

**GOVERNMENT OF INDIA
CENTRAL WATER COMMISSION
LOWER GODAVARI DIVISION**

Room No. 333, 3rd Floor,
Krishna – Godavari Bhawan,
H.No.11-4-648, A.C. Guards,
Hyderabad – 500 004
Dated: 27-05-2014

No. LGD/DB/NIT/2014-15/ 1102-05

NOTICE INVITING TENDERS

Sealed Tenders are invited on behalf of President of India from the Registered Manpower Suppliers/firms for providing 4 Nos. Data Entry Operators and 1 No. Semi Skilled Workers on Outsourcing basis to the O/o the Executive Engineer, Lower Godavari Division, Central Water Commission, H. No. 11-4-648, Krishna Godavari Bhavan, Hyderabad (AP) as per the terms and conditions enclosed.

S. No.	Name of Work	Total No. of Man-power required	Period of Contract	Approximate Value of Work (Rs.)	EMD (Rs.)	Cost of the Tender Document (Rs.)
1.	Providing 4 Nos. Skilled Workers (Data Entry Operators) and 1 No. Semi Skilled Worker	5 Nos.	5 Months from 1/06/2014 to 31/10/2014	3,05,000/-	6100/-	500/-

The Sealed Tenders should be super scribed as " **Providing 4 Nos. Skilled Workers (Data Entry Operators) and 1 No. Semi Skilled Worker on Outsourcing basis for Lower Godavari Division, Hyderabad** " and will be received in this Office on **30-05-2014** up to 1500 Hrs. and will be opened at 1530 Hrs on the same day in the presence of the tenderers or their authorized representatives.

The tender forms will be issued from **26/07/2013 to 28/05/2014** during Office hours to the applicants who meet the qualifying requirements on production of valid documents as prescribed in eligibility criteria. Other details & particulars of terms & conditions of tender can be enquired from O/o the Executive Engineer, Lower Godavari Division, CWC, Hyderabad or visit KGBO web site www.kgbo-cwc.ap.nic.in

The Executive Engineer reserves the right to accept or reject any or all the tenders without assigning any reason.


Executive Engineer
Lower Godavari Division

Copy for information to:-

1. The Superintending Engineer, Godavari Circle, CWC, Hyderabad with a request to arrange to publish the same in CPP portal .
2. Dy. Director, o/o CE, CWC, KGBO, Hyderabad for uploading the same on KGBO Web site.
3. The AAO, Accounts Branch, LGD, CWC, Hyderabad.
4. Notice Board.

TERMS AND CONDITIONS OF THE CONTRACT

1. Introduction

Lower Godavari Division, CWC, Hyderabad under the control of Krishna & Godavari Basin Organization is engaged in collection of Hydrological and Meteorological data and involved in formulation and dissemination of flood forecasting Bulletins to the various user agencies for the entire Godavari Basin. The Division is collecting Hydrological data i.e Gauge and Discharge data from 68 stations located on various sites on river Godavari and its tributaries through Wireless and as well as online using eSWIS software. In order to collect and entry of the data through on line using eSWIS soft ware. It is proposed to engage 4 Nos. Data entry Operators (Skilled Workers) and 1 No. Semi Skilled worker for assisting in the Flood Forecasting Control Room situated at Lower Godavari Division CWC, Hyderabad,

The bidder can visit the Flood Forecasting Control Room under intimation to the under signed to get well acquainted with the works of Data entry operators and Semiskilled worker.

