



**भारतीय रिजर्व बैंक / RESERVE BANK OF INDIA  
संपदा विभाग / ESTATE DEPARTMENT  
कोलकाता / KOLKATA**

**E-Tender  
For**

**Design, Supply, Installation, Testing and Commissioning of IP  
CCTV System For The Bank's Residential Premises at Alipore,  
Ultadanga, Dover Lane, Salt Lake and Dum Dum**

**Part I**

**Name of Bidder** \_\_\_\_\_

**Address** \_\_\_\_\_

**Date of Pre-Bid meeting:** 11:00 AM on January 3, 2024 at Estate Department 3rd floor, Reserve Bank of India, 15, N.S. Road, Kolkata-700001, West Bengal, India

**Due date and time for submission of tender:** 02:00 PM on January 15, 2024

<b>SCHEDULE OF TENDER (SOT)</b>	
e-Tender no.	RBI/Kolkata Regional Office/Estate/8/23-24/ET/264
Mode Of Tender	e-Procurement System (Online Part I - Techno-Commercial Bid and Part II - Price Bid through <a href="https://mstcecommerce.com/eprocn">https://mstcecommerce.com/eprocn</a> )
Publication of NIT in press, Bank's website and e-procurement portal and uploading tender on the e-procurement portal	16:00 Hrs on December 7, 2023 onwards
Availability of tender for viewing	December 27, 2023
Pre-Bid meeting	Offline January 03, 2024 at 11:00 AM at <b>Estate Department, RBI Kolkata, 3<sup>rd</sup> Floor, BMOP, Kolkata-700 001</b>
Publication of minutes of Pre-Bid meeting/addendum, if any	January 05, 2024
Availability of tender (Part-I and Part-II) for submission including Pre-Qualification (PQ) Documents	January 15, 2024 up to 2:00 PM
i) Earnest Money Deposit by NEFT / BG	<b>Rs. 50,000/- (Rupees Fifty Thousand only)</b> in the form of BG, in favour of Reserve Bank of India, Kolkata, to be delivered in physical form at Estate Department, RBI Kolkata or NEFT  NEFT Details A/c No – 186003001 IFSC CODE – RBIS0KLPA01
Last date of submission of EMD.	January 15, 2024 up to 12:00 Noon
Date & time of opening of Part-I (i.e. Techno-Commercial Bid)  Part II of the online tender will be opened on same day or subsequent date, which will be intimated to the tenderers in advance.	3:00 PM on January 15, 2024
Transaction Fee	Rs -----  Payment of Transaction fee through mstc payment gateway /NEFT/RTGS in favor of MSTC LIMITED

<b>Contents</b>			
Sr. No.	Description	Page No.	
		From	To
<b>Part I- Techno Commercial Bid</b>			
1	<b>Section I : Form of Tender/Bid</b>	5	7
2	<b>Section II : Pre- Qualification Criteria, Scope of work and Project Information</b>	8	12
3	<b>Section III : General rules and Instruction to bidders</b>	13	20
4	<b>Section IV : General Conditions of Contract</b>	21	73
5	<b>Section V : Special Conditions of Contract</b>	74	82
6	<b>Section VI : Special Instruction to bidders</b>	83	84
7	<b>Section VII : Technical Specifications</b>	85	91
a	Technical Specifications		
b	List of approved makes of materials and equipment		
8	<b>Section VIII : List of Schedules</b>	92	106
9	<b>Schedule A</b>	93	93
	Note on Schedule of Quantities		
10	<b>Schedule B</b>	94	96
	Check List and Information/ Compliances <b>to be furnished by the Bidders</b>		
11	<b>Schedule C</b>	97	101
	Safety Code		
12	<b>Schedule D</b>	102	102
	List of Documents to be maintained at site by the Contractor		
13	<b>Schedule E</b>	103	103
	General rules and instructions to the Bidders – Information		
14	<b>Schedule F</b>	104	106
	General Conditions of Contract – Information		
15	<b>Section IX: List of Annexures to various sections and Schedule</b>	107	137
	Format for Power of attorney for authorized signatory		
	Undertaking regarding site visit		
	Proforma of letter of authorization from OEM to participate in this bid		
	Proforma of Undertaking for maintenance confirmation by the bidder		
	Proforma of Bank Guarantee for Earnest Money Deposit/ Bid security		
	Draft Articles of agreement		
	Proforma of Bank Guarantee for Performance Security Deposit		
	Format for providing details for NEFT payment		
	Proforma of undertaking for Indemnifying Employer against Non Compliance to Contract Labour Rules/ Regulations		
	Format for submitting Client's Certificate		
	Format for submitting Banker's Certificate		
<b>Section X – Unpriced Bill of Quantity</b>			
16	<b>Schedule of Quantities</b>	138	140

## **DISCLAIMER**

Reserve Bank of India, Estate Department, Kolkata has prepared this document to give background information on the work to the interested parties. While Reserve Bank of India has taken due care in the preparation of the information contained herein and believe it to be in order, neither Reserve Bank of India nor any of its authorities or any of their respective officers, employees give any warranty or make any representations, express or implied as to the completeness or accuracy of the information contained in this document or any information which may be provided in association with it.

The information is not intended to be exhaustive. Interested parties are required to make their own inquiries and respondents will be required to confirm in writing that they have done so, and they do not rely only on the information provided by RBI in submitting the Tender. The information is provided on the basis that it is non – binding on Reserve Bank of India or any of its authorities or agencies or any of their respective officers, employees, agents or advisors.

Reserve Bank of India reserves the right not to proceed with the work or to change the configuration of the work, to alter the timetable reflected in this document or to change the process or procedure to be applied. It also reserves the right to decline to discuss the matter further with any party expressing interest.

No reimbursement of cost of any type will be paid to persons or entities expressing interest. Any amendments / corrigendum to the tender, if any, issued in future will only be notified on the RBI Website and MSTC Website and will not be published in the newspaper.

**Section I**  
**Form of Tender**

To,  
The Regional Director  
Reserve Bank of India  
Estate Department, Kolkata

Place:

Date:

Dear Sir/Madam,

Having read and examined the Notice Inviting tender, specifications, schedule of quantities, various schedules, General conditions of contract and clauses, Special conditions of contract, General rules and instructions to bidders and all other contents in the tender document for the work specified in the memorandum hereinafter set out and having examined the site of the works and having acquired the requisite information relating thereto as affecting the tender, I/We hereby offer to execute the works specified in the said memorandum within the time specified in the said memorandum at the rates mentioned in the attached schedule of quantities and in accordance in all respects with the specifications, designs and instructions in writing referred to in Conditions of Contract, the Articles of Agreement, Special Instructions, Schedule of Quantities and Special Conditions of Contract and with such materials as are provided for, by and in all other respects in accordance with such conditions so far as they may be applicable

**MEMORANDUM**

(a)	Description of work	:	Design, Supply, Installation, Testing and commissioning of IP CCTV System for Bank's Residential Premises at Alipore, Ultadanga, Dover Lane, Salt Lake and Dum Dum
(b)	Earnest Money (Rs.)	:	As specified in Schedule 'E' of the Tender
(c)	Performance Guarantee	:	Bank Guarantee from any scheduled Bank for an amount as specified in Special conditions of contract
(d)	Percentage, if any, to be deducted from each bill	:	5% RMD
(e)	Time allowed for completion of the work	:	As specified in Schedule 'E' of the Tender

2. We agree to keep the tender open for the validity period specified in Schedule 'E' of the tender and not to make any modification in its terms and conditions during the validity period or any other extended period as agreed mutually.
3. A sum as specified in Schedule 'E' of the Tender towards Earnest Money Deposit (EMD) is hereby forwarded in the form as specified in Schedule 'E' of the tender document. If I/We, fail to furnish the prescribed performance guarantee within the prescribed period, I/We agree that the Reserve Bank of India or its 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 Reserve Bank of India or its 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 document upon the terms and conditions contained therein.
4. Further, I/We agree that in case of forfeiture of Earnest Money or Performance Guarantee as aforesaid, I/We shall be debarred from participation in the re-tendering process of the work.
5. I/We undertake and confirm that eligible similar work(s) has/have not been got executed through another contractor on back to back basis. Further that, if such a violation comes to the notice of Reserve Bank of India, then I/We shall be debarred from tendering in Reserve Bank of India in future. Also, if such a violation comes to the notice of Reserve Bank of India before date of start of work, the Engineer-in-Charge shall be free to forfeit the entire amount of Earnest Money Deposit/Performance Guarantee.
6. I/We hereby declare that I/We shall treat the tender documents and other records connected with the work as secret/confidential documents and shall not communicate information/derived therefrom 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 Reserve Bank of India.
7. I/We understand and agree that you reserve the right to accept or reject any or all the tenders either in full or in part without assigning any reason therefor.
8. The Tender is submitted in e-tendering mode only. Part I contains all commercial terms and conditions and technical particulars and Part II contains only the price bid in the Bank's proforma.
9. Should this tender be accepted, I/We hereby agree to abide by and fulfill the terms and provisions of the said Conditions of Contract annexed hereto so far as they may be applicable or in default thereof to forfeit and pay to the Reserve Bank of India the amount mentioned in the said conditions.
10. Our bankers are (Name and full address)

(i)	
(ii)	

The names of partners of our firm are:

(i)	
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(ii)	
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Name of the partner of the firm authorized to sign OR	
Name of person having power of Attorney to sign the Contract (certified true copy of the Power of Attorney should be attached)	

Yours faithfully,

**Signature of Contractor**

Signatures and addresses of witnesses

	Signature	Address
(i)		
(ii)		

## Section II

### Pre-Qualification Criteria, Scope of Work and Project Information

Reserve Bank of India invites online e-tenders from Original Equipment Manufacturers (OEM) or their authorized dealers/integrators for “**Design, Supply, Installation, Testing and commissioning of IP CCTV System for Bank's Residential Premises at Alipore, Ultadanga, Dover Lane, Salt Lake and Dum Dum**”

1. Online Tenders by e-tendering process are invited for above work by Bank's Office Building at Kolkata-01. The e-tender is to be submitted through the website [www.mstcecommerce.com](http://www.mstcecommerce.com) . The work is estimated to cost Rs. 25 Lakhs /- (Rupees Twenty-Five Lakhs Only) and is to be completed within 60 days from 14<sup>th</sup> day from the date of award of work.
2. Online Tenders will be available to view/download for all firms from December 27, 2023 but only those contractors who have minimum 5 years' experience in the field of undertaking similar works of “Design, Supply, Installation, Testing and Commissioning of IP CCTV Surveillance System” shall be eligible for participation in the tender.
3. The contractor should have experience of satisfactory completed similar works during the last 5 years ending November 2023 from December 2018, should be either of the following:
  - (a) Three works each costing not less than 40% of the estimated cost.  
OR
  - (b) Two works each costing not less than 50% of the estimated cost.  
OR
  - (c) One work costing not less than 80% of the estimated cost.  
AND
  - (d) Have a minimum yearly turnover of 100% of the estimated cost during the last 3 financial years ending March 31, 2023 supported by audited financial statements.  
AND
  - (e) Have a service set up in Kolkata or at nearby city for rendering after sales service.
  - (f) Should furnish the latest solvency certificate issued by applicant's Banker for the estimated cost of work. Only tenderers who qualify as above will be eligible to participate in the tender for the work.

The required documents evidencing compliance of all the above criteria (Pre-Qualification Papers) shall be submitted by the firm on or before January 15, 2024 by 02:00 PM at Estate Department 3rd floor, Reserve Bank of India, 15, N.S. Road, Kolkata-700001, West Bengal, India.

4. The contractors shall also be required to furnish, at the time of submitting Pre-Qualification papers the following information in writing along with documents to satisfy the Bank about their eligibility for participating in the tendering process:

(a)	Composition of the firm	Full particulars (whether contractor is an individual or a partnership firm or a company etc.) of the composition of the firm of contractors in detail should be submitted along with the name(s) and address(es) of the partners, copy of the Articles of
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		association/power of Attorney/any other relevant document
(b)	Work experience and completion of similar works of specified value during the specified period	<p>Copies of the detailed work orders for the qualifying works indicating date of award, value of awarded work, time given for completing the work, etc. and the corresponding completion certificates indicating actual date of completion and actual value of executed similar works should be enclosed in proof of the work experience.</p> <p>The details along with documentary evidence of previous experience if any, of carrying out works for the Reserve Bank of India at any centre should also be given.</p>
(c)	Creditworthiness of the contractor & their Turn over during the specified period	Copies of the Income Tax Clearance Certificates/Income Tax Assessment orders along with the latest final accounts of the business of the contractor duly certified by a Chartered Accountant and turnover for last three financial years (FY 2022-23, FY 2021-22 & FY 2020-21).
(d)	Name(s) and address(es) of the Bankers and their present contact executives	Written information about the names and address of their bankers along with full details like names, postal addresses, e-mail IDs, telephone (landline and mobile) nos., fax nos. etc. of the contact executives (i.e. the persons who can be contacted at the office of their bankers by the Bank, in case it is so needed) should be furnished
(e)	Details of bank accounts	Full particulars of their bank accounts, like account no., type, when opened etc. should be given
(f)	Name(s) and address(es) of the Clients and their present contact executives.	Written information about the names and addresses of their clients along with full details, like names, postal addresses, e-mail IDs, telephone (landline and mobile) nos., fax nos. etc. of the contact executives (i.e. the persons who can be contacted at the office of their clients by the Bank in case it is so needed) should be furnished.
(g)	Details of completed works	The client-wise names of work(s), year(s) of execution of work(s), awarded and actual cost(s) of executed work(s), completion time stipulated in the contracts (s) and actual time taken to complete the work(s), names and full contact-details of the officers/authorities/departments under whom the work(s) was/were executed should be furnished.
(h)	Details of office setup	Address and contact details of the office set up.
(i)	Details of registration and copies of registration certificate/ documents	PAN GST Office of Labour Commissioner, if applicable

5. In the event of intending tenderer's failure to satisfy the Bank, the Bank reserves the right to refuse their participation/reject their tender.
6. Tender forms will be available for download on RBI website and on MSTC website <https://www.mstcecommerce.com> from December 27, 2023. A pre-bid meeting of the bidders will be held on January 3, 2024 at 11:00 AM in Estate Department, 3rd floor, Reserve Bank of India, 15, N.S. Road, Kolkata-700001, West Bengal, India.  
The Pre-Qualification papers super scribed as "Pre-Qualification documents for Design, Supply, Installation, Testing and commissioning of IP CCTV System for Bank's Residential Premises at Alipore, Ultadanga, Dover Lane, Salt Lake and Dum Dum" addressed by name to Shri. R. Kesavan, Regional Director, Reserve Bank of India, Kolkata shall be submitted to 3<sup>rd</sup> floor, Estate Department, Reserve Bank of India, Kolkata latest by January 15, 2024 till 02:00 PM for Bank's examination. Alternatively, all the Pre-Qualification papers shall be submitted by e-mail ([estatekolkata@rbi.org.in](mailto:estatekolkata@rbi.org.in)) on or before January 15, 2024 up to 2:00 PM.
7. An EMD of Rs. 50,000/- (Rupees Fifty Thousand only) shall be submitted in advance by all the bidders on or before January 15, 2024 by 12:00 Noon in the form and manner as prescribed in the Part-I of the tender.
8. Tender in prescribed form shall be submitted in two parts in online mode on MSTC website. Part-I tender will contain an online undertaking towards acceptance of Bank's standard technical and commercial conditions for the proposed work, tenderers' covering letter (scanned copy to be uploaded) and Part-2 (Price bid) to be filled online.
9. Part I of the tenders will be opened on January 15, 2024 at 03:00 PM in the online mode. Part II of the online tender will be opened on subsequent date, with due intimation to the eligible tenderers.
10. The applicants /tenders have to submit in a sealed envelope /cover:
  - a) Client's certificate as per format mentioned in the tender. (Annex-11)
  - b) Banker's certificate as per format mentioned in the tender. (Annex-12)

The certificates should be addressed to Shri. R. Kesavan, Regional Director, Reserve Bank of India, Estate Department, Kolkata- 700001 and shall be submitted on or before January 15, 2024 till 02:00 PM in a sealed envelope/cover at Estate Department, Kolkata. The client's certificate shall be accepted only when the same is signed by an official of the rank of Executive Engineer or equivalent in respect of a Government/Semi Government organization or a PSU. The client's certificate issued by the private organizations shall also accompany Tax Deducted at Source (TDS) certificates. Applications/tenders received without the above certificates are liable for rejection. The Bank shall have the right to independently verify these certificates.

The Bank shall evaluate the said reports before evaluation of price bid of the tenderers. If any tenderer is not found to possess the required eligibility for participating in the tendering process at any point of time and/or his performance reports received from his clients and/or his bankers are found unsatisfactory, the Bank reserves the right to reject his offer even after opening of Part-I of the tender. The Bank is not bound to assign any reason for doing so.

11. The Bank is not bound to accept the lowest tender and reserves the right to accept either in full or in part any tender. The Bank also reserves the right to reject any or all the tenders without assigning any reason thereof.

## **Scope of Work:**

1.1 The name of the work is “**Design, Supply, Installation, Testing and commissioning of IP CCTV System for Bank's Residential Premises at Alipore, Ultadanga, Dover Lane, Salt Lake and Dum Dum**”.

1.2 The scope of work shall include the following: “Design, Supply, Installation, Testing and commissioning of IP CCTV System for Bank's Residential Premises at Alipore, Ultadanga, Dover Lane, Salt Lake and Dum Dum”

- Delivery of entire material to Bank's site at Alipore, Ultadanga, Dover Lane, Salt Lake and Dum Dum in Kolkata including packing, handling, transporting, clearing, loading/unloading etc.
- Installation, testing & commissioning of all the components/ equipments/ accessories etc. as per technical specifications and handing over to the Bank and providing necessary site training to the users.
- Insurance as stipulated in the tender document.
- Providing all-inclusive service including all spares, labour, software installation/upgradation, repairs to cameras ,NVR network switches, Monitors attending faults of related cabling ,labour charges for relocation of cameras etc. during defect liability period (DLP) of 1 (ONE) year from the date of virtual completion and subsequent comprehensive Annual Maintenance Contract (CAMC) for the committed period of 7 years after expiry of defect liability period of 1(ONE) year as stipulated in the detailed requirement.
- All engineering, equipment, labour and permits required to satisfactorily complete the work as per specifications.
- Any other work related to but not specifically mentioned above, required for completion of the job as per the intent and scope of work.
- The tenderer should indicate in his tender the complete description of the working of the system/sub systems and their power requirements with all relevant brochures / literature etc. in addition to those details called for in the Technical Specifications.
- The Tenderer shall carefully check the specifications and shall satisfy himself that the equipment offered is complying with the Bank's requirements and specifications and shall take full responsibility for the efficient operation of the equipment offered.
- Tenderer shall supply all tools, plants, labour and consumables etc. as required for installation, testing and commissioning of the entire system.

### **1.3 Drawings and documents**

The tenderer shall on its own expense arrange to inspect the premises where the work is to be executed before submission of bid and acquaint himself with all the relevant information required for preparing and submitting his bid.

- After award of the work, the successful tenderer shall prepare and submit the following minimum drawings for Bank's approval and execution of work. However, such approval from the Bank shall not absolve the contractor from the responsibility of meeting Bank's specifications and requirements and proper functioning of the system.
- The drawing indicating the schematic plan for the entire equipment.
- The drawing indicating the location of various cameras, network switches and other equipment in the building.

- The drawing showing the area to be covered by individual cameras.
- Drawing indicating the layout plan of the CCTV Control Room
- Drawing for the cabling schedule.
- Any other drawing as required or advised by the Bank
- After completion of work, the contractor shall submit as executed layout drawing (prepared on AutoCAD) of the entire system on a CD/DVD/pen drive and three hard copies of the same for records.

**1.4 Packing and Despatch:** The equipment shall be properly and securely packed in boxes suitable for multiple handling and transportation under Indian conditions. All equipment/components shall be delivered on Duty Delivery Paid (DDP) basis in the respective Bank's residential premises where work is to be executed.

1.5 It is not the intent to specify completely herein all details of the works covered under this tender. Scope of work may also include such other related works as indicated in the schedule of quantities although they may not be specifically mentioned in the above paragraphs and all such incidental items of works not specified but reasonably implied and necessary for completion of the job as a whole, as directed by the Engineer-in-Charge and as directed hereunder. All works shall conform in all respects to high standards of engineering, design and workmanship and shall fulfil the anticipated performance during the expected life of the system. I/We hereby declare that I/we have read and understood the above information.

**Place**

**Signature of bidder**

**Date**

### Section III

#### General Rules and Instructions to the bidders

<b>1.</b>	<b>Bids in two bid system: E-tenders are invited for the work in two parts.</b>
	<b>Process of E-tender :</b>
	<p>A) Registration: The process involves vendor's registration with MSTC e-procurement portal which is free of cost. Only after registration, the vendor(s) can submit his/their bids electronically. Electronic Bidding for submission of Technical Bid as well as Commercial Bid will be done over the internet. The Vendor should possess Class III signing type digital certificate. Vendors are to make their own arrangement for bidding from a P.C. connected with Internet. MSTC is not responsible for making such arrangement. (Bids will not be recorded with Digital Signature).</p> <p>1) <b>SPECIAL NOTE: THE TECHNICAL BID AND THE COMMERCIAL BID HAS TO BE SUBMITTED ON-LINE AT <a href="https://mstcecommerce.com/eproc">https://mstcecommerce.com/eproc</a> .</b> Vendors are required to register themselves online with <a href="http://www.mstcecommerce.com">www.mstcecommerce.com</a> → e-Procurement → New Common Portal. Register as Vendor → Filling up details and creating own user id and Password → Submit.</p> <p>2) Vendors will receive a system generated mail confirming their registration in their email which has been provided during filling the registration form.</p> <p>In case of any clarification, please contact RBI/MSTC, (before the scheduled time of the e- tender).</p> <p>Contact person (RBI): Mr. R.K. Mishra (AM-Elect): Mobile – 8005490248, E-mail - <a href="mailto:rk mishra1@rbi.org.in">rk mishra1@rbi.org.in</a> Mr. Subir Kumar Das, AGM: Mobile - 8420632238, E-mail – <a href="mailto:subirkdas@rbi.org.in">subirkdas@rbi.org.in</a> Mr. Kiran Paul (MGR): Mobile – 9674033358 , E-mail – <a href="mailto:kiranpaul@rbi.org.in">kiranpaul@rbi.org.in</a> Mr. Nishant Charan (JE-Electrical): Mobile – 9006183574, Email – <a href="mailto:ncharan@rbi.org.in">ncharan@rbi.org.in</a></p> <p>Contact person (MSTC Ltd): 1. Mr. Kranthi Kumar, Dy. Manager – <a href="mailto:eroopn7@mstcindia.in">eroopn7@mstcindia.in</a>, Mobile- 9174009882 2. Mr. Sabyasachi Mukherjee, Senior Manager- <a href="mailto:eroopn2@mstcindia.in">eroopn2@mstcindia.in</a>, Mobile- 7278030407 Google hangout ID- (for text chat)- <a href="mailto:mstceproc@gmail.com">mstceproc@gmail.com</a> 5. Technical support staff – 07969066600, <a href="mailto:helpdesk@mstcindia.co.in">helpdesk@mstcindia.co.in</a>, <a href="mailto:mstcero@mstcindia.in">mstcero@mstcindia.in</a> 6. Helpdesk numbers are: 033 40645207, 033 40609118, 033 40645316, 033 22901004 and 033 22895064. The bidders can also submit their issues vide e-mail at <a href="mailto:helpdesk@mstcindia.co.in">helpdesk@mstcindia.co.in</a></p> <p><b>B) System Requirement:</b> i) Windows 7 or above Operating System ii) IE-7 and above Internet browser. iii) Signing type digital signature iv) Latest updated JRE 8 (x86 Offline) software to be downloaded and installed in the system. To disable “Protected Mode” for DSC to appear in The signer box following settings may be applied. ➤ Tools =&gt; Internet Options =&gt;Security =&gt; Disable protected Mode If enabled- i.e, Remove the tick from the tick box mentioning “Enable Protected Mode”. Other Settings:</p>

	<p>➤ Tools =&gt; Internet Options =&gt; General =&gt; Click on Settings under “browsing history/Delete Browsing History” =&gt; Temporary Internet Files =&gt; Activate “Every time I Visit the Webpage”.</p> <p>To enable ALL active X controls and disable ‘use pop up blocker’ under Tools→ Internet Options→ custom level (Please run IE settings from the page <a href="https://www.mstcecommerce.com">https://www.mstcecommerce.com</a>)</p>
	<p>The Techno-commercial Bid and the Price Bid shall have to be submitted online at <a href="https://mstcecommerce.com/eprocn">https://mstcecommerce.com/eprocn</a>. Tenders will be opened electronically on specified date and time as given in the Tender.</p>
	<p>All entries in the tender should be entered in online Technical &amp; Commercial Formats without any ambiguity.</p>
	<p><b>Special Note towards Transaction fee:</b></p>
	<p>The vendors shall pay the transaction fee using “Transaction Fee Payment” Link under “My Menu” in the vendor login. The vendors have to select the particular tender from the event dropdown box. The vendor shall have the facility of making the payment either through NEFT or Online Payment. On selecting NEFT, the vendor shall generate a challan by filling up a form. The vendor shall remit the transaction fee amount as per the details printed on the challan without making change in the same. On selecting Online Payment, the vendor shall have the provision of making payment using its Credit/ Debit Card/ Net Banking. Once the payment gets credited to MSTC’s designated bank account, the transaction fee shall be auto authorized and the vendor shall be receiving a system generated mail.</p> <p>Transaction fee is non-refundable.</p> <p>A vendor will not have the access to online e-tender without making the payment towards transaction fee.</p> <p><b>NOTE</b></p> <p>Bidders are advised to remit the transaction fee well in advance before the closing time of the event so as to give themselves sufficient time to submit the bid.</p>
	<p>Information about tenders /corrigendum uploaded shall be sent by email only during the process till finalization of tender. Hence the vendors are required to ensure that their corporate email I.D. provided is valid and updated at the time of registration of vendor with MSTC. Vendors are also requested to ensure validity of their DSC (Digital Signature Certificate). <b>E-tender cannot be accessed after the due date and time mentioned in NIT.</b></p>
	<p>Bidding in e-tender:</p> <ol style="list-style-type: none"> <li>Vendor(s) need to submit necessary EMD, Tender fees and Transaction fees (If any) to be eligible to bid online in the e-tender. Tender fees and Transaction fees are non-refundable. No interest will be paid on EMD. EMD of the unsuccessful vendor(s) will be refunded by the tender inviting authority.</li> <li>The process involves Electronic Bidding for submission of Technical and Commercial Bid.</li> <li>The vendor(s) who have submitted transaction fee can only submit their Technical Bid and Commercial Bid through internet in MSTC website <a href="https://www.mstcecommerce.com">https://www.mstcecommerce.com</a>→ eProcurement→ New Common Portal</li> <li>The vendor should allow running JAVA application. This exercise has to be done immediately after opening of Bid floor. Then they have to fill up Common Terms/Commercial specification and save the same. After that click on the Technical bid. If this application is not run then the vendor will not be able to Save / submit his Technical bid.</li> <li>After filling the Technical Bid, vendor should click ‘save’ for recording their Technical bid. Once the same is done, the Commercial Bid link becomes active and the same has to filled up and then vendor should click on “save” to record their</li> </ol>

	<p>Commercial bid. Then once both the Technical bid &amp; Commercial bid has been saved, the vendor can click on the “Final submission” button to register their bid.</p> <p>f) Vendors are instructed to use <i>Attach Doc button</i> to upload documents. Multiple documents can be uploaded.</p> <p>g) In all cases, vendor should use their own ID and Password along with Digital Signature at the time of submission of their bid.</p> <p>h) During the entire e-tender process, the vendors will remain completely anonymous to one another and also to everybody else.</p> <p>i) The e-tender floor shall remain open from the pre-announced date &amp; time and for as much duration as mentioned above.</p> <p>j) All electronic bids submitted during the e-tender process shall be legally binding on the vendor. Any bid will be considered as the valid bid offered by that vendor and acceptance of the same by the Buyer will form a binding contract between Buyer and the Vendor for execution of supply.</p> <p>k) It is mandatory that all the bids are submitted with digital signature certificate otherwise the same will not be accepted by the system.</p> <p>l) Buyer reserves the right to cancel or reject or accept or withdraw or extend the tender in full or part as the case may be without assigning any reason thereof.</p> <p>m) No deviation of the terms and conditions of the tender document is acceptable. Submission of bid in the e-tender floor by any vendor confirms his acceptance of terms &amp; conditions for the tender.</p>
	Any order resulting from this tender shall be governed by the terms and conditions mentioned therein.
	No deviation to the technical and commercial terms & conditions are allowed.
	The tender inviting authority has the right to cancel this e-tender or extend the due date of receipt of bid(s) without assigning any reason thereof.
	Vendors are requested to read the vendor guide and see the video in the page <a href="http://www.mstcecommerce.com/eprocn">www.mstcecommerce.com/eprocn</a> to familiarize them with the system before bidding.
<b>2.</b>	<b>Integrity pact</b>
	The bidders/ prospective vendors shall be required to enter in to an agreement with the Reserve Bank of India (RBI) called Integrity Pact (IP). The IP envisages an agreement between the RBI and the bidders/ prospective vendors as per the approved proforma annexed hereto, committing the persons/ officials of both sides not to resort to corrupt practices in any aspect/ stage of the contract. The IP shall be applicable from the stage of invitation of bids till the complete execution of the contract. The tenders of those bidders/ prospective vendors which do not contain the IP in the approved proforma shall be liable for rejection. The bidders may upload the scanned copy of the IP agreement, duly signed, as part of document submission. The original hard copy may be submitted in the office during opening of the part-I of the tender. Provided however, that the Integrity pact shall be applicable when specifically provided in Schedule ‘E’.
<b>3.</b>	<b>Tender Fees</b>
	The Bidder shall pay non-refundable Tender Fee as specified in Schedule ‘E’. Any bids not accompanied by the Tender Fees shall be rejected and shall not be considered for further evaluation / processing.
<b>4.</b>	<b>Clarifications and pre-bid meeting</b>
	If the contractor shall have any doubt as to the meaning of any portion of the general conditions, or the special conditions or the scope of the work or the specifications and drawings or any other matter concerning the work, he shall in good time, before the scheduled date of Pre-bid meeting, put forth the particulars thereof and submit them to the RBI, in writing, addressed to the Tender Inviting Authority, specified in Schedule ‘E’ in order that such doubts may be clarified authoritatively during Pre-bid meeting and shall be conveyed to all the bidders in due course. Once a tender is submitted,

	the matter will be decided according to tender conditions in the absence of such authentic pre-clarification.
	In order to explain the scope of work, other details and to clarify any issues/ queries raised by the bidders, a <b>Pre-bid meeting</b> shall be arranged on the <b>date, time and venue specified in Schedule 'E'</b> . The bidders are advised to peruse the tender and visit the site and submit any matter requiring clarification to the RBI latest by <b>5:00 PM</b> on the previous working day. In case the bidder wishes to include any condition while tendering for the work, he will have to submit the same before the pre-bid meeting to enable the RBI to examine/ consider the same. RBI's decision in the matter shall be conveyed to all the bidders after pre-bid meeting but before the scheduled date of submission of the tenders. All the bidders are advised to attend the Pre-bid meeting in their own interest. Any tender received with any deviation/ Condition is liable for rejection.
<b>5. Amendment to Tender document</b>	
i)	At any time prior to the deadline for the submission of tender/ Bids, RBI may, for any reason, whether at its own initiative or in response to a clarification or query raised by a prospective Bidder, modify any part of the tender document by an amendment.
ii)	The said amendment in the form of the addendum/ corrigendum will be sent to all the prospective Bidders who have paid the registration fee for the Tender in case of open tenders and all the enlisted contractors, in case of limited tenders. This communication will be in writing and the same shall be binding on the Bidders. Prospective Bidders should promptly acknowledge receipt of the addendum/ corrigendum by fax/courier/e-mail to RBI. The amendments would also be made available on the website of RBI in case of open tenders. The Bidders, especially those who have downloaded the tender document are strongly advised to regularly visit the website <a href="http://www.rbi.org.in">www.rbi.org.in</a> to ensure that they are aware of the amendments, if any. The addendum (s), if any, issued will form part of the contract document.
iii)	In order to afford prospective Bidders reasonable time for preparing their Bids after taking into account such amendments, the RBI may, at its discretion, extend the deadline for submission of Bids.
<b>6. Tender not a Lump sum tender</b>	
	The Bidder should note that this tender is neither a fixed Lump sum tender nor a Piece Work tender but is a tender to carry out the work in respect of Design, Supply, Installation, Testing and commissioning of IP CCTV System for Bank's Residential Premises at Alipore, Ultadanga, Dover Lane, Salt Lake and Dum Dum as per the detailed specifications, terms and conditions etc. to be paid for according to actual measured quantities at the rate contained in the Schedule of rates or as provided in the said Conditions.
<b>7. Preparation of bid and Cost of bidding</b>	
i)	The bidder must obtain for himself on his own responsibility and at his own expenses all the information which may be necessary for the purpose of making a tender and for entering into a contract and must examine the drawings and must inspect the site of the work and acquaint himself with all local conditions, means of access to the work, nature of the work and all matters pertaining thereto.
ii)	The Contractor shall be deemed to have carefully examined the work and site conditions including labour, the general and special conditions, the specifications, schedules and drawings and shall be deemed to have visited the site of work, to have fully informed himself regarding the local conditions and carried out his own investigations to arrive at the rates quoted in the tender. In this regard, he will be given necessary information available with the RBI but without any guarantee about its sufficiency and accuracy.



