

**INSTITUTE WORKS DEPARTMENT  
INDIAN INSTITUTE OF TECHNOLOGY, ROORKEE**

**TENDER DOCUMENT**

**For**

**“Collection, secondary segregation, waste management and disposal  
of garbage from door to door and community bins of IIT Roorkee  
Saharanpur Campus”**



**Indian Institute of Technology, Roorkee  
Roorkee-247667, Tel.no. 01332 - 284848**

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**INSTITUTE WORKS DEPARTMENT  
INDIAN INSTITUTE OF TECHNOLOGY, ROORKEE**

No. IWD/IE/E-Tender/05

Dated: March 05, 2025

**NOTICE INVITING TENDER**

On behalf of BOG, I.I.T. Roorkee invites **Percentage Rate E-Tenders** in two Bid system (1. Technical 2. Financial) from competent, experienced and resourceful contractors of appropriate class & category with CPWD, MES, State PWD, State Municipal Corporation, Nagar Nigam, Nagar Palika Cantonment Board, ULBs, PSU's of State/Central Government or having experience of working in Central/State Government, Public Sector undertaking/ Autonomous Organization of the Central/State Government and Working Contractor of IITR for the work detailed below:

Name of the Work	Estimated Cost (Approx.)	Completion Period
“Collection, secondary segregation, waste management and disposal of garbage from door to door and community bins of IIT Roorkee Saharanpur Campus”	₹ 28.45 Lakhs	12 Months

1. Intending bidders are advised to visit IIT Roorkee website [www.iitr.ac.in](http://www.iitr.ac.in) ([https://www.iitr.ac.in/administration/pages/Tenders\\_EOI.html](https://www.iitr.ac.in/administration/pages/Tenders_EOI.html)) and Central Public Procurement Portal (CPPP) <https://eprocure.gov.in/epublish/app> regularly till closing date of BID submission of tender for any corrigendum / addendum/ amendment.

**2. Critical Data Sheet:**

Sr. No.	Name of Organization	Indian Institute of Technology Roorkee
1.	Approximate cost of work	Rs. 28.45 Lakhs
2.	Tender Type (Open/Limited/EOI/Auction/Single)	Open
3.	Tender Category (Services/Goods/Works)	Services
4.	Type/Form of Contract (Work/Supply/ Auction/ Buy/ Empanelment/ Sell)	Work
5.	Product Category (Civil Works/Electrical Works / Fleet Management / Computer Systems)	Garbage collection & disposal, waste management
6.	Date of Issue/Publishing Original Tender	06.03.2025 (18:00 Hrs.)
7.	Document Download / Sale Start Date	06.03.2025 (18:00 Hrs.)
8.	Seek Clarification Start Date	NIL
9.	Seek Clarification End Date	NIL
10.	Pre-bid Meeting	NIL
11.	Bid Submission Start Date	17.03.2025 (15:00 Hrs.)
12.	Bid Submission Closing Date	27.03.2025 (15:00 Hrs.)
13.	Bid Opening Date	28.03.2025 (15:30 Hrs.)
14.	Date & Time of opening of Financial Bid	Will be informed later on after the evaluation of Technical Bids (Only to the bidders who will successfully qualify the Technical Evaluation)
15.	Tender Fee	Tender fee of <b>Rs.1180.00</b> (Non-refundable) to be submitted in shape of DD in favour of Registrar, IIT Roorkee payable at Roorkee. Scanned copy of DD to be uploaded in Cover-1 and original Copy of the same should reach the following address in a proper sealed envelope on and before the last date and time of bid submission. :-

		<p><b>Contract Cell</b>  <b>Institute Works Department</b>  <b>James Thomason Building (Main Building)</b>  <b>IIT Roorkee, Roorkee</b>  <b>Haridwar Uttarakhand:-247667</b>  <b>(for further information refer to point no. 15 of page no. 10 of Tender doc)</b></p> <p>Or</p> <p>NSIC/MSE certificate comprising relevant category of work should be uploaded for tender fee and EMD Exemption. Also, the bidder has to submit an undertaking regarding Bid Security Declaration as per Annexure-I.</p>
16.	Earnest Money Deposit	<p><b>Rs. 57,000.00</b> (Rs. Fifty Seven Thousand Only)</p> <p>Payment of EMD can be submitted in the form of Bankers Cheque / DD / FDR in the name of Institute Engineer, IIT Roorkee. Scanned copy of Bankers Cheque / DD / FDR to be uploaded in Cover-1 and original Copy of the same should reach the following address in a proper sealed envelope on and before the last date and time of bid submission. :-</p> <p><b>Contract Cell</b>  <b>Institute Works Department</b>  <b>James Thomason Building (Main Building)</b>  <b>IIT Roorkee, Roorkee</b>  <b>Haridwar Uttarakhand-247667.</b>  <b>(for further information refer to point no. 15 of page no. 10 of Tender doc)</b></p> <p>Or</p> <p>NSIC/MSE certificate comprising relevant category of work should be uploaded for tender fee and EMD Exemption. Also, the bidder has to submit an undertaking regarding Bid Security Declaration as per Annexure-I.</p>
17.	Performance Guarantee (5%)	<p><b>5%</b> of awarded value in form of in the form of Bankers Cheque / DD / FDR / Performance Bank Guarantee in the name of Institute Engineer, IIT Roorkee after issue of Letter of Acceptance (LOA).</p>
18.	Security Deposit (5%)	<p><b>5%</b> Security deposit shall be submitted in form of Bankers Cheque / DD / FDR / Performance Bank Guarantee in the name of Institute Engineer, IIT Roorkee after issue of Letter of Acceptance (LOA).</p>
19.	No. of Covers (1/2)	<p>02 (Cover-1 for Part A- Technical + Cover-2 Part B for Financial Bid).</p>
20.	Bid Validity Days (180/120/90/60/30)	<p>90 days from the date of opening of financial bids</p>
21.	Stipulated date of Commencement of work	<p>Within seven days from the date of issue of "Letter of Acceptance" or as per the instructions of Engineer-in-charge.</p>
22.	Address for submission of documents or other communication.	<p><b>Institute Engineer, Institute Works Department, James Thomason Building, IIT Roorkee, Roorkee-247667 (India), Tel. No. 01332-285266</b></p>
23.	Email Address	<p><a href="mailto:ie@iitr.ac.in">ie@iitr.ac.in</a> / <a href="mailto:arestateworks@iitr.ac.in">arestateworks@iitr.ac.in</a></p>

**3. Eligibility Criteria for submission of bid documents:**

- (a) Experience of having successfully completed similar work individually costing not less than as stated below during the last 7 years ending previous day of last date of submission of bids.
- (i) Three similar works, each of value not less than **40%** of the estimated cost,  
OR
- (ii) Two similar works, each of value not less than **60%** of the estimated cost,  
OR
- (iii) One similar works of value not less than **80%** of the estimated cost,

The value of executed works shall be brought to current costing level by enhancing the actual value of work at simple rate of 7% per annum, calculated from the date of completion to last date of receipt of applications for this tender. (Copy of work completion certificate to be uploaded as proof of eligibility criteria in Cover-1/ Technical bid).

**Similar works mean: - Cleaning, collection & disposal of garbage & biodegradable and non-biodegradable waste from dustbins in segregated manner from PSUs/ Semi-Govt./ Govt. / Autonomous Institutions / Departments/ Offices.**

**4. Turnover:** The average financial annual turnover on similar works should be at least **50%** of estimated cost during the immediate last 3 consecutive Financial Year (2021-22, 2022-23, 2023-24) balance sheet duly audited by Chartered Accountant. (Scanned copy of Certificate from **CA with valid UDIN** to be submitted with technical bid). The year in which no turnover is shown would also be considered for working out the average.

**5.** Institute reserves the right to cancel any or all tenders without assigning any reason.

**List of Documents to be scanned and uploaded on e-tendering website and submitted up to the last date and time mentioned in Critical data sheet:**

**Note:** Physical submission of these documents is **not required (except Tender fee & EMD)** at the time of uploading of tender by bidders, however these documents should be submitted by bidder, if asked by the institute subsequently for verification of documents.

Intending bidder should not be a joint venture.

- 1) Documents regarding legal status of firm and written power of attorney of the signatory.
- 2) Tender Fee & EMD.
- 3) Copy of work completion certificate as proof of eligibility criteria.
- 4) Notarized Undertaking as per the tender document.
- 5) Turnover Certificate from CA preferably with UDIN Number of last three consecutive financial years (2021-22, 2022-23, 2023-24) duly audited by a Chartered Accountant.
- 6) GST registration certificate.
- 7) PAN.
- 8) Copy of ESIC registration certificate
- 9) Copy of EPFO Registration certificate
- 10) Bank Solvency Certificate not less than 40% of the estimated cost of the work issued by a scheduled bank which is not more than 1-year-old from the last date of tender submission (including extension time).
- 11) Valid Labour Registration Certificate (if applicable)
- 12) Copy of proof of ownership/ hire of big size Tractor & Trolley/ Tripper and Tata Ace Swachh Hopper Tripper

**Note:**

1. **If any information furnished by the bidder is found as false/ fabricated then his/ her bid will be rejected and treated as cancelled, even if the same is detected at any stage of the contract and would lead to termination of the contract beside forfeiture of EMD /Security deposit or both and liabilities towards prosecution under appropriate law.**
2. Each Page of the bid document shall be signed and stamped by the bidder or Authorized Signatory.

**List of Documents to be enclosed up to the last date and time mentioned above in Cover-2 (Financial Bid):**

- a. Duly filled in priced BOQ (Part B- Financial Bid).

Kindly note that no physical submission of duly filled in BOQ is required and it is to be uploaded only on e-tendering website.

**Sd/-  
Institute Engineer,  
IWD, IIT Roorkee**

# PART (A)

## TECHNICAL BID

### INSTRUCTIONS FOR ONLINE BID SUBMISSION

As per the directives of Department of Expenditure, this tender document has been published on the Central Public Procurement Portal (URL: <http://eprocure.gov.in/eprocure/app>). The bidders are required to submit soft copies of their bids electronically on the CPP Portal, using valid Digital Signature Certificates. The instructions given below are meant to assist the bidders in registering on the CPP Portal, prepare their bids in accordance with the requirements and submitting their bids online on the CPP Portal. More information useful for submitting online bids on the CPP Portal may be obtained at: <http://eprocure.gov.in/eprocure/app>.

#### **1.0 Registration**

- 1.1 Bidders are required to enroll on the e-Procurement module of the Central Public Procurement Portal (URL: <http://eprocure.gov.in/eprocure/app>) by clicking on the link “Click here to Enroll”. Enrolment on the CPP Portal is free of charge.
- 1.2 As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.
- 1.3 Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication from the CPP Portal.
- 1.4 Upon enrolment, **the bidders will be required to register their valid Digital Signature Certificate (Class II or Class III Certificates with signing key usage) issued by any Certifying Authority recognized by CCA India (e.g. Sify / TCS / nCode / eMudhra etc.) with their profile.**
- 1.5 Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSCs to others which may lead to misuse.
- 1.6 Bidder then logs in to the site through the secured log-in by entering their user ID/password and the password of the DSC/eToken.

#### **2.0 Searching for Tender Documents**

- 2.1 There are various search options built in the CPP Portal, to facilitate bidders to search active tenders by several parameters. These parameters could include Tender ID, organization name, location, date, value, etc. There is also an option of advanced search for tenders, wherein the bidders may combine a number of search parameters such as organization name, form of contract, location, date, other keywords etc. to search for a tender published on the CPP Portal.
- 2.2 Once the bidders have selected the tenders they are interested in, they may download the required documents / tender schedules. These tenders can be moved to the respective ‘My Tenders’ folder. This would enable the CPP Portal to intimate the bidders through SMS / e-mail in case there is any corrigendum issued to the tender document.
- 2.3 The bidder should make a note of the unique Tender ID assigned to each tender, in case they want to obtain any clarification / help from the Helpdesk.

#### **3.0 Preparation of Bids**

- 3.1 Bidder should take into account any corrigendum published on the tender document before submitting their bids.
- 3.2 Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid. Please note the number of covers in which the bid documents have to be submitted, the number of documents - including the names and 4 content of each of the document that need to be submitted. Any deviations from these may lead to rejection of the bid.
- 3.3 Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document / schedule and generally, they can be in PDF / XLS / RAR / DWF formats. Bid documents may be scanned with 100 dpi with black and white option.
- 3.4 To avoid the time and effort required in uploading the same set of standard documents which are required to be submitted as a part of every bid, a provision of uploading such standard documents (e.g. PAN card copy, annual reports, auditor certificates etc.) has been provided to the bidders. Bidders can use “My Space” area available to them to upload such documents. These documents may be directly submitted from the “My Space” area while submitting a bid, and need not be uploaded again and again. This will lead to a reduction in the time required for bid submission process.

### **Submission of Bids**

- 3.5 Bidder should log into the site well in advance for bid submission so that he/she upload the bid in time i.e. on or before the bid submission time. Bidder will be responsible for any delay due to other issues.
- 3.6 The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.
- 3.7 A standard BOQ format has been provided with the tender document to be filled by all the bidders. Bidders are requested to note that they should necessarily submit their financial bids in the format provided and no other format is acceptable. Bidders are required to download the BOQ file, open it and complete the white colored (unprotected) cells with their respective financial quotes and other details (such as name of the bidder). No other cells should be changed. Once the details have been completed, the bidder should save it and submit it online, without changing the filename. If the BOQ file is found to be modified by the bidder, the bid will be rejected.
- 3.8 The server time (which is displayed on the bidders' dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, opening of bids etc. The bidders should follow this time during bid submission.
- 3.9 All the documents being submitted by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered cannot be viewed by unauthorized persons until the time of bid opening. The confidentiality of the bids is maintained using the secured Socket Layer 128 bit encryption technology. Data storage encryption of sensitive fields is done.
- 3.10 The uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- 3.11 Upon the successful and timely submission of bids, the portal will give a successful bid submission message & a bid summary will be displayed with the bid no. and the date & time of submission of the bid with all other relevant details.
- 3.12 Kindly add scanned PDF of all relevant documents in a single PDF file of compliance sheet.

