



अखिल भारतीय आयुर्विज्ञान संस्थान (एम्स), कल्याणी  
All India Institute of Medical Sciences (AIIMS), Kalyani  
राष्ट्रीय राजमार्ग -34, बसंतपुर, सगुना, कल्याणी, जिला- नदिया, पश्चिम बंगाल-741245  
NH-34, Basantapur, Saguna, Kalyani, District- Nadia, West Bengal-741245

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NIT No.: 710/FINACC/OTHC/27/2024-ACC & FIN/COMP-1357/ET-36

Date: 10.03.2025

**Notice Inviting E-Tender  
for  
Supply of material and manpower for day –to- day  
departmental civil and electrical maintenance works  
for AIIMS Kalyani for 12 months (2025-26)**

Certified that this tender document contains 33 (Thirty-three) pages only

**A.P. Shrivastava  
Superintending Engineer  
AIIMS, Kalyani**

**ALL INDIA INSTITUTE OF MEDICAL SCIENCES (AIIMS), KALYANI**

**Name of Work:** - Supply of material and manpower for day –to- day departmental civil and electrical maintenance works for AIIMS Kalyani for 12 months (2025-26)

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**ALL INDIA INSTITUTE OF MEDICAL SCIENCES, KALYANI**

**NOTICE INVITING E-TENDER**

The Superintending Engineer, AIIMS, Kalyani, on behalf of Executive Director, AIIMS, Kalyani, invites Item Rate Tender in Two (02) Bid system (Technical plus Financial) from eligible and enlisted/registered contractors of CPWD, State PWD, Central PSU/State PSU and Autonomous Bodies of Govt. of India under appropriate class and category having successfully completed works of similar nature as per eligibility conditions, for work as per the following details:

|     |   |  |
|-----|---|--|
| (a) | Name of Work  | Supply of material and manpower for day –to- day departmental civil and electrical maintenance works for AIIMS Kalyani for 12 months (2025-26)   |
| (b) | NIT No.   | <b>710/FINACC/OTHC/27/2024-ACC &amp; FIN/COMP-1357/ET-36</b><br><b>Date: 08.03.2025</b>  |
| (c) | Contract Period   | 12 months, Extendable by up to 6 months as decided by AIIMS.   |
| (d) | Estimated Cost  | Rs.2,76,21,976.00 (RUPEES TWO CRORE SEVENTY SIX LAKH TWENTYONE THOUSAND NINE HUNDRED SEVENTY SIX ONLY)   |
| (e) | Earnest Money Deposit (EMD)                               | Rs. 8,28659.00 (Rupees Eight lakh twenty-eight thousand six hundred fifty nine only) In favor of “ <b>All India Institute of Medical Sciences, Kalyani</b> ”) payable at ICICI Kalyani More Branch. Not to be paid through e wizard, to be paid only through demand draft. |
| (f) | Performance Security (Bank Guarantee) / Security Deposit  | 5 % of contract amount (to be known after acceptance of tender)  |
| (h) | Tender documents will be Issued From                      | Download from Institute Website. (i.e. <a href="http://www.aiimskalyani.edu.in">www.aiimskalyani.edu.in</a> , <a href="https://aiimskalyani.ewizard.in/">https://aiimskalyani.ewizard.in/</a> )  |
| (i) | Schedule of Pre-bid meeting and place of Pre-bid meeting. | The Pre-bid meeting will be held at 03.00 PM on 20.03.2025 in the Welcome Hall, Ground Floor, Administrative Block, AIIMS Kalyani  |
| (j) | Last Date, Time of Submission                             | <b>Date: 31.03.2025</b> <b>Time: 17:00 Hrs.</b>  |
| (k) | Date, Time for opening of Technical Bid                   | <b>Date: 31.03.2025</b> <b>Time: 17:30 Hrs.</b>  |

1. The starting date of submission of Tender is 10.03.2025. The intending bidder must read the terms & conditions of AIIMS, Kalyani carefully. He should submit his bid only if he finds himself meeting all eligibility criteria and being in possession of all the documents required.
2. Information and Instructions for bidders posted on website shall form part of bid document.
3. The Bid documents consisting of plans, specifications, the schedule of quantities of various types of items to be executed and the set of terms & conditions of the contract to be complied with and other necessary documents can be seen and downloaded from website [www.aiimskalyani.edu.in](http://www.aiimskalyani.edu.in) Or <https://aiimskalyani.ewizard.in/>

A.P Shrivastava  
Superintending Engineer  
AIIMS, Kalyani

## **INFORMATION AND INSTRUCTIONS FOR BIDDERS FOR e-TENDERING**

### 1. Timelines:

| Ser. No. | Description  | Details   |
|----------|--|---|
| a        | Time and date of opening of Online Financial Bids  | To be intimated later through website   |
| b        | Period during which <u>documents of EMD (in Original), Registration/Enlistment Certificate, Undertaking and other Documents to be submitted to the FIC Procurement, AIIMS Kalyani.</u> | <ol style="list-style-type: none"><li>1. Scanned copies are to be uploaded at the time of bid submission.</li><li>2. Hard copies of all documents (ink sign self-certified by the bidder) to be submitted within 1 week of bid closing date for confirmation of authenticity of uploaded documents.</li><li>3. In case of some ambiguity regarding appropriate document, one-week time after notice date may be given by AIIMS for submission of appropriate document.</li><li>4. However, the EMD document must be physically prepared and dated prior to bid closing date .</li></ol> |

2. The intending bidder must read the terms and conditions of Tender document carefully. He should submit his bid only if he considers himself eligible and he is in possession of all the certificates/documents required.
3. Information and Instructions for bidders for e-tendering posted on web site shall form part of bid document.
4. The bid document consisting of NIT, 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 and downloaded from <https://aiimskalyani.ewizard.in/> or [www.aiimskalyani.edu.in](http://www.aiimskalyani.edu.in) free of cost.
5. The intending bidders must have valid class-III digital signature to submit the bid.
6. The bidder has to fill his rate in the schedule of quantities -cum- price bid format. This will be done online only and no printed copy of this price bid should be attached with the bunch of hard copies of different documents submitted.
7. The tendered amount will be calculated by adding the quoted costs of all the items as per price bid format.
8. The bid can be submitted only after depositing e-tender Processing Fee As applicable and displayed on <https://aiimskalyani.ewizard.in/> and uploading the mandatory scanned documents as specified with in the period of bid submission.
9. Copies of eligibility documents and EMD as specified in the notice inviting tender shall be scanned and uploaded on the e-tendering web site within the period of tender submission. Bidders can upload documents in the form of JPG format, PDF format and any other format as permissible by the e-tendering portal.
10. After submission of bid online, it can be revised any number of times before specified time on last date of submission of bid. While submitting the revised bid, bidder can revise the rate of one or more item(s) any number of times (he need not re- enter rate of all the items) but before last time and date of submission of bid as notified.
11. Financial part of bid shall be opened online only for bidders for whom EMD and other documents including quoted rate for labour part are found in order and who are found eligible to bid for work. On opening date, the bidder can login and see the bid opening process. After opening of bids, he will receive the competitor bid sheets.
12. If any discrepancy is noticed between the eligibility documents as uploaded at the time of submission of bid and hard copies as submitted physically by the bidder, the bid may be treated as invalid.

**13. List of Eligibility Documents to be scanned and uploaded within the period of bid submission:-**

- (a) Demand Draft for Earnest Money
- (b) Copies of Contractor's Registration/Enlistment of appropriate Class and category as per the tendered work issued from Central Govt./State Govt./Central PSU/State PSU and Autonomous Bodies of Govt. of India.
- (c) Form A, B, B 1, C, C 1 and Form 1, 2 and 3 duly filled in and signed. (Form 4 and 5 will be filled only by the bidder finally selected for award of work, at the time of award of work.
- (d) Certificates of Work Experience & Completion Certificate of Similar Work from Client by an appropriate rank officer, as mentioned in Eligibility Criteria.
- (e) Certificate of Registration for GST and acknowledgement of up to date filed return if required.
- (f) Copies of Balance Sheets.
- (g) Copies of ESI Registration.
- (h) Copies of EPF Registration.

14. The Financial Bid (s), of those tenderers whose Technical Bid(s) are found eligible, will be opened later for which intimation will be given through Website. After the evaluation of the Bid(s) AIIMS, Kalyani will award the contract to the Lowest Evaluated Responsive Tenderer. Conditional Bid(s) will be treated as unresponsive and will be rejected.

15. Information & Instruction for Contractor will form Part of NIT.

**16. Broad outline of activities from Bidders perspective:**

- a. Procure a Class III Digital Signature Certificate (DSC).
- b. Register on the e-Procurement portal <https://aiimskalyani.ewizard.in/>.
- c. Create Users on the above portal.
- d. View Notice Inviting Tender (NIT) on the above portal.
- e. Download Official Copy of Tender Documents from the above portal.
- f. Seek Clarification to Tender Documents on the above portal. View response to queries of bidders, posted as addendum, by AIIMS, Kalyani.
- g. Bid-Submission on the above portal.
- h. Post-Technical Evaluation, Submission of request for Clarification on the above portal/official email (Optional).
- i. Opening of Financial Part (Only for Technically qualified Bidders).
- j. Notice of Award of Contract.

