### **GOVERNMENT OF INDIA**

# INDIA TRADE PROMOTION ORGANISATION

## NOTICE INVITING TENDER

Item rate/percentage rate tenders are invited on behalf of the CMD, ITPO from approved and eligible contractors of ITPO, CPWD and those of appropriate list of Department of Telecommunications, M.E.S., Railways and specilised agencies up to 3.00 PM on 03.09.2014, which will be opened on the same day by him (or) his authorized representative at 3.30 PM for the work of Making Conservancy & sanitation arrangement of ITPO Premises at Pragati Maidan during 2014-15 SH.: Hiring of tipper trucks & loader for removal of garbage /malba from Pragati Maidan Premises to dump at MCD SLF site, Gazipur

The enlistment of the contractors should be valid on the last date of sale of tenders.

In case only the last date of sale of tender is extended, the enlistment of contractor should be valid on the original date of sale of tenders.

In case both the last date of receipt of application and sale of tenders are extended, the enlistment of contractor should be valid on either of the two dates i.e. original date of sale of tender or on the extended date of sale of tenders.

- 1.1 The work is estimated to cost Rs. 54.07.578/- this estimate, however, is given merely as a rough guide.
- 1.1.1. The competent authority to approve NIT for the combined cost and belonging to the major disciple will consolidate NITs for calling the tenders. He will also nominate Division which will deal with all matters relating to the invitation of tenders.

For composite tender, besides indicating the combined estimated cost put to tender, should clearly indicate the estimated cost of each component separately. The eligibility of tenderer will correspond to the combined estimated cost of different components put to tender.

- 1.2 Tenders will be issued to eligible contractors provided they produce definite proof from the appropriate authority, which shall be to the satisfaction of the competent authority, of having satisfactorily completed similar works of magnitude specified below:-
  - 1.2.1 Conditions for Non CPWD contractors only, if tenders are also open to non-CPWD contractors.

For works estimated to cost up to Rs.15 Crore. – not applicable for this work.

Three similar works each of value not less than 40% of estimated cost or two similar work each of value not less than 50% of estimated cost or one similar work of value not less than 80% of estimated cost (rounded to nearest Rs.10 lac) in last 7 years ending last day of the month previous to the one in which the tenders are invited.

**Note:** For works costing above Rs. 3 crore but up to Rs. 15 crore, when tenders are open to non- CPWD contractors also, then class II contractors of CPWD shall also be eligible if they satisfy the eligibility criteria specified in 1.2.1 above.

# 1.2.2 Criteria of eligibility for CPWD as well as on- CPWD contractors.

## For works estimated to cost above Rs. 15 crore. – not applicable for this work

Three similar works each of the value not less than 40% of estimated cost of two similar work each of value not less than 60% of estimated cost or one similar work of value not less than 80% of estimated cost (rounded to nearest Rs. 10 lac) in last 7 years ending last day of the month previous to the one in which the tenders are invited.

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

- **2.** Agreement shall be drawn with the successful tenderer on prescribed Form No. C.P.W.D. 7/8 which is available as a Govt. of India publication. Tenderer shall quote his rates as per various terms and conditions of the said form which will form part of the agreement.
- **3.** The time allowed for carrying out the work will be **12 Month** from the date of start as defined in schedule 'F' or from the first date of handing over of the site, whichever is later, in accordance with the phasing, if any, indicated in the tender documents.
- **4.** The site for the work is available.

OR

The site for the work shall be made available in parts as specified below:

- 3.00 PM and tender documents shall be issued by Manager (C) up to 4.00 PM. Tender documents consisting of plans, specifications, the schedule of quantities of the various classes of work to be done and the set of terms & conditions of contract to be compiled with by the contractor whose tender may be accepted and other necessary documents can be seen in the office of the Manager (C) between hours of 11.00 A.M. & 04.00 P.M. from 22.08.2014 to 1.09.2014 everyday except Saturday, Sundays and public Holidays. Tender documents excluding standard form, will be issued from his office, during the hours specified above, on payment of Rs. 1050/-in cash as cost of tender.
- 6. (i) Tenders shall be accompanied with Earnest money of **Rs. 1,08,200/-**in cash (upto Rs.10000) demand draft of a scheduled bank issued in favour of India Trade Promotion Organisation, New Delhi. 50% of earnest money or Rs.20 lakh, whichever is less, will have to be deposited in the shape prescribed above and balance amount of earnest money can be accepted in the form of Bank guarantee issued by a scheduled bank having validity for 3 months or more from the last date of receipt of tenders.
  - ii) The tender and the earnest money shall be placed in separate sealed envelopes, each marked "Tender" and "Earnest Money" respectively. In cases where earnest money in cash is acceptable, the same shall be deposited with the Cash section of ITPO and the receipt placed in the envelope meant for earnest money. Both the envelopes shall be submitted together in another sealed envelope with the name of work and due date of opening written on envelope, which will be received by the Manager (C) up to 3.00 P.M. on **03.09.2014** and will be opened by him or his authorised representative in his office on the same day at 3.30 P.M. The