### **4.0 Assistance to Bidders**

- 4.1 Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority to the address provided in Critical Data Sheet for a tender or the relevant contact person indicated in the tender.
- 4.2 Any queries relating to the process of online bid submission or queries relating to CPP Portal in general may be directed to the 24x7 CPP Portal Helpdesk. The contact number for the helpdesk is 0120-4001062 / 0120-4001002 / 0120-4001005 / 0120-6277787

### **5.0 General Instructions to the Bidders**

- 5.1 The tenders will be received online through portal <http://eprocure.gov.in/eprocure/app>. In the Technical Bids, the bidders are required to upload all the eligibility criteria documents in .pdf format.
- 5.2 Possession of a Valid Class II/III Digital Signature Certificate (DSC) in the form of smart card/etoken in the company's name is a prerequisite for registration and participating in the bid submission activities through <https://eprocure.gov.in/eprocure/app>. Digital Signature Certificates can be obtained from the authorized certifying agencies, details of which are available in the web site <https://eprocure.gov.in/eprocure/app> under the link "Information about DSC".
- 5.3 Tenderer are advised to follow the instructions provided in the 'Instructions to the Tenderer for the e-submission of the bids online through the Central Public Procurement Portal for e Procurement at <https://eprocure.gov.in/eprocure/app>.

**INFORMATION AND INSTRUCTIONS TO BIDDERS FOR TENDERING FORMING PART OF BID DOCUMENT AND TO BE POSTED ON INSTITUTE WEBSITE**

- 1.1 On behalf of BOG, I.I.T. Roorkee invites **Percentage Rate E-Tenders** in two Bid system (1. Technical 2. Financial) from competent, experienced and resourceful contractors of appropriate class & category with CPWD, MES, State PWD, State Municipal Corporation, Nagar Nigam, Nagar Palika Cantonment Board, ULBs, PSU's of State/ Central Government or having experience of working in Central/ State Government, Public Sector undertaking/ Autonomous Organization of the Central/State Government and Working Contractor of IITR for the work of **“Collection, secondary segregation, waste management and disposal of garbage from door to door and community bins of IIT Roorkee Saharanpur Campus”**.
- 1.2 The work is estimated to cost as mentioned in the NIT. The estimate however, is given merely as a rough guide.
- 1.3 Intending bidder is eligible to submit the bid provided, if he/she has definite proof from the appropriate authority, which shall be to the satisfaction of the competent authority, of having satisfactorily completed similar works of magnitude specified below:

**1.3.1 Criteria of eligibility for submission of bid documents:**

- (a) Intending bidder should not be a joint venture.
- (b) Should have successfully completed works during last (07) seven years ending last day of the month previous to the one in which applications are invited. **The works completed up to previous day of last date of submission of tenders shall also be considered.**

Three similar completed works costing not less than the amount equal to **40%** of the estimated cost put to tender,

or

Two similar completed works costing not less than the amount equal to **60%** of the estimated cost put to tender.

or

One similar completed work of aggregate cost not less than the amount equal to **80%** of the estimated cost.

(Self Certified photocopy of work order along with work completion certificate to be uploaded as proof of eligibility criteria)

**Explanation:** The value of executed works shall be brought to current costing level by enhancing the actual value of work at simple rate of 7% per annum; calculated from the date of completion to last date of receipt of applications for this tender.

Similar work means: **“Cleaning, collection & disposal of garbage & biodegradable & non- biodegradable waste from dustbins in segregated manner from PSU's/ Semi-Govt./ Govt./ Autonomous Institutions / Departments/ Offices”**.

- (c) Average annual financial turnover should be at least **50%** of the estimated cost during last three consecutive financial years duly audited by a Chartered Accountant (Self Certified photocopy of certificate from CA to be uploaded in Cover-1 of Technical bid). The year in which no turnover is shown would also be considered for working out the average.
- (d) Should have valid solvency certificate of the amount at least **40%** of the estimated cost of the work issued by a scheduled Bank which is not more than **1-year** from the last date of tender submission (including extension time) Certified copy of original solvency certificate to be uploaded in Cover-1.
1. Agreement shall be drawn with the successful bidder on prescribed format.
2. The time allowed for carrying out the work will be as per the NIT from the date of start as defined in Award of Work or from the first date of handing over of the site, whichever is later, in accordance with the phasing, if any, indicated in tender documents.
3. The site for the work is available / shall be made available for start of the work.
4. The Tender document consisting of plans, specifications, the schedule of quantities of various types of items to be executed and the set of terms and conditions of the contract to be complied with and other necessary documents can be seen / downloaded from IIT Roorkee website: [www.iitr.ac.in](http://www.iitr.ac.in) ([https://www.iitr.ac.in/administration/pages/Tenders\\_EOI.html](https://www.iitr.ac.in/administration/pages/Tenders_EOI.html) ) or from Central Public Procurement Portal (CPPP) <http://eprocure.gov.in/app>.
5. While submitting the bids, bidder can revise the rate, but before last date and time of submission of bids as notified. In this case, the last submitted bid before the last date and time will only be considered.



6. The bid submitted shall become invalid and cost of bid & tender processing fee shall not be refunded if: (i) the bidder is found ineligible. (ii) The bidder does not provide all the documents (including PAN No., GST registration, ESIC, Labour registration (if applicable), EPF etc.) as stipulated in the bid document.
7. Intending bidders are advised to inspect and examine the site and its surroundings and satisfy themselves before submitting their bids as to the nature of the site, the means of access to the site, the accommodation they may require and in general shall themselves obtain all necessary information as to risks, contingencies and other circumstances which may influence or affect their Tender. A bidder shall be deemed to have full knowledge of the site whether he/she inspects it or not and no extra charge consequent upon any misunderstanding or otherwise shall be allowed. The bidder shall be responsible for arranging and maintaining at his own cost all facilities for workers and all other services required for executing the work unless otherwise specifically provided for in the contract documents. Submission of a tender by a bidder implies that he/she has read this notice and all other contract documents and has made himself aware of the scope and specifications of the work to be done and of conditions and rates at which stores, tools and plant, etc. will be issued to him/her by the Institute and local conditions and other factors having a bearing on the execution of the work. Cost of site visit shall be borne by the bidder.
8. All tenders in which any of the prescribed condition is not fulfilled or any condition including that of conditional rebate is put forth by the bidder shall be summarily rejected.
9. Canvassing whether directly or indirectly, in connection with bidders is strictly prohibited and the Tenders submitted by the bidders who resort to canvassing will be liable to rejection.
10. The bidder shall not be permitted to tender for works in the IWD, IIT Roorkee, if his near relative is posted as an officer in any capacity between the grades of Dean Infrastructure and Junior Engineer (both inclusive). Any breach of this condition by the bidder would render him liable to be removed from the Tendering process.
11. No Engineer of gazetted rank or other Gazetted Officer employed in Engineering or Administrative duties in an Engineering Department of the Government of India is allowed to act as a bidder within a period of one year after his retirement from Government service, without the previous permission of the Government of India in writing. This contract is liable to be cancelled if either the bidder or any of his employees is found any time to be such a person who had not obtained the permission of the Government of India as aforesaid before submission of the tender or engagement in the bidder's service.
12. The bid for the works shall remain open for acceptance for a period of 90 days from the date of opening of financial bids. If any bidder withdraws his bid before the said period or issue of letter of acceptance, whichever is earlier, or makes any modifications in the terms and conditions of the bid which are not acceptable to the Indian Institute of Technology Roorkee, then Indian Institute of Technology Roorkee, without prejudice to any other right or remedy, be at **liberty to forfeit of the said earnest money** as aforesaid. Further the bidders shall not be allowed to participate in the re-bidding process of the work. For NSIC/ MSE bidder, action will be taken as per bid security declaration.
13. The notice inviting bid shall form part of the contract document. The successful bidder, on acceptance of his bid by the Accepting Authority, have to sign the contract consisting of "The Notice Inviting bid, all the documents including Special Conditions, General Specifications/ Particular Specifications and drawings, if any, forming part of the bid as submitted at the time of invitation of bid and the rates quoted online at the time of submission of bid and acceptance thereof together with any correspondence leading thereto within 15 days from the stipulated date of start of the work.
14. **Composite Tender (if applicable)**
  - 14.1 The competent authority is calling this bid for the composite work. The Earnest money is fixed with respect to the combined estimated cost put to tender for the composite tender.
  - 14.2 The eligible bidders have to quote rates for all items given in the schedule of quantity.
  - 14.3 After acceptance of the bid by competent authority, **Institute Engineer/ Dean Infrastructure, IWD, IIT Roorkee** shall issue letter of Acceptance (LOA) on behalf of the Institute. After issue of LOA, the bidder will have to enter into one agreement with **Institute Engineer/ Dean Infrastructure**.
  - 14.4 Entire work under the scope of composite tender including major and all minor components shall be executed under one agreement.
  - 14.5 Security Deposit will be worked out separately for each component corresponding to the quoted/accepted cost of the respective component of works. The Earnest Money will become part of the security deposit of the respective projects under the head Mega projects in ratio of the corresponding estimated value of these projects.
  - 14.6 The bidder may associate agency(s) for minor component(s) conforming to eligibility criteria as defined in the tender document and has to submit detail of such agency(s) to Institute Engineer/ Dean Infrastructure. Name of the agency(s) to be associated shall be approved by Dean Infrastructure. Before engaging such associate agencies,

bidder has to inform to Dean Infrastructure along with his past experience and all credential's and got the approval of the same from him.

- 14.7 In case the bidder intends to change any of the above agency/ agencies during the operation of the contract, he shall obtain prior approval of respective Dean Infrastructure. The new agency/ agencies shall also have to satisfy the laid down eligibility criteria. In case Dean Infrastructure is not satisfied with the performance of any agency, he can direct the bidder to change the agency and this shall be binding on the bidder.
- 14.8 The main bidder has to enter into agreement with bidder(s) associated by him for execution of minor component(s). Copy of such agreement shall be submitted to Engineer-in-charge. In case of change of associate bidder, the main bidder has to enter into agreement with the new bidder associated by him.
- 14.9 The composite work shall be treated as complete when all the components of the work are complete. The completion certificate of the composite work shall be recorded by Engineer-in-charge of major component after record of completion certificate of all other components. Final bill of whole work shall be finalized by IWD, IIT Roorkee.
- 14.10 It will be obligatory on the part of the bidder to sign the tender documents for all components before the first payment is released.

**15. Submission of Tender Fee & EMD.**

1. Original Copy of Tender fee and EMD should reach the address mentioned in critical data sheet in a proper sealed envelope on and before the last date and time of bid submission.
2. NIT number should be clearly mentioned on the top of the envelope. Also firm's bidder's name with address should be clearly mentioned on the left bottom of the envelope. Bids shall be rejected if NIT number is not mentioned on the Envelope
3. Bids shall be considered as **UNRESPONSIVE** and shall be summarily rejected in the case of non-submission of original EMD and Tender fee as per stipulated date & time OR if any discrepancy is found.

**MSME/NSIC/Udyog Aadhar**

1. The necessary exemption of Tender fees & EMD is given to those bidders/ Contractors who have a valid registration in the required field /work in NSIC/MSE/Udyog Aadhaar. No exemption shall be given to the bidder who is not registered in **Service Category** in NSIC/ MSE/ Udyog Aadhaar certificate.

## **A: GENERAL INSTRUCTIONS**

### **1. Scope of Tender.**

- 1.1 Indian Institute of Technology Roorkee (referred to as Owner in these documents) invites Tender as defined in these documents and referred to as “the works” detailed in the table given in the Notice Inviting Tenders (NIT).
- 1.2 The successful Bidder shall complete the works within the completion date specified in the Notice Inviting Tenders (NIT).

### **2. Non-Association / Relation**

- 2.1 All bidders shall provide in the bid tender and Qualification Information, a statement that the Bidder is not associated, nor has been associated in the past, directly or indirectly, with the Indian Institute of Technology Roorkee or any other entity that has prepared the design, specifications, and other documents for the Project.

### **3. Qualification of the Bidder**

- 3.1 All Bidders shall provide tender qualification information.
- 3.2 All Bidders shall include the following information by submitting relevant documents and certificate with their tenders: The Bidder must be registered with the GST Department and should submit the registration certificate of GST, PAN, ESI, PF, labour registration (if applicable) etc.

### **4. Cost of tendering**

- 4.1 The Bidder shall bear all costs associated with the preparation and submission of his tender, and the Owner will in no case be responsible and liable for those costs.
- 4.2 The Bidder, at its own responsibility and risk is encouraged to visit and examine the Site of Work and its surroundings and obtain all information that may be necessary for preparing the tender. The costs of visiting the Site shall be at the Bidder’s own expense.

## **B: DOCUMENTS INVITING TENDERS**

### **5. Invitation:** Tenders are hereby invited on behalf of Indian Institute of Technology Roorkee.

### **6. Contents of documents as mentioned in the relevant clauses mentioned:**

The Bidder shall be deemed to have examined all instructions, forms, terms, and specifications in the Documents. Failure to furnish the information required in the Tender Document or submission of a Bid not substantially responsive to the Tender Documents in every respect will be at the Bidder’s risk and may result in the rejection of the bid.

The several documents forming the contract are to be taken as mutually explanatory of one another, detailed drawings being followed in preference to small scale drawing and figured dimensions in preference to scale and Special Conditions in preference to General Conditions.

In case of any discrepancy between the Schedule of Quantities, the specifications and/ or the drawings, given in the tender document or the work assigned by the EIC shall be observed:

1. Description of Schedule of Quantities.
2. Particular Specification and Special condition, if any.
3. Drawings & Scope of work as per tender
4. C. P. W. D. specifications/ IWD, IIT ROORKEE specification/ SWM Rule.
5. Latest edition Indian Standard Specifications of B. I. S.

### **7. Amendment of Tendering Documents**

- 7.1 Before the deadline for submission of bids, the Indian Institute of Technology Roorkee may modify the Tender documents by issuing addenda/corrigendum.
- 7.2 Any addendum thus issued shall be part of the Tendering documents and shall be uploaded on Tendering website [www.eprocure.gov.in](http://www.eprocure.gov.in) and Institute website [www.mm.iitr.ac.in/mmweb/tenders](http://www.mm.iitr.ac.in/mmweb/tenders).
- 7.3 To give prospective Bidders reasonable time in which to take an addendum/corrigendum into account in preparing their bid, the IIT Roorkee may extend if necessary, the deadline for submission of tenders.

## C: PREPARATION OF DOCUMENT

8. **Tender fee:** (1) Tender fee as per critical data sheet in the form Demand Draft in favour of Registrar, Indian Institute of Technology Roorkee payable at Roorkee must be submitted as mentioned in critical data sheet. Bids not accompanying with Tender fee will be summarily rejected. Tender fee is nonrefundable.
9. **Earnest Money Deposit (EMD):** EMD / Bid Security Declaration as per critical data sheet must be submitted. Bids not accompanying with EMD / Bid Security Declaration will be summarily rejected. The EMD of the unsuccessful Bidders will be discharged / returned within Thirty (30) days from the date of opening of the financial bids. The EMD of the successful Bidder shall not be adjusted or converted as Security deposit. The EMD may be forfeited and further the bidders shall not be allowed to participate in the re-bidding process of the work, if the Bidder withdraws his bid during bid validity period or in case successful Bidder fails to sign the contract / fails to deposit security amount and performance guarantee. For NSIC / MSE bidder, action will be taken as per Bid Security Declaration.
10. **Period of validity of bid:** The bids shall remain valid for a period of 90 days after the date of opening of financial bid. A bid valid for a shorter period shall be rejected by the Indian Institute of Technology Roorkee as non-responsive and the EMD paid along with it will be forfeited.
11. **Language of Bid:** The document shall be written in English language. The total amount should be written in the same language.
12. **Document comprising the E-Tender:** No page of this tenders document shall be removed and the set must be submitted as it is. Each page of the tenders document form is to be signed by the Bidder and must bear the Seal of the Company/Firm.