17. **Digital Certificates:** For integrity of data and authenticity / non-repudiation of electronic records, and to be compliant with IT Act 2000, it is necessary for each user to have a Digital Certificate (DC), also referred to as Digital Signature Certificate (DSC), of Class III, issued by a Certifying Authority (CA) licensed by Controller of Certifying Authorities (CCA) [refer <http://www.cca.gov.in>].

18. **Registration:** To use the Electronic Tender portal <https://aiimskalyani.ewizard.in/> vendors need to register on the portal. Registration of each organization is to be done by one of its senior persons vis-à-vis Authorized Signatory who will be the main person coordinating for the e-tendering activities. In the above portal terminology, this person will be referred to as the Super User (SU) of that organization. For further details, please visit the website/portal, and follow further instructions as given on the site. Pay Annual Registration Fee as applicable. (Rs 2000+ GST as applicable)

**Note:**

- i. After successful submission of Registration details and Annual Registration Fee, please contact to the Helpdesk of the portal to get your registration accepted/ activated.
- ii. The Bidder must ensure that after following above, the status of bid submission must become - "Submitted".
- iii. Please take due care while scanning the documents so that the size of documents to be uploaded remains

minimum. If required, documents may be scanned at lower resolutions say at 150 dpi. However it shall be sole responsibility of bidder that the uploaded documents remain legible.

- iv. It is advised that all the documents to be submitted are kept scanned or converted to PDF format in a separate folder on your computer before starting online submission.
  - v. The Financial part/BOQ may be downloaded and rates may be filled appropriately. This file may also be saved in a folder on your computer. Please don't change the file names & total size of documents (Preferably below 5 MB per document) may be checked.
- 19. Bid Submission:** The entire bid-submission would be online on the Tender wizard portal i.e. <https://aiimskalyani.ewizard.in/>. Broad outline of submissions are as follows:-
- i. Submission of Bid Parts (Technical & Financial).
  - ii. Submission of information pertaining to Bid Security/ EMD.
  - iii. Submission of signed copy of Tender Documents/Addendums.
- 20. TECHNICAL PART** shall consist of Electronic Form of Technical Main Bid and Bid Annexure. Scanned/Electronic copies of the various documents to be submitted under the Eligibility Conditions, offline submissions, instructions to bidders and documents required establishing compliance to Technical Specifications and Other Terms & Conditions of the tender are to be uploaded.
- 21. FINANCIAL PART** shall consist of Electronic Form of Financial Main Bid and Financial Bid Annexure, if any. Scanned copy of duly filled price schedule (Section VII) for both packages are to be uploaded. If required, additional documents in support of taxes, quoted duties etc. may also be uploaded.
- 22. Other Instructions:** For further instructions, the vendor should visit the home-page of the portal. The complete help manual is available in the portal for Users intending to Register / First-Time Users, Logged-in users of Supplier organizations. Various links are also provided in the home page.

**Important Note:** It is strongly recommended that all authorized users of Supplier organizations should thoroughly peruse the information provided under the relevant links, and take appropriate action. This will prevent hiccups and minimize teething problems during the use of the said portal.

*The following 'FOUR KEY INSTRUCTIONS for BIDDERS' must be assiduously adhered to:*

1. Obtain individual Digital Signature Certificate (DSC) well in advance of your first tender submission deadline on the portal.
2. Register your organization on the portal well in advance of your first tender submission deadline on the portal
3. Get your organization's concerned executives trained on the portal well in advance of your first tender submission deadline on the portal
4. Submit your bids well in advance of tender submission deadline on the portal (There could be last minute problems due to internet timeout, breakdown etc.).

➤ While the first three instructions mentioned above are especially relevant to first-time users on the portal, the fourth instruction is relevant at all times. Minimum Requirements at Bidders End Computer System with good configuration (Min P IV, 1 GB RAM, Windows XP) Broadband connectivity. Microsoft Internet Explorer 8.0 or above. Digital Certificate(s) Vendors Training Program Necessary training to each registered bidder under this portal shall be impacted by the ASP, M/s. ITI, Kalyani, if required, before participation in the online tendering.

➤ For any further assistance, please contact Mr. Saikat Pal (09355030620), Mr. Sk. Tariq Anwar (09355030608), Helpdesk-01149606060, E-mail ID for mailing communication:

[eprochelpdesk.38@gmail.com](mailto:eprochelpdesk.38@gmail.com) , [eprochelpdesk.35@gmail.com](mailto:eprochelpdesk.35@gmail.com), [ewizardhelpdesk@gmail.com](mailto:ewizardhelpdesk@gmail.com)

## GENERAL RULES & DIRECTIONS

**Name of Work:** Supply of material and manpower for day –to- day departmental civil and electrical maintenance works for AIIMS Kalyani for 12 months (2025-26).

1. The time allowed for carrying out the work will be 12 (Twelve) months from the Date of Start (which shall be reckoned from **10<sup>th</sup>** day of issue of letter of acceptance).

2. **Pre-Qualification criteria**

Intending Bidder would be eligible to submit the bid provided he complies with the following conditions:

a. He should have satisfactorily completed similar works in **last 07 (Seven) Years** ending 31<sup>st</sup> Mar 2024 as follows:

**“for this tender similar work”** means General Civil / Electrical Engineering Works, The experience of similar work should be from Central Govt./State Govt./Centre PSU/State PSU and Autonomous Body.

➤ Three (03) similar works each of value **not less than 40%** of estimated cost put to tender

Or

➤ Two (02) similar works each of value **not less than 60%** of estimated cost put to tender

Or

➤ One (01) similar work of value **not less than 80%** of estimated cost put to tender

**Note:** The value of executed works shall be brought to current costing level by enhancing the actual value of work at simple rate of 07% per annum, calculated from the date of completion to the last date of submission of bid.

b. Turnover: Average annual financial turnover on construction works should be **at least 30% of the estimated cost** put to tender during the immediate last three consecutive financial years. The value of annual turnover figures shall be brought to current value by enhancing the actual turnover figures at simple rate of 7% per annum.

c. He should have registration with Employee Provident Fund (EPF) Commissioner and Employee State Insurance (ESI) Corporation.

d. He should have positive net worth and should not have incurred loss in last 03 (Three) years ending 31st March 2024, for which he would submit documentary proof duly certified by a Chartered Accountant.

3. **Bid related directions:**

a. Agreement shall be concluded with the successful bidder in prescribed format. Bidders shall quote their rates as per various terms and conditions of the said form which will form part of the agreement.

b. The bid document consisting of plans, specifications, the schedule of quantities of the various type of items to be executed and the set of terms & conditions of the contract to be complied with and other necessary documents would form part of agreement.

**Preparation & Submission of Tender through Online:** The Tender should be submitted in 02 (Two) Parts i.e. Technical Bid and Financial Bid Respectively. The Technical Bid & Financial Bid should be submitted by the Bidder through online portal. **Scanned copy of financial bid should not be uploaded with technical bid.**

4. **Earnest Money Deposit:** The bidders shall be required to submit the Earnest Money Deposit (EMD) for Rs.8,28659.00 (Rupees Eight lakh twenty eight thousand six hundred fifty nine only in favor of “**All India Institute of Medical Sciences, Kalyani**”) payable at ICICI Kalyani More Branch.

i. No exemption in EMD for MSME is applicable in this tender.

ii. EMD should not be paid through e-wizard, to be paid only through demand draft. and **Scanned Copy of the Demand Drafts must be uploaded / attached** with the Technical Bid. The EMD of the successful Bidder shall be returned after the successful submission of Performance Bank Guarantee/ Performance Security Deposit. For unsuccessful bidder(s) it would be returned after award of the contract to the successful bidder. Bid(s) received without Demand Drafts of EMD will be rejected.

iii. **No Exemption will be given for start-ups in respect of experience or EMD.**

5. **Pre-Bid Conference:** All the prospective Service providers shall attend the Pre-Bid Conference at Welcome Hall, Admin Building of AIIMS, Kalyani on 20.03.2025 at 03.00 PM . If any changes incorporated in the bid document after the Pre-Bid Conference, then it will be uploaded on our official website as “Corrigendum”. Therefore, Service providers are requested to submit their bids accordingly to the corrigendum, after pre-bid conference, if any. No personal communication will be made for the corrigendum.

