominated sub-Tenderers, where the subcontract had involved similar nature of work as described in the scope of works in this bid document, provided further that all other qualification criteria are satisfied). The bidder shall have successfully completed similar type of work during the last 7 financial years and up to the due date and of value either of the following:

a) Three similar completed works each of value not less than the value equal to Rs. 3,96,000/-

OR

b) Two similar completed works each of value not less than the value equal to Rs. 4,95,000/-

OR

c) One similar completed work of value equal and or not less than Rs. 7,92,000/-

**AND**

The tenderer shall submit the valid technical personnel list with valid CVs wherever necessary to carry out said work and submit their valid certificates. Failing to do so the tender will be outrightly rejected:

a. ISO Internal Auditor – Person having experience and certification as per the ISO-17025 for internal audit purpose.(Submit the Annexure- L)

b. Technical Lab Expert: – Any person with Chemistry background and experience of working with laboratory. (Submit the Annexure- L)



- c. Coordinating & Liaisoning Officer:– Any person with diploma or degree having experience of dealing with the administrative procedure of the NABL for any approvals (Submit the Annexure- L)
- d. Recognized Safety Auditor:– A valid registration as Safety Auditor authorized by the Govt. of Maharashtra.
- e. Digital Operations Executive:– Any person with diploma or degree in I.T./ Similar– Having experience of dealing with the online procedure of the NABL for any approvals.
- f. The tenderer shall submit the Non-Disclosure Certificate and Non-Malicious Certificate from ISO Certified Company and submit the same in Packet B. Failing to do so the tender will be out rightly rejected.

**AND**

The tenderer shall visit the site of work with their staff /representative along with concerned BMC Engineer/Chemist, before bidding this work to get aware with work. They shall submit the undertaking in Packet B with remarks of BMC Engineer (Contact person) in the format attached as “Undertaking for site visit” (Annexure-K), Failing to do so, the tender will be out rightly rejected.

The past performance certificate exhibiting the work order no., date, description of work, cost of work, contract period etc. shall be submitted. The cost of the executed work order shall be increased by 10% every year to bring it to the present level.

## **1.2 Financial Capacity**

Achieved an average annual financial turnover as certified by 'Chartered Accountant' equal to Rs. 5,94,000/- of the estimated cost of work in last three (3) financial years immediately preceding the Financial Year in which bids are invited.

## **1.3 Similar Experience:**

For assessing the technical capacity of Regular, Routine and Maintenance works; 'Similar work' shall mean, the tenderer must have completed works of “Providing services related to facilitation or renewal of any license or certificate; statutory in nature or for quality improvement and issued by appropriate government authority / organization/ council” in BMC /Semi Govt. /Govt or Public Sector Organizations during last 7 years ending last date of month previous to the due date of tender.

## **2.1 Technical Capacity (Project Experience): (Not Applicable)**

The tenderer(s) in their own name should have satisfactorily completed the work of similar nature BMC /Semi Govt. /Govt. & Public Sector Organizations during last seven (7) years ending last day of month previous to the one in which bids are invited as a prime Tenderers (or as a nominated sub-Tenderers, where the subcontract had involved similar nature of work as described in the scope of works in this bid document, provided further that all other qualification criteria are satisfied)

a) Three similar completed works or currently executing three works of similar nature each costing 30% of estimated cost.\*

OR

b) Two similar completed works or currently executing two works of similar nature each costing 40% of estimated cost.\*

OR

c) One completed work or currently executing one work of similar nature of aggregate 60% of estimated cost.\*

The value of completed works shall be brought to current costing level by enhancing the actual value of work at compound rate of 10 % per annum; calculated from the date of completion to last date of receipt of applications for tenders.

\*In case of ongoing works to be considered, the bidder must have received payment bills of 80% of the contract sum for the work/works executed last day of month previous to the one in which bids are invited.

## 2.2 Financial Capacity (*Not Applicable*)

Achieved a average annual financial turnover as certified by 'Chartered Accountant' (in all classes of civil engineering construction works only) equal to 30% of the estimated cost of work in last three (3) financial years immediately preceding the Financial Year in which bids are invited.

- To ascertain this, tenderer(s) shall furnish /upload the financial statement (Audited balance sheet) duly certified by Chartered Accountant.
- The turnover can be enhanced by 10% every year to bring the present level.

### **B) Bid Capacity: (*Not Applicable*)**

The bid capacity of the prospective bidders will be calculated as under:

Assessed Available Bid Capacity =  $(A * N * 2 - B)$

Where,

A = Maximum value of Civil Engineering works executed in any one year (year means Financial year) during the last five years (updated to the price level of the Financial year in which bids are received at a rate of 10% per year) taking into account the completed as well as works in progress.

N = Number of years prescribed for completion of the Project/Works, excluding monsoon period, for which these bids are being invited. (E.g. 7 months = 7/12 year) For every intervening monsoon 0.33 shall be added to N

B = Value of existing commitments (only allotted works) on the last date of submission of bids as per bidding document and on-going works to be completed during the period of completion of the Project/Works for which these bids are being invited.

Note: The statement showing the value of existing commitments and on-going works as well as the stipulated period of completion remaining for each of the works listed should be attached along with certificates duly signed by the Engineer-in Charge, not below the rank of an Executive Engineer or equivalent.

Even though the bidders meet the above qualifying criteria, they are subject to be disqualified if they have:

- made misleading or false representation in the forms, statements and attachments submitted in proof of the qualification requirements; and/or
- Record for poor performance such as abandoning the works, not properly completing the contract, inordinate delays in completion, litigation history, or financial failures etc.

### **D. Equipment Capabilities as required for this work**

- a) **Regular and Routine works:** The successful bidder will make the arrangements of the required equipment on the day of commencement or with respect to the progress of the work in phases, as per the instructions of site in charge. The

successful bidder and, to that effect he will ensure commitment on an undertaking on Rs.500 stamp paper to be submitted along with the Bid in Packet B. However, this condition in no way shall dilute the respective condition in Registration Rules of BMC. (Not applicable)

- b) **New and Original Works:** The bidder should, undertake their own studies and furnish with their bid, a detailed construction planning and methodology supported with assessment study of requirements of equipment/plants & machineries to allow the employer to review their proposal. The bidder will ensure his commitment to make the arrangements of the required equipment on the day of commencement or with respect to the progress of the work in phases, as per the instructions of site in charge on an undertaking on Rs.500 stamp paper to be submitted along with the Bid in Packet B. However, this condition in no way shall dilute the respective condition in Registration Rules of BMC. (Not applicable)
- c) **Special Works:** *The concerned Ch. Eng. shall enlist the equipments in the tender document justified for the project and ensure the capacity of the bidder for the same with the approval of concerned AMC. (Not Applicable)*

~~Note: Bidders shall submit the undertaking for equipment capability and other undertakings as such on a single Rs.500/- stamp paper.~~

## E. Technical Personnel (Not applicable)

### (B) General Guidelines for Fixing Requirement of Technical Staff

Cost of work (Rs in Crore)	Requirement of Technical Staff		Minimum Experience(year)	Designation
	Qualification	Number		
More than 1.5 to 5	i) Graduate Engineer	1	5	Principal Technical Representative
	ii) Graduate Engineer or Diploma Engineer	1	2	Project/Site Engineer
		1	5	Billing Engineer

Notes- 1. "Cost of work", in table above, shall mean the agreement amount of the work.

2. ~~Rate of recovery in case of non-compliance of the clause be stipulated at following rates:-~~

Sr. No	Qualification	Experience(years)	Rate of Recovery
1	<del>Project Manager with degree</del>	10	Rs.30000/- p.m.
2	<del>Graduate Engineer</del>	5	Rs.25000/- p.m.
3	<del>Graduate Engineer</del>	2	Rs.15000/- p.m.
4	<del>Diploma Engineer</del>	5	Rs.15000/- p.m.

## F. TIME PERIOD OF THE PROJECT:

Entire project should be completed and delivered within 02 month of time from the date of award of contract that includes Monsoon.

The time allowed for carrying out the work as entered in the Tender shall be strictly observed by the Tenderers and shall be reckoned from the date on which the Letter of Acceptance is given to the Tenderers. The work shall throughout the stipulated period of the Contract be proceeded with all due diligence as time being deemed to be the essence of the contract on the part of the Tenderers. On failing to do so, the Tenderers shall pay as compensation an amount which shall be governed as per Clause - 84 of Standard General Conditions of Contract.

The Tenderers should complete the work as per phase given below (Not applicable)

¼ of the work in .. ¼ of the time

½ of the work in .. ½ of the time

¾ of the work in .. ¾ of the time

Full of the work in .. Full of the time

Full work will be completed in 02 month including monsoon.

The above programme is indicative and need to be worked out for every project for major activities with respect to parameters such as labour, machineries, settling time, procurement and transportation of materials etc. The Dy. Chief Engineer shall approve the phase programme of the project in the Tender Document. The programme for completion of work shall be a part of the Contract Document in the form of Bar Chart / GANTT Chart.

The Tenderers is supposed to carry out the work and keep the progress as per Bar Chart/GANTT Chart. The Tenderers shall complete the work as per the Schedule given in the Contract and the programme submitted by the Tenderers.

#### **G. Contract Execution**

All required documents for execution of the contract shall be submitted within 30 days from the date of issue of letter of acceptance. If the documents are not submitted within the stipulated time a penalty of Rs 5,000/- per day will be applicable to the Tenderers. All contract documents need to be duly affixed with stamp duty properly signed along with evidence/proof of payment of security/contract deposit/ within 30 days from the date of letter of acceptance received by him

**H.** If the amount of the Contract Deposit to be paid above is not paid within 30 days from the date of issue of Letter of Acceptance, the Tender / Tenderers already accepted shall be considered as cancelled and legal steps be taken against the Tenderers for recovery of the amounts.

**I.** The amount of Security Deposit retained by the BMC shall be released after expiry of period up to which the Tenderers has agreed to maintain the work in good order is over. In the event of the Tenderers failing or neglecting to complete the rectification work within the period up to which the Tenderers has agreed to maintain the work in good order, the amount of security deposit retained by BMC shall be adjusted to-wards the excess cost incurred by the Department on rectification work.

#### **J. Action when whole of security deposit is forfeited:**

In any case in which under any Clause of this contract, the Tenderers shall have rendered himself liable to pay compensation amounting to the whole of this security deposit whether paid in one sum or deducted by installments or in the case of abandonment of the work owing to serious illness or death of the Tenderers or any other cause, the Engineer on behalf of the Municipal Commissioner shall have power to adopt any of the following process, as he may deem best suited to the interest of BMC -

- (a) To rescind the contract (for which recession notice in writing to the Tenderers under the head of Executive Engineer shall be conclusive evidence) and in that case, the security deposit of the contract shall stand forfeited and be absolutely at the disposal of BMC.

- (b) To carry out the work or any part of the work departmentally debiting the Tenderers with the cost of the work, expenditure incurred on tools and plant, and charges on additional supervisory staff including the cost of work-charged establishment employed for getting the un-executed part of the work completed and crediting him with the value of the work done departmentally in all respects in the same manner and at the same rates as if it had been carried out by the Tenderers under the terms of his contract. The certificate of the Executive Engineer as to the costs and other allied expenses so incurred and as to the value of the work so done departmentally shall be final and conclusive against the Tenderers.
- (c) To order that the work of the Tenderers be measured up and to take such part thereof as shall be un-executed out of his hands, and to give it to another Tenderers to complete, in which case all expenses incurred on advertisement for fixing a new contracting agency, additional supervisory staff including the cost of work charged establishment and the cost of the work executed by the new contract agency will be debited to the Tenderers and the value of the work done or executed through the new Tenderers shall be credited to the Tenderers in all respects and in the same manner and at the same rates as if it had been carried out by the Tenderers under the terms of his contract. The certificate of the Executive Engineer as to all the cost of the work and other expenses incurred as aforesaid for or in getting the un-executed work done by the new Tenderers and as to the value of the work so done shall be final and conclusive against the Tenderers.

In case the contract shall be rescinded under Clause (a) above, the Tenderers shall not be entitled to recover or be paid any sum for any work there for actually performed by him under this contract unless and until the Executive Engineer shall have certified in writing the performance of such work and the amount payable to him in respect thereof and he shall only be entitled to be paid the amount so certified. In the event of either of the courses referred to in Clause (b) or (c) being adopted and the cost of the work executed departmentally or through a new Tenderers and other allied expenses exceeding the value of such work credited to the Tenderers amount of excess shall be deducted from any money due to the Tenderers, by BMC under the contract or otherwise, howsoever, or from his security deposit or the sale proceeds thereof provided, however, the Tenderers shall have no claim against BMC even if the certified value of the work done departmentally or through a new Tenderers exceeds the certified cost of such work and allied expenses, provided always that whichever of the three courses mentioned in clauses (a), (b) or (c) is adopted by the Executive Engineer,

the Tenderers shall have no claim to compensation for any loss sustained by him by reason of his having purchase or procured any materials or entered in to any engagements or made any advance on account of or with a view to the execution of the work or the performance of the contract.

**K. Contract may be rescinded and security deposit forfeited for bribing a public officer or if Tenderers becomes insolvent**

If the Tenderers assigns or sublets his contracts or attempt so to do, or become insolvent or commence any proceeding to get himself adjudicated and insolvent or make any composition with his creditors, or attempt so to do or if bribe, gratuity, gift, loan, perquisite, reward or advantage, pecuniary or otherwise, shall either directly or indirectly be given promised or offered by the Tenderers or any of his servants or agents through any public officer, or person in the employ of BMC/Govt. in any way relating to his office or employment, or if any such officer or person shall become in any way directly or indirectly interested in the contract the Engineer In-charge may thereupon, by notice in writing rescind the contract and the Security Deposit of the Tenderers shall thereupon stand forfeited and be absolutely at the disposal of BMC and the same consequences shall ensue as if the contract had been rescinded under above clause J hereof; and in addition the Tenderers shall not be entitled to recover or be paid for any work therefore actually performed under the contract.

**L) Joint Venture :**

Joint venture is not allowed for this tender.

**M) Litigation History :**

The bidder shall disclose litigation history in Packet 'B' under the head "Details of Litigation History"

Litigation History covers any action of blacklisting, debarring, banning, suspension, deregistration and cheating with BMC, State Govt, Central Govt. or any authority under State or Central Govt./Govt. organisation initiated against the company, firm, partners or authorized signatory shall be disclosed for last 5 years from the date of submission of bid. Also bidder must disclose the litigation history for last 5 years from the date of submission of bid about any action like show cause issued, blacklisting, debarring, banning, suspension, deregistration and cheating with BMC, and BMC is a party in the litigation against the company, firm, partners or authorized signatory for carrying out any work for BMC by any court where BMC is a party. While taking decision on litigation history, the concerned Chief Engineer or D.M.C. or Director, as may be case should consider the details submitted by bidder and take decision based on the gravity of the litigation and the adverse effect of the company, firm, directors, partners or authorized signatory on the BMC works which can spoil the quality, output, delivery of any goods or any work execution and within the timeframe.

If there is no Litigation History, the bidder shall specifically mention in PROFORMA- VII that there is no litigation History against him as per Clause of Litigation History.

- **Submission of Tenders**

**PACKET – A**

The Packet 'A' shall contain scanned certified copies of the following documents-

Scrutiny of this packet will be done strictly with reference to only the scanned copies of Documents uploaded online in packet 'A'

- a. Valid Registration Certificate.
- b. Valid Bank Solvency Certificate of Minimum Solvency amount of Rs. 4 Lakh as governed by Registration Rules in force for respective Class of Tenderers for Civil and M&E works.
- c. A document in support of Registration under GST ~~Registration under Maharashtra 'VAT' Act 2002. Sales Tax Registration Certificate in Maharashtra (or equivalent requirement under VAT). Those not registered in Maharashtra shall submit an undertaking to the effect that if they are successful tenderer, they shall submit Sales Tax Registration Certificate in Maharashtra~~ shall be submitted within 15 days of issue of work order, failing which payment for the work executed will not be released.
- d. Certified copies of valid 'PAN' documents and photographs of the individuals, owners, Karta of Hindu undivided Family, firms, private limited companies, registered co-operative societies, partners of partnership firms and at least two Directors, if number of Directors are more than two in case of Private Limited Companies, as the case may be. However, in case of Public Limited companies, Semi Government Undertakings, Government Undertakings, no 'PAN' documents will be insisted.
- e. Latest Partnership Deed in case of Partnership firm duly registered with Chief Accountant (Treasury/WSSD) of BMC.

The bidders shall categorically provide their Email-ID in packet 'A'.

**NOTE:**

- If the tenderer(s) withdraw tender offer during the tender validity period, his entire E.M.D shall be forfeited.



- If it is found that the tenderer has not submitted required documents in Packet "A" then, the shortfalls will be communicated to the tenderer through e-mail only and compliance required to be made within a time period of **three working days** otherwise they will be treated as non-responsive.

### **PACKET B**

The Packet 'B' shall contain scanned certified copies of the following documents –

- a. The list of similar type of works as stated in para 'A' of Post qualification successfully completed during the last seven years in prescribed proforma, in the role of prime Tenderers. Information furnished in the prescribed proforma (Proforma –I) shall be supported by the certificate duly self-attested. Documents stating that it has successfully completed during the last seven years at least one contract of similar works as stated in para 'A' of Post qualification (Proforma-III). Information furnished in the prescribed proforma (Proforma –III) shall be supported by the certificate duly self-attested.
- b. Annual financial turnover for preceding three financial years as certified by Chartered Accountant preceding the Financial Year in which bids are invited. Copies of Applicants duly audited balance sheet and profit and loss account for the preceding three financial years preceding the Financial Year in which bids are invited. (Proforma – II)
- c. Documents stating that, it has access to or has available liquid assets, unencumbered assets, lines of credit and other financial means (independent of any contractual advance payment) sufficient to meet the construction cash flow requirements for the subject contract in the event of stoppage, start-up, or other delay in payment, of the minimum 15% of the cost of the work tendered for, net of the tenderer's commitment of other contracts (Certificate from Bankers / C.A./Financial Institution shall be accepted as a evidence.
- d. The bidder shall give undertaking on Rs 500/-stamp paper that it is his/their sole responsibility to arrange the required machineries either owned/on lease or hire basis, at site before start of the work. *(Not Applicable)*
- e. Details of works in hand (Proforma VI-A & VI-B) (original), along with copies of work orders & attested copies of percentage of works completed or part thereof. *(Not Applicable)*
- f. Statement showing assessed available bid capacity. *(Not Applicable)*

- g. The undertaking of Rs.500/- Stamp Paper as per the proforma annexed in Annexure B, C, E & I
- h. The tenderers shall upload work plan as per the following outline: (Not Applicable)
  - i. GANTT chart/ PERT/ CPM chart showing the completion of work within prescribed time period, considering major activities.
  - ii. Organizational set up envisaged by the Tenderers.
  - iii. Plant & equipment proposed to be deployed for this work.
  - iv. Site Officers and Laboratories proposed to be set up.
  - v. A note on how the whole work will be carried out (work plan including methodology).
  - vi. Quality management plan.
  - vii. All the activities included in the Scope of Work shall be covered in the work plan.

**Note:**

- i. The Electrical / Mechanical work shall be got carried out by the civil Tenderers through the Tenderers registered with BMC in Electrical Category. Information about the registered Tenderers shall be obtained from the office of the Ch.E. (M&E)/ E.E. (Monitoring & Registration Cell). Attested scanned copy of the valid registration certificate in Electrical Category shall be uploaded with the tender along with the undertaking from the registered Electrical Tenderers stating his willingness to carry out the tender work.
- ii. The successful bidder shall submit valid registration certificate under E.S.I.C., Act 1948, if the tenderer has more than 10 employees /persons on his establishment (in case of production by use of energy) and 20 employees/persons on his establishment (in case of production without use of energy) to BMC as and when demanded. In case of less employees/persons mentioned above then the successful bidder has to submit an undertaking to that effect on Rs. 200 stamp paper as per circular u/no. CA/FRD/I/65 of 30.03.2013.
- iii. The successful bidder shall submit valid registration certificate under E.P.F. & M.P., Act 1952, if tenderer has more than 20 employees/persons on his establishment, to BMC as and when demanded. In case if the successful bidder has less employees/persons mentioned above then the successful bidder has to submit an undertaking to that effect on Rs. 200 stamp paper as per circular u/no. CA/FRD/I/44 of 04.01.2013.

**Note:**

- If it is found that the tenderer has not submitted required documents in Packet "B" then, the shortfalls will be communicated to the tenderer through e-mail only and compliance required to be made within a time period of three working days otherwise they will be treated as non-responsive.

## **PACKET – C**

As it is item rate tender, bidder shall quote price for each Item online in item data tab in respective bid.

- ~~a. Online tender filled in either percentage plus or minus (above or below), or at par. (There is no separate provision to quote % in physical form, this is a part in Header Data of online Tendering). For Packet 'C' tenderer(s) will fill data in 'Item Data Tab' in Service Line Item via Details and quotes his percentage variation figures. (If entered '0' it will be treated as 'at par'. By default the value is zero only).(Not applicable)~~

~~Note: In case of rebate/premium of 15% and above as quoted by the tenderer, ——— the rate analysis of major items shall be submitted by L1 and L2 bidder ——— after demand notification by e-mail to bidders by concerned Dy. Ch. Eng. ——— The format for rate analysis is annexed at Annexure D.~~

## **BID SECURITY OR EMD**

### **1) Mode of payment of EMD :**

A tenderer shall pay entire amount of EMD through payment gateways of GoM on URL <http://mahatenders.gov.in>. The bidder shall upload scan copy of online paid EMD along with the bid submission in packet 'A'.

Any bid not accompanied by an acceptable Bid Security shall be rejected by the Employer as non- responsive.

### **2) If non-responsive :**

If the bidder is found non-responsive after scrutiny of packet 'A'/'B', in such circumstances, the bidder will be made non-responsive and financial packet 'C' of non-responsive bidder will not be opened. However, there will not be any forfeiture of EMD.

### **3) Shortfalls :**

Maximum 5 shortfalls of curable defects shall be allowed and in case, curable defects are not compiled by bidder within given time period, the bidder shall be treated as non-responsive and such cases will be informed to Registration and Monitoring Cell. Such non-submission of documents will be considered as 'Intentional Avoidance' and if three or more cases in 12 months are reported, shall be viewed seriously and disciplinary action against the defaulters such as banning/de-registration etc. shall be taken by Registration Cell with due approval of concerned AMC.

### **4) Refund of EMD :**

- a) Except successful bidder all other unsuccessful bidders' 100% EMD paid online will be refunded automatically.
- b) The Bid Security of successful bidder will be discharged when the bidder has signed the agreement and/or furnish the required Security Deposits as elaborated in Standard Bid Document.

#### **5) Forfeiture of Entire EMD :**

The existing conditions laid down in Standard Bid Document regarding forfeiture of entire bid security (EMD) shall remain unchanged.

#### **Note :**

##### **i. Curable Defects shall mean shortfalls in submission such as :**

- a) Valid Registration Certificate
- b) Valid Bank Solvency
- c) Goods & Service Tax Registration Certificate (GST) Registration Certificate
- d) Certified copies of PAN documents and photographs of individuals, owners etc.
- e) Partnership Deed and any other documents.
- f) Undertakings as mentioned in the Quotation Document.

##### **ii. Non Curable defects shall mean :**

- a) In-adequate submission of EMD/ASD amount.
- b) In-adequacy of technical capacity with respect to Eligibility Criteria as stipulated in the tender Document.
- c) ~~Wrong calculation of Bid Capacity.~~
- d) No proper submission of experience certificates and other documents etc.

#### **BID VALIDITY**

- Bids shall remain valid for a period of not less than one eighty (180) days after the deadline date for bid submission specified in Bid Data Sheet. A bid valid for a shorter period shall be rejected by the Employer as non-responsive.
- In exceptional circumstances, prior to expiry of the original time limit, the Employer may request that the bidders may extend the period of validity for a specified additional period. The request and the bidders' responses shall be made in writing or by cable. A bidder may refuse the request without forfeiting his Bid Security. A bidder agreeing to the request will not be required or permitted to modify his bid, but will be required to extend the validity of his bid security for a period of the extension.

### **DEFECT LIABILITY PERIOD (DLP) (Not Applicable)**

The Tenderers is expected to carry out the construction work in Workmen like manner so as to meet the requirement and specification for the project. It is expected that the Workmanship and materials will be reasonably fit for the purpose for which they are required.

