

Copy of Bidders PAN Card, GST Registration, EPF registration & Labour Licence are to be submitted along with the application.

Application requesting for purchase of tender documents should invariably accompany the documentary evidence satisfying the condition as listed at Sl. 9 (i), (ii) & (iii) above and requisite fee for tender documents.

10. Special Condition :

- (i) The intending bidders are requested to visit the worksite to assess the requirement of the work before submission of their tenders.
- (ii) Adequate number of workers at the site of the work shall have to be made available to attend the job who will work for a period of 4(four) hours a day. In addition to this, any kind of emergency duty shall have to be attended immediately, if asked to do so.
- (iii) The payment will be made on monthly basis from the date of commencement of the work. Bill for any broken period of months shall be paid proportionately on the basis of time and area of work.
- (iv) No store material is involved in this work.
- (v) If the performance of the contractor is not found up to the mark or confirming to the requirement, then NEEPCO reserves the right to cancel the work order with prior 1(One) month of notice.

11. **Scope of work** :The scope of the work includes following and all other activities which are not specifically mentioned but necessary to keep the area free from jungles/ wild vegetation and reduce the risk of fire hazard :

- (i) Maintenance of area free from vegetation/ shrubs and other unwanted growth of jungles including surface dressing, removing of wild vegetation and inequalities and also disposal of rubbish at designated dumping place with all lead and lifts, as required and as directed by the authority.
- (i) **Cleaning and disposal of dry/ fallen leaves** : The area should be free from dry/ fallen leaves, free of stones, woods, plastic and other undesirable matter. For this purpose, the contractor should perform daily sweeping of the area with broom and dispose off all rubbish at designated dumping place or as directed by the Engineer-in-charge with all lead and lifts.
- (ii) **Pruning** : Clipping and trimming of trees, creepers, ...etc. at regular intervals followed by stacking & disposing off/ removing the trimmed branches and other related waste of the plants with all lead and lift to the designated dumping place.

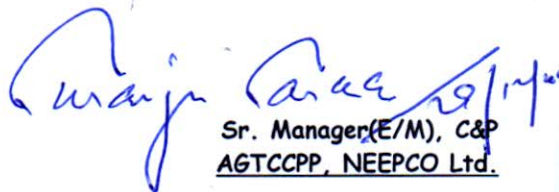
Other Terms and Conditions :

- (i) Bidders shall have to quote the rates in the rate sheet (**Bill of Quantities and Schedule of Rates**) enclosed with the tender papers as **Annexure-A**.
- (ii) Rates quoted by the bidders shall be inclusive of all charges as applicable but excluding the GST.
- (iii) **Spares, Tools & Tackles, Machines**: All Spares, Tools & Tackles, Machines as may be required by the contractor's personnel are within the scope of the contractor. Accordingly, the list of the same is to be submitted by the contractor to the Engineer-in-charge and duly approved before putting them to use. Also, the contractor shall be himself responsible for the safety and maintenance of his tools & tackles ...etc. No damages/ claim shall be entertained under any circumstances.
- (iv) **Payment to Contractor's Personnel**: The contractor shall make all payments to his personnel by transferring the same to the **Savings Bank Account of the person concerned within 7th day of each month**. Further, the contractor shall follow the **Minimum Wage Rate of the Ministry of Labour and Employment, Government of India** while disbursing the payments to his labour. *Any subsequent increase in the aforesaid rate w.r.t the rate prevailing on the date of opening of the tender shall be borne by NEEPCO.*
- (v) **Terms of Payment**: The payment will be made on monthly basis from the date of commencement of the work. Bill for any broken period of months shall be paid proportionately on the basis of time and area of maintenance. Also, after successfully carrying out the work for each month, Computerized Measurement Book (CMB) has to be prepared by the contractor as per the format given by the department and the same should be submitted to Sr. Manager(C), AGTCCPP for verification and further processing of the bills.

It is mandatory for the contractor to submit the CMB within 7th day of each month for the work executed by him in preceding month accompanied by (i) Statement of man power engaged by him during the month, (ii) **Documentary evidence of bank payment made to the workers** and (iii) Proof of deposit of the due amount to PF account of the concerned worker.

- (vi) **No. of days during the month for which the services are required** : All days except holidays as applicable for Industrial Workers as per Labour Act.
- (vii) **Schedule of Time of work** : The work is to be carried out by adequate number of workers for a minimum of 4 (four) hours a day in the morning from 8:00AM to 12:00PM.
- (viii) Contractor shall submit the **EPF Registration Number**, if already had, otherwise **EPF deduction** in respect of both employees and employer's contribution will be made from their bill(s) as per existing relevant norms. However, this will not relieve the Contractor from his responsibility.
- (ix) Laws, Regulations and Acts pertaining to engagement of Labours, environment protection, Safety etc. shall be applicable.
- (x) NEEPCO reserves the right to add new areas or remove any area from the scope of the work after awarding the work contract. The rate of the added area or removed are will be as per the rate prevailing in the work order.
- (xi) **Security Deposit** : As the work is temporary and repetitive in nature, no security deposit will be deducted from the bill(s). However, The contractor shall have to perform the works with full responsibility and take care for proper safety of all the residential property. In case of any damage or pilferage if detected during working hour, the liabilities on investigation shall be intimated to the contractor along with penalties which will have to be accepted.
- (xii) The Contractor shall have to supply all materials and labours etc. required for the work for successful completion of the same in all respect.
- (xiii) In case, the work is not been carried out the work as per specifications or not to the satisfaction of NEEPCO or the Contractor causes any damage to the work or property of NEEPCO or other damages not mentioned herein, NEEPCO shall have the right to recover any amount as considered suitable from the bill/ Security deposit/ any other amount due to the Contractor in NEEPCO.
- (xiv) **Safety issue**: The contractors must be aware of the safety requirement of the workers and accordingly necessary safety gears are mandated to be provided to workman whenever necessary.
- (xv) Tenders received by post at the Office of the undersigned within the specified time mentioned above shall be considered for acceptance. NEEPCO shall not be responsible for any delay in reaching the tenders by post or courier service.

NEEPCO reserves the right to issue tender papers and reject any or all the tenders without assigning any reason thereof. Bidders are requested to visit the website (<http://www.neepco.co.in>) for any future change/ modification/ corrigendum/ addendum to this tender. The Corporation is also not bound to accept the lowest tender. Issuance of Tender Papers shall not automatically qualify the bidder for the work. Further, the Corporation also reserves the right to change/modify the requirements or to postpone/accept or reject the tender in full or part of this Notice or cancel without assigning any reason thereof and is not bound to accept the lowest offer.


Sr. Manager(E/M), C&P
AGTCCPP, NEEPCO Ltd.

Annexure-A

Name of work :- Maintenance of area free from vegetation and unwanted growth of jungles of the portion located on the southern and western part of 132 K.V. Switchyard of the Plant Area of AGTCCPP, NEEPCO Ltd.

Part - I : Bill of Quantities and Schedule of Rates

Sl. No.	Description of Items	Unit	Qty.	Rate (₹)		Amount (₹)
				In figure	In words	
1	Maintenance of area free from vegetation/ shrubs and other unwanted growth of jungles including surface dressing, removing of wild vegetation and inequalities and also disposal of rubbish at designated dumping place with all lead and lifts, as required and as directed by the authority.	Per Sqm per month	9511.00			

Total = ₹
Say ₹

Part-II : Regarding number of Agriculture/ Horticulture workers/ Malis to be engaged for the work

1	Total number of Agriculture/ Horticulture workers/ Malis to be engaged for the work who will work for a period of 4 (four) hours a day.	
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Signature and seal of the bidder