6. **Performance Guarantee/ Performance Security Deposit:** The successful bidder will be required to furnish a Performance Guarantee of 5% of contract amount after receiving notification of award, in the form of either Fixed Deposit Receipt or Bank Guarantee from any Nationalized Bank duly pledged in the name of the "All India Institute of Medical Sciences, Kalyani" which should have its validity for a period of minimum 60 days beyond completion of all the contractual obligations.
7. In case the contractor fails to deposit the PSD, it will be deducted from the amount of his first running bill after making allowance for already deposited EMD.
8. The security deposit can be forfeited or utilized for rectification etc. by order of this Institute in the event of any breach or negligence or non-rectification of defects or non-observance of any condition of contractor. Performance Security will be released after completion of contractor's obligations (including Warranty/Guarantee period) under the contract.
9. Intending Bidders are advised to inspect and examine the site and its surroundings and satisfy themselves before submitting their bids, 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 bid. A bidder shall be deemed to have full knowledge of the site whether he inspects it or not and no extra charge consequent on any misunderstanding or otherwise shall be allowed.
10. The contractor shall be responsible for arranging and maintaining at his own cost, all materials, tools & plants, water, electricity access, facilities for workers and all other services required for executing the work unless otherwise specifically provided for in the contract documents.
11. Submission of a bid by a bidder implies that he 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.
12. **Signing of Contract:** The successful bidder shall be required to execute the Contract Agreement accepting all terms and conditions stipulated herein on a non-judicial stamp paper of Rs. 100/- (Rs. One Hundred only) within fifteen (15) days of the issue of the Letter of notification of award. In the event of failure to sign the Contract, the institute may cancel his order.
13. The Tender paper/documents can be seen/downloaded from Official website of AIIMS Kalyani. For any query, Superintending Engineer, Phone: 8902499295 or Procurement Cell, AIIMS Kalyani Phone no.- 03329991575 may be contacted.
14. The Competent Authority, the Executive Director, AIIMS KALYANI does not bind itself to accept the lowest or any other bid and reserves to itself the authority to reject any or all the bids received without the assignment of any reason. All bids 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.
15. Canvassing whether directly or indirectly, in connection to bidders is strictly prohibited and the bids submitted by the contractors who resort to canvassing will be liable to rejection.
16. The contractor shall not be permitted to bid for works in AIIMS, Kalyani if his near relative is posted as an officer in any capacity between the grades of Superintending Engineer and Junior Engineer (both inclusive). He shall also intimate the names of persons who are working with him in any capacity or are subsequently employed by him and who are near relatives to any gazetted officer in the AIIMS, Kalyani. Any breach of this condition by the contractor would render him liable to be disqualified from this tender and be removed from the approved list of contractors of this Department.
17. No Gazetted officer employed in Engineering or Administrative duties in an Engineering Department of the Government of India will be allowed to work as a contractor for a period of one year after his retirement from Government service, without the prior permission of the Government of India in writing. This contract is liable to be cancelled if either the contractor 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 bid or engagement in the contractor's service.
18. The bid for the works shall remain open for acceptance for a period of 180 days from the date of opening of bids.



19. ~~All the work shall be completed within 12(Twelve) Months from the date of issue of work Order by the Institute. All the aspects of safe installation shall be the exclusive responsibility of the Contractor. If the contractor fails to complete the work on or before the stipulated date, then a penalty at the Rate prescribed in Clause 2 of CPWD GCC-2020(page 13) shall be levied subject to maximum of 10% of the accepted tendered valued of the work.~~
20. If the work(s) be delayed by Force majeure, such as abnormally bad weather, flood, cyclone or any other act of God or serious loss or damage by fire, or civil commotion, local commotion of workmen, strike or lockout, affecting any of the trades employed on the work or any other cause which, in the absolute discretion of the Engineer in charge is beyond the Contractor's control then upon the happening of any such event causing delay, the contractor shall immediately give notice thereof in writing to the Engineer-in-charge but shall nevertheless use constantly his best endeavors to prevent or make good the delay and shall do all that may be reasonably required to the satisfaction of the Engineer-in charge to proceed with the works.
21. ~~This agreement begins when both the parties have legally signed it. It expires for the Contractor/Vendor 12 months after the completion of work. This period of 12 months will be the defect liability period to be followed in accordance with Clause 17 of CPWD GCC for maintenance work,2023.~~
22. Rate quoted by the bidder shall be inclusive of such taxes (e.g., GST), levies etc. and institute will not entertain any claim for reimbursement whatsoever in respect of the same.
23. Deduction from the contractor's bill will be made for (a) labour welfare cess (1%), ~~(b) water charges (1%), electricity charges (if applicable)~~ (c) Income tax @ 2% and will be not be reimbursed. GST would be deposited by the contractor and will not be reimbursed since it is included in the quoted rate.
24. **INTEGRITY PACT** - In compliance to Central Vigilance Commission circular no. 015/ VGL/091 dated 14.06.2023 for implementation of Integrity Pact, following officials have been appointed as Independent Monitors for AIIMS Kalyani:
- (i) **Shri Jatinderbir Singh, IAS (Retd.), Email Id: jatinderbir@gmail.com)**
  - (ii) **Shri Sunil Agarwal, IDSE (Retd.), (Email Id: sunil.agrawal@gov.in & s29agrawal@gmail.com)**

**Note - All the bidders have to submit an undertaking in this regard attached to this bid document and Successful bidder has to mandatorily sign the Integrity Pact as per the **format enclosed along with the BID document.****

**Superintending Engineer  
AIIMS KALYANI**

## GENERAL INFORMATION REGARDING THE WORK

**Name of work: Supply of material and manpower for day –to- day departmental civil and electrical maintenance works for AIIMS Kalyani for 12 months (2025-26).**

1. The agency would supply material as per requirement of AIIMS Kalyani. The materials will be from the material list of CPWD DSR 2023 for Civil works and CPWD DSR 2022 for Electrical works whose rates are given in these DSRs. Payment will be done for the supplied quantity as per CPWD rates plus percentage above/ below as worked out from the quoted material rate by the bidder for civil/electrical work.
2. Special conditions for supply of materials, as given in next chapter, would be followed.
3. The agency would supply labour as per schedule which will be used for various day to day maintenance, repair and operation activities as decided by engineering group of AIIMS Kalyani.
4. The schedule of labour to be supplied is as follows:

### DETAILS OF LABOUR TO BE SUPPLIED

| Sl No | Name of labour           | Work profile  | Nos. |
|-------|--------------------------|---|------|
| 1     | Electrician<br>(Skilled) | <p><b>Eligibility Criteria:</b> ITI in relevant Trade from NCVT/SCVT certified institute with Minimum one year experience in the mentioned field in the tender or non-ITI but working experience in the mentioned field in the tender for at least 3 Years.</p> <p><b>Requirement:</b> 21 Nos (6* x 3Shifts + 3 Relievers)</p> <p>*=1 inMRS ,1 in ESS-1,2 in Utility S/S, 2 for 3 nos residential substations=1+1+2+2=6</p> <p><b>Nature of Duties:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> <b>General:</b> Cleaning of Substation and its equipment, DG and Transformer Yards.</li> <li><input type="checkbox"/> <b>Transformers:</b> Operation, Upkeep and General Troubleshoot.</li> <li><input type="checkbox"/> <b>HT/LT DGs:</b> Operation, Upkeep and General Troubleshoot.</li> <li><input type="checkbox"/> <b>ACB/VCB Panels:</b> Operation, Upkeep and General Troubleshoot.</li> <li><input type="checkbox"/> <b>APFC/AHF/NGR/DG Panels:</b> Operation, Upkeep and General Troubleshoot.</li> </ul> | 21   |

|   |                                  |   |    |
|---|----------------------------------|---|----|
|   |                                  | <input type="checkbox"/> <b>RTCC Panels:</b> Operation, Upkeep and General Troubleshoot.<br><input type="checkbox"/> <b>Log Books:</b> Maintain different log books i.e. Substation Daily Log Book, Breakdown Register, Shut Down Register, DG Crank cum HSD Consumption Log Book, DG Break Down Log Book, Substation Equipment Breakdown Log Book, etc.  |    |
| 2 | Electrical Unskilled (Unskilled) | <p><b>Eligibility Criteria:</b> Desirable: 1 Year Experience in relevant field.</p> <p><b>Requirement:</b> 14 Nos (4 x 3Shifts + 2 Relievers)</p> <p><b>Nature of Duties:</b></p> <input type="checkbox"/> Repairing/Replacing of electrical fittings and fixtures e.g. florescent lights, LED lights, fans (Exhaust/Ceiling/Wall mounted), switch/sockets/regulators, external / street lights in whole campus.<br><input type="checkbox"/> Repairing/Replacing of electrical fittings and fixtures e.g. florescent lights, LED lights, fans (Exhaust/Ceiling/Wall mounted), switch/sockets/regulators, external / street lights in whole campus.<br><input type="checkbox"/> Assisting electricians as and when required. | 14 |
| 3 | Mason (Skilled)                  | <p><b>Eligibility Criteria:</b> ITI in relevant Trade from NCVT/SCVT certified institute with Minimum one year experience in the mentioned field in the tender or non-ITI but working experience in the mentioned field in the tender for at least 3 Years..</p> <p><b>Requirement:</b> 3 General Shift</p> <p><b>Nature of Duties</b> For maintenance and repair of all internal and external plaster, flooring, all masonry work, RCC, CC gola, tiles work, leakages of roofs, Painting Work, floor traps, W.C., joints of pipes &amp; fittings and fixing frames for manholes, traps etc. to the entire satisfaction and as per direction of Engineer-in-Charge. (9.00 AM to 5.00 PM)</p>                                | 3  |
| 4 | Plumber (Skilled)                | <p><b>Eligibility Criteria:</b> ITI in relevant Trade from NCVT/SCVT certified institute with Minimum one year experience in the mentioned field in the tender or non-ITI but working experience in the mentioned field in the tender for at least 3 Years.</p> <p><b>Requirement:</b> 6 General Shift</p> <p><b>Nature of Duties</b> Providing services of Plumber for maintenance and repair of plumbing system for the entire campus including repairing leakages or over flows of water from PVC/RCC overhead tanks,</p>  | 6  |