2. Eligibility Criteria :

- a) The firm should have registered to provide Man power assistance/labour services with Central or State Govt.
- b) Should have registration for EPF, ESI and valid registration from Labour Commissioner.
- c) The firm should have three years experience in the business of providing man power assistance/labour services.
- d) The firm should enclose the following documentary proof /evidence to substantiate the eligibility criteria along with the Tender.
 - I) Attested Copy of Firm Registration/License
 - II) Attested Copy of Labour Registration/License
 - III) Attested Copy of EPF Registration.
 - IV) Attested Copy of ESI Registration.
 - V) Attested Copy of Service Tax Registration.
 - VI) Attested Copy of PAN.
 - VII) List of Work orders awarded to the firm from the Year 2011-12 to till date from State /Central Govt. Departments.
 - VIII) Firms Blacklisted/involved in any labour cases so far, need not submit tenders or otherwise their EMD will be forfeited. An undertaking to this effect by the firm is to be submitted.
 - IX) Tenders submitted without any of the above attested documents will be rejected.

3. *EMD for Rs. 6100/- (Rupees Six thousand One hundred only) in the form of Demand Draft drawn in favour of the Executive Engineer, Lower Godavari Division, CWC, Hyderabad payable at Hyderabad should be enclosed. The EMD will be released on completion of the contract period/renewal/extended period. However, the EMD of the unsuccessful bidders shall be returned after awarding work to the successful bidder.

If any tenderer withdraws his tender before the expiry of the validity period, or before the issue of letter acceptance, whichever is earlier, or makes any modification in the terms and conditions of the tender which are not acceptable to the department, then the Government shall, without prejudice to any other right or remedy, be at liberty to forfeit 50% of the earnest money absolutely.

If contractor fails to furnish the prescribed performance guarantee within the prescribed period, the earnest money is absolutely forfeited to the President automatically without any.

4. One Bid per Bidder :

Each bidder shall submit only one bid either by himself or as a partner in a joint venture. Bidder who submits or participates in more than one bid will be disqualified.

5. Contents of bidding documents:

The set of bidding document comprises the following documents:

- a) Notice Inviting Tender.
- b) Terms and conditions of the contract
- c) Letter of Acceptance
- d) Issue of notice to proceed with works
- e) Contract/Agreement form
- f) Bank Guarantee form for performance security.

6 Amendment of Bidding Document:

At any time prior to the deadline for submission of bids, the Employer may amend bidding documents by issuing suitable addenda. Any addendum thus issued, shall be part of the bidding document and shall be communicated in writing to all bidders of the bidding document. To give perspective bidders, reasonable time in which to take an addendum into account in preparing their bids, the Employer shall extend as necessary the deadline for submission of bids.

7. Language of the Bid

All documents relating to the bid shall be in the English language. However, the documentary proofs such as registration certificate etc. can be in English or local language

8. Security Deposit/ Performance Guarantee

The successful bidder shall have to deposit an amount equal to 5% of the tendered and accepted value of the work as "Performance Guarantee" in favour of Executive Engineer, Upper Godavari Division, CWC, Hyderabad on receipt of Letter of Acceptance.

A sum of 5% of the gross amount of bill shall be deducted as Security Deposit from each running bill of the successful bidder till the sum along with the sum already deposited as Earned Money amounts to Security Deposit @5% of the tendered amount of the work. However, the Successful Bidder may deposit the amount of security at the rate mentioned in the form of cash or Government securities or FDRs etc., within Seven days from the date of receipt of Letter of Acceptance. The Security Deposit will be released on completion of the Contract period. The Performance Guarantee will be forfeited in case, termination of the contract by the Department due to lapses on the part of the Contractor/Successful Bidder.

9. The Right to reject any tender or all the tenders, without assigning any reason thereof rests with the Undersigned.

10. Bid Prices :

- a) The bid shall be for the full quantity as described in the schedule of work, corrections, if any, shall be made by crossing out, initialing, dating and re writing.
- b) Rates quoted shall be inclusive of all charges, taxes and other levies and incidental expenses, if any payable.
- c) The rates quoted by the bidders shall remain fixed for the duration of the contract and shall not be subject to adjustment on any account.
- d) No additional charges will be paid over and above the quoted rates of the Agency and the department shall also not pay any extra amount on any account.
- e) The rate quoted by the Agency shall be inclusive of monthly wages (Basic plus VDA), Employees Provident fund, ESI and all other benefits as per minimum wages act of the State of Andhra Pradesh.
- f) The rates quoted by the agency shall not be less than the minimum wages mentioned in the schedule of works.
- g) The rates shall be quoted in Indian Rupee only.

