



Bharat Heavy Electricals Limited, Jhansi

Department: Estate Department

“TOWNSHIP/ESTATE SECURITY (for 02 years)”

TENDER ENQUIRY NO: TCX/TS/22/01

DATE: 07/04/2022



SINGLE TENDER DOCUMENT FOR UP Purva Sanik Kalyan Nigam Ltd.

For Tender Enquiry No. : TCX /TS/22/01

For

NAME OF WORK : “TOWNSHIP/ESTATE SECURITY (for 02 years)”

Contact Person:

Name: Rohit Srivastava

Designation: Sr. Engineer (Estate/Security)

Email: rohit.srivastava@bhel.in

PH: 0510- 2412512

Tender Due Date: 12/04/2022 at 13:15 Hrs

Tender Opening Date: 12/04/2022 at 14:00 Hrs

Rev	Short details of revision (In case of revision in tender document, otherwise NA)
Date:	

Department: - Township (Estate/Security)

BHEL, PO: BHEL, Jhansi 284120 (UP)



Bharat Heavy Electricals Limited, Jhansi

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TENDER ENQUIRY NO: TCX/TS/22/01

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DETAILS OF TENDER DOCUMENT

SCOPE of work: "TOWNSHIP/ESTATE SECURITY (for 02 years)"

The detailed content of tender document are as follows:

Sl. No.	Description	Schedule:	Page no
1	Details Of Tender	-	2
2	Notice Inviting Tender	A	3
3	Scope of Work & Work Specifications	B	4 to 6
4	<u>Documents Required to be submitted along with Techno-commercial bid</u>	C	7
5	GENERAL TERMS AND CONDITIONS OF ENQUIRY FOR LABOUR CONTRACTS	As per format JHS2055B R02	
6	Instructions to Bidders		
7	Tender Evaluation Criteria		
8	Contractors obligations		
9	Criteria for measurement of work		
10	SPECIAL CONDITIONS OF CONTRACT	D	8 to 11
11	Technical Bid	E	12
12	Price Bid and conditions for price bid	F (a), (b)	13 to 14

The duly filled in Technical and Price / Rate bids along with format JHS 2055B R02 with the signature of the tender on all the pages and complete in all respects super scribed as "Quotation for Tender No. " should reach us in a sealed cover on or before as mentioned through Registered / Speed post or the same may be dropped in the tender box available at the following address:

To
Tender Box
Security Control Room/Office
Administrative Building
Bharat Heavy Electricals Limited
Jhansi-284 120. UP

Note: Dropping of tender in the Tender Box within schedule time and date is the Responsibility of the bidder



Bharat Heavy Electricals Limited, Jhansi

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TENDER ENQUIRY NO: TCX/TS/22/01

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Schedule "A"

NOTICE FOR INVITING TENDER

S. No	Particulars	Details
1.	Brief Description of work	"TOWNSHIP/ESTATE SECURITY (for 02 years)"
2.	Estimate cost of work	Rs. 153.03 Lakhs + PVC
3.	Tender Evaluation Criteria	(as per Schedule E)
4.	Duration of Contract	For 02 Years (May be extended further with mutual consent of both parties).
5.	Last date & time of receipt of the Tender	Upto 13:15 hrs on 12/04/2022
6.	Date & time of opening of Techno – Commercial Bid.	At 14:00 hrs on 12/04/2022
7.	Address for submitting the Tender	To Tender Box Security Control Room/Office Administrative Building Bharat Heavy Electricals Limited Jhansi-284 120. UP
8.	Earnest Money Deposit * (EMD)	Rs. NIL
9.	Cost of Tender	Rs. NIL
10.	Validity of Offer	120 Days
11.	Security Deposit	The total amount of Security Deposit will be 5% of the contract value.

NOTE :

1. **TECHNO-COMMERCIAL BID AND PRICE/RATE BID SHOULD BE SUBMITTED IN SEPARATE SEALED ENVELOPES. IN CASE THE BIDS ARE FOUND IN ONE SINGLE ENVELOPE THEN THE "BIDS" ARE LIABLE TO BE REJECTED.**
2. **THE CONTRACTORS MAY PHYSICALLY VISIT THE WORK PLACE BEFORE QUOTING THEIR RATES.**



Bharat Heavy Electricals Limited, Jhansi

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“TOWNSHIP/ESTATE SECURITY (for 02 years)”

TENDER ENQUIRY NO: TCX/TS/22/01

DATE: 07/04/2022

Schedule:'B'