|   |   |  |    |
|---|---|--|----|
|   |   | cisterns, replacement of GI pipes, fitting and fixtures to keep the entire water supply system efficient and functional to the entire satisfaction and as per direction of the Engineer-in-charge. (Shift-One 9.00 AM to 5.00 PM).   |    |
| 5 | Carpenter<br>(Skilled)  | <p><b>Eligibility Criteria:</b> ITI in relevant Trade from NCVT/SCVT certified institute with Minimum one year experience in the mentioned field in the tender or non-ITI but working experience in the mentioned field in the tender for at least 3 Years.</p> <p><b>Requirement:</b> 3 General Shift</p> <p><b>Nature of Duties</b> Providing services of carpenter cum Aluminium Mason and False Ceiling Mason for maintenance, repairing and fixing of damaged doors, Sliding Glass Door, windows, ventilators of steel/wood/PVC etc. at all floors, fixing of glass panes of door/windows including fittings, looking mirrors, all false ceiling and all other carpentry works required to keep them in proper functional conditions to the entire satisfaction and as per direction of the Engineer-in-charge.(All working days 9.00 AM to 5.00 PM</p> | 3  |
| 6 | Pump Attendant<br>(Semi-Skilled)  | <p><b>Eligibility Criteria:</b> ITI in relevant Trade from NCVT/SCVT or at least 2 Years' Experience in relevant field.</p> <p><b>Requirement:</b> 7 Nos (2 x 3Shifts + 1 Relievers)</p> <p><b>Nature of Duties</b> Providing service of Pump Attendant for assisting work at various location of AIIMS Kalyani requirement i.e. 3 Nos. WTP and as instructed by AIIMS Kalyani authorities to the entire satisfaction of Engineer-In-Charge. (Shift wise as required)</p>  | 7  |
| 7 | Sweeper<br>(Unskilled)  | <p><b>Eligibility Criteria:</b> Desirable: 1 Year Experience in relevant field.</p> <p><b>Requirement:</b> 2 General Shift</p> <p><b>Nature of Duties</b> Providing services of Sweeper for Cleaning of Septic Tank Manhole, Choke of west line (Internal &amp; External), to the entire satisfaction of Engineer-in-charge. (Shifts as required) Also cleaning inside electrical panels, panel rooms etc as and when required.</p>  | 2  |
| 8 | Mazdoor<br>(Plumbing,<br>Carpenter, Mason,<br>Roof cleaning)<br>(Unskilled) | <p><b>Eligibility Criteria:</b> Desirable: 1 Year Experience in relevant field.</p> <p><b>Requirement:</b> 12 General Shift</p> <p><b>Nature of Duties</b> Providing services of Helper for assisting all above skilled staff i.e. Carpenter, Plumber, Mason, Painter, etc. They can also assist the work at</p>   | 12 |

|  |  |   |           |
|--|--|---|-----------|
|  |  | various locations of AIIMS-Kalyani requirement i.e. storm water drainage etc. and as instructed by AIIMS-Kalyani authorities to the entire satisfaction of Engineer-In Charge. (Shifts as required) |           |
|  |  | <b>Total manpower of all categories</b>   | <b>68</b> |

5. The agency would provide his workers, with necessary tools, equipment and consumables required by the workers for example:

a. Hammers, trowels, spirit level, mixing pan, spade, shovel, digger, pick axe, sickle, drill for making holes in wall, wood, masonry, aluminum etc. and their cutting consumables, threading machines and die of required size, gas flame, portable gas welding and portable arc welding machines, plate vibrator, needle vibrator, painting and cleaning brushes, sand papers, hessian cloth, etc. as and when required. Adequate number of his workers should be able to operate these tools and machines.

b. Earth resistance tester, Insulation tester, Tong tester (range: up to 600V & 200Amp), Multimeter (range: up to 600V & 200Amp), Hand blower / vacuum cleaner, Drill machine carpentry, Hammer drill machine, Stone cutter / Grinder / Cutting wheel / Chase cutting machine, Hydraulic crimping tool kit (range: up to 400sqmm), Insulating gloves (up to 3.3kV), Crimping tool kit for LV works, Self- supporting ladder up to 6 meter (4ft.), Ladder (20 ft.), Welding machine, Welding gloves / welding goggles, Gas welding torch & cutting torch (complete set), Brazing torch, Gauge manifold, Pipe cutter, All types of cutting wheels – as required at site, Bench voice, Concrete breaker, Safety belts, Measuring tapes (range up to 5meter), Measuring tapes (range up to 30meter), Nitrogen cylinder, Anemometer, Digital Temperature meter, Allen Key set, Screw driver set, Pliers, Neon tester, Psycho meter, Nose plier, HIGH RANGE MECHANIC 40PC Socket Set, Spanner Set, Swaging tool set, Flaring tools set, Copper pipe cutter, High pressure gauge, Low pressure gauge, R410 Gas charging pipe set, Vacuum pump, Drainage cleaning and water pipe line clean Hi pressure pump (5-2 HP), Pipe binder etc. as and when required, etc.

6. The agency would provide his workers, with necessary safety arrangements and PPEs like safety ladder upto 7 meter height, safety shoe, safety jacket, Safety Goggle, helmet, safety belt WORK IN PROGRESS sign as road barrier, gum boots, gloves, umbrella, hats etc. as and when required.

7. Workers detected, by AIIMS Kalyani Engg. group, as showing poor workmanship, slow work, wastage of material, lack of punctuality, ill behavior, not able to understand instructions, doing suspicious or unrelated work, not reporting in time, remaining absent from site of allotted work, taking rest during non-rest hours etc. will have to be removed and new workers will have to be brought by the agency.

8. Some work may require working under foul and wet conditions like water tank cleaning, mud cleaning, repairs to sewage line, manholes etc. for which willing and experienced labour will be deputed within the scope of the same order.

9. The supplied material would be of the same standard and design and size as already fitted to maintain similarity and uniformity.
- i. Some workers would be called in day shift only while other may be divided in 3 shifts in a day of 24 hours. For emergency works, more than usual numbers may be called in any shift. The agency has to ensure the supply of labour accordingly.
  - ii. The firm will not recruit any worker in the name of giving him permanent job or government job nor charge any fee from them against giving them job.
  - iii. The agency would comply with all labour laws, Acts and Rules such as Minimum Wages Act, Payment of wages act, EPF, ESIC etc. He will follow the provisions of GST Rules and submit regular returns thereof.
  - iv. Minimum Wages: Will be given considering AIIMS Kalyani Falling under A type Area with respect to Gazette of India dated 19.01.2017. Refer Annexure to S.O. 188(E).
  - v. The labour rates quoted by the agency is corresponding to the Minimum wages and service charge applicable on the last date of application for the tender. In case of any increase/decrease in govt rates, suitable addition/substraction will be made in proportion to the quoted labour rate and prescribed labour rate. However, there will be no change in the rate of material throughout the contract period and even in the extended period of 6 months is such extension is ordered.
  - vi. No extra payment on account of increase in GST or other taxes will be made. The agency should quote his rate inclusive of GST and other applicable taxes, duties, levies, cess, surcharge etc. as applicable on the date of invoice.
  - vii. The agency would supply aprons /half jackets with reflective stickers to each worker so that they may be separately identified and spotted in low light also.
  - viii. No canteen facility or rest room or medical assistance will be provided to the workers from AIIMS Kalyani in return of working for this order.
10. **Competent Authority for deciding reduced rates.** Superintending Engineer, AIIMS, Kalyani.
11. For all items of **Civil /Electrical Works:** Latest CPWD specifications with correction slips up to the date of receipt of tender shall be followed. For the items which are not covered under CPWD specifications; the special conditions/B.I.S. Specifications shall apply. In this regard the decision of Engineer-in-charge shall be final.
12. Wherever any reference is made of any Indian Standard, it shall be taken as reference to the latest edition with all amendments /revision issued there to up to the date of receipt of tenders.
13. Unless otherwise specified, the agreement rates for all items of work of the schedule of quantities are for **all heights, depths, leads and lifts** involved in the execution of work.
14. Other agencies working at site will also simultaneously execute the work entrusted to them and the contractor shall offer necessary co-operation wherever required to other agencies.
15. On account of security consideration, there could be some restrictions on the working hours, movement of vehicles for transportation of materials. The contractor shall be bound to follow all such restrictions

and adjust the program for execution accordingly, for which nothing extra shall be paid.