11. Bid Validity :

Bid shall remain valid for the period of 60 days from the date of bid opening. In exceptional circumstances prior to the expiry of the original bid validity, the Employer may request the bidders to extend the period of validity in a specified additional period. The request and the responses thereto shall be made in writing.

12. Corrupt and fraudulent practices

It is expected that Bidders under this contract observe the highest standard of ethics during the execution of this contract. In pursuance of this policy, the employer;

(a) Defines for purpose of these provisions, the terms set forth below as follows :

- (i) 'Corrupt practice' means the offering, giving, receiving or soliciting of any thing of value to influence the action of a public official in the contract execution, and
- (ii) 'Fraudulent practice' means a misrepresentation of facts in order to influence the execution of a contract to the detriment of the employer, and includes collusive practice among Bidders (prior to or after bid submission) designed to establish bid process at artificial non-competition levels and to deprive the employer of the benefits of free and open competition.

(b) Will reject a proposal for award of work if he determines that the Bidder recommended for award has engaged in corrupt or fraudulent practices in competing for contract in question.

13. Clarification of Bidding Documents

To assist in the examination, evaluation and comparison of bids, the Employer may at its discretion, ask any bidder for clarification of its bid. The request for clarification and the response shall be in writing, but no change in the price or substance of the bid shall be sought or offered or permitted except as required to confirm the correction of

arithmetic errors discovered by the Employer in the evaluation of the bids

14. Examination of Bids and Determination of Responsiveness:

A substantially responsive bid is one that confirms to all the terms and conditions of the bidding document 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 work and which limits in any substantial way, inconsistent with the bidding documents, the Employer's rights or the bidder's obligations under the contract, or whose Rectification would affect unfairly the competitive position of other bidders presenting substantially responsive bids.

If a bid is not substantially responsive, it will be rejected by the Employer and may not subsequently be made responsive by correction or withdrawal and the non-confirming deviations or reservations.

15. Award criteria

The employer shall award the contract to the Bidder whose Bid has been found to be substantially responsive and who has offered the lowest evaluated Bid Price.

16. Notification of Award.

The bidder whose bid has been accepted will be notified of the award by the employer prior to expiration of the Bid validity period. This letter of acceptance will state the sum that the employer will pay the contractor in consideration of the execution of the works by the contractor.

17. Dispute Resolution Mechanism :

Any disputes arising on the contract will be referred to Superintending Engineer, Godavari Circle, CWC, Hyderabad and his decision will be final and binding on the bidder.

18. Signing of Contract :

The successful bidder, on acceptance of his bid by the Accepting Authority, shall, within 10 days from the stipulated date of start of the work, sign and execute the Contract in the contract/agreement form.

19. Changes in Contractor's organization to be approved :

Where the contractor is a partnership firm, the previous approval in writing of the Employer shall be obtained before any change is made in the constitution of the firm.. If previous approval from the employer is not obtained action may be taken against the contractor as per relevant rules in force .

20. Loss of equipment and recovery of cost:

The man power provided by the bidder should be able to handle the instruments/tools required for the data collection and the contractor will be responsible for the safety of the instruments while in use, excluding normal wear and tear. Any loss of the instrument/tools handled by the Semi Skilled Workers will be recovered from the Security Deposit/ running bills of the contractor

21. The Details of work to be performed by the bidder

Description of the work for each of the category of post with qualification and age is as under:

S.No.	Category of Worker/Post	Qualification	Age	Description of the work
1	Skilled Workers (Data Entry Operators)	XII pass with a knowledge in MS office	Up to 60 Years (retired persons also preferable)	Online entry of Hydrological and Meteorological Data using eSWIS Software and MS Office.
2	Semi Skilled Worker.	8 th Standard Pass.		Assisting in miscellaneous office works of LGD during the Monsoon Season-2014

Note: The above description of work is to have a brief idea only. Actual nature of work may vary and to be followed as per the instructions of the Executive Engineer/Sub Divisional Engineer.