<b>8.</b>	<b>Format to be used</b>
	The bidder must fill up and submit only the tender forms/formats made available by the RBI, stating at what rate he is willing to undertake each item of the work. Tenders, which propose any alteration in the work specified in the said form of invitation to tender, or in the time allowed for carrying out the work, or which contain any other conditions of any sort, including conditional rebates, will be liable for rejection.
<b>9.</b>	<b>Filling of Rates</b>
i)	Rates should be quoted for each item of work both in figures and words in columns specified in the Schedule of Quantity. Care shall be taken to avoid discrepancy in the rate given in figures and words. The amount for each item should be worked out and requisite totals should be given in the specified column.
ii)	In the event, no rate has been quoted for any item(s), leaving space both in figure(s), word(s) and amount blank, the rate for the item shall be considered as 'Zero' and the tender shall be evaluated accordingly.
iii)	No advice of any change in rate or conditions after the opening of the tender will be entertained.
<b>10.</b>	<b>Earnest Money Deposit(EMD)/Bid security</b>
i)	The bidders are required to submit Earnest Money Deposit (EMD)/ Bid Security for an amount as specified in Schedule 'E' along with the tender (Part -I) in the manner as specified in Schedule 'E'.
ii)	A tender, which is not accompanied by EMD, will not be considered. The Earnest Money will be refunded to the bidder if his tender is not accepted but without any interest.
iii)	Under no circumstances, Earnest Money Deposit will be accepted in the form of fixed deposit receipt of Bank or Insurance Guarantee or cheque.
iv)	The Earnest Money Deposit paid by the successful bidder shall be held by the Reserve Bank of India as security for the execution and due fulfilment of the contract and shall be returned as specified in Schedule 'F'. No interest shall be paid on the said deposit.
<b>11.</b>	<b>Signing of Bid, Power of Attorney</b>
i)	Each of the tender documents should be signed by the person or persons submitting the tender in token of his/their acquainted himself/themselves with the General Conditions of Contract, Specifications, Special Conditions and other terms and conditions etc. as laid down.
ii)	The tender submitted on behalf of a firm must be signed separately by each partner of the firm or in the event of the absence of any partner, it must be signed on his behalf by a person holding a power-of attorney authorizing him to do so, such power of attorney to be produced with the tender, or it must be signed by a partner who has the necessary authority on behalf of the firm to enter into the proposed contract and it must disclose that the firm is duly registered under the Indian Partnership Act, 1952. Otherwise the tender may be rejected by RBI.
iii)	Bidders shall upload, along with Part-I of the tender, a scanned copy of the power of attorney, on a stamp paper of appropriate value and duly notarized, in favour of the person signing the Bid documents authorizing him to sign the Bid documents, make corrections/ modifications thereto and interacting with Reserve Bank of India and act as the contact person. The proforma of the power of attorney shall be as annexed hereto. The hard copy shall be submitted in office subsequently.
<b>12.</b>	<b>Modification / substitution / Withdrawal of Bids</b>
i)	No modification or substitution of the submitted Bid shall be allowed after the due date and time of submission of the tender.
ii)	A Bidder may withdraw its submitted Bid, provided that written notice of the withdrawal is received by RBI before the last date for submission of Bids. In case

		a Bidder wants to resubmit his Bid, he shall submit within the due date a fresh Bid following all the applicable conditions.
	iii)	Only a single copy of the withdrawal notice shall be prepared and each page of the notice shall be signed and stamped by the authorized signatory. The notice shall be duly marked "WITHDRAWAL".
<b>13.</b>	<b>Bid Due Date</b>	
	Bids should be uploaded and submitted on or before the stipulated time and date as specified in Schedule 'E'.  Reserve Bank of India may, in exceptional circumstances, and at its sole discretion, extend the Bid due date.	
<b>14.</b>	<b>Late Bids</b>	
	Any Bid received after the last date and time specified for submission of Bids in Schedule 'E' or after the extended Bid due date, if any, will be treated as "Late Bid" and will not be opened /considered by RBI.	
<b>15.</b>	<b>Opening of Bids</b>	
	The Part I of the tender, will be opened on the time and date, as specified in Schedule 'E', at his office, by the tender inviting authority, as specified in Schedule 'E', or his authorized representative in the presence of authorized representatives of the bidders who choose to be present. The duly filled-in Part II of the tender, of those bidders, who are found qualified after scrutiny of Part I of the tender documents, only will be opened in presence of the authorized representatives of the qualified bidders on a subsequent date which will be intimated to all the qualified bidders.	
<b>16.</b>	<b>Bid Validity</b>	
	Tenders shall remain open to acceptance by the RBI for a period as specified in Schedule 'E' from the date of opening of the Part- I of the tender which period may be extended by mutual agreement and the bidder shall not cancel or withdraw the tender during this period.	
<b>17.</b>	<b>Clarification &amp; Evaluation of Bids</b>	
	RBI would subsequently examine and evaluate bids as below:	
	i)	Price Bids of only those Bidders who are technically qualified shall be opened.
	ii)	Rates quoted for each item shall be considered during verification/ scrutiny.
	iii)	If the rates written in figures and in words do not tally, then the rates quoted by the contractor in words shall be taken as correct.
	iv)	Where the rates quoted by the contractor in figures and in words tally, but the amount is not worked out correctly, the rates quoted by the contractor will be taken as correct and the amount will be worked out accordingly.
	v)	To assist in the examination, evaluation and comparison of the bid, RBI may ask Bidders individually for clarifications. The request for clarification and the response shall be in writing. No change in the price or substance of the Bid shall be sought, offered or permitted except as required during the evaluation of Bids in accordance with tender clauses.
	vi)	In the case of any tender where unit rate of any item/items appears unrealistic, such tender will be considered as unbalanced and in case the tenderer is unable to provide satisfactory explanation, such a tender is liable to be disqualified and rejected.
	vii)	In case the lowest tendered amount (worked out on the basis of quoted rate of Individual items) of two or more bidders is same, then such lowest bidders may be asked to submit a sealed revised offer quoting percentage discount on their already quoted tendered amount which shall be applicable on all tender items except buy-back amount and Annual Maintenance Contract (AMC) amount, if any. The lowest tender shall be decided on the basis of revised offer. Further, if

		any such lowest bidder does not revise his bid on lower side, his original bid shall remain valid for further processing.
	viii)	If the revised tendered amount (worked out on the basis of quoted rate of individual items) of two or more bidders received in revised offer is again found to be equal, then the RBI shall decide future course of action which shall be final and binding on all the bidders.
<b>18.</b>	<b>Acceptance of Tender and Award of Work</b>	
	On receipt of intimation from the RBI of the acceptance of his/their tender, the successful bidder shall be bound to implement the contract and within fourteen days thereof, the successful bidder shall sign an agreement in accordance with the draft articles of agreement. Further, the written acceptance by the Reserve Bank of India of a tender will constitute a binding contract between the Reserve Bank of India and the person so tendering, whether such formal agreement is or is not executed subsequently.	
<b>19.</b>	<b>Performance Guarantee</b>	
	The Contractor whose tender is accepted, will be required to furnish performance guarantee of specified percentage of the contract amount within the period specified in Schedule 'F'. This guarantee shall be from any Scheduled Bank as per the approved proforma annexed hereto.	
<b>20.</b>	<b>Retention Money/ Security Deposit</b>	
	i)	In addition to the Earnest Money Deposit under para 10 above, as further security for the due fulfillment of the contract by the Contractor, 5% of the value of the work done will be deducted by the RBI from each payment to be made to the Contractor towards Retention Money. This total amount ( <b>EMD + Retention Money</b> ) will be termed as <b>Security Deposit</b> . On completion of the works, the contractor would be paid the amount equal to EMD and the RBI will release the remaining Security Deposit after rectification of the defects pointed out during the <b>Defects Liability Period</b> in the manner as specified in Schedule 'F'. The amounts retained by the RBI shall not bear any interest. In case of tenders for equipment/ installation, having Annual Maintenance Contract as an integral part of tender, the Security Deposit shall be as described under Special Instructions to Bidders.
	ii)	All compensation or other sums of money payable by the Contractor to the Employer under the terms of this Contract may be deducted from the security deposit if the amount so permits and the Contractor shall, unless such deposit has become otherwise payable, within ten days after such deduction make good in cash the amount so deducted.
	iii)	The security deposit of the successful bidder will be forfeited if he fails to comply with any of the conditions of the Contract.
<b>21.</b>	<b>Taxes/ Duties/ Levies</b>	
	i)	GST or any other tax/ Duty/ levy applicable in respect of this contract shall be payable by the Contractor and RBI will not entertain any claim whatsoever in respect of the same.
	ii)	The successful tenderers may also note that RBI shall deduct all the statutory taxes (IT/ GST etc.) as per the extant provisions of the applicable Act from the bills and amount due to them from bank and remit the same directly to the Government.
<b>22.</b>	<b>Time for Completion of Work</b>	
	Time allowed for carrying out the work as mentioned in the Schedule 'E' shall be strictly observed by the Contractor and it shall be reckoned from the 14 <sup>th</sup> day from the date of the written work order.	
<b>23.</b>	<b>Work Programme</b>	
	The work shall throughout the stipulated period of the contract be proceeded with all due diligence and if the Contractor fails to complete the work within the specified	

	period, he shall be liable to pay compensation as defined in the relevant clause of the General Conditions of Contract. The bidder shall, before commencing work, prepare a detailed work programme, as specified in the General Conditions of Contract, which shall be approved by the Engineer-In-Charge.
<b>24.</b>	<b>Employer's right to accept or reject any or all the bids</b>
	Notwithstanding anything mentioned above, RBI reserves the right to accept or reject any Bid at any time prior to award of Contract without thereby incurring any liability to the affected Bidder or Bidders. The Employer shall not assign any reason for rejection of any or all Bids.

I/We hereby declare that I/we have read and understood the above instructions.

**Place**

**Signature of bidder**

**Date**

## Section IV

### General Conditions of the Contract

<b>Definitions</b>	1.	The <b>Contract</b> means all the documents forming the tender and acceptance thereof together with any correspondence leading thereto and the formal agreement executed between the competent authority on behalf of the Employer and the Contractor, together with the documents referred to therein including the General Conditions, Special Conditions, General rules and instructions to bidders, the Technical specifications, designs, drawings, correspondences exchanged and instructions issued from time to time by the Engineer-in- Charge. All these documents taken together, shall be deemed to form one contract and shall be complementary to one another.
	2.	In the contract, the following expressions shall, unless the context otherwise requires, have the meanings, hereby respectively assigned to them:-
	i)	The expression <b>works</b> or <b>work</b> or <b>Project</b> shall, unless there be something either in the subject or context repugnant to such construction, be construed and taken to mean the works by or by virtue of the contract contracted to be executed whether temporary or permanent, and whether original, altered, substituted or additional, as defined in Schedule 'F'
	ii)	The <b>Site</b> shall mean the land/or other places on, into or through which work is to be executed under the contract including any building and erections thereon or any adjacent land, path or street through which work is to be executed under the contract or any adjacent land, path or street which may be allotted or used for the purpose of carrying out the contract, as defined in Schedule 'F'.
	iii)	<b>Employer</b> shall mean The Reserve Bank of India (as mentioned in Schedule 'F') and shall include its assignees and successors
	iv)	<b>RBI</b> shall mean Reserve Bank of India, having its Central Office at Shahid Bhagat Singh Road, Mumbai – 400001 and having its Regional Offices at various places.
	v)	<b>Tender document</b> shall mean document named as such issued by the Employer to the Bidders inviting Bids for the Project.
	vi)	<b>Day</b> shall mean Calendar day
	vii)	<b>Working day</b> shall mean The days when Employer's office is working i.e. Days excluding Public holidays, Saturdays and Sundays
	viii)	<b>Month</b> shall mean the calendar month.
	ix)	<b>Year</b> shall mean Calendar Year.
	x)	<b>Bidder (s)</b> shall mean all parties participating in the bidding process pursuant to and in accordance with the terms of the Tender document.
	xi)	The <b>Contractor</b> shall mean the individual, firm or company, whether incorporated or not, undertaking the works and shall include the legal personal representative of such individual or the persons composing such firm or

			company, or the successors of such firm or company and the permitted assignees of such individual, firm or company.
		xii)	<b>Sub-Contractor</b> means the person or persons, firm or company engaged by the Contractor for executing any part or to whom any part thereof has been sub-let with the consent in writing of the Employer.
		xiii)	The <b>Engineer-in-charge</b> means the Engineer Officer employed and paid by the Employer and acting under the orders of the Employer who shall supervise and be in-charge of the work.
		xiv)	The <b>Authorized representatives of Engineer-in-charge</b> (GM(Tech)/AGM(Tech-Elec.)/JE(Elec.) means the Engineer officers employed and paid by the Employer and acting under the orders of the Employer who shall supervise day to day execution of work under the direction and guidance of Engineer-in-Charge.
		xv)	<b>Contract Price or Contract Amount</b> shall mean the total amount as calculated from quoted unit rates by the successful bidder and quantities mentioned in the Schedule of quantities (Price Bid) and as accepted by the Employer and indicated in the letter of award of work.
		xvi)	<b>Contract Period</b> shall mean the period specified in the tender document for execution of the contract/ completion of the work, including any authorized extended period by the Employer.
		xvii)	<b>Contract Agreement</b> shall mean the agreement signed between the Contractor and the Employer for the execution of the Project.
		xviii)	<b>Notice in writing or written notice</b> shall mean a notice in written, typed or printed characters sent (unless delivered personally or otherwise proved to have been received) by registered post to the last known private or business address or registered office of the addressee and shall be deemed to have been received when in the ordinary course of post, it would have been delivered and/or sent. The communication delivered by any accepted electronic means shall also be deemed to be a written notice.
		xix)	<b>Act of Insolvency</b> shall mean any act of insolvency as defined by the Presidency Towns Insolvency Act, or the Provincial Insolvency Act or any Act amending such original.
		xx)	<b>Manufacturer</b> refers to a person or firm who is the producer and furnisher of the material or designer and fabricator of equipment.
		xxi)	<b>Contractor's Works or Manufacturer's Works</b> shall mean and include the land and other places which are used by the CONTRACTOR/FABRICATOR or SUB-CONTRACTOR/SUB-FABRICATOR for the manufacture of "Equipment" or performing the "Works".
		xxii)	<b>Market Rate</b> shall be the rate as decided by the Engineer-in- Charge on the basis of the cost of materials and labour at the site where the work is to be executed plus the

		percentage mentioned in Schedule 'F' to cover all overheads and profits.
	xxiii)	<b>Net Rate/Price</b> - If in arriving at the contract amount the Contractor shall have added to or deducted from the total of the items in the Tender any sum, either as a percentage or otherwise, then the <b>net price</b> of any item in tender shall be the sum arrived at by adding or deducting from the actual figure appearing in the Tender as the price of that item a similar percentage or determining the percentage or proportion of the sum so added or deducted by the contractor the total amount of any Prime Cost items and provisional sums of money shall be deducted from the total amount of the tender. The expression " <b>net rates</b> " or " <b>net prices</b> " when used with reference to the contract or accounts shall be held to mean rates or prices so arrived at.
<b>Scope and performance</b>	3.	Where the context so requires, words imparting the singular only also include the plural and vice versa. Any reference to masculine gender shall whenever required include feminine gender and vice versa.
	4.	Headings and Marginal notes to these General Conditions of Contract shall not be deemed to form part thereof or be taken into consideration in the interpretation or construction thereof or of the contract.
	5.	The contractor shall be furnished, free of cost one certified copy of the contract documents except Indian standard specifications and such other printed and published documents, together with all drawings as may be forming part of the tender papers. None of these documents shall be used for any purpose other than that of this contract.
<b>Works to be carried out</b>	6.	The work to be carried out under the Contract shall, except as otherwise provided in these conditions, include all labour, materials, tools, plants, equipment and transport which may be required in preparation of and for and in the full and entire execution and completion of the works. The Contractor shall provide at his cost everything necessary for the proper execution of the works according to the intent and meaning of the drawings, Schedule of Quantities and Specification taken together, whether the same may or may not be particularly shown or described therein provided that the same can reasonably be inferred there from and if the Contractor finds any discrepancy in the drawings or amongst the drawings, Schedule of Quantities and Specifications, he shall immediately and in writing refer same to the Engineer-in-Charge who shall decide which is to be followed. The descriptions given in the Schedule of Quantities shall, unless otherwise stated, be held to include wastage on materials, carriage and cartage, carrying and return of empties, hoisting, setting, fitting and fixing in position and all other labour necessary in and for the full and entire execution and completion of the work as aforesaid in accordance with good practice and recognized principles. The Contractor shall carry out and complete the said work in every respect in accordance with this Contract and with the directions of and to the satisfaction of the Engineer-in-Charge.

		<p>The Engineer-in- Charge may in his absolute discretion and from time to time issue further drawings and/or written instructions, detailed directions and explanations which are hereafter collectively referred to as “Employer’s Instructions” in regard to:</p> <ol style="list-style-type: none"> <li>a) The variation or modification of the design, quality or quantity of works or the addition or omission or substitution of any work.</li> <li>b) Any discrepancy in the drawings or amongst the Schedule of Quantities and/or drawings and/or specification.</li> <li>c) The removal from the site of any material brought thereon by the Contractor not fulfilling the tender specifications and the substitution of any other material therefor.</li> <li>d) The removal and/or re-execution of any material/works executed by the Contractor but not fulfilling the tender specifications.</li> <li>e) The dismissal from the works of any persons employed by the contractor thereupon.</li> <li>f) The opening up for inspection of any work covered up.</li> <li>g) The amending and making good of any defects noticed and reported during Defect Liability Period.</li> </ol> <p>The Contractor shall forthwith comply with and duly execute any work comprised in such Employer’s instructions provided always that verbal instructions, directions and explanations given to the Contractor or his representatives upon the works by the Engineer- in-Charge shall, if involving a variation, be confirmed in writing by the Contractor within seven days, and if the same is not approved/ disapproved by the Engineer-in-charge in writing within a further period of seven days, such shall be deemed to be Employer’s Instructions within the scope of the Contract.</p>
<b>Sufficiency of Tender</b>	7.	The Contractor shall be deemed to have satisfied himself before tendering as to the correctness and sufficiency of his tender for the works and of the rates and prices quoted in the Schedule of Quantities, which rates and prices shall, except as otherwise provided, cover all his obligations under the Contract and all matters and things necessary for the proper completion and maintenance of the works.
<b>Discrepancies and Adjustment of Errors (order of preference)</b>	8.	The several documents forming the Contract are to be taken as mutually explanatory of one another, detailed drawings being followed in preference to small scale drawing and figured dimensions in preference to scale and special conditions in preference to General Conditions.
	8.1	In the case of discrepancy between the schedule of Quantities, the Specifications and/ or the Drawings, the following order of preference shall be observed:-
	i)	Description of Schedule of Quantities.
	ii)	Particular Specification and Special Condition, if any.
	iii)	Drawings.
	iv)	General Specifications.
	v)	Indian Standard Specifications of B.I.S
	8.2	If there are varying or conflicting provisions made in any one document forming part of the contract, the Competent Authority as defined in the schedule ‘F’ shall be the deciding authority with



		regard to the intention of the document and his decision shall be final and binding on the contractor.
	8.3	If there is a discrepancy between actual scaled drawing and written dimension (or description) on a drawing, the latter shall be followed.
	8.4	The Schedule of Quantities, unless otherwise stated shall be deemed to have been prepared in accordance with standard method of measurement. Any error in description or in quantity in Schedule of Quantities or any omission of items therefrom shall not vitiate the Contract but shall be rectified and the value thereof, as ascertained under clause 12 hereof shall be added to, or deducted from the Contract amount (as the case may be) provided that no rectification or errors, if any, shall be allowed in the contractor's Schedule of rates. The above discrepancies in Schedule of Quantities shall not release the Contractor from the execution of the whole or any part of the works comprised therein according to drawings and specifications or from any of his obligations under the contract.
<b>Signing of Contract</b>	9.	The successful tenderer/contractor, on acceptance of his tender by the Employer, shall, within 14 days from the stipulated date of start of the work, sign the contract consisting of:-
		i) Articles of agreement on non-judicial stamp paper/s of appropriate values (The cost of the stamp paper/s shall be borne by the contractor. One Certified copy of the agreement will be handed over to the contractor by the Employer)
		ii) the notice inviting tender, all the documents including drawings, if any, forming the tender as issued at the time of invitation of tender and acceptance thereof together with any correspondence leading thereto.
		No payment for the work done will be made unless contract is signed by the contractor.

## CLAUSES OF CONTRACT

		<b>CLAUSE 1</b>
<b>Performance Guarantee</b>	i)	The contractor shall submit an irrevocable Performance Guarantee of the specified percentage of the Contract amount as specified in the Special Conditions of Contract in addition to other deposits mentioned elsewhere in the contract for his proper performance of the contract agreement, (not withstanding and/or without prejudice to any other provisions in the contract) within period specified in Schedule 'F' from the date of issue of letter of award. This period can be further extended by the Engineer-in-Charge as specified in Schedule 'F' on written request of the contractor stating the reason for delays in procuring the Performance Guarantee, to the satisfaction of the Engineer-in-Charge. This guarantee shall be in the form of Demand Draft of any scheduled bank/Pay Order of any scheduled bank (in case guarantee amount is less than Rs. 1,00,000/-) or Bank Guarantee issued by any Scheduled Bank in the approved proforma annexed hereto.
	ii)	The Performance Guarantee shall be initially valid up to the stipulated date of completion plus Defect Liability period plus 60 days beyond that. In case the time for completion of work gets enlarged, the contractor shall get the validity of Performance Guarantee extended to cover such extended time for completion of work. After recording of the completion certificate for the work by the Engineer-in-charge, in cases where no maintenance contract is involved, the performance guarantee shall be returned to the contractor, without any interest. However, in case of contracts involving maintenance of building and services/ system/ any other work after construction of same building and/ or commissioning of services/ system/ other work, then the Performance Guarantee shall be retained as Security Deposit as specifically provided in Special conditions of Contract.
	iii)	The Engineer-in-Charge shall not make a claim under the performance guarantee except for amounts to which the Employer is entitled under the contract (not withstanding and/or without prejudice to any other provisions in the contract agreement) in the event of:
	a)	Failure by the contractor to extend the validity of the Performance Guarantee as described herein above, in which event the Engineer-in-Charge may claim the full amount of the Performance Guarantee.
	b)	Failure by the contractor to pay the Employer any amount due, either as agreed by the contractor or determined under any of the Clauses/Conditions of the agreement, within 30 days of the service of notice to this effect by Engineer-in-Charge.
	iv)	In the event of the contract being determined or rescinded under provision of any of the Clause/Condition of the agreement, the performance guarantee shall stand forfeited in full and shall be absolutely at the disposal of the Employer.
		<b>CLAUSE 1 A</b>
<b>Recovery of Security Deposit</b>	i)	The Contractor shall permit Employer at the time of making any payment to him for work done under the contract to deduct

		a sum at the rate of 5% of the gross amount of each running account and final bill till the sum deducted will amount to security deposit of 5% of the Contract price of the work. Such deductions will be made and held by the Employer by way of Security Deposit till the successful completion of Defect Liability Period in the manner as specified in Schedule 'F'.
	ii)	All compensations or the other sums of money payable by the contractor under the terms of this contract may be deducted from his security deposit or from any sums which may be due to or may become due to the contractor by Employer on any account whatsoever and in the event of his Security Deposit being reduced by reason of any such deductions, the contractor shall within 14 days make good in cash any sum or sums which may have been deducted from his security deposit or any part thereof. The security deposit shall be collected from the running bills and the final bill of the contractor at the rates mentioned above.
	iii)	The security deposit as deducted above can be released against bank guarantee issued by a scheduled bank, on completion of the work and settlement of final bill at the request of the contractor subject to the condition that amount of such Bank guarantee shall not be less than Rs. 5 lakh. Provided further that the validity of bank guarantee including the one given against the earnest money shall be in conformity with provisions contained in clause 17 which shall be extended from time to time depending upon extension of contract granted under provisions of clause 2 and clause 5.
	iv)	In case of contracts involving maintenance of building and services/any other work after construction of same building and services/other work, then the Performance Guarantee shall be retained as Security Deposit as specifically provided in Special conditions of Contract.
<b>CLAUSE 2</b>		
<b>Compensation for Delay</b>		If the contractor fails to maintain the required progress in terms of clause 5 or to complete the work and clear the site on or before the contract or extended date of completion, he shall, without prejudice to any other right or remedy available under the law to the Employer on account of such breach, pay as agreed compensation the amount calculated at the rates stipulated below as per the authority specified in Schedule 'F' (whose decision in writing shall be final and binding) may decide on the amount of contract price of the work for every completed day (as applicable) that the progress remains below that specified in Clause 5 or that the work remains incomplete.
		This will also apply to items or group of items for which a separate period of completion has been specified
	i)	Compensation at the rate as specified in Schedule 'F' per week of delay for delay of work to be computed on per day basis, Provided always that the total amount of compensation for delay to be paid under this Condition shall not exceed 10% of the Contract Price of work or of the Contract price of the item or group of items of work for which a separate period of completion is originally given.

	ii)	The amount of compensation may be adjusted or set-off against any sum payable to the Contractor under this or any other contract with the Employer. In case, the contractor does not achieve a particular milestone mentioned in Schedule ' F', or the re-scheduled milestone(s) in terms of Clause 5.4, the amount shown against that milestone shall be withheld, to be adjusted against the compensation levied at the final grant of Extension of Time. With-holding of this amount on failure to achieve a milestone, shall be automatic without any notice to the contractor. However, if the contractor catches up with the progress of work on the subsequent milestone(s), the withheld amount shall be released. In case the contractor fails to make up for the delay in subsequent milestone(s), amount mentioned against each milestone missed subsequently also shall be withheld. However, no interest, whatsoever, shall be payable on such withheld amount.
	<b>CLAUSE 2 A</b>	
<b>Incentive for early completion</b>		In case, the contractor completes the work ahead of updated stipulated date of completion considering the effect of extra work (to be calculated as per clause 12.1), a bonus @ 1% (one per cent) of the contract amount per month computed on per day basis, shall be payable to the contractor, subject to a maximum limit of 5% (five per cent) of the contract amount. The amount of bonus, if payable, shall be paid along with final bill after completion of work. Provided always that provision of the Clause 2A shall be applicable only when so provided in Schedule 'F'.
	<b>CLAUSE 3</b>	
<b>When Contract can be Determined</b>		Subject to other provisions contained in this clause, the Engineer-in-Charge may, without prejudice to his any other rights or remedy against the contractor in respect of any delay, inferior workmanship, any claims for damages and/or any other provisions of this contract or otherwise, and whether the date of completion has or has not elapsed, by notice in writing absolutely determine the contract in any of the following cases:
	i)	If the contractor has abandoned the contract
	ii)	If the contractor having been given by the Engineer-in-Charge a notice in writing to rectify, pull down, reconstruct or replace any defective work or that the work is being performed in an inefficient or otherwise improper or un-workman like manner shall omit to comply with the requirement of such notice for a period of seven days thereafter or has failed to remove the materials from the site within seven days of the written instructions of the Engineer-in-charge that the same were condemned and rejected by him under these conditions.
	iii)	If the contractor has failed to commence the work or, without any lawful excuse under these conditions suspended the progress of the work for fourteen days after receiving notice from the Engineer-in-charge to proceed or has failed to proceed with the work with due diligence so that in the opinion of the Engineer-in-Charge (which shall be final and binding) he will be unable to secure completion of the work by the date for completion and continues to do so after a notice in writing of seven days from the Engineer-in-Charge.

	iv)	If the contractor fails to complete the work within the stipulated date or items of work with individual date of completion, if any stipulated, on or before such date(s) of completion and does not complete them within the period specified in a notice given in writing in that behalf by the Engineer-in-Charge.
	v)	If the contractor persistently neglects or fails to carry out his obligations under the contract and/ or commits default in complying with all or any of the terms and conditions of the contract and does not remedy it or take effective steps to remedy it within 7 days after a notice in writing is given to him in that behalf by the Engineer-in-Charge.
	vi)	If the contractor shall offer or give or agree to give to any person in Employer's service or to any other person on his behalf any gift or consideration of any kind as an inducement or reward for doing or forbearing to do or for having done or forborne to do any act in relation to the obtaining or execution of this or any other contract for Employer.
	vii)	If the contractor shall enter into a contract with Employer in connection with which commission has been paid or agreed to be paid by him or to his knowledge, unless the particulars of any such commission and the terms of payment thereof have been previously disclosed in writing to the Engineer-in-Charge.
	viii)	If the contractor had secured the contract with Employer as a result of wrong tendering or other non-bonafide methods of competitive tendering or commits breach of Integrity Agreement.
	ix)	If the contractor being an individual, or if a firm, any partner thereof commits an "Act of Insolvency" or shall at any time be adjudged insolvent or have a receiving order or order for administration of his estate made against him or shall suffer execution or other process of court attaching property to be issued against the contractor or shall take any proceedings for liquidation or composition (other than a voluntary liquidation for the purpose of amalgamation or reconstruction) under any Insolvency Act for the time being in force or make any conveyance or assignment of his effects or composition or arrangement for the benefit of his creditors or purport so to do, or if any application be made under any Insolvency Act for the time being in force for the sequestration of his estate or if a trust deed be executed by him for benefit of his creditors and shall be unable within seven days after notice to him requiring him to do so, to show to the reasonable satisfaction to the Engineer-in-charge that he is able to carry out and fulfill the contract and to give security therefor, if so required by the Engineer-in-charge.
	x)	If the contractor being a company shall pass an effective resolution for winding up voluntarily or shall have an order for compulsory winding up made against it or shall subject to the supervision of court and the official Assignee or the liquidator in such acts of insolvency or winding up, as the case may be, or if a receiver or a manager on behalf of a creditor shall be appointed or if circumstances shall arise which entitle the court

		or the creditor to appoint a receiver or a manager or which entitle the court to make a winding up order.
	xi)	If the contractor shall suffer any payment under this contract to be attached by or on behalf of any of the creditors or the contractor or shall charge or encumber this contract or any payments due or which may become due to the contractor hereunder.
	xii)	If the contractor shall suffer an execution being levied on his goods and allow it to be continued for a period of 21 days.
	xiii)	If the contractor assigns, transfers, sublets (engagement of labour on a piece-work basis or of labour with materials not to be incorporated in the work, shall not be deemed to be subletting) or otherwise parts with or attempts to assign, transfer, sublet or otherwise parts with the entire works or any portion thereof without the prior written approval of the Engineer -in-Charge. When the contractor has made himself liable for action under any of the cases aforesaid, the Engineer-in-Charge on behalf of the Employer shall have powers:
		a) To determine the contract, notwithstanding any previous waiver, after giving seven days' notice in writing to the Contractor, as aforesaid (of which termination notice in writing to the contractor under the hand of the Engineer-in-Charge shall be conclusive evidence). Upon such determination, the Security Deposit already recovered and Performance Guarantee under the contract shall be liable to be forfeited and shall be absolutely at the disposal of the Employer.
		b) After giving notice to the contractor measure up the work of the contractor and to take such whole, or the balance or part thereof, as shall be un-executed out of his hands. The action will be without thereby affecting the powers of the Engineer-in-charge or the obligations and liabilities of the Contractor, the whole of which shall continue in force as fully as if the Contract had not been so determined, and as if the work subsequently executed had been executed by or on behalf of the Contractor. And further, the Employer by his agents or servants may enter upon and take possession of the works and all plants, tools, scaffoldings, sheds, machinery steam and other power utensils and materials lying upon the premises or the adjoining lands or roads, and use the same as his own property or may employ the same by means of his own servants and workmen in carrying on and completing the works or by employing any other Contractor or other person or persons to complete the works, and the Contractor shall not in any way interrupt or do any act, matter or thing to prevent or hinder such other Contractor or other person or persons employed for completing and finishing or using the materials and plant for the works. When the works shall be completed or as soon thereafter as convenient the Engineer-in-charge shall give a notice in writing to the Contractor to remove his surplus materials and plant, and should the