**The tender submitted by the Bidder shall comprise as mentioned above in relevant sections.**

### 13. Tender Prices

- 13.1 The contract shall be for the whole works as described in priced Schedule of Quantities submitted by the Bidder.
- 13.2 The tender submitted on behalf of firm shall be signed by a person who has the proper legal authority on behalf of the firm to enter into the contract; otherwise, the bid is liable to be rejected. Each page of the tender document and each drawing accompanying is required to be signed by the authorized person submitting the bid, with the company seal as the token of their having examined and acquainted themselves with the General conditions of contract, drawings, specifications, special conditions of contract etc. The forms of tender are to be filled in completely. Any bid with any of the documents not signed is liable to be rejected.
- 13.3 The notation R.O. written against items of BOQ means "rate only" and the bidder is to quote only unit rate in such cases.
- 13.4 The Bidder shall fill in the percentage rate/in rates for items of the Works described in the Schedule of Quantities along with total bidding price. In case if the rates are not filled for any of the Items of Schedule of Quantities, in such cases the tender shall be summarily rejected. Failure to comply with either of these conditions will make the bid liable for rejection.
- 13.5 The work shall be carried out by the Bidder in a manner complying in all respect with the requirement of relevant bye-laws/orders of the Local/Municipal bodies and SWM Rules and pay all fees and charges which may be leviable at his own cost. Any statutory fees shall be paid by the bidder. All other cost of Liaoning shall be borne by the bidder.
- 13.6 **Taxes:** All duties, taxes, and other levies payable by the Bidder under the contract, or for any other cause, shall be included in the rates, prices and total Bidding Price submitted by the Bidder. Bidders must include in their rates, the cost of transportation of materials to site, GST, labour Cess (if applicable ) as per Building & other construction workers cess act, excise duty, octroi, and any other tax and duty levied by the Central / State Government. None of the above taxes & levies will be entertained by the Owner and no tax exemption forms will be issued by the Owner. Rates are inclusive of GST (as applicable) and will not be paid extra. Bidders must include in their rates the cost of transportation / handling of materials to site. No tax exemption forms will be issued by the Owner.
- 13.7 Bidder should also take Insurance Policies as per requirement for his Workmen, Supervisors and Engineers working on site for an adequate insurance cover. Indian Institute of Technology Roorkee shall not be responsible for any accident or happening of any untoward/unforeseen event involving workmen, labour, supervisor or engineer or any person directly or indirectly associated with the execution of work.

The insurance policy to be obtained by the successful Bidder must be comprehensive and shall cover all associated risks (known and unknown).

- 13.8 The rates quoted in the tender shall include all cost of machines, vehicle, operator, driver, helpers, manpower, equipment, telephone, rent and call charges, water and meter rent charges, shed for materials, covering of garbage, lifting arrangement, collection of garbage in segregation form, loading, unloading, marking out and clearing of site, transportation, spreading of lime in dustbins and complete in all respects. The rates quoted in the tender shall be treated as rate for finally completing the item of work.
- 13.9 The quantities furnished in the schedule of quantities are only probable quantities and are liable to alterations, by omission, deductions or additions to any extent at the discretion of Indian Institute of Technology Roorkee. Payments will be regulated on the actual quantities of work done at accepted rates.
- 13.10 Errors in the Schedule of Quantities shall be dealt with in the following manner:
- i. In the event of a discrepancy between the rates quoted in words and the rates in figures, rate quoted in words shall be considered to be correct.
  - ii. In the event of an error occurring on account of arithmetical calculations the same shall be corrected according to rates written in words and quantities in B.O.Q.
  - iii. All the errors in totaling in the amount column and in carrying forward the totals shall be corrected. The tender total shall be accordingly amended. If the bidder doesn't accept the corrected amount the tender will be rejected and EMD will be forfeited.
- 13.11 The calculations made by the bidder should be based upon quantities of the items of work which are furnished in the Schedule of Quantities, but it must be clearly understood that the contract is not a lump sum contract. The Owners do not in any way assure, represent or guarantee that the said probable quantities are correct or that the work would correspond thereto. The items of work irrespective of the quantities which may vary shall be carried out at the same accepted bidding tender rates and no escalation in the rates will be entertained whatsoever. Any item of work may be omitted from the schedule of quantities and may be awarded to another agency at any time / stage of the work.
- 13.12 The bidders must obtain for themselves on their own responsibility and their own expenses all the information which may be necessary, including risks, contingencies and other circumstances to enable them in making a proper bid and for entering into a contract, and must examine the drawings, specifications and conditions and inspect the site of the work, nature of the work, availability of power, water, shelter for workmen and all the matters pertaining thereto before submitting the bid. They can also get any clarifications required from the Owner, before tendering, by contacting them at their office during working hours.
- 14. Format and signing of Tender document**
- 14.1 The bid shall be typed or written in indelible ink and shall be signed by a person or persons duly authorized to sign on behalf of the Bidder. All pages of the tender where entries or amendments have been made shall be initialed by the person or persons signing the tender.
- 14.2 The tender shall contain no alterations or additions, except those to comply with instructions issued by the Owner, or as necessary to correct errors made by the Bidder, in which case such corrections shall be initialed by the person or persons signing the bid. ANY CONDITIONAL BID WILL BE SUMMARILY REJECTED.

**D: MODE OF SUBMISSION OF BID DOCUMENT**

**15. Sealing and marking of bids.**

15.1 The entire document should be scanned and uploaded under technical and financial bid respectively on the e-tendering website. No hard copy of any documents whether technical or financial should be submitted.

15.2 Financial/price bid is to be uploaded online only & no hard copy to be submitted.

- 16. Deadline for submission of bid:** - Any bid will not be received by the Indian Institute of Technology Roorkee after the deadline of submission of bids.

## **E: TENDER OPENING AND EVALUATION**

- 17. Tender opening:** The tender will be opened on the date and the place specified in the critical data sheet. In case of any unavoidable circumstances or unforeseen event on the specified date and time of tender opening, the bids will be opened at the appointed time and location on the next working day.
- 18. Clarification of Tenders:** To assist in the examination, evaluation and comparison of bids, the Owner may, at his discretion, ask any Bidder for clarification of his bid, including breakdowns of unit/percentage rates. The request for clarification and the response shall be in writing or by fax, but no change in the price or substance of the tendering shall be sought, offered or permitted.
- 19. Examination of Bids and Determination of Responsiveness:**
- 19.1 Prior to the detailed evaluation of bids, the Owner will determine whether each bid
- Meets the eligibility criteria defined
  - Has been properly signed and meets the requirements mentioned
  - is accompanied by the required securities and;
  - is responsive to the requirements of the tendering documents.
- 19.2 A responsive bid is one which conforms to all the terms, conditions and specifications of the tendering documents, without material deviation or reservation. A material deviation or reservation is one
- Which affects in any substantial way the scope, quality, or performance of the works;
  - which limits in any substantial way, inconsistent with the tender documents, the Indian Institute of Technology Roorkee rights or the Bidders' obligations under the contract; or
  - Whose rectification would affect unfairly the competitive position of other Bidders presenting responsive bids.
- 19.3 If a bid is not responsive, it will be rejected by the Indian Institute of Technology Roorkee, and may not subsequently be made responsive by correction or withdrawal of the nonconforming deviation or reservation.
- 20. Evaluation and Comparison of Bids:**
- 20.1 The Owner along will evaluate and compare only the bids determined to be substantially responsive.
- 20.2 In evaluating the bids, the Owner will determine for each bid the evaluated bids Price by adjusting the bid. Price as follows:
- Making any correction for errors; or
  - Making an appropriate adjustment for any other acceptable variations, deviations; and
  - Making appropriate adjustments to reflect discounts offered.
- 21. The Owner reserves the right to accept or reject any variation, deviation, or alternative offer and other factors which are in excess of the requirement of the tender.**

## **F: AWARD OF TENDER**

- 22. Award criteria:**
- 22.1 The acceptance of bid will rest with the Owner, which does not bind itself to accept the lowest bid and reserves to itself the authority to reject completely / partially, any or all of the bid/s received without the assignment of a reason.
- 22.2 The owner reserves to itself the right of accepting the whole or any part of the Bid and the Bidder shall be bound to perform the same at the rate quoted.
- 22.3 The Owner reserves to itself the right of omission of any item of work from the awarded tender at any time / stage during the execution of work and awards the same to another agency / bidder.
- 23. Notification of award:** The successful Bidder will be issued a Letter of Acceptance (LOA) by the Owner. The issuance of LOA shall not constitute an award of work.
- 24. Performance Guarantee:** Within ten (10) days of LOA the successful Bidder shall furnish the performance guarantee @ 5% of value of work as mention in critical data sheet shall provide in the tender document. The Performance guarantee shall be returned/refunded to the bidder on completion of the work and recording of the completion certificate. In case the bidder fails to deposit the said performance guarantee within the period as indicated, the Earnest Money deposited by the bidder shall be forfeited automatically without any notice to the bidder. **The PG must be valid up to work completion tenure plus two months.** It may be further extended as per the requirement by the owner.

25. **Signing of contract form:** On the acceptance of LOA and Performance Bank Guarantee of the successful Bidder whose tender has been accepted in writing, the Indian Institute of Technology Roorkee will sign an agreement. Article of agreement shall be as per IIT Roorkee.

**26. Abnormally High and Low Bids:**

- a) Tender evaluation committee (TEC) will observe the rates and seek justifications if that are abnormally high/low. Threshold value over which the rates would be judged high/low shall be decided by the TEC looking into the nature of work and their specification on case to case basis
- b) If required necessary for high bids negotiation will be done with the approval of the Competent Authority. However, if the rates will be found abnormally low **additional performance guarantee** shall be got deposited as per the following formula:

- i) Up to 30% less than the estimated cost : Nil
- ii) Above 30% and less than up to 50% : 20%
- iii) Above 50% and less than up to 70% : 40%

**The Additional Performance Guarantee will be released with the Performance Guarantee.**

**G: DURING EXECUTION**

27. **During Execution:** The Bidder shall carry out all the works strictly in accordance with the schedule/drawing, details and instructions of the Owner. If in the opinion of the Owner, changes have to be made in the design, and they desire the bidder to carry out the same, the Bidder shall be bound to comply. The Owner decisions in such cases shall be final.

The Bidder is bound to carry out any items of work necessary for the completion of the job even though such items are not included in the schedule of quantities and rates. Schedule of instructions in respect of such additional items and their quantities with the prior consent from the Owner. Rates for such items of work will be approved by the Owner on the basis of Analysis of Rates which will be derived from actual prevailing market rates of similar item along with 15% as bidder's profit & overhead (or service charge as quoted by the bidder). The rates approved by the Owner in such cases will be final.

The Bidder shall get the quality of work done inspected for material and workmanship at different stages of execution as per instructions given by the Owner or their representative time to time. Any item of work done which is found not conforming to the Contract shall be rejected by the Owner. The decision of the Owner in such cases shall be final.

The Owner may instruct at any stage of execution for testing of samples of any material taken at random. The Owner will decide the testing laboratory / agency and the cost of testing including the expenses for sending the samples to the laboratory / agency and receipt of test reports shall be borne by the Bidder. The material shall be rejected in case the test reports are not within the permissible limits.

The Bidder shall have to present the invoice for purchased material from the manufacturer or from the dealer along with the certificate from the manufacturer. In case material is found to be of substandard quality, the same shall be rejected by the Owner. The decision of the Owner in such cases shall be final.

The Bidder shall not be entitled to any compensation for the Loss suffered by him on account of delays in commencing or executing the work whatever the cause of delay may be, including delays arising out of modifications to the work entrusted to him or in any subcontracts connected therewith or delays in awarding contracts for other trades of the project or in commencement or completion of such other works or in procuring Government controlled or other building materials for any other reasons whatsoever. The Owner shall not be liable for any sum besides the tender amount, subject to such variations as are provided for herein and as instructed by Owner. However, necessary time extension will be given if the delays are not attributed to the Bidder.

## QUALIFYING INFORMATION

1. Please furnish the following information along with documentary evidence only in this format (as eligibility criteria as mentioned in NIT)

Sr. No.	Particular	Page No. and Information
1.	Name of the bidder	
2.	Legal Status of the bidder	
3.	Place of registration and registration of the bidder	
4.	Year of establishment of the firm.	
5.	Permanent Address	
6.	Email id	
7.	Contact Numbers	
8.	Principal place of the registration	
9.	PAN No.	
10.	GST No.	
11.	EPF	
12.	ESI	
13.	EMD details	
14.	Tender fee details	
15.	Labour Registration (if applicable)	
16.	Solvency certificate details	

2. Average annual financial turnover during the last 3 years, ending 31<sup>st</sup> March of previous financial year, should not be less than 50% of the estimated cost. CA certificate (**with valid UDIN**) be enclosed as documentary proof. Copies of balance sheets duly certified by CA to be submitted.

Sl. No.	Financial Year	Amount (in Lakhs)
1	2021-22	
2	2022-23	
3	2023-24	



3. PROFORMA FOR LIST OF WORKS EXECUTED BY THE BIDDER DURING THE LAST 5 YEARS AND ABOVE

Sl. No	Name of work/ project with address	Name & postal address of the owner & contact person	Contract Value	Date of Start	Date of Completion	Actual Date of Completion

**Note: Bidder may furnish the above information in separate sheet if the space is not sufficient.**

4. PROFORMA FOR LIST OF WORKS IN HAND

Sl. No	Name of work/ project with address	Name & postal address of the owner & contact person	Published Value	Date of Start	Stipulated date of completion	Present Progress

**Note: Bidder may furnish the above information in separate sheet if the space is not sufficient**

5. DETAILS OF KEY PERSONNEL

Sl. No	Name & Designation	Qualification	Experience	Nature of Works Handled	Date from which employed in your organization

**Note: Bidder may furnish the above information in separate sheet if the space is not sufficient.**

1. List of **equipment** tools, machineries and tackles

**Mandatory**

**Name of Work:** Collection, secondary segregation, waste management and disposal of garbage from door to door and community bins of IIT Roorkee Saharanpur Campus.