22. Payment Terms :

No intermediate payment shall be made for work. The payment will be released to the agency by the Executive Engineer every Calendar month within 10 days after obtaining the Bill in duplicate from the Agency. The Bill should be enclosed along with Attendance sheet duly countersigned by the concerned Sub-Divisional Engineer, Pay receipts of the Workers, copy of the receipts made towards ESI, EPF, Service Tax etc. TDS and other taxes as applicable shall also be deducted from every Monthly Wage Bill.

23. Labour Laws to be Complied :

The contractor shall comply with the provisions of the relevant Central and State labour laws.

24. Payment of wages

- i) The contractor shall make payments due, to the Employee on or before 7th of the succeeding month through on-line banking and the Contractor should produce the documentary proof showing the payments made to the Employee including *details of deposit made against ESI, EPF etc.*, In case the contractor fails to pay by 7th of the succeeding month to the employee, the contract will be terminated and the performance guarantee will be forfeited. In such cases if the employee deployed by the contractor wishes to continue the work, necessary arrangements will be made by the Department to make payments to the employee as per the terms in contract agreement till such time the department wishes to continue the work.
- ii) Wages shall be paid to the employees by the agency without any deductions of any kind except those specified by the Central Government by general or special order in this behalf or permissible under the Payment of Wages Act 1936.

25. Removal of Contractor's Employee :

The Employer may require the contractor to dismiss or remove the Workers employed upon the work who may be incompetent or misconduct himself and the contractor shall forthwith comply with such requirements. The service of the Workers can be

terminated by the contractor only with the prior permission of the Executive Engineer or his authorized representative. On termination of the services of any Worker the contractor should provide substitute within 5 days.

26. Termination of Contract :

Without prejudice to any of the rights or remedies under this contract if the Contractor dies, the Executive Engineer on behalf of the President of India shall have the option of terminating the contract without compensation to the Contractor.

27. Contract Period

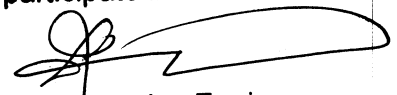
The contract is for a period from **01-06-2014** to **31-10-2014**. However in the exigency of work, the contract can be extended for further periods on mutually acceptable terms. The No. of Workers may be increased or decreased as per the actual requirement of the Division.

28. Working hours

There will be 3 shifts in day from 06.00 to 02.00, 02.00 to 20.00 and 20.00 to next day 06.00 hrs and General duty from 10.00 to 17.00 hrs. Chart showing the duty shift of workers from 06.00 AM to 06.00 AM next day will be displayed on notice board and workers have to attend the duty as per the duty chart.

29. Other terms and conditions:

- 1) The Department will not be responsible for any injury/death sustained to the Agency workers during the performance of their duties and also for any damage or compensation due to any dispute between the Agency and its workers. Any expenditure incurred by the department to face the situation arising out of act of his workers will be made good by the agency. If any incident / accident occurred during the duty period the department will not be held responsible for the same. It is the responsibility of the firm / agency to provide sufficient insurance coverage / compensation as per the latest rules in force.
- 2) The Agency and the Man Power provided by the Agency shall work under the control of the EXECUTIVE ENGINEER, LOWER GODAVARI DIVISION, CWC, HYDERABAD or their representatives.
- 3) This is purely a temporary arrangement, which can be terminated at any time without assigning any reasons by serving **one-month** notice.
- 4) The Superintending Engineer, Godavari Circle, CWC, Hyderabad may consider relaxation of any of the terms and conditions of the Contract, if required.
- 5) Interested Bidders can visit this Office during Office hours before quoting their rates.
- 6) The employees of CWC and their relatives are not eligible to participate in this Bid.