SCOPE OF WORK : As given below

1. BHEL Township is covered in an area of 534.70 acres (Map of BHEL Estate is attached on page no. 07). The Township is covered with a boundary and having the following quarters and other Public utility buildings, office and installations etc. The list is as given below :-

TYPE OF QUARTER	SECTOR - I	SECTOR - II	TOTAL	TYPE OF QUARTER	SECTOR - I	SECTOR - II	TOTAL
VI (BHEL	1	-----	1	B & B (add)	32	-----	32
V	14	15	29	G	5	-----	5
IV	44	52	96	H	16	-----	16
III	84	140	224	M	16	-----	16
II (Add)	80	-----	80	X	32	-----	34
II	500	2	502	Garages (Qrt)	15	52	67
A (Add)	36	-----	36	Garages	52	10	62
A	28	-----	28	Garages	15	15	30

(Any other quarter that may be added in future in the township)

2. The following are public building/offices/installations.

Township Civil & Electrical office	Fountain	Hospital
Guest House	Union offices	Khel Parisar
Bundela Club & Recreation	Oxidation Pond	Petrol Pump
Pump House 1, 2, 3, & 4	Schools (BSN, Jila Parisad 1 & 2, & St. Xavier's College)	
electrical sub stations	Telephone Installations	
Swimming Pool	Shopping Centers 1, 2 & 3	Transit Flat
Community Center	Gas Godowns	Oxidation Pond
Parks	Temple/Gurudwara/Church/Mosque	
Add area not in the duty of Factory Security.	Other important buildings.	

3. Jet pumps & submersible pump set in open & bore wells

The BHEL Township is provided with 8 gates			
Gate no. - I	Main gate	Gate no. - IV	Subhash nagar / Gandhi nagar
Gate no. - II	Hatt gate	Gate no. - V	Golf Ground
Gate no. - III	Township Sector - I	Gate no. - VI	Saket nagar
Gate no. - VII	Rajpura	Gate no. - VIII	Boundary wall & Four lane highway

4. The gate no I, III, IV, VI, VIII are to be manned round the clock (24 hours).
Gate no. 2 is to be manned for two shifts (A & B).
5. The bidders are requested to visit the area before quoting.
6. One Supervisor (Ex- JCOs only) to be provided for overall supervision.
7. The Supervisor (Ex- JCOs only) to look after all activities i.e. liaising with BHEL authority, Police, Local Administration and to Communicate Security arrangements of each shift.
8. Total 4 vehicle (motorcycles) are to be provided by the contractor out of which 01 vehicle is to be provided to 01 supervisor (Ex- JCOs only) for 08 hrs duty, 03 vehicles are to be provided to patrolling party (each vehicle for 08 hrs shift).
9. It will be the duty of security staff to check all vehicles entering the Township and make entries of them.



Bharat Heavy Electricals Limited, Jhansi

Department: Estate Department

"TOWNSHIP/ESTATE SECURITY (for 02 years)"

TENDER ENQUIRY NO: TCX/TS/22/01

DATE: 07/04/2022

10. The barriers of all gates will be pulled down at 22:00 hrs and thereafter all entries to the Township should be noted.
11. Patrolling of Security personnel in Township is to be carried out on regular intervals side by side ensuring that during night whistle is blown loudly.
12. Security personnel are required to prevent and report illegal activities happening in Township both verbally and in writing on official stationery of the security agency.
13. Special security arrangements are to be provided in ceremonial dress for VIP/Public functions in Township/Estate.
14. Security personnel should ensure that no garbage/waste is thrown over/inside the boundary by near-by residents.
15. Security personnel are to ensure that traffic rules are followed in the Township (Especially on Engineers Day, National Festivals etc.)
16. Security personnel are required to prevent any miscreants from setting fire to dry grass etc. and if any incident is noticed necessary action to be taken.
17. Security personnel are required to attend to emergency calls from residents and public place, Offices in Township.
18. In order to receive emergency complaints/clues about miscreant activities mobile phone facility charges as per price bid will be provided to patrolling party for quick communication and response. Mobile nos. shall be informed to BHEL administration and displayed on all post.
19. Security personnel are to ensure proper seating order of all vendors on hant days.
20. Patrol parties should contact caretakers/chowkidars posted in public building etc. to exchange useful information.
21. Security personnel should check all public building. Offices in Township at regular intervals.
22. March past of all security personnel to be conducted once in a month on specific path as decided by management.
23. Security supervisor (Ex- JCOs only) to provide daily attendance, report and communicate to BHEL. BHEL management reserves the right to make anytime check of security arrangements in Township /Estate.
24. Name badges and caps should be worn by all security personals while on duty.
25. Entry of cattle or wild animals inside the township is to be restricted by the security staff, in case of any cattle present in the township, it must be chased out by the security staff.
26. If circumstances demand security personnel may be deployed in shift buses of BHEL.