- Defects or defective work is where standard and quality of workmanship and materials as specified in the contract is deficient. Defect is defined as a failure of the completed project to satisfy the express or implied quality or quantity obligations of the construction contract. Defective construction works are as the works which fail short of complying with the express descriptions or requirements of the contract, especially any drawings or specifications with any implied terms and conditions as to its quality, workmanship, durability, aesthetic, performance or design. Defects in construction projects are attributable to various reasons.
- Some of the defects are structural defects results in cracks or collapse of faulty defective plumbing, inadequate or faulty drainage system, inadequate or faulty ventilation, cooling or heating systems, inadequate fire systems etc. The defects could be various on accounts of different reasons for variety of the projects.
- The Engineering In charge/Project Officer shall issue the practical completion certificate for the project. During the Defect Liability Period which commences on completion of the work, the Engineering In charge shall inform or the Tenderers is expected to be informed of any defective works by the Employer's representative of the defects and make good at Tenderers's cost with an intention of giving opportunity to the Tenderers of making good the defects appeared during that period. It is the Tenderers's obligation under the contract to rectify the defects that appear during Defect Liability Period and the Tenderers shall within a reasonable time after receipt of such instructions comply with the same at his own cost. The Engineering In charge/Project Officer shall issue a certificate to that effect and completion of making good defects shall be deemed for all the purpose of this contract to have taken place on the day named in such defect liability certificate.
- If defective work or workmanship or design have been knowingly covered-up or conceived so as to constitute fraud, commencement of the Defect Liability Period may be delayed. The decided period may be delayed until discover actually occurs on at least the defect could have been discovered with reasonable diligence, whichever is earlier.
- **The Defect Liability Period (DLP) : Not Applicable**
- The DLP shall be as follows :

Dept	Type of works	DLP
Roads / Bridge	For cement concrete road/ Mastic works	5 years
	Asphalt work	3 years
	Paver Block	3 years
	Structural work	5 years
	General works	5 years
BM/SIC/HIC	General works	3 years
	Structural works	5 years
	Waterproofing works	5 years
Ward Works	All ward level works	2 years
Other Works	Pot holes and pre-monsoon bad patch repair work	1 year
For other departments	HE, WSP, SP, SWD, Garden	3 years
M & E Department	Providing Services related to NABL Onsite Surveillance, documentation, Audit Compliance, and Certification Support at Dadar Sewage Laboratory	Not applicable

- Also, in case of defect, the Engineer shall give notice to the Tenderers of any Defects before the end of the Defects Liability Period, which begins at. The Defects Liability Period shall be extended for as long as Defects remain to be corrected. Every time notice of Defect/Defects is given, the Tenderers shall correct the notified Defect/Defects within the duration of time specified by the Engineer's notice. The Engineer may issue notice to the Tenderers to carry out removal of defects or deficiencies, if any, noticed in his inspection, or brought to his notice. The Tenderers shall remove the defects and deficiencies within the period specified in the notice and submit to the Engineer a compliance report.
- It is the Completion Stage when the Tenderers has completed all of the works and fixed all of the defects that were on the list of issue by Engineer-in-charge. When this happens, the engineer must issue a 'Certificate of Completion'. On the issue of 'Certificate of Completion', the 'Defect Liability Period' starts. The Tenderers also must issue a 'Certificate statement' as an acknowledgment to the engineer not later than 14 days after the 'Certificate of Completion' has been issued. During the 'Defect Liability Period', the Tenderers has to obey all written instructions from the engineer to carryout repairs and fix any defects which appear in the Permanent Works. If the Tenderers does not ,due to his own faults finish the repair works or fix the defects by the end of 'Defect Liability Period', the 'Defect Liability Period' will continue until all works instructed by engineer is done.

## **SECURITY DEPOSIT AND PERFORMANCE GUARANTEE**

### **A. Security Deposit**

The security deposit shall mean and comprise of

- I. Contract Deposit and
- II. Retention Money.
- I. **Contract Deposit** – The successful tender, here after referred to as the Tenderers shall pay an amount equal to two (2) percent of the contract sum shall be paid within thirty days from the date of issue of letter of acceptance.
- II. **Retention Money** – The Tenderers shall pay the retention money an amount equal to **five (5)** percent of the Contract Sum which will be recovered from the Tenderers every bill i.e. interim / running / final bill. **The clause of retention money will not be applicable to M. & E. Department.**

### **B. Additional Security Deposit (Not Applicable)**

The additional security deposit will be applicable when a rebate of more than of 12 % at the rate of with no maximum limit. The ASD is calculated as follows:

Additional security deposit =  $(X/100) \times$  office estimated cost,

Where X=percentage rebate quoted above 12%

The ASD shall be paid online in the ASD tab for bidders in e-tendering system before submission of the bid.

### **C. Performance Guarantee (Not Applicable)**

The successful tender, here after referred to as the Tenderers shall pay in the form of "Performance Guarantee" at different rates for different slabs as stated below:

Offer	PG applicable %
For premium, at par and rebate 0 to 12%	PG= 0.92% x contract sum applicable for rebate of 12%
For rebate of 12.01%	P.G. = {0.92% x contract sum applicable for rebate of 12%} +(X) x contract sum  where X= percentage rebate quoted more than 12%

Note: Contract sum shall mean amount after application of rebate/premium as quoted by the Tenderers with contingencies only and excluding price variation.

The PG shall be paid in one the following forms.

- i. Cash (In case guarantee amount is less than Rs.10,000/-)
- ii. Demand Draft (In case guarantee amount is less than Rs.1,00,000/-)
- iii. Government securities
- iv. Fixed Deposit Receipts (FDR) of a Schedule Bank.
- v. An electronically issued irrevocable bank guarantee bond of any Schedule bank or f in the prescribed form given in Annexure.

Performance Guarantee is applicable over and above the clause of Security Deposit. Performance Guarantee will have to be paid & shall be valid till the defect liability period or finalization of final bill whichever is later.

This deposit will be allowed in the form of I to V as mentioned above and shall be paid within 15 days after receipt of Letter of Acceptance.

**Note:** Following exceptions shall be adopted for 'Demolition Tenders':

- Irrespective of the offer (Rebate/ at par/ premium), ASD shall be differed and only PG of 10% of contract sum be taken from the successful bidder on award of contract only.
- BMC departments shall ensure to incorporate specific condition regarding above in bid document and e-tender notice.

#### **D. Refund of Security Deposit.**

##### **I. Refund of Contract Deposit**

The Contract Deposit shall be released within 30 days after successful completion of work/supply subject to no recoveries are pending against the said work, provided that the Engineer is satisfied that there is no demand outstanding against the Contractor.

##### **II. Refund of Retention Money (*Not Applicable*)**

One-half (50%) of the Retention Money shall be released within 30 days of issue of 'Certificate of Completion' with respect to the whole of the Works. In the event the Engineer issues a Taking-over Certificate for a section or part of the Permanent Works, only such proposition thereof as the Engineer determines (having regard to the relative value of such section or part of the Works) shall be considered by the Engineer for payment to the Tenderers.

The balance Retention Money shall be released within 30 days after completion of 3rd year of DLP (in case of 5 years DLP) and after issue of 'Defect Liability Certificate' (in case of 1 or 2 or 3 years DLP) provided that the Engineer is satisfied that there is no demand outstanding against the Tenderers. In the event of different Defects Liability Periods have been specified or become applicable to different sections or parts of the Permanent Works, the said moneys will be



released within 30 days on expiration of the latest of such Defects Liability Periods.

Payment of the above mentioned 50% is exclusive of the amounts to be withheld as stated in and that amount shall be paid as per condition stated therein.

### **III. Refund of Additional Security Deposit (*Not Applicable*)**

The additional security deposit shall be released within 30 days of issue of 'Certificate of Completion' with respect to the whole of the Works. In the event the Engineer issues a Taking-over Certificate for a section or part of the Permanent Works, only such proposition thereof as the Engineer determines (having regard to the relative value of such section or part of the Works) shall be considered by the Engineer for payment to the Tenderers.

### **IV. Refund of Performance Guarantee (*Not Applicable*)**

The Deposit on account of performance guarantee shall be released within 30 days of completion of Defects Liability Certificate subject finalization of final bill whichever is later and no recoveries are pending against the said work, provided that the Engineer is satisfied that there is no demand outstanding against the Tenderers.

- Summary of time of Refund of deposit is tabulated as follows:

- a. Time of Refund for works having 5 years DLP

Deposits refunded after completion	After 3 yrs of DLP	After Completion of DLP
ASD + 50% of RM	CD+50% of RM	PG

- b. Time of Refund for works having 1 or 2 or 3 years DLP

Deposits refunded after completion	After Completion of DLP
ASD + 50% of RM	CD+50% of RM+PG

#### **Note :**

- a. It shall be clearly mentioned that the BG shall be applicable for individual work/contract and clubbing of various contracts of the said Tenderers will not be allowed. In case of obtaining Bank Guarantee, it is necessary to mention that the same shall be valid further 6 months from the completion of defect liability period/ warranty period.
- b. It shall be the responsibility of the bidder to keep the submitted B.G. "VALID" for the stipulated time period in the tender & in case of its expiry it will attract penalization.

- c. Bank Guarantee should be issued by way of General Undertaking and Guarantee issued on behalf of the Tenderers by any of the Nationalized or Scheduled banks or branches of foreign banks operating under Reserve Bank of India regulations located in Mumbai up to Virar & Kalyan. List of approved Banks is appended at the end of Instructions to Bidders (ITB). The Bank Guarantee issued by branches of approved Banks beyond Kalyan and Virar can be accepted only if the said Bank Guarantee is countersigned by the Manager of a Regional Branch of the same bank within the Mumbai City Limit categorically endorsing thereon that the said Bank Guarantee is binding on the endorsing Branch of the Bank or the Bank itself within Mumbai Limits and is liable to be enforced against the said Branch of the Bank or the bank itself in case of default by the Tenderers furnishing the Bank Guarantee. The Bank Guarantee shall be renewed as and when required and/or directed from time to time until the Tenderers has executed and completed the works and remedied any defects therein.

**D. Legal + Stationary Charges: (As per applicable circular)**

Successful tender shall pay the Legal Charges + Stationary charges as per Circular no. 26206/Legal Department dtd. 31.08.2023 valid up to 31.03.2024. Successful tenderer shall pay as per revised rate beyond 31.03.2024.

Sr. No.	Contract Value	Legal & Stationary Charges
1	Rs. 50,000/-	Nil
2	Rs. 50,001/- to Rs.1,00,00,000/-	0.10% of contract value(convert into Next Hundreds) +18% GST (Min.Rs.1000/-to Max.Rs.10,000/-)
3	Rs. 1,00,00,001 to Rs.10,00,00,000/-	Rs.10,000/- for up to 1,00,00,000/- and for above 1,00,00,000/- 0.05%of contract value (convert into Next Hundreds)+18% GST

The tenderers are requested to note that stationary charges as given in the table above will be recovered from the successful tenderer for supply of requisite prescribed forms for preparing certificate bills in respect of the work.

**D. Stamp Duty: (As per applicable circular)**

It shall be incumbent on the successful tenderer to pay stamp duty on the contract.

- i. As per the provision made in Article 63, Schedule I of Bombay Stamp Act 1958, stamp duty is payable for "works contract" that is to say, a contract for works and labour or services involving transfer of property in goods (whether as goods or in some other form) in its execution and includes a sub-contract, as under :

(a)	Where the amount or value set forth in such contract does not exceed rupees ten lakhs.	<b>Five Hundred rupees</b> stamp duty
(b)	Where it exceeds rupees ten lakhs	Five hundred rupees plus 0.3% of the amount above rupees ten lakh subject to maximum of rupees twenty five lakh stamp duty.
(c)	Bank guarantee: As per article 54 read with 40(b) of stamp duty act, stamp duty of 0.5% will be applicable to the all bank guarantee submitted also which are required to be renewed after expiry of time period.	

- ii. The successful bidder shall enter into a contract agreement with BMC within 30 days from the date of issue of Work Order and the same should be adjudicated for payment of Stamp Duty by the successful bidder.
- iii. Further shortfall if any, in amount of stamp duty paid as against prescribed amount for the documents executed in Mumbai City & Mumbai Suburban District be recovered from the concerned work Tenderers and to deposit the deficit or unpaid Stamp Duty and penalty by two separate Demand Draft or Pay Order in favour of "Superintendent of Stamp, Mumbai" within 15 days from intimation thereof.
- iv. All legal charges and incidental expenses in this respect shall be borne and paid by the successful tenderer.

### **IMPORTANT DIRECTIONS**

1. All the information uploaded shall be supported by the corroborative documents in absence of which the information uploaded will be considered as baseless and not accepted for qualification criteria. All the documents shall be uploaded with proper pagination. The page No. shall be properly mentioned in the relevant places.

The information shall be uploaded in the sequence as asked for with proper indexing etc. The Bidder shall be fully responsible for the correctness of the information uploaded by him.

2. Applicants/Bidders shall refer portal.BMC.gov.in\tenders for "The Manual of Bid-Submission for Percentage Rate/Item Rate Tender Document." Refer the website <https://mahatenders.gov.in> under Bidders Manual Kit, for instruction to bidder.

Any queries or request for additional information concerning this TENDER shall be submitted by e-mail to [eemechscity1.so@mcgm.gov.in](mailto:eemechscity1.so@mcgm.gov.in) The subject shall clearly bear the following identification/ title: "Supply of Filter Papers, CRM Standards and Chemicals for Dadar laboratory situated at Dadar pumping station" of Sewerage Operations Department. Any changes in mail ID will be intimated on the portal.

- ~~3. In case of Equal Percentage of lowest bidders (L1), the allotment of work shall be done by giving 48 hrs(2 working days) from the day of opening of packet C on same BID Document number for re-quoting and such development needs to be done by IT department in BMC's SRM system. Till such development is made, 'Sealed Bids' shall be called from the bidders quoting the same rates i.e. L1. In case of equal percentage of lowest bidders is obtained even after re-quoting, then the successful bidder will be decided by lottery system by concerned Ch. Eng. The bidder shall need to submit the additional ASD if applicable within 7 days after receipt of notification issued by concerned Chief Engineer. Also, the Performance Guarantee shall be paid in 15 days after receipt of Letter of Acceptance.~~
4. Payment Terms: Within 30 days from the date of submission of bills subject to satisfactory completion of work & as per specified clause of technical specifications.
5. Penalty: As per Clause no. 84 General Conditions of Contract
6. Contract Deposit: The contract deposit is allowed in any form i.e. in Cash or Demand Draft or Government Securities or Fixed Deposit Receipts or in the form of Bank Guarantee. However, where the contract deposit is paid in the form of Government Securities or in the form of Fixed Deposit Receipts, the same shall be accompanied by a Power of Attorney in favour of BMC duly registered with CA (WSSD).

7. The Standard General Conditions of Contract for Construction Works 2017 is available on BMC portal.
8. The payment (in Indian Rupees only) shall be as per Section 9 -General conditions of Contract & as per Section 10 – Specifications Clause : Part IV : Payment Schedule.
9. Joint Venture Agreements shall not be entertained.
10. Variation shall not be entertained.
- ~~11. The contractor shall submit insurance issued by Directorate of Insurance, Maharashtra State, If not submitted then 1% of contract cost will be deducted.~~
12. Tax : GST is not applicable for this tender work as it is pure service nature of work.

~~While quoting the rates for BOQ items, Bidders shall quote the rates inclusive of profit & other cost including GST. Overall lowest bidder after quoting for all the Instruments i.e. all item of BOQ including GST shall be considered by BMC.~~

~~Input tax credit of GST as available with the bidder will not be claimed by BMC. However, while quoting the rates benefit of input tax credit or exemption shall be passed on to the BMC by way of equivalent reduction in quoted price.~~

**SECTION 7**  
**SCOPE OF WORK**

**SCOPE OF WORK:**

At present Dadar laboratory is collecting sewage samples from 8 WWTF, 37 satellite pumping stations, 2 marine outfalls, STPs and Mithi river locations of Mumbai and suburb areas. The samples are tested for various waste water parameters to check the compliance of the requirement of regulatory authorities. The Laboratory analytical data is essential document for CAG Audit.

The samples are tested for various waste water parameters to check the compliance of the requirement of regulatory authorities. The Laboratory analytical data is essential document for CAG Audit. Recently, Dadar Sewage laboratory received NABL accreditation on 13 September 2024 in accordance with the standard ISO / IEC 17025 : 2017 in the field of 'Chemical/ Testing with 5 parameters viz. BOD, COD, TSS, DO & pH.

The scope of work is aligned with NABL Surveillance Audit requirements under ISO/IEC 17025:2017 and applicable NABL documents. It includes a comprehensive review and updating of the Quality Management System (QMS), standard operating procedures, and technical documentation. The consultant is expected to conduct a gap analysis, mock internal audits, staff training, and assist in closing any non-conformities. Emphasis will also be placed on reviewing equipment calibration records, method validation, and ensuring participation in inter-lab comparison or proficiency testing programs. The laboratory's preparedness for NABL's on-site surveillance visit is a key deliverable, with full documentation, audit trail, and corrective actions in place.

Detailed scope is given in technical specifications in Section 10 of the SBD.

**SECTION 8**  
**BILL OF QUANTITIES**



## **BRIHANMUMBAI MUNICIPAL CORPORATION**

**Subject** : Providing Services related to NABL Onsite Surveillance, documentation, Audit Compliance, and Certification Support at Dadar Sewage Laboratory.

### **Bill of Quantities & Rates**

The successful bidder shall provide services as per following:

Sr. No.	Description	Unit	Qty	Rate per unit (in RS)	Amount
1.	Providing Services related to NABL Onsite Surveillance, documentation, Audit Compliance, and Certification Support at Dadar Sewage Laboratory.	Job	1	To be filled in online	To be filled in online
	GST (Since the subject work is of service nature of work. GST is exempted for this work)				0 %
	Grand total				To be filled in online

### **Terms and Conditions**

Note :

- 1) No extra / excess items will be considered/treated on the basis of missing item or for whatever reason.
- 2) Prices for all the items to be filled online in respective cells of item data of the tender on Maha e-tender.

**Signature of the authorized  
person of concern / company**

**SECTION 9**  
**GENERAL CONDITIONS OF CONTRACT**

## **General Conditions of Contract**

### **A. General**

#### **1. Definitions**

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

**The "Contract"** shall mean the tender and acceptance thereof and the formal agreement if any, executed between the Tenderers, Commissioner and the Corporation together with the documents referred to therein including these conditions and appendices and any special conditions, the specifications, designs, drawings, price schedules, bills of quantities and schedule of rates. All these documents taken together shall be deemed to form one Contract and shall be complementary to one another.

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

**The "Tenderers"** shall mean the individual or firm or company whether incorporated or not, whose tender has been accepted by the employer and the legal successor of the individual or firm or company, but not (except with the consent of the Employer) any assignee of such person.

**The Bidder** is a person or corporate body who has desired to submit Bid to carry out the Works, including routine maintenance till the tender process is concluded.

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

**The "Contract Sum"** means the sum named in the letter of acceptance including Physical contingencies subject to such addition thereto or deduction there-from as may be made under the provisions hereinafter contained.

**Note:** The contract sum shall include the following –

- In the case of percentage rate contracts the estimated value of works as mentioned in the tender adjusted by the Tenderers's percentage.
- In the case of item rate contracts, the cost of the work arrived at after finalization of the quantities shown in schedule of items / quantities by the item rates quoted by the tenderers for various items and summation of the extended cost of each item.
- In case of lumpsum contract, the sum for which tender is accepted.

- Special discount / rebate / trade discount offered by the tenderer if any and accepted by the Corporation.
- Additions or deletions that are accepted after opening of the tenders.

**The “Contract Cost”** means the Contract Sum plus Price Variation. This cost shall be included in the letter of acceptance.

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

**The Defects Liability Certificate** is the certificate issued by the Engineer, after the Defect Liability Period has ended and upon correction of Defects by the Tenderers.

Drawings means all the drawings, calculations and technical information of a like nature provided by the Engineer to the Tenderers under the Contract and all drawings, calculations, samples, patterns, models, operation & maintenance manual and other technical information of like nature submitted by the Tenderers and approved by the Engineer.

**The Authority** shall mean BRIHANMUMBAI MUNICIPAL CORPORATION (BMC)

**The “Employer”** shall mean the Municipal Corporation for Greater Mumbai / Municipal Commissioner for Greater Mumbai, for the time being holding the said office and also his successors and shall also include all “Additional Municipal Commissioners, Director (Engineering Services & Projects)” and the Deputy Municipal Commissioner, to whom the powers of Municipal Commissioner, have been deputed under Section 56 and 56B of the Mumbai Municipal Corporation Act.

**The Engineer in-charge** shall mean the Executive Engineer in executive charge of the works and shall include the superior officers of the Engineering department i.e. Dy.Ch.Eng / Ch.Eng. and shall mean and include all the successors in BMC

**The Engineer's Representative** shall mean the Assistant Engineer, Sub. Engineer/Jr. Engineer in direct charge of the works and shall include Sub Eng./ Jr. Eng of Civil section/ Mechanical section/ Electrical section appointed by BMC.

**The “Engineer”** shall mean the City Engineer / the Hydraulic Engineer / the Chief Engineer / the Special Engineer, appointed for the time being or any other officer or officers of the Municipal Corporation who may be authorized by the commissioner to

carry out the functions of the City Engineer / the Hydraulic Engineer / the Chief Engineer / the Special Engineer or any other competent person appointed by the employer and notified in writing to the Tenderers to act in replacement of the Engineer from time to time.

**Tenderers's Equipment** means all appliances and things of whatsoever nature required for the execution and completions of the Works and the remedying of any defects therein, but does not include plant material or other things intended to form or forming part of the Permanent Works.

**The Initial Contract Price** is the Contract Price listed in the Employer's Letter of Acceptance.

**The Intended Completion Date** is the date on which it is intended that the Tenderers shall complete the construction works. The Intended Completion Date is specified in the Contract Data. The Intended Completion Date may be revised only by the Engineer by issuing an extension of time.

**Materials** are all supplies, including consumables, used by the Tenderers for incorporation in the Works and works of routine maintenance.

**Plant** is any integral part of the Works that shall have a mechanical, electrical, electronic, chemical, or biological function.

**Routine Maintenance** is the maintenance of activities of the completed structure for five years as specified in the Contract Data.

**The "Site"** shall mean the land and other places including water bodies more specifically mentioned in the special conditions of the tender, on, under in or through which the permanent works or temporary works are to be executed and any other lands and places provided by the Municipal Corporation for working space or any other purpose as may be specifically designated in the contract as forming part of the site.

**Site Investigation Reports** are those that were included in the bidding documents and are reports about the surface and subsurface conditions at the Site.

**“Specification”** shall mean the specification referred to in the tender and any modification thereof or addition or deduction thereto as may from time to time be furnished or approved in writing by the Engineer.

**The Start Date/Commencement Date** is given in the Contract Data. It is the date when the Tenderers shall commence execution of the Works. It does not necessarily coincide with any of the Site Possession Dates.

**A Nominated Sub-Tenderers** is a person or corporate body who has a Contract with the Tenderers to carry out a part of the construction work and/or routine maintenance in the Contract, which includes work on the Site.

**Temporary Works** are works designed, constructed, installed, and removed by the Tenderers that are needed for construction or installation of the Works.

**Variation** means a change to the:-

- i. Specification and /or Drawings (if any) which is instructed by the Employer.
- ii. Scope in the Contract which is instructed by the Employer.
- iii. Price in the Contract which is instructed by the Employer.

**The Works**, as defined in the Contract Data, are what the Contract requires the Tenderers to construct, install, maintain, and turn over to the Employer. Routine maintenance is defined separately.

**Jurisdiction:** In case of any claim, dispute or difference arising in respect of a contract, the cause of action thereof shall be deemed to have arisen in Mumbai and all legal proceedings in respect of any claim, dispute or difference shall be instituted in a competent court in the City of Mumbai only.

## **2. Interpretation**

2.1 In interpreting these Conditions of Contract, singular also means plural, male also means female or neuter, and the other way around. Headings have no significance. Words have their normal meaning under the language of the Contract unless specifically defined. The Engineer will provide instructions clarifying queries about these Conditions of Contract.

2.2 If sectional completion is specified in the Contract Data, references in the Conditions of Contract to the Works, the Completion Date, and the Intended Completion Date apply to any Section of the Works (other than references to the Completion Date and Intended Completion Date for the whole of the Works).

2.3 The documents forming the Contract shall be interpreted in the following documents:

(1) Agreement, (2) Letter of Acceptance, (3) Notice to Proceed with the Work , (4) Tenderers's Bid, (5) Contract Data, (6) Special Conditions of Contract Part (7) General Conditions of Contract Part I, (8) Specifications, (9) Drawings, (10) Bill of Quantities, and (11) Any other document listed in the Contract Data.

### **3. Engineer's Decisions**

3.1 Except where otherwise specifically stated, the Engineer will decide contractual matters between the Employer and the Tenderers in the role representing the Employer. However, if the Engineer is required under the rules and regulations and orders of the Employer to obtain prior approval of some other authorities for specific actions, he will so obtain the approval, before communicating his decision to the Tenderers.

3.2 Except as expressly stated in the Contract, the Engineer shall not have any authority to relieve the Tenderers of any of his obligations under the contract.

### **4. Delegation**

4.1 The Engineer, with the approval of the Employer, may delegate any of his duties and responsibilities to other person(s), except to the Adjudicator, after notifying the Tenderers, and may cancel any delegation after notifying the Tenderers.

### **5. Communications**

All certificates, notices or instructions to be given to the Tenderers by Employer/ Engineer shall be sent on the address or contact details given by the Tenderers of Bid. The address and contact details for communication with the Employer/ Engineer shall be as per the details given in Contract Data. Communications between parties that are referred to in the conditions shall be in writing. The Notice sent by facsimile (fax) or other electronic means shall be effective on confirmation of the transmission. The Notice

sent by Registered post or Speed post shall be effective on delivery or at the expiry of the normal delivery period as undertaken by the postal service.

## **6. Subcontracting**

6.1 Unless specifically mentioned in the contract subletting will not be allowed. Subletting, where otherwise provided by the contract shall not be more than 25% of the contract price.

6.2 The Tenderers shall not be required to obtain any consent from the Employer for:

- a. the sub-contracting of any part of the Works for which the SubTenderers is named in the Contract;
- b. The provision for labour, or labour component.
- c. The purchase of Materials which are in accordance with the standards specified in the Contract.

6.3 Beyond what has been stated in clauses 6.1 and 6.2, if the Tenderers proposes sub contracting any part of the work during execution of the Works, because of some unforeseen circumstances to enable him to complete the Works as per terms of the Contract, the Employer will consider the following before according approval:

- a. The Tenderers shall not sub-contract the whole of the Works.
- b. The permitted subletting of work by the Tenderers shall not establish any contractual relation-ship between the sub-Tenderers and the BMC and shall not relieve the Tenderers of any responsibility under the Contract.

6.4 The Engineer should satisfy himself before recommending to the Employer whether

- a. the circumstances warrant such sub-contracting; and
- b. The sub-Tenderers so proposed for the Work possesses the experience, qualifications and equipment necessary for the job proposed to be entrusted to him.