16. The work shall be carried out in a manner complying in all respects with the requirements of relevant by the laws of the local bodies, Labor Laws, minimum wages act, workmen compensation act and other statutory laws enacted by Central Govt. as well as State Govt.
17. No residential accommodation shall be provided to any of the staff engaged by the contractor. The contractor shall not be allowed to erect any temporary set up for staff in the campus.
18. No claims of the labors shall be entertained by the Department including that of providing employment, regularization of services etc.
19. Complaint register, attendance register and other records will have to be produced either daily according to the requirement or when asked to do so by the Engineer-in-charge or his authorized representative.
20. When a register gets completed, it will be handed over to the concerned J.E or his superior officer.
21. It will not be returned to the contractor and the same will remain the property of the department.
22. All required register will be issued by Engineer-in-Charge/Executive Engineer duly marked in chronological order but the contractor will have to arrange all such registers/stationery etc. Nothing extra shall be paid on this account.
23. The contractor will have to arrange the entire required Computer & peripherals including operating staff and necessary consumable/software, furniture etc. at his own cost pertaining to his job and he will take all the settings back only after the expiry of the agreement for which nothing extra shall be paid. The contractor shall avail the facility of existing telephone provided by the department. However, the payment of bills for the same shall be borne by the contractor itself. The contractor will have to provide an Android phone with active internet connection and data package as required to the supervisor which will be exclusively used only for the purpose of maintenance.
24. The personnel and laborers engaged by the contractor under this contract shall wear **neat and clean uniforms** as approved by the Engineer-in-charge along with name badges. An identity card duly countersigned by Engineer-in-charge or his representative shall be issued to each personnel by the contractor to have proper identifications. The character and antecedents of the staff employed by the contractor shall be verified from the police officials by the contractor.
25. The contractor shall have registration with Employee's Provident Fund commissioner and Employee's state Insurance Corporation for safe-guarding interest of his workmen. He shall obtain all other necessary approvals from statutory bodies as per law in vogue.
26. All T&P, scaffoldings, ladders/Hydra etc., instruments/meters for maintenance, consumable and Contingent Articles required for execution of the work shall be arranged by the contractor.
27. Staff employed by the contractor should be well behaved, Polite and courteous. Any complaint against staff on behavior should be taken very seriously and such staff should be removed by the contractor immediately from the site and replacement shall be provided immediately.
- ~~28. All dismantled material will be removed from site by contractor after verification of measurement of the same by JE.~~
29. The contractor shall make all safety arrangement required for the labour engaged by him at his own cost. All consequences due to negligence or due to lapse of security/safety or otherwise shall be borne

by the contractor. The department shall not be responsible for any mishap, injury, accident or death of the contractor's staff. No claim in his regard shall be entertained/accepted by the department. Also, Contractor is responsible to the damage caused to any man/material other than his team during execution and AIIMS Kalyani will not be responsible for that.

30. Contractor shall be fully responsible for any damages caused to govt. property or allotter's property by him or his labour in carrying out the work and shall be rectified by the contractor at his own cost.
31. GST and other Taxes as applicable shall be recovered/ paid from the contractor's bill as per Govt. of India/AIIMS Rules.
32. Chases, holes & drilling works etc. shall be done using power operated tools in the cost of Contract. No extracharges will be paid for the same.
33. For non-compliance or partial compliance of satisfactory execution of items, the Engineer-in-charge reserves his rights to levy compensation in accordance with the scale of non-conformity and the period for which this non-conformity continues. However, the total amount of this compensation for the whole contract shall not exceed 10% of the tendered value of this contract. This shall be without prejudice to other remedies available to Engineer-in-charge under this contract to take action against the contractor.
34. The workers sent for attending the complaints shall carry a complaint diary and get the feedback recorded from the all users regarding attending the complaint. In case, it is found that the complaint has been attended unsatisfactorily; it will be considered as unattended. List of such complaints shall be submitted to the Engineer-in-Charge or his representative on daily basis.
35. The contractor or his representative at the service center shall maintain complaint register for recording the complaints.
36. Required Space will be handed over to the contractor free of cost by the department; for receiving the complaints and for the engineer engaged by him.
37. The agency shall restore back the premises and other articles provided by the department to the AIIMS at the time of closure of the contract.
38. In the case of discrepancy between the schedule of quantities, the Specifications and/or the Drawings, the following order of preference shall be observed: -
  - (a) Description of schedule of quantities.
  - (b) Additional specifications and special conditions, if any.
  - (c) Contract clauses of General conditions of contract for Central P.W.D. Works. (IV) CPWD specifications.
  - (d) Architectural drawings.
  - (e) Indian standards specifications/BIS. (vii) Sound engineering practice. Any reference made to any Indian standards specifications in these documents, shall imply to the latest version of that standard, including such revisions/amendments as issued by the Bureau of Indian Standards up to last date of receipt to Tenders. The contractor shall keep at his own cost all such publications of relevant Indian Standards applicable to the work at site.
39. The contractor will maintain attendance records of the staff, which will be checked by the Junior



Engineer/Assistant Engineer/Executive Engineer/Engineer-in-charge of the work. In case of absence of any staff, recovery shall be made at the following rates: -

- a. Skilled Labour @ Rs. 2,000/-per day per person.
  - b. Semi-skilled/ Unskilled Labour @ Rs. 1500/- per day per person.
40. The contractor and/or his authorized agent should see the site order book every day and get the compliance of instruction given by the JE/AE/Engineer-in-charge as per time schedule.
  41. The contractor will not pitch up tents for laborers, materials and his stores etc.
  42. No permanently /temporary huts/structures shall be constructed by the contractor at the site of work or at any government land/premises. Such structures, if any, found at the site or at AIIMS, Kalyani land shall be demolished and removed at the cost of the agency without any notice.
  43. Any damage to the building structure, fittings or any other articles etc. done by the contractor or his Workman during the execution of the work shall be made good by the contractor at his own cost.
  44. The contractor shall clear the site properly after the completion of the work.
  45. The labor engaged for attending complaints shall carry necessary tool kit, container (Tasla), required for mixing any cements and or other material and should carry with water bottle and waste bag for collection of minor rubbish material if received during attending the complaints, so that the site of work shall remain neat and clean.
  46. Major/ Minor complaint shall be decided by the Engineer-in-charge or his representative. The decision of Engineer- in-charge shall be final &binding.
  47. **Breach of Terms and Conditions.** Non-compliance of any terms and conditions enumerated in the contract shall be treated as breach of contract. Or In Case of breach of any terms and conditions as mentioned above, the Competent Authority, will have the right to reject the bid at any stage without assigning any reason thereof and nothing will be payable by AIIMS, Kalyani in that event the EMD shall also stand forfeited.
  48. **Arbitration.** The Arbitration shall be held in accordance with the provision of the Arbitration and conciliations Act, 1996 and the venue of arbitration shall be at Kalyani. The decision of the Arbitrator shall be final and binding on the both parties.
  49. Payment will be made on Monthly basis after due Certification of the Bills by the Representative of Engineer-in-Charge.
  50. The contractor will have to submit the monthly bank transaction statement showing details of salary of all his workmen. The contractor will have to pay the monthly salary to all his workmen in 1st week of every month irrespective of any other situation.
  51. The contractor will have to **arrange trolleys/Wheel Barrows** for the shifting of materials within the campus at his own cost.
  52. The Rate quoted by the contractor for the Manpower component should be adequate for the payment as per minimum wages act of central government. The Bid will not be considered if the contractor's quoted price for manpower is less than the rates as per the minimum wages category mentioned by the ministry of labour, Government of India plus due provisions to meet the following expenses:
    - A) ESIC.

- B) EPF.
- C) GST

53. The contractor shall disburse wages to **his** workers by 7th day of each month through Electronic Transfer (ECS). In case due to any circumstances beyond control of contractor, payment shall be made by bearer cheque for the period up to maximum of three months, in any circumstances, cash payment of wages is not acceptable.
54. The contractor shall not pay the wages less than what is legally admissible to be paid along with other elements as mentioned above. Any violation in this regard will result into the forfeiture of the Performance Security in addition to severance of this contract. The contractor will not charge any money or seek any gratitude or favor in any form from his workmen for this job before or after their deployment. An undertaking in this regard will be attached with the biodata of the **work** manpower which will be signed by the contractor as well as by the personnel deployed. Any violation of this clause lead to termination of the contract and penal action as appropriate. The contractor will submit the document along with the bill such as proof of deposit of ESI, EPF, Service Tax/GST proof of payment of salary through ECS.