I/We agree with the above





Bharat Heavy Electricals Limited, Jhansi

Department: Estate Department

“TOWNSHIP/ESTATE SECURITY (for 02 years)”

TENDER ENQUIRY NO: TCX/TS/22/01

DATE: 07/04/2022

Schedule: 'C'

Documents Required to be submitted along with Techno-commercial bid

1. Documentary evidence that the agency is State Ex-servicemen Corporations without the sponsorship of DGR.
2. Should have independent ESI Code number. If the agency is exempted from ESI, Exemption certificate issued by competent authority should be submitted.
3. Copy of PAN/TAN number.
4. Copy of GST number.
5. Self-Declaration that the bidder is not blacklisted/under hold from BHEL Jhansi or banned by any Unit/Region/Office of BHEL/ Any PSU
6. Self-Declaration that the bidder has not been found guilty by a Court of Law in India for any offence involving fraud, dishonesty and moral turpitude.
7. All supportive documents required as per techno-commercial bid.



Bharat Heavy Electricals Limited, Jhansi

Department: Estate Department

“TOWNSHIP/ESTATE SECURITY (for 02 years)”

TENDER ENQUIRY NO: TCX/TS/22/01

DATE: 07/04/2022

Schedule: D

SPECIAL CONDITIONS OF CONTRACT

1. Terms and conditions mentioned in GTC shall be applicable, however the Special Conditions of Contract (SCC) shall have overriding priority over General Terms and Conditions (GTC) which are enclosed along with this document. Whenever there is any contradiction between the GTC and SCC, the SCC shall be treated as final.
2. Bharat Heavy Electrical Ltd does not bind itself to accept the lower or any tender but reserves to itself the right to accept or reject all or a part of any tender at its discretion.
3. Number of personnel can be changed by the BHEL management.
4. The purpose of security is to provide safety from antisocial elements and to avoid any unlawful activities in Township as well as total responsibility to manage law & order situation in Township, hatt area & other area along with the protection of BHEL property in BHEL Periphery. At some times they have to engage their personnel in extra hours to manage activities in Township.
5. Deployment of trained security personnel and other working details shall be mutually discussed and finalized. The security personnel may also be deployed for security of shift buses of BHEL and any other work in the vicinity of BHEL Estate and Township.
6. The contractor will have to depute a representative who shall (in the absence of the contractor) report to the township administration department on all working days and liaison with the supervisor in charge for the works to be undertaken.
7. The work is spread in the Township/Estate area/nearby Township and other area as mentioned in scope of work (Schedule 'B'). The security personnel deputed for the work should be disciplined and well mannered; they should work in harmony with the residents/employees of the Township & nearby Township.
8. The following Clauses of GTC document no JHS2055B R02 shall be treated as superseded with the Special Conditions as per chart below :

S No	GTC Clause and number of page document	Revised Terms & Conditions
1	II A pg 1	Sealed bids are invited for scope of Supply of security personnel, as detailed in the enquiry. Bid should be free from correction, overwriting, using corrective fluid, etc. Any interlineation, correction, erasure, or overwriting shall be valid only if they are attested under full signatures of person(s) signing the bid , else bid shall be liable for rejection. Any overwriting / cutting, etc. will be numbered by bid opening officials and announced during bid opening. Relevant enclosures, supporting documents, catalogue, samples, if any, as required as per Notice Inviting Tender (NIT) conditions shall be sent along with technical offer. All the columns in the tender form should be filled without leaving blank in any page of the tender and all the pages must be duly signed & stamped by the bidders before submission.
2	V pg 4	Pricing Terms - Price to be quoted as per the price bid format for each of the items S no 1 to 5. No other charges will be paid to the agency except those mentioned in the price bid. The prices for item S NO 4 & 5 will remain firm during the entire period of the contract. However, for the item S NO 1 & 3 PVC Clause will be applicable based on the revision in Govt minimum wages and Dearness Allowance as notified by the UP State Labour Commissioner's Notification (applicable).