## **7. Other Tenderers**

7.1 The Tenderers shall cooperate and share the Site with other Tenderers, public authorities, utilities, and the Employer between the dates given in the Schedule of Other Tenderers, as referred to in the Contract Data. The Tenderers shall also provide facilities



and services for them as described in the Schedule. The Employer may modify the Schedule of Other Tenderers, and shall notify the Tenderers of any such modification.

7.2 The Tenderers should take up the works in convenient reaches as decided by the Engineer to ensure there is least hindrance to the smooth flow and safety of traffic including movement of vehicles and equipment of other Tenderers till the completion of the Works.

## **8. Personnel**

8.1 The Tenderers shall employ for the construction work and routine maintenance the key personnel including technical personnel named in the Contract Data or other personnel approved by the Engineer. The Engineer will approve any proposed replacement of technical personnel only if their relevant qualifications and abilities are substantially equal to those of the personnel stated in the Contract Data.

8.2 The Tenderers's personnel shall appropriately be qualified, skilled and experienced in their respective trades or occupations. The Engineer shall have authority to remove, or cause to be removed, any person employed on the site or works, who carries out duties incompetently or negligently and persists in any conduct which is prejudicial to safety, health or the protection of the environment.

8.3 If the Engineer asks the Tenderers to remove a person who is a member of the Tenderers's staff or work force, stating the reasons, the Tenderers shall ensure that the person leaves the Site within seven days and has no further connection with the Works in the Contract.

8.4 The Tenderers shall not employ any retired Gazetted officer who has worked in the Engineering Department of the BMC /State Government and has either not completed two years after the date of retirement or has not obtained BMC/State Government's permission to employment with the Tenderers.

## **9. Employer's and Tenderers's Risks**

9.1 The Employer carries the risks which this Contract states are Employer's risks, and the Tenderers carries the risks which this Contract states are Tenderers's risks.

## **10. Employer's Risks**

10.1 The Employer is responsible for the excepted risks which are (a) in so far as they directly affect the execution of the Works in the Employer's country, the risks of war, invasion, act of foreign enemies, rebellion, revolution, insurrection or military or usurped power, civil war, riot, commotion or disorder (unless restricted to the Tenderers's employees) and contamination from any nuclear fuel or nuclear waste or radioactive toxic explosive, or (b) a cause due solely to the design of the Works, other than the Tenderers's design.

## **11. Tenderers's Risks**

11.1 All risks of loss of or damage to physical property and of personal injury and death which arise during and in consequence of the performance of the Contract other than the excepted risks, referred to in clause 11.1, are the responsibility of the Tenderers.

## **12. Insurance :**

12.1 The Tenderers at his cost shall provide, in the joint names of the Employer and the Tenderers, insurance cover from the Start Date to the end of Defects Liability Period, in the amounts and deductibles stated in the Contract Data for the following events which are due to the Tenderers's risks:

- a. Loss of or damage to the Works, Plant and Materials;
- b. Loss of or damage to Equipment;
- c. Loss of or damage to property (other than the Works, Plant, Materials, and Equipment) in connection with the Contract; and
- d. Personal injury or death.

12.2 Insurance policies and certificates for insurance shall be delivered by the Tenderers to the Engineer for the Engineer's approval before the Start Date. All such insurance shall provide for compensation to be payable in the types and proportions of currencies required to rectify the loss or damage incurred.

12.3 Alterations to the terms of insurance shall not be made without the approval of the Engineer.

12.4 Both parties shall comply with any conditions of the insurance policies.

12.5 If the Tenderers does not provide any of the policies and certificates required, the Employer may affect the insurance which the Tenderers should have provided and recover the premiums the Employer has paid, from payments otherwise due to the Tenderers or if no payment is due, the payment of premiums shall be debt due.

### **13. Site Investigation Reports**

13.1 The Tenderers, in preparing the Bid, may rely, at his own risk, on any Site Investigation Reports referred to in the Contract Data, supplemented by any other information available to him, before submitting the bid.

### **14. Queries about the Contract Data**

14.1 The Engineer will clarify queries on the Contract Data.

### **15. Tenderers to Construct the Works and Undertake Maintenance (if specified in the tender)**

15.1 The Tenderers shall construct, and install and maintain the Works in accordance with the Specifications and Drawings and as per instructions of the Engineer.

15.2 The Tenderers shall construct the works with intermediate technology, i.e., by manual means with medium input of machinery required to ensure the quality of works as per specifications. The Tenderers shall deploy the equipment and machinery as required in the contract.

15.3 The Tenderers shall take all reasonable steps to protect the environment on and off the Site and to avoid damage or nuisance to persons or to property of the public or others resulting from pollution, noise or other causes arising as a consequence of his methods of operation.

During continuance of the contract, the Tenderers and his sub-Tenderers shall abide at all times by all existing enactments on environmental protection and rules made there under, regulations, notifications and byelaws of the State or Central Government, or local authorities and any other law, bye-law, regulations that may be passed or notification that may be issued in future by the State or Central Government or the local authority. Salient features of some of the major laws that are applicable are given below:

- The Water (Prevention and Control of Pollution) Act, 1974, this provides for the prevention and control of water pollution and the maintaining and restoring of wholesomeness of water. 'Pollution' means such contamination of water or such alteration of the physical, chemical or biological properties of water or such discharge of any sewage or trade effluent or of any other liquid, gaseous or solid substance into water (whether directly or indirectly) as may, or is likely to, create a nuisance or render such water harmful or injurious to public health or safety, or to domestic, commercial, industrial, agricultural or other legitimate uses, or to the life and health of animals or plants or of aquatic organisms.
- The Air (Prevention and Control of Pollution) Act, 1981, this provides for prevention, control and abatement of air pollution. 'Air Pollution' means the presence in the atmosphere of any 'air pollutant', which means any solid, liquid or gaseous substance (including noise) present in the atmosphere in such concentration as may be or tend to be injurious to human beings or other living creatures or plants or property or environment.
- The Environment (Protection) Act, 1986, this provides for the protection and improvement of environment and for matters connected therewith, and the prevention of hazards to human beings, other living creatures, plants and property. 'Environment' includes water, air and land and the inter-relationship which exists among and between water, air and land, and human beings, other living creatures, plants, micro-organism and property.
- The Public Liability Insurance Act, 1991, This provides for public liability insurance for the purpose of providing immediate relief to the persons affected by accident occurring while handling hazardous substances and for matters connected herewith or incidental thereto. Hazardous substance means any substance or preparation which is defined as hazardous substance under the Environment (Protection) Act 1986, and exceeding such quantity as may be specified by notification by the Central Government.

## **16. The Works and Routine Maintenance to be completed by the Intended Completion Date**

16.1 The Tenderers may commence execution of the Works on the Start Date and shall carry out the Works and Routine Maintenance, if specified in the tender, in accordance with the Programme submitted by the Tenderers, as updated with the approval of the Engineer, and complete them by the Intended Completion Date.

## **17. Approval by the Engineer**

17.1 The Tenderers shall submit Specifications and Drawings showing the proposed Temporary Works to the Engineer, who is to approve them if they comply with the Specifications and Drawings.

17.2 The Tenderers shall be responsible for design and safety of Temporary Works.

17.3 The Engineer's approval shall not alter the Tenderers's responsibility for design and safety of the Temporary Works.

17.4 The Tenderers shall obtain approval of third parties to the design of the Temporary Works, where required.

17.5 All Drawings prepared by the Tenderers for the execution of the temporary or permanent Works, are subject to prior approval by the Engineer before their use.

## **18. Safety**

**18.1** The Tenderers shall be responsible for the safety of all activities on the Site. He shall comply with all applicable safety requirements and take care of safety of all persons entitled to be on the site and the works. He shall use reasonable efforts to keep the site and the works, both during construction and maintenance, clear of unnecessary obstruction so as to avoid danger to the persons and the users.

- Workers employed on mixing asphalt materials, cement and lime mortars shall be provided with protective footwear and protective goggles.

- Stone breaker shall be provided with protective goggles and protective clothing and seated at sufficiently safe intervals.
- The area should be barricaded or cordoned off by suitable means to avoid mishaps of any kind. Power warning signs should be displayed for the safety of the public whenever cleaning works are undertaken during night or day.
- The workers engaged for cleaning the manholes/sewers should be properly trained before allowing working in the manhole.

### **18.2 Safety Programs:-**

- I. Have adequate safety supervision in place to ensure that safety programs set up by the firms/agencies are in compliance with prevalent laws and regulations.
- II. Review safety programs developed by each of the trade firms, prepare and submit a comprehensive safety program.
- III. Monitor day to day implementation of safety procedures.

### **18.3 First Aid Facilities: -**

- i. At every work place there shall be provided and maintained, so as to be easily accessible during working hours, first-aid boxes at the rate of not less than one box for 150 contract labour or part thereof ordinarily employed.
- ii. The first-aid box shall be distinctly marked with a red cross on white back ground.
- iii. Adequate arrangements shall be made for immediate recoupment of the equipment when necessary.
- iv. Nothing except the prescribed contents shall be kept in the First-aid box.
- v. The first-aid box shall be kept in charge of a responsible person who shall always be readily available during the working hours of the work place.
- vi. A person in charge of the First-aid box shall be a person trained in First-aid treatment, in the work places where the number of contract labour employed is 150 or more.

## **19. Discoveries**

19.1 Anything of historical or other interest or of significant value unexpectedly discovered on the Site shall be the property of the Employer. The Tenderers shall notify the Engineer of such discoveries and carry out the Engineer's instructions for dealing with them.

## **20. Possession of the Site ( Not Applicable )**

20.1 The Employer shall handover complete or part possession of the site to the Tenderers 7 days in advance of construction programme. At the start of the work, the Employer shall handover the possession of at-least 75% of the site free of all encumbrances, the remaining 25% of the possession as per Tenderers's construction programme.

## **21. Access to the Site**

21.1 The Tenderers shall allow access to the Site and to any place where work in connection with the Contract is being carried out, or is intended to be carried out to the Engineer and any person/persons/agency authorized by: a. The Engineer b. The Employer or authorized by the Employer.

## **22. Instructions**

22.1 The Tenderers shall carry out all instructions of the Engineer, which comply with the applicable laws where the Site is located.

22.2 The Tenderers shall permit the appointed and/or authorized persons to inspect the Site and/or accounts and records of the Tenderers and its subTenderers relating to the performance of the Contract, and to have such accounts and records audited by auditors appointed, if so required. The Tenderers's attention is invited to Clause of 'Fraud and Corruption', which provides, inter alia, that acts intended to materially impede the exercise of the inspection and audit rights provided for under the Clause & constitute a obstructive practice subject to contract termination.

22.3 Engineer to have power to issue further drawings or instructions:

The Engineer shall have the power and authority from time to time and at all times to make and issue such further drawings and to give such further instructions and directions as may appear to him necessary or proper for the guidance of the

Tenderers and the good and sufficient execution of the works according to terms of the specifications and Tenderers shall receive, execute, obey and be bound by the same, according to the true intent and meaning thereof, as fully and effectually as though the same had accompanied or had been mentioned or referred to in the specification, and the Engineer may also alter or vary the levels or position of nature of works contemplated by the specifications, or may order any of the works contemplated thereby to be omitted, with or without the substitution of any other works in lieu thereof, or may order any work or any portion of work executed or partially executed, to be removed, changed or altered, added if needful, may order that other works shall be substituted instead thereof and difference of expense occasioned by any such diminution or alteration so ordered and directed shall be added to or deducted from the amount of this Contract, as provided under condition no.10(a) hereinafter.

No work which radically changes the original nature of the Contract shall be ordered by the Engineer and in the event of any deviation being ordered which in the opinion of the Tenderers changes the original nature of Contract he shall nevertheless carry it out and disagreement as to the nature of the work and the rate to be paid therefore shall be resolved in accordance with condition no.13d.

The time for completion of the Works, shall be in even of any deviations resulting in additional cost over the contract price being ordered, be extended or reduced reasonably by the Engineer. The Engineer's decision in this case shall be final.

## **B. Time Control**

### **23. Program**

23.1 Within the time stated in the Contract Data, the Tenderers shall submit to the Engineer for approval a Programme, including Environment Management Plan showing the general methods, arrangements, order, and timing for all the activities in the Works, along with monthly cash flow forecasts for the construction of works. After the completion of the construction works, the programme for the Routine Maintenance Work, showing the general methods, arrangements, order and timing



for all the activities involved in the Routine Maintenance will also be submitted by the Tenderers to the Engineer for approval if specified in the tender. The programme for Routine Maintenance will be submitted in each year for the period of Maintenance.

23.2 The Tenderers shall submit the list of equipment and machinery being brought to site, the list of key personnel being deployed, the list of machinery/ equipments being placed in field laboratory and the location of field laboratory along with the Programme. The Engineer shall cause these details to be verified at each appropriate stage of the programme.

23.3 An update of the Programme shall be a programme showing the actual progress achieved on each activity and the effect of the progress achieved on the timing of the remaining Works, including any changes to the sequence of the activities.

23.4 The Tenderers shall submit to the Engineer for approval an updated Programme at intervals no longer

than the period stated in the Contract Data. If the Tenderers does not submit an updated Programme within this period, the Engineer may withhold the amount stated in the Contract Data from the next payment certificate and continue to withhold this amount until the next payment after the date on which the overdue Programme has been submitted.

23.5 The Engineer's approval of the Programme shall not alter the Tenderers's obligations. The Tenderers may revise the Programme and submit it to the Engineer again at any time. A revised Programme shall show the effect of Variations and Compensation Events.

## **24. Extension Of Time In Contracts:**

Subject to any requirement in the contract as to completion of any portions or portions of the works before completion of the whole, the Tenderers shall fully and finally complete the whole of the works comprised in the contract (with such modifications as may be directed under conditions of this contract) by the date entered in the contract or extended date in terms of the following clauses:

### **a. Extension attributable to BMC**

- i. **Extension Due To Modification:** If any modifications have been ordered which in the opinion of the Engineer have materially increased the magnitude of the work, then such extension of the contracted date of completion may be granted as shall appear to the Engineer to be reasonable in the circumstances, provided

moreover that the Tenderers shall be responsible for requesting such extension of the date as may be considered necessary as soon as the cause thereof shall arise and in any case **should not be less than 30 days before the expiry of the date fixed for completion of the works.**

- ii. **Extension For Delay Due To BMC:** In the event of any failure or delay by the BMC to hand over the Tenderers possession of the lands necessary for the execution of the works or to give the necessary notice to commence the works or to provide the necessary drawings or instructions or any other delay caused by the BMC due to any other cause whatsoever, then such failure or delay shall in no way affect or vitiate the contract or alter the character thereof or entitle the Tenderers to damages or compensation therefore, but in any such case, the BMC may grant such extension(s) of the completion date as may be considered reasonable.

**Note: For extension of time period as governed in (i) and (ii) above, any modifications in design/drawings, specifications, quantities shall be needed to be justified with recorded reasons with approval of Ch.Eng. for not anticipating the same while preparing estimates and draft tender.**

- b. **Extension Of Time For Delay Due To Tenderers:** The time for the execution of the work or part of the works specified in the contract documents shall be deemed to be the essence of the contract and the works must be completed no later than the date(s) / the programme for completion of work as specified in the contract. If the Tenderers fails to complete the works within the time as specified in the contract for the reasons other than the reasons specified in above as (a.i) and (a.ii), the BMC may, if satisfied that the works can be completed by the Tenderers within reasonable short time thereafter, allow the Tenderers for further extension of time as the Engineer may decide.

On such extension the BMC will be entitled without prejudice to any other right and remedy available on that behalf, to recover the compensation as governed by Clause 8(e) of GCC.

For the purpose of this Clause, the contract value of the works shall be taken as value of work as per contract agreement including any supplementary work order/contract agreement issued.

**Further, competent authority while granting extension to the currency of contract under Clause (b) of as above may also consider levy of penalty, as deemed fit based on the merit of the case. Also, the reasons for granting extension shall be properly documented.**

## **25. Delays Ordered by the Engineer**

25.1 The Engineer may instruct the Tenderers to delay the start or progress of any activity within the Works. Delay/delays totaling more than 30 days will require prior written approval of the DMC/AMC.

## **26. Management Meetings**

26.1 The Engineer may require the Tenderers to attend a management meeting. The business of a management meeting shall be to review the plans for progress of the Works.

26.2 The Engineer shall record the business of management meetings and provide copies of the record to those attending the meeting. The responsibility of the parties for actions to be taken shall be decided by the Engineer either at the management meeting or after the management meeting and stated in writing to all those who attended the meeting.

## **C) Quality**

### **27. Quality Control**

#### **27.1. Work to be open to Inspection and Tenderers or Responsible agent to be present**

All works under or in course of execution or executed in pursuance of the contract shall at all times be open to the inspection and supervision of the Eng-in-charge and his subordinates and the Tenderers shall at all times during the usual working hours, at all other times, during the usual working hours and at all other times at which reasonable notice of the intention of the Eng-in-charge and his subordinates to visit the works shall have been given to the Tenderers, either himself be present to receive orders and instruction or have responsible agent duly accredited in writing present for that purpose. Order given to the Tenderers' duly authorized agent shall be considered to have the same force and effect as if they had been given to the Tenderers himself.

#### **27.2. Notice To Be Given Before Work Is Covered Up**

The Tenderers shall give not less than ten days' notice in writing to the Eng-In-Charge or his subordinate in charge of the work before covering up or otherwise placing beyond the reach of measurement any work in order that the same may be measured and correct dimension thereof taken before the same is so covered up or placed beyond

the reach of measurements and shall not cover up or place beyond the reach of measurement any work without the consent in writing of the Eng-In-Charge or his subordinate in charge of the work, and if any work shall be covered up or placed beyond the reach of measurement, without such notice having been given or consent obtained the same shall be uncovered at the Tenderers expenses, and in default thereof no payment or allowance shall be made for such work or for the materials with which the same was executed

**27.3 Works to be executed in accordance with specifications / drawings / orders etc.:**

The Tenderers shall execute the whole and every part of the work the most substantial and workman like manner and both has regards material and every other respect in strict accordance with specifications. The Tenderers shall also confirm exactly, fully and faithfully to the designs, drawings and instructions in writing relating to the work signed by the Engineer In-charge and lodged in his office and to which the Tenderers shall be entitled to have access for the purpose of inspection at such office, or on the site or work during office hours. The Tenderers shall be entitled to receive three sets of contract drawings and working drawings as well as one certified copy of the accepted tender along with the work order free of cost.

**27.4 Ready Mix Concrete/ Asphalt Mix( Not Applicable )**

The Tenderers shall have to arrange Ready Mix concrete (RMC)/Asphalt from RMC/ASPHALT producing plants registered with BMC

- i. The Tenderers shall, within a 7 days of award of the work, submit a list of at least three RMC/Asphalt producers with details of such plants including details and number of transit, mixers & pumps etc. to be deployed indicating name of owner/company, its location, capacity, technical establishment.

The Engineer-in-charge will reserve right to inspect at any stage and reject the concrete if he is not satisfied about quality of product at the user's end.

- ii. The Engineer-in-charge reserves the right to exercise control over the:-
  - a. Calibration check of the RMC/Asphalt plant.

- b. Weight and quantity check on the ingredients, water and admixtures added for batch mixing for RMC plants
- c. Time of mixing of concrete/grade of asphalt.
- d. Testing of fresh concrete/asphalt mix, recording of results and declaring the mix fit or unfit for use. This will include continuous control on the work ability during production and taking corrective action, if required.
- e. For exercising such control, the Engineer-in-charge shall periodically depute his authorized representative at the RMC/Asphalt plant. It shall be responsibility of the Tenderers to ensure that all necessary equipment, manpower & facilities are made available to Engineer-in-charge and or his authorized representative at RMC/Asphalt plant.
- f. All required relevant records of RMC/Asphalt mix shall be made available to the Engineer-in-charge or his authorized representative. Engineer-in-charge shall, as required, specify guidelines & additional procedures for quality control & other parameters in respect of material production& transportation of concrete mix which shall be binding on the Tenderers& the RMC/Asphalt plant. Only concrete as approved in design mix by Engineer-in-charge shall be produced in RMC plant and transported to the site.
- g. The contractor shall have to produce a copy of chalan receipts/SCADA reports/VTS reports as issued by the RMC/Asphalt plant as a documentary proof in lieu of supply of RMC/Asphalt mix before releasing payment.

## **28. Identifying Defects**

28.1 The Engineer shall check the Tenderers's work and notify the Tenderers of any Defects that are found. Such checking shall not affect the Tenderers's responsibilities. The Engineer may instruct the Tenderers to search for a Defect and to uncover and test any work that the Engineer considers may have a Defect.

28.2 The Tenderers shall permit the Employer's technical person(s) to check the Tenderers's work and notify the Engineer and Tenderers if any defects that are found.

## **29. Tests ( Not Applicable )**

29.1 For carrying out mandatory tests as prescribed in the specifications, the Tenderers shall establish field laboratory at the location decided by Engineer. The field laboratory will have minimum of equipments as specified in the Contract Data. The Tenderers shall be solely responsible for:

- a. Carrying out the mandatory tests prescribed in the Specifications, and
- b. For the correctness of the test results, whether preformed in his laboratory or elsewhere.

29.2 If the Engineer instructs the Tenderers to carry out a test not specified in the Specification/ Quality Assurance Handbook to check whether any work has a Defect and the test shows that it does, the Tenderers shall pay for the test and any samples. If there is no defect, the test shall be a compensation event.

When required by the Engineer-in-charge the Tenderers(s) shall supply for the purpose of testing samples of all materials proposed to be used in the works. Samples submitted either to govern bulk supplies or required for testing before use shall be in suitable packages to contain them and shall be provided free of charge by the Tenderers. The cost of testing shall be borne by the Tenderers even if the result of the sample confirm or do not confirm to the relevant BIS code specifications.

- i. All expenditure required to be incurred for taking the samples conveyance, packing shall be borne by the contractor himself.
- ii. The failed material shall be removed from the site by the Tenderers at his own cost within a week time of written order of the Engineer-in-charge.

## **29.3 Setting of Site Laboratories: ( Not Applicable )**

Tenderers shall set up a laboratory at site before commencement of work at their cost for performing various tests and at least the following machines and equipments shall be provided therein –

1. Set of Sieves as per I.R.C. /I.S.
2. Compressive Testing Machine (For new works)
3. Oven, Electrically Operated

4. Weighing Balance (20 kg capacity)
5. 3 m straight edge
6. Sieve shaker
7. First Aid Box
8. Measuring Jar (for silt content)
9. Other Machines/apparatus as may be directed by the Engineer
10. Vernier Caliber
11. Level / Theodolite

All the test records shall be maintained in the site office and made available as and when required. The laboratory must be established within 15 days from the date of receipt of the orders from Engineer In charge. On failure to do so, a penalty of Rs 1000/- per day shall be imposed.

The Tenderers shall install testing equipment at site. The Tenderers shall ensure and certify the calibration of the equipment so installed and shall maintain the same in working order throughout the period of construction. The Tenderers shall also provide necessary technically qualified experienced trained staff for carrying out such tests for using such equipment. The tests shall be carried out under the supervision of the Engineer-in-charge. The calibration shall be checked every twelve months as directed by Engineer-in-charge.

### **30. Correction of Defects noticed during the Defects Liability Period.**

30.1 (a) The Engineer shall give notice to the Tenderers of any Defects before the end of the Defects Liability Period, which begins at Completion and ends after five years. The Defects Liability Period shall be extended for as long as Defects remain to be corrected.

(b) Every time notice of Defect/Defects is given, the Tenderers shall correct the notified Defect/Defects within the duration of time specified by the Engineer's notice.

(c) The Engineer may issue notice to the Tenderers to carry out removal of defects or deficiencies, if any, noticed in his inspection, or brought to his notice. The Tenderers shall remove the defects and deficiencies within the period specified in the notice and submit to the Engineer a compliance report.

### **31. Uncorrected Defects and Deficiencies**

31.1 If the Tenderers has not corrected a Defect pertaining to the Defect Liability Period under clause and deficiencies in maintenance, to the satisfaction of the Engineer, within the time specified in the Engineer's notice, the Engineer will assess the cost of having the Defect or deficiency corrected, and the Tenderers shall pay this amount, on correction of the Defect or deficiency by another agency.

#### **D. Cost Control**

### **32. Variations ( Not Applicable )**

The Engineer shall, having regard to the scope of the Works and the sanctioned estimated cost, have power to order, in writing, Variations within the scope of the Works he considers necessary or advisable during the progress of the Works. Such Variations shall form part of the Contract and the Tenderers shall carry them out and include them in updated Programmes produced by the Tenderers. Oral orders of the Engineer for Variations, unless followed by written confirmation, shall not be taken into account.

### **33. Payments for Variations ( Not Applicable )**

33.1 If rates for Variation items are specified in the Bill of Quantities, the Tenderers shall carry out such work at the same rate.

33.2 The rate for Extra/Excess shall be governed by clause 10.A of Standard General Condition of Contract

### **34. Cash Flow Forecasts ( Not Applicable )**

When the Programme is updated, the Tenderers shall provide the Engineer with an updated cash flow forecast.

### **35. Payment Certificates**

The payment to the Tenderers will be as follows for construction work:

- a. A bill shall be submitted by the Tenderers monthly or before the date fixed by the Engineer In-charge for all works executed in the previous month, and the Engineer In-charge shall take or cause to be taken requisite measurement for the purpose of having the same verified and the claim, so far as it is admissible, shall be adjusted, if possible, within 10 days from the presentation of the bill. If the



Tenderers does not submit the bill within the time fixed as aforesaid, the Engineer In-charge may depute a subordinate to measure up the said work in the presence of the Tenderers or his duly authorized agent whose counter signature to the measurement list shall be sufficient warrant, and Engineer In-Charge may prepare a bill from such list which shall be binding on the Tenderers in all respects.