		<p>Contractor fail to do so within a period of fourteen days after receipt thereof by him, the Employer may sell the same by public auction, and give credit to the Contractor for the net amount realized. The Employer shall thereafter ascertain and certify in writing under his hand what (if anything) shall be due or payable to or by the Employer and expense or loss which the Employer shall have been put to in procuring the works to be completed and the amount, if any, owing to the Contractor and the amount which shall be so certified shall thereupon be paid by the Employer to the Contractor or by the Contractor to the Employer, as the case may be, and the Certificate of the Engineer-in-charge shall be final and conclusive between the parties. The contractor, whose contract is determined as above, shall not be allowed to participate in the tendering process for the balance work, if resorted to by the Employer.</p>
		<p>In the event of above courses being adopted by the Engineer-in-Charge, the contractor shall have no claim to compensation for any loss sustained by him by reasons of his having purchased or procured any materials or entered into any engagements or made any advances on account or with a view to the execution of the work or the performance of the contract. And in case action is taken under any of the provision aforesaid, the contractor shall not be entitled to recover or be paid any sum for any work thereof or actually performed under this contract unless and until the Engineer-in-Charge has certified in writing the performance of such work and the value payable in respect thereof and he shall only be entitled to be paid the value so certified.</p>
<b>CLAUSE 3A</b>		
	a)	<p>In case, the work cannot be started due to reasons not within the control of the contractor within 1/8th of the stipulated time for completion of work or one month whichever is higher, either party may close the contract.</p>
	b)	<p>If the payment of the amount payable by the Employer under Certificate of the Engineer-in-charge shall be in arrears and unpaid for thirty days after notice in writing requiring payment of the amount as aforesaid shall have been given by the Contractor to the Employer, or if the Employer interferes with or obstructs the issue of any such Certificate, or if the Employer shall repudiate the Contract, or if the works be stopped for three months under the order of the Engineer-in-charge or the Employer or by any injunction or other order of any court of Law, then and in any of the cases the Contractor shall be at liberty to determine the Contract by notice in writing to the Employer, through the Engineer-in-charge and he shall be entitled to recover from the Employer, payment for all works executed and for any loss he may sustain upon any plant or materials supplied or purchased or prepared for the purpose of the Contract. In arriving at the amount of such payment, the net rates contained in the Contractor's original tender shall be followed or where the same may not apply, valuation shall be made in accordance with Clause hereof.</p>

	c)	In case contractor wants to close the contract, he shall give notice to the Employer stating the failure on the part of Employer. In such eventuality, the Performance Guarantee of the contractor shall be refunded within following time limits :
	i)	If the Contract price of work is up to Rs. 50 lac: 15 days.
	ii)	If the Contract price of work exceeds Rs. 50 lac: 30 days.
	d)	If Performance Guarantee is not released within prescribed time limit, then a simple interest @ 0.25% per month shall be payable on Performance Guarantee amount to the contractor from the date of expiry of prescribed time limit. A compensation for such eventuality, on account of damages etc. shall be payable @ 0.25% of Contract price subject to maximum limit of Rs. 10 lakh.
<b>CLAUSE 3B</b>		
<b>Termination of Contract in case of death of contractor</b>		Without prejudice to any of the rights or remedies under this contract, if the contractor, being an individual, dies, the Employer shall have the option of terminating the contract without any liability for such termination and compensation to the contractor.
<b>CLAUSE 4</b>		
<b>Contractor liable to pay Compensation even if action not taken under Clause 3</b>		In any case in which any of the powers conferred upon the Engineer-in-Charge by Clause-3 thereof, shall have become exercisable and the same are not exercised, the non-exercise thereof shall not constitute a waiver of any of the conditions hereof and such powers shall notwithstanding be exercisable in the event of any future case of default by the contractor and the liability of the contractor for compensation shall remain unaffected. In the event of the Engineer-in-Charge putting in force all or any of the powers vested in him under the preceding clause he may, if he so desires after giving a notice in writing to the contractor, take possession of (at the sole discretion of the Engineer-in-Charge which shall be final and binding on the contractor) or use as on hire (the amount of the hire money being also in the final determination of the Engineer-in-Charge) all or any tools, plant, materials and stores, in or upon the works, or the site thereof belonging to the contractor, or procured by the contractor and intended to be used for the execution of the work/or any part thereof, paying or allowing for the same in account at the contract rates, or, in the case of these not being applicable, at current market rates to be certified by the Engineer-in-Charge, whose certificate thereof shall be final, and binding on the contractor, clerk of the works, foreman or other authorized agent to remove such tools, plant, materials, or stores from the premises (within a time to be specified in such notice) in the event of the contractor failing to comply with any such requisition, the Engineer-in-Charge may remove them at the contractor's expense or sell them by auction or private sale on account of the contractor and his risk in all respects and the certificate of the Engineer-in-Charge as to the expenses of any such removal and the amount of the proceeds and expenses of any such sale shall be final and conclusive against the contractor.
<b>CLAUSE 5</b>		



<b>Time and Extension for Delay</b>		The time allowed for execution of the Works as specified in the Schedule 'F' or the extended time in accordance with these conditions shall be the essence of the Contract. The execution of the works shall commence from such time period as mentioned in Schedule 'F' or from the date of handing over of the site whichever is later. If the Contractor commits default in commencing the execution of the work as aforesaid, Employer shall without prejudice to any other right or remedy available in law, be at liberty to forfeit the performance guarantee absolutely.
	5.1	As soon as possible after the award of work but in any case, before 14 days from the date of award of work, the Contractor shall submit a Time and Progress Chart for each mile stone and get it approved by the Engineer-in-charge. The Chart shall be prepared in direct relation to the time stated in the Contract documents for completion of items of the works. It shall indicate the forecast of the dates of commencement and completion of various trades of sections of the work and may be amended as necessary by agreement between the Engineer-in-Charge and the Contractor within the limitations of time imposed in the Contract documents, and further to ensure good progress during the execution of the work, the contractor shall in all cases in which the time allowed for any work, exceeds one month (save for special jobs for which a separate programme has been agreed upon) complete the work as per mile stones given in Schedule 'F'.
	a)	Project Management shall be done by using Project Management software (M.S. Project / Primavera Software or any other similar project management software) for works costing more than Rs. 2 Crore. The contractor shall inform the Employer which Project Management software he intends to use. The contractor shall also arrange to install one latest licensed version of the respective Project Management software in the Engineer-in-Charge's computer at site without any additional cost and maintain it till the completion of work.
		<b>PROGRAMME CHART</b>
	i)	The Contractor shall prepare a detailed work programme ( for contract price upto Rs 2 Crores) and an integrated programme chart in MS Project/Primavera software or any other similar project management software ( for contract price above Rs 2 Crores) for the execution of work, showing clearly all activities from the start of work to completion, with details of manpower, equipment and machinery required for the fulfillment of the programme within the stipulated period or earlier and submit the same for approval to the Engineer-in- Charge within fourteen days of award of the contract. A recovery of Rs. 500/- (for works costing upto Rs. 2 Crores) / Rs. 5000/- (for works costing more than Rs. 2 Crores) shall be made on per day basis in case of delay in submission of the above programme subject to a maximum of 0.5% of the contract amount.
	ii)	The programme should include the following:

		a)	Descriptive note explaining sequence of the various activities.
		b)	Network (PERT / CPM / BAR CHART). The charts submitted can be submitted in PDF format.
		c)	Programme for procurement of materials by the contractor.
		d)	Programme for procurement of machinery/ equipment having adequate capacity, commensurate with the quantum of work to be done within the stipulated period, by the contractor.
		e)	Programme for deployment of man power by the contractor.
			In addition to above, to achieve the progress of Work as per programme, the contractor must bring at site adequate shuttering/ form work material required for cement concrete and R.C.C. works etc. within one month from the date of start of work till the completion of RCC work as per requirement of work. The contractor shall submit shuttering schedule adequate to complete structure work within laid down physical milestone.
	iii)		If at any time, it appears to the Engineer-in-Charge that the actual progress of work does not conform to the approved programme referred above or after rescheduling of milestones, on his instructions, the contractor shall produce a revised programme within 7 (seven) days, showing the modifications to the approved programme to ensure timely completion of the work. The modified schedule of programme shall be approved by the Engineer-in-Charge. A recovery of Rs. 500/- (for works costing upto Rs. 2 Crores) / Rs. 5000/- (for works costing more than Rs. 2 Crores) shall be made on per day basis in case of delay in submission of the modified programme from the date of instructions issued by Engineer-in-charge to submit a revised programme subject to a maximum of 0.5% of the contract amount.
	iv)		The submission for approval by the Engineer-in-Charge of such programme or such particulars shall not relieve the contractor of any of the duties or responsibilities under the contract. This is without prejudice to the right of Engineer-in-Charge to take action against the contractor as per terms and conditions of the agreement.
	v)	a)	The contractor shall submit the progress report for works costing up to Rs 2 Crores with reference to base line programme referred above for the work done during previous month to the Engineer-in-charge on or before 5th day of each month failing which a recovery Rs. 500/- shall be made on per day basis in case of delay in submission of the monthly progress report subject to a maximum of 0.5% of the contract amount.
		b)	The contractor shall submit the progress report for works costing more than Rs 2 Crores using MS Project/Primavera software with base line programme referred above for the work done during previous month to the Engineer-in-charge on or before 5th day of each month failing which a recovery of Rs. 5000/- shall be made on per day basis in case of delay in submission

			of the monthly progress report subject to a maximum of 0.5% of the contract amount.
	5.2		If the work(s) be delayed by:-
		i)	force majeure, or
		ii)	abnormally bad weather, or
		iii)	serious loss or damage by fire, or
		iv)	civil commotion, local commotion of workmen, strike or lockout, affecting any of the trades employed on the work, or
		v)	delay on the part of other contractors or tradesmen engaged by Engineer-in- Charge in executing work not forming part of the Contract, or
		vi)	non-availability of stores, which are the responsibility of Employer to supply or
		vii)	non-availability or break down of tools and Plant to be supplied or supplied by Employer or
		viii)	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 authority as indicated in Schedule 'F' but shall nevertheless use constantly his best endeavours 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.
	5.3		Request for rescheduling of Mile stones and extension of time, to be eligible for consideration with reasons, shall be made by the Contractor in writing within fourteen days of the happening of the event causing delay to the authority as indicated in Schedule 'F'. The Contractor may also, if practicable, indicate in such a request the period for which extension is desired.
	5.4		In such case the authority as indicated in Schedule 'F' may give a fair and reasonable extension of time and reschedule the mile stones for completion of work. Such extension or rescheduling of the milestones shall be communicated to the Contractor by the authority as indicated in Schedule 'F' in writing, within 4 weeks of the date of receipt of such request respectively. Non application by the contractor for extension of time/ rescheduling of the milestones shall not be a bar for giving a fair and reasonable extension of time by the authority as indicated in Schedule 'F' and this shall be binding on the contractor. After giving a fair and reasonable extension of time, the authority shall advise the contractor to reschedule the milestones and submit for approval.
	<b>CLAUSE 6</b>		
<b>Measurements of Work Done</b>	i)		Engineer-in-Charge shall, except as otherwise provided, ascertain and determine by measurement, the value in accordance with the contract of work done.
	ii)		All measurement of all items having financial value shall be entered in Measurement Book and/or level field book so that a complete record is obtained of all works performed under the contract.

	iii)	All measurements and levels shall be taken jointly by the Engineer-in-Charge or his authorized representative and by the contractor or his authorized representative from time to time during the progress of the work and such measurements shall be signed and dated by the Engineer-in-Charge and the contractor or their representatives in token of their acceptance. If the contractor objects to any of the measurements recorded, a note shall be made to that effect with reason and signed by both the parties.
	iv)	If for any reason, the contractor or his authorized representative is not available and the work of recording measurements is suspended by the Engineer-in-Charge or his representative, the Engineer-in-Charge and the Employer shall not entertain any claim from contractor for any loss or damages on this account. If the contractor or his authorized representative does not remain present at the time of such measurements after the contractor or his authorized representative has been given a notice in writing three (3) days in advance or fails to countersign or to record objection within a week from the date of the measurement, then such measurements recorded in his absence by the Engineer-in-Charge or his representative shall be deemed to be accepted by the Contractor.
	v)	The contractor shall, without extra charge, provide all assistance with every appliance, labour and other things necessary for measurements and recording levels.
	vi)	Except where any general or detailed description of the work expressly shows to the contrary, measurements shall be taken in accordance with the procedure set forth in the specifications notwithstanding any provision in the relevant Standard Method of measurement or any general or local custom. In the case of items which are not covered by specifications, measurements shall be taken in accordance with the relevant standard method of measurement issued by the Bureau of Indian Standards (IS 1200) or any other relevant code of practice and if for any item no such standard is available, then a mutually agreed method shall be followed.
	vii)	The contractor shall give, not less than seven days' notice to the Engineer-in-Charge or his authorized representative in charge of the work, before covering up or otherwise placing beyond the reach of measurement any work in order that the same may be measured and correct dimensions thereof be taken before the same is covered up or placed beyond the reach of measurement and shall not cover up and place beyond reach of measurement any work without consent in writing of the Engineer-in-Charge or his authorized representative in charge of the work who shall within the aforesaid period of seven days inspect the work, and if any work shall be covered up or placed beyond the reach of measurements without such notice having been given or the Engineer-in-Charge's consent being obtained in writing, the same shall be uncovered at the Contractor's expense, or in default thereof no payment or allowance shall be made for such work or the materials with which the same was executed.
	viii)	Engineer-in-Charge or his authorized representative may cause either themselves or through another officer of the department

		to check the measurements recorded jointly or otherwise as aforesaid and all provisions stipulated herein above shall be applicable to such checking of measurements or levels.
	ix)	It is also a term of this contract that recording of measurements of any item of work in the measurement book and/or its payment in the interim, on account or final bill shall not be considered as conclusive evidence as to the sufficiency of any work or material to which it relates nor shall it relieve the contractor from liabilities from any over measurement or defects noticed till completion of the defects liability period.
<b>CLAUSE 6A</b>		
<b>Computerized Measurement Book</b>	i)	Engineer-in-Charge shall, except as otherwise provided, ascertain and determine by measurement the value of work done in accordance with the contract.
	ii)	All measurements of all items having financial value shall be entered by the contractor and compiled in the shape of the Computerized Measurement Book having pages of A-4 size as per the proforma of Measurement Book annexed hereto, so that a complete record is obtained of all the items of works performed under the contract.
	iii)	All such measurements and levels recorded by the contractor or his authorized representative from time to time, during the progress of the work, shall be got checked by the contractor from the Engineer-in-Charge or his authorized representative as per interval or program fixed in consultation with Engineer-in-Charge or his authorized representative. After the necessary corrections made by the Engineer-in-Charge, the measurement sheets shall be returned to the contractor for incorporating the corrections and for resubmission to the Engineer-in-Charge for the dated signatures by the Engineer-in-Charge and the contractor or their representatives in token of their acceptance.
	iv)	Whenever bill is due for payment, the contractor would initially submit draft computerized measurement sheets and these measurements would be got checked/test checked from the Engineer-in-Charge and/or his authorized representative. The contractor will, thereafter, incorporate such changes as may be done during these checks/test checks in his draft computerized measurements, and submit to the Employer a computerized measurement book, duly bound, and with its pages machine numbered. The Engineer-in-Charge and/or his authorized representative would thereafter check this MB, and record the necessary certificates for their checks/test checks.
	v)	The final, fair, computerized measurement book given by the contractor, duly bound, with its pages machine numbered, should be 100% correct, and no cutting or over-writing in the measurements would thereafter be allowed. If at all any error is noticed, the contractor shall have to submit a fresh computerized MB with its pages duly machine numbered and bound, after getting the earlier MB cancelled by the Employer. Thereafter, the MB shall be taken in the Office records, and allotted a number as per the Register of Computerised MBs. This should be done before the corresponding bill is submitted to the Office for payment. The contractor shall submit two

		spare copies of such computerized MB's for the purpose of reference and record by the concerned officers of the Employer.
	vi)	The contractor shall also submit to the Employer separately his computerized Abstract of Cost and the bill based on these measurements, duly bound, and its pages machine numbered along with two spare copies of the bill. Thereafter, this bill will be processed by the Employer and allotted a number as per the computerized record in the same way as done for the measurement book meant for measurements.
	vii)	The contractor shall, without extra charge, provide all assistance with every appliance, labour and other things necessary for checking of measurements/levels by the Engineer-in- Charge or his representative.
	viii)	Except where any general or detailed description of the work expressly shows to the contrary, measurements shall be taken in accordance with the procedure set forth in the specifications notwithstanding any provision in the relevant Standard Method of measurement or any general or local custom. In the case of items which are not covered by specifications, measurements shall be taken in accordance with the relevant standard method of measurement issued by the Bureau of Indian Standards or any other relevant code of practice and if for any item no such standard is available then a mutually agreed method shall be followed.
	ix)	The contractor shall give not less than seven days' notice to the Engineer-in-Charge or his authorized representative in charge of the work before covering up or otherwise placing beyond the reach of checking and/or test checking the measurement of any work in order that the same may be checked and/or test checked and correct dimensions thereof be taken before the same is covered up or placed beyond the reach of checking and/or test checking measurement and shall not cover up and place beyond reach of measurement any work without consent in writing of the Engineer-in-Charge or his authorized representative in charge of the work who shall within the aforesaid period of seven days inspect the work, and if any work shall be covered up or placed beyond the reach of checking and/or test checking measurements without such notice having been given or the Engineer-in-Charge's consent being obtained in writing the same shall be uncovered at the Contractor's expense, or in default thereof no payment or allowance shall be made for such work or the materials with which the same was executed.
	x)	Engineer-in-Charge or his authorized representative may cause either themselves or through another officer of the department to check the measurements recorded by contractor and all provisions stipulated herein above shall be applicable to such checking of measurements or levels.
	xi)	It is also a term of this contract that checking and/or test checking the measurements of any item of work in the measurement book and/or its payment in the interim, on account of final bill shall not be considered as conclusive evidence as to the sufficiency of any work or material to which it relates nor shall it relieve the contractor from liabilities from

		any over measurement or defects noticed till completion of the defects liability period.
<b>CLAUSE 7</b>		
<b>Payment on Interim Certificate to be Regarded as Advances</b>	i)	Following terms of payment shall be applicable. The payment for the works to be executed under this contract shall be made as follows and no variation in the mode of payment will be acceptable to the Reserve Bank of India. The payment will be made as follows:
	ii)	<ul style="list-style-type: none"> <li>• 60% of the quoted rates pro-rata against delivery of materials after checking at site and submission of Bank Guarantee as per above mentioned clause the following documents subject to all statutory deductions: <ul style="list-style-type: none"> <li>i. Bank Guarantee towards Security Deposit</li> <li>ii. OEM Test Certificates along with a letter from respective OEMs authenticating the details of the equipments delivered to the Bank.</li> <li>iii. Contractor's Certificate that all components, parts, sub systems, consumables etc. for successful installation, commissioning and testing of the IP CCTV system have been received at site in good condition and if any shortfall is noticed during installation, commissioning and testing, they will be supplied without any additional charge to the Bank.</li> <li>iv. Policies of insurance as per tender conditions</li> </ul> </li> </ul>
	iii)	Balance 40% of the quoted rates after installation, testing commissioning, handing over of the entire system and on submission of 10% BG.
	iv)	In case main contractor fails to make the payment to the contractor associated by him within 15 days of receipt of each running account payment, then on the written complaint of contractor associated for such minor component, Engineer-in-charge shall serve the show cause to the main contractor and if reply of main contractor either not received or found unsatisfactory, she/he may make the payment directly to the contractor associated for minor component as per the terms and conditions of the agreement drawn between main contractor and associate contractor fixed by him. Such payment made to the associate contractor shall be recovered by Engineer-in-charge from the next RA/ final bill due to main contractor as the case may be.
<b>CLAUSE 7A</b>		
<b>Unfixed materials when taken into account to be the property of the Employer</b>		Where in any Certificate (of which the Contractor has received payment), the Engineer-in-Charge has included the value of any unfixed materials intended for and/or placed on or adjacent to the works such materials shall become the property of the Employer and they shall not be removed except for use upon the works, without the written authority of the Engineer-in-Charge. The Contractor shall be liable for any loss of, or damage to, such materials.
<b>CLAUSE 8</b>		
<b>Completion Certificate and Completion Plans</b>	i)	Within ten days of the completion of the work, the contractor shall give notice of such completion to the Engineer-in-Charge and within thirty days of the receipt of such notice, the Engineer-in-Charge shall inspect the work if the work is found

		incomplete, the contractor shall be advised suitably .Further, in the completed work, if there is no defect , the Engineer-In-Charge shall furnish the contractor with a final certificate of completion, otherwise a provisional certificate of physical completion indicating defects (a) to be rectified by the contractor and/or (b) for which payment will be made at reduced rates, shall be issued. But no final certificate of completion shall be issued, nor shall the work be considered to be complete until the contractor shall have removed from the premises on which the work shall be executed all scaffolding, surplus materials, rubbish and all huts and sanitary arrangements required for his/their work people on the site in connection with the execution of the works as shall have been erected or constructed by the contractor(s) and cleaned off the dirt from all wood work, doors, windows, walls, floor or other parts of the building, in, upon, or about which the work is to be executed or of which he may have had possession for the purpose of the execution; thereof, and not until the work shall have been measured by the Engineer-in-Charge. If the contractor shall fail to comply with the requirements of this Clause as to removal of scaffolding, surplus materials and rubbish and all huts and sanitary arrangements as aforesaid and cleaning off dirt on or before the date fixed for the completion of work, the Engineer-in-Charge may at the expense of the contractor remove such scaffolding, surplus materials and rubbish etc., and dispose of the same as he thinks fit and clean off such dirt as aforesaid, and the contractor shall have no claim in respect of scaffolding or surplus materials as aforesaid except for any sum actually realized by the sale thereof.
	ii)	The works shall not be considered as completed until the Engineer-in-charge has certified in writing that they have been completed. The Defects Liability Period shall commence from the date of such certificate.
<b>CLAUSE 8A</b>		
<b>Contractor to Keep Site Clean</b>		The splashes and droppings from white washing, colour washing, painting etc., on walls, floor, windows, etc shall be removed and the surface cleaned simultaneously with the completion of these items of work in the individual rooms, quarters or premises etc. where the work is done. The cleaning shall be carried out as soon as possible without waiting for the actual completion of all the other items of work in the contract. In case the contractor fails to comply with the requirements of this clause, the Engineer-in-Charge shall have the right to get this work done at the cost of the contractor through any other agency. Before taking such action, the Engineer-in-Charge shall give ten days' notice in writing to the contractor.
<b>CLAUSE 8B</b>		
<b>Completion Plans to be Submitted by the Contractor</b>	i)	The contractor shall submit completion plan ( as built drawing in AUTOCAD or any such approved software and one hard copy) for, structural drawings, water, sewerage and drainage line, Electrical, HVAC, Firefighting system works, etc. as applicable depending upon the scope of work within thirty days of the completion of the work.



	ii)	The contractor shall submit all the data and details as regards the work to enable the Employer to prepare the 'As built drawings' for layouts etc.
	iii)	The contractor shall also submit the operation and maintenance manuals and other technical literature/ warranty certificates provided by OEMs in respect of all the electrical/ electro-mechanical and electronic equipment/ systems etc.
	iv)	In case, the contractor fails to submit the completion plan as aforesaid, the Employer will not process its bills for payment till such time the completion plan is submitted.
<b>CLAUSE 9</b>		
<b>Payment of Final Bill</b>		The final bill shall be submitted by the contractor in the same manner as specified in interim bills within three months of physical completion of the work or within one month of the date of the final certificate of completion furnished by the Engineer- in-Charge whichever is earlier. No further claims shall be made by the contractor after submission of the final bill and these shall be deemed to have been waived and extinguished. Payments of those items of the bill in respect of which there is no dispute and of items in dispute, for quantities and rates as approved by Engineer-in-Charge, will, as far as possible be made within the period specified hereunder, the period being reckoned from the date of receipt of the bill by the Engineer-in- Charge complete with account of materials wherever applicable.
	i)	If the Contract price of work is up to Rs. 50 lakh : 2 months
	ii)	If the Contract price of work is more than Rs. 50 lakh : 3 months
		In case of delay in payment of final bills after prescribed time limit, a simple interest @ 3% per annum shall be paid to the contractor from the date of expiry of prescribed time limit, provided the final bill submitted by the contractor found to be in order.
<b>CLAUSE 9A</b>		
<b>Payment of Contractor's Bills through electronic means</b>	i)	Payments due to the contractor shall be made to his bank through NEFT. For this purpose, the contractor shall furnish to the Engineer-in-Charge (1) an authorization in the form of a legally valid document such as a power of attorney conferring authority on the bank; to receive payments and all other required particulars in the approved format (2) his own acceptance of the correctness of the amount made out as being due to him by Employer or his signature on the bill or other claim preferred against Employer before settlement by the Engineer-in-Charge of the account or claim by payment to the bank. While the NEFT transaction slip shall constitute a full and sufficient discharge for the payment, the contractor shall whenever possible, present his bills duly receipted and discharged through his bank.
	ii)	Nothing herein contained shall operate to create in favour of the bank any rights or equities vis-a- vis the Employer.
<b>CLAUSE 10</b>		
<b>Materials to be provided by the Contractor</b>	i)	The contractor shall, at his own expense, provide all materials, required for the works.

	ii)	The contractor shall, at his own expense and without delay, supply to the Engineer-in- Charge samples of materials to be used on the work and shall get these approved in advance. All such materials to be provided by the Contractor shall be in conformity with the specifications laid down or referred to in the contract. The materials shall be selected from the list of approved makes of materials at Section VI and shall be in accordance with the requirements of IGBC rating system as specified in Schedule G. The contractor shall, if requested by the Engineer-in- Charge furnish proof, to the satisfaction of the Engineer-in-Charge that the materials so comply. The Engineer-in-Charge shall within thirty days of supply of samples or within such further period as he may require intimate to the Contractor in writing whether samples are approved by him or not. If samples are not approved, the Contractor shall forthwith arrange to supply to the Engineer-in-Charge for his approval, fresh samples complying with the specifications laid down in the contract. When materials are required to be tested in accordance with specifications, approval of the Engineer-in-Charge shall be issued after the test results are received.
	iii)	The Contractor shall at his risk and cost submit the samples of materials to be tested or analyzed and shall not make use of or incorporate in the work any materials represented by the samples until the required tests or analysis have been made and materials finally accepted by the Engineer-in-Charge. The Contractor shall not be eligible for any claim or compensation either arising out of any delay in the work or due to any corrective measures required to be taken on account of and as a result of testing of materials.
	iv)	The contractor shall, at his risk and cost, make all arrangements and shall provide all facilities as the Engineer-in-Charge may require for collecting, and preparing the required number of samples for such tests at such time and to such place or places as may be directed by the Engineer-in-Charge and bear all charges and cost of testing unless specifically provided for otherwise elsewhere in the contract or specifications. The Engineer-in- Charge or his authorized representative shall at all times have access to the works and to all workshops, factories or/ and other places where work is being prepared or from where materials, manufactured articles or machinery are being obtained for the works and the contractor shall afford every facility and every assistance in obtaining the right to such access for inspections and examination and test of the materials and workmanship. No person not authorized by the employer except the representatives of public authorities shall be allowed on the works at any time.
	v)	The Engineer-in-Charge shall have full powers to require the removal from the premises of all materials which in his opinion are not in accordance with the specifications and in case of default, the Engineer-in-Charge shall be at liberty to employ at the expense of the contractor, other persons to remove the same without being answerable or accountable for any loss or damage that may happen or arise to such materials. The Engineer-in-Charge shall also have full powers to require other

		proper materials to be substituted thereof and in case of default, the Engineer-in-Charge may cause the same to be supplied and all costs which may attend such removal and substitution shall be borne by the Contractor.
	vi)	The contractor shall at his own expense, provide a material testing lab at the site for conducting routine field tests. The lab shall be equipped at least with the testing equipment as specified in Schedule 'F'.
<b>CLAUSE 10A</b>		
<b>Secured Advance on Non-perishable Materials delivered at site and its recovery</b>	i)	<p>The contractor, on signing of an Indenture in the specified proforma, shall be entitled to be paid during the progress of the execution of the work up to 70% of the assessed value of any materials ( The assessed value shall be the least of the purchase value supported by the tax paid vouchers, duly verified, or material price derived from the tender rate for the respective item) which are in the opinion of the Engineer-in-Charge non-perishable, non-fragile and non-combustible and are in accordance with the contract and which have been brought on the site in connection therewith as per the approved progress plan and are adequately stored and/or protected against damage by weather or other causes but which have not at the time of advance been incorporated in the works. When materials on account of which an advance has been made under this sub-clause are incorporated in the work, the amount of such advance shall be recovered /deducted from the next payment made under any of the clause or clauses of this contract.</p> <p>The decision of the Engineer- in-Charge shall be final and binding on the contractor in this matter. No secured advance, shall however, be paid on high-risk materials such as ordinary glass, sand, petrol, diesel etc.</p>
<b>Mobilisation Advance</b>	ii)	<p>Mobilization advance not exceeding 5% of the cost of project put to tender, subject to a maximum of Rs 100 lakh can be paid, if requested by the contractor in writing within one month of the date of the work order. Such advance shall be disbursed in following installments:</p> <ol style="list-style-type: none"> <li>a) If the amount of Mobilization advance is more than Rs 50 Lakh but less than Rs 75 Lakh - Two installments</li> <li>b) If the amount of Mobilization advance is more than Rs 75 Lakh - Three installments.</li> </ol> <p>The first installment of such advance shall be released by the Engineer-in-charge to the contractor on a request made by the contractor to the Engineer-in-Charge in this behalf after submission of the required Bank Guarantee as per proforma Guarantee annexed hereto. The stages of work, on attainment of which the second and third installments (if applicable) of 'Mobilization Advance' are going to be released, are stipulated in the Schedule 'F'. The contractor shall be required to submit a utilization Certificate for the installment of the Mobilization advance received within thirty days from the date of disbursement. The second and subsequent installments shall be released by the Engineer- in- Charge only after the contractor furnishes a proof of the utilization of the earlier installment to the entire satisfaction of the Engineer-in-Charge.</p>

		Before any installment of advance is released, the contractor shall execute a Bank Guarantee Bond from any Scheduled Bank for the amount equal to 110% of the amount of the installment and valid for atleast six months from the date of disbursement of installment and submit to the Employer. Provided always that provision of Clause 10 A (ii) shall be applicable only when so provided in Schedule 'F'.
<b>Interest &amp; Recovery on Mobilization Advance</b>	iii)	The mobilization advance as above shall bear Simple Interest at Prime Lending Rate(PLR) of State Bank of India (SBI) on the date of payment of advance against bank guarantee/(s) and shall be calculated from the date of payment to the date of recovery, both days inclusive on the outstanding amount. Recovery of such sums advanced along with the accrued interest thereon shall be made installment- wise i.e. each installment of Mobilization advance plus the accrued interest thereon shall be recovered by deduction from the contractor's any Running account bill submitted to the Employer within 120 days from the date of disbursement of the installment of Mobilization advance, if acceptable to the contractor, or by encashing the Bank Guarantee submitted by the contractor for that installment immediately on the expiry of the one hundred twenty days period from the date of disbursement of the installment of Mobilization advance, if no Running account bill is submitted by the contractor to the Employer and is pending for payment by the Employer within 120 days from the disbursement of the Installment or the contractor requests the Employer not to recover the said mobilization advance from his running account bill.
<b>CLAUSE 10B</b>		
<b>Price Adjustment - Payment on Account of variation in Material Prices/Wages</b>	i)	Where scheduled period of completion is more than one year, in order to take in to account the variations in Material prices and wages during the contract period when the work is in progress, including the justified period extended under the provisions of clause 5 of the contract without any action under clause 2, adjustments in the costs of materials and labour shall be allowed on the basis of formulae as given below: <b>(1) Materials</b> $V_M = 70/100 \{0.88V - (M)\} \times \{(WI - WI_0)/WI_0\}$ Where $V_M$ = Variation in material cost, <i>i.e.</i> , increase or decrease in the amount in Rs to be paid or recovered. $V$ = Value of work done excluding advances on materials, if any, during the period under reckoning. $M$ = Cost of materials for which basic rates, if any, are indicated in the tender $WI$ = Average of All India Wholesale Price Index for all commodities for the period under reckoning as published in the RBI Bulletin.