Sr. No.	Machine	Minimum No. of vehicles required	Remark (Availability of specified machines) in Yes or No with make name	Page No. of the attached documents
1.	Tractor & Big Size Trolley/ Tripper	1 Nos.		
2.	Tata Ace Swach Hopper Tripper	1 Nos.		
3.	Other garbage collections tools (if any)			

**\*Kindly enclose relevant document of machines such as RC, Ownership/ purchase bill/ hire agreement etc.**

**Note –**

1. Bidder has to mobilize the above vehicles within 07 days from the date of award of tender to the IIT Roorkee campus to start the work.
2. Incomplete or Blank form will be treated as disqualified.
3. Contractor has to quote the Rates including all variations and escalation due to market fluctuation and no extra payment will not be given nor be accepted.
4. During any Institute function or any VIP visit the contractor has to engage more or extra vehicles as well as more or extra labours to execute the work on given time at his own cost and no extra payment will not be given for the engage of extra labour & vehicle.
5. The above mentioned vehicles are tentative and same can be increased as per the requirement of work. Hence, bidder shall consider this in his bidding.

**Signature of the Contractor  
With seal**

## GENERAL CONDITIONS OF CONTRACT (GCC)

### **A: GENERAL**

#### **1. Definitions:**

- 1.1. In this contract, the following terms shall be interpreted as indicated:
  - a. “The Contract” means the agreement entered into between the Owner and the Bidder, as recorded in the contract form signed by the parties, including all the attachments and appendices thereto and all documents incorporated by reference therein.
  - b. “The Contract Value” means the amount payable to the Bidder under the contract for the full and proper performance of its contractual obligations.
  - c. “Contract Data” means any information provided in the tender document and agreed to by the Bidder.
  - d. “The Work” means all labour, materials, tools and plant, equipment etc. including government taxes and transport that may be required in preparation of and for and in the full and entire execution and completion of “the Work”.
  - e. “Services” means services ancillary to the execution of the work such as transportation and insurance, and any other incidental services, such as installation, commissioning, provision of technical assistance, training and other obligations of the Bidder covered under the contract.
  - f. “GCC” mean the General Conditions of Contract contained in this section.
  - g. “SCC” means the Special Conditions of Contract.
  - h. “The Owner” means the Indian Institute of Technology Roorkee or its representative.
  - i. “The Owner” means the Owner/Project Management Consultant appointed by the Owner for preparing all the drawings, details and specifications of items required for the execution of the work and supervise and monitor the execution at site along with checking and verifying Bidder’s bill. The Bidder shall offer the Engineer or any representative of Owner every facility and assistance for examining the works and materials. The Engineer or any representative of the Owner shall have power to give notice to the Bidder or to his staff, of non-approval of any work or materials and such work shall be suspended or the use of such materials shall be discontinued until the decision of the Owner. Such examinations shall not in any way exonerate the bidder from the obligations to remedy any defects which may be found to exist at any stage of the work or after the same is completed.
  - j. “The Bidder” means the individual or the firm executing the work.
  - k. “The Project Site” where applicable, means the place or places named in SCC.
  - l. “Day” means calendar day.
  - m. “Engineer-in-charge (EIC)” means Assistant Executive Engineer.

#### **2. Interpretation and Application**

- 2.1. These general conditions shall apply to the extent that provisions in other parts of the contract do not supersede them.
- 2.2. 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 Owner will provide instructions clarifying queries about the Conditions of Contract.
- 2.3. 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 are for the whole of the Works.

#### **3. Standards**

- 3.1. The works executed by the Bidder should be carried out in most professional manner, both as regards material and otherwise, in every respect, in strict accordance with the Technical Specifications. All materials and workmanship shall so far as procurable be of the respective kinds described in the priced schedule of quantities and/ or specifications and in accordance with the Owner’ instructions, and the Bidder shall upon the request of the Owner, furnish them with all invoices, accounts; receipts and other vouchers to prove that the material procured complies therewith. When no applicable standard is mentioned, the work shall be carried out as per the directions of the Owner. The Bidder shall at his own cost arrange for and/or carry out any test of materials which the Owner may require. In case of discrepancies in tender wording as regards the specifications of materials, workmanship etc., written instructions will supersede the tender wording unless otherwise mentioned.

- 3.2. The Owner in their absolute discretion from time to time shall issue further drawings and/ or written instructions, details, directions and explanations which are hereafter collectively referred to as “the Owner’s instructions” in regard to: -
- a. The variation or modification of the design quality or quantity of works or the addition or omission or submission on any work.
  - b. Any discrepancy in the drawings or between the schedule of quantities and / or drawings and /or specifications/ dimensions etc.
  - c. The removal and / or re-execution of any works executed by the Bidder.
  - d. The removal from the site of any materials brought thereon by the Bidder and the substitution of any other materials therefore / or rejection of the material brought on site.

#### **4. Use of Contract Documents and Information**

- 4.1. The Bidder shall not, without the Owners’ prior written consent, disclose the contract or any provision thereof, or any specifications, plan, drawing, pattern, sample or information furnished by or on behalf of the Owner in connection therewith, to any person other than a person employed by the Bidder in performance of the contract. Disclosure to any such employed person shall be made in confidence and shall extend only so far, as may be necessary for purposes of such performance.
- 4.2. The Bidder shall not, without the Owner’s prior written consent make use of any document or information enumerated in Para 4.1 except for the purposes of performing the contract.
- 4.3. All documents included but not limited to contract agreement shall remain the property of the Owner and shall be returned (in all copies) to the Owner on completion of the Bidder’s performance under the contract, if so, required by the Owner.

**5. Owner’s Decisions:** Except where otherwise specifically stated, the Owner will decide contractual matters between the Owner and the Bidder, in the role of representing the Owner.

**6. Performance Guarantee:** The proceeds of the performance guarantee shall be payable to the Owner as compensation for any loss or dues resulting from the Bidder’s failure to complete its obligations under the contract.

#### **7. Program and Reporting**

- 7.1. The bidder shall furnish to the Indian Institute of Technology Roorkee a tentative schedule with timing for collection of door to door garbage in segregated form within stipulated time for approval within fifteen days from the date of receipt of notification of award. Progress report for the effective implementation of collection shall be furnished to the owner showing the progress (if required).

#### **8. Assignment and Sub-contracting**

- 8.1. The whole of the works included in the Contract shall be executed by the bidder and the bidder shall not directly or indirectly transfer, assign or underlet the contract or any part, share or interest therein without the written consent of the Owner.
- 8.2. No sub-contracting shall relieve the Bidder from the full and entire responsibility of the Contract or from the active superintendence of the work during their progress.

#### **9. Bidder to provide everything necessary for proper execution of work**

- 9.1. Throughout the execution of the work, the Bidder or his representative duly authorized and fully responsible and technically conversant with the work under this agreement, acting on his behalf shall be available at the site for supervising the work. The Bidder shall make adequate arrangements for watchmen to guard the materials brought by them to the site and shall ensure the safety, breakage and any theft of materials fixed or unfixed by him. Any material, T & P brought to the site for bonafide use of the Project shall not be removed/ shifted from the site without the prior written permission of the Engineer/Owner.
- 9.2. The bidder has to provide at his cost leveling pipe, steel/ metallic tapes etc. required by the supervising staff of the Owner’s/Owner’ representative during execution of the work.

- 10. Site Establishment:** The security of the bidder's equipment, machines and materials is his own responsibility. The Owner accepts no liability for loss or damage to the bidder's plant tools or materials and machines/ vehicle. The materials/ equipment issued to the bidder by the Owner will remain under the custody of bidder as a trustee. However, title on the same will remain with the Owner. The bidder will be responsible for loss or damage to such materials/ equipment and shall preserve them in good working conditions as required for the contract and good garbage collection practices as per SWM Rule till such time that they are incorporated in the works and erected, aligned and fully installed in position and handed over to the Owner. In case the Owner feels that arrangements made by the bidder are not adequate he shall so advice the bidder and the bidder shall promptly take corrective action. In case the bidder fails to take corrective action, Owner shall take such corrective actions and recover the cost thereof from the bidder's bills. The bidder shall clear away periodically or as instructed by Owner any rubbish, scrap materials, etc. and dump the same in the authorized dump sites notified by local authority/area indicated by the Owner. All materials machines shall be neatly stacked in an orderly manner as directed by the Owner and care shall be taken to allow proper access to workmen and easy movement of men, vehicles, cranes and materials. The bidder shall not permit the entry to the site of any person not directly connected/concerned with the work without first having obtained the written permission of Owner. The bidder shall submit a list of plants, equipment, tools, tackles, etc. which he will use, to perform the work. These tools, etc. shall not be removed from the site till the completion of job. A gate pass must be obtained from the Indian Institute of Technology Roorkee, in order to remove from site any plant equipment, tools and materials. All items such as instructions and other pertinent data regarding erection/commissioning and maintenance should be typed and classified for transmittal in a manner approved by the Owner. For all employees of Owner, the bidder shall conform for no misconduct from any of his workforce; failure of this will be sufficient cause for removal of such person from the site. Bidder has to follow the IIT Roorkee rules and SWM Rule or any local bodies rules for the collection and disposal of garbage, any violation in the practice shall leads to the penal action as per the tender.
- 11. Messing & Accommodation:** The bidder will make his own arrangements for messing and accommodation. No accommodation and messing shall be provided by the Owner.
- 12. Method of storing the Machines and materials**
- 12.1. The bidder shall at his own cost, provide for all necessary storage on the site in specified areas for all materials/ machines such as garbage collection vehicle, tools, lifting arrangement, lime powder etc. and such other materials which are likely to deteriorate by the action of sun, wind, rain, dampness or other natural causes due to exposure in the compounds or in stores in such a manner that all materials, tool etc. shall be duly protected from damage by weather or any other cause.
- 12.2. Materials & machines required for the works, by the bidder be stored by the bidder only at places approved by the Owner. Storage and safe custody of materials shall be the responsibility of the bidder. All the materials including bidder's Tools & Plants brought by the bidder to the site shall become and remain the property of the Owner and shall not be removed off the site without prior written approval of the Owner/Owner. But whenever the works are finally completed and advances, if any, in respect of such materials are fully recovered, the bidder shall at own expenses forthwith remove from the site all surplus materials supplied by him and upon such removal, the same shall revert in and become the property of the bidder.
- 13. Completion of Work:** Before finally leaving site (if any), all the Bidders stores, plant, tools and rubbish shall be removed and the site left clean and tidy. The space allocated (if any) by Owner shall be vacated and handed over to the Owner.
- 14. Water and Electricity for Construction work:** Water & Electricity as per relevant section's mentioned above (if applicable).
- 15. Successful Bidder's Employment of Labour**
- 15.1. The bidder shall comply with the requirement of statutory provisions and shall be solely responsible for fulfillment of all legal obligations under Contract Labour (R&A) Act, Inter State Migrant Workmen (Registration of Employment and condition of Service Act, Payment of Wages Act., Minimum Wages Act, Workmen's Compensation Act, Factories Act, Employee's Provident Fund & Miscellaneous Provisions Act, Payment of Bonus Act, Payment of Gratuity Act, Industrial Disputes Act and all other Industrial/Labour enactments and Rules made there under as applicable from time to time. In case Owner incurs any liability

- towards payment of any dues, compensation, cost of any other liability of any kind whatsoever, due to non fulfilment of statutory provisions under any industrial/labour laws by the bidder, the same shall be made good by the bidder and Owner shall have full right to recover and claim the same against the bidder from his outstanding bills or otherwise. No Labour to stay at site.
- 15.2. The bidder will be expected to employ on the work only his regular skilled employees with experience of this particular work. The permission of the Owner must be obtained before tradesmen are recruited locally for the work. This rule does not apply to unskilled labour. No female labour shall be employed in dark hours/ i.e. hours prohibited under the applicable law. No person below the age of eighteen years shall be employed at any point of time. The bidder shall pay, to each person, the wages as per minimum Wages Act of the State Government.
- 15.3. All traveling expenses including provision of all necessary transport to and from site, lodging allowances and other payments to the bidder's employees are his own responsibility. The hours of work on the site shall be decided by the Owner and bidder shall adhere to the same. All bidders employees shall wear uniform and other safety kit and such identifications marks as may be provided by bidder on work site and duly approved by Owner. All notices displayed on the site and any instructions issued by the Owner shall be strictly adhered to by the Bidder's and/or his sub-bidders employees. The bidder shall be required to maintain employment records as covered in relevant Acts and produce documentary evidence to the effect that he has discharged his obligations under the Employees Provident Fund Act 1952, and ESI Act, 1948 Group Insurance and other Acts for the workmen working at site.
- 15.4. The bidder shall comply with the provisions of the Apprentices Act 1961, and the rules and orders issued there under from time to time. If he fails to do so, his failure will be a breach of the contract and the Institute Engineer/Executive Engineer may in his discretion, without prejudice to any other right or remedy available in law, cancel the contract. The bidder shall also be liable for any pecuniary liability arising on account of any violation by him of the provisions of the said Act.
- 15.5. The Institute reserves the right to direct the bidder to reject "deployment of any particular manpower" provided by the vendor without assigning any reason. Penalty shall be imposed in case Successful Bidder(s) fails to comply such direction.
- 15.6. It may be noted that the tender notice is only for fixing a contract and shall not be construed as invitation to bid for providing the job and there is no guarantee for award of work whatsoever the reason may be.
- 15.7. The personnel deployed shall be of good health and moral character, well behaved, obedient, experienced and skillful in their respective tasks. The Successful Bidder(s) should provide necessary apron /jacket/uniform to their labours at their own cost. The cost of Identity Cards to the staff shall also be borne by the Successful Bidder(s). The personnel employed by the Successful Bidder(s) shall compulsorily wear prescribed uniform while on duty and shall always carry his / her Identity Cards. Penalty shall be imposed in case Successful Bidder(s) fails to comply such direction as per the assessment of EIC.
16. **Working and Safety Regulations:** The bidder shall observe all statutory safety and legal requirements regulations issued by Central and State Governments applicable to the work as well as any local regulations applicable to the site issued by the Owner or any other authority.
17. **Indemnity:** The successful Bidder shall at all times indemnify the department, consequent on this works contract. The successful Bidder shall be liable, in accordance with the Indian Law and Regulations for any accident occurring due to any cause and the contractor shall be responsible for any accident or damage incurred or claims arising there from during the period of operation the equipment and ancillary equipment under the supervision of the successful Bidder in so far as the latter is responsible. The successful Bidder shall also provide all insurance including third party insurance as may be necessary to cover the risk. No extra payment would be made to the successful Bidder on account of the above.
18. Particular attention is drawn to the following: In case of accident, the Owner shall be informed in writing forthwith and First-Aid, Hospitalization shall be provided by the Bidder. The bidder shall strictly follow regulations laid down by Govt. and State authorities in this regard and all cases are to be defended by the bidder. The Owner shall not refund any insurance claims. Bidder shall fence his plant, platforms, excavations etc. Compliance with all electricity regulations. Compliance with statutory requirements for inspection and test of all lifting appliances and auxiliary lifting gear. Staircase, doors or gangways shall not be obstructed in any way that will interfere with means of access of escape. Where it is necessary to provide and/or store petroleum products or petroleum mixtures and explosive, the bidder shall be responsible for carrying out such provision and/or storage in accordance with the rules and regulation laid down in Petroleum Act 1934. Explosive Act 1948 and Petroleum and Carbide of Calcium Manual Published by the Chief Inspector of Explosive of India. All such

storage shall have prior approvals of the Owner. In case any approval or clearance from Chief Inspector of Explosive or any statutory authorities is required, the bidder shall be responsible for obtaining the same.