Bharat Heavy Electricals Limited, Jhansi

Department: Estate Department

"TOWNSHIP/ESTATE SECURITY (for 02 years)"

TENDER ENQUIRY NO: TCX/TS/22/01

DATE: 07/04/2022

		A copy of the latest wage structure document must be enclosed as part of the price bid by the bidder. The prices quoted in the price bid shall be exclusive of GST. GST will be payable extra as per the applicable rates.
3	VIII. A.4 pg 5	Age of Security Personals – The agency shall not deploy any person having age less than 18 years or more than 58 years. However fitness of Security Personals will be monitored by BHEL representatives and if the Security Personal cannot demonstrate fitness level commensurate with the requirement of the job, the agency will have to replace such unfit Security Personal.
4	VIII.A.11 pg 5	Uniform – The agency shall be responsible for providing proper uniform, shoes and other accessories including ceremonial gear to their staff. The uniform shall be maintained in neat and tidy condition and all the workers shall wear the uniform during duty hours. If found without uniform / shoes / cap, the defaulting worker may be removed from duty at the discretion of BHEL and the agency will have to find a replacement immediately.
6	VIII.D. pg 6	Personal Accident Insurance Policy – The provisions of this Clause are superseded with the following: The agency shall submit copy of the Group Insurance Policy to BHEL. All the security persons deployed in the contract must be covered by the afore-mentioned policy at the time of deployment.
7	VIII.F.1 to 9 pg 7 & 8	Employees State Insurance – The provisions of this Clause shall be deemed to be not applicable provided that valid certificate of exemption from ESI is submitted by the agency. In case validity of ESI exemption expires during the period of the contract, the agency will have to submit the proof of renewal of such an exemption, failing which compliance to all the provisions of ESI Clause will be mandatory for the agency.
8	VIII.H.(ii) pg 8	Leave on National Holidays – Since this contract comes under essential services category, the legal and statutory provisions shall be ensured by the agency without compromising on the security deployment in BHEL on national holidays 26 January, 15 August and 02 October. Thus adequate number of guards shall be deployed in all shifts on all days during the period of the contract.
9	X.2.(iii) pg 10	Additional wages are not payable as already VDA component is included in the guards monthly payment.
10	X.2.(vi) pg 10	The agency shall make payment to their employees mandatorily through direct credit in the bank accounts of the work force (EFT). The Bank statement shall be verified by township estate in-charge. Opening of Bank Account and making the payment of wages in the respective bank account is the responsibility of the Contractor. The payment of wages to the employees shall not be subject to payment against the contractor's bills by BHEL.
11	X.4 pg 11	Penalty for Delayed performance / payment - Wherever delays are observed in deployment of security, for every week of delay or part thereof from the stipulated time mentioned in the contract, penalty shall be 2 % of the total commission amount for the contract. This shall be deducted from the respective bill of the Contractor. GST shall be deducted extra over the penalty amount Contractors who make defaults other than the above, shall be liable to penalty from BHEL as decided by the Management on case to case basis.

9. The contractor will undertake full responsibility to compliance of Minimum Wages Act of U. P. Govt. PF, ESI, Bonus, Gratuity, Workman compensation and other claims arising out of engagement of his security staff during the course of operation of the contract. Escalation shall be payable on account of increase in minimum wages from time to time on submission of authentic documentary proof . **Exemptions if any shall be submitted along with proper documentary proof.**



Bharat Heavy Electricals Limited, Jhansi

Department: Estate Department

“TOWNSHIP/ESTATE SECURITY (for 02 years)”