envelope marked "Tender" of only those tenderers shall be opened, whose earnest money, placed in the other envelope, is found to be in order.

- 7. The Contractor whose tender is accepted, will be required to furnish performance guarantee of 5% (Five percent) of the tendered amount within the period specified in Schedule F. This guarantee shall be in the form of cash (in case guarantee amount if less than Rs.10,000/-) OR Demand Draft of any scheduled bank/Pay order of any scheduled bank (in case guarantee amount is less than Rs.1,00,000/-) or Government Securities or Fixed Deposit Receipts or Guarantee Bonds of any Scheduled Bank or the State Bank of India in accordance with the prescribed from. In case the contractor fails to deposit the said performance guarantee within the period as indicated in Schedule 'F', including the extended period if any, the Earnest Money deposited by the contractor shall be forfeited automatically without any notice to the contractor.
- **8.** The description of the work is as follows:

Copies of other drawings and documents pertaining to the works will be open for inspection by the tenderers at the office of the above mentioned officer.

Tenderers are advised to inspect and examine the site and its surroundings and satisfy themselves before submitting their tenders as to the nature of the ground and sub-soil (so far as is practicable), the form and nature of the site, the means of access to the site, the accommodation they may require and in general shall themselves obtain all necessary information as to risks, contingencies and other circumstances which may influence or affect their tender. A tenderer shall be deemed to have full knowledge of the site whether he inspects it or not and no extra charges consequent on any misunderstanding or otherwise shall be allowed. The tenderer shall be responsible for arranging and maintaining at his own cost all materials, tools & plants, water, electricity access, facilities for workers and all other services required for executing the work unless otherwise specifically provided for in the contract documents. Submission of a tender by a tenderer implies that he has read this notice and all other contract documents and has made himself aware of the scope and specifications of the work to be done and of conditions and rates at which stores, tools and plant, etc. will be issued to him by the Government and local conditions and other factors having a bearing on the execution of the work.

- **9.** The competent authority on behalf of the CMD, ITPO does not bind itself to accept the lowest or any other tender and reserves to itself the authority to reject any or all the tenders received without the assignment of any reason. All tenders in which any of the prescribed condition is not fulfilled or any condition including that of conditional rebate is put forth by the tenderer shall be summarily rejected.
- **10.** Canvassing whether directly or indirectly, in connection with tenders if strictly prohibited and the tenders submitted by the contractors who resort to canvassing will be liable to rejection.
- 11. The competent authority on behalf of CMD, ITPO reserves to himself the right of accepting the whole or any part of the tender and the tenderer shall be bound to perform the same at the rate quoted.
- 12. No Engineer of gazetted rank or other Gazetted officer employed in Engineering or Administrative duties in an Engineering Department of the Government of India is allowed to work as a contractor for a period of one year after his retirement from Government service, without the previous permission of the Government of India in writing. This contract is liable to be cancelled if either the contractor or any of his employees is found any time to be such a person who had not obtained the permission of the Government of India as aforesaid before submission of the tender or engagement in the contractor's service.