The bidder shall have his own Fire Fighting Extinguishers and Equipment. The bidder shall be responsible for the provision of all safety notices safety equipment including the safety gadgets for his workmen required by both the relevant legislation and such as the Owner may deem necessary.

**19. Owner's and Bidder's Risks:** The Owner carries the risks, which this Contract states are The Owner risks, and the Bidder carries the risk, which this Contract states are The Bidder's risks.

19.1. Owner's Risks: The Owner is responsible for the accepted risks which are:

- a. In so far as they directly affect the execution of the Works. These include war, hostilities, invasion, act of foreign enemies, rebellion, revolution, insurrection of military or usurped power, civil war, riot commotion or disorder (unless restricted to the Bidder's Employees), and contamination from any nuclear fuel or nuclear waste or radioactive toxic explosive, or lockdown and other unforeseen circumstances etc.
- b. A cause due solely to the design of the Works, other than the Bidder's design.

19.2. Bidder's Risks: All risks of loss 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 accepted risks of the owner.

19.3. The Bidder shall be responsible for all injury to persons, animals or things, and for all damages to the structural and/or decorative part of property which may arise from the operations or neglect of himself or of any sub-bidder or of any of his or sub-bidder's employees whether such injury or damage arises from carelessness accident or any other causes whatsoever in any way connected with the carrying out to the Contract. This clause shall be held to include interalia any damage to buildings, whether immediately adjacent or otherwise and any damage to roads, footpaths, or ways as well as all damage caused to the buildings and the work forming the subject to this Contract by frost, rain or other inclemency of the weather. The Bidder shall indemnify the Owner and hold him harmless in respect of all and any expenses arising from any such injury or damage to persons or property as aforesaid and also in respect of any claim made in respect of injury or damage under any acts of Government or otherwise and also in respect of an award of compensation or damages consequent upon such claim. The bidder shall make good all damages of every sort mentioned in the Clause, as to deliver up the whole of the Contract works complete and perfect in every respect and so as to make good or otherwise satisfy all claims for damage to the property of third parties.

**20. Insurance**

20.1. The Bidder shall provide, in the joint names of the Owner and the Bidder, insurance cover from the Start Date to the end of the Defects Liability Period, in the amounts and deductibles stated in the Contracted Data for the following events which are due to the Bidder's risks and shall be covered under respective policies as under:

- a. Workmen Compensation Policy;
- b. Bidder's All Risk Policy;
- c. Third Party Insurance Policy

20.2. Policies and certificates for insurance shall be delivered by the Bidder to the Owner for the approval before the Date of Start of work i.e. dates of execution of the contract. 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.

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

20.4. Alterations to the terms of the insurance shall not be made without the approval of the Owner.

20.5. Both parties shall comply with the conditions in the insurance policy.

**21. Setting out Works:** The bidder shall set out the works and responsible for the true and perfect setting out of the same and for the correctness of collection of waste in segregated form and parts thereof, if at any time any error shall appear during the progress of any part of works the bidder shall at his own expenses rectify such error, if called upon to the satisfaction of the Owner.

## **22. Inspections by Owner**

- 22.1. The representative of the Owner at all times have free access to the works and /or to the dumping site or other places where collection of waste and dumping is going one and also to any place where machines are lying or from which they are being obtained. No person except the representatives of Public authorities shall be allowed on the work at any time without the written permission of the Owner. If any work is to be done at a place other than the site of the works, the Bidder shall obtain written permission of the Owner for doing so.
- 22.2. The Owner and their representatives shall have the right to test and/ or inspect the works to confirm their conformity to the contract, at all times, whenever in progress either on the site on the Bidder's premises wherever situated or any firm or company where work in connection with this contract may be in hand. All records, registers or documents relating to the works including materials used on works shall be kept open to the inspection of the Owner or his Authorized representative when so called for in writing.
- 22.3. The Bidder shall get the quality of work done inspected for machines/ collection procedure and workmanship at different stages of execution as per instructions given by the Owner or their representative time to time. Any item of work done which is found not conforming to the Contract shall be rejected by the Owner. The decision of the Owner in such cases shall be final.
- 22.4. The inspections and tests may be conducted on the premises of the Bidder or at the Project site. When carried out on the premises of the Bidder or its sub-Bidder(s), all reasonable facilities and assistance including access to procedure, weight, disposal etc. shall be furnished to the inspectors at no charge to the Owner.
- 22.5. Should any inspected items of work fail to conform to the specifications, the Owner shall communicate them and the Bidder shall either replace them or make all alterations necessary to meet specification requirements free of cost to the Owner.
- 22.6. The Bidder shall permit the Owner to inspect the Bidder's accounts and records relating to the performance of the Bidder and to have them audited by auditors appointed by the Owner, if so required.

## **23. Covering Up/Uncovering of Works**

- 23.1. No part of the works shall be covered up without the approval of Owner and the Bidder shall afford full opportunity for examination and inspection by the Owner. The bidder shall give due notice to the EIC about the work to be covered up for its measurements and examination. The EIC shall within a reasonable time attend for the purpose of examining such work, unless the EIC specifically advises the Bidder in writing of his unwillingness not to attend for such examination in which case the Bidder may proceed further with the Contract work.
- 23.2. Should the Owner consider it necessary in order to satisfy himself as to the quality of the work, the Bidder shall at any time during the continuance of the contract pull down or cut into any part of the work and make such opening into and to such an extent through the same, as the Engineer may direct and the Bidder shall make good the whole to the satisfaction of the Engineer, should the work prove to be faulty or in any respect not in accordance with the terms of the contract documents, the Engineer shall be at liberty to order such further removal as he may consider necessary and the whole of the expenses incurred shall be borne by the bidder. If, however, the work proves to be sound and in accordance with the contract document, the actual expenses incurred in such examination will be borne by the Owner.
- 23.3. Rates charged by the Bidder for works performed under the contract shall not vary from the rates quoted by the Bidder in its bid, with the exception of any price adjustments authorized in SCC or in the Owner's request for bid validity extension, as the case may be.
- 23.4. If requested by the Owner, the Bidder shall provide the Owner with a detailed cost breakdown of any rate in the Schedule of Quantities.
- 23.5. The Owner may at any time / stage of execution demand for the Analysis of Rates for any item / items of work which in their opinion is / are abnormally high / low rates or required for the Analysis of Rates of other Publish / extra item / items. The Bidder is bound to present the same and if the Bidder is unable to present a justified Analysis of Rates for any item / items, the rate / rates for such item may be adjusted accordingly and the decision of the Owner in such cases shall be final.



## **24. Payment**

- 24.1. The method and conditions of payment to be made to the Bidder under the contract shall be specified in SCC.
- 24.2. Payment shall be made promptly by the Owner within thirty (30) days of certification of the bill by the Owner.
- 24.3. All intermediate running payments to the bidder shall be regarded as payments by way of advance against the final payment and shall not preclude the requiring of bad, unsound and imperfect or unskillful work to be removed, taken away and reconstructed or re-erected.

## **25. Variations and Provisional Cost (If applicable):**

- 25.1. Where work cannot be measured and valued properly, the Bidder shall be allowed day work rates on the prices prevailing when such work is carried out (unless otherwise provided in the contract): a. At the rates if any inserted by the Bidder in the priced Schedule of Quantities or If no such rates have been inserted then at the rates prevailing in the market for material and labour and at the control rates for the controlled materials including in all cases the rate for delivery of the material at the work.
- 25.2. Provided that in any case voucher specifying the time daily spent upon the work (and if required by the Owner the workman's names) and the materials used shall be delivered for verification to the Owner, or his authorized representative not later than the end of the week following that in which the work has been executed. Effect shall be given to the measurement and valuation of variations in interim Certificates and by adjustment of the total Contract Value.

## **26. Claims for Extra or for Deductions**

- 26.1. The Owner shall not be responsible for the payment of any claim for extra work not included in the contract nor the Bidder shall be entitled to claim any addition to the contract sum in respect of any changes or alterations in the materials used unless the same shall have been ordered or sanctioned, as the case may be, in writing by the Owner.
- 26.2. In the event of any dispute arising either as to validity of the claim or as to the account to be paid or allowed in respect thereof, the decision of the Owner shall be final and binding on the bidder. In the meantime, the Bidder may either proceed with the work in question or suspend the same as may be determined by the Owner.
- 26.3. All extra works (those permitted by Owner) of every description shall be executed by bidder on site of work in pursuance of any of the provision of the contract, shall be measured up, and shall be paid according to actual quantities ascertained by such measurements and the prices as finalized by the Owner based on the priced schedule of quantities so that such priced schedule of quantities shall include all such operations and accessories as appear in the said schedule of prices or specification to be or shall in the opinion of the Owner the contingencies upon the works mentioned in such schedule of prices or required to make such works perfect and fit for use.
- 26.4. Provided also that if any work shall be ordered by the Owner and executed by the Bidder for the payment of which no provision in the opinion of the Owner have been made in the priced schedule of quantities or the specifications, the Owner shall fix and determine such prices for the same based on the prices appearing in the priced schedule of quantities, such allowance being made as may seem to the Owner sufficient for any difference in the character of conditions of the work. However, rates for extra items shall be fixed on the basis of actual rate analysis.
- 26.5. If, it shall appear that the work has been executed with unsound, imperfect or unskilled workmanship, or with material of any imperfect or any inferior quantity or otherwise not in accordance with the contract documents the Bidder shall at his own cost rectify, reform, remove, or reconstruct the same, wither in the whole or in part, as may be directed by the EIC, whether or not the value of any such work or materials shall have been included in any payment made to the Bidder.
- 26.6. The Bidder shall remove all malba etc., wash and clean the floors and hand over the site quite clean on the completion of the work.

## **27. Delay in the Bidder's performance**

- 27.1. Execution of the work and performance of the services shall be done by the Bidder in accordance with the time schedule specified by the Owner in the Notice inviting tender.
- 27.2. If, at any time during performance of the contract, the Bidder should encounter conditions impeding timely execution of the works and performance of services, the Bidder shall promptly notify the Owner in writing of the fact of the delay, its likely duration and its cause(s). As soon as possible, after receipt of the Bidder's

notice, the Owner shall evaluate the situation and may, entirely at its discretion, extend the Bidder's time for performance with or without liquidated damages

**28. Liquidated Damages:** If the Bidder fails to execute any or all of the works or to perform the services within the period(s) specified in the contract, the Owner shall deduct from the contract value, as liquidated damages, a sum specified in the SCC for each week or part thereof delay until actual completion or performance, up to a maximum deduction of the percentage specified in SCC. Once the maximum is reached, the Owner may consider termination of the contract.

**29. Termination by Default**

- 29.1. The Owner may without prejudice to any other right or remedy, by written notice (of fifteen days) of default sent to the Bidder, terminate the contract in whole or part: a) if the Bidder fails to complete any of or all of the works within the period(s) specified in the NIT or any amendment thereof, or within any extension thereof granted by the Owner, or for any cause including unsatisfactory performance or violation of the terms and conditions of the contract whatsoever or b) if the Bidder fails to perform any other obligation(s) under the contract.
- 29.2. In the event, the Owner terminates the contract in whole or in part, the Owner may procure, upon such terms and in such manner as it deems appropriate, works or services similar to those unexecuted and the Bidder shall be liable to the Owner for any excess costs for such similar work or services. However, the Bidder shall continue the performance of the contract to the extent not terminated. The owner may terminate the contract bond without prejudice due to financial malpractice/ misbehavior/ verbal or physical assault/ poor quality of work, etc. Further to this, the bidder shall be debarred for two years for participating in any tender of IIT Roorkee.
- 29.3. Termination of the contract shall not relieve the agency/ bidder from any of his obligation imposed by the contract with respect to the work performed by them prior to such termination.
- 29.4. In case of termination of the contract, IIT Roorkee reserves the right to get the work done by deploying other agencies. Cost incurred for the same will be recovered from agency's bill/ PBG/ pledged FDR.
- 29.5. For any above mentioned cause including unsatisfactory performance or violation of the terms and condition of the contract whatsoever, the contract is liable to be terminated and the agency is liable to be blacklisted and security deposit/ performance bank guarantee submitted by the agency shall be forfeited and band guarantee will be encashed.

**30. Force Majeure**

- 30.1. The Bidder shall not be liable for forfeiture of its performance guarantee, liquidated damages or termination by default, if and to the extent that, its delay in performance or other failure to perform its obligations under the contract is the result of an event of Force Majeure.
- 30.2. For purposes of this clause, "Force Majeure" means an unforeseeable event beyond the control of the Bidder and is not because of the Bidder's fault or negligence. Such events may include acts of the Owner either in its sovereign or contractual capacity, wars or revolutions, fires, floods, epidemics.
- 30.3. If a Force Majeure situation arises, the Bidder shall promptly notify the Owner in writing of such conditions and the cause thereof. Unless otherwise directed by the Owner in writing, the Bidder shall continue to perform its obligations under the contract as far as is reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the Force Majeure event.

**31. Termination for Insolvency:** The Owner may at any time terminate the contract by giving written notice to the Bidder, if the Bidder becomes bankrupt or otherwise insolvent. In this event, termination will be without compensation to the Bidder, provided such termination will not prejudice or affect any right of action or remedy which has accrued or will accrue thereafter to the Owner.

**32. Termination for Convenience:** The Owner, by written 30 days prior notice sent to the Bidder may terminate the contract, in whole or in part, at any time for its convenience. The notice shall specify that the termination is for Owner's convenience, the extent to which performance of the Bidder under the contract is terminated, and the date upon which such termination becomes effective. The items of work that are complete and ready within (1) month after the Bidder's receipt of notice of termination shall be accepted by the Owner at the contract terms and values. For the remaining works, the Owner may elect;

- a) to have any portion completed at the contract terms and value and/or

- b) to cancel the remainder and pay to the Bidder an amount, finalized by the Owner, for partially completed works and for materials and parts previously procured by the Bidder.