		<p>WI<sub>0</sub> = All India Wholesale Price Index for all commodities during the month of receipt of final Price Bid of the tender as published in the RBI Bulletin</p> <p>(2) <b>Labour</b></p> $V_L = 30/100 \{0.88V - (M)\} \times \{(CI - CIO)/CIO\}$ <p>Where</p> <p>V<sub>L</sub> = Variation in labour cost, <i>i.e.</i>, increase or decrease in the amount in Rs to be paid or recovered.</p> <p>V = As stated in (1) above</p> <p>M = As stated in (1) above</p> <p>CI = Average of All India Consumer Price Index for industrial workers declared by Labour Bureau, Government of India as published in the RBI Bulletin during the period under reckoning.</p> <p>CIO = All India Consumer Price Index for industrial workers declared by Labour Bureau, Government of India as published in RBI Bulletin during the month of receipt of final Price Bid of the tender.</p>	
	ii)	The base date for working out such price adjustment shall be the last stipulated date of receipt of Final Price bid of the tenders.	
	iii)	The cost of work on which price adjustment will be payable shall be reckoned as below:	
		a)	Gross value of work done up to last price adjustment : (A)
		b)	Gross value of work done up to the current date : (B)
		c)	Gross value of work done during the period under reckoning (A-B) (C)
		d)	Extra items/deviated quantities of items paid as per Clause 12 Based on prevailing market rates during the period under reckoning: (D)
		k)	Then, Cost of work for which price adjustment is applicable: V = C - D
	iv)	Materials which are covered by the provision of basic prices/ rates are excluded from the purview under this adjustment.	
	v)	Adjustments based on the above formulae will be made for each bill as and when the indices are published. The Contractors shall submit the bill for price adjustment with detailed calculations.	
	vi)	The downward adjustment on account of labour element will be made only if the minimum wages also register corresponding fall compared to the minimum wages prevailing in the month of receipt of final price bid of the tenders.	

	vii)	The price adjustment clause shall be applicable only for the work executed during the contract period including authorized extension, if any. In case the work is not completed within the contract period including authorized extension and the provision of liquidated damages has to be enforced, this adjustment clause will not be applicable for work done during that period. It is also clarified that price adjustment clause will not be applicable to any extra variation items, the rates of which are based on prevailing market rate.
	viii)	In view of the price adjustment in cost being covered as above, no other adjustments viz. increase or decrease due to statutory measures/levies etc. will be allowed for any reason whatsoever.
	ix)	In case the bill is submitted to the Employer prior to 15th of a particular month, index for the previous month will be reckoned for calculating the average indices for arriving at the adjustment. If however, the bill is submitted on or after 15th, the Indices for that particular month shall be taken into consideration.
<b>CLAUSE 11</b>		
<b>Work to be Executed in Accordance with Specifications, Drawings, Orders etc.</b>	i)	The contractor shall execute the whole and every part of the work in the most substantial and workmanlike manner both as regards materials and otherwise in every respect in strict accordance with the specifications. The contractor shall also conform exactly, fully and faithfully to the design, drawings and instructions in writing in respect of the work signed by the Engineer-in-Charge and the contractor shall be furnished free of charge one copy of the contract documents together with specifications, designs, drawings and instructions as are not included in any Bureau of Indian Standard or any other, published standard or code or, Schedule of Rates or any other printed publication referred to elsewhere in the contract.
	ii)	In the case of any class of work for which there is no such specifications as referred above, such work shall be carried out in accordance with the Bureau of Indian Standards Specifications. In case there are no such specifications in Bureau of Indian Standards, the work shall be carried out as per manufacturers' specifications. In case there are no such specifications as required above, the work shall be carried out in all respects in accordance with the instructions and requirements of the Engineer-in-Charge.
	iii)	The contractor shall comply with the provisions of the contract and with the care and diligence execute and maintain the works and provide all labour and materials, tools and plants including for measurements and supervision of all works, structural plans and other things of temporary or permanent nature required for such execution and maintenance in so far as the necessity for providing these, is specified or is reasonably inferred from the contract. The Contractor shall take full responsibility for adequacy, suitability and safety of all the works and methods of construction.
<b>CLAUSE 11 A</b>		

<p><b>Action in case Work not done as per Specifications</b></p>	<p>i)</p>	<p>All works under or in course of execution or executed in pursuance of the contract, shall at all times be open and accessible to the inspection and supervision of the Engineer-in-charge, his authorized subordinates in charge of the work and all the superior officers of the Employer or any organization engaged by the Employer for Quality Assurance and of the Chief Technical Examiner's Office, and the contractor shall, at all times, during the usual working hours and at all other times at which reasonable notice of the visit of such officers has been given to the contractor, either himself be present to receive orders and instructions or have a responsible agent duly accredited in writing, present for that purpose. Orders given to the Contractor's agent shall be considered to have the same force as if they had been given to the contractor himself.</p>
	<p>ii)</p>	<p>If it shall appear to the Engineer-in-charge or his authorized representatives or to the Superior Officers of the employer or the officers of the organization engaged by the Employer for Quality Assurance or to the Chief Technical Examiner or his subordinate officers, that any work has been executed with unsound, imperfect, or unskillful workmanship, or with materials or articles provided by him for the execution of the work which are unsound or of a quality inferior to that contracted or otherwise not in accordance with the contract, the contractor shall, on demand in writing which shall be made within Defects Liability Period stated in Schedule 'F' or, if none stated, then within twelve months ( six months in the case of work costing Rs. Five Lakh and below) after completion of the work, from the Engineer- in-Charge specifying the work, materials or articles complained of notwithstanding that the same may have been passed, certified and paid for forthwith rectify, or remove and reconstruct the work so specified in whole or in part, as the case may require or as the case may be, remove the materials or articles so specified and provide other proper and suitable materials or articles at his own charge and cost. In the event of him failing to do so within a period specified by the Engineer-in-Charge in his demand aforesaid, then the contractor shall be liable to pay compensation at the same rate as under clause 2 of the contract (for non-completion of the work in time) for this default.</p>
	<p>iii)</p>	<p>In such case the Engineer-in-Charge may not accept the item of work at the rates applicable under the contract but may accept such items at reduced rates as the authority specified in Schedule 'F' may consider reasonable during the preparation of on account bills or final bill if the item is so acceptable without detriment to the safety and utility of the item and the structure or he may reject the work outright without any payment and/or get it and other connected and incidental items rectified, or removed and re-executed at the risk and cost of the contractor. Decision of the Engineer-in-Charge to be conveyed in writing in respect of the same will be final and binding on the contractor.</p>
<p><b>CLAUSE 12</b></p>		
<p><b>Deviations/ Variations Extent and Pricing</b></p>		<p>The Engineer-in-Charge shall have power (i) to make alteration in, omissions from, additions to, or substitutions for the original specifications, drawings, designs and</p>

		instructions that may appear to him to be necessary or advisable during the progress of the work, and (ii) to omit a part of the works in case of non-availability of a portion of the site or for any other reasons and the contractor shall be bound to carry out the works in accordance with any instructions given to him in writing signed by the Engineer-in-Charge and such alterations, omissions, additions or substitutions shall form part of the contract as if originally provided therein and any altered, additional or substituted work which the contractor may be directed to do in the manner specified above as part of the works, shall be carried out by the contractor on the same conditions in all respects including price on which he agreed to do the main work except as hereafter provided. The Engineer-in-Charge shall be the final authority to decide whether any item of work is extra/ deviation/ substitution item.	
	12.1	The time for completion of the works shall, in the event of any deviations resulting in additional cost over the Contract price sum being ordered, be extended, if requested by the contractor, as follows (i) In the proportion in which the additional cost of the altered, additional or substituted work (The difference of Final completed cost of work( including the financial impact of all extra, substituted and deviated items but excluding the financial impact due to operation of price adjustment clause) and the Contract price), bears to the original Contract price plus (ii) 25% of the time calculated in (i) above or such further additional time as may be considered reasonable by the Engineer-in-Charge.	
<b>Deviation - Extra Items and Pricing</b>	12.2	A)	
			<b>Items that are completely new, and are in addition to the items contained in the contract</b> Where the extra works are not of similar character and/or executed under similar conditions as aforesaid or where the omissions vary the conditions under which any remaining items of works are carried out or if the amount of any omissions or additions relative to the amount of the whole of the contract works or to any part thereof shall be such that in the opinion of the Engineer-in-charge the net rate or price contained in the Priced Schedule of Quantities or tender or for any item of the works involves loss or expense beyond that reasonably contemplated by the Contractor or is by reason of such omission or addition rendered unreasonable or inapplicable, the Engineer-in-charge shall fix such other rate or price as in the circumstances he shall think reasonable and proper, with the prior approval in writing of the Employer.
			Where extra work cannot be properly measured or valued, the Contractor shall be allowed day work prices as the net rates stated in the tender of the Priced Schedule of Quantities or, if not so stated, then in accordance with the local day work rates and wages for the district, provided that in either case vouchers specifying the daily time (and if required by the



			<p>Engineer-in-charge, the workman's name) and materials employed be delivered for verification to the Engineer-in-charge or his representative at or before the end of the week following that in which the work has been executed.</p> <p>In the case of extra item(s) (items that are completely new, and are in addition to the items contained in the contract), the contractor may within fifteen days of receipt of order or occurrence of the item(s) claim rates, supported by proper rate analysis ( CPWD method shall be followed as far as possible) worked on the "actual cost basis" plus 15% towards establishment charges, contractor's overhead and profit and the Engineer-in-charge shall within prescribed time limit of the receipt of the claims supported by analysis, after giving consideration to the analysis of the rates submitted by the contractor, determine the rates on the basis of the market rates and the contractor shall be paid in accordance with the rates so determined.</p> <p>Such items will not be eligible for escalation.</p>
<b>Deviation - Substituted Items and Pricing</b>		B)	<b>Items that are taken up with partial substitution or in lieu of items of work in the contract</b>
			In the case of substituted items (items that are taken up with partial substitution or in lieu of items of work in the contract), the rate for the agreement item (to be substituted) and substituted item shall, wherever possible, be derived out of the rates given in priced schedule of quantities in the manner as mentioned in the following para.
		a)	The net rates or prices in the original tender shall determine the valuation of the extra work where such extra work is of similar character and executed under similar conditions as the work priced therein.
		b)	The net prices of the original tender shall determine the value of the items omitted provided if omissions vary the conditions under which any remaining items of works are carried out the prices for the same shall be valued under sub-clause (A) thereof.
		c)	If the market rate for the substituted item so determined is more than the market rate of the agreement item (to be substituted), the rate payable to the contractor for the substituted item shall be the rate for the agreement item (to be substituted) so increased to the extent of the difference between the market rates of substituted item and the agreement item (to be substituted).
		d)	If the market rate for the substituted item so determined is less than the market rate of the agreement item (to be substituted), the rate payable to the contractor for the substituted item shall be the rate for the agreement item (to be substituted) so decreased to the extent of the difference between the market rates of substituted item and the agreement item (to be substituted).

<b>Deviation - Deviated Quantities and Pricing</b>		(C)	<b>In the case of contract items, substituted items, contract cum substituted items which exceed the pre-specified limits over the tender quantity</b>	
			In the case of contract items, substituted items, contract cum substituted items, which exceed the pre-specified limits laid down in Schedule 'F', the contractor may within fifteen days of receipt of order or occurrence of the excess, claim revision of the rates, supported by proper rate analysis ( CPWD method shall be followed as far as possible) worked on the "actual cost basis" plus 15% towards establishment charges, contractor's overhead and profit for the work in excess of the above mentioned limits, provided that if the rates so claimed are in excess of the rates specified in the schedule of quantities, the Engineer-in-Charge shall within prescribed time limit of receipt of the claims supported by analysis, after giving consideration to the analysis of the rates submitted by the contractor, determine the rates on the basis of the market rates and the contractor shall be paid in accordance with the rates so determined.	
			The provisions of the preceding paragraph shall also apply to the decrease in the rates of items for the work in excess of the limits laid down in Schedule F, and the Engineer-in-Charge shall after giving notice to the contractor within one month of occurrence of the excess and after taking into consideration any reply received from him within fifteen days of the receipt of the notice, revise the rates for the work in question within one month of the expiry of the said period of fifteen days having regard to the market rates.	
	12.3		The prescribed time limits for finalising rates for Extra Item(s), Substitute Item(s) and Deviated Quantities of contract items are as under	
		i)	If the Contract price of work is up to Rs. 50 lac :	15 days
		ii)	If the Contract price of work exceeds Rs. 50 Lac:	30 days
	12.4		The contractor shall send to the Engineer-in-Charge once every three months, an up to date account giving complete details of all claims for additional payments to which the contractor may consider himself entitled and of all additional work ordered by the Engineer-in- Charge which he has executed during the preceding quarter failing which the contractor shall be deemed to have waived his right. However, the Employer may authorise consideration of such claims on merits.	
	12.5		For the purpose of operation of Schedule 'F', the following works shall be treated as works relating to foundation unless & otherwise defined in the contract:	
		i)	For Buildings : All works up to 1.2 metres above ground level or up to floor 1 level whichever is lower.	
		ii)	For abutments, piers and well staining : All works up to 1.2 m above the bed level.	
		iii)	For retaining walls, wing walls, compound walls, chimneys, overhead reservoirs/ tanks and other elevated	

		structures : All works up to 1.2 metres above the ground level.
	iv)	For reservoirs/tanks (other than overhead reservoirs/tanks) : All works up to 1.2 metres above the ground level.
	v)	For basement: All works up to 1.2 m above ground level or up to floor 1 level whichever is lower
	vi)	For Roads, all items of excavation and filling including treatment of sub base.
	12.6	Any operation incidental to or necessarily has to be in contemplation of tenderer while filing tender, or necessary for proper execution of the item included in the Schedule of quantities or in the schedule of rates mentioned above, whether or not, specifically indicated in the description of the item and the relevant specifications, shall be deemed to be included in the rates quoted by the tenderer or the rate given in the said schedule of rates, as the case may be. Nothing extra shall be admissible for such operations.
<b>CLAUSE 13</b>		
<b>Foreclosure of contract due to Abandonment or Reduction in Scope of Work</b>		<p>If at any time after acceptance of the tender, Employer shall decide to abandon or reduce the scope of the works for any reason whatsoever and hence not require the whole or any part of the works to be carried out, the Engineer-in-Charge shall give notice in writing to that effect to the contractor and the contractor shall act accordingly in the matter. The contractor shall have no claim to any payment of compensation or otherwise whatsoever, on account of any profit or advantage which he might have derived from the execution of the works in full but which he did not derive in consequence of the foreclosure of the whole or part of the works.</p> <p>The contractor shall be paid at contract rates, full amount for works executed at site and, in addition, a reasonable amount as certified by the Engineer-in- Charge for the items hereunder mentioned which could not be utilized on the work to the full extent in view of the foreclosure;</p>
	i)	Any expenditure incurred on preliminary site work, e.g. temporary access roads, temporary labour huts, staff quarters, Tools & Plant, site office; storage accommodation and water storage tanks etc.
	ii)	Employer shall have the option to take over contractor's materials or any part thereof either brought to site or of which the contractor is legally bound to accept delivery from suppliers (for incorporation in or incidental to the work) provided, however Employer shall be bound to take over the materials or such portions thereof as the contractor does not desire to retain. For materials taken over or to be taken over by Employer, cost of such materials as detailed by Engineer-in- Charge shall be paid. The cost shall, however, take into account purchase price, cost of transportation and deterioration or damage which may have been caused to materials whilst in the custody of the contractor.
		The contractor shall, if required by the Engineer- in-Charge, furnish to him, books of account, wage books, time sheets and other relevant

	<p>documents and evidence as may be necessary to enable him to certify the reasonable amount payable under this condition.</p> <p>The reasonable amount of items on (i) above shall not be in excess of 0.5% of the cost of the work remaining incomplete on the date of closure, i.e. total stipulated cost of the work as per accepted tender less the cost of work actually executed under the contract and less the cost of contractor's materials at site taken over by the Employer as per item (ii) above. Provided always that against any payments due to the contractor on this account or otherwise, the Engineer-in-Charge shall be entitled to recover or be credited with any outstanding balances due from the contractor for advance paid in respect of any tool, plants and materials and any other sums which at the date of termination were recoverable by the Employer from the contractor under the terms of the contract.</p>	
	<b>CLAUSE 14</b>	
<b>Carrying out part work at risk &amp; cost of contractor</b>		If contractor:
	i)	At any time makes default during currency of work or does not execute any part of the work with due diligence and continues to do so even after a notice in writing of 7 days in this respect from the Engineer-in-Charge; or
	ii)	Commits default in complying with any of the terms and conditions of the contract and does not remedy it or takes effective steps to remedy it within 7 days even after a notice in writing is given in that behalf by the Engineer-in-Charge; or
	iii)	Fails to complete the work(s) or items of work with individual dates of completion, on or before the date(s) so determined, and does not complete them within the period specified in the notice given in writing in that behalf by the Engineer-in-Charge.
		The Engineer- in-Charge without invoking action under clause 3 may, without prejudice to any other right or remedy against the contractor which have either accrued or accrue thereafter to Employer, by a notice in writing to take the part work / part incomplete work of any item(s) out of his hands and shall have powers to:
	a)	Take possession of the site and any materials, constructional plant, implements, stores, etc., thereon; and/or
	b)	Carry out the part work / part incomplete work of any item(s) by any means at the risk and cost of the contractor.
		The Engineer-in-Charge shall determine the amount, if any, is recoverable from the contractor for completion of the part work/ part incomplete work of any item(s) taken out of his hands and execute at the risk and cost of the contractor. The liability of contractor on account of loss or damage suffered by Employer because of action under this clause shall not exceed 10% of the Contract price of the work.
		In determining the amount, credit shall be given to the contractor with the value of work done in all respect in the

		same manner and at the same rate as if it had been carried out by the original contractor under the terms of his contract, the value of contractor's materials taken over and incorporated in the work and use of plant and machinery belonging to the contractor. The certificate of the Engineer-in-Charge as to the value of work done shall be final and conclusive against the contractor provided always that action under this clause shall only be taken after giving notice in writing to the contractor. Provided also that if the expenses incurred by the Employer are less than the amount payable to the contractor at his agreement rates, the difference shall not be payable to the contractor.
		Any excess expenditure incurred or to be incurred by Employer in completing the part work/ part incomplete work of any item(s) or the excess loss of damages suffered or may be suffered by Employer as aforesaid after allowing such credit shall without prejudice to any other right or remedy available to Employer in law or as per agreement be recovered from any money due to the contractor on any account, and if such money is insufficient, the contractor shall be called upon in writing and shall be liable to pay the same within 30 days.
		If the contractor fails to pay the required sum within the aforesaid period of 30 days, the Engineer-in-Charge shall have the right to sell any or all of the contractors' unused materials, constructional plant, implements, temporary building at site etc. and adjust the proceeds of sale thereof towards the dues recoverable from the contractor under the contract and if thereafter there remains any balance outstanding, it shall be recovered in accordance with the provisions of the contract.
		In the event of above course being adopted by the Engineer-in-Charge, the contractor shall have no claim to compensation for any loss sustained by him by reason of his having purchased or procured any materials or entered into any engagements or made any advance on any account or with a view to the execution of the work or the performance of the contract.
<b>CLAUSE 15</b>		
<b>Suspension of Work</b>	(i)	The contractor shall, on receipt of the order in writing of the Engineer- in-Charge, (whose decision shall be final and binding on the contractor) suspend the progress of the works or any part thereof for such time and in such manner as the Engineer-in-Charge may consider necessary so as not to cause any damage or injury to the work already done or endanger the safety thereof for any of the following reasons:
		a) on account of any default on the part of the contractor; or
		b) for proper execution of the works or part thereof for reasons other than the default of the contractor; or
		c) for safety of the works or part thereof. The contractor shall, during such suspension, properly protect and secure the works to the extent necessary and carry out the instructions given in that behalf by the Engineer-in- Charge.
	ii)	If the suspension is ordered for reasons (b) and (c) in sub-para (i) above:

		a)	the contractor shall be entitled to an extension of time equal to the period of every such suspension PLUS 25%, for completion of the item or group of items of work for which a separate period of completion is specified in the contract and of which the suspended work forms a part, and;
		b)	If the total period of all such suspensions in respect of an item or group of items or work for which a separate period of completion is specified in the contract exceeds thirty days, the contractor shall, in addition, be entitled to such compensation as the Engineer-in- Charge may consider reasonable in respect of salaries and/or wages paid by the contractor to his employees and labour at site, remaining idle during the period of suspension, adding thereto 2% to cover indirect expenses of the contractor provided the contractor submits his claim supported by details to the Engineer-in- Charge within fifteen days of the expiry of the period of 30 days.
	iii)		If the works or part thereof is suspended on the orders of the Engineer-in- Charge for more than three months at a time, except when suspension is ordered for reason (a) in sub- para (i) above, the contractor may after receipt of such order serve a written notice on the Engineer-in-Charge requiring permission within fifteen days from receipt by the Engineer- in-Charge of the said notice, to proceed with the work or part thereof in regard to which progress has been suspended and if such permission is not granted within that time, the contractor, if he intends to treat the suspension, where it affects only a part of the works as an omission of such part by Employer or where it affects whole of the works, as an abandonment of the works by Employer, shall within ten days of expiry of such period of 15 days give notice in writing of his intention to the Engineer-in-Charge. In the event of the contractor treating the suspension as an abandonment of the contract by Employer, he shall have no claim to payment of any compensation on account of any profit or advantage which he might have derived from the execution of the work in full but which he could not derive in consequence of the abandonment. He shall, however, be entitled to such compensation, as the Engineer-in-Charge may consider reasonable, in respect of salaries and/or wages paid by him to his employees and labour at site, remaining idle in consequence adding to the total thereof 2% to cover indirect expenses of the contractor provided the contractor submits his claim supported by details to the Engineer-in-Charge within 30 days of the expiry of the period of 3 months.
	<b>CLAUSE 16</b>		
<b>Dismantled Material Employer's Property</b>			The contractor shall treat all materials obtained during dismantling of a structure, excavation of the site for a work, etc. as Employer's property and such materials shall be disposed off as per the specific instructions in this regard or in absence of the same to the best advantage of Employer according to the instructions in writing issued by the Engineer- in-Charge.
	<b>CLAUSE 17</b>		

<p><b>Contractor Liable for Damages, defects during defect liability period</b></p>	<p>i)</p>	<p>If the contractor or his working people shall break, deface, injure or destroy any part of building in which they may be working, or any building, road, road kerb, fence, enclosure, water pipe, cables, drains, electric or telephone post or wires, trees, grass or grassland, or cultivated ground contiguous to the premises on which the work or any part is being executed, or if any damage shall happen to the work while in progress, from any cause whatever or if any defect, shrinkage, settlement or other faults appear in the work within Defects Liability Period stated in Schedule 'F' or, if none stated, then within twelve months ( six months in the case of work costing Rs Five Lakh and below) after a certificate final or otherwise of its completion shall have been given by the Engineer- in-Charge as aforesaid arising out of defect or improper materials or workmanship, the contractor shall upon receipt of a notice in writing on that behalf and within such reasonable times as shall be specified therein, make the same good at his own expense or in case of default the Engineer-in-Charge may employ and pay other persons to amend and make good such defects, shrinkage, settlements or other faults and all damages, loss and expenses consequent thereon or incidental thereto shall be made good and borne by the Contractor and such damage, loss, expenses shall be recoverable from him by the Employer or may be deducted by the Employer, upon the Engineer-in-Charge's Certificate in writing, from any money due or may become due to the Contractor, or the Employer may in lieu of such amending and making good by the Contractor deduct from any money due to the Contractor, a sum, to be determined by the Engineer-in-Charge equivalent to the cost of amending such work and in the event of the amount retained as Security Deposit being insufficient, recover the balance from the Contractor, together with any expenses the Employer may have incurred in connection therewith. Should any defective work have been done or material supplied by any sub-contractor employed on the works who has been nominated or approved by the Employer, the Contractor shall be liable to make good in the same manner as if such work or material had been done or supplied by the Contractor and been subject to the provisions of this Clause. The Contractor shall remain liable under the provisions of this Clause notwithstanding the signing of any certificate or the passing of any accounts, by the Employer. The security deposit of the contractor shall not be refunded before the expiry of the Defect Liability Period after the issue of the certificate final or otherwise, as provided elsewhere.</p>
	<p>ii)</p>	<p>In case of Maintenance and Operation works of E&amp;M services, the security deposit deducted from contractors shall be refunded within one month from the date of final payment or within one month from the date of completion of the maintenance contract whichever is earlier.</p>
<p><b>Clause 18</b></p>		
<p><b>Setting out of works</b></p>		<p>The Contractor shall set out the works and shall be responsible for the true and perfect setting out of the same and for the correctness of the positions, levels, dimensions and alignment</p>

		<p>of all parts thereof. If at any time, any error in this respect shall appear during the progress of the works or within the Defect Liability Period after completion of the works, the Contractor shall, if so required, at his own expense rectify such error to the satisfaction of the Engineer-in-Charge.</p> <p>The checking of any setting-out or of any line or level by the Engineer-in-charge or his representative shall not in any way relieve the Contractor of his responsibility for the correctness thereof and the Contractor shall carefully protect and preserve all bench-marks, sight rails, pegs and other things used in setting out the works.</p>
<b>CLAUSE 19</b>		
<b>All relevant Statutory Laws to be complied by the Contractor</b>	i)	The contractor shall obtain a valid license under the Contract Labour (R&A) Act, 1970, and the Contract Labour (Regulation and Abolition) Central Rules, 1971, before the commencement of the work, and continue to have a valid license until the completion of the work. The contractor shall also abide by the provisions of the Child Labour (Prohibition and Regulation) Act, 1986, Minimum Wages (Central) Rules, 1950.
	ii)	The contractor shall also comply with the provisions of the building and other Construction Workers (Regulation of Employment & Conditions of Service) Act, 1996 and the building and other Construction Workers Welfare Cess Act, 1996.
	iii)	The contractor shall comply with the provisions of the Payment of Wages Act, 1936, Minimum Wages Act, 19, Employees Liability Act, 1938, Workmen's Compensation Act, 1923, Industrial Disputes Act, 1947, Maternity Benefits Act, 1961, or the modifications thereof or any other relevant laws and the rules made thereunder from time to time.
	iv)	The contractor shall comply with provisions of any other relevant law in connection with the work, as may be applicable.
	v)	Any failure to fulfill these requirements shall attract the penal provisions of the concerned Act and Contractor shall be liable to face the consequences thereof in addition to any other penal provisions of this contract. The contractor shall indemnify the Employer for any loss caused due to non-compliance with any of the provisions of laws applicable.
<b>CLAUSE 19 A</b>		
<b>Payment of wages:</b>	i)	The contractor shall pay to labour employed by him either directly or through subcontractors, wages not less than fair wages as per the provisions of the Contract Labour (Regulation and Abolition) Act, 1970 and the contract Labour (Regulation and Abolition) Central Rules, 1971, wherever applicable.
	ii)	The contractor shall, notwithstanding the provisions of any contract to the contrary, cause to be paid fair wage to labour indirectly engaged on the work, including any labour engaged by his sub-contractors in connection with the said work, as if the labour had been immediately employed by him.
	iii)	In respect of all labour directly or indirectly employed in the works for performance of the contractor's part of this contract, the contractor shall comply with or cause to be complied with the Labour Regulations made by Government from time to



		time in regard to payment of wages, wage period, deductions from wages, recovery of wages not paid and deductions unauthorizedly made, maintenance of wage books or wage slips, publication of scale of wages and other terms of employment, inspection and submission of periodical returns and all other matters of the like nature or as per the provisions of the Contract Labour (Regulation and Abolition) Act, 1970, and the Contract Labour (Regulation and Abolition) Central Rules, 1971, wherever applicable.
	iv)	a) The Engineer-in-Charge concerned shall have the right to deduct from the moneys due to the contractor any sum required or estimated to be required for making good the loss suffered by a worker or workers by reason of non-fulfilment of the conditions of the contract for the benefit of the workers, non-payment of wages or of deductions made from his or their wages which are not justified by their terms of the contract or non-observance of the Regulations.
		b) Under the provision of Minimum Wages (Central) Rules, 1950, the contractor is bound to allow to the labours directly or indirectly employed in the works one day rest for 6 days continuous work and pay wages at the same rate as for duty. In the event of default, the Engineer-in-Charge shall have the right to deduct the sum or sums not paid on account of wages for weekly holidays to any labours and pay the same to the persons entitled thereto from any money due to the contractor.
	v)	The contractor shall indemnify as per the approved format and keep indemnified the Employer against payments to be made under and for the observance of the laws aforesaid without prejudice to his right to claim indemnity from his sub-contractors.
	vi)	The laws aforesaid shall be deemed to be a part of this contract and any breach thereof shall be deemed to be a breach of this contract.
	vii)	The contractor shall ensure that no amount by way of commission or otherwise is deducted or recovered from the wage of workmen.
<b>CLAUSE 19 B</b>		
		In respect of all labour directly or indirectly employed in the work for the performance of the contractor's part of this contract, the contractor shall at his own expense arrange for the safety provisions as per the Safety Code annexed and shall also at his own expense provide for all facilities in connection therewith.
<b>CLAUSE 19 C</b>		
		The contractor shall submit by the 4th and 19th of every month, to the Engineer-in-Charge, a true statement showing in respect of the second half of the preceding month and the first half of the current month respectively:-
		1) the number of labourers employed by him on the work,
		2) their working hours,
		3) the wages paid to them,

	4)	the accidents that occurred during the said fortnight showing the circumstances under which they happened and the extent of damage and injury caused by them, and
		Failing which the contractor shall be liable to pay to Employer, a sum not exceeding Rs.200/- for each default or materially incorrect statement. The decision of the Employer shall be final in deducting from any bill due to the contractor, the amount levied as fine and be binding on the contractor.
<b>CLAUSE 19 D</b>		
		In respect of all labour directly or indirectly employed in the works for the performance of the contractor's part of this contract, the contractor shall comply with or cause to be complied with all the rules framed by Government from time to time for the protection of health and sanitary arrangements for workers employed by him/her.
<b>CLAUSE 19 E</b>		
		The Engineer-in-Charge may require the contractor to dismiss or remove from the site of the work any person or persons in the contractor's employment upon the work who may be incompetent or misconduct himself and the contractor shall forthwith comply with such requirements. In respect of maintenance/repair or renovation works etc. where the labour have an easy access to the individual houses, the contractor shall issue identity cards to the labourers, whether temporary or permanent and he shall be responsible for any untoward action on the part of such labour.
<b>CLAUSE 19 F</b>		
	i)	It shall be the responsibility of the contractor to see that the building under construction is not occupied by anybody unauthorisedly during construction, and is handed over to the Engineer-in-Charge with vacant possession of complete building. If such building though completed is occupied illegally, then the Engineer-in-Charge shall have the option to refuse to accept the said building/buildings in that position. Any delay in acceptance on this account will be treated as the delay in completion and for such delay, the provisions of clause 2 shall be applied by the Employer whose decision shall be final both with regard to the justification and quantum and be binding on the contractor.
	ii)	However, the Employer, through a notice, may require the contractor to remove the illegal occupation any time on or before construction and delivery.
<b>CLAUSE 19 G</b>		
	i)	The contractor shall, at all stages of work, deploy skilled/semi-skilled tradesmen who are qualified in particular trade. If the tradesmen are found to have inadequate skill to execute the work of respective trade, the contractor shall substitute such tradesmen within two days of written notice from Engineer-in-Charge. Decision of Engineer-in-Charge as to whether particular tradesman possesses requisite skill shall be final and binding.

	ii)	Provided always, that the provisions of this clause, shall not be applicable for works with estimated cost put to tender being less than Rs. 5 crores.
<b>CLAUSE 19 H</b>		
<b>Contribution of EPF and ESI</b>		The ESI and EPF contributions on the part of employer in respect of this contract shall be paid by the contractor. The quoted rate shall be inclusive of these amounts. The contractor shall submit the details of registration of labour for EPF and ESI and documents evidencing these payments shall be submitted every month.
<b>CLAUSE 19 I</b>		
<b>Ensuring Payment and Amenities to Workers if Contractor fails</b>		In every case in which by virtue of the provisions of the Contract Labour (Regulation and Abolition) Act, 1970, and of the Contract Labour (Regulation and Abolition) Central Rules, 1971, Employer is obliged to pay any amounts of wages to a workman employed by the contractor in execution of the works, or to incur any expenditure in providing welfare and health amenities required to be provided under the above said Act and under the rules framed by Government from time to time for the protection of health and sanitary arrangements for workers employed by Contractors. Employer will recover from the contractor, the amount of wages so paid or the amount of expenditure so incurred; and without prejudice to the rights of the Employer under sub-section(2) of Section 20, and sub-section (4) of Section 21, of the Contract Labour (Regulation and Abolition) Act, 1970, Employer shall be at liberty to recover such amount or any part thereof by deducting it from the security deposit or from any sum due by Employer to the contractor whether under this contract or otherwise Employer shall not be bound to contest any claim made against it under sub-section (1) of Section 20, sub-section (4) of Section 21, of the said Act, except on the written request of the contractor and upon his giving to the Employer full security for all costs for which Employer might become liable in contesting such claim.
<b>CLAUSE 20</b>		
	i)	The Contractor shall conform to the provisions of any Act of the Legislature relating to the work, and to the regulations and bye-laws of any authority, and of any water, electric supply and other companies and/or authorities with whose systems the structure is proposed to be connected and shall before making any variations from the Drawing or Specifications that may be necessitated by so conforming give to the Employer written notice, specifying the variation proposed to be made and the reason for making it and apply for instructions thereon. In case the Contractor shall not within ten days receive such instructions he shall proceed with the work conforming to the provisions, regulations or bye-laws in question, and any variation so necessitated shall be dealt with under Clause 12 thereof.
	ii)	The Contractor shall bring to the attention of the Employer all notices required by the said Acts, regulations or bye-laws to be given to any authority and pay to such authority, or to any public office all fees that may be properly chargeable in respect of the works, and lodge the receipts with the Employer.