- 13. The tender for the works shall remain open for acceptance for a period of ninety (90) days from the date of opening of tenders/Ninety days from the date of opening of financial bid in case tenders are invited on 2/3 envelope system (strike out as the case may be) if any tenderer withdraws his tender before the said period or issue of letter of acceptance, whichever is earlier, or makes any modifications in the terms and conditions of the tender which are not acceptable to the department, then the Government shall, without prejudice to any other right or remedy, be at liberty to forfeit 50% of the said earnest money as aforesaid. Further the tenderer shall not be allowed to participate in the re-tendering process of the work.
- **14.** This Notice Inviting Tender shall form a part of the contract document. The successful tenderer/contractor, on acceptance of his tender by the Accepting Authority, shall, within 15 days from the stipulated date of start of the work, sign the contract consisting of:
  - a) The notice inviting tender, all the documents including additional conditions, specification and drawings, if any, forming the tender as issued at the time of invitation of tender and acceptance thereof together with any correspondence leading thereto.
  - **b)** Standard C.P.W.D. Form 7/8

Dayal Chand Manager (conservancy)

## GOVERNMENT OF INDIA CENTRAL PUBLIC WORKS DEPARTMENT

STATE: Delhi CIRCLE Engg

BRANCH: Conservancy DIVISION: Engineering

ZONE Head office, Delhi SUB DIVISION:

Percentage Rate Tender/Item Rate Tender & Contract for Works

Tender for the work of: Making Conservancy & sanitation arrangement of ITPO Premises at Pragati

Maidan during 2014-15.

SH.: Hiring of tipper trucks & loader for removal of garbage /malba from Pragati Maidan Premises to

dump at MCD SLF site, Gazipur

(i)To be submitted 3.00 p.m. Hours on (Date) (Date)

(ii) To be opened in presence of tenderers, who may be present at 3.30 p.m. Hours on

03.09.2014 in the office of M (Dayal Chand) at Pragati Maidan, New Delhi

Issued to:

(Contractor)

Signature of officer issuing the documents

Designation: Manager (C)

Date of issue: 01.09.2014
Estimated Cost Rs. 54,07,578/Earnest Money Rs. 1,08,200/-

#### **TENDER**

I/We have read and examined the notice inviting tender, schedule, A, B, C, D, E & F, Specifications applicable, drawings & Designs, General Rules and Directions, Conditions of Contract, clauses of contract, special conditions, Schedule of Rate & other documents and Rules referred to in the conditions of contract and all other contents in the tender document for the work.

I/We hereby tender for the execution of the work specified for the President of India within the time specified in Schedule 'F', viz., schedule of quantities and in accordance in all respects with the specifications, designs, drawings and instructions in writing referred to in Rule -1 of General Rules and Directions and in Clause 11 of the Conditions of contract and with such materials as are provided for, by, and in respect in accordance with, such conditions so far as applicable.

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

A sum of Rs 1.08.200/- has been deposited as per NIT as earnest money. If I/we, fail to furnish the prescribed performance guarantee within prescribed period, I/we agree that the said President of India or his successors in office shall without prejudice to any other right or remedy, be at liberty to forfeit the said earnest money absolutely. Further, if I/we fail to commence work as specified, I/we agree that President of India or his successors in office shall without prejudice to any other right or remedy available in law, be at liberty to forfeit the said earnest money and the performance guarantee absolutely, otherwise the said earnest money shall be retained by him towards security deposit to execute all the works referred to in the tender documents upon the terms and conditions contained or referred to therein and to carry out such deviations as may be ordered, upto maximum of the percentage mentioned in Schedule 'F' and those in excess of that limit at the rates to be determined in accordance with the provision contained in Clause 12.2 and 12.3 of the tender form. Further, I/We agree that in case of forfeiture of earnest money or both Earnest Money & Performance Guarantee as aforesaid, I/We shall be debarred for participation in the retendering process of the work.

I/We hereby declare that I/we shall treat the tender documents drawings and other records connected with the work as secret/confidential documents and shall no communicate information/derived there from to any person other than a person to whom I/we am/are authorised to communicate the same or use the information in any manner prejudicial to the safety of the State.

Dated	Signatures of Contractor
	Postal Address
Witness:	
Address:	
Occupation:	
ACCEP	ΓANCE
The above tender (as modified by you as provided in the lbehalf of the President of Rs(Rupees	India for a sum of
The letters referred to below shall form part of this contract (1) Schedule of Quantities, NIT (2) Additional Conditions. (3) Wages for workers (4) Performa for Agreement and drawing of staircase	t Agreement:- For & on behalf of CMD, ITPO
	Si-matura
Dated	Signature
Dateu	Designation

## **SCHEDULES**

# SCHEDULE 'A'

Schedule of quantities Enclosed

# SCHEDULE 'B'

Schedule of materials to be issued to the contractor.