### **CONDITIONS FOR SUPPLY OF MATERIAL**

1. The material shall be as per CPWD specifications with up to date correction slip and ISI specifications wherever mentioned.
2. In the event to any variation between CPWD specifications and that in the IS Code the former shall take precedence over the later. In the event of variation between the nomenclature of item as per schedule of quantities and specifications, the former shall prevail.
3. Material will be supplied by the contractor within 07 days after giving the requirement. However, the materials required for work of urgent nature shall be supplied as per need of the hour but not exceeding 1 working day. Failure to meet this time frame (except for reasons not reasonably within contractor's control) would attract imposition of **Rs.10, 000/-** per day penalty which shall be recovered from contractor's bill after giving notice.
4. The sample of all the items shall have to be got approved by the Contractor from the Engineer-in-Charge, and this shall be without prejudice to the right of Engineer-in-Charge to get random samples tested out of the actual lot received as per additional conditions.
5. The contractor shall if required furnish the manufacturer's certificate that the material supplied satisfy the requirements of the relevant specifications.
6. The Engineer-in-Charge shall be at liberty to test respective sample(s) of each item of schedule of quantity in any approved laboratory as decided by him. The sample for testing shall be provided by the contractor. If the test proves satisfactory and the material is accepted, the testing charge in respect of satisfactory test shall be borne by the contractor himself. All other expenditure required to be incurred for making available the sample, conveyance and packing etc, shall be borne by the contractor himself. In case any sample of particular lot fails in testing the contractor shall be bound to replace the entire lot with fresh material of prescribed specifications and the rejected lot shall only be returned to the contractor after fresh lot is supplied. Testing charges in respect of failed sample will be borne by the contractor himself.
7. Rejected materials shall have to be removed by the contractor at his own cost within a week of the instructions of doing so. Also go-down rent as decided by Engineer-in-Charge shall be charged by the department.
8. In case of any dispute regarding rejection of quantity of materials, the decision of Engineer-in-Charge shall be final and binding up on the contractor.
9. Conditional tenders are liable to be summarily rejected.

10. The rates shall be quoted only in the schedule of quantities attached with the tender and nowhere else i.e. letter heads etc.
11. The contractor is specifically required to quote only one rate against each item. The rate Quoted for any item of material shall conform to the prescribed specifications.
12. For materials used in this work, the record shall be maintained at site in as standard Performa to watch quality and consumption of the material.

### **Special Conditions**

1. Contractor shall be solely responsible for compliance to the provisions of various Labour and industrial laws, such as wages, allowances, compensations, EPF, ESIC, Bonus, Gratuity, etc. relating to personnel deployed by them at AIIMS, Kalyani site or for any accident caused to them. The institute shall not be liable to bear any expense in this regard.
2. The Contractor shall specifically ensure compliance of various Laws / Acts, including but not limited to with the following and their re- enactments / amendments / modifications: -
  - I. The Payment of Wages Act 1936.
  - II. The Employees Provident Fund & MP Act, 1952.
  - III. The Contract Labour (Regulation) Act, 1970.
  - IV. The Payment of Bonus Act, 1965.
  - V. The Payment of Gratuity Act, 1972.
  - VI. The Employees State Insurance Act, 1948.
  - VII. The Employment of Children Act, 1938.
  - VIII. The Motor Vehicle Act, 1988.
  - IX. Minimum Wages Act, 1948

#### **3. Termination of Contract:**

AIIMS, Kalyani would have the right to terminate the contract, in case the work performance is not up to the standard, or in case there is any violation of AIIMS, Kalyani rules & regulations, or if there is any lapse in compliance of any labour legislation. If there is any incident of indiscipline on the part of the Tenderer or his staff the agreement may be terminated. The decision of AIIMS, Kalyani's management in this regard would be final and binding on the Tenderer. In such an event, AIIMS, Kalyani shall have the right to engage any other tenderer to carry out the task.

#### **4. Deviation of quantities of Contract:**

The contractor would be required to execute the quantities with deviation up to 50% on either side if so desired by the department at the same quoted rate.

#### **5. Dispute Settlement:**

- a. The contract shall be governed by laws and procedures established by Govt. of India, within the framework of applicable legislation and enactment made from time to time concerning such commercial dealings/ processing.
- b. It is mutually agreed that all differences and disputes arising out of or in connection with this agreement shall be settled by mutual discussions and negotiations. If such disputes and differences cannot be settled and resolved by discussions and negotiations then the same shall be referred to the sole Arbitrator appointed by the Executive Director, AIIMS, Kalyani whose decision shall be final and binding on both the parties.
- c. The Arbitration shall be held in accordance with the provision of the Arbitration and conciliations Act, 1996 and the venue of arbitration shall be at Kalyani. The decision of the Arbitrator shall be final and binding on the both parties.

FINANCIAL INFORMATION

I. Financial Analysis - Details to be furnished duly supported by figures in balance sheet/ profit & loss account for the last three financial years duly certified by the Chartered Accountant, as submitted by the applicant to the Income Tax Department (Copies to be attached). The contractor may fill first box if data for 4<sup>th</sup> box not available with him till the date of his application.

|   | Financial year<br>2020-21 | Financial year<br>2021-22 | Financial year<br>2022-23 | Financial year<br>2023-24 |
|---|---------------------------|---------------------------|---------------------------|---------------------------|
| Gross Turn Over on construction works →   |                           |                           |                           |                           |
| Profit/Loss (standalone financial statement and consolidated financial statement both). |                           |                           |                           |                           |

II. Financial arrangements for carrying out the proposed work.

Signature of Chartered Accountant with Seal

Signature of Bidder(s)

FORM "B"

BANKER'S CERTIFICATE FROM A COMMERCIAL BANK

This is to certify that to the best of our knowledge and information that M/s./ Sh.....  
 ..... having marginally noted address, .....as a Customer of our bank are/ is  
 respectable and can be treated as good for any engagement up to a limit of Rs.....  
 (Rupees.....)  
 This certificate is issued without any guarantee or responsibility on the bank or any of the officers.

(Signature) For the Bank

NOTE

1. Banker's Certificates should be on letter head of the Bank, addressed to tendering authority.
2. In case of Partnership firm, certificate should include names of all partners as recorded with the Bank.

FORM-B1

FORM FOR CERTIFICATE OF NET WORTH FROM CHARTERED ACCOUNTANT

"It is to certify that as per the audited balance sheet and profit & loss account during the financial year ....., the Net Worth of M/s ..... (Name & Registered Address of individual/firm/ company), as on ..... (the relevant date) is Rs. .... after considering all liabilities. It is further certified that the Net Worth of the company has not eroded by more than 30 % in the last three years ending on (the relevant date)."  
 Unique Document Identification Number (UDIN) .....

Signature of Chartered Accountant .....  
 Name of Chartered Accountant .....  
 Membership No. of ICAI

Date and Seal

**DETAILS OF ELIGIBLE SIMILAR NATURE OF WORKS COMPLETED DURING THE LAST SEVEN YEARS ENDING PREVIOUS DAY OF LAST DAY OF SUBMISSION OF TENDERS**

| S.No | Name of work/project And location | Owner or sponsoring organization | Cost of Work in crores of rupees | Date of commencement as per contract | Stipulated date of completion | Actual date of completion | Litigation / arbitration cases pending/ in progress with details* | Name and address/ telephone number of officer to whom reference may be made | Whether the work was done on back to back basis Yes/ No |
|------|-----------------------------------|----------------------------------|----------------------------------|--------------------------------------|-------------------------------|---------------------------|---|---|---|
| 1    | 2                                 | 3                                | 4                                | 5                                    | 6                             | 7                         | 8   | 9   | 10  |
|      |                                   |                                  |                                  |                                      |                               |                           |   |   |   |

\* Indicate gross amount claimed and amount awarded by the Arbitration Tribunal.