	<b>CLAUSE 21</b>	
<b>Work not to be sublet. Action in case of insolvency</b>		<p>The whole of the works included in the contract shall be executed by the Contractor and the Contract or any part/share thereof or any interest therein shall not be assigned or sublet without the prior written consent of the Employer, and no undertaking shall relieve the Contractor from the full and entire responsibility of the Contract or from active superintendence of the works during their progress.</p> <p>And if the contractor shall assign or sublet his contract, or attempt to do so, or become insolvent or commence any insolvency proceedings or make any composition with his creditors or attempt to do so, or if any bribe, gratuity, gift, loan, perquisite, reward or advantage pecuniary or otherwise, shall either directly or indirectly, be given, promised or offered by the contractor, or any of his servants or agent to any public officer or person in the employment of the Employer in any way relating to his office or employment, or if any such officer or person shall become in any way directly or indirectly interested in the contract, the Engineer-in-Charge on behalf of the Employer shall have power to adopt the course specified in Clause 3 hereof in the interest of Employer and in the event of such course being adopted, the consequences specified in the said Clause 3 shall ensue.</p>
	<b>CLAUSE 22</b>	
<b>Recovery of Compensation paid to Workmen</b>		<p>In every case in which by virtue of the provisions of the Workmen's Compensation Act, 1923, or any statutory modification or re-enactment thereof, Employer is obliged to pay compensation to a workman employed by the contractor, in execution of the works, Employer shall be entitled to recover from the contractor, the amount of the compensation so paid; and, without prejudice to the rights of the Employer under the provisions of the said Act, Employer shall be at liberty to recover such amount or any part thereof by deducting it from the security deposit or from any sum due by Employer to the contractor whether under this contract or otherwise. Employer shall not be bound to contest any claim made against it under the provisions of the said Act, except on the written request of the contractor and upon his giving to Employer full security for all costs for which Employer might become liable in consequence of contesting such claim.</p>
	<b>CLAUSE 23</b>	
<b>Changes in firm's Constitution to be intimated</b>		<p>Where the contractor is a partnership firm, the previous approval in writing of the Engineer-in-Charge shall be obtained before any change is made in the constitution of the firm. Where the contractor is an individual or a Hindu undivided family business concern, such approval as aforesaid shall likewise be obtained before the contractor enters into any partnership agreement where under the partnership firm would have the right to carry out the works hereby undertaken by the contractor. If previous approval as aforesaid is not obtained, the contract shall be deemed to have been assigned in contravention of Clause 21 hereof and the same action may be taken, and the same consequences shall ensue as provided in the said Clause 21.</p>
	<b>CLAUSE 24</b>	

<p><b>Contractor to Supply Material, Machinery, Equipment, Tools &amp; Plants etc.</b></p>		<p>The contractor shall arrange at his own expense all materials (including consumables such as welding rods etc.), all tools, plant, machinery and equipment (hereinafter referred to as T&amp;P) required for execution of the work. In addition to this, appliances, implements, other plants, ladders, cordage, tackle, steel scaffolding and temporary works required for the proper execution of the work, whether original, altered or substituted and whether included in the specifications or other documents forming part of the contract or referred to in these conditions or not, or which may be necessary for the purpose of satisfying or complying with the requirements of the Engineer-in-Charge as to any matter as to which under these conditions he is entitled to be satisfied, or which he is entitled to require together with carriage therefor to and from the work. The contractor shall also supply without charge the requisite number of persons with the means and materials, necessary for the purpose of setting out works, and counting, weighing and assisting the measurement for examination at any time and from time to time of the work or materials.</p>
<p><b>CLAUSE 25</b></p>		
<p><b>Settlement of Disputes &amp; Arbitration</b></p>		<p>Except where otherwise provided in the contract, all questions and disputes relating to the meaning of the specifications, design, drawings and instructions here-in before mentioned and as to the quality of workmanship or materials used on the work or as to any other question, claim, right, matter or thing whatsoever in any way arising out of or relating to the contract, designs, drawings, specifications, estimates, instructions, orders or these conditions or otherwise concerning the works or the execution or failure to execute the same whether arising during the progress of the work or after the cancellation, termination, completion or abandonment thereof shall be dealt with as mentioned hereinafter:</p>
	<p>i)</p>	<p>The decision, opinion, direction, certificate of payment issued by the Engineer-in-Charge in respect of all or any of the excepted matters as provided in the contract shall be final, conclusive and binding on the parties hereto and shall be without appeal. Such decision may be in the form of a final certificate or otherwise.</p>
	<p>ii)</p>	<p>All other disputes and differences of any kind whatsoever arising out of or in connection with the contract or the carrying out of the works (whether during the progress of the works or after their completion and whether before or after the determination abandonment or breach of the contract) shall be referred to and settled by the Competent Authority of the Employer as specified in the Schedule 'F'. The designated authority shall state its decision in writing within 28 days from the date of receipt of reference from the contractor.</p>
	<p>iii)</p>	<p>But If the Competent Authority (CA) fails to give his decision within the aforesaid period or if either party be dissatisfied on any matter it may, within 28 days after receiving notice of such decision, give a written notice to the other party requiring that the matters in dispute be arbitrated upon. Such written notice shall specify the matters, which are in dispute or difference of which such written notice has been given. If both the parties</p>

	<p>agree, a single arbitrator would be appointed for the purpose. In case there is no agreement on the appointment of arbitrator, the employer shall prepare a panel of three persons' names and forward to the contractor to select one among them as arbitrator.</p> <p>The arbitrator so appointed/selected shall confine himself only to the dispute/difference referred to him while adjudicating and pronouncing his decision.</p> <p>The arbitrator shall make his or their award within one year (or such further extended time as may be decided by him or them as the case may be with the consent of the parties) from the date of entering on the reference. In case during the arbitration proceedings the parties mutually settle or compromise their dispute or difference, on the parties filing their joint memorandum of the settlement or compromise, the arbitrator or the arbitrators as the case may be, shall make an award in terms of such settlement or compromise.</p> <p>Upon any such reference, the decision on the cost incidental to the reference and award respectively shall be in the discretion of the arbitrator as the case may be, who may determine the amount thereof or direct the same to be taxed as between the party and party, and shall direct by whom and to whom and in what manner the same shall be borne and paid. This submission shall be deemed to be a submission to arbitration within the meaning of the <b>Indian Arbitration and Conciliation Act, 1996 or any statutory modification thereof</b>. The award of the arbitrator shall be final and binding on the parties. It is agreed that the Contractor shall not delay the carrying out of the works by reason of any such matter, question or dispute being referred to arbitration, but shall proceed with the works with all due diligence and shall until the decision of the arbitrator is given, abide by the decision of the Employer. No award of the arbitrator shall relieve the Contractor of his obligations to adhere strictly to the Employer's instructions with regard to the actual carrying out of the works. The Employer and the Contractor hereby also agree that arbitration under this clause shall be a condition precedent to any right of action under the contract. The place of Arbitration shall be as specified in Schedule 'F'.</p>
	<b>CLAUSE 26</b>
<p><b>Contractor to indemnify Employer against Patent Rights</b></p>	<p>The contractor shall fully indemnify and keep indemnified the Employer against any action, claim or proceeding relating to infringement or use of any patent or design or any alleged patent or design rights and shall himself pay any royalties, licence fees etc. which may be payable in respect of any article or part thereof included in the contract or damages cost and charges of all and every sort that may be legally incurred in respect thereof. In the event of any claims made under or action brought against Employer in respect of any such matters as aforesaid, the contractor shall be immediately notified thereof and the contractor shall be at liberty, at his own expense, to settle any dispute or to conduct any litigation that may arise therefrom, provided that the contractor shall not be liable to indemnify the Employer if the infringement of the patent or design or any alleged patent or design right is the direct</p>

		result of an order passed by the Engineer-in-Charge in this behalf.
<b>CLAUSE 27</b>		
<b>Lumpsum Provisions in Tender</b>		When the estimate on which a tender is made includes lump sum in respect of parts of the work, the contractor shall be entitled to payment in respect of the items of work involved or the part of the work in question at the same rates as are payable under this contract for such items, or if the part of the work in question is not, in the opinion of the Engineer-in-Charge payable of measurement, the Engineer-in-Charge may at his discretion pay the lump-sum amount entered in the estimate, and the certificate in writing of the Engineer-in-Charge shall be final and conclusive against the contractor with regard to any sum or sums payable to him under the provisions of the clause.
<b>CLAUSE 28</b>		
<b>Nominated Sub-Contractors</b>	i)	All Specialists, Merchants, Tradesman and other executing any work of supplying and fixing any goods for which prime cost prices or provisional sums are included in the Schedule of Quantities and/or Specifications who may be nominated or selected by the Engineer-in-charge are hereby declared to be Sub-Contractors employed by the Contractor and are herein referred to as nominated Sub-Contractors.
	ii)	No nominated Sub-Contractor shall be employed on or in connection with the works against whom the Contractor shall make reasonable objection or (save where the Employer and Contractor shall otherwise agree) who will not enter into a Contract provided:
	a)	That the nominated Sub-Contractor shall indemnify the Contractor against the same obligation in respect of the Sub-Contract as the Contractor is under in respect of this contract.
	b)	That the nominated Sub-Contractor shall indemnify the Contractor against claims in respect of any negligence by the Sub-Contractor, his servants or agents or any misuse by him or them of any scaffolding or other plant, the property of the Contractor or under any Workmen's Compensation Act in force.
	c)	Payment shall be made to the nominated Sub-Contractor within fourteen days of his receipt of the Engineer-in-charge's Certificate provided that before any certificate is issued, the Contractor shall, upon request, furnish to the Engineer-in-charge proof that all nominated Sub-Contractor's accounts included in previous Certificates have been duly discharged, on the default whereof, the Employer may pay the same upon a Certificate of the Engineer-in-charge and deduct the amount thereof from any sum due to the Contractor. The exercise of this power shall not create brevity of contract as between Employer and Sub-Contractor.
<b>CLAUSE 29</b>		
<b>Withholding and lien in respect of sum due from contractor</b>	i)	Whenever any claim or claims for payment of a sum of money arises out of or under the contract or against the contractor, the Employer shall be entitled to withhold and also have a lien to retain such sum or sums in whole or in part from the security,

		<p>if any deposited by the contractor and for the purpose aforesaid, the Employer shall be entitled to withhold the security deposit, if any, furnished as the case may be and also have a lien over the same pending finalization or adjudication of any such claim. In the event of the security being insufficient to cover the claimed amount or amounts or if no security has been taken from the contractor, the Employer shall be entitled to withhold and have a lien to retain to the extent of such claimed amount or amounts referred to above, from any sum or sums found payable or which may at any time thereafter become payable to the contractor under the same contract or any other contract elsewhere with the RESERVE BANK OF INDIA pending finalization of adjudication of any such claim.</p> <p>It is an agreed term of the contract that the sum of money or moneys so withheld or retained under the lien referred to above by Employer will be kept withheld or retained as such by the Employer till the claim arising out of or under the contract is determined by the arbitrator(if the contract is governed by the arbitration clause) or by the competent court, as the case may be and that the contractor will have no claim for interest or damages whatsoever on any account in respect of such withholding or retention under the lien referred to above and duly notified as such to the contractor. For the purpose of this clause, where the contractor is a partnership firm or a limited company, the Employer shall be entitled to withhold and also have a lien to retain towards such claimed amount or amounts in whole or in part from any sum found payable to any partner/limited company as the case may be, whether in his individual capacity or otherwise.</p>
	ii)	<p>Employer shall have the right to cause an audit and technical examination of the works and the final bills of the contractor including all supporting vouchers, abstract, etc., to be made after payment of the final bill and if as a result of such audit and technical examination any sum is found to have been overpaid in respect of any work done by the contractor under the contract or any work claimed to have been done by him under the contract and found not to have been executed, the contractor shall be liable to refund the amount of over-payment and it shall be lawful for Employer to recover the same from him in the manner prescribed in sub-clause (i) of this clause or in any other manner legally permissible; and if it is found that the contractor was paid less than what was due to him under the contract in respect of any work executed by him under it, the amount of such under payment shall be duly paid by Employer to the contractor, without any interest thereon whatsoever.</p>
	<b>CLAUSE 29A</b>	
<b>Lien in respect of claims in other Contracts</b>		<p>Any sum of money due and payable to the contractor (including the security deposit returnable to him) under the contract may be withheld or retained by way of lien by the Employer against any claim of the Employer in respect of payment of a sum of money arising out of or under any other contract made by the contractor with the Employer or RESERVE BANK OF INDIA elsewhere.</p>



		It is an agreed term of the contract that the sum of money so withheld or retained under this clause by the Employer will be kept withheld or retained as such by the Employer or till his claim arising out of the same contract or any other contract is either mutually settled or determined by the arbitration clause or by the competent court, as the case may be and that the contractor shall have no claim for interest or damages whatsoever on this account or on any other ground in respect of any sum of money withheld or retained under this clause and duly notified as such to the contractor.
	<b>CLAUSE 30</b>	
<b>Return of Surplus materials</b>		Notwithstanding anything contained to the contrary in this contract, where any materials for the execution of the contract are procured with the assistance of Employer by purchases made under orders or permits or licenses issued by Government, the contractor shall hold the said materials economically and solely for the purpose of the contract and not dispose them off without the written permission of the Employer and return it to Employer, if required by the Employer, all surplus materials that may be left with him after the completion of the contract or at its termination for any reason whatsoever on being paid or credited such price as the Engineer-in-Charge shall determine having due regard to the condition of the materials. The price allowed to the contractor however shall not exceed the purchase price thereof inclusive of sales tax, octroi and other such levies paid by Contractor in respect thereof. The decision of the Engineer-in-Charge shall be final and conclusive. In the event of breach of the aforesaid condition, the contractor shall in addition to throwing himself open to action for contravention of the terms of the license or permit and/or for criminal breach of trust, be liable to Employer for all moneys, advantages or profits resulting or which in the usual course would have resulted to him by reason of such breach.
	<b>CLAUSE 31</b>	
<b>Water and Electric power supply for work</b>		The contractor(s) shall make his/their own arrangements for water and Electric power supply required for the work and nothing extra will be paid for the same. This will be subject to the following conditions.
	i)	That the water used by the contractor(s) shall be fit for construction purposes to the satisfaction of the Engineer-in- Charge.
	ii)	The Engineer-in-Charge shall make alternative arrangements for supply of water at the risk and cost of contractor(s) if the arrangements made by the contractor(s) for procurement of water are in the opinion of the Engineer-in-Charge, unsatisfactory.
	<b>CLAUSE 31A</b>	
<b>Employer's water supply, if available</b>		Water if available may be supplied to the contractor by the Employer subject to the following conditions:-
	i)	The water charges @ 1 % shall be recovered on gross amount of the work done.

		ii)	The contractor(s) shall make his/their own arrangement of water connection and laying of pipelines from existing main source of supply.
		iii)	The Employer do not guarantee to maintain uninterrupted supply of water and it will be incumbent on the contractor(s) to make alternative arrangements for water at his/ their own cost in the event of any temporary break down in the water mains so that the progress of his/their work is not held up for want of water. No claim of damage or refund of water charges will be entertained on account of such break down.
<b>CLAUSE 32</b>			
<b>Alternate water arrangements</b>	i)	Where there is no piped water supply arrangement and the water is taken by the contractor from the wells or hand pump constructed by the Government, no charge shall be recovered from the contractor on that account. The contractor shall, however, draw water at such hours of the day that it does not interfere with the normal use for which the hand pumps and wells are intended. He will also be responsible for all damage and abnormal repairs arising out of his use, the cost of which shall be recoverable from him. The Engineer-in-Charge shall be the final authority to determine the cost recoverable from the contractor on this account and his decision shall be binding on the contractor.	
	ii)	The contractor shall be allowed to construct temporary wells in Employer's land for taking water for construction purposes only after he has got permission of the Engineer-in-Charge in writing. No charges shall be recovered from the contractor on this account, but the contractor shall be required to provide necessary safety arrangements to avoid any accidents or damage to adjacent buildings, roads and service lines. He shall be responsible for any accidents or damage caused due to construction and subsequent maintenance of the wells and shall restore the ground to its original condition after the wells are dismantled on completion of the work. He shall also be responsible for obtaining any permissions required in this connection from the statutory authorities at his own cost.	
<b>CLAUSE 33</b>			
<b>Insurance in respect of damages to Persons and Property</b>		The Contractor shall be responsible for all injury or damage to persons, animals or things, and for all damage to property which may arise from any factor omission on the part of the Contractor or any Sub-Contractor or any nominated Sub-Contractor or any of their employees. The liability under this clause shall cover also inter-alia any damage to structures, whether immediately adjacent to the works or otherwise, any damage to roads, streets, footpaths, bridges as well as damage caused to the building and other structures and works forming the subject matter of this contract. The contractor shall also be responsible for any damage caused to the buildings and other structures and works forming the subject matter of this contract due to rain, wind, frost or other inclemency of weather. The Contractor shall indemnify and keep indemnified the Employer and hold him harmless in respect of all and any loss and	

		<p>expenses arising from any such injury or damage to persons or property as aforesaid and also against any claim made in respect of injury or damage, whether under any statute or otherwise and also in respect of any award or compensation or damage consequent upon such claims. <b>The Contractor shall, at his own expense, effect and maintain till issue of the virtual completion certificate under this contract, with an insurance company approved by the Employer, an All Risks Policy for Insurance for the full amount of the contract including earth quake risk and fire risk in the joint names of the Employer and the Contractor (the name of the former being placed first in the policy) against all risks as per the standard all risk policy for Contractors and deposit such policy or policies with the Employer before commencing the works.</b></p> <p>The Contractor shall reinstate all damage of every sort mentioned in this clause so as to do delivery of the whole of the works complete and perfect in every respect and so as to make good or otherwise satisfy all claims for damage to property or third parties.</p>
		<p>The Contractor shall also indemnify and keep indemnified the Employer against all claims which may be made against the Employer by any person in respect of anything which may arise in respect of the works or in consequence thereof and <b>shall at his own expense, effect and maintain until the virtual completion of the contract, with an Insurance Company approved by the Employer a policy of Insurance in the joint names of the Employer and the Contractor (name of the former being placed first in the policy) against such risks and deposit such policy or policies before commencement of the works.</b></p> <p><b>The minimum limit of the coverage under the policy shall be Rs.2 lakhs per person for any one accident or occurrence and Rs.5 lakhs in respect of damage to property for any one accident or occurrence.</b> The Contractor shall also indemnify the Employer against all claims which may be made upon the Employer, whether under the <b>Workmen's Compensation Act</b> or any other statute in force, during the currency of this contract or at Common Law in respect of any employee of the Contractor or Sub-Contractor and <b>shall at his own expense effect and maintain until the Virtual Completion of the Contract with an Insurance Company approved by the Employer a policy of Insurance against such risks and deposit such policy or policies with the Employer from time to time during the currency of this contract.</b></p> <p>In default of the Contractor insuring as provided above, the Employer may so insure and may deduct the premiums paid from any money due or which may become due to the Contractor.</p>
		<p>The Contractor shall be responsible for any liability which may not be covered by the insurance policies referred to above and also for all other escalation to any person, animal or defective carrying out of this contract, whatever, may be the reasons due to which the damage shall have been caused.</p>

		<p>The Contractor shall also indemnify and keep indemnified the Employer against all and any costs, charges or expenses arising out of any claim or proceedings relating to the works and also in respect of any award of damage or compensation arising therefrom.</p> <p>Without prejudice to the other rights of the Employer against Contractors in respect of such default, the Employer shall be entitled to deduct from any sums payable to the Contractor the amount of any damages, compensation costs, charges and other expenses paid by the Employer and which are payable by the Contractor under this clause.</p>
	<b>CLAUSE 34</b>	
<b>Employment of Technical Staff and employees</b>		Contractor's Superintendence, Supervision, Technical Staff & Employees
	i)	<p>The contractor shall provide all necessary superintendence during execution of the work and all along thereafter as may be necessary for proper fulfilment of the obligations under the contract until the expiry of the "Defects Liability Period" stated in Schedule 'F'.</p> <p>The contractor shall immediately after receiving letter of award of work and before commencement of the work, intimate in writing to the Engineer-in-Charge, the name(s), qualifications, experience, age, address(s) and other particulars along with certificates, of the Project Manager, to be in charge of the work, Principal technical representative and other technical representative(s) who will be supervising the work.</p> <p><b>Minimum requirement of such Project Manager and technical representative(s) and their qualifications and experience shall not be lower than specified in Schedule 'F'.</b> The Engineer-in-Charge shall within 3 days of receipt of such communication intimate in writing his approval or otherwise of such a representative(s) to the contractor. Any such approval may at any time be withdrawn and in case of such withdrawal, the contractor shall appoint another such representative(s) according to the provisions of this clause. Decision of the Employer shall be final and binding on the contractor in this respect. Such a Project Manager, Principal technical representative and other technical representative(s) shall be appointed by the contractor soon after receipt of the approval from Engineer-in-charge and shall be available at site before start of work.</p> <p>All the provisions applicable to the principal technical representative under the Clause will also be applicable to other technical representative(s). The principal technical representative and other technical representative(s) shall be present at the site of work for supervision at all times when any construction activity is in progress and also present himself/themselves, as required, to the Engineer-in-Charge and/or his designated representative to take instructions. Instructions given to the principal technical</p>

			<p>representative or other technical representative(s) shall be deemed to have the same force as if these have been given to the contractor. The principal technical representative and other technical representative(s) shall be actually available at site fully during all stages of execution of work, during recording/checking/test checking of measurements of works and whenever so required by the Engineer- in-Charge and shall also note down instructions conveyed by the Engineer-in-Charge or his designated representative(s) in the site order book and shall affix his/their signature in token of noting down the instructions and in token of acceptance of measurements/ checked measurements/ test checked measurements. <b>Necessary site Registers viz. Material receipt/consumption register/Hindrance Register/Labour Register etc. shall be strictly maintained by him on daily basis and got duly authenticated from Engineer-in-charge.</b> The representative(s) shall not look after any other work. Substitutes, duly approved by Engineer-in-Charge of the work in similar manner as aforesaid shall be provided in event of absence of any of the representative(s) by more than two consecutive days.</p> <p>If the Engineer-in-Charge, whose decision in this respect is final and binding on the contractor, is convinced that no such technical representative(s) is/are effectively appointed or is/are effectively attending or fulfilling the provision of this clause, <b>a recovery (non- refundable) shall be effected from the contractor as specified in Schedule 'F'</b> and the decision of the Engineer-In-Charge as recorded in the site order book and measurement recorded checked/test checked in Measurement Books shall be final and binding on the contractor. Further if the contractor fails to appoint suitable Project Manager, Principal technical representative and/or other technical representative(s) and if such appointed persons are not effectively present or are absent by more than two continuous days without duly approved substitute or do not discharge their responsibilities satisfactorily, the Engineer-in-Charge shall have full powers to suspend the execution of the work until such date as suitable other technical representative(s) is/are appointed and the contractor shall be held responsible for the delay so caused to the work. The contractor shall submit a certificate of employment of the technical representative(s) (in the form of copy of Form-16 or CPF deduction issued to the Technical staff and employees employed by him) along with every on account bill and final bill and shall produce evidence if at any time so required by the Engineer-in-Charge.</p>
		ii)	<p>The contractor shall provide and employ on the site only such technical assistants as are skilled and experienced in their respective fields and such foremen</p>

		and supervisory staff as are competent to give proper supervision to the work. The contractor shall provide and employ skilled, semiskilled and unskilled labour as is necessary for proper and timely execution of the work.
	iii)	The Engineer-in-Charge shall be at liberty to object to and require the contractor to remove from the works any person who in his opinion misconducts himself, or is incompetent or negligent in the performance of his duties or whose employment is otherwise considered by the Engineer-in-Charge to be undesirable. Such person shall not be employed again at works site without the written permission of the Engineer-in-Charge and the persons so removed shall be replaced as soon as possible by competent substitutes.
<b>CLAUSE 35</b>		
<b>Levy/Taxes payable by Contractor</b>	i)	GST/Sales Tax/VAT/ Service Tax, Building and other Construction Workers Welfare Cess or any other tax or Cess in respect of this contract shall be payable by the contractor and Employer shall not entertain any claim whatsoever in this respect.
	ii)	The contractor shall deposit royalty and obtain necessary permit for supply of the red bajri, sand, stone, kankar, etc. from local authorities.
		If pursuant to or under any law, notification or order any royalty, cess or the like becomes payable by the Employer and does not any time become payable by the contractor to the State Government/ Local authorities in respect of any material used by the contractor in the works, then in such a case, it shall be lawful to the Employer and it will have the right and be entitled to recover the amount paid in the circumstances as aforesaid from dues of the contractor.
<b>CLAUSE 36</b>		
<b>Conditions for reimbursement of levy/taxes if levied after receipt of tenders</b>	i)	All tendered rates shall be inclusive of all taxes and levies payable under respective statutes. However, if any further tax or levy or cess is imposed by Statute, after the last stipulated date for the receipt of tender including extensions, if any, and the contractor thereupon necessarily and properly pays such taxes/levies/cess, the contractor shall be reimbursed the amount so paid, provided such payments, if any, is not, in the opinion of the Employer (whose decision shall be final and binding on the contractor) attributable to delay in execution of work within the control of the contractor.
	ii)	The contractor shall keep necessary books of accounts and other documents for the purpose of this condition as may be necessary and shall allow inspection of the same by a duly authorized representative of the Employer and/or the Engineer-in-Charge and shall also furnish such other information/document as the Engineer-in-Charge may require from time to time.
	iii)	The contractor shall, within a period of 30 days of the imposition of any such further tax or levy or cess, give a written notice thereof to the Engineer-in-charge that the same is given pursuant to this condition, together with all necessary information relating thereto.

	<b>CLAUSE 37</b>	
<b>Other Persons employed by Employer</b>		The Employer reserves the right to use premises and any portions of the site for the execution of any work not included in this Contract which it may desire to have carried out by other persons and the Contractor shall allow all reasonable facilities for the execution of such work but shall not be required to provide any plant or material for the execution of such work except by special arrangement with the Employer. Such work shall be carried out in such manner as not to impede the progress of the works included in the Contract and the Contractor shall not be responsible for any damage or delay which may happen to or occasioned by such work
	<b>CLAUSE 38</b>	
<b>If relative working with the Employer then contractor not allowed to tender</b>		The contractor shall not be permitted to tender for works in the office of the Employer responsible for award and execution of contracts in which his near relative is posted as an officer (in any grade) or assistant (including Junior Engineer). 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 Officer of the Employer. Any breach of this condition by the contractor would render him liable to be removed from the approved list of contractors of the Employer. If, however, the contractor is registered in any other organization, he shall be debarred from tendering by the Employer for any breach of this condition. NOTE: By the term "near relatives" is meant wife, husband, parents and grandparents, children and grandchildren, brothers and sisters, uncles, aunts and cousins and their corresponding in-laws.
	<b>CLAUSE 39</b>	
<b>No Employee of the Employer to work as Contractor within one year of retirement</b>		No Technical or other officer or assistant (including Junior Engineer) employed with the Employer shall work as a contractor or employee of a contractor for a period of one year after his retirement from the service without the previous permission of Employer in writing. This contract is liable to be cancelled if either the contractor or any of his employees is found at any time to be such a person who had not obtained the permission of the Employer as aforesaid, before submission of the tender or engagement in the contractor's service, as the case may be.
	<b>CLAUSE 40</b>	
<b>Compensation during warlike situations</b>		The work (whether fully constructed or not) and all materials, machines, tools and plants, scaffolding, temporary buildings and other things connected therewith shall be at the risk of the contractor until the work has been delivered to the Engineer-in-Charge and a certificate from him to that effect obtained. In the event of the work or any materials properly brought to the site for incorporation in the work being damaged or destroyed in consequence of hostilities or warlike operation, the contractor shall when ordered (in writing) by the Engineer-in-Charge to remove any debris from the site, collect and properly stack or remove in store all serviceable materials salvaged from the damaged work and shall be paid at the contract rates in accordance with the provision of this agreement for the work

		<p>of clearing the site of debris, stacking or removal of serviceable material and for reconstruction of all works ordered by the Engineer-in-Charge, such payments being in addition to compensation up to the value of the work originally executed before being damaged or destroyed and not paid for. In case of works damaged or destroyed but not already measured and paid for, the compensation shall be assessed by the Engineer-in-Charge. The contractor shall be paid for the damages/destruction suffered and for restoring the material at the rate based on analysis of rates tendered for in accordance with the provision of the contract. The certificate of the Engineer-in-Charge regarding the quality and quantity of materials and the purpose for which they were collected shall be final and binding on all parties to this contract.</p> <p>Provided always that no compensation shall be payable for any loss in consequence of hostilities or warlike operations (a) unless the contractor had taken all such precautions against air raid as are deemed necessary by the Engineer-in-Charge (b) for any material etc. not on the site of the work or for any tools, plant, machinery, scaffolding, temporary building and other things not intended for the work.</p> <p>In the event of the contractor having to carry out reconstruction as aforesaid, he shall be allowed such extension of time for its completion as is considered reasonable by the Engineer-in-Charge.</p>
	<b>CLAUSE 41</b>	
<b>Direction and approval of Engineer-in-charge</b>		All works to be executed under the contract shall be executed under the direction and subject to the approval in all respects of the Engineer-in-Charge who shall be entitled to direct at what point or points and in what manner they are to be commenced, and from time to time carried on.
	<b>CLAUSE 42</b>	
		All sums payable by way of compensation under any of these conditions shall be considered as reasonable compensation to be applied to the use of Employer without reference to the actual loss or damage sustained and whether or not any damage shall have been sustained.
	<b>CLAUSE 43</b>	
<b>Release of Security deposit after labour clearance</b>		Security Deposit of the work shall not be refunded till the contractor produces a clearance deposit after labour certificate from the Labour Officer. As soon as the work is virtually complete the contractor shall apply for the clearance certificate to the Labour Officer under intimation to the Engineer-in-Charge. The Engineer-in-Charge, on receipt of the said communication, shall write to the Labour Officer to intimate if any complaint is pending against the contractor in respect of the work. If no complaint is pending, on record till after 3 months after completion of the work and/or no communication is received from the Labour Officer to this effect till six months after the date of completion, it will be deemed to have received the clearance certificate and the Security Deposit will be released, if otherwise due.
	<b>CLAUSE 44</b>	



<b>Non-Disclosure Pact</b>		<p>The contractor shall not disclose directly or indirectly any information, materials and of the Employer's infrastructure/system/equipment etc. which may come to the possession or knowledge of the contractor during the course of discharging its contractual obligations in connection with the agreement, to any third party and shall at all times hold the same in strictest confidence. The contractor shall treat the details of the contract as private and confidential, except to the extent necessary to carry out the obligations under it or to comply with applicable laws. The contractor shall not publish, permit to be published, or disclose any particulars of the works in any trade or technical paper or elsewhere without the previous written consent of the Employer. The contractor shall indemnify the Employer for any loss suffered by the Employer as a result of disclosure of any confidential information. Failure to observe the above shall be treated as breach of contract on the part of the contractor and the Employer shall be entitled to claim damages and pursue legal remedies.</p> <p>The contractor shall take all appropriate actions with respect to its employees to ensure that the obligations of non-disclosure of confidential information under this agreement are fully satisfied.</p> <p>The contractor's obligations with respect to non-disclosure and confidentiality will survive the expiry or termination of this agreement for whatever reason.</p>
<b>CLAUSE 45</b>		
<b>Prevention of Sexual Harassment at Work place</b>	a)	The firm shall be solely responsible in case of any complaint of sexual harassment against its employee within the premises of the Bank. The complaint will be filed before the Regional Committee constituted by the Reserve Bank of India and Bank shall ensure appropriate action under the said Act in respect of the complaint.
	b)	Any complaint of sexual harassment from any aggrieved employee of the firm against any employee of the Bank shall be taken cognizance of by the Regional Complaint Committee constituted by the Bank.
	c)	The firm shall be responsible for any monetary compensation that may need to be paid in case the incident involves the employees of the firm, for instance any monetary relief to Bank's employees, if sexual violence by the employee of the firm is proved.
	d)	The firm shall be responsible for educating its employees about prevention of sexual harassment at work place and related issues.
	e)	The firm shall provide a complete and updated list of its employees who are deployed within the Bank's premises.

I/We hereby declare that I/we have read and understood the above conditions.

**Place**  
**Dat**

**Signature of bidder**

## Section V

### SPECIAL CONDITIONS OF CONTRACT

<b>CLAUSE SC 1</b>	
<b>General</b>	i) Special conditions of Contract shall be read in conjunction with the General Conditions of Contract, specifications of work, drawings and any other documents forming part of this contract, wherever the context so requires.
	ii) Notwithstanding the sub-divisions of the document into separate sections, schedules, annexures etc., every part of each shall be deemed to be supplementary to and complementary of every other part and shall be read with and into the contract so far as it may be practicable to do so.
	iii) Where any portion of the Special Conditions of Contract is repugnant to or at variance with any provisions of the General Conditions of Contract then unless a different intention appears, the provision(s) of the Special Conditions shall be deemed to override the provision(s) of the General conditions of Contract only of the extent that such repugnance or variations cannot and shall be to the extent that such repugnance or variance cannot be reconciled with the General Conditions of Contract.
	iv) Wherever it is stated anywhere in this tender document that such and such supply is to be effected or such and such work is to be carried out, it shall be understood that the same shall be effected/ carried out by the Contractor at his own cost, unless a different intention is specifically stated.
	v) The items given in Schedule of Quantities shall be read in conjunction with materials and job specifications and relevant drawings.
<b>CLAUSE SC 2</b>	
<b>Responsibilities of contractor</b>	i) The CONTRACTOR shall be entirely responsible for executing the work covered under this Tender document in a safe, efficient and expeditious manner as per the time schedule, specifications and the necessary supervisory personnel, skilled, semi-skilled and unskilled labour shall be provided by the CONTRACTOR to achieve the monthly/weekly targets and the overall time schedule.
	ii) The CONTRACTOR shall ensure that local labour, unskilled as well as skilled, to the extent possible and available from local resources are preferably employed on the work.
	iii) All expenses towards mobilization at site and demobilization including bringing in equipment, work force, materials, dismantling the equipment, clearing the site etc. shall be deemed to be included in the prices quoted and no separate payments on account of such expenses shall be entertained.
	iv) The procurement and supply in sequence and at the appropriate time of all materials and consumables shall be entirely the CONTRACTOR's responsibility and his/her rates for execution of work will be inclusive of supply of all these items.
	v) Responsibility for obtaining all statutory approvals related to the work lies with the CONTRACTOR.

	vi)	The CONTRACTOR shall ensure that normal working of office is not affected due to his work.
	ix)	CONTRACTOR shall be responsible for implementing the requirements of Maharashtra State Pollution Control Board.
	x)	The works to be undertaken by the Contractor shall inter-alia include the following:
	a)	Preparation of detailed SHOP drawings and AS BUILT drawings wherever applicable.
	b)	Obtaining of Statutory permissions, where ever applicable and required.
	c)	Pre-commissioning tests as per relevant standard specifications, code of practice, Acts and Rules wherever required.
	xi)	The Contractor shall ensure that proper and timely after sales support shall be provided in respect of all equipments/ systems supplied and installed under the contract through the authorized representatives of OEMs/ system integrators/ approved dealers.
<b>CLAUSE SC 3</b>		
<b>Role of employer</b>		The Employer (Reserve Bank of India, Kolkata) shall administer and directly arrange for supervision of works, to test and examine any materials to be used or workmanship employed in connection with the works, monitoring of progress, inspection, certification of bills, making payments and implementation of various terms, conditions and stipulations of the contract.
<b>CLAUSE SC 4</b>		
<b>Performance Bank Guarantee (PBG)</b>		<p>As security against due fulfilment of the terms and obligations of the Contract, Defect Liability Period (Warranty period) and Annual Maintenance Service Contract for the entire life cycle of the equipment, the successful tenderer shall furnish on award of the works, an amount equal to 10% (Ten percent) of the contract value for the work in the form of a Bank Guarantee (BG) from any scheduled Bank in the form prescribed by the Bank towards <b>Security Deposit</b> for the due fulfilment of the terms and obligations of the contract, DLP and the first year of CAMC contract. <b>This BG should be valid for a period of the contract completion period up to the date of handing over of the newly installed IPCCTV System and a further period of TWO (2) years i.e. (one year DLP plus One year CAMC).</b></p> <p>After Completion of two years (one year DLP and one year CAMC), the Bank Guarantee submitted above shall be further extended for an amount to be reduced by 1/8th of initial guarantee amount year after year for a further period of six (06) years thereafter for due fulfilment of the contract conditions. The Bank reserves the right to enforce the Bank Guarantee in case of unsatisfactory performance of the terms, conditions of the DLP and CAMC set out in the tender at any time during the currency of committed period of eight (08) years (One year DLP and seven years CAMC).</p>
<b>CLAUSE SC 5</b>		

<b>Shop Drawings</b>	i)	Wherever shop drawings are required for approval before execution of work or the work has to be carried out as per manufacturer's specifications, shop drawing shall be got prepared by the Contractor on AutoCad system as per the actual site measurements based on Architectural drawings and submitted to Engineer-in-charge for approval before execution of work.
<b>CLAUSE SC 6</b>		
<b>Works to be carried out by licensed technicians under supervision of licensed Supervisors</b>	a)	All electrical works shall be carried out through a licensed Electrician under the supervision of licensed supervisor. The electrical connections carried out by the CONTRACTOR shall meet the statutory requirements. Changes, if any, as incorporated in the statutory rules and regulations from time to time shall be applicable to the electrical works done by the CONTRACTOR.
	e)	Wherever any statutory approval/ license/ NOC is required at any stage either before commissioning or after commissioning of the equipment/ system, the Contractor shall obtain the same by paying the requisite statutory fees/ deposit to the statutory authority directly and shall submit the original receipt to the employer for reimbursement. The Contractor shall be responsible for the liaison and follow-up with the statutory authority concerned for the purpose.
<b>CLAUSE SC 7</b>		
<b>Documents to be maintained at site</b>	a)	The Registers/ Documents specified at Schedule 'D' shall be maintained at site by the Contractor at his own cost and updated regularly.
	b)	These documents shall be available for inspection by Employer's representative or Engineer-in-charge or his representative during his site visit at all reasonable times.
	c)	After completion of work, the Contractor shall submit the duly completed registers/ documents along with all the relevant drawings to the Engineer-in-charge before submission of the Final bill.
<b>CLAUSE SC 8</b>		
<b>Progress Monitoring by the Engineer-in-charge</b>	i)	The contractor shall submit his programme for approval of Engineer-in-charge within 14 days from the date of award of work as specified in the relevant clause of the General Conditions of Contract.
	ii)	On the basis of the approved programme, the Engineer-in-charge shall monitor/ review the progress through site meetings on monthly interval or earlier, as and when required. The meeting should be attended by the contractor himself (in case of proprietorship firm) or authorized partner/ senior official in case of partnership firm/ limited company along with contractor's site in-charge.
	iii)	For this purpose, the contractor shall prepare and submit a progress report indicating following:
	A	Progress for the previous month (duration under review) and the planning for the next month and materials received during the month (duration under review) and expected to be received during next month.