### 33. Resolution of Disputes

- 33.1. The Owner and the Bidder shall make every effort to resolve amicably by direct informal negotiations any disagreement or dispute arising between them under or in connection with the contract. If, after thirty (30) days from the commencement of such informal negotiations, the Owner and the Bidder have been unable to resolve amicably a contract dispute, either party may require that the dispute be referred for resolutions to the formal mechanisms specified in the SCC. These mechanisms may include but are not limited to, Arbitration in accordance with rules of Arbitration Act and award made in pursuance thereof shall be binding on both the parties.
- 33.2. All disputes should be under the Jurisdiction of civil court Roorkee.
34. **Governing language:** The contract shall be written in Hindi or English language. All correspondence and other documents pertaining to the contract that are exchanged by the parties shall be written in the same language.
35. **Governing law:** The contract shall be governed by the laws of The Union of India for the time being in force. All disputes are subject to jurisdiction of courts at Roorkee or Honorable High Court Uttarakhand Nainital.
36. **Notices:** Any notice given by one party to the other pursuant to this contract shall be sent to other party in writing by e-mail or letter and confirmed in writing to the other party's address specified in SCC. A notice shall be effective on the date on which it is delivered, or on the notice's effective date, whichever is later.
37. **Discoveries:** Anything of historical or other interest or of significant value unexpectedly discovered on the Site is the property of the Owner. The Bidder is to notify the Owner of such discoveries and carry out the Owner's instructions for dealing with them.
38. **Dismissals of workmen:** The bidder on request from the Owner, immediately dismiss from the works any person employed by him who may be found in the opinion of the client to be unsuitable or incompetent or who has shown misconduct.
39. **Working Hours:** Normal working hours shall be from 08:00 a.m. to 05:00 p.m. Work of important in nature shall be carried out on Sundays, Holidays and during nights or early morning also as and when required. However, permission to work beyond normal working hours can be granted by the Owner in exceptional circumstances to achieve the target schedule of completion. It shall be noted that collection of the garbage shall be done in morning shift and disposal shall be done in forenoon shift.

## B. TIME CONTROL

### 40. Program

- 40.1. Within the time stated in the Contract Data the Bidder shall submit to the Owner for approval a Program showing the general methods, arrangements, order, and timing for all the activities in the works, along with weekly cash flow forecast.  
An update of the Program shall be a program showing the actual progress achieved on each activity and the effect of the progress achieved on the timing of the remaining work including any changes to the sequence of the activities.
- 40.2. The Bidder shall submit to the Owner, for approval, an updated Program at intervals no longer than the period as stated in the clause no. 7.1. If the Bidder does not submit an updated Program within this period, the Owner 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 program has been submitted.
- 40.3. The Owner's/Owner's approval of the Program shall not alter the Bidder's obligations. The Bidder may revise the Program and submit it to the Owner again at any time. A revised Program is to show the effect of Variations at any stage of work, Owner award any item/part of item of work to bidder's workman/ external agency, if in their opinion, the progress of work is suffering because of that. The work done will be added to the Bidder's bill and the amount paid for the job will be deducted from the Bidder's account.

#### **41. Delay and Extension of time**

If in the opinion of the Owner the work be delayed

- a) by force majeure or
- b) by reason of any exceptionally inclement weather or
- c) by reason of proceedings taken or threatened by or disputes with adjoining or neighboring owners or public authorities or
- d) by delays of other bidder or Tradesmen engaged by the Owner or the Owner and the works not referred to in the Schedule of Quantities and/or specification or
- e) by reasons of Owner's instruction or
- f) by reason of civil commotion, local combination of workmen or strike or lockout affecting any of the building trades or
- g) in consequence of the bidder not having received in due time necessary instructions from the Owner for which he shall have specially applied in writing or
- h) from other cause which the Owner may certify as beyond the control of the bidder or
- i) by reason of nonpayment of interim certificate at specified time, the Owner shall grant for approval by the Owner a fair and reasonable extension of time for completion of the Contract. In case of strike or lockout the bidder shall as soon as may be given written notice thereof to the Owner, but the bidder shall nevertheless constantly use his endeavors to prevent delay and shall do all that may reasonably be required to the satisfaction of Owner to proceed with the work.

### **C. QUALITY CONTROL**

**42. Identifying Defects:** The Owner shall check the Bidder's work and notify the Bidder of any Defects that are found. Such checking shall not affect the Bidder's responsibilities. The Owner may instruct the Bidder to search for a Defect and to uncover and test any work that the Owner considers may have a Defect.

#### **43. Correction of Defects**

- 43.1. The Owner shall give notice to the Bidder of any Defects before the end of Defects Liability Period, which begins at Completion and is defined in the Contract Data. The Defects Liability period shall be extended for as long as Defects remain to be corrected.
- 43.2. Every time notice of Defect is given, the Bidder shall correct the notified Defect within the length of time specified by the Owner' notice.

**44. Uncorrected Defects:** If the Bidder has not corrected a Defect within the time specified in the Owner' notice, the Owner will assess the cost of having the Defect corrected, and the Bidder will pay this amount.

### **D: Quality Assurance**

45. Contractor has bound to deliver work with the specification and also bound to maintain the procedure and practice of garbage collection work as per SWM Rule.
46. Contractor has submitted the quality assurance certificate as demanded which is to be certified JE/TA/TS appointed on site.
47. If the contractor is not delivering the quality of work even after the instructions of JE//TA/TS instruction appointed on site, the Institute has reserved the right to cancel the awarded tender work at any stage of work without any prior information to contractor and also has a right to blacklist the contractor.

### **E. COST CONTROL**

#### **48. Schedule of Quantities**

- 48.1. The Schedule of Quantities shall contain items for the garbage collection work, to be done by the Bidder.
- 48.2. The Schedule of Quantities is used to calculate the Contract Price. The Bidder is paid for the quantity of the work done at the rate in the priced Schedule of Quantities for each item.

**49. Variations:** All variations in the program pursuant to clause no. 7.0 of GCC shall be included in the updated program produced by the Bidder.

## 50. Payments for Variations

- 50.1. The Bidder shall provide the Owner with a quotation (with breakdown of unit rates) for carrying out the Variation when requested to do so by the Owner. The Owner shall assess and finalise the quotation, which shall be given within seven days of the request or within any longer period stated by the Owner and before the Variation is ordered.
- 50.2. If the Bidder's quotation is unreasonable, the Owner may order the Variation and make a change to the Contract Price which shall be based on Owner's own forecast of the effects of the Variation on the Bidder's costs.
- 50.3. If the Owner decides that the urgency of varying the work would prevent a quotation being given and considered without delaying the work, no quotation shall be given and shall be treated as a Variation.
- 50.4. The Bidder shall not be entitled to additional payment for costs, which could have been avoided by giving early warning.

## **F: FINISHING THE CONTRACT**

51. **Completion Certificate:** The Bidder shall request the Owner to issue a Certificate of Completion of the Works will do so upon deciding that the Work is completed.
52. **Taking Over:** The Owner shall take over the Site and the Works within **seven days** of the Owner issuing a certificate of Completion. Before handing over the site, the bidder must obtain a site clearance certificate from the Owner.
53. **Final Account:** The Bidder shall supply to the Owner a detailed account of the total amount that the Bidder considers payable under the Contract before the end of the Defects Liability Period. The owner shall issue a Defect Liability Certificate and certify any final payment that is due to the Bidder within 5-6 days of receiving the Bidder's account if it is correct and complete. If it is not, the Owner shall issue within 5-6 days a schedule that states the scope of the corrections or additions that are necessary. If the Final Account is still unsatisfactory after it has been resubmitted, the Owner shall decide on the amount payable to the Bidder and issue a payment certificate within 5-6 days of receiving the Bidder's revised account.

## SPECIAL CONDITIONS OF CONTRACT (SCC)

The following Special Conditions of Contract are supplementary, to the General Conditions of Contract. Whenever there is a conflict, the provisions herein shall prevail over those in the General Conditions of Contract. The corresponding clause number of the General Conditions of Contract is indicated in parentheses.

### 1. Definition (GCC clause 1.0)

- a) Owner means: IIT Roorkee.
- b) Site means the project site situated in DPT Saharanpur, IIT Roorkee.

### 2. (i) Security Deposit: As per Critical Data Sheet.

- (ii) Release of Security Deposit: Security Deposit will be refunded by the Owner after completion of Defect Liability Period i.e. **06 months** from date of work completion.

### 3. Performance Guarantee: As per Critical Data Sheet. Performance guarantee for a period of time duration of work.

### 4. Payment:

**4.1** Payment shall not be released against 1st R/A bill until submission of following documents by bidder to the Owner:

- a) Measurements
- b) GST Invoice with revenue stamp.
- c) ESIC & EPF (from 2<sup>nd</sup> Running Bill Onwards)

#### 4.1.1 Basis of Payment in RA bills

Payment in RA bills shall be based on quantity of work executed at site (as per the item of work) & verified by Owner as per the item rate in work orders. Owner is authorized to allow part rate/ reduced rate for any item of work.

#### 4.1.2 Disallowance of payment

If payment has been made in RA bill for any item of work but later on some defect is noticed, Owner is authorized to disallow the payment in the subsequent bills till rectification of the work.

#### 4.2 Final bill

The final bill complete in all respect shall be submitted by the bidder within 60 days from the date of completion of work. The total quantity may vary as per actual work execution/site requirement/and user suggested changes during execution.

The bill should be accompanied with the following documents.

- a) Job completion certificate.
- b) Site clearance certificate.
- c) Certificate of measurement sheets.
- d) Measurement records and any other joint site records maintain at site (if applicable). No claim shall be entertained after receipt of final bill.
- e) GST Challan
- f) ESIC and EPF Challan

Settlement of final bill shall be made subject to deduction of all dues payable by bidder, settlement of all disputes and furnishing of all required documents/clarifications and grant of extension of time, if any, by Owner's competent authority.

The Contractor will arrange safety gear. such as safety shoes, safety helmets, gloves, etc., for the manpower deployed at his own cost. If the manpower is found not wearing safety gear, a penalty of Rs. 200 per violation will be imposed by the EIC.

#### **4.3 Manpower Engagement.**

The Contractor shall engage required manpower separately in order to ensure timely execution of works.

#### **5. Liquidated Damages**

0.5 % per week of balance/unattended work subject to a maximum 5% (Five percent) of the Contract value may be imposed from the stipulated date of completion.



## 6. Resolution of Disputes

In case the parties don't agree to the advice of owner, then the Director, IIT Roorkee shall appoint a sole arbitrator within 30 days of receipt of request forthwith. The arbitration shall be governed by Arbitration and Reconciliation Act 1996.

## 7. Notices

For the purpose of all notices, the following shall be the address of the Owner and the Bidder.

Owner: **Institute Engineer,  
Institute Works Department,  
Indian Institute of Technology, Roorkee  
Roorkee-247667**

Bidder: \_\_\_\_\_

(To be filled in at the time of Signing of the Contract)

## 8. Resolution of Disputes & Arbitration

- 8.1 Except where otherwise provided in the contract all questions and disputes relating to the meaning of the specifications, design, drawings and instructions here in before mentioned and as to the quality of workmanship or materials used on the work or as to any other question, claim, right, matter or thing whatsoever in any way arising out of or relating to the contract, designs, drawings, specifications, estimates, instructions, orders or these conditions or otherwise concerning the works or the execution or failure to execute the same whether arising during the progress of the work or after the cancellation, terminations, completion or abandonment thereof shall be dealt with as mentioned hereinafter.
- 8.2 If the bidder considers any work demanded of him to be outside the requirements of the contract or disputes any drawings, record or decision given in writing in connection with or arising out of the contract or carrying out of the work, he shall promptly within 15 days request the Owner in writing for written instruction or decision.
- 8.3 If the Bidder is dissatisfied with this decision, the Bidder shall within a period of 30 days from receipt of the decision, give written notice to the IIT Roorkee for appointment of Arbitrator failing which the said decision shall be final binding and conclusive and not referable to adjudication by the Arbitrator.
- 8.4 Except where the decision has become final, binding and conclusive in terms of Sub Para (i) above disputes or difference shall be referred for adjudication through arbitration by a sole arbitrator appointed by The Director, IIT Roorkee. If reason whatsoever another sole arbitrator shall be appointed in the manner aforesaid. Such person shall be entitled to proceed with the reference from the stage at which it was left by his predecessor. It is a term of this contract that the party invoking arbitration shall give a list of disputes with amounts claimed in respect of each dispute along with the notice for appointment of arbitrator. It is also a term of this contract that no person other than a person appointed by such IIT Roorkee aforesaid should act as arbitrator and if for any reason that is not possible, the matter shall not be referred to arbitration at all.
- 8.5 It is also a term of this contract that if the contractor does not make any demand for appointment of arbitrator in respect of any claims in writing as aforesaid within 30 days of receiving the intimation from the Owner that the final bill is ready for payment, the claim of the bidder shall be deemed to have been waived and absolutely barred and IIT Roorkee shall be discharged and released of all liabilities under the contract in respect of these claims. The arbitration shall be conducted in accordance with the provisions of the Arbitration and Conciliation Act, 1996 (26 of 1996) or any statutory modifications or reenactment thereof and the rules made there under and for the time being in force shall apply to the arbitration proceedings under this clause.
- 8.6 If any dispute which may arise with respect to any term and condition or with respect to the interpretation of any term and condition of the Purchase Order/Work order, which may be issued to the qualified and successful tendered subsequently, the same shall be settled strictly in accordance with and in compliance of the Arbitration procedure which is mentioned descriptively in the Purchase Order/Work Order.”