(Authorized Signature of the Bidder with Seal)

FORM-C1

**PROJECTS UNDER EXECUTION**

| S.No. | Name of work/ Project And location | Owner or Sponsoring organization | Cost of work in crores of rupees | Date of commencement as per contract | Stipulated date of completion | Upto date percentage progress of work | Slow progress if any and reasons thereof | Name and address/ telephone number of officer to whom reference may be made | Remarks |
|-------|------------------------------------|----------------------------------|----------------------------------|--------------------------------------|-------------------------------|---------------------------------------|--|---|---------|
|       |                                    |                                  |                                  |                                      |                               |                                       |  |   |         |

Signature of Bidder(s)

FORM FOR DETAILED INFORMATION BY BIDDER

|  |   |
|--|---|
| Name of Firm/Contractor/Supplier   | : |
| Complete Address and Telephone Number  | : |
| Name of Proprietor/Partner/Managing Director/Director  | : |
| Phone Number   | : |
| Mobile Number  | : |
| e-Mail ID  | : |
| Name and address of service Centre nearby Kalyani  | : |
| Whether the firm is a registered Firm(Yes/No.<br>Attach Copy of Certificate)                               | : |
| PAN Number.<br>(enclose the attested copy of PAN Card)   | : |
| Service Tax Number.<br>(enclose the attested copy of VAT Certificate)                                      | : |
| GST Number<br>(enclose the attested copy of VAT Certificate)   | : |
| Whether the firm has Uploaded the Bank Draft/Pay Order/<br>Banker's Cheque of Earnest Money Deposit (EMD). | : |
| Whether the Firm/Agency as signed Each &Every page of Tender/NIT   | : |
| EPF No.<br>(Enclose the attested copy of EPF Registration Certificate)                                     | : |
| ESI Code.  | : |
| Any other information, if necessary.   | : |

(Authorized Signature of the Bidder with Seal)

**All India Institute of Medical Sciences**  
**(Bidder Undertaking Against item Rate Bid for Work)**

**e-Tender for the work of: Supply of material and manpower for day –to- day departmental civil and electrical maintenance works for AIIMS Kalyani for 12 months (2025-26).**

**To be submitted online by:**

(a) Time and date of online Opening of Technical Bids. : \_\_\_\_\_

(b) Time and date of opening of Online Financial Bids. : **To be intimated later.**

**T E N D E R**

I/We have read and examined the notice inviting tender, schedule along with Appendices A, B, C and E as per Specifications applicable, Drawings & Designs, general Rules and Directions, Conditions of contract, Clauses of Contract, Special conditions, Schedule of Rate & other documents and Rules referred to in the conditions of contract and all other contents in the tender documents for the work.

A sum of **Rs. 8,28,659.00** (Rupees Eight lakh twenty eight thousand six hundred fifty nine only) is hereby forwarded in Bank Guarantee of scheduled Bank/Demand Draft of a scheduled Bank/Bank Guarantee issued by a scheduled Bank **as Earnest Money**. If I/We, fail to furnish the prescribed Performance Guarantee within prescribed period, I/We agree that the said Director, AIIMS, KALYANI or his successors, in office shall without prejudice to any other right or remedy, be at liberty to forfeit the said Earnest Money absolutely. Further, if I/We fail to commence work as specified, I/We agree that Director, AIIMS, KALYANI or the successors in office shall without prejudice to any other right or remedy available in law, be at liberty 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 the tender form. Further, I/We agree that in case of forfeiture of Earnest Money & Performance Guarantee as aforesaid. I/We shall be debarred for participation in the retendering process of the work.

I/We undertake and confirm that eligible similar work(s) mentioned by me have not been got executed through another contractor on and, if such a violation comes to the notice of AIIMS, KALYANI, then, I/We shall be debarred for tendering in AIIMS, KALYANI in future forever. If such a violation comes to the notice of AIIMS, KALYANI before date of start of work, the Administrative Officer 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.

Dated:

Signature of Contractor with full Postal Address

Witness: \*

Occupation:\*

Address: \*

\* To be filled in by the Contractor

**DECLARATIONS**  
**(TO BE GIVEN BY THE TENDERERS)**

It is to certify that: -

NOTE: - (To be certified by all the partners in case of partnership firms, by all the directors in case of companies).

a. "I/We undertake and confirm that eligible similar Work(s) have not been got executed through another contractor on back-to-back basis. Further, it is stated that, if such a violation comes to the notice of Department, then I/We shall be debarred for bidding in AIIMS Kalyani in future forever. Also, if such a violation comes to the notice of AIIMS, Kalyani before date of start of work, the Executive Director shall be free to forfeit the entire amount of Earnest Money Deposit/Performance Guarantee".

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

Signature of the Tenderer

b. "The Original Instrument for EMD (Demand Draft) and Self Certified copies of other Eligibility Documents shall be deposited by me/us with the FIC Procurement, AIIMS, Kalyani before the scheduled time and date of opening of technical bid failing bid failing which AIIMS Kalyani shall reject the Bid.

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

Signature of the Tenderer

c. I/We undertake and confirm that I/ we have not been blacklisted in any government/semi government department/PSU for the period of this contract. In case this information is found in correct I/We may be subjected to due penalty and legal action.

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

Signature of the Tenderer



**FORM OF PERFORMANCE SECURITY (GUARANTEE)**

1. In consideration of the Executive Director, AIIMS, Kalyani (hereinafter called "the Government ") having offered to accept the terms and conditions of the proposed agreement between and (hereinafter called "the said Contractor(s)") for the work (hereinafter called "the said agreement}") having agreed to production of an irrevocable Bank Guarantee for Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_ only) as a security/guarantee from the contractor(s) for compliance of his obligation in accordance with the terms and conditions in the said agreement.

I/We (hereinafter referred to as Bank) hereby (Indicate the name of the Bank) undertake to pay to the Government a amount not exceeding Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_ only) on demand by Government.

2. I/We do hereby undertake to pay the (Indicate the name of the Bank) amount due and payable under this Guarantee without any demur, merely on a demand from the Government 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 Rs \_\_\_\_\_ (Rupees \_\_\_\_\_ only).

3. I/We the said bank undertake to pay to the Government 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 there to, our liability under this present being absolute and unequivocal.

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

5. I/ We further agree that the guarantee herein contained (Indicate the name of Bank) shall remain in full force and effect during the period that would be taken for the performance of the said agreement and it shall continue to be enforceable till all the dues of the Government 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 Government, certifies that the terms and conditions of the said Agreement have been fully and properly carried out by the said contractor(s) accordingly discharges this guarantee.

6. I/We further agree with the Government that the (Indicate the name of Bank) Government shall have the fullest liberty without our consent, and without affecting 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 Government against the said contractor(s) and to forebear or enforce any of the terms and conditions relating to the said agreement & we shall not be relieved from our liability by reasons of any such variation or extension being granted to the said contractor(s) or for any forbearance, act of omission on that part of the Government or any indulgence by the Government 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.

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

8. We lastly undertake not to revoke this (Indicate the name of Bank) guarantee except with the previous consent of the Government in writing.

9. This Guarantee shall valid up to \_\_\_\_\_ unless extended on demand by Government, notwithstanding anything mentioned above, our liability against this Guarantee is restricted to Rs. \_\_\_\_\_ (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 the Guarantee shall stand discharged.

Dated the \_\_\_\_\_ day of \_\_\_\_\_ for \_\_\_\_\_

(Indicate the name of Bank)

**AGREEMENT****Format for Agreement**

(to be made on Rs.100/- Non- Judicial Stamp Paper)

This agreement is made at Kalyani on the \_\_\_\_\_ day of \_\_\_\_\_ Month of \_\_\_\_\_ 20\_\_\_\_ (Two Thousand \_\_\_\_\_) **between the Executive Director, All India Institute of Medical Sciences, Kalyani** acting through **Superintending Engineer, AIIMS, Kalyani** having its **Office at AIIMS, Kalyani-741245** (herein after called **'Client'** which expression shall, unless repugnant to the context or meaning thereof be deemed to mean and include its successors, Legal Representatives and assigns) of the First party,

**and**

M/s \_\_\_\_\_ (Second party) having its registered Office at

\_\_\_\_\_ (Here in after called the **'Agency'** which expression unless repugnant to the Context shall mean and include its successors-in-interest assigns etc.) of the Second Party.

WHEREAS the "Clint" is desirous to engage the **"Agency"** for the work **"Supply of material and manpower for day –to- day departmental civil and electrical maintenance works for AIIMS Kalyani for 12 months (2025-26)."**, as per the terms and conditions stated below: -

- (a) All the Terms & conditions of the Tender document will form as the part of this Agreement.
- (b) The agency shall be solely responsible for compliance to provisions of various Labour, Industrial and any other Laws applicable and all Statutory Obligations such as Wages, Allowances, Compensations, EPF, Bonus, Gratuity, ESI etc. relating to personnel deployed in AIIMS, Kalyani. The client shall have no liability in this regard.
- (c) The Agency shall be solely responsible for any Accident/Medical/Health related Liabilities/Compensation for the personnel deployed at it at AIIMS, Kalyani site. The Client shall have no liability in this regard.
- (d) Any violation of Instructions/Agreement or Suppression of facts will attract cancellation of Agreement without any reference or any notice period.
- (e) The Contract can be terminated by giving 01 (One) Month Notice by the AIIMS, Kalyani.
- (f) In case of Non-Compliance with the contract, the Client reserve sits right to Cancel/Revoke the contract.
- (g) Performance Security amounting to @5% of the Annual Contract Value, in the form of Fixed Deposit Receipt or Bank Guarantee form a scheduled Bank shall be furnished by the Agency at the time of signing of the Agreement.
- (h) The Agency Shall be fully responsible for timely monthly payment of wages i.e. by 07<sup>th</sup> of every month without fail and any other dues to the personnel deployed at AIIMS, Kalyani as per rates mentioned in the schedule without any deductions except PF& ESI as admissible.
- (i) The personnel provided by the Agency will not claim to become the employees of AIIMS, Kalyani and there will be no employee and Employer relationship between the personnel engaged by the Agency & AIIMS, Kalyani.
- (j) There would be no increase in rates payable to the Agency during the Contract Period.
- (k) The Agency also agrees to comply with annexed Terms & Conditions of the Tender and amendments thereto from time to time.
- (l) Decision of Client in regard to interpretation of the Terms& Conditions of the Tender shall be final and binding on the Agency.
- (m) The Agency shall ensure full compliance with Tax laws of India with regard to this contract and shall be solely responsible for the same the Agency shall keep client full indemnified against liability of Tax, Interest Penalty and any other legal Liability etc. of the Agency in respect thereof, which may arise. No Service Tax will be paid by AIIMS, Kalyani. The Books of Accounts of the Agency as regards this outsourcing work shall be open for examination by the Institute as

and when required.