		B	The reasons for major deviations in planned schedule and the actual progress achieved along with any hindrances/ decisions required from the Employer/ Engineer-in-charge.
		C	Procurement schedule for long lead items and status of finalization of purchase order for such items/ materials.
		D	List of Variations / extra items carried out during the previous month (period under review)
<b>CLAUSE SC 9</b>			
<b>Scope of Work during Warrantee Period and AMC</b>			The equipment supplied shall be warrantied against all types of defects for a period of one year from the date of handing over of the IPCCTV System to the Bank. Upon successful completion of defect liability period of one year the system will be put under Comprehensive Annual Maintenance Contract for seven (07) years. The scope during the DLP and AMC will be as follows:
		a)	Any defect(s) in the system/sub-assemblies, found within the warrantee period and the annual maintenance contract period shall be rectified / replaced by the tenderer without any additional cost including replacement of any component including cards, spare parts and related wiring works and labour involved etc. the rates quoted should include all such factors.
		b)	During this period, full servicing and cleaning of devices <b>once in a quarter</b> shall be done including attending to ANY NUMBER of breakdown calls.
			The tenderers shall also quote their charges separately for Annual maintenance service contract after expiry of one-year warrantee period. The payment shall be made on half yearly basis on rendering satisfactory service. The service contract rate shall also take into account all the cost, including travel cost from the nearest service station, cost of spares etc. a. <u>During Warrantee and CAMC period the system will be inspected and checked by deputing a competent, trained service engineer on quarterly basis.</u> The bidder will have to provide, at no additional cost to the Bank, all software updates, releases, Version upgrades, New Versions etc. as and when required for smooth functioning of the IP CCTV system. b. The selected Bidder shall provide preventive maintenance of the newly installed IP CCTV system at least quarterly and relevant reports duly signed by Bank's engineer have to be submitted to Bank for information, records during DLP as well as AMC period. c. <b>The system shall be maintained by the bidder for a minimum period of 08 years from the date of handing over at the rate quoted and terms and conditions of the tender.</b>

		<p>d. 24x7 support shall be made available by the bidder for IP CCTV system.</p> <p>e. The system shall be serviced regularly and maintained in proper working condition round the clock. The servicing shall include cleaning of the system, cameras, Lens proper adjustments and setting of cameras and their field of view, software up gradation etc.</p> <p>f. The contractor shall keep the sufficient stock of the spares at site as well as at their service centre as required for proper functioning of the system. Non availability of spares/standby units/components will not be accepted as a reason for waiving of penalty towards delay in rendering prompt service.</p> <p>g. During CAMC period scope of work, cost of replacement of underground cables are not included in scope of AMC, however, contractor is required to lay overhead cable at their cost to restore CCTV system temporarily till completion of replacement of underground cables.</p> <p>h. The scope of work shall also include all the labour, tools etc. for <b>relocation/shifting of any camera</b> from one place to another within the Bank's Premises as per Bank's requirements and instructions. For such relocation or shifting, if additional cable/item is required, the cost of the additional cable/item only shall be paid as per the rates quoted by the firm in the tender after applying necessary escalation as per the escalation formula for CAMC in the tender and no other cost shall be paid. For ascertaining the reasonability of the rates so arrived, current market cost of same/similar item will be submitted by the tenderer and lesser of the two rates will apply.</p> <p>i. The scope of maintenance in addition to preventive maintenance will also include attending to any number of breakdown calls.</p> <p>j. The rates quoted should include for repair/replacement of the equipment in case it develops any defect including re-loading software etc. In case of any defect in the camera, switch, Storage system, Hard disk, server, monitor or any other equipment etc., the same shall be repaired within specified period including replacement of spares/components/ subsystem/ cards and any other component, part or whole, which may need replacement/ repairs. In case the repair is not possible due to any reason what so ever, then the defective item/equipment shall be replaced with the new equipment without any additional cost to the Bank. During such period of repairs or replacement, the contractor shall provide similar standby/spare equipment temporarily for keeping the system in proper working condition.</p> <p>k. <b>Software upgrades and Renewal of Licences to be provided.</b></p>
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The tenderer shall have to provide all software updates, releases, Version upgrades, New Versions etc. of all the Application Software and Custom Software included in the Products including renewal of all licences provided **without any extra cost during DLP period & AMC period**. The tenderer will also undertake to carry out implementation / operationalization / customisation of such software updates, releases, Version upgrades, New Versions etc. The maintenance contract shall also require that the tenderer to maintain all supplied documentation in such a state as to correctly reflect the state of the Products at any point in time. Accordingly, the tenderer should include in his quoted cost the following:

- (i) The rate shall include for providing required software upgrades released by the OEM and the same should be provided.
- (ii) The rate shall include the cost of renewal of licenses, if any, for **all the software provided by the tenderer** for the entire system and for all the users and such renewal should be done well in time.

**Routine Maintenance**

- Routine maintenance shall also be carried out during the DLP and AMC in accordance with the Bank's requirements. All performance checks should be undertaken and recorded in the system log book.
- As a minimum, the following performance checks must be undertaken on each maintenance visit.
  - a. Remove dust and dirt from the exterior of the IP CCTV system (Inside & outside) using a soft brush or a lint cloth. A solvent which is harmless to the finishes of metal and plastic may be applied to more stubborn stains.
  - b. Examine the exterior of the enclosure for any signs of damage or loose cable glands and rectify any faults found.
  - c. Remove any dust or dirt form the interior of the IP CCTV equipment using a soft brush or a vacuum cleaner.
  - d. Examine the printed circuit boards for signs of over-heating, dry joints and/or damaged tracks

**I. Penalty for delay in service during warranty and AMC period**

			Rectification time	Penalty
	(a)	Any defects resulting in total failure of the system	12 hours	Rs. 1000/- per day
	(b)	Any defects in independent	24 hours	Rs. 200/- per day

			devices, components, cables which may not result in total failure of the system		
<p><b>Note: Notwithstanding the above penal provisions, in addition to the penalty, the Bank reserves the right to encash the BG submitted for the due fulfilment of the terms and obligations the DLP and CAMC contract. Penalty will be subject to ceiling of 50% of CAMC annual charges.</b></p>					
<b>CLAUSE SC 10</b>					
<b>Renewal of CAMC</b>		<p>The CAMC rate shall be revised after first year of CAMC and the contract shall be renewed based on the revised CAMC amount calculated as per the following formula:</p>			
		$A_C = A_P [(15+60x(EPI_C/EPI_P)+25x(CPI_C/CPI_P))] \times 100$			
		A <sub>C</sub>	The contract amount for the current year		
		A <sub>P</sub>	The contract amount for the previous year		
		EPI <sub>C</sub>	Wholesale Price Index for Electrical Products 6 months prior to the commencement date of contract for the current year		
		EPI <sub>P</sub>	Wholesale Price Index for Electrical Products 6 months prior to the commencement date of contract for the previous year		
		CPI <sub>C</sub>	Consumer Price Index for Industrial Workers (All India Average) 6 months prior to the commencement date of contract for the current year		
<b>CLAUSE SC 11</b>					
<b>Measurement, Billing and Terms of payment</b>	i)	<p>The work shall be measured from time to time as provided in the General Conditions of Contract. The units of measurements shall be as defined in the specific item description in the Schedule of quantities. If for any item or part thereof, physical measurement is not practicable, measurements given in the execution drawings shall be adopted. (ii) As and when the Contractor feels that the gross value of work done after adjustment of the value of work already received in any previous bill and adjustment of advances, if any, has crossed the threshold value specified in the Schedule 'F' for Running Account Bill, he may raise a bill and submit to the Engineer-in-charge for payment. The bill shall invariably be accompanied with following documents:</p>			
		a)	The signed measurements, as specified in the General Conditions of Contract.		
		b)	The progress reports of the concerned period.		
		c)	Test certificates/ reports of any material considered for the first time in the Contractor's bill.		
		d)	Checklist indicating validity of the labour license(if any), all the Insurance Policies, PBGs etc.		
		e)	Delivery challans of the materials.		
		f)	Certificate of employment of Project Manager, Principal technical representative and other technical representatives.		



	ii)	The Engineer-in-charge reserves the right to refuse to accept the Running Account bill, if any of the document as above is not submitted along with the bill.
	iii)	Once the bill is received along with all the required documents, the Engineer-in-charge shall arrange to process the bill and the payments due to the Contractor shall be released through NEFT within the specified period for honouring the certificates.
	iv)	After completion of work and completing all the contractual responsibility, the measurement sheets shall be signed jointly by the Contractor or his authorized representative and Engineer-in-charge or his authorized representatives. The Contractor shall then submit the <b>Final bill</b> to the Engineer-in-charge. The Final Bill shall necessarily be submitted along with the following documents:
	a)	The signed measurements, as specified in the General Conditions of Contract.
	b)	The copy of last progress report, evidencing the completion of work.
	c)	Certificate for imparting training to the concerned officials of the Bank.
	d)	Test certificates/ reports of any material considered for the first time in the Contractor's bill
	e)	Final Testing/ Commissioning report for the Project
	f)	Checklist indicating validity of the labour license(if any), all the Insurance Policies, PBGs
	g)	Operation/ Training Manual
	h)	Delivery challans for the materials
	i)	Certificate of employment of Project Manager, Principal technical representative and other technical representatives
	j)	All the required documents of Guarantees/ warranties
	k)	"No claim" certificate by the Contractor except as included in the Final bill.
	l)	Completion plans/ drawings/ details as specified in the General Conditions of Contract
	m)	All the required certificates from statutory authorities, if any
	v)	The Engineer-in-charge reserves the right to refuse to accept the Final bill, if any of the document, as above, is not submitted along with the bill.
	vi)	Once the Final bill is received along with all the required documents, the Engineer-in-charge shall arrange to process the bill and the payments due to the Contractor shall be released through NEFT within the specified period for honouring the certificates. No revised Final Bill shall be considered by the Employer.
	vii)	All statutory deductions shall be made from the payments due to the Contractor.
	viii)	The following <b>terms of payment</b> shall be applicable to this contract subject to statutory deductions: <ul style="list-style-type: none"> <li>• <b>60% of the quoted rates pro-rata against delivery of materials after checking at site and submission of Bank Guarantee as per above mentioned clause &amp; the submission of following documents subject</b></li> </ul>

		<p><b>to all statutory deductions:</b></p> <ol style="list-style-type: none"> <li><b>i. Bank Guarantee towards Security Deposit</b></li> <li><b>ii. OEM Test Certificates along with a letter from respective OEMs for cameras, NVR and POE switches authenticating the details of the equipment delivered to the Bank.</b></li> <li><b>iii. Contractor's Certificate that all components, parts, sub systems, consumables etc. for successful installation, commissioning and testing of the IP CCTV system have been received at site in good condition and if any shortfall is noticed during installation, commissioning and testing, they will be supplied without any additional charge to the Bank.</b></li> <li><b>iv. Policies of insurance as per tender conditions</b></li> </ol> <ul style="list-style-type: none"> <li><b>• Balance 40% of the quoted rates after installation, testing commissioning, handing over of the entire system and on submission of 10% BG</b></li> <li><b>• Subject to a minimum Bill value of Rs. 15 Lakh for RA Bills</b></li> </ul>
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I/We hereby declare that I/we have read and understood the above conditions.

**Place**

**Date**

**Signature of bidder**

## SECTION-VI

### SPECIAL INSTRUCTIONS TO BIDDERS

1	<b>General</b>
	i) Special Instructions to bidders shall be read in conjunction with the General Rules and instructions to Bidders, General Conditions of Contract, Special Conditions of Contract, Specifications of work and any other documents forming part of this contract, wherever the context so requires.
	ii) Notwithstanding the sub-divisions of the document into separate sections, schedules, annexures etc., every part of each shall be deemed to be supplementary to and complementary of every other part and shall be read with and into the contract so far as it may be practicable to do so.
	iii) Where any portion of the Special Instructions to bidders is repugnant to or at variance with any provisions of the General Rules and Instructions to bidders then unless a different intention appears, the provision(s) of the Special Instructions to bidders shall be deemed to override the provision(s) of the General Rules and Instructions to bidders only of the extent that such repugnance or variations cannot and shall be to the extent that such repugnance or variance cannot be reconciled with the General Rules and Instructions to bidders.
	iv) As the work is to be executed in an occupied building, the program for carrying out the work should be framed to cause minimal disturbance to the office functioning. The work may also be planned on all Saturdays, Sundays and holidays including extended working hours during week days.
	v) All debris generated during execution should be removed on the same day including taking adequate precautions to prevent dust / debris falling on Bank's/ Residents properties etc.
	vi) The successful tenderer must co-operate with the other contractors appointed by the Bank so that the work shall proceed smoothly with the least possible delay. He should make his own arrangement for storage and protection of all materials supplied by him.
	vii) <b>The work has to be planned in such a manner that the successful bidder will take up the work simultaneously in various location and the entire work can be completed as specified.</b>
2	<b>Visit to Site before preparing Tender</b>
	i) Tenderers are advised to visit the site of installations and acquaint themselves of the site conditions before tendering. <b>A confirmation in this respect needs to be furnished in the enclosed annexure along with Part I of the tender.</b>
	ii) Tenderers should be specific and offer comments only if their system differs from the Bank's detailed specifications/ features in any manner.
	iii) Brief specifications and design data mentioned in the tender is not to be accepted as final by any means. The bidders should check and verify the data at site in their own interest. Bidders may explain in detail any design issues along with the tender.
3	<b>Retention Money/ Security Deposit</b>
	i) 5% money shall be deducted from the bills of contractor as Retention Money and same will be refunded after defect liability period. Only the Performance Bank Guarantee (PBG) shall be held as Security Deposit for the due fulfilment of the contract conditions.
	ii) The EMD submitted by the successful bidder shall be returned after receipt of the PBG of the specified amount and duration.
4	<b>Evaluation of Tender</b>

	<p>Tender will not only be evaluated on the basis of capital cost but also taking into account the rate quoted for Maintenance Service Contract for 7 years after the defects liability period. Tenders will, therefore, be evaluated on the total cost of ownership (TCO), which will be arrived at as under:</p> <p>Quoted cost (after deducting buy-back amount) + NPV of quoted amount for Maintenance Service Contract:</p> <p>For calculating NPV, following factors will be applied:  Escalation: 5% per annum  Discount Factor: 8 % per annum  Period of Maintenance Service Contract: 7 years (after defects liability period of 01 year)  Payment Terms: half yearly payment after satisfactory completion of services.</p> <p>TCO = Cost of new equipment + Quoted AMC * 5.6321</p> <p><b>Minimum Base Rate for Comprehensive CAMC:</b>  In case, the tenderer quotes the rates for comprehensive AMC lower than 5% (Five) of the quoted capital Cost (Excluding Buyback), then 5% (Five) of the quoted capital cost shall be considered for Calculation of Total Cost of Ownership.</p> <p><b>Note: Notwithstanding the above, the Bank shall pay only the quoted rate of the CAMC during the currency of the committed contract period of 08 years subject only to escalation formulae indicated in the tender.</b></p>
<b>5</b>	<b>Completion Period and time schedule</b>
	The completion period for the project shall be as specified under schedule 'E'. A macro level time schedule shall also be prepared and submitted by the bidder along with the tender as per following table:
	The contractor shall submit a Bar Chart for completion of the work within the contractual completion period from the tenth day of issue of work order. Such chart shall include all activities like the date of supply of material at site, item wise completion of work etc., and obtain the approval of the Bank.
	Bank will provide open storage space within the compound of the building. However, the responsibility and safety of the materials stored will be with the contractor. No accommodation will be provided for any worker by the Bank.

I/We hereby declare that I/we have read and understood the above instructions.

**Place**

**Signature of bidder**

**Date**

**Section VII**  
**TECHNICAL SPECIFICATIONS**

**7.1 Scope of Work**

The extent of the work shown and specified hereunder is defined to include all labor, materials, equipment, and supervision required for supply, installation, testing and commissioning of the IP CCTV System as defined.

IP CCTV System shall consist required number of Network video recorder with HDD disk, IP Cameras, Power supply or POE Switches, integrating work stations with the system, including providing software, Network Switches Ethernet Ports, LED Monitor, LED TV, key board, Cat 6 cable, Mounting Rack, Camera Mounting Pole, Conduit Pipe with related civil works etc. installation, testing and commissioning.

The number of cameras needed to be installed at each RBI Residential Colonies in Alipore, Ultadanga, Dover Lane, Salt Lake, Dum Dum is as following:

Sl. No.	Locations	Total No. of cameras
1	Alipore Senior Officers' Quarter	7
2	Ultadanga Officers' Quarter	7
3	Dover Lane Staff Quarter	9
4	Salt Lake Staff Quarter	9
5	Dum Dum Staff Quarter	
	(i) Phase- 1	9
	(ii) Phase- 2	6
<b>Total</b>		<b>47</b>

**7.2** The contractor shall execute the whole & every part of the work in the most substantial manner and both as regard to materials and otherwise in every respect in strict accordance with the specifications. The contractor shall also confirm the execution of work exactly, fully and faithfully to designs, drawings & instructions in writing in respect of the work assigned by the Bank's Engineer.

**7.3 Testing of equipment/system:** Test certificates for all the tests specified for the factory-built component parts of the CCTV system shall be submitted by the Bidder along with the bid.

**7.4 Testing at site after completion of installation:** On completion of the installation, the tenderer shall conduct a system acceptance test. The tenderer shall propose a detail system acceptance test plan, which shall be jointly reviewed by RBI officials and the tenderer.

**7.5 Acceptance of system:** After completion of the system performance tests a joint acceptance inspection shall be carried out by Bank's Engineer and the representative of the contractor. The purpose of this inspection shall be to determine that the system has been furnished and installed as specified. If the system is not acceptable for reasons of

non-compliance to the drawings and specifications, the contractor shall make immediate corrections within the construction schedule. A final acceptance inspection shall be done to determine all corrections have been made.

## 7.6 TRAINING

The contractor shall include in his tender cost of training of Bank's technical staff, security officers, Assistant Care Taker, Security Guards. Initial training of operating and maintenance personnel shall be provided at site to ensure competence in the operation and maintenance of the system provided. The training programme shall include but not limited to the following elements:

### A: OPERATING TRAINING

- (i) System description including electrical, electronic and mechanical sub-system and their functions.
- (ii) System operating procedures.
- (iii) System operating characteristics.
- (iv) System limitations.
- (v) On-site system operation.

### B: MAINTENANCE TRAINING

- (i) System description including electrical, electronic and mechanical sub-systems and their functions.
- (ii) System and component trouble-shooting.
- (iii) On-site inspection, operation and maintenance
- (iv) Schedule of maintenance, safety checks and procedures.

## 7.7 DETAILED SPECIFICATIONS (please indicate in deviation sheet if not complied)

### 1. Network Video Recorder

32 Channel NVR	Specifications	Compliance (Yes/No)
Input	32 IP Channels	
Output	2 HDMI	
Compression	H.265/H.264/ MJPEG	
Audio	2 Way, G.711 Compression	
Throughput	Minimum 256 Mbps	
Decoding	4x 4K/ 10x 3MP/ 16x 1080P/ 64 x D1	
Digital Zoom	Required	
Split	1x1, 2x2, 3x3, 4x4, 1x5, 1x7, 3x4, 2x8, 1x12, 1x9, 4x9,2x12, 5x5, 6x6, 8x8 and Sequential	
Concurrent Login	Minimum 5	
Recording Resolution	12MP, 8MP, 5MP,3MP, 2MP, 720P, D1, CIF	
Pre & Post Recording	Upto 30 Seconds Pre & Post	
Trigger Events	Motion Detection, View Tampering, Tripwire, Object Intrusion, Audio Exception, Missing Object Detection, Suspicious Object, Loitering, Object Counting, Recording Start, Recording Fail, Camera Offline, Camera Online	

SATA Interface	2 SATA HDD Capacity 2x 8 TB Minimum	
RAID	0,1	
Network Interface	2 Ports x Ethernet (RJ-45) 10/100/1000Mbps	
USB	2 Ports 3.0	
Alarm I/O	1 In 1 Out	
Third Party Cameras Support	ONVIF	
Operating Temperature	0°C to +50°C	
Connectivity with external hard disk	Yes/No	
Certification	FCC, CE, BIS, UL, RoHS	
<b>Note:</b>	<b>1.Cameras from multiple NVRs should be capable of clubbing for viewing. Bidder to consider necessary license/hardware while bidding.</b> <b>2.Cameras should be remotely monitorable through mobile phones.</b>	

## **2. Short Range Bullet Camera:**

<b>Short Range Camera</b>	<b>Specification</b>	<b>Compliance (Yes/No)</b>
Image Sensor	1/2.8" CMOS	
Effective Pixels	5 MP (2592 x 1944)	
Min. illumination	Color - 0.01 Lux, 0 Lux with IR on	
S/N ratio	> 55 dB	
WDR	120dB	
<b>Lens</b>		
Lens Focus	Fixed	
Focal length	2.8 mm	
<b>IR</b>		
IR Range	Upto 30 Mtrs	
Video Compression	H.265, H.264, MJPEG	
Streaming Capability	3 Streams	
Streams	Profile 1: 2592 x 1944 @ 30fps (H.265/H.264) Profile 2: VGA @ 30fps (H.265/H.264) Profile 3: 2048 x 1536 @ 8fps (MJPEG)	
<b>Video</b>		
Frame Rate	1-30 fps	
Day/Night	Automatic	
White Balance	Automatic	
Gain Control	Automatic	
Privacy Masking	3 Zones	
Events	Motion Detection, Tampering, Intrusion Detection	
<b>Audio</b>		

Compression	G.711	
Talk Back	Talk Back Support	
<b>Network</b>		
Ethernet	10Base-T/100BaseTX Ethernet (RJ-45)	
Interoperability	ONVIF Profile S & G listed on ONVIF website	
Edge Storage	256 GB SD Card support	
<b>Interface</b>		
Audio	1 in 1 out	
Alarm	1 in 1 out	
<b>General</b>		
Operating Conditions	-20°C to +50°C - less than 95% rh	
Ingress protection	IP66, IK10	
Certifications	FCC, UL, BIS, CE, RoHS	

### 3. POE Switch:

8 Port Smart Managed Switch	Smart POE	Specifications	Compliance (Yes/No)
Interface		8 x 10/100/1000BASE-T PoE ports + 2 x SFP ports	
Switching Capacity		20 Gbps	
Min. Packet Forwarding Rate		Min. 14.5 Mpps	
PoE Budget		Min. 120 Watts	
Software Features			
		Should support Different type of VLAN like 802.1Q, Port based, Auto Surveillance, Auto Voice, etc. should be available for configuration.	
		Switch should support at least 4 nos. IPv4 / IPv6 IP Interfaces.	
		Require prevention of DoS attacks, which include Land, Blat, TCP Null Scan, TCP Xmas Scan and TCP SYNFIN.	
		Switch should able to create a binding table for IP + MAC + Port to prevents a malicious user from spoofing or to restrict the unauthorized users.	
		Switch should support surveillance switch mode for easy discovery of ONVIF compliance camera and NVR.	
Certifications		FCC, RoHs, CE, UL	
Operating Temperature		-5 C to +50 C	
MTBF		Min. 1200000 hours	



<b>24 Port Smart Managed Switch POE</b>	<b>Specifications</b>	<b>Compliance (Yes/No)</b>
Interface	24 x 10/100/1000 PoE ports and 2 x SFP Port	
Switching Capacity	Minimum 52 Gbps	
Min. Packet Forwarding Rate	Min. 38.7 Mpps	
PoE Budget	Min. 360 watts	
Other Features		
	Should support Different type of VLAN like 802.1Q, Port based, Auto Surveillance, Auto Voice, etc. should be available for configuration.	
	Switch should support at least 4 nos. IPv4 / IPv6 IP Interfaces.	
	Require prevention of DoS attacks, which include Land, Blat, TCP Null Scan, TCP Xmas Scan and TCP SYNFIN.	
	Switch should able to create a binding table for IP + MAC + Port to prevents a malicious user from spoofing or to restrict the unauthorized users.	
	Switch should support surveillance switch mode for easy discovery of ONVIF compliance camera and NVR.	
Certifications	FCC, RoHs, CE, UL	
Operating Temperature	-5 C to +50 C	
MTBF	Min. 900000 hours	

#### **4. Camera Mounting Pole:**

<b>Specifications</b>		<b>Compliance (Yes/No)</b>
Size	14.0 feet 40/50 mm dia	
Material	GI- B class	

**Date:**

**Place:**

**Seal & Signature of Bidder**

**LIST OF APPROVED AND OFFERED MAKES OF MATERIALS AND EQUIPMENTS**

<b>Sl. No.</b>	<b>Equipment</b>	<b>Approved Make</b>	<b>Offered Make</b>
1	Network Video Recorder	Bosch/ Axis/ Pelco / Godrej /Matrix /Hickvision /Dahua /Secura /Tyco/ CP Plus/ Sparsh / Sony / Panasonic / Samsung or approved equivalent make	
2	IP CCTV cameras	Bosch / Axis / Pelco / Godrej / Matrix /Hickvision /Dahua /Secura /Tyco / CP Plus/ Sparsh / Honeywell / Sony / Panasonic / Samsung or approved equivalent make	
3	Ethernet Ports(PoE)	D-Link/TP Link/NetGear or approved equivalent make	
4	LED TV	Panasonic/Samsung/Sony/LG or approved equivalent make	
5	LED monitor	HP/ Dell / HCL/LG/Panasonic / Samsung / Sony or approved equivalent make	
6	UTP Cat 6 Armoured cable	Polycab/Finolex/Tyco/Molex/Systemax/D-Link or approved equivalent make	
7	Hard Disk	Seagate / Samsung / Western Digital / Toshiba or approved equivalent make	
8	Rigid PVC conduit / Casing capping	Precision/ Modi/ Prestoplast/ Asian or approved equivalent make	
9	Wall Mounting Rack	Valrack/D-link/NetGear/TP link or approved equivalent make	
10	PVC Junction and surface Box	Legrand – Mylinc, MK, Anchor-Roma or approved equivalent make	
11	CAT 6 unarmoured cable	Polycab/ Finolex/ D Link or approved equivalent make	
12	PVC wires/cables with copper conductor 1100 volts grade FRLS	Polycab/ Finolex/ RR Kabels/ Havells or approved equivalent make	
13	GI pipes and accessories	Jindal / Tata/ Zenith / AKG or approved equivalent make	
14	UPS	Numeric / Erricsson / Delta / APC or approved equivalent make	
15	OFC	D Link / Molex or approved equivalent make	

We hereby confirm that the offered equipment are as per the tender specifications and deliver the objective and requirement of the system stated in the tender.

**Place:**

**Date:**

**Seal & Signature of Bidder**

**Technical Data to be furnished by Tenderers**

<b>Sl. No.</b>	<b>Description</b>	<b>To be filled by the contractor</b>
<b>1</b>	Network video recorder	
	Make	
	Model	
<b>2</b>	IP Camera	
	Make	
	Model	
<b>3</b>	Ethernet Ports	
	Make	
	Model	
<b>4</b>	Monitor	
	Make	
	Model	
<b>5</b>	LED TV	
	Make	
	Model	
<b>6</b>	Cat 6 Armoured Cable	
	Make	
<b>7</b>	Heavy Duty PVC Conduit	
	Make	
<b>8</b>	40mm dia GI Pipe	
	Make	
<b>9</b>	14.0 feet 40/50 mm dia GI Pole	
	Make	

**Place:**

**Date:**

**Seal & Signature of Bidder**

**SECTION VIII**

**SCHEDULES**  
**(A to F)**

## Schedule A

### Notes for Schedule of Quantities

1. The Schedule of Quantities shall be read in conjunction with the specifications, Tender drawings and bid documents. CONTRACTOR shall not rely merely on the description given in the Schedule of Quantities.
2. Quantities of work indicated in the Schedule of Quantities are only approximate and are given to provide a common basis for bidding. The actual quantities of work shall be as per actual requirement at site. No claim shall be entertained from CONTRACTOR if the actual quantities or items of work differ from those indicated herein, except where stated otherwise. The Engineer-in-charge reserves the right to modify any aspect of the scope of Tender at any time during the course of work.
3. The contractor shall fill his rates and amounts for all the items for the specified quantities indicated in Schedule of Quantity issued by the Employer.
4. Quoted Prices shall be in Indian Rupees only.
5. Rates and amounts shall be written in ink and shall be entered in both figures and words. All erasures and corrections shall be signed by the BIDDER. Non-compliance of these conditions may render the Bid invalid at the discretion of the Employer.
6. Unit Rates shall be submitted for all Items and they shall be firm for the entire duration of the contract and any approved extended period.
7. The quantities of work actually carried out against each item shall be measured and paid at the rates quoted in the Schedule of Quantities where applicable or otherwise at such rates and prices as may be fixed within the terms of the Contract.
8. The contractor shall note that the rates quoted by him shall be including the Service tax portion of his liability.
9. BIDDER shall be deemed to have allowed in his rates the provision, maintenance and final removal of all temporary works of whatsoever nature required for the proper execution of the works, except for those temporary works for which specific items have been provided in Schedule of Quantities.
10. Abbreviations used are as under:

i)	No.	Number
ii)	M	Metre
iii)	LS	Lump sum

## **Schedule B**

### **Checklist and Information/ Compliances to be Uploaded by the Bidders**

#### **Check List of uploading Documents**

<b>S.No.</b>	<b>Description</b>	<b>Bidder's Confirmation</b>
1	Duly signed Tender Part-I and Part-II and Pre Bid Minutes.	
2	Bank Guarantee towards EMD to be submitted before last date of opening or in form of NEFT or DD payable to Reserve Bank of India, Kolkata. A scanned copy to be uploaded.	
3	Power of Attorney	
4	Letter of Authorization from OEM as per annexure 3	
5	Undertakings as per annexure 2 (regarding site visit) and annexure 4 (regarding maintenance confirmation)	
6	Technical literature of various components and write-up of system	
7	Compliance to all the commercial terms and conditions of the tender	
8	Compliance to all the technical specifications and conditions of the tender	

#### **Details of Service Set up in Kolkata**

1	Address	
2	Telephone numbers	
3	Fax numbers	
4	Email address	
5	Details of engineers, technicians etc. including qualifications and designation, contact numbers etc.	

**Date:**

**Place:**

**Signature of bidder with seal**

### Details of Banker(s)

Sl. No.	Particulars	Details
1	Address	
2	Contact Person	
3	E-Mail	
4	Telephone Number/ Mobile No	
5	Fax Number	

(Add separate sheet if necessary)

**Date:**

**Place:**

**Signature of Tenderer and Seal**

**Details of Similar Works (IPCCTV) Executed  
during the Last 5 Years**

(Similar Works as per Pre-Qualification Criteria for Design, Supply, Installation, Testing and Commissioning (DSITC) of IP CCTV Surveillance System been done in last five years i.e. on or after December 2018)

Sr. No.	Name of the firm (Client) with full address and contact numbers/fax etc.	Name of work	Value of the work	Completion Date	Date of award of work	Remarks (make of OEM)

**Signature of Tenderer and Seal**

**Date:**



**Schedule C**  
**SAFETY CODE**

1. Suitable scaffolds should be provided for workmen for all works that cannot safely be done from the ground, or from solid construction except such short period work as can be done safely from ladders. When a ladder is used, an extra mazdoor shall be engaged for holding the ladder and if the ladder is used for carrying materials as well suitable footholds and hand-hold shall be provided on the ladder and the ladder shall be given an inclination not steeper than  $\frac{1}{4}$  to 1( $\frac{1}{4}$  horizontal and 1 vertical).
2. Scaffolding of staging more than 3.6 m (12ft.) above the ground or floor, swung or suspended from an overhead support or erected with stationary support shall have a guard rail properly attached or bolted, braced and otherwise secured at least 90 cm. (3ft.) high above the floor or platform of such scaffolding or staging and extending along the entire length of the outside and ends thereof with only such opening as may be necessary for the delivery of materials. Such scaffolding or staging shall be so fastened as to prevent it from swaying from the building or structure.
3. Working platforms, gangways and stairways should be so constructed that they should not sag unduly or unequally, and if the height of the platform or the gangway or the stairway is more than 3.6 m (12ft.) above ground level or floor level, they should be closely boarded, should have adequate width and should be suitably fastened as described in (2) above.
4. Every opening in the floor of a building or in a working platform shall be provided with suitable means to prevent the fall of person or materials by providing suitable fencing or railing whose minimum height shall be 90 cm. (3ft.)
5. Safe means of access shall be provided to all working platforms and other working places. Every ladder shall be securely fixed. No portable single ladder shall be over 9m. (30ft.) in length while the width between side rails in rung ladder shall in no case be less than 29 cm. (11½") for ladder upto and including 3 m. (10 ft.) in length. For longer ladders, this width should be increased at least  $\frac{1}{4}$ " for each additional 30 cm. (1 foot) of length. Uniform step spacing of not more than 30 cm shall be kept. Adequate precautions shall be taken to prevent danger from electrical equipment. No materials on any of the sites or work shall be so stacked or placed as to cause danger or inconvenience to any person or the public. The contractor shall provide all necessary fencing and lights to protect the public from accident and shall be bound to bear the expenses of defence of every suit, action or other proceedings at law that may be brought by any person for injury sustained owing to neglect of the above precautions and to pay any damages and cost which may be awarded in any such suit; action or proceedings to any such person or which may, with the consent of the contractor, be paid to compensate any claim by any such person.
6. (a) Excavation and Trenching - All trenches 1.2 m. (4ft.) or more in depth, shall at all times be supplied with at least one ladder for each 30 m. (100 ft.) in length or fraction thereof, Ladder shall extend from bottom of the trench to at least 90 cm. (3ft.) above the surface of the ground. The side of the trenches which are 1.5 m. (5ft.) or more in depth shall be stepped back to give suitable slope or securely held by timber bracing, so as to avoid the danger of sides collapsing. The excavated materials shall not be placed within 1.5 m. (5ft.) of the edges of the trench or half of the depth of the trench whichever is more. Cutting shall be done from top to bottom. Under no circumstances, undermining or undercutting shall be done.  
(b) Safety Measures for digging bore holes: -

- (i) If the bore well is successful, it should be safely capped to avoid caving and collapse of the bore well. The failed and the abandoned ones should be completely refilled to avoid caving and collapse;
- (ii) During drilling, Sign boards should be erected near the site with the address of the drilling contractor and the Engineer in-charge of the work;
- (iii) Suitable fencing should be erected around the well during the drilling and after the installation of the rig on the point of drilling, flags shall be put 50m around the point of drilling to avoid entry of people;
- (iv) After drilling the borewell, a cement platform (0.50m x 0.50m x 1.20m) 0.60m above ground level and 0.60m below ground level should be constructed around the well casing;
- (v) After the completion of the borewell, the contractor should cap the bore well properly by welding steel plate, cover the bore well with the drilled wet soil and fix thorny shrubs over the soil. This should be done even while repairing the pump;
- (vi) After the borewell is drilled the entire site should be brought to the ground level.