- b. The Engineer shall check the Tenderers's fortnightly/monthly statement within 14 days and certify the amount to be paid to the Tenderers.
- c. The value of work executed shall be determined, based on measurements by the Engineer.
- d. **The value of work executed shall comprise the value of the quantities of the items in the Bill of Quantities completed.**
- e. The value of work executed shall also include the valuation of Variations and Compensation Events.
- f. The Engineer may exclude any item certified in a previous certificate or reduce the proportion of any item previously certified in any certificate in the light of later information. (g) The Tenderers shall submit all bills on the printed forms at the office of Engineer In-charge. The charges to be made in the bills shall always be entered at the rates specified in tender.

### **36. Payments**

36.1 Payments shall be adjusted for deductions for advance payments, retention, security deposit, other recoveries in terms of the Contract and taxes at source, as applicable under the law. The Employer shall pay the Tenderers the amounts certified by the Engineer within 15 days of the date of each certificate.

36.2 All sums payable by a Tenderers by way of compensation under any of these conditions, shall be considered as a reasonable compensation to be applied to the use of BMC without reference to the actual loss or damage sustained and whether any damage has or has not been sustained.

36.3 No payment shall be made for any work estimated to cost less than Rupees One Thousand till after the whole of work shall have been completed and the certificate of completion given. But in the case of works estimated to cost more than Rs. One Thousand, the Tenderers shall on submitting a monthly bill therefore be entitled to receive payment proportionate to the part of the work than approved and passed by the Engineer In-charge, whose certificate of such approval and passing of the sum so payable shall be final and conclusive against the Tenderers. All such intermediate payments shall be regarded as payments by way of advance against the final payments only and not as payments for work actual done and completed and shall not preclude the Engineer In-charge from requiring any bad, unsound, imperfect or unskillful work to be removed or taken away and reconstructed or re-erected nor shall any such payment be considered as an admission of the due performance of the contract or any part thereof in any respect or the offering of any claim not shall it conclude, determine or effect in any other way, the powers of the Engineer In-charge as to the final settlement and adjustment of the accounts or otherwise, or in any other way vary or effect the contract. The final bill shall be submitted by the Tenderers within one month of the date fixed for the completion of the work otherwise the Engineer In-charge's certificate of the measurements and of the total amount payable for the work shall be final and binding on all parties.

**37.** The Tenderers shall not be entitled to compensation to the extent that the Employer's interests are adversely affected by the Tenderers for not having given early warning or not having cooperated with the Engineer.

**38. Tax :** GST is not applicable for this tender work as it is pure service nature of work ~~While quoting the rates for BOQ items, Bidders shall quote the rates inclusive of profit & other cost incurred other than GST — Not including GST (excluding GST). GST as applicable shall be applied by BMC at the time of awarding the contract/at the time of billing which shall be binding for all the bidders. Overall lowest bidder after quoting for all the items of BOQ excluding GST shall be considered by BMC.~~

~~———— Input tax credit of GST as available with the bidder will not be claimed by BMC. However, while quoting the rates benefit of input tax credit or exemption shall be passed on to the BMC by way of equivalent reduction in quoted price~~

**39. Currencies**

All payments will be made in Indian Rupees.

#### **40. Liquidated Damages**

Both, the Tenderers and the Employer have agreed that it is not feasible to precisely estimate the amount of losses due to delay in completion of works and the losses to the public and the economy, therefore, both the parties have agreed that the Tenderers shall pay liquidated damages to the Employer and not by way of penalty, at the rate per week or part thereof stated in the Contract Data for the period that the Completion Date is later than the Intended Completion Date. Liquidated damages at the same rates shall be withheld if the Tenderers fails to achieve the milestones prescribed in the Contract Data. However, in case the Tenderers achieves the next milestone, the amount of the liquidated damages already withheld shall be restored to the Tenderers by adjustment in the next payment certificate. The Employer and the Tenderers have agreed that this is a reasonable agreed amount of liquidated damage. The Employer may deduct liquidated damages from payments due to the Tenderers. Payment of liquidated damages shall not affect the Tenderers's other liabilities.

#### **41. Cost of Repairs**

Loss or damage to the Works or Materials to be incorporated in the Works between the Start Date and the end of the Defects Correction periods shall be remedied by the Tenderers at his cost if the loss or damage arises from the Tenderers's acts or omissions.

### **E. Finishing the Contract**

#### **42. Completion of Construction and Maintenance**

42.1 The Tenderers shall request the Engineer to issue a certificate of completion of the construction of the works, and the Engineer will do so upon deciding that the works is completed. This shall be governed as per clause no. 8(g) of Standard General Conditions of Contract.

#### **43. Taking Over**

43.1 The Employer shall take over the works within seven days of the Engineer issuing a certificate of completion of works. The Tenderers shall continue to remain responsible for its routine maintenance during the maintenance period if specified in the contract.

#### **44. Final Account**

Final joint measurement along with the representatives of the Tenderers should be taken recorded and signed by the Tenderers. Tenderers should submit the final bill within 1 month of physical completion of the work.

If the Tenderers fails to submit the final bill within 1 month, the BMC staff will prepare the final bill based on the joint measurement within next 3 months.

Engineer's decision shall be final in respect of claims for defect and pending claims against Tenderers.

No further claims should be made by the Tenderers after submission of the final bill and these shall be deemed to have been waived and extinguished. Payment of those items of the bills in respect of which there is no dispute and of items in dispute, for quantities and rates as approved by the Commissioner shall be made within a reasonable period as may be necessary for the purpose of verification etc.

After payment of the final bill as aforesaid has been made, the Tenderers may, if he so desires, reconsider his position in respect of a disputed portion of the final bills and if he fails to do so within 84 days, his disputed claim shall be dealt with as provided in the contract.

A percentage of the retention money, over and above the actual retention money as indicated below shall be held back from payments till the finalization of final bill to be submitted as per above and will be paid within 30 days of acceptance of the final bill.

Sr. no.	Amount of Contract Cost	Minimum Payable Amount in final bill
1	Upto Rs.5 Crs.	Rs.10 Lacs or final bill whichever is more
2	Upto Rs.25 Crs.	Rs.1 Crore or final bill amount whichever is more
3	UptoRs. 50 Crs.	Rs.2 Crores or final bill amount whichever is more
4	Upto Rs.100 Crs.	Rs.4 Crore or final bill amount whichever is more
5	More than Rs.100 Crs..	Rs.7 Crore or final bill amount whichever is more

The Tenderers have to submit the bill for the work carried out within 15 days from the date of completion of the work to the respective executing department. If the Tenderers fails to submit their bills to concerned executing department, penalty or action as shown below will be taken for each delayed

bill:-

After 15 days from the date of completion/running bill up to certain date, up to next 15 days i.e. up to 30 days	Equal to 5% of bill amount
Next 15 days up to 45 days from the date of completion/running bill up to specified date	Equal to 10% of bill amount
If not submitted wit in 45 days from the date of completion/ R.A. bill	Bill will not be admitted for payment.

#### **45. Operating and Maintenance Manuals**

45.1 If "as built" Drawings and/or operating and maintenance manuals are required, the Tenderers shall supply them by the dates stated in the Contract Data.

45.2 If the Tenderers does not supply the Drawings and/or manuals by the dates stated in the Contract Data, or they do not receive the Engineer's approval, the Engineer shall withhold the amount stated in the Contract Data from payments due to the Tenderers.

#### **46. Termination**

46.1 The Employer or the Tenderers may terminate the Contract if the other party causes a fundamental breach of the Contract.

46.2 Fundamental breaches of Contract shall include, but shall not be limited to, the following:

- a. the Tenderers stops work for 30 days when no stoppage of work is shown on the current Programme and the stoppage has not been authorized by the Engineer;
- b. the Tenderers is declared as bankrupt or goes into liquidation other than for approved reconstruction or amalgamation;
- c. the Engineer gives Notice that failure to correct a particular Defect is a fundamental breach of Contract and the Tenderers fails to correct it within a reasonable period of time determined by the Engineer;
- d. the Tenderers does not maintain a Security, which is required;
- e. the Tenderers has delayed the completion of the Works by the number of days for which the maximum amount of liquidated damages can be paid, as defined in relevant clause.
- f. the Tenderers fails to provide insurance cover as required under relevant clause .
- g. if the Tenderers, in the judgment of the Employer, has engaged in the corrupt or fraudulent practices as defined in GCC in competing for or in executing the Contract.
- h. if the Tenderers fails to set up a field laboratory with the prescribed equipment, within the period specified in the Contract Data; and
- i. any other fundamental breaches as specified in the Contract Data.
- j. if the Tenderers fails to deploy machinery and equipment or personnel as specified in the Contract Data at the appropriate time.

46.3 When either party to the contract gives notice of a breach of contract to the Engineer for a cause other than those listed above, the Engineer shall decide whether the breach is fundamental or not.

46.4 Notwithstanding the above, the Employer may terminate the Contract for convenience.

46.5 If the Contract is terminated, the Tenderers shall stop work immediately, make the Site safe and secure, and leave the Site as soon as reasonably possible.

#### **47. Payment upon Termination**

47.1 If the Contract is terminated because of a fundamental breach of Contract by the Tenderers, the Engineer shall issue a certificate for value of the work done and materials

ordered less liquidated damages, if any, less advance payments received up to the date of the issue of the certificate and less the percentage to apply to the value of the work not completed, as indicated in the Contract Data. If the total amount due to the Employer exceeds any payment due to the Tenderers, the difference shall be recovered from the security deposit, and performance security. If any amount is still left unrecovered it will be a debt due from the Tenderers to the Employer

47.2 If the Contract is terminated at the Employer's convenience, the Engineer shall issue a certificate for the value of the work done, the reasonable cost of removal of Equipment, repatriation of the Tenderers's personnel employed solely on the Works, and the Tenderers's costs of protecting and securing the Works and less advance payments received up to the date of the certificate, less other recoveries due in terms of the Contract, and less taxes due to be deducted at source as per applicable law.

#### **48. Property**

48.1 All Materials on the Site, Plant, Equipment, Temporary Works, and Works shall be deemed to be the property of the Employer for use for completing balance construction work if the Contract is terminated because of the Tenderers's default, till the Works is completed after which it will be transferred to the Tenderers and credit, if any, given for its use.

#### **49. Release from Performance**

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

#### **F. Other Conditions of Contract**

##### **50. Labour**

50.1 The Tenderers shall, unless otherwise provided in the Contract, make his own arrangements for the engagement of all staff and labour, local or other, and for their payment, housing, feeding and transport.

50.2 The Tenderers shall, if required by the Engineer, deliver to the Engineer a return in detail, in such form and at such intervals as the Engineer may prescribe, showing the staff and the number of the several classes of labour from time to time employed by the Tenderers on the Site and such other information as the Engineer may require.

##### **51. Compliance with Labour Regulations**

- a. During continuance of the Contract, the Tenderers and his sub-Tenderers shall abide at all times by all existing labour enactments and rules made there under, regulations, notifications and bye laws of the State or Central Government or local authority and any other labour law (including rules), regulations, bye laws that

may be passed or notification that may be issued under any labour law in future either by the State or the Central Government or the local authority.

- b. Furthermore, the Tenderers shall keep the Employer indemnified in case any action is taken against the Employer by the competent authority on account of contravention of any of the provisions of any Act or rules made there under, regulations or notifications including amendments. If the Employer is caused to pay or reimburse, such amounts as may be necessary to cause or observe, or for non-observance of the provisions stipulated in the notifications/bye laws/Acts/Rules/regulations including amendments, if any, on the part of the Tenderers, the Engineer/Employer shall have the right to deduct any money due to the Tenderers including his amount of performance guarantee. The Employer/Engineer shall also have right to recover from the Tenderers any sum required or estimated to be required for making good the loss or damage suffered by the Employer.
- c. The Tenderers shall require his employees to obey all applicable laws, including those concerning safety at work.
- d. The employees of the Tenderers and the Sub-Tenderers in no case shall be treated as the employees of the Employer at any point of time.

## **52. Drawings and Photographs of the Works**

52.1 The Tenderers shall do photography/video photography of the site firstly before the start of the work, secondly mid-way in the execution of different stages of work as required by Engineer In-charge and lastly after the completion of the work. **No separate payment will be made to the Tenderers for this.**

52.2 The Tenderers shall not disclose details of Drawings furnished to him and works on which he is engaged without the prior approval of the Engineer in writing. No photograph of the works or any part thereof or plant employed thereon, except those permitted under above clause, shall be taken or permitted by the Tenderers to be taken by any of his employees or any employees of his sub-Tenderers without the prior approval of the Engineer in writing. No photographs/ Video photography shall be published or otherwise circulated without the approval of the Engineer in writing.

## **53. The Apprentices Act, 1961**

The Tenderers shall duly comply with the provisions of the Apprentices Act 1961 (III of 1961), the rules made there under and the orders that may be issued from time to time under the said Act and the said Rules and on his failure or neglect to do so, he shall be subject to all liabilities and penalties provided by the said Act and said Rules.

## **54 Contract Document**

The documents forming the contract are to be taken as mutually explanatory of one another. Unless otherwise provided in the contract, the priority of the documents forming the contract shall be, as follows:

- 1) Contract Agreement (if completed)
- 2) The letter of Acceptance
- 3) The Bid:
- 4) Addendum to Bid; if any
- 5) Tender Document
- 6) The Bill of Quantities:
- 7) The Specification:
- 8) Detailed Engineering Drawings
- 9) Standard General Conditions of Contracts (GCC)
- 10) All correspondence documents between bidder/Tenderers and BMC.

#### **55. Conflict of Interest**

The Applicant shall not have a conflict of interest (the "Conflict of Interest") that affects the Bidding Process. Any Applicant found to have a Conflict of Interest shall be disqualified. An Applicant shall be deemed to have a Conflict of Interest affecting the Bidding Process, if

1. A constituent of such Applicant is also a constituent of another Applicant; or
2. Such Applicant has the same legal representative for purposes of this Application as any other Applicant; or
3. Such Applicant, or any Associate thereof has a relationship with another Applicant, or any Associate thereof, directly or through common third party/ parties, that puts either or both of them in a position to have access to each other's information about, or to influence the Application of either or each other; or
4. The Applicant shall be liable for disqualification if any legal, financial or technical adviser of the Authority in relation to the Project is engaged by the Applicant, its Member or any Associate thereof, as the case may be, in any manner for matters related to or incidental to the Project. For the avoidance of doubt, this disqualification shall not apply where such adviser was engaged by the Applicant, its Member or Associate in the past but its assignment expired or was terminated 6 (six) months prior to the date of issue of this TENDER. Nor will this disqualification apply where such adviser is engaged after a period of 3 (three) years from the date of commercial operation of the Project.

#### **56. Applications and costs thereof**

No Applicant shall submit more than one Application for the Project. An applicant applying individually shall not be entitled to submit another application either individually. The Applicant shall be responsible for all of the costs associated with the preparation of their Applications and their participation in the Bid Process. The Authority will not be responsible or in any way liable for such costs, regardless of the conduct or outcome of the Bidding Process.



## **57. Acknowledgment by Applicant**

It shall be deemed that by submitting the Application, the Applicant has:

- a. made a complete and careful examination of the tender;
- b. received all relevant information requested from the Authority;
- c. accepted the risk of inadequacy, error or mistake in the information provided in the tender or furnished by or on behalf of the Authority relating to any of the matters referred; and
- d. Agreed to be bound by the undertakings provided by it under and in terms hereof.

"The Authority" shall not be liable for any omission, mistake or error in respect of any of the above or on account of any matter or thing arising out of or concerning or relating to the TENDER or the Bidding Process, including any error or mistake therein or in any information or data given by the Authority.

## **58. Right to accept or reject any or all Applications/ Bids**

Notwithstanding anything contained in this TENDER, "The Authority" reserves the right to accept or reject any Application and to annul the Bidding Process and reject all Applications/ Bids, at any time without any liability or any obligation for such acceptance, rejection or annulment, and without assigning any reasons therefore. In the event that the Authority rejects or annuls all the Bids, it may, in its discretion, invite all eligible Bidders to submit fresh Bids hereunder.

"The Authority" reserves the right to reject any Application and/ or Bid if:

- (a) at any time, a material misrepresentation is made or uncovered, or
- (b) the Applicant does not provide, within the time specified by the Authority, the supplemental information sought by the Authority for evaluation of the Application.

In case it is found during the evaluation or at any time before signing of the Agreement or after its execution and during the period of subsistence thereof including the concession thereby granted by "The Authority", that one or more of the pre-qualification conditions have not been met by the Applicant, or the Applicant has made material misrepresentation or has given any materially incorrect or false information, the Applicant shall be disqualified forthwith if not yet appointed as the Successful Bidder either by issue of the LOA (Letter of Approval) or entering into of the Agreement, and if the Applicant has already been issued the LOA or has entered into the Concession Agreement, as the case may be, the same shall, notwithstanding anything to the contrary contained therein or in this TENDER, be liable to be terminated, by a communication in writing by "The Authority" to the Applicant, without the Authority being liable in any manner whatsoever to the Applicant and without prejudice to any other right or remedy which the Authority may have under this TENDER, the Bidding Documents, the Concession Agreement or under applicable law.

"The Authority" reserves the right to verify all statements, information and documents submitted by the Applicant in response to the TENDER. Any such verification or lack of such verification by the Authority shall not relieve the Applicant of its obligations or liabilities hereunder nor will it affect any rights of the Authority there under.

#### **59 The bid shall be rejected if the bidder-**

- a. Stipulates the validity period less than 180 days.
- b. Stipulates own condition/conditions.
- c. Does not fill and (digital) sign undertaking forms, which are incorporated, in the document.

#### **60 Clarifications**

Applicants requiring any clarification on the tender may notify "the Authority" in writing or by fax or e-mail. They should send in their queries before the date specified in the header data. "The Authority" shall Endeavor to respond to the queries within the period specified therein. The responses will be sent by fax and/or e-mail. The Authority will forward all the queries and its responses thereto, to all purchasers of the TENDER without identifying the source of queries.

"The Authority" shall Endeavor to respond to the questions raised or clarifications sought by the Applicants. However, the Authority reserves the right not to respond to any question or provide any clarification,

in its sole discretion, and nothing in this Clause shall be taken or read as compelling or requiring the Authority to respond to any question or to provide any clarification, but not later than the date provided in header data.

"The Authority" may also on its own motion, if deemed necessary, issue interpretations and clarifications to all Applicants. All clarifications and interpretations issued by the Authority shall be deemed to be part of the tender. Verbal clarifications and information given by Authority or its employees or representatives shall not in any way or manner be binding on the Authority.

#### **61 Amendment of tender**

At any time prior to the deadline for submission of Application, the Authority may, for any reason, whether at its own initiative or in response to clarifications requested by an Applicant, modify the tender by the issuance of Addendum.

Any Addendum thus issued will be sent in writing/ Fax/ Email to all those who have purchased the tender.

In order to afford the Applicants a reasonable time for taking an Addendum into account, or for any other reason, the Authority may, in its sole discretion, extend the Application Due Date

## **G. Preparation and Submission of Application**

### **62. Language**

The Application and all related correspondence and documents in relation to the Bidding Process shall be in English language. Supporting documents and printed literature furnished by the Applicant with the Application may be in any other language provided that they are accompanied by translations of all the pertinent passages in the English language, duly authenticated and certified by the Applicant. Supporting materials, which are not translated into English, may not be considered. For the purpose of interpretation and evaluation of the Application, the English language translation shall prevail.

### **63 Format and signing of Application**

The Applicant shall provide all the information sought under this TENDER. The Authority will evaluate only those Applications that are received in the required formats and complete in all respects. Incomplete and /or conditional Applications shall be liable to rejection.

The Applicant will upload bid in One Folder in electronic form which shall contain the scanned certified copies of the documents given below and the documents uploaded has to be digitally signed by the bidder. These copies shall be certified by Practicing Notary approved by the Govt. of Maharashtra or Govt. of India with his stamp, clearly stating his name & registration number, except where original documents are demanded

### **64. Marking of Applications**

The Applicant shall submit the Application in the format specified at Appendix-I, together with the documents, upload in folder as "VENDOR" together with their respective enclosures

Applications submitted by fax, telex, telegram shall not be entertained and shall be rejected outright.

### **65 Late Applications**

Applications received by the Authority after the specified time on the Application Due Date shall not be eligible for consideration and shall be summarily rejected.

### **66. Confidentiality**

Information relating to the examination, clarification, evaluation, and recommendation for the short-listed qualified Applicants shall not be disclosed to any person who is not officially concerned with the process or is not a retained professional advisor advising the Authority in relation to or matters arising out of, or concerning the Bidding Process. The Authority will treat all information, submitted as part of Application, in confidence and will require all those who have access to such material to treat the same in confidence. The Authority may not divulge any such information unless it is directed to do so by any

statutory entity that has the power under law to require its disclosure or is to enforce or assert any right or privilege of the statutory entity and/ or the Authority or as may be required by law or in connection with any legal process.

#### **67. Clarification Of Financial Bids**

To assist in the examination, evaluation and comparison of Bids, the Engineer may, at his discretion, ask any bidder for clarification of his Bid, including breakdown of unit rates. The request for clarification and the response shall be in writing or by post/facsimile/e-mail. No Bidder shall contact the Engineer on any matter relating to his bid from the time of the bid opening to the time the contract is awarded. Any effort by the Bidder to influence the Engineer in the Engineer's bid evaluation, bid comparison or contract award decisions may result in the rejection of the Bidder's bid.

#### **68 Inspection of site and sufficiency of tender:**

1. The Tenderers shall inspect and examine the site and its surrounding and shall satisfy himself before submitting his tender as to the nature of the ground and subsoil (so far as is practicable), the form and nature of the site, the quantities and nature of the work and materials necessary for the completion of the works and means of access to the site, the accommodation he may require and in general shall himself obtain all necessary information as to risk, contingencies and other circumstances which may influence or affect his tender. He shall also take into consideration the hydrological and climatic conditions.
2. The Employer may make available to the Tenderers data on hydrological and sub-surface conditions as obtained by or on his behalf from investigations relevant to the works but the Tenderers shall be responsible for his own interpretation thereof. The Tenderers shall engage his investigating agency with prior approval of the Engineer from the approved list of such agencies by BMC or Govt. at his cost initially before commencing actual work and which shall be reimbursed immediately subject to satisfaction of the Engineer for faithful compliance and submission of required data regarding such investigation within specified time.
3. The Tenderers shall be deemed to have satisfied himself before tendering as to the correctness and sufficiency of his tender for the works and of the rates and prices quoted in the schedule of works / items / quantities, or in Bill of Quantities, which rates and prices shall, except as otherwise provided cover all his obligations under the Contract and all matters and things necessary for proper completion and maintenance of the works. No extra charges consequent on any misunderstanding.
4. **Not Foreseeable Physical Obstructions or Conditions:** If, however, during the execution of the Works the Tenderers encounters physical obstructions or physical conditions, other than climatic conditions on the Site, which obstructions or conditions were, in his opinion, not foreseeable by an experienced Tenderers, the Tenderers shall forthwith give notice thereof to the Engineer. On receipt of such notice, the Engineer

shall, if in his opinion such obstructions or conditions could not have been reasonably foreseen by an experienced Tenderers, after due consultation with the Tenderers, determine:

- any extension of time to which the Tenderers is entitled and
- The amount of any costs which may have been incurred by the Tenderers by reason of such obstructions or conditions having been encountered, which shall be added to the Contract Price.
- and shall notify the Tenderers accordingly. Such determination shall take account of any instruction which
- the Engineer may issue to the Tenderers in connection therewith, and any proper and reasonable measures acceptable to the Engineer which the Tenderers may take in the absence of specific instructions from the Engineer. However such costings shall be got approved by the competent authority as governed vide rules prevailing with authority.

**5. Office for the Engineer (Works costing up to Rs.50 Lakhs) (Not Applicable)**

The Tenderers shall at his own cost and to satisfaction of the Engineer provide a small temporary office, at the work-site which will include tables, chairs and lockers for keeping the records. He shall also make necessary arrangements for drinking water, telephone with a pre-requisite of e-governance and electronic communication. These offices are not to be allowed on public roads without the written instruction of the Engineer. These offices should be preferably located within 50 to 500 m of the worksite. In case the office is more than 500m away from the worksite, the Tenderers is to provide conveyance for Municipal Staff.

**6. Office for the Engineer (Works costing above Rs.50 lakhs) ( Not Applicable )**

The Tenderers shall at his own cost and to satisfaction of the Engineer provide a temporary office at the work-site which will include tables, chairs and lockers for keeping the records. He shall also make necessary arrangements for drinking water, latrines, with doors, windows, locks, bolts and fastenings sufficient for security for the Engineer, and his subordinates, as close to the works from time to time in progress as can be conveniently arranged, and shall at his own cost furnish the office with such chairs, tables, lockers, locks and fastenings as may be required by the Engineer, and no expense of any kind in connection with the erection or upkeep of the offices or fittings shall be borne by the Corporation, but all such work shall be carried out by the Tenderers and the expenses thereof defrayed by him. The Tenderers shall also make water connections and fit up stand pipe with a bib tap at each office. The latrines and the water connections shall be subject to all the conditions herein elsewhere laid down for temporary water connection and latrines generally with all requisite equipments for e-governance and electronic and digital communication. These offices are not to be allowed on public roads without the written instruction of the Engineer. These offices should be

preferably located within 50 to 500 m of the worksite. In case the office is more than 500m away from the worksite, the Tenderers is to provide conveyance. Also, for staff working beyond working hours the Tenderers has to provide conveyance.