TENDER ENQUIRY NO: TCX/TS/22/01

DATE: 07/04/2022

10. Patrolling parties will carry out patrolling during in three shifts on their own vehicle (motorcycles). The amount offered by you for per vehicle per month, as per price bid shall be given for petrol expenditure only (No maintenance for vehicle will be provided separately).
11. Uniform (Shirts, Full Trousers, Shoes, Cap with Badge, shoulder Badge, Whistle with lanyard, Bent wood Stick 5' feet long with leather handle and Name plate) torches during night patrolling, Cartridges fired and stationery used in the execution of duties will be borne by the agency.
12. The agency has to provide appropriate number of preprinted registers, letterheads, seals, stamps, pens & other stationery items for day to day working and communication. The reports submitted should be on agency's letter head or signed & stamp affixed by authorized signatory of the agency.
13. All guards while on duty during night must be provided with good illumination torches , In case of lapse penalty of upto Rs. 1000/- can be deducted. Torch, cell and cartridges fired will be issued by the contractor.
14. During execution of Township security effective communication may please be ensured by using their own mobile and charges shall be paid to the agency as per the terms of the contract awarded.
15. In case of Guards/Security persons availing leave on working days, alternative security guards will have to be provided by the agency for which no additional compensation shall be payable.
16. **The agency shall make their own arrangement for their security persons for staying nearby the Township. Limited accommodation can be provided on commercial rates basis as per terms & condition applied from time to time in BHEL Township. The applicable charges for water, cleaning & electricity shall be as per BHEL prevailing rates.**
17. The workman compensation Act, its implication, licensing and liabilities of minimum wage act will be entirely the responsibility of the contractor.
18. Number of persons to be deployed may increase or decrease as decided by BHEL management from time to time, however total number of persons as per price bid (**ex-servicemen only but no trade man**) are likely to be deployed for this work and monthly payment shall be made only after verification of attendance of this man power.
19. The rates quoted by the contractor will be inclusive of all taxes and duties (including stamp duties), but excluding GST, the GST will be paid extra.
20. Income Tax shall be recovered from contractor's bill as per the applicable laws. If income tax exemption certificate (duly signed by competent authority) is produced by the agency, Income Tax would not be deducted.
21. Being the work of emergency nature the contractor has to provide suitable arrangement in case any of his worker fails to perform duty due to any reason.
22. Work shall be carried throughout the year without interruption due to any Sunday/holiday, round the clock and contractor has to make suitable arrangement for the same without any extra compensation.
23. All the security personnel should have knowledge of reading & writing Hindi & English both and also they should be able to make entries of vehicles entering BHEL Township.
24. The Supervisor must be of Ex-JCO's rank only.
25. The Supervisor (Ex- JCOs only) should be able to handle normal correspondence in Hindi & English both, they should also be able to handle security related emergency situations



Bharat Heavy Electricals Limited, Jhansi

Department: Estate Department

"TOWNSHIP/ESTATE SECURITY (for 02 years)"

TENDER ENQUIRY NO: TCX/TS/22/01

DATE: 07/04/2022

effectively and guide security staff to take the required actions as the circumstances demand.

26. The contractor shall not employ any person who is not Ex Serviceman.
27. If the situation arises, where the contractor fails to provide security services and BHEL arranges security services from any other agency, the same shall be at contractor's risk & cost.
28. Failure to comply with any or all of the tender conditions can result in termination of the contract, forfeiture of the security deposit, Penalties as may be decided and future blacklisting.
29. Price Variation Clause (PVC) - PVC Clause will be applicable to the rates for item S No 1 & 3 of Price Bid only. Any increase in the pay + VDA as per DGR Gazette notification from time to time shall be payable.

I/We agree with the above



Bharat Heavy Electricals Limited, Jhansi

Department: Estate Department

"TOWNSHIP/ESTATE SECURITY (for 02 years)"

TENDER ENQUIRY NO: TCX/TS/22/01

DATE: 07/04/2022

Schedule: E

TECHNO-COMMERCIAL BID

NAME OF WORK : "TOWNSHIP/ESTATE SECURITY (for 02 years)"

1. Name of the firm :------(Essential)
2. Name of the Proprietor/Partners/Director :------(Essential)
3. Address and Contact Numbers :------(Essential)
:-----
4. Firm Registration Number :------(Essential)
Copy of the Certificate : Enclosed / Not Enclosed
5. Labour Licence Number :------(Desirable)
: Enclosed / Not Enclosed
6. PF Code Number :------(Desirable)
Copy of the Certificate : Enclosed / Not Enclosed
7. ESI Code Number/Exception certificate:------(Essential)
Copy of the Certificate : Enclosed / Not Enclosed
8. PAN Number :------(Essential)
(copy Enclosed / Not Enclosed)
9. Income Tax Returns for last 3 years : Enclosed / Not Enclosed------(Desirable)
10. G S T Number : ------(Essential)
(copy Enclosed / Not Enclosed)
11. Number of Workers including Supervisors :------(Essential)
on the rolls of the firm
12. Self-Declaration as per schedule 'C' :- Enclosed / Not Enclosed ------(Essential)
13. Any other relevant information :-----

14. Validity of offer : 120 days from the date of tender Opening.
15. Cost of Tender Document : NIL
16. State Ex-servicemen Corporations without
the sponsorship of DGR :------(Essential)
: copy of certificate - Enclosed / Not Enclosed

I/We will fulfill all the obligations of the contractor and abide by the Terms & Conditions mentioned in the enquiry.