7. Demolition - Before any demolition work is commenced and also during the progress of the work,

- (i) All roads and open areas adjacent to the work site shall either be closed or suitably protected.
- (ii) No electric cable or apparatus which is liable to be a source of danger or a cable or apparatus used by the operator shall remain electrically charged.
- (iii) All practical steps shall be taken to prevent danger to persons employed from risk of fire or explosion or flooding. No floor, roof or other part of the building shall be so overloaded with debris or materials as to render it unsafe.

8. All necessary personal safety equipment as considered adequate by the Engineer-in-Charge should be kept available for the use of the person employed on the site and maintained in a condition suitable for immediate use, and the contractor should take adequate steps to ensure proper use of equipment by those concerned. The following safety equipment shall invariably be provided:

- (i) Workers employed on mixing asphaltic materials, cement and lime mortars shall be provided with protective footwear and protective goggles.
- (ii) Those engaged in white washing and mixing or stacking of cement bags or any material which is injurious to the eyes, shall be provided with protective goggles.
- (iii) Those engaged in welding works shall be provided with welder's protective eyeshields.
- (iv) Stone breaker shall be provided with protective goggles and protective clothing and seated at sufficiently safe intervals.
- (v) When workers are employed in sewers and manholes, which are in active use, the contractors shall ensure that the manhole covers are opened and ventilated atleast for an hour before the workers are allowed to get into the manholes, and the manholes so opened shall be cordoned off with suitable railing and provided with warning signals or boards to prevent accident to the public. In addition, the contractor shall ensure that the following safety measure are adhered to: -
  - (a) Entry for workers into the line shall not be allowed except under supervision of the JE or any other higher officer.
  - (b) At least 5 to 6 manholes upstream and downstream should be kept open for at least 2 to 3 hours before any man is allowed to enter into the manhole for working inside.

- (c) Before entry, presence of Toxic gases should be tested by inserting wet lead acetate paper which changes colour in the presence of such gases and gives indication of their presence.
- (d) Presence of Oxygen should be verified by lowering a detector lamp into the manhole. In case, no Oxygen is found inside the sewer line, workers should be sent only with Oxygen kit.
- (e) Safety belt with rope should be provided to the workers. While working inside the manholes, such rope should be handled by two men standing outside to enable him to be pulled out during emergency.
- (f) The area should be barricaded or cordoned off by suitable means to avoid mishaps of any kind. Proper warning signs should be displayed for the safety of the public whenever cleaning works are undertaken during night or day.
- (g) No smoking or open flames shall be allowed near the blocked manhole being cleaned.
- (h) The malba obtained on account of cleaning of blocked manholes and sewer lines should be immediately removed to avoid accidents on account of slippery nature of the malba.
- (i) Workers should not be allowed to work inside the manhole continuously. He should be given rest intermittently. The Engineer-in-Charge may decide the time up to which a worker may be allowed to work continuously inside the manhole.
- (j) Gas masks with Oxygen Cylinder should be kept at site for use in emergency.
- (k) Air-blowers should be used for flow of fresh air through the manholes. Whenever called for, portable air blowers are recommended for ventilating the manholes. The Motors for these shall be vapour proof and of totally enclosed type. Non sparking gas engines also could be used but they should be placed at least 2 metres away from the opening and on the leeward side protected from wind so that they will not be a source of friction on any inflammable gas that might be present.
- (l) The workers engaged for cleaning the manholes/sewers should be properly trained before allowing to work in the manhole.
- (m) The workers shall be provided with Gumboots or non-sparking shoes bump helmets and gloves non sparking tools safety lights and gas masks and portable air blowers (when necessary). They must be supplied with barrier cream for anointing the limbs before working inside the sewer lines.
- (n) Workmen descending a manhole shall try each ladder stop or rung carefully before putting his full weight on it to guard against insecure fastening due to corrosion of the rung fixed to manhole well.
- (o) If a man has received a physical injury, he should be brought out of the sewer immediately and adequate medical aid should be provided to him.
- (p) The extent to which these precautions are to be taken depend on individual situation but the decision of the Engineer-in-Charge regarding the steps to be taken in this regard in an individual case will be final.
- (vi) The Contractor shall not employ men and women below the age of 18 years on the work of painting with products containing lead in any form. Wherever men above the age of 18 are employed on the work of lead painting, the following precaution should be taken: -
  - (a) No paint containing lead or lead products or product containing these pigment shall be used except in the form of paste or ready-made paint.
  - (b) Suitable face masks should be supplied for use by the workers when paint is applied in the form of spray or a surface having paint is dry rubbed and scrapped.
  - (c) Overalls shall be supplied by the contractors to the workmen and shall be worn by working painters during the whole of working period.

- (d) Adequate facilities shall be provided to enable the working painters to wash during and on the cessation of work.
  - (e) Suitable arrangements shall be made to prevent clothing put off during working hours being spoiled by painting materials.
  - (f) Cases of lead poisoning and suspected lead poisoning shall be notified and shall be subsequently verified by medical man appointed by competent authority.
  - (g) Instructions with regard to special hygienic precautions to be taken in the painting trade shall be distributed to working painters.
  - (h) Employer may require medical examination of workers, when necessary.
9. When the work is done near any place where there is risk of drowning, all necessary equipment should be provided and kept ready for use and all necessary steps taken for prompt rescue of any person in danger and adequate provision, should be made for prompt first aid treatment of all injuries likely to be obtained during the course of the work.
10. Use of hoisting machines and tackle including their attachments, anchorage and supports shall conform to the following standards or conditions: -
- (i) (a) These shall be of good mechanical construction, sound materials and adequate strength and free from patent defects and shall be kept repaired and in good working order.  
(b) Every rope used in hoisting or lowering materials or as a means of suspension shall be of durable quality and adequate strength, and free from patent defects.
  - (ii) Every crane driver or hoisting appliance operator, shall be properly qualified and no person under the age of 21 years should be in charge of any hoisting machine including any scaffolding winch or give signals to operator.
  - (iii) In case of every hoisting machine and of every chain ring hook, shackle swivel and pulley block used in hoisting or as means of suspension, the safe working load shall be ascertained by adequate means. Every hoisting machine and all gear referred to above shall be plainly marked with the safe working load. In case of a hoisting machine having a variable safe working load, each safe working load and the condition under which it is applicable shall be clearly indicated. No part of any machine or any gear referred to above in this paragraph shall be loaded beyond the safe working load except for the purpose of testing.
  - (iv) The contractor shall notify the safe working load of the machine to the Engineer-in- Charge whenever he brings any machinery to site of work.
11. Motors, gearing, transmission, electric wiring and other dangerous parts of hoisting appliances should be provided with efficient safeguards. Hoisting appliances should be provided with such means as will reduce to the minimum the risk of accidental descent of the load. Adequate precautions should be taken to reduce to the minimum the risk of any part of a suspended load becoming accidentally displaced. When workers are employed on electrical installations which are already energized, insulating mats, wearing apparel, such as gloves, sleeves and boots as may be necessary should be provided. The worker should not wear any rings, watches and carry keys or other materials which are good conductors of electricity.
12. All scaffolds, ladders and other safety devices mentioned or described herein shall be maintained in safe condition and no scaffold, ladder or equipment shall be altered or

removed while it is in use. Adequate washing facilities should be provided at or near places of work.

13. These safety provisions should be brought to the notice of all concerned by display on a notice board at a prominent place at work spot. The person responsible for compliance of the safety code shall be named therein by the contractor.
14. To ensure effective enforcement of the rules and regulations relating to safety precautions the arrangements made by the contractor shall be open to inspection by the Labour Officer or Engineer-in-Charge of the Employer or their representatives.

**Notwithstanding the above clauses from (1) to (14), there is nothing in these to exempt the contractor from the operations of any other Act or Rule in force in the country.**

## Schedule D

### LIST OF DOCUMENTS TO BE MAINTAINED AT SITE BY THE CONTRACTOR

Sl. No.	Description of the Document	Remarks
1	Contract Agreement.	Certified true copies of the contracts
2	Drawings	Set of all relevant drawings prepared for the work
3	Work Programme Chart	Showing latest approved item wise progress plan
4	Work instruction /Site order Book	For issue of instructions by Engineer-in-charge or his representative at site in the course of day to day supervision. This book shall be in the form of Triplicate book with machine numbered pages. After recording the instructions, one copy shall be taken by Engineer-in-Charge or his representative, another by the contractor and the third copy shall remain in the book on which the compliance shall be recorded by Contractor after taking required action.
5	Material at site Register	To record the material receipted along with delivery challan and issued on daily basis by the contractor
6	Labour Report and Daily Progress Report	To record the labour and DPR by the contractor
7	Test Reports/ certificates for Materials/ equipments	To maintain record of test reports/ certificates received from manufacturers
8	Progress Review reports	To maintain record of progress
9	File and Register for Extra/Variation Order	To maintain record of extra/ variation items
10	Hindrance register	For recording the details of hindrances, reasons & its clearance with time period jointly signed by the Site Engineer/ Engineer-in-charge representative and the contractor's representative
11	Log Book of defects	To record defects noticed during inspection

After completion of work, the contractor shall submit all the above records/ documents to the Engineer-in-charge of the Bank.

## Schedule E

### General Rules and Instructions to Bidders – Information

Bids in Two Bids System	1	<b>Name of the Work-</b> Design, Supply, Installation, Testing and commissioning of IP CCTV System for Bank's Residential Premises at Alipore, Ultadanga, Dover Lane, Salt Lake and Dum Dum
		<b>Office</b> – Estate Department 3rd floor, Reserve Bank of India, 15, N.S. Road, Kolkata-700001, West Bengal, India
Integrity pact	2	<b>No</b>
Tender Fee	3	<b>Tender Fee – Nil</b>
Clarifications and pre-Bid Meeting	4	<b>Tender Inviting Authority –</b> Shri R Kesavan Regional Director Reserve Bank of India Estate Department Kolkata
	4	<b>Date and Time of Pre-Bid Meeting –</b> 11:00 AM on , January 3, 2024 at Estate Department 3rd floor, Reserve Bank of India, 15, N.S. Road, Kolkata-700001, West Bengal, India
Earnest Money Deposit	10	<b>EMD – Rs. 50,000/-</b> in the form of Bank Guarantee as per proforma annexed hereto or NEFT or Demand Draft of equal amount in favour of Reserve Bank of India, payable at Kolkata
Bid due date	13,14	<b>Due Date and Time for receipt of Tender/ Bid :</b> 02:00 PM on January 15 , 2024
Opening of Bids	15	<b>Date of opening of tenders/ bids(Part-I)</b> – 03:00 PM on January 15, 2024
Bid validity	16	<b>Bid validity –</b> Ninety Days from the date of opening of Part I
Time for Completion of Work	22	<b>Time allowed to complete the work –</b> 60 days from 14th day of date of issue of work order.

## Schedule F

### General conditions of Contract – Information

Earnest Money Deposit(EMD)/Bid security	10	The EMD submitted by the successful bidder shall be returned after receipt of the PBG of the specified amount and duration.
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### General Conditions of the Contract – Information

Definitions		
	2.	
	i)	Works – Design, Supply, Installation, Testing and commissioning of IP CCTV System for Bank’s Residential Premises at Alipore, Ultadanga, Dover Lane, Salt Lake and Dum Dum
	ii)	The Site - RBI Senior Officers’ Quarters, Alipore RBI Officers’ Quarters, Ultadanga RBI Staff Quarters, Dover Lane RBI Staff Quarters, Salt Lake RBI Staff Quarters, Dum Dum
	iii)	Employer - The Regional Director, Reserve Bank of India, Kolkata
	xiii)	The Engineer-in-charge – General Manager (Tech), Reserve Bank of India, Kolkata
	xxii)	The percentage mentioned to cover all overheads and profits – 15%
Discrepancies and Adjustment of Errors (order of preference)	8.2	The Competent Authority - Regional Director, Reserve Bank of India, Kolkata



## CLAUSES OF CONTRACT

<b>Performance Guarantee</b>	Clause 1	
	(i)	Time allowed for submission of Performance Guarantee from the date of award of work – 14 days
	(ii)	Maximum allowable extension of time for submission of Performance Guarantee beyond the period specified in (i) above without penalty – 7 days
	(iii)	Allowable extension of time for submission of Performance Guarantee beyond the period specified in (ii) above with late fee @ 0.1% of the amount of Performance Guarantee per day – 7 days
<b>Recovery of Security Deposit</b>	CLAUSE 1 A	
	Retention percentage – 5% from Bills	
<b>Compensation for Delay</b>	Authority for fixing compensation under clause 2 – The Regional Director, Reserve Bank of India, Kolkata	
	Compensation for the delay at the rate of 0.25% per week of the tendered cost subject to a maximum of 10% of the accepted tender amount.	
<b>Incentive for early completion</b>	CLAUSE 2 A	
	Clause 2 A <b>Not applicable</b> for this contract.	
<b>Time and Extension for Delay</b>	CLAUSE 5	
	Date of commencement - 14 <sup>th</sup> day from the date of award of work Time allowed for completion of work – 60 days from the date of commencement	
	(i)	Authority for granting Extension of Time – Regional Director, Reserve Bank of India, Kolkata
<b>Measurements of Work Done</b>	CLAUSE 6 or CLAUSE 6A	
	Clause applicable – 6	
<b>Payment on Interim Certificate to be Regarded as Advances</b>	CLAUSE 7	
		Gross value of work done together with net payment/adjustment of advances for material collected, if any, since the last such payment eligible for raising Running Account bill (Interim payment) – ₹ 10 Lakh
		Retention percentage for Interim Certificates – 5%
		Total Retention Money – 5% up to completion DL period
		Retention period for the Retention Money – PBG validity period
		Period of honouring interim certificates – 1 month from the date of receipt of complete bill along with all the documents as specified in Special Conditions of Contract
<b>Materials to be provided by the Contractor</b>	CLAUSE 10	
	List of Testing equipment to be provided by the contractor at site may be furnished	
<b>Advances and Price Adjustments</b>	CLAUSE 10 A & 10 B	
	Not applicable	
<b>Action in case Work not done as Per Specifications</b>	CLAUSE 11 A	
	Authority for accepting reduced rate – Regional Director, Reserve Bank of India, Kolkata	
<b>Deviations/Variations Extent and Pricing</b>	CLAUSE 12	
	Deviation limit beyond which clause 12.2 C shall apply – 25% beyond the tender item quantity specified in the Schedule of Quantity	

<b>Contractor Liable for Damages, defects during defect liability period</b>		CLAUSE 17 Defects Liability Period – 12 months from the date of completion and handing over the system to the Employer			
		CLAUSE 19 C, 19 D & 19 F			
		No report needs to be submitted as per clause 19C. Clauses 19 D & 19 F are not applicable as no labour shall be allowed to stay in office premises.			
<b>Settlement of Disputes &amp; Arbitration</b>		CLAUSE 25			
		Competent Authority for referring the dispute – General Manger-in-Charge, Reserve Bank of India, Estate Department, Kolkata Place of Arbitration – Kolkata, India			
<b>Return of surplus Material</b>		CLAUSE 30			
		Clause 30 is not applicable.			
<b>Water and Power for Work</b>		CLAUSE 31, 31 A and 32			
		Clauses 31, 31A & 32 are not applicable. Water and Power for work shall be provided free of cost.			
<b>Insurance in respect of damages to Persons and Property</b>		CLAUSE 33 Contractor shall take following Insurance Policies: 1) Contractor's All Risk Policy for the full Contract Value for entire Contract Period, including Earthquake and Fire Risk 2) Workmen Compensation Policy for all workmen deployed at site. 3) Third Party Liability Policy as per following details: a) For injury to persons – Rs 2 Lakh per person per accident b) For damage to property – Rs 5 Lakh per accident  Subject to overall ceiling as per extant Insurance guidelines			
<b>Employment of Technical Staff and employees</b>		CLAUSE 34			
		Minimum required Personnel at site shall be as below, failing which recovery at the specified rates as below shall be effected from the contractor:			
Sl. No.	Designation	Minimum No. of personnel	Minimum Professional/Technical Qualification	Minimum years of Relevant Experience	Rate of recovery per head per day for non-compliance
1	<b>Project Manager (Part time)</b>	1	B.E	5	NIL
			Or Diploma in Engineering	10	
2	<b>Site Supervisor</b>	1	Trained personnel	10	Rs. 1000/

I/We hereby declare that I/we have read and understood the information provided in Schedule A to Schedule F above.

Place

Date

Signature of bidder

**SECTION IX**

**ANNEXURES TO**  
**VARIOUS SECTIONS AND SCHEDULES**

**Annex 1**

**FORMAT FOR POWER OF ATTORNEY FOR AUTHORIZED  
SIGNATORY**

(On Non-Judicial Stamp Paper of appropriate value)

To,  
The Regional Director  
Reserve Bank of India  
Estate Department, 3<sup>rd</sup> floor  
15, N.S. Road, Kolkata-700001

Dear Sir

**NAME OF WORK: Design, Supply, Installation, Testing and commissioning of IP CCTV System for Bank's Residential Premises at Alipore, Ultadanga, Dover Lane, Salt Lake and Dum Dum**

We.....(Name of the Bidder and address of their registered office) do hereby constitute, appoint and authorise Mr. / Ms. ....(Name and residential address of Power of Attorney holder) who is presently employed with us and holding the position of ..... as our attorney, to do in our name and on our behalf, all such acts, deeds and things necessary in connection with or incidental to our bid for the captioned Project, including signing and submission of all documents and providing information / responses to the Reserve Bank of India (RBI), representing us in all matters before RBI, and generally dealing with RBI in all matters in connection with our proposal for the said Project.

We hereby agree to ratify all acts, deeds and things lawfully done by our said attorney pursuant to this Power of Attorney and that all acts, deeds and things done by our aforesaid attorney shall and shall always be deemed to have been done by us.

Signature of Mr./ Ms ..... is attested below:

**Signature/(s) of the Bidder**

**Name/(s)**

**Stamp/Seal of the Bidder**

**Note:**

**Power of Attorney should be properly stamped and notarized**

**Power of Attorney furnished by Contractor shall be irrevocable.**

**Annex 2**

**UNDERTAKING**

**(Regarding site visit by the tenderer in order to understand the work)**

To,

The Regional Director

Reserve Bank of India

Estate Department, 3<sup>rd</sup> floor

15, N.S. Road, Kolkata-700001

Dear Sir,

**NAME OF WORK: Design, Supply, Installation, Testing and commissioning of IP CCTV System for Bank's Residential Premises at Alipore, Ultadanga, Dover Lane, Salt Lake and Dum Dum**

We, \_\_\_\_\_, the tenderer for the above work confirm that we have visited the site and understood the proper details and scope of work for the proposed IP CCTV system.

Yours faithfully,

(                    )

**Authorised signatory**

***(Name and address of the company with Company Seal)***

**Date:**

**Annex 3**

**Proforma of Letter of Authorization from the OEM to participate in this Bid**

**(To be issued by the manufacturer of offered make of equipment on his letterhead)**

To,

The Regional Director

Reserve Bank of India

Estate Department, 3<sup>rd</sup> floor

15, N.S. Road, Kolkata-700001

Dear Sir,

**Subject: Authorization Letter to M/s \_\_\_\_\_ for participation in the bid for Design, Supply, Installation, Testing and commissioning of IP CCTV System for Bank's Residential Premises at Alipore, Ultadanga, Dover Lane, Salt Lake and Dum Dum**

We \_\_, (name and address of the manufacturer) the manufacturer of \_\_\_\_\_ having factories at \_\_\_\_\_ (addresses of manufacturing / development locations) do hereby authorize M/s \_\_\_\_\_ (name and address of the tenderer) to bid, negotiate and conclude the contract with you against the above mentioned tender for the above equipment / software manufactured / developed by us.

We herewith certify that the above mentioned equipment / software products are current line of products and we hereby undertake to support these equipment / software in terms of availability of spares/ upgrades for software and hardware for the duration of minimum 8 years from the date of this letter.

In the unlikely event of M/s \_\_\_\_\_ (name and address of the tenderer) not remaining our authorized dealer/ partner at any time during the next 8 years (committed support period) and refusing to provide after sales support to you as per the contract conditions, we undertake to extend required after sales support, including supply of spares, either directly ourselves or through any other authorized dealer/ partner.

Yours faithfully,

For and on behalf of

M/s \_\_\_\_\_ (Name of the manufacturer)

**Signature of authorised signatory:**

**Name:**

**Designation:**

**Address:**

**Date:**

**Annex 4**

**Proforma of undertaking for maintenance confirmation by the Bidder**

To,  
The Regional Director  
Reserve Bank of India  
Estate Department, 3<sup>rd</sup> floor  
15, N.S. Road, Kolkata-700001

Dear Sir,

**Design, Supply, Installation, Testing and commissioning of IP CCTV System for Bank's Residential Premises at Alipore, Ultadanga, Dover Lane, Salt Lake and Dum Dum**

We hereby undertake to maintain the (name of the equipment) \_\_\_\_\_ to be installed by us in your Premises satisfactorily, for a period of not less than seven (07) years, after expiry of the defect liability/warranty period of one year, under Comprehensive Annual Maintenance Contract at the quoted rates in tender and terms and conditions as per the contract conditions with a provision for annual price revision on the basis of the relevant RBI indices based formula, as provided in the tender document.

In the unlikely event of M/s \_\_\_\_\_, the Original Equipment Manufacturer, failing to provide support in terms of spares etc. due to technological obsolescence or for any reason, we shall continue to provide all-inclusive service to your satisfaction, by arranging required spares etc. ourselves, within the rate quoted by us for the all-inclusive maintenance contract for the period accepted as above.

Yours faithfully,

(                    )

**Authorised signatory**

***(Name and address of the company with Company Seal)***

**Date:**

Annex 5

**PROFORMA OF BANK GUARANTEE FOR EARNEST MONEY DEPOSIT/ BID SECURITY**

**(On Non-Judicial Stamp Paper of appropriate value)**

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

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

To,

The Regional Director

Reserve Bank of India

Estate Department, 3<sup>rd</sup> floor

15, N.S. Road, Kolkata-700001

Dear Sir,

**Name of Work: Design, Supply, Installation, Testing and commissioning of IP CCTV System for Bank's Residential Premises at Alipore, Ultadanga, Dover Lane, Salt Lake and Dum Dum**

Ref.: NIT/Advt.No.

date

WHEREAS

The Reserve Bank of India, Kolkata Regional Office, 15, N.S Road, Kolkata- 700001, having its Central Office at Shahid Bhagat Singh Marg, Fort, Mumbai 400001 having its (hereinafter called the 'RBI') has invited tenders for the captioned work (hereinafter called "the said tender") on the terms and conditions mentioned in the said tender documents.

It is one of the terms of invitation of tenders that the tenderer shall furnish a Bank Guarantee for a sum of Rs. \_\_\_\_\_(Rupees \_\_\_\_\_only) as Earnest Money Deposit (EMD).

M/s. (Name of the Tenderer/Bidder) \_, (hereinafter called as the Tenderer/ Bidder"), who are our Clients/Constituents intend to submit their tender/ Bid for the said work and have requested us to furnish Bank Guarantee to RBI in respect of the said sum of Rs. \_\_\_\_ (Rupees \_\_\_\_\_only) in respect of EMD.

NOW THIS GUARANTEE WITNESSETH

1. We \_\_\_\_\_(Name of the Bank) do hereby agree with and undertake to RBI, their Successors, Assigns that in the event of the RBI coming to the conclusion that the Tenderer have not performed their obligations under the said conditions of the tender or have committed a breach thereof, which conclusion shall be binding on us as well as the said Tenderer; we shall on demand by the RBI, pay without demur to the RBI, a sum of Rs. \_ (Rupees \_\_\_\_ only) or any lower amount that may be demanded by the RBI. Our guarantee shall be treated as equivalent to the Earnest Money Deposit for the due performance of the obligations of the Tenderer under the said Conditions, provided, however, that our liability against such sum shall not exceed the sum of Rs. \_\_\_\_\_(Rupees \_\_\_\_ only).



2. We also agree to undertake to and confirm that the sum not exceeding Rs. \_\_\_\_\_ (Rupees \_\_\_\_ only) as aforesaid shall be paid by us without any demur or protest, merely on demand from the RBI on receipt of a notice in writing stating that the amount is due to them and we shall not ask for any further proof or evidence and the notice from the RBI shall be conclusive and binding on us and shall not be questioned by us in any respect or manner whatsoever. We undertake to pay the amount claimed by the RBI within a period of one week from the date of receipt of the notice as aforesaid.
3. We confirm that our obligation to the RBI under this guarantee shall be independent of the agreement or agreements or other understandings between the RBI and the Tenderer.

This guarantee shall not be revoked by us without prior consent in writing of the RBI.

We hereby further agree that –

- a) Any forbearance or commission on the part of the RBI in enforcing the conditions of the said agreement or in compliance with any of the terms and conditions stipulated in the said tender and/or hereunder or granting of any time or showing of any indulgence by the RBI to the Tenderer or any other matters in connection therewith shall not discharge us in any way and our obligation under this guarantee. This guarantee shall be discharged only by the performance by the Tenderers of their obligations and in the event of their failure to do so, by payment by us of the sum not exceeding Rs. \_\_\_\_\_(Rupees \_\_\_\_\_only).
- b) Our liability under these presents shall not exceed the sum of Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_ only).
- c) Our liability under this agreement shall not be affected by any infirmity or irregularity on the part of our said constituents/clients in tendering for the said work or their obligations there under or by dissolution or change in the constitution of our said constituents.
- d) This guarantee shall remain in force upto \_\_\_\_\_(six months from the last date of receipt of tender) provided that if so desired by the RBI, this guarantee shall be renewed for a further period as may be indicated by them on the same terms and conditions as contained herein.
- e) Our liability under these presents will terminate unless these presents are renewed as provided hereinabove on the \_\_\_\_\_ or on the day when our said constituents comply with their obligations, as to which a certificate in writing by the RBI alone is the conclusive proof whichever date is later. Unless a claim or suit or action is filed against us within \_\_\_\_\_or any extended period, all the rights of the RBI against us under this guarantee shall be forfeited and we shall be released and discharged from all our obligations and liabilities hereunder.

Yours faithfully,

For and on behalf of \_\_\_\_\_ Bank.

**Authorised Official (with seal)**

**Signature of authorized Bank official**

**Name:**

**Designation:**

**Stamp/ Seal of the Bank**

Signed, sealed and delivered for and on behalf of the Bank by the above named in the presence of:

Witness 1 Signature .....	Witness 2 Signature .....
Name .....	Name .....
Address	Address

(NB: This guarantee will require stamp duty as applicable in the state, where it is executed and shall be signed by the official whose signature and authority shall be verified).

## Annex 6

### Draft Articles of Agreement

(On Non Judicial Stamp Paper of appropriate value)

ARTICLES OF AGREEMENT made the \_\_\_\_\_ day of \_\_\_\_\_ between the Reserve Bank of India, Kolkata Regional Office, 15, N.S Road, Kolkata-700001, having its Central Office at Shahid Bhagat Singh Marg, Fort, Mumbai 400001 (hereinafter called "the Employer") of the one part and \_\_\_\_\_ (hereinafter called "The contractor shall keep the sufficient stock of the spares at site as well as at their service centre as required for proper functioning of the system. Non availability of spares/standby units/components will not be accepted as a reason for waiving of penalty towards delay in rendering prompt service by the Contractor") of the other part.

WHEREAS the Employer is desirous of carrying out the work of **Design, Supply, Installation, Testing and commissioning of IP CCTV System for Bank's Residential Premises at Alipore, Ultadanga, Dover Lane, Salt Lake and Dum Dum** and has caused specifications and schedule of quantities describing the works to be done.

AND WHEREAS the said Specifications and the Schedule of Quantities have been signed by or on behalf of the parties hereto.

AND WHEREAS the Contractor has agreed to execute upon and subject to the Conditions set forth herein and to the Conditions set forth in the Special Conditions and in the Schedule of Quantities and Conditions of Contract (all of which are collectively hereinafter referred to as "the said Conditions") the works described in the said Specification and included in the Schedule of Quantities at the Respective rate therein set forth amounting to the sum as therein arrived at or such other sum as shall become payable there under (hereinafter referred to as "the said Contract Amount").

#### **NOW IT IS HEREBY AGREED AS FOLLOWS:**

1. In considerations of the said Contract Amount to be paid at the times and in the manner set forth in the said Conditions, the Contractor shall upon and subject to the said Conditions execute and complete the work described in the said Specifications and the Schedule of Quantities.
2. The Employer shall pay the Contractor the said Contract Amount or such other sum as shall become payable, at the times and in the manner specified in the said Conditions.
3. The term "Architect" in the said conditions shall mean GM-In-Charge, Estate Department, Reserve Bank of India, Kolkata for the purpose of this contract.
4. The Reserve Bank of India shall administer and directly arrange for supervision of works, certification of bills, making payments and implementation of various terms, conditions and stipulations of the contract.
5. The said conditions and various schedules shall be read and construed as forming part of this agreement, and the parties hereto shall respectively abide by, submit themselves to the said Conditions and perform the agreements on their part respectively in the said Conditions contained.
6. The agreement and documents mentioned herein shall form the basis of this Contract.
7. This Contract is neither a fixed Lump sum contract nor a Piece Work Contract but is a Contract to carry out the work in respect of **Design, Supply, Installation, Testing and commissioning of IP CCTV System for Bank's Residential Premises at Alipore, Ultadanga, Dover Lane, Salt Lake and Dum Dum** to be paid for according to actual measured quantities at the rate contained in the Schedule of rates and Probable

- Quantities or as provided in the said Conditions.
8. The Contractor shall afford every reasonable facility for the carrying out of all works relating to the said works in the manner laid down in the said conditions and shall make good any damages done to walls, floors etc. after the completion of such works.
  9. The Employer reserves to itself the right of altering the nature of the work by adding to or omitting any items of work or having portions of the same carried out without prejudice to this contract.
  10. Time shall be considered as the essence of this Contract and the Contractor hereby agrees to commence the work from fourteenth day of date of issue of formal work order as provided for in the said conditions and to complete the entire work within 60 days subject nevertheless to the provisions for extension of time in writing by such form (i.e. by way of a deed of agreement or by exchange of letters / emails) as may be mutually decided by the parties failing which the employer shall be entitled to recover liquidated damages as per said conditions.

**11. Defect Liability Period:**

The equipment supplied shall be warrantied against all types of defects for a period of one year from the date of handing over of the complete IP CCTV Surveillance System in the Bank's Residential Quarters at Alipore, Ultadanga, Dover Lane, Salt Lake and Dum Dum in Kolkata. Upon successful completion of defect liability period of one year- the system will be put under Comprehensive Annual Maintenance Contract for seven years.

The warranty period (DLP) shall be 12 months from the date of handing over of the IP CCTV system to the Bank.

12. **Comprehensive annual maintenance Contract:** Immediately after successful completion of DLP, the contractor shall enter in to Comprehensive Annual Maintenance Contract (CAMC) with the Bank at the quoted/ approved rates for CAMC. Comprehensive annual maintenance Contract shall be valid for a period of 7 years from successful completion of Defect Liability Period.

Comprehensive Annual Maintenance rates for 1st year after completion of Defect Liability Period: Rs. .... (inclusive of taxes).

The CAMC rate shall be revised after first year of CAMC and the contract shall be renewed based on the revised AMC amount calculated as per the following formula:

$AC = AP [(50x(EPIC/EPIP)+50x(CPIC/CPIP))] / 100$	
$A_c$	The contract amount for the current year
$A_p$	The contract amount for the previous year
$EPI_c$	Wholesale Price Index for Solar Power System 6 months prior to the commencement date of contract for the current year
$EPI_p$	Wholesale Price Index for Solar Panel System 6 months prior to the commencement date of contract for the previous year
$CPI_c$	Consumer Price Index for Industrial Workers (All India Average) 6 months prior to the commencement date of contract for the current year
$CPI_p$	Consumer Price Index for Industrial Workers (All India Average) 6 months prior to the commencement date of contract for the previous year

The payment towards CAMC charges will be made every 06 months after satisfactory completion of the service and submitting a bill for the 06-month period along with the Service report of the respective period duly signed by the caretaker/Bank's Engineer.