S.No.	Description of item	Quantity	Rates in figures & words at which The material will be charged to the Contractor	Place of issue
2.	2	3	4	5

NIL

# SCHEDULE 'C'

# Tools and plants to be hired to the contractor

S.No.	Description	Hire charges per day	Place of issue	
1.	2.	3	4	

NIL

#### SCHEDULE 'D'

Extra schedule for specific requirements/documents for the work, if any.

-N/A

### SCHEDULE 'E'

Schedule of component of Cement, Steel, other materials, Labour etc. for price escalation.- Nil

CLAUSE 10 CC

Component of Cement – expressed as percent of total value work. N/A

Component of Steel-expressed as percent of total work.

N/A

Component of civil (except cement & steel)/Electrical construction

N/A

Materials-expressed as percent of total value of work.

Component of labour-expressed as per cent of total value of work.

N/A

Component of P.O.L. – expressed as percent of total value work.

N/A

## **SCHEDULE 'F'**

Reference to General Conditions of contract.

Name of work: Making Conservancy & sanitation arrangement of ITPO Premises at Pragati Maidan during 2014-15.

SH.: Hiring of tipper trucks & loader for removal of garbage /malba from Pragati Maidan Premises to dump at MCD SLF site , Gazipur

(i) Estimated cost of work Rs. 54,07,578/-

(ii) Earnest money: Rs. 1,08,200/-

(iii) Performance Guarantee 5% of tendered value

(iv) Security Deposit 5% of tendered value

### **General Rules & Directions:**

Officer inviting tender Manager (Conservancy) Maximum percentage for quantity of items of work to be executed beyond Which rates are to be determined in accordance with Clauses 12.2 & 12.3 100% **Definitions** 2(v) Officer-in-Charge Manager (Conservancy) 2(viii) Accepting Authority As per DFPR Sch. V of ITPO 2(x) Percentage on cost of materials and 15% Labour to cover all overheads and profits. Standard Schedule of Rates 2(xi) DSR-2012 & market rates 2(xii) Department ITPO (Engg.) Standard CPWD contract Form CPWD form 7/8 as modified & corrected upto date 9(ii) Clause 1 (i) Time allowed for submission of Performance Guarantee From the date of issue of letter of acceptance days (ii) Maximum allowable extension beyond the period (Provided in i) above 4 days Clause 2 Authority for fixing compensation under clause 2. GM (W) Clause 2A Whether clause 2A shall applicable No Clause 5 Number of days from the date of issue of letter Acceptance for reckoning date of start days

# Mile stone(s) as per table given below:

# Table of Mile Stone(s)

Sl.	Description of	Time allowed in days	Amount to be withheld in case of non
No.	Milestone(Physical)	(from date of start)	achievement of milestone
1.	1/8 <sup>th</sup> (of the whole work)	1/4 <sup>th</sup> (of the whole work)	In the event of not achieving the necessary progress as assessed from the running payments, 1% of the tendered value of work will be withheld for failure of each mile stone.
2.	3/8 <sup>th</sup> ( - do -)	½ (- do -)	
3.	3/4 <sup>th</sup> (-do-)	3/4 <sup>th</sup> (-do-)	
4.	Full	Full	

3.	3/4 <sup>th</sup> (-do-)	3/4 <sup>th</sup> (-do-)				
4.	Full	Full				
Time	allowed for execution	of work	12 Month			
Claus Claus	Clause 6A					
Claus						
		her with net payment/adjustrected, if any since the last suc				
	eing eligible to interim		en payment			
Claus	se 10A	•				
List o	of testing equipment to	be provided by the contracto	r at site lab.			
-		and as per direction of Engin	eer Incharge			
Claus	se 10 B (ii)					
Whet	her Clauses 10 B (ii) sl	nall be applicable	No			
Claus	se 10CA					
Materials covered under this clause Nearest Material for which All India Wholesale Price Index is to be Followed						
1		NA				
2						
3						
-						

Clause 10CC

Clause 10CC to be applicable in contracts with stipulated period of

Completion exceeding the period show in text column 18 months

Clause 11

Specification to be followed for execution of work

CPWD Specifications 2010, Part I & II with

Up-to-date correction slips.

Clause 12

Deviation limit beyond which clauses 12.2 & 12.3 shall

Apply for building work 50%

Deviation limit beyond which clauses 12.2. & 12.3

Shall apply for foundation work 100%

Clause 16

Competent Authority for deciding reduced rates.