- 8.7 For Purchase Order- "If any dispute arises out of the interpretation of any clause of this purchase Order/Work Order or with respect to any other matter connected with or arising out of any work/service to be done or completed pursuant to this Purchase order/Work order, the aggrieved party shall first serve the Statement of its Grievances to the other party in which the complete details and description of its grievance should be mentioned descriptively. The true copies of all the relevant documents shall be filed with this statement by the aggrieved party. Both the parties shall then make utmost endeavor to settle the disputes amicably amongst themselves.
- 8.8 In the case the parties fail to settle their disputes amicably amongst themselves or if any dispute remains unsettled while other disputes are settled, the aggrieved party shall serve a Notice to the other party and to the Director of the Indian Institute of Technology Roorkee, intimating its desire to invoke the Arbitration for the settlement of the said disputes or any of the unsettled dispute. Such Notice invoking Arbitration shall strictly be given in compliance of the provisions of the Arbitration & Conciliation Act, 1996 or any other statute in force and ruling the law of Arbitration at that time. Such notice shall grant the time not less than 30 days to other party for the appointment of the Arbitrator. The aggrieved party shall specifically and in very clear terms mention the points of Reference desired to be referred to the Arbitrator, give out the details and description of the dispute which it tends to get settled by the process of the Arbitration. The Notice invoking Arbitration shall contain the true copies of all the relevant documents on which the aggrieved party shall put reliance in support of its claim.  
After service of the Notice invoking Arbitration, the Director of the Indian Institute of Technology, Roorkee shall appoint the Sole Arbitrator for resolution of the dispute/s or any of the unsettled dispute/s within a period of thirty clear days from the date of receipt of the Notice invoking Arbitration from the aggrieved party. The Arbitration proceedings shall be commenced strictly in compliance of the provisions of the Arbitration & Conciliation Act, 1996 or any other statute in force and ruling the law of Arbitration at that time. The language of Arbitration proceedings shall be English. The venue of Arbitration will be the premises of the Indian Institute of Technology Roorkee.
- 8.9 For the purpose of the provisions of the Arbitration & Conciliation Act, 1996 or any other statute in force and ruling the law of Arbitration at that time and for any legal action with regard to this Arbitration and for the purpose of any matter arising out of Arbitration proceedings under this Purchase Order/ Work Order, the courts situate at Roorkee shall only have the jurisdiction to try the legal action. In this regard, the Commercial Courts having jurisdiction over Roorkee in the matters pertaining to commercial disputes or action arising out of any Arbitral Award passed during the course of the arbitral proceedings held and commenced in Roorkee (currently the commercial Courts located at Dehradun have jurisdiction over the Commercial disputes and the Arbitral Award passed during the course of the Arbitral proceedings held and commenced in Roorkee) shall only have the jurisdiction to try such legal action. All the legal proceedings shall be subject to the territorial and geographical jurisdiction of Hon'ble High Court of Uttarakhand."

## **9. Protection of environment**

- 9.1 The Bidder 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.
- 9.2 During continuance of the contract, the Bidder and his sub-bidders shall at all times abide by all existing enactment on environmental protection and rules made there under, regulations, notifications and bye-law of the State or Central Government, or local authorities and any other law, by-law, regulations that may be passed or notification that may be issued in this respect in future by the State or Central Government or the local authority.
- 9.3 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 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 (Prevention and Control of Pollution) Act, 1986 This provides for the protection and improvement of environment and for matters connected to herewith, and the prevention of hazards to human beings. Other living creatures, plants and property, 'Environment' includes water, air and land and the interrelationship 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 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.

**10. Specification to be followed for execution of works are:**

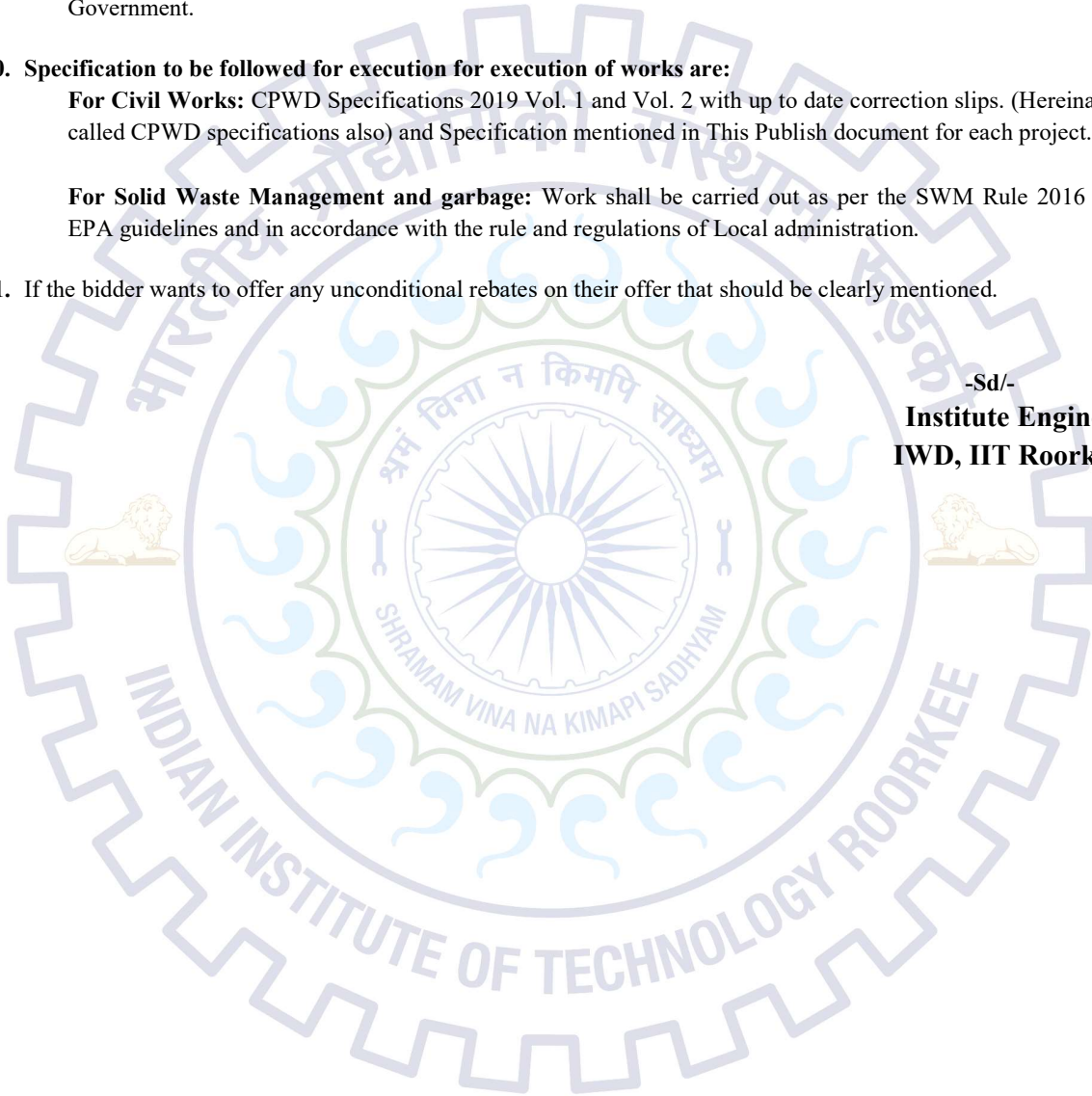
**For Civil Works:** CPWD Specifications 2019 Vol. 1 and Vol. 2 with up to date correction slips. (Hereinafter called CPWD specifications also) and Specification mentioned in This Publish document for each project.

**For Solid Waste Management and garbage:** Work shall be carried out as per the SWM Rule 2016 and EPA guidelines and in accordance with the rule and regulations of Local administration.

**11. If the bidder wants to offer any unconditional rebates on their offer that should be clearly mentioned.**

-Sd/-

**Institute Engineer  
IWD, IIT Roorkee.**



## **OTHER CONDITIONS OF CONTRACT (OCC)**

### **Responsibilities of the bidder:**

1. Disposal of garbage shall be the sole responsibility of the contractor to dispose the garbage in sanitary landfill or any other place specified by the local municipal Corporation or any local authority.
2. If required, Contractor has to provide the Attested copy of certificate/license issued by the competent authority at his own cost and resource for disposal or collection of waste from DPT Saharanpur campus of IIT Roorkee.
3. The contractor shall be bound to engage big size Iron Tractor-trolleys/ tripper as per requirement with arrangement of cover the garbage by the hessian cloth or any other material at the time of carriage on road as well as in campus road. Non-compliance to this EIC reserve the rights to impose penalty.
4. The contractor shall be bound to engage TATA ACE SWACHH HOPPER TRIPPER for door to door collection in segregated form and disposal of Domestic garbage outside the Institute Campus at the landfill site of the Local Municipal Corporation or any local authority.
5. The driver of the tractor, Swachh hopper tripper and any other vehicles for this purpose should have valid driving license.
6. All tools, plants, equipment required for collection, loading unloading and disposal of garbage shall be arranged by the contractor at his own cost.
7. Cleaning of Institute dustbins shall be collected in segregated form and disposed to the authorized dumping yard of Nagar Nigam outside the Institute Campus.
8. Surrounding of the dust bin have to be cleaned by the contractor otherwise payment for cleaning of such dust bins shall not be made or penalty will be imposed as per assessment of EIC.
9. Contractor has to spread lime powder twice in a month in each dust bin after cleaning of dust bins
10. Cleaning of dustbin will be done as per program given by TA(S)/TS(S)/ EIC. All dust bins as per schedule shall be cleaned upto 5.30 P.M. positively otherwise a penalty of Rs. 500.00 each dustbin at every turn will be deducted from contractor's bill without any notice if reason is not justified.
11. All the domestic waste shall be collected in segregated form and disposed to the authorized dumping yard of Nagar Nigam outside the Institute Campus from each household from 07: A.M. to 12 Noon positively otherwise a penalty of Rs. 100.00 each dust bin at every turn will be deducted from contractor's bill without any notice if reason is not justified.
12. In case of any loss/damage of Govt. property/accident cases contractor himself will fully responsible for any compensation.
13. It will be the sole responsibility of Contractor to submit the copy of approval for Disposal of Garbage in the local municipal dump yard from the Municipal Corporation within One Month from the Date of Start of Work (if applicable).
14. All the employees of the contractor have to wear apron while working at site. The contractor has to provide apron to employees at his own cost. The name of the firm should be clearly mentioned on the back of uniform.
15. Contractor is bound to follow all safety measures at his own cost.
16. Contractor has to submit the copy of Police verification report of the employees as demanded by EIC.
17. Initiate the billing process, Gate pass, Identity Card timely shall be the responsibility of contractor.
18. Certificate of authorized waste picker of local body shall be the responsibility of contractor at his own cost (if applicable).
19. The bidder should have their registered office / branch in Roorkee / Haridwar / Dehradun /Saharanpur, If not, an office should be opened in Roorkee within 30 (thirty) days of award of work, where an empowered person must be posted, who can take decision on any situation relating to the performance of the agency's obligation under this contract. The above office shall remain open till all the contractual obligations are fulfilled.

20. Contractor shall be bound to complete the work within stipulated timeline as instructed by EIC. No excuses shall be entertained for the delay of contract time or award time due to machine is not working, man power is short on site, strike of the employees, heavy rain, hot sun in summer etc.
21. Failure or delay in execution of work as per the contract. Liquidated damages @ 0.5% of annual basic value of contract will be deducted for every day of deficiency in performance subject to a maximum of 5% of value of contract.
22. Apart from the penalty prescribed, the Institute authorities shall have the right to get this work done at the cost & risk of the agency through any other agency. The expenses so incurred would be intimated to the agency and the requisite amount would be deducted from the monthly bills of the agency or Security Deposit of agency.
23. Contractor or representative (with power of attorney) are bound to attend the periodic meeting (as and when called by EIC) for contract management (or any other issue related to contract) at IIT Roorkee. Penalty shall be imposed in case of non-compliance.
24. In case of machines, workers or any other equipment related to work found faulty/ unsuitable/ untrained or inadequately skilled than penalty as per the assessment of EIC shall be imposed.
25. IIT Roorkee is a Tobacco free campus, therefore instance consumption/ possession of tobacco or alcoholic substance by the labour deployed than EIC shall impose penalty for each violation on the contractor.
26. In case, if the contractor does not follow the safety rules and regulation on site than EIC shall impose penalty as applicable.
27. Contractor shall have to provide one Manager/ work supervisor at his own cost and Institute shall not be liable to pay the salary of Manager/ Supervisor. In case of non- compliance of this penalty shall be imposed as per assessment of EIC.
28. The labour deployed for the purpose of work shall be of good health and moral character, well behaved, obedient, experienced and skillful in their respective tasks. The Successful Bidder(s) should provide necessary uniform/apron to their labours at their own cost. The cost of Identity Cards to the staff shall also be borne by the Successful Bidder(s). The personnel employed by the Successful Bidder(s) shall compulsorily wear prescribed uniform while on duty and shall always carry his / her Identity Cards
29. At the time of V.I.P. visit or any function or any emergency situation, contractors will be bound to provide the services and execute the work without any delay and no reason shall be entertained for delay in work.
30. Successful Bidder(s) shall be solely responsible for accommodation, remuneration, omissions / commissions of personnel deployed at the Institute premises.
31. The Successful Bidder(s) shall furnish a detailed duty chart according to the capacity of dustbins in residences and commercial establishment in particular Zone or for various works enumerated in the scope of work and the same shall be approved by EIC at the beginning of the contract and shall maintain the same for every month thereafter. The Successful Bidder(s) shall not make any changes in duty chart without prior permission from the EIC during course of contract. If the works are not completed as per schedule, deductions/penalties will be levied as per assessment of EIC as indicated in scope of work.
32. In case of theft of any material takes place from the office/residences on account of the negligence on the part of the personnel deployed by the Successful Bidder(s). Amount for loss/theft will be recovered from the Successful Bidder(s) while settling the bill.
33. The Engineer In-charge reserve all rights to impose or wave off penalty full or partially if justified on request of Contractor and also have a right to forfeit the Security deposit/Performance guarantee/Bank Guarantee any or both or to black list the firm for the short time or life time period from IIT Roorkee. The decision of EIC will be final in all or at any stage.

34. The Institute reserves the right to reject any particular workmen/ staff placed/ employed under the work contract with the Institute without assigning any reason. In case Successful Bidder(s) fails to take-action against the defaulter, the Institute reserves the right to take suitable/legal action against the Successful Bidder(s) for non-compliance.
35. Man-days engaged by the contractor shall not engage themselves in any undesirable/ unlawful activities within/ outside the premises of IIT Roorkee.
36. The tender will be **1+1(total Two years)**. the tender will be extended on the same terms and conditions only if the work is very good as reported by Engineer In-charge. Institute reserve all rights to extend the tender for the next year or not.
37. If the garbage is not collected from any community Dustbin then the penalty of Rs. 500.00 each Dustbin will have deducted from Running Bills if reason for delay is not justifiable.
38. If the Institute dustbins are not cleaned or the Dead Animal is not lifted from the site/ location as instructed by Junior Engineer/ Engineer-in-charge then the penalty of Rs. 500.00 each dust bin will have deducted from Running Bills.
39. Garbage collection vendor shall also ensure that disposal of the garbage shall be done in professional manner and as per SWM Rule 2016 and there shall not be any mixing of dry or wet waste.