**7. Permission for provision and removal of office on completion of work:** The tenderer shall obtain

permission for provision of site office, cement go-down, store, etc. on payment of necessary cost implication. The cement go-down, Watchman cabins, etc. shall be provided as directed and shall be removed by the Tenderers on completion of the work at their cost. It is binding on the Tenderer to fulfill requirements of Environmental Authorities. The location of such office shall be finalized and got approved from the Engineer before erection/commencement work. ( **Not Applicable** )

**8. Tenderers's office near works:** The Tenderers shall have an office near the works at which notice from the Commissioner or the Engineer may be served and shall, between the hours of sunrise and sunset on all working days, have a clerk or some other authorized person always present at such office upon whom such notices may be served and service of any notices left with such clerk or other authorized person or at such office shall be deemed good service upon the Tenderers and such offices shall have pre-requisite facilities for e-governance. ( **Not Applicable** )

**69. Official Secrecy:**

The Tenderers shall of all the persons employed in any works in connection with the contract that the India Official Secrets Act 1923 (XIX of 1923) applies to them and will continue to apply even after execution of the said works and they will not disclose any information regarding this contract to any third party. The Tenderers shall also bring into notice that, any information found to be leaked out or disclosed the concern person as well as the Tenderers will be liable for penal action; further the Corporation will be at liberty to terminate the contract without notice.

**70. Subsequent Legislation:**

If on the day of submission of bids for the contract, there occur changes to any National or State stature, Ordinance, decree or other law or any regulation or By-laws or any local or other duly constituted authority or the introduction of any such National or State Statute, Ordinance, decree or by which causes additional or reduced cost to the Tenderers, such additional or reduced cost shall, after due consultation with the Tenderers, be determined by the concerned Engineering Department of BMC and shall be added to or deducted from the Contract Price with prior approval of competent authority and the concerned Engineering Department shall notify the Tenderers accordingly with a copy to the Employer. BMC reserve the right to take decision in respect of addition/reduction of cost in contract.

## **71. Patent, Right and Royalties:**

The Tenderers shall save harmless and indemnify the Corporation from and against all claims and proceedings for or on account of infringement of any Patent rights, design trademark or name of other protected rights in respect of any constructional plant, machine work, or material used for or in connection with the Works or any of them and from and against all claims, proceedings, damages, costs, charges and expenses whatsoever in respect thereof or in relation thereto. Except where otherwise specified, the Tenderers shall pay all tonnage and other royalties, rent and other payments or compensation, if any, for getting stone, sand, gravel, clay or other materials required for the works or any of them.

## **72. Payments, Tax and Claims:**

- **The limit for unforeseen claims**

Under no circumstances whatever the Tenderers shall be entitled to any compensation from BMC on any account unless the Tenderers shall have submitted a claim in writing to the Eng-in-charge within 1 month of the case of such claim occurring.

- **No interest for delayed payments due to disputes, etc:**

It is agreed that the BRIHANMUMBAI MUNICIPAL CORPORATION or its Engineer or Officer shall not be liable to pay any interest or damage with respect of any moneys or balance which may be in its or its Engineer's or officer's hands owing to any dispute or difference or claim or misunderstanding between the Municipal Corporation of Greater Bombay or its Engineer or Officer on the one hand and the Tenderers on the other, or with respect to any delay on the part of the Municipal Corporation of Greater Bombay or its Engineer or Officers in making periodical or final payments or in any other respect whatever.

## **73. Settlement of Disputes:**

- **Termination of contract for death**

If the Tenderers is an individual or a proprietary concern and the individual or the proprietor dies and if the Tenderers is a partnership concern and one of the legal representative of the individual Tenderers or the proprietor of the proprietary concern and in case of partnership, the surviving partners, are capable of carrying out and completing the contract, the Commissioner shall be entitled to cancel the contract as to its uncompleted part without the Corporation being in any way liable to payment of any compensation to the estate of the deceased Tenderers and or to the surviving partners of the Tenderers's firm on account of the cancellation of the contract. The decision of the Commissioner that the legal representative of the deceased Tenderers or surviving partners of the Tenderers's firm cannot carry out and complete the contract shall be final and binding on the parties. In the event of such cancellation the Commissioner shall not hold estate of the deceased Tenderers and or surviving partners of the Tenderers's firm liable in damages for not completing the contract.

- **Settlement of Disputes:**

If any dispute or differences of any kind whatsoever other than those in respect of which, the decision of any person is, by the Contract, expressed to be final and binding) shall arise between the Employer and the Tenderers or the Engineer and the Tenderers in connection with or arising out of the Contract or carrying out of the Works (Whether during the progress of the Works or after their completion and whether before or after the termination, abandonment or breach of the Contract) it, the aggrieved party may refer such dispute within a period of 7 days to the concerned Addl. Municipal Commissioner who shall constitute a committee comprising of three officers i.e. concerned Deputy Municipal Commissioner or Director (ES&P), Chief Engineer other than the Engineer of the Contract and concerned Chief Accountant. The Committee shall give decision in writing within 60 days. Appeal on the Order of the Committee may be referred to the Municipal Commissioner within 7 days. Thereafter the Municipal Commissioner shall constitute a Committee comprising of three Addl. Municipal Commissioners including Addl. Municipal Commissioner in charge of Finance Department. The Municipal Commissioner within a period of 90 days after being requested to do so shall give written notice of committee's decision to the Tenderers. Save as herein provided such decision in respect of every matter so referred shall be final and binding upon both parties until the completion of the works, and shall forthwith be given effect to by the Tenderers who shall proceed with the works with due diligence, whether he requires arbitration as hereinafter provided or not. If the Commissioner has given written notice of the decision to the Tenderers and no Claim to arbitration has been communicated within a period of 90 days from receipt of such notice the said decision shall remain final and binding upon the Tenderers.

#### **74. Arbitration and Jurisdiction:**

If the Commissioner shall fail to give notice of the decision as aforesaid within a period of 90 days after being requested as aforesaid, or if the Tenderers be dissatisfied with any such decision, then and in any such case the Tenderers may within 90 days after receiving notice of such decision or within 90 days after the expirations of the first named period of 90 days (as the case may be) require that the matter or matters in dispute be referred to arbitration as herein after provided.

- i) In case of a contract where the contract price and/or contract value is less than Rs.5,00,00,000/-(Rupees Five Crore only) any dispute arising out of or in connection with this contract ,including any question regarding its existence ,validity or termination,shall be referred to manually agreed arbitral tribunal in accordance with the Arbitration and Conciliation Act,1996(amended upto date).The arbitral tribunal shall consist of a sole arbitrator as mutually agreed upon by the parties and the said dispute shall be finally resolved by the said arbitral tribunal. The decision of the arbitral tribunal shall be in writing (with reasons) and which will be final and binding



upon the parties hereto and the expenses of arbitration shall be paid as may be determined by arbitral tribunal. The seat of the arbitration shall be Mumbai. The language of Arbitration shall be English.

If the parties fails to appoint mutually agreed arbitral tribunal ,within the period of 30 days from the date of application seeking arbitration in dispute, the arbitral tribunal shall be appointed by recognized arbitral institution i.e. Mumbai centre for International Arbitration(approved by government of Maharashtra under G.R. no ARB/Case no. 1,/2017/D-19 dtd 28.02.2017) as per the arbitration Rules of Mumbai Centre for arbitration then in force(MCIA Rules)

ii. In case of contract where the contract price and/or contract value is Rs.5,00,00,000/-(Rupees Five Crore Only)or more ,any dispute arising out of or in connection with such a contract ,including any question regarding its existence validity or termination, shall be directly referred to and finally resolved by the recognized arbitral institution i.e Mumbai Centre for International Arbitration(approved by government of Maharashtra under G.R. no ARB/Case no. 1,/2017/D-19 dtd 28.02.2017) as per the arbitration Rules of Mumbai Centre for International Arbitration then in force(MCIA Rules).The arbitral tribunal shall consist of a sole arbitrator .The seat of the arbitration shall be Mumbai. The language of the Arbitration shall be English.

In either case the law governing this arbitration agreement and the contract shall be Indian Law.

#### **75 Copyright:**

The copyright of all drawings and other documents provided by the Tenderers under the contract shall remain vested in the Tenderers or his sub-Tenderers as the case may be the employer shall have a license to use such drawings and other documents in connection with the design, construction, operation, maintenance of the works. At any time the Employer shall have further license without additional payment to the Tenderers to use any such drawings or documents for the purpose of making any improvement of the works or enlargement or duplication of any part thereof, provided that such improvement, enlargement, or duplication by itself or in conjunction with any other improvements, enlargements or duplications already made in accordance with the further license does not result in the duplication of the whole works.

#### **76. Receipts to be signed in firm's name by any one of the partners:**

Every receipt for money which may become payable or for any security which may become transferable to the Tenderers under these present shall, if signed in the partnership name by any one of the partners, be a good and sufficient discharge to the Commissioner and Municipal Corporation in respect of the money or security purporting to be acknowledged thereby, and in the event of death of any of the partners during the pendency of this contract, it is hereby expressly agreed that every receipt by any one of

the surviving partners shall, if so signed as aforesaid, be good and sufficient discharge as aforesaid provided that nothing in this clause contained shall be deemed to prejudice or effect any claim which the Commissioner or the Corporation may hereafter have against the legal representatives of any partners so dying or in respect of any breach of any of the conditions thereof, provided also that nothing in this clause contained shall be deemed prejudicial or affect the respective rights or obligations of the Tenderers and of the legal representatives of any deceased Tenderers interest.

#### **77. Proprietary data**

All documents and other information supplied by the Authority or submitted by an Applicant to the Authority shall remain or become the property of the Authority. Applicants are to treat all information as strictly confidential and shall not use it for any purpose other than for preparation and submission of their Application. The Authority will not return any Application or any information provided along therewith.

#### **78. Correspondence with the Applicant**

Save and except as provided in this TENDER, the Authority shall not entertain any correspondence with any Applicant in relation to the acceptance or rejection of any Application.

#### **79. Price Variation Clause (*Not applicable*)**

The Tenderers shall be reimbursed or shall refund to the Corporation as the case may be the variation in the value of the work carried out from time to time, depending on whether the prices of material and labour as a whole rise or fall, and the method adopted for such computations shall be as given below, it being clearly understood that the Tenderers shall have no claim for being reimbursed on the ground that the price of a particular material or group of materials have risen beyond the limits of the presumptions made in the following paras, however, no price variations shall be made applicable for contracts up to 12 months:

A) Controlled materials: Price variations shall be permitted in respect of these materials the price level of which is controlled by the Government or its agency. The rate ruling on the date of submission of the tender shall be considered as the basic price of such material for adjustment. Any variation in this rate shall be considered for reimbursement to the Tenderers or refund to be claimed from the Tenderers as the case may be. The Tenderers shall, for the purpose of adjustment submit in original the relevant documents from the suppliers.

B) Labour and other materials: For the purpose of this contract and for allowing reimbursement or refund on account of variation of prices of (i) labour, and (ii) materials other than materials mentioned in A above, computation will be based on the formula enunciated below which is based on the presumptions that :

- i. The general price level of labour, rises or falls in proportion to the rise or fall of consumer price index number 9 (general) for working class in Mumbai.

- ii. The general price level of materials rises or falls in proportion to rise or fall of whole-sale price index as published by 'Economic Adviser to Govt. of India'.
- iii. And that the component of labour is to the extent of 30 percent of 88 percent and the component of materials is to the extent of 70 percent of 88 percent of the value of the work carried out. The remaining 12 percent being the presumptive profit of the Tenderers.

a. Formula for Labour component:

$$VL = \frac{(0.88 R) \times 30}{100 IO} \times \frac{(I - IO)}{100}$$

b. Formula for Material component :

$$VM = \frac{(0.88 R \times 70 - C)}{100} \times \frac{(W - WO)}{100}$$

Where –

VL = Amount of price variation to be reimbursed or claimed as refund on account of general rise or fall of index referred to above.

I = Consumer Price Index number of working class for Mumbai (declared by the Commissioner of Labour and Director of Employment, Mumbai) applicable to the period under reference (base year ending 2004-05 as 100 i.e. new series of indices).

IO = Consumer price index number for working class for Mumbai (declared by the Commissioner of labour and Director of Employment, Mumbai) prevailing, on the day of 28 days prior to the date of submission of the tender.

VM = The amount of price variation to be reimbursed or claimed as refund on account of general rise or fall of wholesale price index for period under reference.

W = Average wholesale price index as published by Economic Adviser to Govt. of India applicable to the period under reference.

WO = Wholesale price index as stated above prevailing on the day of 28 days prior to the date of submission of the tender.

R = Total value of the work done during the period under reference as recorded in the Measurement Book excluding water charges and sewerage charges but including cost of excess in respect of item upto 50 percent

C = Total value of Controlled materials used for the works as recorded in Measurement Book and paid for at original basic rate plus the value of materials used .

- i. The quantity of the Controlled material adopted in working out the value of 'C' shall be inclusive of permitted wastages as / if mentioned in specifications.

- ii. The basic rate for the supply of controlled material shall be inclusive of all the components of cost of materials excluding transport charges incurred for bringing the material from place of delivery to the site.

Computations based on the above formula will be made for the period of each bill separately and reimbursement will be made to (when the result is plus) and refund will be claimed from (when the result is minus) the Tenderers's next bill. The above formulae will be replaced by the formulae in Annexure-I as and when mentioned in special conditions of contract

The operative period of the contract for application of price variation shall mean the period commencing from the date of commencement of work mentioned in the work order and ending on the date when time allowed for the work order and ending on the date when time allowed for the work specified in the contract for work expires, taking into consideration, the extension of time, if any, for completion of the work granted by Engineer under the relevant clause of the conditions of contract in cases other than those where such extension is necessitated on account of default of the Tenderers. The decision of the Engineer as regards the operative period of the contract shall be final and binding on the Tenderers.

- iii. Where there is no supply of controlled items to Tenderers the component 'C' shall be taken as zero.

C) Adjustment after completion: If the Tenderers fails to complete the works within the time for completion adjustment of prices thereafter until the date of completion of the works shall be made using either the indices or prices relating to the prescribed time for completion, or the current indices or prices whichever is more favorable to the employer, provided that if an extension of time is granted, the above provision shall apply only to adjustments made after the expiry of such extension of time.

D) Price variation will be calculated similarly and separately for extra items and / or excess quantities and provisional sums calculated under Sub Clause 10 (b)A (i)&(ii) and Sub Clause 10 (b) B(ii) based on the above formula/formulae in Annexure-I as and when mentioned in Special conditions of contract; IO and WO being the indices applicable to the date on which the rates under Sub Clause 10 (a)A (i)&(ii) and Sub Clause 10 (a) B(iii) are fixed. No price variation shall be admissible for FAIR items created during execution.

**80. Maximum Price Variation shall be as follows:**

Time Period of Project	Maximum limit of Price Variation
Up to 12 months	No variation allowed
Above 12 months to 24 months	5%
<b>Above 24 months</b>	<b>10%</b>

**\*Approval of AMC/MC shall be obtained before invitation of tender in case of any changes in above.**

**Note:**

1. The extension in time period for the projects originally estimated including monsoon results in change of price variation slabs as mentioned above i.e. from first slab to second slab or from second slab to third slab, then the maximum limit of original slab will prevail.
2. Operative period shall mean original or extended time period of contract.

For example:

<b>Extension of Time period</b>	<b>Maximum Price Variation</b>
If original period of 11 months <b>including</b> monsoon extends to 16. The operative period will be 11+5 months.	No variation allowed
If original period of 11 months <b>excluding</b> monsoon extends to 16. The operative period will be 11+5 months.	Maximum 5% variation allowed

**Price Variation during Extended Period of Contract:**

- i. Extension Due To Modification & Extension for delay due to BMC :

The price variation for the period of extension granted shall be limited to the amount payable as per the Indices. In case the indices increases or decreases, above/below the indices applicable, to the last month of the original or extended period vide clause 8(I)(a)(i) and (ii) of standard GCC

- ii. Extension Of Time For Delay Due To Tenderers :
  - a. The price variation for the period of extension granted shall be limited to the amount payable as per the Indices in case the indices increase, above the indices applicable, to the last month of the original completion period or the extended period vide above clause 8(I)(a)(i) and (ii) of standard GCC.
  - b. The price variation shall be limited to the amount payable as per the indices, in case the indices decrease or fall below the indices applicable, to the last month of original / extended period of completion period vide above clause 8(I)(b) of standard GCC, then lower indices shall be adopted.

- iii. Extension of Time For Delay due to reasons not attributable to BMC and Tenderers (Reference Cl.8(d) of Standard GCC):

The price variation for the period of extension granted shall be limited to the amount payable as per the Indices in case the indices increases or decreases, above/below the indices applicable, to the last month of the original period.

## **81. Payment:**

### **Interim Payment:**

- i. Interim bills shall be submitted by the Tenderers from time to time (but at an interval of not less than one month) for the works executed. The Engineer shall arrange to have the bills verified by taking or causing to be taken, where necessary, the requisite measurement of work.
- ii. Payment on account for amount admissible shall be made on the Engineer certifying the sum to which the Tenderers is considered entitled by way of interim payment for all the work executed, after deducting there from the amount already paid, the security deposit / retention money and such other amounts as may be deductible or recoverable in terms of the contract.
- iii. On request, the Tenderers will be paid upto 75 percent of the value of the work carried out as an adhoc payment in the first week of next month after deducting there from recoveries on account of advances, interest, retention money, income tax etc. The balance payment due will be paid thereafter.
- iv. No interim payment will be admitted until such time the Tenderers have fully complied with the requirement of the Condition no.8 (g) and 8 (h) concerning submission and approval of Network Schedule for the works, as detailed in Condition 8 (h). A fixed sum shall be held in abeyance at the time of next interim payment for non-attainment of each milestone in the network and shall be released only on attainment of the said milestone.
- v. An interim certificate given relating to work done or material delivered may be modified or corrected by a subsequent interim certificate or by the final certificate. No certificate of the Engineer supporting an interim payment shall of itself be conclusive evidence that any work or materials to which it relates is / are in accordance with the contract.

82. Banning/De-Registration of Agencies of Construction works / SITC of M&E Works in BMC

- The regulations regarding Demotion/ Suspension Banning for specific period or permanently / De-Registration shall be governed as per the respective condition in Tenderers Registration Rules of BMC.

### **83. JOINT VENTURE ( Not Applicable )**

In case if Joint Venture is allowed for the Project, the guidelines for JV as follows shall be incorporated in the Tender Document:

- Joint Venture should be allowed only when the number of identifiable different works is more than one and/or the estimated cost of tender is more than Rs.100 Crores. JV shall also be allowed for complex technical work below Rs.100 Crores with the approval of concerned AMC
- Separate identity/name shall be given to the Joint Venture firm.
- Number of members in a JV firm shall not be more than three in normal circumstances, if the work involves only one discipline (say Civil or Electrical). If number of members in JV is required to be more than three, then approval of concerned AMC needs to be sought.
- A member of JV firm shall not be permitted to participate either in individual capacity or as a member of another JV firm in the same tender.
- The tender form shall be purchased and submitted in the name of the JV firm or any constituent member of the JV.
- Normally EMD shall be submitted only in the name of the JV and not in the name of constituent member. However, EMD in the name of lead partner can be accepted subject to submission of specific request letter from lead partner stating the reasons for not submitting the EMD in the name of JV and giving written confirmation from the JV partners to the effect that the EMD submitted by the lead partner may be deemed as EMD submitted by JV firm.
- One of the members of the JV firm shall be the lead member of the JV firm who shall have a majority (at least 51%) share of interest in the JV firm. The other members shall have a share of not less than 20% each in case of JV firms with up to three members and not less than 10% each in case of JV firms with more than three members. In case of JV firm with foreign member(s), the lead member has to be an Indian firm with a minimum share of 51%.
- A copy of Letter of Intent or Memorandum of Understanding (MoU) executed by the JV members shall be submitted by the JV firm along with the tender. The complete details of the members of the JV firm, their share and responsibility in

the JV firm etc. particularly with reference to financial technical and other obligation shall be furnished in the agree-ment.

- i. Once the tender is submitted, the agreement shall not be modified/alterd/terminated during the validity of the tender. In case the tenderer fails to observe/comply with this stipulation, the full Earnest Money Deposit (EMD) shall be forfeited. In case of successful tenderer, the validity of this agreement shall be extended till the currency of the contract expires.
- j. Approval for change of constitution of JV firm shall be at the sole discretion of the BMC. The constitution of the JV firm shall not be allowed to be modified after submission of the tender bid by the JV firm except when modification becomes inevitable due to succession laws etc. and in any case the minimum eligibility criteria should not get vitiated. In any case the Lead Member should continue to be the Lead Member of the JV firm. Failure to observe this requirement would render the offer invalid.
- k. Similarly, after the contract is awarded, the constitution of JV firm shall not be allowed to be altered during the currency of contract except when modification become inevitable due to succession laws etc. and in any case the minimum eligibility criteria should not get viti-ated. Failure to observe this stipulation shall be deemed to be breach of contract with all consequential penal action as per contract condition.
- l. On award of contract to a JV firm, a single Performance Guarantee shall be required to be submitted by the JV firm as per tender conditions. All the Guarantees like Performance Guarantee, Bank Guarantee for Mobilization advance, machinery Advance etc. shall be accepted only in the name of the JV firm and no splitting of guarantees amongst the members of the JV firm shall be permitted.
- m. On issue of LOA, an agreement among the members of the JV firm (to whom the work has been awarded) has to be executed and got registered before the Registrar of the Companies under Companies Act or before the Registrar / Sub-Registrar under the Registration Act, 1908. This agreement shall be submitted by the JV firm to the BMC before signing the contract agreement for the work. (This agreement format should invariably be part of the tender condition). In case the tenderer fails to observe/comply with this stipulation, the full Earnest Money Deposit (EMD) shall be forfeited and other penal actions due shall be taken against partners of the JV and the JV. This joint venture agreement shall have, inter-alia, following clauses:-
  - i. **Joint and several liability** - The members of the JV firm to which the contract is award-ed, shall be jointly and severally liable to the Employer (BMC) for execution of the pro-ject in accordance with General and Special conditions of the



contract. The JV members shall also be liable jointly and severally for the loss, damages caused to the BMC during the course of execution of the contract or due to no execution of the contract or part there-of.

- ii. **Duration of the Joint Venture Agreement** -It shall be valid during the entire period of the contract including the period of extension if any and the maintenance period after the work is completed.
- iii. **Governing Laws** - The Joint Venture Agreement shall in all respect be governed by and interpreted in accordance with Indian Laws.
- iv. **Authorized Member** -Joint Venture members shall authorize one of the members on be-half of the Joint Venture firm to deal with the tender, sign the agreement or enter into con-tract in respect of the said tender, to receive payment, to witness joint measurement of work done, to sign measurement books and similar such action in respect of the said ten-der/contract. All notices/correspondences with respect to the contract would be sent only to this authorized member of the JV firm.

No member of the Joint Venture firm shall have the right to assign or transfer the interest right or liability in the contract without the written consent of the other members and that of the employer in respect of the said tender/contract.

n. **Documents to be enclosed by the JV firm along with the tender:**

- i. In case one or more of the members of the JV firm is/are partnership firm(s), following documents shall be submitted:
  - a. Notary certified copy of the Partnership Deed,
  - b. Consent of all the partners to enter into the Joint Venture Agreement on a stamp paper of appropriate value (in original).
  - c. Power of Attorney (duly registered as per prevailing law) in favor of one of the partners to sign the MOU and JV Agreement on behalf of the partners and cre-ate liability against the firm.
- ii. In case one or more members is/are Proprietary Firm or HUF, the following documents shall be enclosed:
  - a. Affidavit on Stamp Paper of appropriate value declaring that his Concern is a Proprietary Concern and he is sole proprietor of the Concern OR he is in posi-tion of "KARTA" of Hindu Undivided Family and he has the authority, power and consent given by other partners to act on behalf of HUF.
- iii. In case one or more members is/are limited companies, the following documents shall be submitted:
  - a. Notary certified copy of resolutions of the Directors of the Company, permitting the company to enter into a JV agreement, authorizing MD or one of the Direc-tors or Managers of the Company to sign MOU, JV Agreement, such other doc-

uments required to be signed on behalf of the Company and enter into liability against the company and/or do any other act on behalf of the company.

- b. Copy of Memorandum and articles of Association of the Company.
- c. Power of Attorney (duly registered as per prevailing law) by the Company authorizing the person to do/act mentioned in the para (a) above.
- o. All the members of the JV shall certify that they have not been black listed or debarred by BMC from participation in tenders/contract in the past either in their individual capacity or the JV firm or partnership firm in which they were members / partners.
- p. Credentials & Qualifying criteria: Technical and financial eligibility of the JV firm shall be adjudged based on satisfactory fulfilment of the following criteria:

**Technical eligibility criteria:** In case of Work involving single discipline, the Lead member of the JV firm shall meet at least 35% requirement of technical capacity as stipulated in tender document.

**OR**

In case of composite works (e.g. works involving more than one distinct component such as Civil Engineering works, M&E works, Electrical works, etc. and in the case of major bridges, substructure and superstructure etc.), atleast one member should have satisfactorily completed 35% of the value of any one component of the project work so as to cover all the components of project work or any member having satisfactorily completed 35% of the value of work of each component during last seven financial years.

**In such cases, what constitutes a component in a composite work shall be clearly defined as part of the tender condition without any ambiguity.**

**Financial eligibility criteria:** The contractual payments received by the JV firm or the arithmetic sum of contractual payments received by all the members of JV firm in any one of the previous three financial years and shall be at least **100% of the estimated value** of the work as mentioned in the tender.

**84. Compensation for delay:**

If the Tenderers fails to complete the works and clear the site on or before the Contract or extended date(s) / period(s) of completion, he shall, without prejudice to any other right or remedy of Municipal Corporation on account of such breach, pay as agreed compensation, amount calculated as stipulated below (or such smaller amount as may be fixed by the Engineer) on the contract value of the whole work or on the contract value of the time or group of items of work for which separate period of completion are given in the contract and of which completion is delayed for every week that the whole of the work of item or group of items of work concerned remains uncompleted, even though the contract as a whole be completed by the contract or the extended date of completion.