**The scope of work during the DLP and AMC will be as follows:**

- Any defect(s) in the system/sub-assemblies, found within the warrantee period and the annual maintenance contract period shall be rectified / replaced by the tenderer without any additional cost including replacement of any component including cards, spare parts and related wiring works and labour involved etc. the rates quoted should include all such factors.
- During this period, full servicing and cleaning of devices once in a quarter shall be done including attending to ANY NUMBER of breakdown calls.

The tenderers shall also quote their charges separately for Comprehensive Annual maintenance service contract after expiry of one-year warrantee period.

The payment shall be made on half yearly basis on rendering satisfactory service.

The service contract rate shall also take into account all the cost, including travel cost from the nearest service station, cost of spares etc.

- a. During Warranty and CAMC period the system will be inspected and checked by deputing a competent, trained service engineer on quarterly basis as per following schedule: The bidder will have to provide, at no additional cost to the Bank, all software updates, releases, Version upgrades, New Versions etc. as and when required for smooth functioning of the IP CCTV system.
- b. The selected Bidder shall provide preventive maintenance of the newly installed IP CCTV system at least quarterly and relevant reports duly signed by Bank's engineer have to be submitted to Bank for information, records during DLP as well as AMC period.
- c. **The system shall be maintained by the bidder for a minimum period of 08 years from the date of handing over at the rate quoted and terms and conditions of the tender.**
- d. 24x7 support shall be made available by the bidder for IP CCTV system.
- e. The system shall be serviced regularly and maintained in proper working condition round the clock. The servicing shall include cleaning of the system, cameras, Lens proper adjustments and setting of cameras and their field of view, software up gradation etc.
- f. The contractor shall keep the sufficient stock of the spares at site as well as at their service centre as required for proper functioning of the system. Non availability of spares/standby units/components will not be accepted as a reason for waiving of penalty towards delay in rendering prompt service.
- g. During CAMC period scope of work, cost of replacement of underground cables are not included in scope of AMC, however, contractor is required to lay overhead cable at their cost to restore CCTV system temporarily till completion of replacement of underground cables.
- h. The scope of work shall also include all the labour, tools etc. for **relocation/shifting of any camera** from one place to another within the Bank's Premises as per Bank's requirements and instructions during AMC period. For such relocation or shifting, if additional cable/item is required, the cost of the additional cable/item only shall be paid as per the rates quoted by the firm in the tender after applying necessary escalation as per the escalation formula for CAMC in the tender and no other cost shall be paid. For ascertaining the reasonability of the rates so arrived, current market cost of same/similar item will be submitted by the tenderer and lesser of the two rates will apply.
- i. The scope of maintenance in addition to preventive maintenance will also include attending to any number of breakdown calls.
- j. The rates quoted should include for repair/replacement of the equipment in case it develops any defect including re-loading software etc. In case of any

defect in the camera, switch, Storage system, Hard disk, server, monitor or any other equipment etc., the same shall be repaired within specified period including replacement of spares/ components/ sub-system/ cards and any other component, part or whole, which may need replacement/ repairs. In case the repair is not possible due to any reason what so ever, then the defective item/equipment shall be replaced with the new equipment without any additional cost to the Bank. During such period of repairs or replacement, the contractor shall provide similar standby/spare equipment temporarily for keeping the system in proper working condition.

**k. Software upgrades and Renewal of Licenses to be provided**

The tenderer shall have to provide all software updates, releases, Version upgrades, New Versions etc. of all the Application Software and Custom Software included in the Products including renewal of all licenses provided **without any extra cost during DLP period & AMC period**. The tenderer will also undertake to carry out implementation / operationalization / customization of such software updates, releases, Version upgrades, New Versions etc. The maintenance contract shall also require that the tenderer to maintain all supplied documentation in such a state as to correctly reflect the state of the Products at any point in time. Accordingly, the tenderer should include in his quoted cost the following:

- a. The rate shall include for providing required software upgrades released by the OEM and the same should be provided.
- b. The rate shall include the cost of renewal of licenses, if any, for **all the software provided by the tenderer** for the entire system and for all the users and such renewal should be done well in time.

**Routine maintenance**

Routine maintenance shall also be carried out during the DLP and AMC in accordance with the Bank's requirements. All performance checks should be undertaken and recorded in the system log book. As a minimum, the following performance checks must be undertaken on each maintenance visit.

- Remove dust and dirt from the exterior of the IP CCTV system (Inside & outside) using a soft brush or a lint cloth. A solvent which is harmless to the finishes of metal and plastic may be applied to more stubborn stains.
- Examine the exterior of the enclosure for any signs of damage or loose cable glands and rectify any faults found.
- Remove any dust or dirt from the interior of the IP CCTV equipment using a soft brush or a vacuum cleaner.
- Examine the printed circuit boards for signs of over-heating, dry joints and/or damaged tracks.

**Penalty for delay in service during warranty and AMC period:**

During the currency of the Annual Maintenance Service Contract, all care shall be taken so that the downtime of the CCTV surveillance system is kept minimum and the system shall be attended within 8 hours of receiving the complaint.

In case, the CCTV surveillance system remains under breakdown for more than period mentioned below, then a penalty shall be recovered from the payment due to the contractor as per following:

	<b>Defects</b>	<b>Rectificaion Time</b>	<b>Penalty</b>
<b>(a)</b>	Any defects resulting in total failure of the system	12 hours	Rs 1000/- per day
<b>(b)</b>	Any defects in independent devices, components, cables which may not result in total failure of the system	24 hours	Rs 200/- per day

Penalty during CAMC period will be maximum 50% of CAMC cost. The contactor shall also ensure that the required spares etc. for proper maintenance are readily available with them for the complete life span of the system.

**13. Performance Bank Guarantee (PBG):**

As security against due fulfilment of the terms and obligations of the Contract, Defect Liability Period (Warranty period) and Comprehensive Annual Maintenance Service Contract for the entire life cycle of the equipment, the successful tenderer shall furnish on award of the works, an amount equal to 10% (Ten percent) of the contract value for the work in the form of a Bank Guarantee (BG) from any scheduled Bank in the form prescribed by the Bank towards **Security Deposit** for the due fulfilment of the terms and obligations of the contract, DLP and the first year of CAMC contract. **This BG should be valid for a period of the contract completion period up to the date of handing over of the newly installed CCTV surveillance system and a further period of TWO (2) years** i.e. (one year DLP plus One year CAMC).

After Completion of two years (one year DLP and one year CAMC), the Bank Guarantee submitted above shall be further extended for an amount to be reduced by 1/8th of initial guarantee amount year after year for a further period of six (06) years thereafter for due fulfilment of the contract conditions.

The Bank reserves the right to enforce the Bank Guarantee in case of unsatisfactory performance of the terms, conditions of the DLP and CAMC set out in the tender at any time during the currency of committed period of Eight (08) years (One year DLP and 7 years CAMC).

14. All payments by the Employer under this Contract shall be made only at Kolkata.
15. All disputes arising out of or in any way connected with this agreement shall be deemed to have arisen at Kolkata and only Courts in Kolkata shall have jurisdiction to determine the same.
16. That the several parts of this Contract have been read by the Contractor and fully understood by the Contractor. The Contractor shall not be entitled for the payment for the quantities beyond the tendered quantities unless ordered for by specific written instructions from the Bank's Engineer-in-Charge.
17. The Contractor shall not disclose directly or indirectly any information, materials and details of the Bank's infrastructure/systems/equipment etc., which may come to the possession or knowledge of the Contractor during the course of discharging its contractual obligations in connection with this agreement, to any third party and shall at all times hold the same in strictest confidence. The Contractor shall treat the details

of the contract as private and confidential, except to the extent necessary to carry out the obligations under it or to comply with applicable laws. The Contractor shall not publish, permit to be published, or disclose any particulars of the works in any trade or technical paper or elsewhere without the previous written consent of the Employer. The Contractor shall indemnify the Employer for any loss suffered by the Employer as a result of disclosure of any confidential information. Failure to observe the above shall be treated as breach of contract on the part of the Contractor and the Employer shall be entitled to claim damages and pursue legal remedies.

The Contractor shall take all appropriate actions with respect to its employees to ensure that the obligations of non-disclosure of confidential information under this agreement are fully satisfied.

The Contractor's obligations with respect to non-disclosure and confidentiality will survive the expiry or termination of this agreement for whatever reason.

18. The contractor shall comply to the provisions of Prevention of Sexual Harassment at workplaces Act.

- a) The firm shall be solely responsible in case of any complaint of sexual harassment against its employee within the premises of the Bank. The complaint will be filed before the Regional Committee constituted by the Reserve Bank of India and Bank shall ensure appropriate action under the said Act in respect of the complaint.
- b) Any complaint of sexual harassment from any aggrieved employee of the firm against any employee of the Bank shall be taken cognizance of by the Regional Complaint Committee constituted by the Bank.
- c) The firm shall be responsible for any monetary compensation that may need to be paid in case the incident involves the employees of the firm, for instance any monetary relief to Bank's employees, if sexual violence by the employee of the firm is proved.
- d) The firm shall be responsible for educating its employees about prevention of sexual harassment at work place and related issues.
- e) The firm shall provide a complete and updated list of its employees who are deployed within the Bank's premises.

IN WITNESS WHEREOF the Employer and the Contractor have set their respective hands to these presents the day and year first hereinabove written.

If the contractor is a partnership or individual.

IN WITNESS WHEREOF the Employer has set its hands to these presents through its duly authorized official and the Contractor has caused its common seal to be affixed hereunto and has caused these presents to be executed on its behalf, the day and year first hereinabove written.

If the contractor is a company

Signature Clause



SIGNED AND DELIVERED by the Reserve bank of  
India by the hand of  
Shri

*(Name and designation)*

In the presence of

(1)

Address

(2)

Address

Witness

SIGNED AND DELIVERED by

In the presence of

(1)

Address

(2)

Address

If the party is partnership firm  
or an individual should be  
signed by all or on behalf of all  
the partners.

Witness

THE COMMON SEAL OF

Was hereunto affixed pursuant to the resolutions  
passed by its Board of Directors at the meeting held  
on \_\_\_\_\_ in the presence of

(1)

(2)

Directors who have signed these presents in token  
thereof in the presence of

(1)

(2)

If the Contractor signs under its  
common seal, the signature  
clause should tally with the  
sealing clause in the Articles of  
Association.

SIGNED AND DELIVERED BY the Contractor by  
the hand of Shri \_\_\_\_\_  
and duly constituted attorney.

If the Contractor is signing by  
hand of power of Attorney,  
whether a company or  
individual.

**Annex 7**

**PROFORMA OF PERFORMANCE BANK GUARANTEE FOR SECURITY  
DEPOSIT**

(On Non-Judicial Stamp Paper of appropriate value)

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

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

To,  
The Regional Director  
Reserve Bank of India  
Estate Department, 3<sup>rd</sup> floor  
15, N.S. Road, Kolkata-700001

Dear Sir,

**Name of Work: Design, Supply, Installation, Testing and commissioning of IP CCTV System for Bank's Residential Premises at Alipore, Ultadanga, Dover Lane, Salt Lake and Dum Dum**

Whereas Reserve Bank of India, Kolkata Regional Office, 15, N.S Road, Kolkata- 700001, having its Central Office at Shahid Bhagat Singh Marg, Fort, Mumbai 400001 (hereinafter called "the RBI") has awarded the Contract for the captioned project (hereinafter called the "Contract") to M/s \_\_\_\_\_ (Name of the Contractor) (hereinafter called " the said Contractor" which expression shall include its successors and assigns).

AND Whereas the Contractor is bound by the said Contract to submit to RBI a Performance Security for a total amount of ₹. \_\_\_\_\_ (Rupees \_\_\_\_\_ only) (Amount in figures and words) for the due fulfilment by the said contractor of the terms and conditions contained in the contract. We, \_\_\_\_\_ (Name of the Bank), (hereinafter called "the Bank"), at the request of M/s \_\_\_\_\_, the contractor, do hereby undertake to pay to the RBI an amount not exceeding Rs \_\_\_\_\_ as Performance Guarantee for due fulfilment of the terms and conditions of the contract.

NOW THIS GUARANTEE WITNESSETH

2. We \_\_\_\_\_ (Name of the Bank) do hereby agree with and undertake to RBI, their Successors, Assigns that in the event of the RBI coming to the conclusion that the Contractor has not performed his obligations under the said conditions of the contract or have committed a breach thereof, which conclusion shall be binding on us as well as the said contractor; we shall on demand by the RBI, pay without demur to the RBI, a sum of Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_ only) or any lower amount that may be demanded by the RBI. Our guarantee shall be treated as equivalent to the Performance Guarantee Amount for the due performance of the obligations of the Contractor under the said Contract, provided, however, that our liability against such sum shall not exceed the sum of Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_ only).
3. We also agree to undertake to and confirm that the sum not exceeding Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_ only) as aforesaid shall be paid by us without any demur or protest, merely on demand from the RBI on receipt of a notice in writing stating that the amount is due to them and we shall not ask for any

further proof or evidence and the notice from the RBI shall be conclusive and binding on us and shall not be questioned by us in any respect or manner whatsoever. The Bank shall pay to RBI any money so demanded notwithstanding any dispute/disputes raised by the Contractor in any suit or proceedings pending before any Court, Tribunal or Arbitrator/s relating thereto and the liability under this guarantee shall be absolute and unequivocal. We undertake to pay the amount claimed by the RBI within a period of one week from the date of receipt of the notice as aforesaid.

4. We confirm that our obligation to the RBI under this guarantee shall be independent of the agreement or agreements or other understandings between the RBI and the Contractor.
5. This guarantee shall not be revoked by us without prior consent in writing of the RBI.

We hereby further agree that –

- a) Any forbearance or commission on the part of the RBI in enforcing the conditions of the said agreement or in compliance with any of the terms and conditions stipulated in the said Contract and/or hereunder or granting of any time or showing of any indulgence by the RBI to the Contractor or any other matters in connection therewith shall not discharge us in any way and our obligation under this guarantee. This guarantee shall be discharged only by the performance by the Contractor of their obligations and in the event of their failure to do so, by payment by us of the sum not exceeding Rs. \_\_\_\_ (Rupees \_\_\_\_\_ only).
- b) Our liability under these presents shall not exceed the sum of Rs. \_\_\_\_ (Rupees \_\_\_\_ only).
- c) Our liability under this agreement shall not be affected by any infirmity or irregularity on the part of our said constituents/clients or their obligations thereunder or by dissolution or change in the constitution of our said constituents.
- d) This guarantee shall remain in force upto \_\_\_\_\_ (60 days beyond the Defect liability period) provided that if so desired by the RBI, this guarantee shall be renewed for a further period as may be indicated by them on the same terms and conditions as contained herein.
- e) Our liability under these presents will terminate unless these presents are renewed as provided hereinabove on the \_\_\_\_\_ or on the day when our said constituents comply with their obligations, as to which a certificate in writing by the RBI alone is the conclusive proof whichever date is later. Unless a claim or suit or action is filed against us within \_\_\_\_\_ or any extended period, all the rights of the RBI against us under this guarantee shall be forfeited and we shall be released and discharged from all our obligations and liabilities hereunder.

For and on behalf of \_\_\_\_\_ (Name of the Bank)

Signature of authorized Bank official

Name:

Designation:

Stamp/Seal of the Bank:

Signed, sealed and delivered for and on behalf of the Bank by the above named in the

presence of:

Witness 1

Witness 2

Signature.....

Signature.....

Name.....

Name.....

Address.....

Address.....

(NB: This guarantee will require stamp duty as applicable in the state, where it is executed and shall be signed by the official whose signature and authority shall be verified).

## Annex 8

### Proforma for providing input for NEFT Payment

#### RTGS/NEFT/ECS – MANDATE AUTHORITY FORM

1. Supplier's / Vendor's Name:

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

2. Supplier's / Vendor's Name as per Bank Records:

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

3A. Supplier's Code

--	--	--	--	--	--

3B. Supplier's PAN Number: #

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

# Quoting PAN No. in all the e-returns has become 100% mandatory w.e.f. 14-02-2008, hence ensure to fill- up this and also send a photocopy of PAN duly self-attested. If there is any difference between the name given in the supplier's name and name given in the PAN card, then a note to explain the reason for the difference and the correlation between both.

4. Supplier's / Vendor's Complete Postal Address:

Door No.		Street:	
Location:		District:	
City:		State	PIN

5. Supplier's / Vendor's E-mail ID:

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

6. Supplier's / Vendor's Telephone Number & Mobile Phone Number:

									M										
--	--	--	--	--	--	--	--	--	---	--	--	--	--	--	--	--	--	--	--

7. Name of the Bank:

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

8. Bank (Branch) Postal Address:


9. RTGS\*/NEFT\*\* /MICR- Code of the Branch:

RTGS:			
NEFT:			
MICR:			

RTGS\* - "Real Time Gross Settlement", NEFT\*\* - "National Electronic Fund Transfer". MICR- Magnetic Ink Recognition Character These "IFSC" Codes are unique numbers of each Branch – "Indian Financial Services Code". For some Branches both the codes are the same and some Banks, may maintain one Code No. for RTGS and another Code No. for NEFT. Hence, please fill-up both the rows, even if it is the same.

**10. Nature of the Account: (Tick whichever is applicable & put 'x' mark for the balance two accounts)**

--	--	--	--	--	--

Saving Bank  
Account:

Cash Credit Account:

Current Account:

**4. Bank Account Number of the Supplier: ©**

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

© Fill up from the 1<sup>st</sup> column. For the balance left out blank columns, please mention 'x' mark.

We hereby declare that the particulars given above are correct and complete. If the transaction is delayed for reasons of incomplete or incorrect information, we would not hold RBI responsible.

Date:

Supplier's Seal:

Authorized Signature of the Supplier:

**Certified that the particulars as per Serial Numbers 2, 7 to 11 are correct as per our records.**

Date:

Bank's Stamp

Authorized Signature of the Officer of the Bank.

**Annex 9**  
**Proforma for Indemnifying the Employer Against Non Compliance to**  
**Contract labour Rules/regulations**

(On Non-Judicial Stamp Paper of appropriate value)

To,

The Regional Director  
Reserve Bank of India  
Estate Department, 3<sup>rd</sup> floor  
15, N.S. Road, Kolkata-700001

Dear Sir

**NAME OF WORK: Design, Supply, Installation, Testing and commissioning of IP CCTV System for Bank's Residential Premises at Alipore, Ultadanga, Dover Lane, Salt Lake and Dum Dum.**

We, M/s ..... (Name of contractor), hereby undertake that we shall comply with all the statutory rules/ regulations with regard to the employment of contract labour and their payment.

We also hereby fully indemnify and keep indemnified the Employer, i.e. Reserve Bank of India, against payments to be made to the contract labour and for the observance of the laws in this regard without prejudice to our right to claim indemnity from our sub-contractors.

Yours faithfully,

For \_\_\_\_\_

**Authorised signatory**

**NAME AND ADDRESS OF THE CONTRACTOR:**

**SIGN & SEAL OF THE CONTRACTOR:**

**Date:**

**Place:**

**Annex 10**

**Proforma for Indemnifying the Employer against Patent Rights**  
**(On Non-Judicial Stamp Paper of appropriate value)**

To,

The Regional Director

Reserve Bank of India

Estate Department, 3<sup>rd</sup> floor

15, N.S. Road, Kolkata-700001

Dear Sir,

**NAME OF WORK: Design, Supply, Installation, Testing and commissioning of IP CCTV System for Bank's Residential Premises at Alipore, Ultadanga, Dover Lane, Salt Lake and Dum Dum.**

We, M/s \_\_\_ (Name of Contractor) hereby undertake to fully indemnify and keep indemnified the Employer i.e. Reserve Bank of India against any action, claim or proceeding relating to infringement or use of any patent or design or any alleged patent or design rights and shall ourselves pay any royalties, license fees etc. which may be payable in respect of any article or part thereof included in the contract or damages, cost and charges of all and every sort that may be legally incurred in respect thereof.

In the event of any claims made under or action brought against Employer in respect of any such matters as aforesaid, we shall, on being notified thereof, at our own expense, settle any dispute or conduct any litigation that may arise therefrom, provided that we shall not be liable to indemnify the Employer if the infringement of the patent or design or any alleged patent or design right is the direct result of an order passed by the Engineer-in-Charge in this behalf.

Yours faithfully,

For \_\_\_\_\_

**Authorised signatory**

**NAME AND ADDRESS OF THE CONTRACTOR:**

**SIGN & SEAL OF THE CONTRACTOR:**

**Date:**

**Place:**



**Annex 11**

**FORMAT FOR CLIENT'S CERTIFICATE REGARDING PERFORMANCE OF THE  
BIDDER**

Name & address of the Client

Details of Works executed by M/s

1. Name of work with brief particulars
2. Agreement No. and Date
3. Agreement Amount
4. Date of Commencement of Work
5. Stipulated date of completion
6. Actual date of Completion
7. Detail of compensation levied for Delay

(Indicate amount) if any

8. Gross amount of the work completed  
and paid

9. Name and address of the authority

Under whom work executed

10. Whether the contractor employed  
Qualified Engineer/Overseer during  
Execution of work?

11. i) Quality of work (indicate grading)

Outstanding/ Very Good/

Good/ Satisfactory/ Poor

- ii) Amount of work paid on reduced rate

if any.

12. i) Did the contractor go for arbitration

ii) If yes, total amount of claim

iii) Total Amount awarded

13. Comments on the capabilities of the

Contractor

a) Technical Proficiency	Outstanding/ Very Good/ Good/ Satisfactory/ Poor
b) Financial Soundness	Outstanding/Very Good/ Good/Satisfactory/Poor
c) Mobilization of adequate T&P	Outstanding/Very Good/ Good/Satisfactory/Poor
d) Mobilization of Manpower	Outstanding/Very Good/ Good/Satisfactory/Poor
e) General Behaviour	Outstanding/Very Good/ Good/Satisfactory/Poor

Note: All Columns should be filled in properly

Reporting officer\* with office Seal

\*Countersigned

\*Officer of the rank of executive engineer or equivalent

**Annex 12**  
**FORMAT OF BANKERS' CERTIFICATE**

1. Composition of the firm (whether Partnership/private limited/Proprietorship/Public Limited.)
2. Name of the Proprietor / Partners / Directors of the firm.
3. Turnover of the firm for the last 3 financial years (Year Wise).  
2022 – 2023  
2021 – 2022  
2020 – 2021
4. Credit facility / Overdraft Facility enjoyed by the firm
5. Dealings
6. The period from which the firm has been banking with your bank.
7. Any other Remarks.

You may also kindly forward your opinion whether the above firm is considered financially sound to be entrusted with the contract for work estimated to cost ₹25 Lakh/- (Rupees Twenty Five Lakh Only).

Seal & Signature

For the Bank

Note:

1. Banker's Certificates should be on letter head of the Bank, sealed in cover addressed to Regional Director, Reserve Bank of India, Estate Department 3rd floor, 15, N.S. Road, Kolkata-700001, West Bengal, India
2. In case of Partnership firm, certificate should include name of all partners as recorded with the Bank.

**Annex 13**

**Performa for Undertaking / Declaration / Certificate by the Bidder regarding country sharing land border with India**

(To be submitted by bidders on their letter head duly sealed and signed by the authorized signatory)

To,

The Regional Director

Reserve Bank of India

Estate Department, 3<sup>rd</sup> floor

15, N.S. Road, Kolkata-700001

**NAME OF WORK: Design, Supply, Installation, Testing and commissioning of IP CCTV System for Bank's Residential Premises at Alipore, Ultadanga, Dover Lane, Salt Lake and Dum Dum.**

1. I / We ..... (Name of bidder) have read and understood the contents of the Office Memorandum (OM) F. No. 6/18/2019-PPD dated July 23, 2020 and its subsequent orders / revision issued by Public Procurement Division, Department of Expenditure, Ministry of Finance, Government of India regarding the restrictions on procurement from a bidder of a country which shares a land border with India.
2. Based on the definitions mentioned in the above referred order and its subsequent revisions regarding the bidder, I / We certify that ..... (Name of the bidder)
  - i. is not from a country sharing land border with India, or
  - ii. is from a country sharing land border with India and has been registered with the Competent Authority, the certificate of which is enclosed, or
  - iii. is from a country sharing land border with India where Government of India has extended lines of credit, or
  - iv. is from a country sharing land border with India where Government of India is engaged in developmental projects.

*(Strikeout whichever of the above is not applicable)*

3. I / We hereby certify that ..... (Name of bidder) fulfils all requirements in this regard and is eligible to be considered under the provision of

the above referred Office Memorandum and its subsequent orders / revision. I/We also undertake that I/we .....(Name of bidder) will not sub-contract any work to a contractor from such country(ies) unless such contractor fulfils all the requirements under the above referred office memorandum / order.

4. I have understood that, if this Undertaking / Declaration / Certificate submitted by us found to be false, Bank shall be free to terminate our tender / Work Order. Bank shall also be free to initiate any legal action in accordance with law including forfeiting of Earnest Money Deposit / Performance Bank Guarantee / Security Deposit and / or debarring us from participating in tenders invited by the Bank in future.

**Signature and name of the authorized signatory of the firm with Rubber Stamp**

**Date:**

**Place:**

**Annex 14**

**CURRICULUM VITAE OF KEY STAFF PROPOSED FOR THE PROJECT**

(To be filled by the bidder and submitted along with Part – I)

**NAME OF WORK: Design, Supply, Installation, Testing and commissioning of IP CCTV System for Bank's Residential Premises at Alipore, Ultadanga, Dover Lane, Salt Lake and Dum Dum.**

Name of the Staff			
Designation			
Name of the firm presently employed			
Years with the firm			
Proposed position (describe degree of responsibility also)			
Details of task assigned			
Man- Months budgeted for the task assigned			
Key Qualifications (Technical and General)			
Education			
Membership in professional bodies			
Experience and Training (Relevant in the context of task assigned)			
Employment Record			
Name of the Firm	Position Held	Years of Employment	

**NAME AND ADDRESS OF THE CONTRACTOR:**

**SIGN & SEAL OF THE CONTRACTOR:**

**Date:**

**Place:**

**Appendix**

**The condition Herein before Referred To**

1.	Defects Liability Period	01 year from the date of Virtual Completion Certificate
2.	Period of Final Measurement	3 months
3.	Date of Commencement	14 <sup>th</sup> day from the date of letter of acceptance.
4.	Date of Completion	Date of virtual completion certificate.
5.	Rate of liquidated damages for non-completion of work.	As per clause 2 mentioned in the tender
6.	Value of works for interim certificates	₹ 10 Lakh
7.	Period for honoring certificates	One month for interim bills and 3 months for final bill.
8.	Interest for delayed payment	3% per annum

Date:

Place:

Seal & Signature of tenderer

**Schedule of Commercial Deviations**

We confirm that all commercial terms and conditions of the Bank except for deviations listed below are acceptable to us.

Sr. No.	Section No.	Clause No.	Deviation proposed
1	2	3	4

**Seal & Signature of Tenderer**

**Name**

**Designation**

**Date**



### **Schedule of Technical Deviations**

We confirm that all technical terms and conditions and specifications of the Bank except for deviations listed below are acceptable to us.

Sr. No.	Section No.	Clause No.	Deviation proposed
1	2	3	4

**Seal & Signature of Tenderer**

**Name**

**Designation**

**Date**

## Section X

### Unpriced bill of quantity

**Section X – Unpriced bill of quantity (not to be quoted here).** Rates are to be quoted for base price and GST separately in the designated rows in online mode only.

**Remark:** Please note that rates should be quoted exclusive of GST. However, the bidders shall quote applicable GST in respective rows, failing which the bids are liable to be rejected without any further correspondence. In case the bidders are having any partial or full exemption from payment of GST, the same should be supported by applicable certificate issued by competent authority. Further, the evaluation of bids shall be on base rate only.

**Name of the work:** Design, Supply, Installation, Testing and Commissioning of **IP CCTV System for The Bank's Residential Premises** at Alipore, Ultadanga, Dover Lane, Salt Lake and Dum Dum

Lot No.	Description	Quantity	UoM
1	Design, Supply, Installation, Testing and Commissioning (DSITC) of the following equipment for IP CCTV system as per technical specifications in tender Part –I		
1.1	SITC of Network Video Recorder NVR 5 Megapixel and above, Turbo HD capable to connect 32 Channel with minimum 2 SATA, key board, mouse, wires etc. complete with requirement of 15 days storage (min.).	6	Nos.
1.2	SITC of Hard Disk SATA 8 TB	12	Nos.
1.3	SITC of IP Camera 5 MP IR Fixed Bullet Network short range Camera, weatherproof, day/night enabled with all mounting accessories etc. complete	47	Nos.
1.4	SITC of 08 Port PoE 10/100/1000 BASE-T POE Ports + 2x SFP Ports smart switch with all mounting accessories etc. Complete	10	Nos.
1.5	SITC of 24 Port PoE 10/100/1000 BASE-T POE Ports + 2x SFP Ports smart switch with all mounting accessories etc. Complete	6	Nos.
2.1	DSITC of suitable size wall mounting rack size 6U outdoor/indoor type as per site requirements for housing Network Video Recorder, POE Switch etc. with all accessories complete	16	Nos.
2.2	DSITC of Outdoor (GI) type Camera Mounting Box of suitable size with all accessories.	47	Nos.
3	DSITC of 1 KVA offline UPS with all necessary accessories complete.	16	Nos.
4	DSITC of 40/50 mm dia. 14 feet length (50 mm - 10feet + 40 mm 4 feet) GI pole (B class) for mounting of cameras. The work including earthing, silver paint, base plate, mounting bracket, PVC junction box, RJ 45 connector,	12	Nos.

	excavation of earth foundation, finishing all civil works in Complete		
5	Design, Supply, laying, testing and commissioning of Cat -6 Armoured cable to be laid in excavated trench (Sl. No. 8), PVC conduit medium class etc. complete as per site requirements and as directed by Bank's engineer.	200	m
6	Design, Supply, laying, testing and commissioning of CAT 6 unarmoured cable to be laid in FRLS PVC conduit (MMS) suitably mounted on wall/ceiling with GI saddles & spacers etc. complete as per site requirements and as directed by Bank's engineer.	2500	m
7	Design, Supply, laying, testing and commissioning of 6 core Single-mode Outdoor OFC armoured cable suitably mounted on wall/ceiling with GI saddles & spacers etc. or in excavated trench (Sl. No.8) including proper termination etc. complete as per site requirement and as directed by Bank's Engineer.	2000	m
8	Design, Supply, laying, testing and commissioning of FRLS cable for Power Supply using 3C * 1.5 sq.mm. copper conductor, Armoured cable suitably mounted on wall/ceiling with GI saddles & spacers etc. or in excavated trench (Sl. No.8), PVC conduit/channel etc. from the nearest common area supply source like pump room, caretaker office etc. through adequate rating MCB and other necessary accessories etc. complete as directed by Bank's engineer	600	m
9	Excavation of trench in soft, hard earth area after cutting of the road or careful removal of paver blocks as per the site requirement at the size of 300 mm width and 450 mm depth, providing of sand cushion, brick protection, refilling of earth after laying of cable in suitable size medium class PVC conduit, setting of excavated area complete after restoring the site in its original condition by providing PCC in road cutting area or placing the removed paver blocks and finishing in good manner complete with all materials as per site requirements and as directed by Bank's engineer.	500	m
10	Carefully dismantling of the existing system with all the components such as Cameras, NVR, Network Switch, HDD, Media Converters, cables etc.	1	Job
	<b>Cost (1+2+3+4+5+6+7+8+9+10) in Figures</b>		
	Add SGST @-----% (Mention % Rate of SGST Only)		
	Add CGST @-----% (Mention % Rate of CGST Only)		
X	<b>Cost (1+2+3+4+5+6+7+8+9+10) including GST in Figures</b>		

11	SITC of 32" Colour Display Panel Full HD LED Monitor with Key Board and Mouse for 24x7 operation for CCTV applications with all mounting accessories, power cable, HDMI cable, signal booster, CAT 6 to HDMI convertor, etc. Complete.	6	Nos.
	Add SGST @-----% (Mention % Rate of SGST Only)		
	Add CGST @-----% (Mention % Rate of CGST Only)		
Y	<b>Cost including GST in Figures</b>		
A	<b>Total Cost (X+Y) including GST in Figures</b>		
	<b>Total Cost (X+Y) including GST in Words</b>		
12	Rebate for carefully removing and taking away the existing old/ damaged cameras, cables, hardwares etc. of the existing CCTV system after handing over of new IPCCTV system.	1	Job
	Add SGST @-----% (Mention % Rate of SGST Only)		
	Add CGST @-----% (Mention % Rate of CGST Only)		
B	<b>Total Buyback Cost including GST in Figures</b>		
	<b>Total Buyback Cost including GST in Words</b>		
Z	<b>Net Cost after Buy Back(A-B) in Figures</b>		
	<b>Net Cost after Buy Back(A-B) in Words</b>		
13	Rate for all inclusive Comprehensive Annual Maintenance contract for Upkeep & Routine and Breakdown Maintenance of complete system as provided under the main contract and as per the terms and conditions in tender part - I. This shall be applicable after the Defect Liability Period.	1	Job
	Add SGST @-----% (Mention % Rate of SGST Only)		
	Add CGST @-----% (Mention % Rate of CGST Only)		
C	<b>Total CAMC Cost including GST in Figures</b>		
	<b>Total CAMC Cost including GST in Words</b>		
	<b>Total Cost of Ownership or TCO = (A)+(-B)+(C*MF) in Figures</b>		
	<b>Total Cost of Ownership or TCO = (A)+(-B)+(C*MF) in Figures</b>		

**Note:**

**MF (Multiplying Factor) = 5.6321**