#### **Scope of Work**

1. Collection and cleaning of Institute community Dustbins and door to door collection and disposal of garbage in segregated manner in the authorized dump yard designated by Nagar Nigam/ Municipal council before 5:30 PM.
2. Door to door segregate collection and disposal of domestic waste in the dump yard of Nagar Nigam outside from the Institute Campus from each household from 07: A.M. to 12: Noon.
3. All the dead animals to be lifted and dispose of as per the instruction of JE or Engineer In charge within an hour.
4. All work shall be done as per schedule given by JE/ Engineer-in-charge.
5. All the permissions from the local authorities, Nagar Nigam, Nagar Palika, or other Government or Autonomous Body or any Private body is the scope of contractor only at his or her own cost.
6. Contractor has to spread lime powder twice in a month in each dust bin after cleaning of dust bin or as per instruction of JE or Engineer In charge

-Sd/-

**Institute Engineer,  
IWD, IIT Roorkee.**

## Undertaking

(On Non-Judicial stamp paper of Rs. 100/-)

Name of the address of the bidder: .....

NIT No: .....

Name of the work: .....

Due Date: .....

I/We have read and examined the Tender document for the work. I/We hereby submit bid for the execution of the work specified for the Institute within the time specified in NIT of quantities and in accordance with the specifications, designs, drawing and instructions in writing referred to the conditions of contract and with such materials as are provided for, by, and in respect of accordance with such conditions so far as applicable.

I/We agree to keep the Bid open for ninety (90) days from the due date of its opening and not to make any modification in its terms and conditions.

Earnest Money as mentioned in the critical data sheet is hereby forwarded in NEFT/RTGS/Bankers' Cheque / Demand Draft / Fixed Deposit Receipt issued by scheduled bank. If I/We, fail to furnish the prescribed performance guarantee within prescribed period. I/We agree that the Institute has to right to forfeit the said earnest money absolutely. Further, if I/We fail to commence work as specified, I/We agree that the Institute has to right to forfeit the said performance guarantee absolutely. The said performance guarantee shall be a guarantee to execute all the works referred to in the Tender documents upon the terms and conditions contained or referred to those in excess of that limit at the rates to be determined in accordance with the provision contained in NIT. Further, I/We agree that in case of forfeiture of Earnest Money or Performance Guarantee as aforesaid, I/We shall be debarred for participation in the re-Tendering process of the work.

I/We undertake and confirm that eligible similar work(s) has/have not been got executed through another bidder on back to back basis. Further that, if such a violation comes to the notice of owner, then I/we shall be debarred for tendering in IWD , IIT Roorkee in future forever. Also, if such a violation comes to the notice of owner before date of start of work, the Engineer-in-Charge shall be free to forfeit the entire amount of Earnest Money Deposit/Performance Guarantee.

I/We hereby declare that I/We shall treat the tender documents drawings and other records connected with the work as secret/confidential documents and shall not communicate information/derived there from to any person other than a person to whom I/We am/are authorized to communicate the same or use the information in any manner prejudicial to the safety of the State.

I/We hereby declare that I/We have no near relative connection by marriage to any staff of the Institute. The information given in the tender form is correct and best of my knowledge.

**Dated:**

**Signature of Bidder:**

**Witness:**

**Postal Address:**

**Occupation:**

## PERFORMANCE GUARANTEE BOND

In consideration of the Indian Institute of Technology Roorkee having agreed under the terms and conditions of agreement No..... dated..... made between  
..... And

.....(hereinafter called "the contractor(s)")..... for the work.....(hereinafter called "the said agreement") having agreed to production of a irrevocable Bank Guarantee for..... (Rupees.....only) as a security/guarantee from the contractor(s) for compliance of his obligations in accordance with the terms and conditions in the said agreement,

1. We.....(hereinafter referred to as "the Bank") hereby undertake to pay to IIT Roorkee (Indicate the name of the bank) an amount not exceeding Rs..... (.....only) on demand by the Indian Institute of Technology Roorkee.

2. We .....do hereby undertake to pay the amounts due..... and payable (Indicate the name of the Bank) under this Guarantee without any demur, merely on a demand from the Indian Institute of Technology Roorkee stating that the amount claimed is required to meet the recoveries due or likely to be due from the said contractor(s). Any such demand made on the bank shall be conclusive as regards the amount due and payable by the bank under this guarantee. However, our liability under this guarantee shall be restricted to an amount not exceeding (Rupees.....only).

3. We, the said bank further undertake to pay to the Institute any money so demanded notwithstanding any dispute or disputes raised by the contractor(s) in any suit or proceeding pending before any court or tribunal relating thereto, our liability under this present being absolute and unequivocal.

The payment so made by us under this bond shall be a valid discharge of our liability for payment there under and the contractor(s) shall have no claim against us for making such payment.

4. We .....further agree that the guarantee herein contained shall (Indicate the name of the Bank) remain in full force and effect during the period that would be taken for performance of the said agreement, and it shall continue to be enforceable till all the dues of the Indian Institute of Technology Roorkee under or by virtue of the said agreement have been fully paid and its claims satisfied or discharged or till Engineer-in-charge on behalf of the Institute certified that the terms and conditions of the said agreement have been fully and properly carried out by the said contractor(s) and accordingly discharges this guarantee.

5. We .....(indicate the name of bank) further agree with the Indian Institute of Technology Roorkee that Indian Institute of Technology Roorkee shall have the fullest liberty without our consent and without effecting in any manner our obligations hereunder to vary any of the terms and conditions of the said agreement or to extend time of performance by the said contractor(s) from time to time or to postpone for any time or from time to time any of the powers exercisable by the Indian Institute of Technology Roorkee against the said contractor(s) and to forebear or enforce any of the terms and conditions relating to the said agreement and we shall not be relieved from our liability by reason of any such variation, or extension being granted to the said contractor(s) or for any forbearance, act of omission on the part of the Institute or any indulgence by the Indian Institute of Technology Roorkee to the said contractor(s) or by any such matter or thing whatsoever which under the law relating to sureties would, but for this provision, have effect of so relieving us.

6. This guarantee will not be discharged due to the change in the constitution of the Bank or the contractor(s).

7. We ..... (Indicate the name of the Bank) lastly undertake not to revoke this guarantee except with the previous consent of the Indian Institute of Technology Roorkee in writing.

8. This guarantee shall be valid up to..... unless extended on demand by Indian Institute of Technology Roorkee. Notwithstanding anything mentioned above, our liability against this guarantee is restricted to .....(Rupees.....only) and unless a claim in writing is lodged with us within six months of the date of expiry or the extended date of expiry of this guarantee all our liabilities under this guarantee shall stand discharged. Dated the .....day of..... for ..... (Indicate the name of the Bank)

**Annexure - III**

**BANK MANDATE FORM**

Sr. No.	Particulars	Information
1.	Firm (Beneficiary) Name	
2.	Address	
3.	Complete Bank Account No. of the Firm (Beneficiary). (In case of change in bank account vendor write to Accounts office)	
4.	Bank Name	
5.	Branch Address	
6.	IFSC Code no.	
7.	Permanent Account Number	
8.	Mobile No. (for SMS)	
9.	E-Mail ID (for Information)	

We undertake that all the information provided above is correct and IIT Roorkee will not be responsible in case of any error on the part of firm.

<p><b><u>Verification by bank (one time only)</u></b> Information given at 1,4,5, 6 &amp; 7 verified by Bank</p> <p>Seal and Signature of the bank</p>	<p>Seal and Signature of the firm</p>
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**SCHEDULE 'D'**

**Name of work:** “Collection, secondary segregation, waste management and disposal of garbage from door to door and community bins of IIT Roorkee Saharanpur Campus”

**DECLARATION**

1. (A) I/We hereby declare that I/we \_\_\_\_\_ (Name) have no other business relations with the Institute.

‘Or’

(B) Have the following other association with the Institute.

2. (A) Have no relatives or connection by marriage on the staff of the Institute.

‘Or’

(B) Have the following relatives or connection by marriage on the staff of the Institute.

Sr. No.	Name	Relationship	Designation	Office in which posted
1.				
2.				
3.				
4.				
5.				

**Signature and full  
address of the  
contractor / contractors**

**Note:** Stick out (a) or (b) of each of the above declaration which is not applicable.

**Annexure-I**

**Performa for Earnest Money Deposit Declaration**

**(One the letter head of Bidder/Contractor)**

Whereas, I/We \_\_\_\_\_ (name of bidder/Contractor)  
have submitted bids for

NIT No. \_\_\_\_\_

Name of the work: \_\_\_\_\_

I/We hereby submit following declaration in lieu of submitting Earnest Money Deposit.

(1). If after the opening of tender, I/We withdraw or modify my/our bud during the period of validity of tender (including extended validity of tender) specified in the tender documents,

Or

(2). If, after the award of work, I/We fail to sign the contract, or to submit performance guarantee before the deadline defined in the tender document.

I/We shall be suspended for one year and shall not be eligible to bid for IIT Roorkee tenders from date of issue of suspension order.

**Signature of the contractor(s)**

**With official seal**

**Date:** \_\_\_\_\_

## PART (B)

### Financial Bid

**Name of Work: “Collection, secondary segregation, waste management and disposal of garbage from door to door and community bins of IIT Roorkee Saharanpur Campus”.**



Name of the Contractor: \_\_\_\_\_

Contract Bond No. \_\_\_\_\_ /Institute Engineer / **Dated** \_\_\_\_\_

I hereby Tender for the execution for the Director/ B.O.G., IIT Roorkee for the work specified in the underwritten memorandum within the time specified in such memorandum at the rate specified in the attached Appendix "A" and in accordance in all respect with the specification, designs drawings and instructions in written referred in rules. I therefore, and in clause 2 of the conditions of contract and with such materials as provided for in all other respects in accordance with such conditions as far as possible.

**MEMORANDUM**

- Sr. No. General Descriptions : As above
1. Tendered Cost : Rs. \_\_\_\_\_
2. Time allowed for the completion of the work the date of written orders to complete of work : 12 months)
3. Earnest money/ Security Deposit : Rs. \_\_\_\_\_
4. **Performance Guarantee** : Rs. \_\_\_\_\_
5. Date of start : \_\_\_\_\_
6. Date of Completion : \_\_\_\_\_

Sr. No.	Item of Work	Approx. Quantity	Tendered rate in
			In Fig. In words
<b>Bill of quantity as per Appendix "B"</b>			

We hereby agree to execute the work at ..... % **Above/ Below/ At par** as (in Words Rs.....) as per quoted rates. If contractor dose not fill any percentage rate at above than it will be considered **AT PAR**.

I/We hereby further agreed to execute any variation and extra item (which is included in DSR-2021) required to complete the work shall be done on the same rates quoted above. The extra items which is not included in DSR-2021 (specified as Non-schedule item) shall be paid as per the approval of Competent Authority.

If this tender is accepted I hereby agree to abide by and fulfill all the terms and conditions and provisions of the contract annexed. In case of default Earnest Money to be forfeited and pay to the Registrar, I.I.T. Roorkee or his nominee in office.

The Security deposit/earnest money with the tender is being offered by me as per **para "4" above**. The full value of which shall be retained by the Institute on account of easpart of security deposit for this work.

**Place: Roorkee**  
**Date:**

**Signature. & Address of**  
**the contractor.**

## Bill of Quantity

Name of Work: **Collection, secondary segregation, waste management and disposal of garbage from door to door and community bins of IIT Roorkee Saharanpur Campus.**

Sr. No.	Item of work	Unit	Appro. Quantity (for 12 months)	Rate	Amount in Rs. (Including 18% GST)
1	Removal of waste material, garbage, vegetation, dead animals etc. from Dust bin & its surrounding and other place inside Institute campus as directed by the Engineer-in-Charge by mechanical transport including loading, transporting, unloading to approved municipal dumping ground for lead upto 10 km for all lifts, complete as per directions of Engineer-in-charge and disposal of garbage in segregated form, outside of the Institute Campus and Spray of lime powder around the dustbin including all labours, tools, machines, charges of machine/ machine operator, fuel and applicable taxes ( GST )	Nos	4800.00	494.11	₹ 23,71,728.00
2	Door to door collection of garbage in segregated form, from two numbers of dustbins (Green & Blue) of each household and disposal of garbage in segregated form, outside the IIT Roorkee Saharanpur campus by manual & mechanical means including collection vehicles mounted with two separate bins (Green & Blue), all labours, T&P/ maintenance, charges of machine/ machine operators, fuel etc with all applicable taxes (i.e. GST) to approved dumping ground for lead upto 10 km for all lifts, complete as per directions of Engineer-in-charge.	Nos	1380.00	177.84	₹ 2,45,419.20
3	Door to door collection of garbage in segregated form, from two numbers of dustbins (Green & Blue) of <b>each commercial establishments like Bhawan Mess, Canteen (Day &amp; Night), fruit shops, stationary, barber shop, tailor shop, restaurant &amp; coffee shops, etc. in IIT Roorkee Saharanpur campus</b> and disposal of garbage in segregated form, outside the IIT Roorkee Saharanpur campus by manual & mechanical means including collection vehicles mounted with two separate bins (Green & Blue), all labours, T&P/ maintenance, charges of machine/ machine operators, fuel etc with all applicable taxes (i.e. GST) to approved dumping ground for lead upto 10 km for all lifts, complete as per directions of Engineer-in-charge.	Nos	24.00	177.84	₹ 4,268.16
4	Extra for carriage of materials by mechanical transport including loading, unloading and stacking beyond 10 km up to 20 km per km for waste material/ garbage/ vegetation/ dead animals/ Lime/ moorum/ building/ rubbish, etc. with all applicable taxes (i.e. GST) for cost per trip of capacity 8 cum complete as per directions of Engineer-in-charge.	Km	10.00	15.08 (Per Km)	₹ 150.80
5	Supply and installation of pad care vending machine for sanitary pads in each girls hostel and collecting the sanitary pads once in a month or as per requirement from each location. [As already approved]	Job	8.00	₹ 22,000.00	₹ 1,76,000.00
6	Recycling and disposal of Sanitary Pads as per SWM rules [As already approved]	Nos	8000.00	₹ 6.00	₹ 48,000.00
			<b>Total Amount</b>		<b>₹ 28,45,566.16</b>
			<b>Say</b>		<b>₹ 28,45,566.00</b>

**Note:**

1. Rates are inclusive of all labour, manpower, tools, machines, transportation, lifting, loading, unloading, vehicle, etc and inclusive of applicable GST. GST will not be paid extra on above rates.
2. No extra Payment for any fuel, lifting, loading equipment shall be payable to contractor
3. If Institute required any specific machine or equipment for the work, then it would be the responsibility of contractor to arrange the same and extra item shall be paid as per the condition mentioned in GCC for the engagement of such additional machines.

**Signature of the Bidder  
(With Seal)**