For this purpose the term 'Contract Value' shall be the value of the work at Contract Rates as ordered including the value of all deviations ordered:

- Completion period for projects (originally stipulated or as extended) not exceeding 6 months: **to the extent of maximum 1 percent per week.**
- Completion period for projects (originally stipulated or as extended) exceeding 6 months and not exceeding 2 years: **to the extent of maximum ½ percent per week.**
- Completion period for projects (originally stipulated or as extended) exceeding 2 years: **to the extent of maximum ¼ percent per week.**

When the delay is not a full week or in multiple of a week but involves a fraction of a week the compensation payable for that fraction shall be proportional to the number of days involved.

Provided always that the total amount of compensation for delay to be paid this condition shall not exceed the under noted percentage of the Contract Value of the item or group of items of work for which a separate period of completion is given.

- i. Completion period (as originally stipulated or as extended) not exceeding 02 months: **10 percent.**
- ii. Completion period (as originally stipulated or as extended) exceeding 6 months and not exceeding 2 years: **7½ percent.**
- iii. Completion period (as originally stipulated or as extended) exceeding 2 years: **5 percent.**

The amount of compensation may be adjusted set off against any sum payable to the Tenderers under this or any other contract with the Municipal Corporation.

## **85. Action and Compensation Payable In Case Of Bad Work and Not Done As Per Specifications**

All works under or in course of execution or executed in pursuance of the contract, shall at all times be open and accessible to the inspection and supervision of the Engineer-in-charge, his authorized subordinates in charge of the work and all the superior officers, officer of the Vigilance Department of the BMC or any organization engaged by the BMC for Quality Assurance and the Tenderers shall, at all times, during the usual working hours and at all other times at which reasonable notice of the visit of such officers has been given to the Tenderers, either himself be present to receive orders and instructions or have a responsible agent duly accredited in writing, present for that purpose. Orders

given to the Tenderers's agent shall be considered to have the same force as if they had been given to the Tenderers himself.

If it shall appear to the Engineer-in-charge or his authorized subordinates in-charge of the work or to the officer of Vigilance Department, that any work has been executed with unsound, imperfect or unskillful workmanship or with materials of any inferior description, or that any materials or articles provided by him for the execution of the work are unsound or of a quality inferior to that contracted for or otherwise not in accordance with the contract, the Tenderers shall, on demand in writing which shall be made within twelve months of the completion of the work from the Engineer-in-Charge specifying the work, materials or articles complained of notwithstanding that the same may have been passed, certified and paid for forthwith rectify, or remove and reconstruct the work so specified in whole or in part, as the case may require or as the case may be, remove the materials or articles so specified and provide other proper and suitable materials or articles at his own charge and cost. In the event of the failing to do so within a period specified by the Engineer-in-Charge in his demand aforesaid, then the Tenderers shall be liable to pay compensation at the same rate as under clause 8.e. of the general condition of contract in section 9 of tender document (for Compensation for delay) for this default. In such case the Engineer-in Charge may not accept the item of work at the rates applicable under the contract but may accept such items at reduced rates as the Engineer in charge may consider reasonable during the preparation of on account bills or final bill if the item is so acceptable without detriment to the safety and utility of the item and the structure or he may reject the work outright without any payment and/or get it and other connected and incidental items rectified, or removed and re-executed at the risk and cost of the Tenderers. Decision of the Engineer-in-Charge to be conveyed in writing in respect of the same will be final and binding on the Tenderers.

If the penalisation amount exceeds maximum limit with respect to Clause 8.e of Standard General Conditions of Contract, then a show cause notice shall necessarily be issued to the contract as to why the contract should not be terminated.

The above clause is summarized to make it easy to understand as follows:

1. The Engineer-in-charge shall issue notice to the Tenderers for rectifying the defects or redoing of the work if necessary, within specific time to achieve the desired quality and quantity of the work and this should be governed by clause 8.f and 9.b of Standard General Conditions of Contract.

2. If the Tenderers fails to comply the same, only then, the Tenderers shall be liable to pay compensation at the same rate as under clause 8.e of the Standard General Condition of Contract (for Compensation for delay) for this default.

3. If the penalization amount exceeds the maximum limit, then the Tenderers will be liable for being banned/ deregistered from business dealings with BMC and this shall be governed by relative provision in Registration Rules of BMC and Standard General Conditions of Contract.

4. This penalization shall be levied only on account of delay in work, unsound, imperfect or unskillful workmanship or with materials of any inferior description, or that any materials or articles provided by him for the execution of the work are unsound or of quality inferior to that contracted for or otherwise not in accordance with the contract.

**86. Tenderers remain liable to pay compensation:** In any case in which any of the powers conferred upon the Engineer In-charge by the **relevant clauses** in documents that form a part of contract as exercised or is exercisable in the event of any future case of default by the Tenderers, he is declared liable to pay compensation amounting to the whole of his security deposit. The liability of the Tenderers for past and future compensation shall remain unaffected.

In the event of the Executive Engineer taking action against these **relevant clauses**,

he may, if he so desires, take possession of all or any tools and plant, materials and stores in or upon the work of site thereof or belonging to the Tenderers or procured by him and intended to be used for the execution of the work or any part thereof paying or allowing for the same in account at the contract rates, or in the case of contract rates not being applicable at current market rates to be certified by the Executive Engineer, may after giving notice in writing to the Tenderers or his staff of the work or other authorized agent require him to remove such tools and plants, materials or stores from the premises within a time to be specified in such notice and in the event of the Tenderers failing to comply with any such requisition, the Executive Engineer may remove them at the Tenderers expense or sell them by auction or private sell on account of the Tenderers at his risk in all respects and certificate of the Executive Engineer as to the expense of any such removal and the amount of the proceeds an expense of any such sell be final and conclusive against the Tenderers.

**87. No Claim To Any Payment Or Compensation Or Alteration In Or Restriction Of Work**

- a. If at any time after the execution of contract documents, the Engineer shall for any reason whatsoever, desires that the whole or any part of the works specified in the Tender should be suspended for any period or that the whole or part of the

work should not be carried out, at all, he shall give to the Tenderers a Notice in writing of such desire and upon the receipt of such notice, the Tenderers shall forthwith suspend or stop the work wholly or in part as required after having due regard to the appropriate stage at which the work should be stopped or suspended so as not to cause any damage or injury the work already done or endanger the safety thereof, provided that the decision of the Engineer as to the stage at which the work or any part of it could be or could have been safely stopped or suspended shall be final and conclusive against the Tenderers.

The Tenderers shall have no claim to any payment or compensation whatsoever by reason of or in pursuance of any notice as aforesaid, on account of any suspension, stoppage or curtailment except to the extent specified hereinafter.

- b. Where the total suspension of Work Order as aforesaid continued for a continuous period exceeding 90 days the Tenderers shall be at liberty to withdraw from the contractual obligations under the contract so far as it pertains to the unexecuted part of the work by giving 10 days prior notice in writing to the Engineer within 30 days of the expiry of the said period of 90 days, of such intention and requiring the Engineering to record the final measurement of the work already done and to pay final bill. Upon giving such Notice, the Tenderers shall be deemed to have been discharged from his obligations to complete the remaining unexecuted work under his contract. On receipt of such notice the Engineer shall proceed to complete the measurement and make such payment as may be finally due to the Tenderers within a period of 90 days from the receipt of such Notice in respect of the work already done by the Tenderers. Such payment shall not in any manner prejudice the right of the Tenderers to any further compensation under the remaining provisions of this clause.
- c. Where the Engineer required to Tenderers to suspend the work for a period in excess of 30 days at any time or 60 days in the aggregate, the Tenderers shall be entitled to apply to the Engineer within 30 days of the resumption of the work after such suspension for payment of compensation to the extent of pecuniary loss suffered by him in respect of working machinery remained ideal on the site of on the account of his having to pay the salary of wages and labour engaged by him during the said period of suspension provided always that the Tenderers shall not be entitled to any claim in respect of any such working machinery, salary or wages for the first 30 days whether consecutive or in the aggregate or such suspension or in respect of any such suspension whatsoever occasion by unsatisfactory work or any other default on his part, the decision of the Engineer in this regard shall be final and conclusive against the Tenderers.

**88. Tenderers to supply plant, ladder, scaffolding, etc and is liable for damages arising from non provision of lights, fencing, etc.**

The Tenderers shall supply at his own cost all material, plant, tools, appliances, implements, ladders, cordage, tackle scaffolding and temporary works requisite or proper for the proper execution of the work, whether, in the original altered or substituted form and whether included in the specification of other documents forming part of the contract or referred to in these conditions or not and which may be necessary for the purpose of satisfying or complying with the requirements of the Eng-In-Charge as to any matter as to which under these conditions is entitled to be satisfied, or which is entitled to require together with the carriage therefore to and from the work.

The Tenderers shall also supply without charge, the requisite number of person with the means and materials necessary for the purpose of setting out works and counting, weighing and assisting in the measurements of examination at any time and from time to time of the work or materials, failing which the same may be provided by the Engineer In-charge at the expense of the Tenderers and the expenses may be deducted from any money due to the Tenderers under the contract or from his security deposit or the proceeds of sale thereof, or offers sufficient portion thereof.

The Tenderers shall provide all necessary fencing and lights required to protect the public from accident and shall also be bound to bear the expenses of defence of every suit, action or other legal proceedings, that may be brought by any person for injury sustained owing to neglect of the above precautions and to pay any damages and cost which may be awarded in any such suit action or proceedings to any such person or which may with the consent of the Tenderers be paid for compromising any claim by any such person.

**89. Prevention of Fire :**

The Tenderers shall not set fire to any standing jungle, trees, brushwood or grass without a written permit from the Engineer In-charge. When such permit is given, and also in all cases when destroying cut or dug up trees brushwood, grass, etc., by fire, the Tenderers shall take necessary measure to prevent such fire spreading to or otherwise damaging surrounding property. The Tenderers shall make his own arrangements for drinking water for the labour employed by him.

**90.** Compensation for all damages done intentionally or unintentionally by Tenderers'slabour whether in or beyond the limits of BMC property including any damage caused by spreading the fire shall be estimated by the Engineer In-charge or such other officer as he may appoint and the estimate of the Engineer in-charge to the decision of the Dy. Chief Engineer on appeal shall be final and the Tenderers shall be bound to pay the amount of the assessed compensation on demand failing which the same will be

recovered from the Tenderers as damages or deducted by the Engineer In-charge from any sums that may be due or become due from BMC to Tenderers under this Contract or otherwise. Tenderers shall bear the expenses of defending any action or other legal proceedings that may be brought to prevent the spread of fire and he shall pay any damages and costs that may be awarded by the Court in consequence.

**91.** In the case of Tender by partners, any change in the constitution of the firm shall be forthwith, notified by the Tenderers through the Engineer In-charge for his information.

**92. Action where no specifications:**

In the case of any class of work for which there is no such specifications, such works shall be carried out in accordance with the specifications and in the event of there being no such specifications, then in such case, the work shall be carried out in all respects in accordance with all instructions and requirements of the Engineer In-charge.

**93. Safety and medical help:**

- i. The Tenderers shall be responsible for and shall pay the expenses of providing medical help to any workmen who may suffer a bodily injury as a result of an accident. If such expenses are incurred by BMC, the same shall be recoverable from the Tenderers forthwith and be included without prejudice to any other remedy of BMC from any amount due or that may become due to the Tenderers.
- ii. The Tenderers shall provide necessary personal safety equipment and first-aid box for the use of persons employed on the site and shall maintain the same in condition suitable for immediate use at any time.
- iii. The workers shall be required to use the safety equipments so provided by the Tenderers and the Tenderers shall take adequate steps to ensure the proper use of equipments by those concerned.
- iv. When the work is carried on in proximity to any place where there is risk or drawing all necessary equipments shall be provided and kept ready for use and all necessary steps shall be taken for the prompt rescue of any person in danger.

**94.** No compensation shall be allowed for any delay caused in the starting of the work on account of acquisition of land or in the case of clearance of works, on account of any delay in according to sanction of estimates.



## **95. Anti-malaria and other health measures:**

Anti-Malaria and other health measures shall be taken as directed by the Executive Health Officer of BMC. Tenderers shall see that mosquitogenic conditions are created so as to keep vector population to minimum level. Tenderers shall carry out anti-malaria measures in the area as per the guidelines issued by the Executive Health Officer of BMC from time to time.

In case of default, in carrying out prescribed anti-malaria measures resulting in increase in malaria incidence, Tenderers shall be liable to pay BMC on anti-malaria measures to control the situation in addition to fine.

**SECTION 10**  
**SPECIFICATIONS**  
**& SELECTION OF MATERIAL**

## **SPECIFICATIONS & SELECTION OF MATERIAL**

### **SELECTION OF MATERIAL (Not Applicable)**

All materials brought on the site of work and meant to be used in the same, shall be the best of their respective kinds and to the approval of the Engineer. The Engineer or his representative will accept that the materials are really the best of their kinds, when it is proved beyond doubt that no better materials of the particular kind in question are available in the market.

1. The Tenderers shall obtain the approval of the Engineer of samples of all materials to be used in the works and shall deposit these samples with him before placing an order for the materials with the suppliers. The materials brought on the works shall conform in every respect to their approved samples. Fresh samples shall be deposited with the Engineer whenever the type or source of any material changes.
2. The Tenderers shall check each fresh consignment of materials as it is brought to the site of works to see that they conform in all respects to the Specifications of the samples approved by the Engineer, or both.
3. The Engineer will have the option to have any of the materials tested to find out whether they are in accordance with the Specifications and the Tenderers will bear all expenses for such testing. All bills, vouchers and test certificates, which in the opinion of the Engineer or his representative are necessary to convince him as to the quality of the materials or their suitability shall be produced for his inspection when required.
4. Any materials that have not been found to conform to the specifications will be rejected forthwith and shall be removed from the site by the Tenderers at his own cost within 24 hours.
5. The Engineer shall have power to cause the Tenderers to purchase and use such materials from any particular source, as may in his opinion be necessary for the proper execution of the work.
6. Notwithstanding the source, the sand shall be washed using sand washing machine before use.

## **BRIHANMUMBAI MUNICIPAL CORPORATION**

**Sub :** Providing Services related to NABL Onsite Surveillance, documentation, Audit Compliance, and Certification Support at Dadar Sewage Laboratory.

### **Part I – Introduction**

#### **A. General:**

1. Tenderer shall go through the specifications properly, visit the site and get acquainted with quantum of work, site conditions & get cleared all the doubts and queries with BMC Engineers/Chemist before uploading the tender. Further no any excuses shall be entertained. Contractor or their representative shall bring all the requisites required for the work.
2. Contractor or their representative shall carry out the work with due care following safety of manpower & equipment. following standard Laboratory Practices.

#### **B. Technical:**

##### **Preamble :**

Dadar Sewage Laboratory of Sewerage Operations Department is situated in the premises of Dadar sewage pumping station at Dadar West, Mumbai. The laboratory was established in 1935. The laboratory was set up with an object to monitor various waste water parameters at Dadar Sewage Treatment Plant (STP) for process control and to comply with the requirements of regulatory authorities.

At present Dadar laboratory is collecting sewage samples from 8 WWTF, 37 satellite pumping stations, 7 STPs, 3 marine outfalls and Mithi river etc. locations of Mumbai and suburb areas. The samples are tested for various waste water parameters to check the compliance of the requirement of regulatory authorities. i.e. MPCB and also the NGT . The Laboratory analytical data is essential document for CAG Audit and also it is used in Swatch Bharat Abhiyaan.

Recently, Dadar Sewage laboratory received NABL accreditation on 13 September 2024 in accordance with the standard ISO / IEC 17025 : 2017 in the field of 'Chemical/ Testing with 5 parameters viz. BOD, COD, TSS, DO & pH. Further to maintain the NABL accreditation, it is important to carry out the surveillance Audit over one year's period of time. Hence the The present tender is invited for providing services related to NABL Onsite Surveillance, documentation, Audit Compliance, and Certification Support at Dadar Sewage Laboratory.

## **Site Details**

### Location :

Dadar Sewage Laboratory

5<sup>th</sup> floor S.O. Admin Building

Dadar sewage pumping station premises,

249, Senapati Bapat Marg, Dadar (West),

Mumbai – 400 028.

**Note:** The contractor shall visit the site of Dadar Sewage Laboratory at Dadar West for assessing the Dadar sewage laboratory's setup, instrumentation, documentation & other technical details in depth before submitting the proposal /tender

## **Part II – Dadar Sewage Laboratory Instrumentation set up**

Dadar Sewage Laboratory is equipped with highly sophisticated and precise instruments calibrated for its accuracy of reading. The list of major equipment in Dadar laboratory is as follows:-

Sr.No.	Name of equipment	Quantity
1	Refrigerator	2
2	Hot Air Oven	2
3	Muffle Furnace	1
4	Balance Capacity = 200 gm.	1
5	Balance Capacity = 150 gm.	1
6	Balance Capacity = 1500 gm.	1
7	Vacuum pump	2
8	Sieve shaker with sieve	1
9	Ammonia distillation unit	1
10	Water distillation Unit	1
11	Soxhlet apparatus	3

12	Water Purification Unit	1
13	Incubator	2
14	Turbidity meter	1
15	pH meter	1
16	Atomic Absorption Spectrophotometer Meter	1
17	Vertical Freezer	1
18	Weight box (M1 Class)	1
19	Acid dispenser	2

### **Part III – Detailed Specifications and Scope of Work for subject tender Work**

#### **Technical Specifications:**

The services are to be provided in accordance with Laboratory Management System as per ISO/IEC 17025:2017. This work has to be done under the expertise of Assessors who will provide proper consultancy and guide the Laboratory staff to follow NABL standard Laboratory practices while doing the waste water analysis. The Consultant and the Dadar Laboratory Team should maintain strict confidentiality during the process of Surveillance Audit.

#### **The Scope of Work will include following activities:**

1. Accreditation Review, Internal Audit & Gap Assessment
2. Documentation Support & Quality System Compliance
3. Technical Assessment & Laboratory Preparedness
4. Training, Competence Development & Onsite Witness Testing
5. Coordination of NABL Surveillance Audit Visit
6. Post-Audit Support, Compliance & Certification Closure

The detailed Scope of work for providing the NABL Surveillance Audit services pertaining to Dadar Sewage Laboratory is as follows :

**1. Accreditation Review, Internal Audit & Gap Assessment**

- a. The successful contractor shall review all activities undertaken since the initial NABL accreditation of Dadar Sewage Laboratory, including previous audit reports and survey and accordingly carry out reassessment audit.
- b. The successful contractor shall conduct a comprehensive internal audit covering all applicable ISO/IEC 17025:2017 clauses to evaluate system implementation and audit preparedness for Dadar laboratory.
- c. Contractor shall identify system gaps, non-conformities, and opportunities for improvement
- d. The successful contractor shall prepare a detailed gap assessment report with observations and recommended actions.
- e. Contractor shall evaluate Dadar laboratory's infrastructure, testing capabilities, and equipment status in line with NABL requirements and Standards.
- f. Contractor shall review risk management practices, preventive actions, and the effectiveness of previous corrective measures as per requirements.
- g. The successful contractor shall verify the documentation of Management Review meetings and related records.

**2. Documentation Support & Quality System Compliance :**

- a. The successful contractor shall review and, if required, revise the Quality Manual, Standard Operating Procedures (SOPs), calibration protocols, and uncertainty estimation formats to ensure compliance with NABL and ISO/IEC 17025:2017 standards at Dadar Sewage Laboratory.
- b. Contractor shall ensure documentation traceability for all relevant testing parameters, such as pH, BOD, COD, TSS, and DO.

- c. The successful contractor shall support the preparation or revision of technical records, equipment logs, work instructions, and validation documents as per the requirements at Dadar laboratory.
- d. Contractor shall verify the document control procedures, including archival practices, version control, and correction protocols etc.
- e. Contractor shall assess the data recording systems—whether manual or digital (e.g., LIMS)—to ensure alignment with data integrity, audit trails, and retention policies.

### **3. Technical Assessment & Laboratory Preparedness :**

- a. The successful contractor shall review current sampling, preservation, and handling procedures for wastewater samples at Dadar Sewage Laboratory.
- b. Contractor shall evaluate method for validation practices for key parameters, including accuracy, precision, detection limits, and uncertainty of measurement.
- c. Contractor shall inspect laboratory instruments and equipment (e.g., pH meters, DO meters, COD/BOD setups) at Dadar Sewage Laboratory for calibration compliance and operational status.
- d. The successful contractor shall verify traceability of reference materials and adherence to equipment maintenance schedules.
- e. Contractor shall assess the laboratory's participation in Proficiency Testing (PT) and Inter-Laboratory Comparison (ILC) programs, including result analysis and corrective actions.
- f. Contractor shall facilitate testing of representative samples and recording of results in accordance with NABL formats and requirements.

### **4. Training, Competence Development & Onsite Witness Testing**

- a. The successful contractor shall provide awareness training on NABL and ISO/IEC 17025:2017 requirements to all relevant personnel / staff of Dadar Sewage Laboratory if required.



- b. The successful contractor shall facilitate hands-on necessary training for all members of the laboratory team on equipment use, testing protocols, and quality control as per requirements.
- c. Contractor shall review competence records of staff, including technical training history and internal audit qualifications.
- d. Contractor shall support the preparation for onsite witness testing by NABL assessors, covering the entire chain from sample collection to analysis and reporting.
- e. Contractor shall guide the team on application of control charts, traceability of measurements, and proper documentation of quality parameters.

#### **5. Coordination of NABL Surveillance Audit Visit :**

- a. The successful contractor shall facilitate the submission of NABL application and maintain communication with the accreditation body throughout the audit process.
- b. Contractor shall coordinate the scheduling of the onsite surveillance audit in consultation with NABL and laboratory management of Dadar Sewage Laboratory.
- c. The successful contractor shall manage all logistical arrangements for NABL assessors, including travel, accommodation, travelling and on-site facilitation etc.
- d. Contractor shall ensure proper documentation, technical support, and personnel availability during the audit.
- e. Contractor shall assist in the processing and documentation of NABL-related audit fees.

#### **6. Post-Audit Support, Compliance & Certification Closure**

- a. The successful contractor shall assist in responding to observations or non-conformities (NCs) raised by NABL during the surveillance audit.
- b. Contractor shall support the preparation and submission of Corrective Action Reports (CARs) and evidence of compliance for the NCs raised by NABL.

- c. Contractor shall follow up with NABL for review and closure of audit findings until satisfactory resolution is achieved for the NCs raised by NABL
- d. Contractor shall provide support for final documentation and formal communication required for continuation of NABL accreditation for the Dadar Sewage Laboratory.
- e. The successful contractor shall prepare and submit the final closure report and updated certificate to the Dadar Sewage Laboratory for records and compliance use.

**General Terms & Conditions:**

- i) Specifications and scope of work provided here are intended for general description of site conditions, scope of work and requirements, products, execution, quality of workmanship and finished work. They are not intended to cover minute details. The work shall be executed in accordance with best modern laboratory practices and using skilled Auditors/manpower and techniques.
- ii) The specifications mentioned hereunder are with respect of Surveillance Audit at Dadar Sewage Laboratory to follow standard Laboratory practices as per NABL standards. The Contractor shall read this Technical Specification in conjunction with the relevant IS as mentioned in technical specifications and other relevant documents viz. laboratory technical manuals, papers, guidelines, standards and specification etc. Bidders are requested to get acquainted with the same before bidding.
- iii) Every effort is taken to describe the scope of work, to prepare technical specifications and bill of quantities, etc. Tenderers are requested to submit their offer considering all parameters which may be required for completion of subject work, even though the same are not specifically described in the specifications or the BOQ. No extra item shall be considered on the basis of missing item or for whatsoever reason.

- iv) The successful Contractor shall ensure that, the onsite staff shall take all safety precautions while working in the Lab. Contractor shall provide necessary safety materials as per the requirement while executing the work. Contractor shall be responsible for the safety of all activities on the site and shall be absolutely and solely responsible for any and all kinds of injuries or damages to persons and property.

Chemist (Dadar Lab)

A.E.Pro. (Sew.)City-I

E.E.Mech. (S)City-I

### **Payment Schedules**

The payment schedule for work of “Providing Services related to NABL Onsite Surveillance, documentation, Audit Compliance, and Certification Support at Dadar Sewage Laboratory.” shall be as follows :

Item No.	Item Description	Payment Terms
1.	After successful & satisfactory completion of certification of NABL Surveillance Audit as specified for the subject matter work as per technical specification at Dadar Sewage Laboratory.	100% payment shall be done

Sd/-  
Chemist (Dadar Lab)

Sd/-  
A.E.Proj. (Sew.) City-I

Sd/-  
E.E.Mech. (S)City-I

### **DEVIATION FROM SPECIFICATIONS**

The Tenderer shall state briefly any deviation contained in his main offer from the specification.

If the deviations are listed in a covering letter then reference of the letter shall be made below.