NOTE : TECHNO-COMMERCIAL BID AND PRICE/RATE BID SHOULD BE SUBMITTED IN SEPARATE SEALED ENVELOPES. IN CASE THE BIDS ARE FOUND IN ONE SINGLE ENVELOPE THEN THE "BIDS" ARE LIABLE TO BE REJECTED.



Bharat Heavy Electricals Limited, Jhansi

Department: Estate Department

"TOWNSHIP/ESTATE SECURITY (for 02 years)"

TENDER ENQUIRY NO: TCX/TS/22/01

DATE: 07/04/2022

Schedule: "F"(a)

NAME OF WORK : "TOWNSHIP/ESTATE SECURITY (for 02 years)"

PRICE BID

- a. Name of the firm :
- b. Name of the proprietor/partners :
- c. Address and contact numbers :
- d. email address :

SL. NO	Description	(Unit)	Qty.	Rate per unit per month (in Rs.) (Excluding GST)	Amount = Qty x Rate (in Rs.)
(A)	(B)	(C)	(D)	(E)	(F) = (D) x (E)
1.	Providing one (01) Supervisor (Ex- JCOs only) (One for overall supervision).	Nos.	1		
2.	Providing Gunmen for township and estate area, as directed by BHEL Administration.	Nos.	0		
3.	Providing Security guards for various areas like gates, hospital, patrolling duty at BHEL township, railway line & behind factory, plantation area.	Nos.	32		
4.	Fixed Fuel charges for patrolling duty , Required vehicles (motorcycles) per month. (Rate to be offered for per vehicle per month), (each vehicle shall be used for 8 hours duty per day).	Nos.	4		
5.	Fixed Mobile phone charges (Rate to be offered for per mobile per month)	Nos.	5		
Total Monthly Amount i.e. sum of sl. no. 1 to 5, column (F) in Rs.					
Total Amount for 24 months in Rs. (in figures)					
Total Amount for 24 months in Rs. (in words)					

Note: G S T shall be paid extra as applicable.

- The basis of offer showing the detailed break-up of wages structure, statutory payment (PF, ESI & bonus etc.) commission, taxes etc. should be submitted along with this bid. Offer is liable to be rejected without this basis.
- Change in rates offered in "E" column (Sl. No. 1 to 3) due to revision in minimum wages shall be payable extra on

submission of authentic documentary proof, as per special terms & condition of this tender document.

- TECHNICAL BID AND PRICE BID SHOULD BE SUBMITTED IN SEPARATE SEALED ENVELOPES. IN CASE THE BIDS ARE FOUND IN ONE SINGLE ENVELOPE THEN THE SAME ARE LIABLE TO BE REJECTED.**

13 of 14

We hereby accepted above (signature & seal of bidder)

Seal & Signature of BHEL contracting authority



Bharat Heavy Electricals Limited, Jhansi

Department: Estate Department

"TOWNSHIP/ESTATE SECURITY (for 02 years)"

TENDER ENQUIRY NO: TCX/TS/22/01

DATE: 07/04/2022

Schedule: "F"(b)

CONDITIONS FOR PRICE BID

- 1 TECHNICAL BID AND PRICE BID SHOULD BE SUBMITTED IN SEPARATE SEALED ENVELOPES. IN CASE THE BIDS ARE FOUND IN ONE SINGLE ENVELOPE THEN THE SAME ARE LIABLE TO BE REJECTED.
- 2 ALL THE BLANK SPACES OF PRICE BID SHOULD BE FILLED BY THE CONTRACTOR. IF ANY FIXED FIGURE IN THE PRICE BID FORMAT IS CHANGED THEN THE BID SHALL BE SUMMARRIRILY BY-PASSED.
- 3 PAYMENT WILL BE MADE ON ACTUAL BASIS AS PER RATE QUOTED IN PRICE BID, HOWEVER MINIMUM WAGES DECLARED BY THE GOVT. OF U.P. FROM TIME TO TIME SHOULD REMAIN PROTECTED.
- 4 IF ANY OTHER ADDITION IS MADE OR ANY CONDITION IS ADDED BY THE BIDDER IN THE PRICE BID FORMAT THEN THE OFFER SHALL BE BY-PASSED.
- 5 CONTRACTOR HAS TO COMPLY WITH PAYMENT OF MINIMUM WAGES AND OTHER STATUTORY LEVIES AS PER PROVISION OF THE RESPECTIVE ACTS.