Executive Engineer
Lower Godavari Division

SCHEDULE OF WORK FOR SEMI SKILLED WORKER.

S.No	Description works	No. of persons required	Rate per person per month	Total Amount for 5 months for one person (In Rs.)	
				In Figures	In Words
1	2	4	5	6	7
	Providing Semi Skilled Worker to assist in miscellaneous works at Flood Control Room at LGD, Hyderabad.	1 (one)	---	---	---
a.	Basic wage including VDA per month as per minimum wages notified by the Regional Labour Commissioner (Central), Hyderabad Notification No. S.O. 1285 (E) dt. 20-05-2009 read with order no. 1/2 (3)/2014-LS-II dt. 04-03-2014 Category :- Semi Skilled Area of Coverage :- "A" Area				
b.	EPF @13.61% on Basic Wage including VDA				
c.	ESI @ 4.75 % on Basic Wage including VDA				
d.	Labour Cess 1% on Basic Wage including VDA				
e.	Total				

Note:

1. The rate quoted at column No.5 for item (a), shall not be less than the minimum wages notified by the regional labour commissioner (Central), Ministry of labour and Employment, Government of India, Hyderabad, vide Ir. No.47(1)/2014-C2, dt. 20-03-2014.

2. Quoting of rates in Column - 5, 6 and 7 for items (a) to (e) is mandatory.

3. The rates of EPF, ESI etc., should be substantiated with the copies of the orders issued by the concerned departments.

4. Any other charges should be quoted separately.

We agree to carry out the work "Providing Semi skilled worker 1 No. for assisting miscellaneous office works at Flood Control Room, LGD, CWC, Hyderabad as per NIT for a contract price of Rs..... (Rupees.....) for a period from 01-06-2014 to 31-10-2014, as per the terms and conditions of the contract.

Date:

Signature of Agency
Name of the Authorized Signatory

SCHEDULE OF WORK FOR SKILLED WORKERS (DATA ENTRY OPERATOR)

S.No	Description works	No. of persons required	Rate per person per month	Total Amount for 5 months for 4 persons (In Rs.)	
				In Figures	In Words
1	2	4	5	6	7
	Providing Skilled Workers (Data Entry Operators) for online entry of Data using eSWIS at Flood Control Room at LGD, Hyderabad.	4 (Four)	---	---	---
a.	Basic wage including VDA per month as per minimum wages notified by the Regional Labour Commissioner (Central), Hyderabad Notification No. S.O. 1285 (E) dt. 20-05-2009 read with order no. 1/2 (3)/2014-LS-II dt. 04-03-2014 Category :- Skilled Area of Coverage :- "A" Area				
b.	EPF @13.61% on Basic Wage including VDA				
c.	ESI @ 4.75 % on Basic Wage including VDA				
d.	Labour Cess 1% on Basic Wage including VDA				
e.	Total				

Note:

1. The rate quoted at column No.5 for item (a), shall not be less than the minimum wages notified by the regional labour commissioner (Central), Ministry of labour and Employment, Government of India, Hyderabad, vide Ir. No.47(1)/2014-C2, dt. 20-03-2014.

2. Quoting of rates in Column – 5, 6 and 7 for items (a) to (e) is mandatory.

*** 3. The rates of EPF, ESI etc., should be substantiated with the copies of the orders issued by the concerned departments.**

4. Any other charges should be quoted separately.

We agree to carry out the work "Providing skilled workers (Data Entry Operators) 4 Nos. online entry of Data using eSWIS at Flood Control Room at LGD, Hyderabad as per NIT for a contract price of Rs..... (Rupees.....) for a period from 01-06-2014 to 31-10-2014, as per the terms and conditions of the contract.

Date:

Signature of Agency
Name of the Authorized Signatory