Item or Clause	Deviation	Covering letter page

Seal & Signature of Tenderer with Date

**SECTION 11**  
**FRAUD**  
**AND**  
**CORRUPT**  
**PRACTICES**

## **FRAUD AND CORRUPT PRACTICES**

- The Applicants and their respective officers, employees, agents and advisers shall observe the highest standard of ethics during the Bidding Process. Notwithstanding anything to the contrary contained herein, the Authority may reject an Application without being liable in any manner whatsoever to the Applicant if it determines that the Applicant has, directly or indirectly or through an agent, engaged in corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice in the Bidding Process.
- Without prejudice to the rights of the Authority under relevant Clause hereinabove, if an Applicant is found by the Authority to have directly or indirectly or through an agent, engaged or indulged in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice during the Bidding Process, such Applicant shall not be eligible to participate in any tender or RFQ issued by the Authority during a period of 2 (two) years from the date such Applicant is found by the Authority to have directly or indirectly or through an agent, engaged or indulged in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice, as the case may be.
- For the purposes of this Clause , the following terms shall have the meaning hereinafter respectively assigned to them:

A. **“corrupt practice”** means

the offering, giving, receiving, or soliciting, directly or indirectly, of anything of value to influence the actions of any person connected with the Bidding Process (for avoidance of doubt, offering of employment to, or employing, or engaging in any manner whatsoever, directly or indirectly, any official of the Authority who is or has been associated in any manner, directly or indirectly, with the Bidding Process or the LOA or has dealt with matters concerning the Concession Agreement or arising there from, before or after the execution thereof, at any time prior to the expiry of one year from the date such official resigns or retires from or otherwise ceases to be in the service of the Authority, shall be deemed to constitute influencing the actions of a person connected with the Bidding Process); or save and except as permitted under the relevant sub clause, engaging in any manner whatsoever, whether during the Bidding Process or after the issue of the LOA or after the execution of the Concession Agreement, as the case may be, any person in respect of any matter relating to the Project or the LOA or the Concession Agreement, who at any time has been or is a legal, financial or technical adviser of the Authority in relation to any matter concerning the Project;

- B. **"fraudulent practice"** means a misrepresentation or omission of facts or suppression of facts or disclosure of incomplete facts, in order to influence the Bidding Process ;
- C. **"coercive practice"** means impairing or harming or threatening to impair or harm, directly or indirectly, any person or property to influence any persons participation or action in the Bidding Process;
- D. **"undesirable practice"** means (i) establishing contact with any person connected with or employed or engaged by the Authority with the objective of canvassing, lobbying or in any manner influencing or attempting to influence the Bidding Process; or (ii) having a Conflict of Interest; and
- E. **"Restrictive practice"** means forming a cartel or arriving at any understanding or arrangement among Applicants with the objective of restricting or manipulating a full and fair competition in the Bidding Process.
- F. If the Employer/Financier determines that the Tenderers has engaged in corrupt, fraudulent, collusive, coercive or obstructive practices, in competing for or in executing the Contract, then the Employer may, after giving 14 days' notice to the Tenderers, terminate the Tenderers's employment under the Contract and expel him from the Site, and the provisions of relevant Clause shall apply as if such expulsion had been made.
- G. Should any employee of the Tenderers be determined to have engaged in corrupt, fraudulent, collusive, coercive, or obstructive practice during the execution of the Works, then that employee shall be removed in accordance with relevant Clause.

For the purposes of this Sub-Clause:

- i. "corrupt practice" is the offering, giving, receiving to soliciting, directly or indirectly, of anything of value to influence improperly the actions of another party;
- ii. "another party" refers to a public official acting in relation to the procurement process or contract execution. In this context, "public official" includes Financier staff and employees of other organizations taking or reviewing procurement decisions.
- iii. "fraudulent practice" is any act or omission, including a misrepresentation, that knowingly or recklessly misleads, or attempts to mislead, a party to obtain a financial or other benefit or to avoid an obligation;
- iv. "collusive practice" is an arrangement between two or more parties designed to achieve an improper purpose, including to influence improperly the actions of another party;



- v. "coercive practice" is impairing or harming, or threatening to impair or harm, directly or indirectly, any party or the property of the party to influence improperly the actions of a party;
- vi. "obstructive practice" is deliberately destroying, falsifying, altering or concealing of evidence material to the investigation or making false statements to investigators in order to materially impede the Financier investigation into allegations of a corrupt, fraudulent, coercive or collusive practice; and/or threatening, harassing or intimidating any party to prevent it from disclosing its knowledge of matters relevant to the investigation or from pursuing the investigation; or
- vii. acts intended to materially impede the exercise of the Financer's inspection and audit rights provided .
- viii. "party" refers to a public official; the terms "benefit" and "obligation" relate to the procurement process or contract execution; and the "act or omission" is intended to influence the procurement process or contract execution.
- ix. "parties" refers to participants in the procurement process (including public officials) attempting to establish bid prices at artificial, noncompetitive levels.
- x. A "party" refers to a participant in the procurement process or contract execution.

**SECTION 12**  
**PRE BID MEETING**

### **PREBID MEETING (Not Applicable)**

Pre-bid meeting of the interested parties shall be convened at the designated date, time and place. A maximum of three representatives of each Applicant shall be allowed to participate on production of authority letter from the Applicant.

During the course of Pre-bid meeting, the Applicants will be free to seek clarifications and make suggestions for consideration of the Authority. The Authority shall Endeavour to provide clarifications and such further information as it may, in its sole discretion, consider appropriate for facilitating a fair, transparent and competitive Bidding Process.

**SECTION -13**  
**LIST OF APPROVED BANKS**

### **LIST OF APPROVED BANKS**

1. The following Banks with their branches in Greater Mumbai and in suburbs and extended suburbs up to Virar and Kalyan have been approved only for the purpose of accepting Banker's guarantee from 1997-98 onwards until further instructions.
2. The Bankers Guarantee issued by branches of approved Banks beyond Kalyan and Virar can be accepted only if the said Banker's Guarantee is countersigned by the Manager of a branch of the same Bank, within the Mumbai Limit categorically endorsing thereon that said bankers Guarantee is binding on the endorsing Branch of the bank within Mumbai limits and is liable to be on forced against the said branch of the Bank in case of default by the Tenderers/supplier furnishing the bankers Guarantee.

#### **List of approved Banks:-**

<b>A</b>	<b>S.B.I and its subsidiary Banks</b>
1	State Bank Of India.
2	<del>State Bank Of Bikaner &amp; Jaipur.</del>
3	State Bank Of Hyderabad.
4	State Bank Of Mysore.
5	State Bank Of Patiyala.
6	State Bank Of Saurashtra.
7	State Bank Of Travankore.
<b>B</b>	<b>Nationalized Banks</b>
8	Allahabad Bank.
9	Andhra Bank.
10	Bank Of Baroda.
11	Bank Of India.
12	Bank Of Maharashtra.
13	Central Bank Of India.
14	Dena Bank.
15	Indian Bank.
16	Indian Overseas Bank.
17	Oriental Bank Of Commerce.
18	Punjab National Bank.
19	Punjab & Sindh Bank.
20	Syndicate Bank.
21	Union Bank Of India.
22	United Bank Of India.

23	UCO Bank.
24	Vijaya Bank.
24A	Corporation Bank.
<b>C</b>	<b>Scheduled Commercial Banks</b>
25	Bank Of Madura Ltd.
26	Bank Of Rajasthan Ltd.
27	Banaras State Bank Ltd.
28	Bharat Overseas Bank Ltd
29	Catholic Syrian Bank Ltd.
30	City Union Bank Ltd.
31	Development Credit Bank.
32	Dhanalakshmi Bank Ltd.
33	Federal Bank Ltd.
34	Indsind Bank Ltd.
35	I.C.I.C.I Banking Corporation Ltd.
36	Global Trust Bank Ltd.
37	Jammu & Kashmir Bank Ltd.
38	Karnataka Bank Ltd.
39	KarurVysya Bank Ltd.
40	Laxmi Vilas Bank Ltd.
41	Nedugundi Bank Ltd.
42	Ratnakar Bank Ltd.
43	Sangli Bank Ltd.
44	South Indian Bank Ltd.
45	S.B.I Corporation &Int Bank Ltd.
46	Tamilnadu Mercantile Bank Ltd.
47	United Western Bank Ltd.
48	Vysya Bank Ltd.
<b>D</b>	<b>Schedule Urban Co-op Banks</b>
49	Abhyudaya Co-op Bank Ltd.
50	Bassein Catholic Co-op Bank Ltd.
51	Bharat Co-op Bank Ltd.
52	Bombay Mercantile Co-op Bank Ltd.

53	Cosmos Co-op Bank Ltd.
54	Greater Mumbai Co-op Bank Ltd.
55	JanataSahakari Bank Ltd.
56	Mumbai District Central Co-op Bank Ltd.
57	Maharashtra State Co-op Bank Ltd.
58	New India Co-op Bank Ltd.
59	North Canara G.S.B. Co-op Bank Ltd.
60	Rupee Co-op Bank Ltd.
61	Sangli Urban Co-op Bank Ltd.
62	Saraswat Co-op Bank Ltd.
63	ShamraoVithal Co-op Bank Ltd.
64	Mahanagar Co-op Bank Ltd.
65	Citizen Bank Ltd.
66	Yes Bank Ltd.
<b>E</b>	<b>Foreign Banks</b>
67	ABM AMRO (N.Y.) Bank.
68	American Express Bank Ltd.
69	ANZ Grindlays Bank Ltd.
70	Bank Of America N.T. & S.A.
71	Bank Of Tokyo Ltd.
72	Bankindosuez.
73	BanqueNationale de Paris.
74	Barclays bank.
75	City Bank N.A.
76	Hongkong& Shanghai banking Corporation.
77	Mitsui Taiyokbe Bank Ltd.
78	Standard Chartered Bank.
79	Cho Hung Bank.

**SECTION -14**  
**APPENDIX**



## FORM OF TENDER

To,

The Municipal Commissioner for Greater Mumbai

Sir,

I/ We have read and examined the following documents relating to the construction of

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

i. Notice inviting tender.

ii. Directions to tenderers (General and special)

iii. General condition of contract for Civil Works of the BRIHANMUMBAI MUNICIPAL CORPORATION as amended up to date.

iv. Relevant drawings

v. Specifications.

vi. Special directions

vii. Annexure A and B.

viii. Bill of Quantities and Rates.

1A.

I/We \_\_\_\_\_  
\_\_\_\_\_

(full name in capital letters, starting with surname), the Proprietor/ Managing Partner/ Managing Director/ Holder of the Business, for the establishment / firm / registered company, named herein below, do hereby offer to

.....  
.....

Referred to in the specifications and schedule to the accompanying form of contract of the rates entered in the schedule of rates sent herewith and signed by me/ us" (strike out the portions which are not applicable).

1B. I/We do here by state and declare that I/We, whose names are given herein below in details with the addresses, have not filled in this tender under any other name or under the name of any other establishment /firm or otherwise, nor are we in any way related or concerned with the establishment /firm or any other person, who have filled in the tender for the aforesaid work."

2. I/We hereby tender for the execution of the works referred to in the aforesaid documents, upon the terms and conditions, contained or referred to therein and in accordance with the specifications designs, drawings and other relevant details in all respects.

\* At the rates entered in the aforesaid Bill of Quantities and Rates.

3. According to your requirements for payment of Earnest Money Deposit (EMD).

I/We have deposited the amount through online payment gateways with the C.E. of the Corporation not to bear interest

4. I/We hereby request you not to enter into a contract with any other person/s for the execution of the works until notice of non/acceptance of this tender has first been communicated to me/us, and in consideration of yours agreeing to refrain from so doing I/we agree not to withdraw the offer constituted by this tender before the date of communication to me/us of such notice of on / acceptance, which date shall be not later than ten days from the date of the decision of the Standing Committee or Education Committee of the Corporation, as maybe required under the Mumbai Municipal Corporation Act, not to accept this tender.(Subject to condition 5 below).
5. I/We also agree to keep this tender open for acceptance for a period of 180 days from the date fixed for opening the same and not to make any modifications in its terms and conditions which are not acceptable to the Corporation.
6. I/We agree that the Corporation shall, without prejudice to any other right or remedy, be at liberty to forfeit the said earnest money absolutely, if.
  - a. I/We fail to keep the tender open as aforesaid.
  - b. I/We fail to execute the formal contract or make the contract deposit when called upon to do so.
  - c. I/we do not commence the work on or before the date specified by the Engineer in his work order.
7. I/We hereby further agree to pay all the charges of whatsoever nature in connection with the preparation, stamping and execution of the said contract.
8. I/We further agree that, I/we shall register ourselves as 'Employer' with the Bombay Iron and Steel Labour Board' and fulfill all the obligatory provisions of Maharashtra Mathadi, Hamal and other Manual workers (Regulation of Employment and Welfare) Act 1969 and the Bombay Iron and Steel unprotected workers Scheme 1970.
9. "I/We..... have failed in the accompanying tender with full knowledge of liabilities and, therefore, we will not raise any objection or dispute in any manner relating to any action, including forfeiture of deposit and blacklisting, for giving any information, which is found to be incorrect and against the instructions and directions given in this tender.
10. "I/We further agree and undertake that in the event it is revealed subsequently after the allotment of work/contract to me/us, that any information given by me/us in this tender is false or incorrect, I/We shall compensate the BRIHANMUMBAI MUNICIPAL CORPORATION for any such losses or inconvenience caused to the Corporation in any manner and will not resist any claim for such compensation on any ground whatsoever. I/we agree and undertake that I/we shall not claim in such case any amount by way of

damages or compensation for cancellation of the contract given to me/us or any work assigned to me/us or is with-drawn by the Corporation,”

Address Yours faithfully, .....

..... Digital Signature of the Tenderer or the Firm

1.....

2.....

3.....

4.....

Full Name and private residential address of  
all the partners constituting the Firm

A/c No.

.....

1. ....

Name of Bank

2. ....

.....

3. ....

Name of Branch

4. ....

.....

5. ....

Vender No.

.....

5. ....

## AGREEMENT FORM

Tender / Quotation

dated ..... 20...

Standing Committee/Education Committee Resolution No. ....

CONTRACT FOR THE WORKS .....

This agreement made this day of .....

Two thousand .....

Between .....

inhabitants of Mumbai, carrying on business at.....

in Bombay under the style and name of Messrs .....

(Hereinafter called "the contractor of the one part and Shri .....

the DMC(E.) (hereinafter called "the commissioner" in which expression are included unless the inclusion is inconsistent with the context, or meaning thereof, his successor or successors for the time being holding the office of DMC(E.) of the second part and the Brihanmumbai Municipal Corporation (hereinafter called "the Corporation") of the third part, WHEREAS the contractor has tendered for the construction, completion and maintenance of the works described above and his tender has been accepted by the Commissioner (with the approval of the Standing Committee/Education Committee of the Corporation NOW THIS

THIS AGREEMENT WITNESSETH as follows:-

1) In this agreement words and expressions shall have the same meanings as are respectively assigned to them in the General Conditions of Contract for works hereinafter referred to:-

2) The following documents shall be deemed to form and be read and constructed as a part of this agreement viz.

- a) The letter of Acceptance
- b) The Bid:
- c) Addendum to Bid; if any
- d) Tender Document
- e) The Bill of Quantities:
- f) The Specification:
- g) Detailed Engineering Drawings
- h) Standard General Conditions of Contracts (GCC)
- i) All correspondence documents between bidder and BMC

3) In consideration of the payments to be made by the Commissioner to the contractor as hereinafter mentioned the contractor hereby covenants with the Commissioner to construct, complete and maintain the works in conformity in all respects with the provision of the contract.

4) The Commissioner hereby covenants to pay to the Contractor in consideration of the construction, completion and maintenance of the works the contract sum, at times and in the manner prescribed by the contract.

IN WITNESS WHERE OF the parties hereto have caused their respective common seals to be herein to affixed (or have hereunto set their respective hands and seals) the day and year above written.

Signed with designation stamp of the contractor,

Seal

sealed and delivered by the contractor/s

Trading under the name and style of

In the presence of the witness:

Witness No.1: Name & Address

Name:

Resi. Address:

Signature of Witness No.1

In the presence of the witness:

Witness No.2: Name & Address

Name:

Resi. Address:

Signature of Witness No.2

Signed by the DMC (E) in the presence of

DMC (E)

Name and Signature of Concern Ex.E. , Dy.Ch.E. &  
Ch.E. (HOD) with Designation Stamp

The Common seal of the Brihanmumbai Municipal  
Corporation was hereunto affixed on the ..... 20  
in the presence of two members of the Standing Committee.

1.

1.

2.

2.

And in the presence of the Municipal Secretary

Municipal Secretary

Contract examined with the Quotation/Tender and the Resolution

No. \_\_\_\_\_ dated \_\_\_\_\_ of the Standing / Municipal Commissioner /  
DMC E's Sanction No. \_\_\_\_\_ dated \_\_\_\_\_ etc. and found  
correct.

Signature of Ex.Eng. And Dy.Ch.E. of the concerned deptt. With Designation stamp

## **BANKERS GURANTEE IN LIEU OF CONTRACT DEPOSIT**

THIS INDENTURE made this \_\_\_\_\_ day of \_\_\_\_\_ BETWEEN

THE \_\_\_\_\_ BANK incorporated under the English/Indian Companies Acts and carrying on business in Mumbai (hereinafter referred to as 'the bank' which expression shall be deemed to include its successors and assigns) of the first part

\_\_\_\_\_ inhabitants carrying on business at \_\_\_\_\_ in Mumbai under the style and name of Messer's \_\_\_\_\_ (hereinafter referred to as 'the consultant') of the second part Shri. \_\_\_\_\_

THE MUNICIPAL COMMISSIONER FOR GREATER MUMBAI (hereinafter referred to as 'the commissioner' which expression shall be deemed, also to include his successor or successors for the time being in the said office of Municipal Commissioner ) of the third part and THE BRIHANMUMBAI MUNICIPAL CORPORATION (hereinafter referred to as 'the Corporation') of the fourth part WHEREAS the consultants have submitted to the Commissioner tender for the execution of the work of " \_\_\_\_\_ and the terms of such tender /contract require that the consultants shall deposit with the Commissioner as/contract deposit/ earnest money and /or the security a sum of Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_) AND WHEREAS if and when any such tender is accepted by the Commissioner, the contract to be entered into in furtherance thereof by the consultants will provide that such deposit shall remain with and be appropriated by the Commissioner towards the Security -deposit to be taken under the contract and be redeemable by the consultants, if they shall duly and faithfully carry out the terms and provisions of such contract and shall duly satisfy all claims properly chargeable against them there under AND WHEREAS the consultants are constituents of the Bank and in order to facilitate the keeping of the accounts of the consultants, the Bank with the consent and concurrence of the consultants has requested the Commissioner to accept the undertaking of the Bank hereinafter contained, in place of the Tenderers depositing with the Commissioner the said sum as earnest money and /or security as aforesaid AND WHEREAS accordingly the Commissioner has agreed to accept such undertaking NOW THIS AGREEMENT WITNESSES that in consideration of the premises, the Bank at the request of the consultants ( hereby testified ) UNDERTAKES WITH the commissioner to pay to the commissioner upon demand in writing , whenever required by him , from time to time , so to do , a sum not exceeding in the whole Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_) under the terms of the said tender and /or the contract .The B.G. Is valid up to \_\_\_\_\_ "Notwithstanding anything what has been stated above, our liability under the above guarantee is restricted to Rs. \_\_\_\_\_ only and guarantee shall remain in force up to

\_\_\_\_\_ unless the demand or claim under this guarantee is made on us in writing on or before \_\_\_\_\_ all your right under the above guarantee shall be forfeited and we shall be released from all liabilities under the guarantee thereafter”

IN WITNESS WHEREOF

WITNESS(1) \_\_\_\_\_

Name and \_\_\_\_\_

address \_\_\_\_\_

WITNESS(2) \_\_\_\_\_

Name and \_\_\_\_\_ the duly constituted Attorney Manager

address \_\_\_\_\_

the Bank and the said Messer’s \_\_\_\_\_

\_\_\_\_\_ (Name of the Bank)

WITNESS(1) \_\_\_\_\_

Name and \_\_\_\_\_

address \_\_\_\_\_

WITNESS(2) \_\_\_\_\_

Name and \_\_\_\_\_

For Messer’s \_\_\_\_\_

address \_\_\_\_\_

have here into set their respective hands the day and year first above written.

**The amount shall be inserted by the Guarantor, representing the Contract Deposit in Indian Rupees.**

## **PROFORMAS:**

### **PROFORMA- I**

**The list of similar works as stated in para 'A' of Post qualification during last five years–**

<b>PROFORMA- I</b>					
Sr. No.	Name of the Project	Name of the employer	Stipulated date of completion	Actual date of completion	Actual Cost of work done
1	2	3	4	5	6

### **NOTE:**

- j. Scanned Attested copies of completion/performance certificates from the Engineer-in-Charge for each work should be annexed in the support of information furnished in the above proforma.
- k. Works shall be grouped financial year-wise.

### **PROFORMA- II**

Yearly turn over during the last three years.

PROFORMA- II					
Sr.No.	Financial year	Annual Turnover of Civil Engineering Works	Updated value to current year	Average of last 5years	Page No.
1					
2					
3					
Total					

NOTE: The above figures shall tally with the audited balance sheets uploaded by the tenderers duly certified by Chartered Accountant.



**PROFORMA- III****At least similar work, as stated in para 'A' of Post qualification,.**

<b>PROFORMA- III</b>							
Name of the Project	Name of the Employer	Cost of the Project	Date of issue of work Order	Stipulated Date of Completion	Actual Date of Completion	Actual cost of work done	Remarks explaining reasons for delay, if any
1	2	3	4	5	6	7	8

**Note:** Scanned Attested copies of completion/performance certificates from the Engineer-in-charge for each work should be annexed in support of information furnished in the above proforma.

<b>PROFORMA- IV (Not Applicable)</b>					
PERSONNEL:					
Sr. No.	Post	Name	Qualification	Work Experience	
		(Prime Candidate/ Alternate)		No. of Years	Name of Projects
1					
2					
3					

**NOTE:** Scanned Attested copies of qualification certificates and details of work experience shall be submitted /uploaded.

**MACHINERY: (for special work only) (Not Applicable)**

<b>PROFORMA- V/A</b>			
Sr. No.	Equipment	Number	Owned/Leased/Assured access
1	2	3	4

<b>PROFORMA- V/B</b>			
Sr. No.	Equipment	Number	Owned
1	2	3	4

**Note:** The tenderer(s) shall furnish/upload the requisite Scanned Attested documents of ownership/leased of machineries. The undertaking from the suppliers will not be accepted.

**PROFORMA - VI / A (Not Applicable)**

**Details of Existing Commitments and ongoing works –**

<b>PROFORMA - VI / A</b>							
Description of work	Place	Contract No. & Date	Name & Addresses of employer	Value of Contract in Rs.	Scheduled date of completion	Value of work remaining to be completed	Anticipated Date of completion
1	2	3	4	5	6	7	8

**Note:** Scanned Attested copies of completion/performance certificates from the Engineer-in-Charge for each work should be annexed in the support of information furnished in the above proforma.

**PROFORMA - VI / B (Not Applicable)**

**Details of works for which bids are already uploaded –**

<b>PROFORMA - VI / B</b>						
Description of work	Place	Name & Ad-dresses of employee	Value of Contract in Rs.	Time Period	Date on which decision is expected	Remarks
1	2	3	4	5	6	7

**Note:** Scanned Attested copies of certificates from the Engineer-in-charge for each work shall be annexed

### PROFORMA- VII

Information on Litigation History in which the applicant is involved.

PROFORMA – VII				
Other Party (/Parties)	Employer	Cause of Dispute	Amount involved	Remarks showing Present Status.
1	2	3	4	5

**Note:** Scanned Attested copies of completion / performance certificates from the Engineer-in-charge for each work should be annexed and uploaded.

**ANNEXURE " A " (Not Applicable)**

1. Name of work :

The Engineer for this work:

Chief Engineer (SO)

Dy. Ch. Eng.(SO)City

Ex.Eng. Mech.(Sew)City-II

2. Estimated cost of Tender:

Sr. No	Description of work	Total Amount Rs.
1	Civil Work	--
2	Electrical Work	--
3	Total Amount	--

3.

Earnest Money (1% of the Estimated cost):	Rs.
---	-----

4 Time Period

1.	Contract as a whole Period completion	Three Months
2.	Part or Groups of items	
i)		i)
ii)		ii)
iii		iii

5. ~~Percentage to be charged as supervision charges for the work got executed through other means .....percent.~~

~~The "Actual cost of the work" shall mean in the case of percentage rate contracts the actual cost of the work executed at the rates as mentioned in the Contract Schedule adjusted by the Tenderers's percentage rate and cost of extra and excess, but excluding the cost on account of Water Charges~~

~~and Sewerage Charges if any, payable by the Tenderers and also excluding cost on account of price variation claims as provided in price variation clause as amended up to date.~~

6. ~~In case of item rate contracts the actual cost calculated for the work executed at the rates mentioned in the contract schedule for different items including cost of excess and extra items of the work excluding the cost of water charges and sewerage charges if any, payable by the Tenderers and excluding cost on account of price variation claims as provided in extra excess conditions as amended up to date.~~

7. ~~In case of lump sum contract the cost of the work actually carried out as per break up and programme of the work and the schedule of payment included in the contract including cost of any excess and/or extra items, of the work, excluding the cost on account of water charges and sewerage charges and also excluding cost on account of price variation claims as provided in extra excess conditions as amended up to date.~~

## **Annexure- B**

### **PRE-CONTRACT INTEGRITY PACT**

(On Rs. 500/- Stamp Paper)

The Bidder commits himself to take all measures necessary to prevent corrupt practices, unfair means and illegal activities during any stage of his bid or during any pre-contract or post-contract stage in order to secure the contract or in furtherance to secure it and in particular commits himself to the following:-

1. The Bidder will not offer, directly or through intermediaries, any bribe, gift, consideration, reward, favour, any material or immaterial benefit or other advantage, commission, fees, brokerage or inducement to any official of the BMC, connected directly or indirectly with the bidding process, or to any person, organization or third party related to the contract in exchange for any advantage in the bidding, evaluation, contracting and implementation of the Contract.
2. The Bidder further undertakes that he has not given, offered or promised to give, directly or indirectly any bribe, gift, consideration, reward, favour, any material or immaterial benefit or other advantage, commission, fees, brokerage or inducement to any official of the BMC or otherwise in procuring the Contract or forbearing to do or having done any act in relation to the obtaining or execution of the Contract or any other Contract with the Government for showing or forbearing to show favour or disfavour to any person in relation to the Contract or any other Contract with the Government.
3. The Bidder will not collude with other parties interested in the contract to impair the transparency, fairness and progress of the bidding process, bid evaluation, contracting and implementation of the contract.
4. The Bidder will not accept any advantage in exchange for any corrupt practice, unfair means and illegal activities.
5. The Bidder, either while presenting the bid or during pre-contract negotiations or before signing the contract, shall disclose any payments he has made, is committed to or intends to make to officials of the BMC or their family members, agents, brokers or any other intermediaries in connection with the contract and the details of services agreed upon for such payments.
6. The Bidder shall not use improperly, for purposes of competition or personal gain, or pass on to others, any information provided by the BMC as part of the business relationship, regarding plans, technical proposals and business details, including information contained in any electronic data carrier. The Bidder also undertakes to exercise due and adequate care lest any such information is divulged.