(n) In case of any dispute between the Agency and Client, Client shall have the right to decide. However, all matters of jurisdiction shall be at the Local Courts of Kalyani.

(o) The Agency will provide Police Verification Certificate of each Employee within a period of 03 (Three) Months from the date of deployment exception respect of Ex-Servicemen and retired Government Employees. Failing this, the deployment shall be liable for cancellation.

(p) THIS AGREEMENT will take effect from the \_\_\_\_\_ day of \_\_\_\_\_ Month of \_\_\_\_\_ 202... (Two Thousand Twenty.....) and shall be valid for 01 (One) Year and extendable for another 6 months) year as desired by AIIMS Kalyani.

This day of \_\_\_\_\_ 20\_\_\_\_, both the parties here to have caused their respective common seals to be hereunto affixed (or have hereunto set their respective hands and seals) the day and year mentioned above in Kalyani in the presence of the witness: -

.....  
(For and on behalf of Bidder/Contractor)

.....  
(For and on behalf of Principal/Owner)

WITNESSES:

.....  
(Signature, Name and address)

.....  
(Signature, Name and address)

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

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

Place: \_\_\_\_\_

Place: \_\_\_\_\_

Evaluation Criteria

The technical bids would be evaluated as per the following evaluation table:

| <b>ALL INDIA INSTITUTE OF MEDICAL SCIENCES, KALYANI</b>   |  |  |  |                 |
|---|--|--|--|-----------------|
| <b>CHEKLIST FOR BID DOCUMENTS OF Supply of material and manpower for day –to- day departmental civil and electrical maintenance works for AIIMS Kalyani for 12 months (2025-26)</b> |  |  |  |                 |
| <b>NIT No. ::</b>   |  |  |  |                 |
|   |  | <b>Estimated Cost</b>                        | Rs.2,76,21,976.00<br>(RUPEES TWO CRORE SEVENTY SIX LAKH TWENTY ONE THOUSAND NINE HUNDRED SEVENTY SIX ONLY)   |                 |
|   |  | <b>EMD Rs.</b>                               | Rs.8,28659.00<br>(Rupees Eight lakh twenty eight thousand six hundred fifty nine only) In favor of “All India Institute of Medical Sciences, Kalyani”) |                 |
|   |  | <b>Average annual Turnover required= 30%</b> | 8286592  |                 |
|   |  | <b>80% value</b>                             | 22097578   |                 |
|   |  | <b>60% value</b>                             | 16573184   |                 |
|   |  | <b>40% value</b>                             | 11048789   |                 |
| <b>Closing date of bid submission :</b>   |  |  |  |                 |
| <b>Ref. Nomination of committee on case file note sheet on</b>  |  |  |  |                 |
|   |  | <b>NAME OF AGENCIES</b>                      |  |                 |
| <b>Sl. No.</b>  | <b>LIST OF DOCUMENTS</b>   | <b>AGENCY 1</b>                              | <b>AGENCY 2</b>  | <b>AGENCY 3</b> |
| 1   | EMD in favor of AIIMS,Kalyani by Demand Draft of any scheduled Bank  |  |  |                 |
| 2   | Copies of Contractor’s Enlistment of appropriate class and category as per the tendered work.  |  |  |                 |
| 3   | Balance sheet for balance sheet 3 years  |  |  |                 |
| 4   | Profit and loss account for last 3 years   |  |  |                 |
| 5   | FORM-A Financial information   |  |  |                 |
| 5a  | He should have average Annual Financial Turnover during the immediate last 03 (Three) consecutive Financial years ending 31st March 2024 of Minimum 30% of EC  |  |  |                 |
| 5b  | He should have positive net worth and should not have incurred loss in last 03 (Three) years ending 31st March 2024, for which he would submit documentary proof duly certified by a Chartered Accountant. ( see Form B-1) |  |  |                 |

|    |  |  |  |  |
|----|--|--|--|--|
| 5c | Whether Financial arrangements for carrying out the proposed work has been submitted and certified by CA (see Form A, para II)   |  |  |  |
| 6  | Whether bankers Certificate as per form B is submitted and found satisfactory  |  |  |  |
| 7  | Whether Form for certificate of net worth from CA as per form B-1 is submitted and found satisfactory  |  |  |  |
| 8  | Form C : Whether Projects Details of eligible similar nature of works completed during the last seven years ending previous day of last day of submission of tenders as per form C is submitted and found satisfactory |  |  |  |
| 8a | If "FORM-C" submitted then correctness of "FORM-C" to be checked with :  |  |  |  |
|    | Certificate of Work Experience & Completion Certificate of Similar Work from Client issued by an officer of appropriate level.   |  |  |  |
| 9  | Form C-1<br>Whether Projects under execution as per form C-1 is submitted and found satisfactory   |  |  |  |
| 10 | Similar works completed  |  |  |  |
| a  | Three (03) similar works each of value <b>not less than 40%</b> of estimated cost put to tender. <b>OR</b>   |  |  |  |
| b  | Two (02) similar works each of value <b>not less than 60%</b> of estimated cost put to tender. <b>OR</b>   |  |  |  |
| c  | One (01) similar works each of value <b>not less than 80%</b> of estimated cost put to tender.   |  |  |  |
| 11 | Certificate of Registration for GST  |  |  |  |
| 12 | Form -1: Detailed information of the Bidder  |  |  |  |
| 13 | Form-2: Bidders undertaking against Item Rate Bid for Work   |  |  |  |
| 14 | Form-3 "DECLARATIONS"  |  |  |  |
| 15 | Copies of ESIC Registration  |  |  |  |
| 16 | Copies of EPF Registration.  |  |  |  |

Schedule of quantities- cum- price bid format  
**(to be upload online only and no hard copy to be forwarded)**  
**AIIMS, Kalyani**

**Name of work:** Supply of material and manpower for day –to- day departmental civil and electrical maintenance works for AIIMS Kalyani for 12 months (2025-26).

**Part A: Manpower**

| Sl no. | Description of Item   | Unit                       | Quantity<br>(In Man-days) | Rate in Figures<br>Per labour per day Rs.<br>Including wages, EPF, ESI, 1%<br>labour cess, GST and service<br>charge | Amount in Rupees<br>= Quantity (4.) * Rate(5.) |
|--------|---|----------------------------|---------------------------|--|--|
| 1.     | 2.  | 3.                         | 4.                        | 5.   | 6.   |
| (1)    | Labour skilled  | Per labour per working day | 33 x 12 x 26              |  |  |
| (2)    | Labour Semi skilled   | Per labour per working day | 7x12x26                   |  |  |
| (3)    | Labour Un skilled   | Per labour per working day | 28 x 12 x 26              |  |  |
| (4)    | Extra cost for meeting the statutory requirements of uniform, PPE, Tools etc given to the workmen and additional wages or allowances if any which the agency is likely to pay | Per labor per month        | 68x12                     |  |  |

**Part B : Material**

| Sl. NO. | Material  | Corresponding Quoted amount including Carriage, loading unloading, profit, overheads and GST<br><br>Amount in Rupees |
|---------|---|--|
| (5)     | Civil Engg. Materials as per department's requirement whose total cost as per CPWD DSR-2023 Basic rates is Rs. 10.00 Lakh                 |  |
| (6)     | Electrical Engg. Materials as per department's requirement whose total cost as per CPWD Electrical DSR-2022 Basic rates is Rs. 10.00 Lakh |  |

**Note :**

1. The bidder should quote the Manpower rates in such a manner that he can meet the requirement of prevailing Minimum Wages and Minimum prescribed service charge of 3.85%. He should also be able to bear the increase in Minimum wages whenever there is a govt order of this effect during his entire contract period of 1 year and further extension if any of upto 6 months.

2. Labour rates will not be separately evaluated to see whether his quoted rates are sufficient to meet his legal liability towards labour payments. It will be assumed that in case of any deficit, it will be covered from his quoted rates for material and his own profit component considered in the quoted rates.

3. No extra payment is admissible in case of increase in prescribed Minimum wages or increase in cost of material. The lower quoted rate will not absolve the contractor from any of his legal obligations.

-----End-----