7. The Bidder commits to refrain from giving any complaint directly or through any other manner without supporting it with full and verifiable facts.
8. The Bidder shall not instigate or cause to instigate any third person to commit any of the actions mentioned above.
9. The Bidder and their respective officers, employees, agents and advisers shall observe the highest standard of ethics during the Bidding Process. Notwithstanding anything to the contrary contained herein, the Authority may reject an Application without being liable in any manner whatsoever to the Applicant if it determines that the Applicant has, directly or indirectly or through an agent, engaged in corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice in the Bidding Process

For the purposes of this Clause 9, the following terms shall have the meaning herein after respectively assigned to them:

1. "fraudulent practice" means a misrepresentation or omission of facts or suppression of facts or disclosure of incomplete facts, in order to influence the Bidding Process ;
2. "coercive practice" means impairing or harming or threatening to impair or harm, directly or indirectly, any person or property to influence any persons participation or action in the Bidding Process;
3. "undesirable practice" means (i) establishing contact with any person connected with or employed or engaged by the Authority with the objective of canvassing, lobbying or in any manner influencing or attempting to influence the Bidding Process; or (ii) having a Conflict of Interest; and
4. "restrictive practice" means forming a cartel or arriving at any understanding or arrangement among Applicants with the objective of restricting or manipulating a full and fair competition in the Bidding Process.

Signature of Tenderer/Bidder

**Annexure- C**

(On Rs. 500/- Stamp Paper)

**DECLARATION CUM INDEMNITY BOND**

I, \_\_\_\_\_ of \_\_\_\_\_, do hereby declared and undertake as under.

1. I declare that I have submitted certificates as required to Executive engineer (Monitoring) at the time of registration of my firm/company \_\_\_\_\_ and there is no change in the contents of the certificates that are submitted at the time of registration.
2. I declare that I \_\_\_\_\_ in capacity as Manager/Director/Partners/Proprietors of \_\_\_\_\_ has not been charged with any prohibitory and /or penal action such as banning(for specific time or permanent)/de-registration or any other action under the law by any Government and/or Semi Government and/or Government undertaking.
3. I declare that I have perused and examined the tender document including addendum, condition of contract, specifications, drawings, bill of quantity etc. forming part of tender and accordingly, I submit my offer to execute the work as per tender documents at the rates quoted by me in capacity as \_\_\_\_\_ of \_\_\_\_\_.
4. I further declare that if I am allotted the work and I failed to carry out the allotted work in accordance with the terms and conditions and within the time prescribed and specified, BMC is entitled to carry out the work allotted to me by any other means at my risk and cost, at any stage of the contract.
5. I also declare that I will not claim any charge/damages/compensation for non availability of site for the contract work at any time.
6. I declare that I will positively make the arrangements of the required equipment on the day of commencement or with respect to the progress of the work in phases, as per the instructions of site in charge

Signature of Tenderer/Bidder



**Annexure- D**

**Rate Analysis**

**Item Description**

Sr. No.	Description of rate analysis parameters	Unit	Quantity	Rate	Amount
1	Basic Material (Rate should be inclusive of all taxes)				
2	Machinery Hire Charges				
3	Labour Type		(labour components)		
4	Total of all components				
5	Overhead & Profit 15% on 4				
6	Total Rate (4+5)				
7	Per unit rate				

Sign & Seal of the Tenderer

## **ANNEXURE "E"**

### **Undertaking for best price**

( As per circular u/no. DMC / CPD / OD / 15 Dtd. 06.05.2013 , to be uploaded in folder "A") ( On stamp paper of Rs. 500/- duly notarized by notary with red seal and registration number)

Tender / Bid No. \_\_\_\_\_ To,  
The Municipal Commissioner For the BRIHANMUMBAI MUNICIPAL CORPORATION  
Sir , "I / We .....( Full Name in capital letters starting with surname ), the Proprietor / Managing Partner / Managing Director / Holder of the Business / Manufacturer / Authorized Dealer, for the establishment / firm / registered company , named herein below , do hereby , state and declare that I/We ----- whose names are given herein below in details with the addresses have not filled in this tender under any other name or under the name of any other establishment / firm or otherwise , nor are We in any way related or concerned with any establishment / firm or any other person , who have filled in the tender for the aforesaid work." " I / We do hereby further undertake that, we have offered the best prices for the subject supply / work as per the present market rates. Further , we do here by undertake and commit that we have not offered / supplied the subject product / similar product / system or sub system in the past one year in the Maharashtra State for quantity variation upto - 50% or + 10 % at a price lower than that offered in the present bid to any other outside agencies including Govt. / Semi Govt. agencies and within the BMC also. Further, we have filled in the accompanying tender with full knowledge of the above liabilities and therefore we will not raise any objection or dispute in any manner relating to any action, including forfeiture of deposit and blacklisting , for giving any information which is found to be incorrect and against the instructions and directions given in this behalf in this tender. I / We further agree and undertake that in the event it is revealed subsequently after the allotment of work / contract to me / us , that any information given by me / us in this tender is false or incorrect , I / We shall compensate the BRIHANMUMBAI MUNICIPAL CORPORATION for any such losses or inconvenience caused to the Corporation in any manner and will not resist any claim for such compensation on any ground whatsoever , I / We agree and undertake that I / We shall not claim in such case any amount , by way of damages or compensation for cancellation of the contract given to me / us or any work assigned to me / us or is withdrawn by the Corporation." However , in case of price difference, if it is a result of differential tax structures, different dollar value of Rupee, differential logistic of transport etc.

Considering this aspect, before invoking the penalty, black-listing, I/We will be given a reasonable opportunity of being heard by representing our case as to why such price variation / differential has been arisen. In case if the explanation submitted by me / us is unsatisfactory then action including forfeiture of despite and black-listing may be taken against me/us.

Tenderer's full Signature with full name  
& address with rubber stamp.

**Annexure-F**

**INFORMATION REGARDING STATUS OF BIDDER**

(1) (a) Whether it is a proprietor-----  
concern

(b) If so, name of the owner -----

(2) If it is a partnership concern,-----  
please furnish name of each  
partner and copy of-----  
registration certificate -----

(3) In case of company, please-----  
furnish the documentary  
proof to show that the-----  
company is registered. -----

(4) In case of Joint Venture,-----  
please furnish the name of  
each firm and Joint Venture-----  
forms. -----

**Signature of authorized**

**Person of concern/company**

**Name of concern / company**

**Annexure-G**

**PROFORMA LETTER TO BE SUBMITTED BY TENDERER WHO ARE  
MANUFACTURERS (Not Applicable)**

No. :

Date :

To The Commissioner

Brihan Mumbai Mahanagarपालिका

MUMBAI.

Sub : Tender for the

\_\_\_\_\_  
\_\_\_\_\_

Tender No. Due on :

Dear Sir,

We \_\_\_\_\_

(Name of the manufacturing concern) are an established manufacturer of  
\_\_\_\_\_ (description of product) having factories at  
\_\_\_\_\_ (factory address)

We hereby assure quantity and qualities pursuant to the Clause H of General Conditions of the Contract, for the goods offered for supply, against this invitation for tender and undertake to abide by the said clause.

We also assure uninterrupted supply of material included in Bill of Quantities in the tender.

For and on behalf of M/s \_\_\_\_\_ (Name of  
manufacturer)

Note : This proforma is meant for manufacturers who are participating in the tendering themselves. This letter shall be submitted with the tender in original on the letter head of the manufacturing concern and signed by a person competent to sign the same.

**Annexure-H**

**MANUFACTURERS AUTHORIZATION CERTIFICATE (Not Applicable)**

**(In case of tenderer who are authorized representative of manufacturer)**

(On Letter head of Manufacturer)

This is to certify that M/s..... are Authorized Representative of ..... since..... till date for dealing in .....

We authorize them to quote for the tender .....  
.....  
..... to be submitted on..... and also promise to provide all the necessary technical support & after sales service during the contract period and afterwards.

Place: Seal of the Manufacturer & Sign of

Authority signatory

Date:

## **Annexure-I**

### **Irrevocable Undertaking**

(On Rs.500 Stamp paper duly notarized by notary with red seal and registration number)

I Shri/Smt.....aged,.....years Indian Inhabitant.  
Proprietor /Partner/Director of M/s.....resident at  
..... do hereby give Irrevocable undertaking as under,

- 1) I say & undertake that as specified in section 171 of CGST Act, 2017, any reduction in rate of tax on supply of goods or services or the benefit of input tax credit shall be mandatorily passed on to BMC by way of commensurate reduction in prices.
- 2) I further say and undertake that I understand that in case the same is not passed on and is discovered at any later stage, BMC shall be at liberty to initiate legal action against me for its recovery including, but not limited to, an appeal to the Screening Committee of the GST Counsel.
- 3) I say that above said irrevocable undertaking is binding upon me/ my partners/company/other Directors of the company and also upon my/our legal heirs, assignee, Executor, administrator etc.
- 4) If I fail to compliance with the provisions of the GST Act, I shall be liable for penalty/ punishment or both as per the provisions of GST Act.

Whatever has been stated here I above is true & correct to my/our own knowledge & belief.

Solemnly affirmed at

DEPONENT

This day of

BEFORE ME

Interpreted Explained and Identified by me.

## **ANNEXURE – J**

Bid No.

### **INTERNAL GRIEVANCE REDRESSAL MECHANISM**

(To be uploaded in Packet 'A')

BMC has formed a Grievance Redressal Mechanism for redressal of bidder's grievances. Any Bidder or prospective Bidder aggrieved by any decision, action or omission of the procuring entity being contrary to the provisions of the tender or any rules or guidelines issued therein, in Packet 'A', 'B' & 'C' can make may an application for review of decision of responsiveness in Packet 'A', 'B' & 'C' within a period of 7 days or any such other period, as may be specified in the Bid document.

While making such an application to procuring entity for review, aggrieved bidders or prospective bidders shall clearly specify the ground or grounds in respect of which he feels aggrieved.

Provided that after declaration of a bidder as a successful in Packet 'A' (General Requirements), an application for review may be filed only by a bidder who has participated in procurement proceedings and after declaration of successful bidder in Packet 'B' (Technical Bid), an application for review may be filed only by successful bidders of Packet 'A'. Provided further that, an application for review of the financial bid can be submitted, by the bidder whose technical bid is found to be acceptable / responsive.

Upon receipt of such application for review, BMC may decide whether the bid Process is required to be suspended pending disposal of such review. The BMC after examining the application and the documents available to him, give such reliefs, as may be considered appropriate and communicate its decision to the Applicant and if required to other bidders or prospective bidders, as the case may be.

BMC shall deal and dispose off such application as expeditiously as possible and in any case within 10 days from the date of receipt of such application or such other period as may be specified in pre-qualification document, bidder registration document or bid documents, as the case may be.

Where BMC fails to dispose off the application within the specified period or if the bidder or prospective bidder feels aggrieved by the decision of the procuring entity, such bidder or prospective bidder may file an application for redressal before the 'Internal Procurement Redressal Committee' within 7 days of the expiry of the allowed time or of the date of receipt of the decision, as the case may be. Every such application



for internal redressal before Redressal Committee shall be accompanied by fee of Rs.25,000/- and fee shall be paid in the form of D.D. in favour of BMC

**1<sup>st</sup> Appeal by the bidder against the decision of C.E./ HoD / Dean can be made to concerned D.M.C./Director who should decide appeal in 7 days.**

**If not satisfied, 2<sup>nd</sup> Appeal by the bidder can be made to concerned A.M.C. for decision.**

Grievance Redressal Committee (GRC) is headed by concerned D.M.C./Director of particular department for the first appeal / grievances by the bidder against the decision for responsiveness / non-responsiveness in Packet 'A', Packet 'B' or Packet 'C', and if not satisfied, concerned A.M.C. will take decision as per second appeal made by the bidder.

**This Grievance Redressal Committee (GRC) will be operated through DMC(CPD) office where appeals of aggrieved bidder will be received with fee of Rs.25,000/- from aggrieved bidder. The necessary correspondence in respect of said applications to the aggrieved bidder & concerned department, issuing notices, arranging of Grievance Redressal Committee (GRC) with D.M.C. and further proceeding will be carried out through registrar appointed by BMC.**

No application shall be maintainable before the Redressal Committee in regard of any decision of the BMC relating to following issues:

Determination of need of procurement

The decision of whether or not to enter into negotiations.

Cancellation of a procurement process for certain reasons.

On receipt of recommendation of the Committee, it will be communicated his decision thereon to the Applicant within 10 days or such further time not exceeding 20 days, as may be considered necessary from the date of receipt of the recommendation and in case of non-acceptance of any recommendation, the reason of such non-acceptance shall also be mentioned in such communication.

Additional Municipal Commissioner and/or Grievance Redressal Committee, if found, come to the conclusion that any such complaint or review is of vexatious, frivolous or malicious nature and submitted with the intention of delaying or defeating any procurement or causing loss to the procuring entity or any other bidder, then such complainant shall be punished with fine, which may extend to Five Lac rupees or two percent of the value of the procurement, whichever is higher.

Full Signature of the tenderer with  
Official Seal and Address

**ANNEXURE – K**

**UNDERTAKING FOR THE SITE VISIT**

(To be submitted on the letter head of TENDERER while uploading tender in packet A / B)

To,  
E.E.Mech. (S) City-I  
Dadar Sewage Laboratory,  
Sewerage Operation dept.  
BrihanMumbai Municipal Corporation,  
Worli, Mumbai.

Date:

Name of Work : \_\_\_\_\_

Bid No- \_\_\_\_\_

Subject: Site Visit Undertaking

Dear Sir,

We M/s \_\_\_\_\_ (name of tenderer) hereby undertake that, before

submitting our bid for the above mentioned work and bid no, we have completed the site visits at BMC site Locations mentioned as per the Scope of Work and have understood the scope of work after discussion along with the under signed BMC Engineer \_\_\_\_\_ (mention name of BMC engineer/contact person) on \_\_\_\_\_ (mention site visit date).

We are now fully aware of the site conditions and has taken into consideration all factors as an experienced contractor to successfully carry out the work as per the tender requirements of BMC for above mentioned work and bid no, before submitting our Bid for the above-mentioned work.

Thanking you,

Yours faithfully,

Yours faithfully,  
(Name, Stamp & Signature of  
Tenderer) \_\_\_\_\_

Before Me: \_\_\_\_\_  
Date of Site Visit : \_\_\_\_\_  
(Name, Stamp & Signature of BMC  
Engineer/Chemist  
Contact person) \_\_\_\_\_

**For NAME OF THE TENDERER**

**AUTHORISED SIGNATORY WITH**

**NAME & DESIGNATION**

## **ANNEXURE – L**

### **Curriculum Vitae (CV) Minimum Criteria and Proposed Format**

#### **1. General**

Position Title and No.	[e.g., Project Manager]
Name of Key Expert	[Insert full name]
Date of Birth	[day/month/year]
Nationality	
Country of Citizenship/Address of Residence (Or Office)	

#### **2. Education:**

[List college/university or other specialized education, giving names of educational institutions, dates attended, degree(s)/diploma(s) obtained]

#### **3. Employment record relevant to the assignment:**

[Starting with present position, list in reverse order. Please provide dates, name of employing organization, titles of positions held, types of activities performed and location of the assignment, and contact information of previous clients and employing organization(s) who can be contacted for references. Past employment that is not relevant to the assignment does not need to be included.]

Period	Employing organization and Contact information for references	Your title/ Position.	Summary of activities performed relevant to the Assignment

#### **4.Membership in Professional Associations and Publications: (Optional)**

#### **5.Language Skills: (Optional)**

(Indicate only Language in which you are proficient):

#### **6.Adequacy for the Assignment:**

Detailed Tasks Assigned on Consultant's Team of Technical Personnel List:

CV should be signed and stamped by the Company Representative for which the member is being empanelled

## **FORMATS FOR JOINT VENTURES**

### **1. POWER OF ATTORNEY FOR LEAD PARTNER**

**(Not Applicable)**

TO BE EXECUTED BY ALL MEMBER PARTNERS IN CASE OF JOINT VENTURE

(On Non – judicial stamp paper of Rs. 200 duly attested by notary public)

Whereas the Brihanmumbai Municipal Corporation (BMC) has invited bids for \_\_\_\_\_ (name of the work). Whereas, M/s \_\_\_\_\_, M/s \_\_\_\_\_ and M/s \_\_\_\_\_ (the respective names of the members of the Joint Venture along with address of their registered offices) have formed a Joint Venture and are interested in bidding for the above mentioned work in accordance with the terms and conditions of the tender/contract and Whereas, it is necessary for the partners of the Joint Venture to designate one of them as the Lead Partner with all necessary power and authority to do for and on behalf of the Joint Venture, all acts, deeds and things as may be necessary in connection with the Joint Venture's bid.

NOW THIS POWER OF ATTORNEY WITNESSETH THAT:

We, M/s \_\_\_\_\_ M/s. \_\_\_\_\_ and M/s \_\_\_\_\_ (the respective names of the members of the Joint Venture along with address of their registered offices) do hereby designate M/s \_\_\_\_\_ (name along with address of the registered office) being one of the partners of the Joint Venture, as the Lead Partner of the Joint Venture, to do on behalf of the Joint Venture, all or any of the acts, deed or things necessary or incidental to the Joint Venture's bid for the work, including submission of Proposal, participating in conference, responding to queries, submission of information/ documents and generally to represent the Joint Venture in all its dealings with BMC, any other Government Agency or any person, in-connection with Work until culmination of the process of bidding and thereafter till the Contract Agreement is entered into with BMC.

We here by agree to ratify all acts, deeds and things lawfully done by Lead Partner our said attorney pursuant to this Power of Attorney and that all acts, deeds and things done by our afore said attorney.

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 201\_ .

[Executants(s)]

(To be executed by all the Partners of the Joint Venture)

Note:-

The mode of execution of the Power of Attorney should be in accordance with the procedure, if any, laid down by the applicable law and the charter documents of the executants and when it is so required the same should be under common seal affixed in accordance with the required procedure.

Also wherever required, the executants should submit for verification the extract of the charter documents and documents such as resolution/ Power of attorney in favour of the person executing this Power of attorney for the designation of power here under on behalf of the Joint Venture.

## 2. POWER OF ATTORNEY TO A PERSON FOR SIGNING OF PROPOSAL

**(Not Applicable)**

TO BE EXECUTED BY THE LEAD PARTNER IN CASE OF JOINT VENTURE

(On Non – judicial stamp paper of Rs. 200 duly attested by notary public)

Know all men by these presents, we \_\_\_\_\_ (name and address of the registered office) do hereby constitute, appoint and authorize Mr. / Ms. \_\_\_\_\_ R/o \_\_\_\_\_ (name and address of residence) who is presently employed with us and holding the position of \_\_\_\_\_ (designation) as our attorney, to do in our name and on our behalf, all such acts, deeds and things necessary in connection with or incidental to the bid of the Joint Venture consisting of \_\_\_\_\_, \_\_\_\_\_ and \_\_\_\_\_ (please state the name and address of the members of the Joint Venture) for \_\_\_\_\_ (name of the work) including signing and submission of all documents and providing information/responses to Brihanmumbai Municipal Corporation (BMC), representing us in all matters in connection with our bid for the said work.

We hereby agree to ratify all acts, deeds and things lawfully done by our said attorney pursuant to this Power of Attorney and that all acts, deeds and things done by our aforesaid attorney shall and shall always be deemed to have been done by us.

For

(Signature)

(Name, Title and Address)

Accept

..... (Signature)

(Name , Title and Address of the Attorney)

Notes:

- i. To be executed by the Lead Partner in case of a Joint Venture.
- ii. The mode of execution of Power of Attorney should be in accordance with the procedure, if any, laid down by the applicable law and the charter documents of the executants and when it is so required the same should be under common seal affixed in accordance with the required procedure
- iii. Also, wherever required, the executants should submit for verification the extract of the charter documents and documents such as a resolution / Power of attorney in favour of the Person executing this Power of Attorney for the delegation of power hereunder on behalf of the executants.

### 3. BOARD RESOLUTION FOR COMPANIES

#### 3.1 FOR LEAD PARTNER (Not Applicable)

“RESOLVED THAT approval of the Board be and is hereby granted to join the Joint Venture with \_\_\_\_\_, \_\_\_\_\_ and \_\_\_\_\_ (name and address of the members of the Joint Venture) for submission of bid to BMC for \_\_\_\_\_ (name of the work)

“RESOLVED FURTHER THAT the “draft” Memorandum of Understanding (“MoU) to be entered into with the members of the Joint Venture (a copy where of duly initialled by the Chairman is tabled in the meeting) be and is hereby approved.”

“RESOLVED FURTHER THAT Mr. \_\_\_\_\_ (name), \_\_\_\_\_ (designation) be and is hereby authorized to enter into an MoU, on behalf of the company, with the members of the Joint Venture and to sign the form of Tender on behalf of the Joint Venture for submission of the bidding documents and execute a power of attorney in favour of the Company as Lead partner.”

#### 3.2 FOR OTHER MEMBERS OF THE JOINT VENTURE (Not Applicable)

“RESOLVED THAT approval of the Board be and is hereby granted to join the Joint Venture with \_\_\_\_\_, \_\_\_\_\_ and \_\_\_\_\_ (name and address of the members of the Joint Venture) for submission of bid to BMC for \_\_\_\_\_ (name of the work)

“RESOLVED FURTHER THAT the “draft” Memorandum of Understanding (“MoU) to be entered into with the members of the Joint Venture (a copy where of duly initialled by the Chairman is tabled in the meeting) be and is hereby approved.”

“RESOLVED FURTHER THAT Mr. \_\_\_\_\_ (name), \_\_\_\_\_ (designation) be and is hereby authorized to enter into an MoU, on behalf of the company, with the members of the Joint Venture and to execute a power of attorney in favour of \_\_\_\_\_ (name of the Lead Partner of the Joint Venture) to act as the Lead Partner of Joint Venture.”

#### 4. LETTER OF COMMITMENT

**(Not Applicable)**

(Each member of a Joint Venture has to submit a letter of commitment)

Date:

Place:

To

The Municipal Commissioner

Brihanmumbai Municipal Corporation

Dear Sir,

Subject: \_\_\_\_\_ (name of the work)

This has reference to the Bid being submitted by \_\_\_\_\_  
(mention the Lead Partner of the Joint Venture), as Lead Partner of the Bidding Joint Venture  
comprising \_\_\_\_\_, \_\_\_\_\_ and  
\_\_\_\_\_ (mention name(s) of the Partners) in respect of  
\_\_\_\_\_ (name of the work) in response to  
the e-tender notice issued by the BMC dated \_\_\_\_\_, 201\_.

We hereby confirm the following.

We \_\_\_\_\_ (name of the Key Person), have examined in detail and  
have understood and satisfied ourselves regarding the contents mainly in respect of the  
following.

The bid documents published by BMC;

All subsequent communications between BMC and the Joint Venture, represented by  
\_\_\_\_\_ (name of the Lead Partner in case of a Joint Venture);

The MoU signed between/among \_\_\_\_\_ (name(s) of partners); and

The bid being submitted by \_\_\_\_\_ (name of the Joint Venture).



We have satisfied ourselves regarding our role in the MOU. If \_\_\_\_\_  
\_\_\_\_\_ (name of the Joint Venture) is awarded the work/contract, we shall perform our  
role as outlined in the bid documents to the best of our abilities.

The nature of our legal relationship with the Lead Partner of the Joint Venture, is specified in  
the bid documents, as per the requirements stated in the bid Documents.

We undertake to support \_\_\_\_\_ (name of the Lead Partner, for  
which the Letter of Commitment is being furnished) in respect of the roles as detailed in the  
MOU.

We therefore request BMC to consider our strengths, our experience, and our track record as  
specified in the bid documents pursuant to the conditions specified in the bid, for the purposes  
of evaluation.

We understand that no change in the partnership in the joint venture, in the role and form of  
responsibility of any partner shall be permitted after submission of the bid. If any change in  
partnership of the joint venture is done it would adversely affect the same.

For and on behalf of

Signature

(Authorized Representative and Signatory)

Name of the Person :

Designation :

## 5. JOINT VENTURE SUMMARY

**(Not Applicable)**

Names of all partners of a joint venture:

1. Partner in charge (Lead Partner): \_\_\_\_\_

2. Member Partner: \_\_\_\_\_

Details of participation in the Joint Venture:

(Indicate responsibility and extent of participation as applicable in respect of finance planning, construction equipment, key personnel and execution of the work of the partner in charge of the joint venture and of each of the joint venture partners)

PARTICIPATION DETAILS	FIRM A (Lead Partner)	FIRM B (Member Partner)	FIRM C (Member Partner)
Finance (%)			
Planning			
Construction Equipment			
Key Personnel			
Execution of Work (Give details on contribution of each)			

Signature of the Bidder along with stamp / seal