DGM (C)

Clause 18

List of mandatory machinery, tools & plants to be deployed by the contractor at site:-

As per the site requirement and as per direction of Engineer Incharge

### Clause 36(i)

S.N.	Minimum qualification of Technical Representative	Discipline	Designation (Principal Technical/Tech nical representative)	Minimum experience	Number	Rate at which recovery shall be made from the contractor in the event of not fulfilling provision of clause 36(i)
						Figures Words
1.	Graduate Engineer Or	Civil	Principal Technical	Nil	1	15,000/- (Rupees fifteen thousand only) per month
2.	Diploma Holder			5 years	1	

Assistant Engineers retired from Government services that are holding Diploma will be treated at par with Graduate Engineers.

## **CLAUSE 42**

(i)(a) Schedule/statement for determining theoretical quantity of cement & Bitumen on the basis of Delhi Schedule of Rates DSR 2007 printed by C.P.W.D.

(ii) Variations permissible on theoretical quantities.

a) Cement for works with estimated cost put to Tender not more than Rs. 5 Lakhs

3% plus/minus

For works with estimated cost put to tender More than 5 Lakhs

2% plus/minus

b) Bitumen for all works

2.5% plus only & nil on minus side

c) Steel Reinforcement and structural steel
Sections for each diameter, section and category

2% plus/minus

Sections for each diameter, section and category d) All other materials

Nil

## RECOVERY RATES FOR QUANTITIES BEYOND PERMISSIBLE VARIATION

S.No.	Description of Item	Rates in figures and words at which recovery shall be made from the contractor	
		Excess beyond permissible variation	Less use beyond the permissible variation
1.	Cement		
2.	Steel reinforcement		
3.	Structural Sections		
4.	Bitumen issued free		
5.	Bitumen issued at stipulated fixed price		

### Dated: - 20.08.2014

#### **BRIEF PRESS TENDER NOTICE**

The Manager (Conservancy), ITPO invites sealed <u>item rate</u> tenders for the following works from approved and eligible contractors, details of which briefly described hereunder.

S.	Name of work	Time for	Estimated	Earnest	Cost of
N		Completio	Cost	Money	Tender
		n			
1	Automated Housekeeping of all the general toilets in ITPO Premises at Pragati Maidan during 2014-15.		37,50,000/	75,000/-	525/-
2	Hiring of tipper trucks & loader for removal of garbage /malba from Pragati Maidan Premises to dump at MCD SLF site, Gazipur during 2014-15.	12 Months	54,07,578/	1,08,200/-	1,050/-

The period of sale of tender document is kept from **11.00** AM to **3.00** PM on all working days <u>up to 01.09.2014</u> with date of opening at <u>3.30 PM on 03.09.2014</u>. For eligibility criteria and for further details including downloadable form of tender documents, please refer website <u>www.indiatradefair.com</u> & www.eprocure.gov.in

Dayal Chand Manager (conservancy)

# INDIA TRADE PROMOTION ORGANISATION Engineering Division

No. 178-ITPO/C/Engg. /2014-15

## DETAILED TENDER NOTICE

Dated: - 20.08.2014

The Manager (Conservancy), India Trade Promotion Organisation Engineering Division, Conservancy unit Hamshadhawani Theatre near Occasion Restaurant, Pragati Maidan, New Delhi on behalf of CMD, ITPO **invites sealed Item rate tenders** for the following work from approved and eligible contractors of ITPO, CPWD and those of appropriate list of Department of Telecommunications, M.E.S., Railways and specialised agencies up to 3.00 PM on <u>03.09.2014</u>, which will be opened on the same day by him (or) his authorized representative at 3.30 PM.

S.	Name of work	Time for	Estimated	Earnest	Cost of
N.		Completion	Cost In Rs.	MoneyIn(Rs	Tender
					in Rs.
	Making Conservancy & Sanitation work of ITPO Pr	remises at Pragati Maio	dan during 2014-	15.	
1.	Hiring of tipper trucks & loader for removal of garbage /malba from Pragati Maidan Premises to dump at MCD SLF site, Gazipur		54,07,578/-	1,08,200/-	1.050/-

Earnest Money should be deposited through Bank Draft drawn in favour of India Trade Promotion Organisation payable at New Delhi (or) cash deposited with the Cashier in Cash Section of ITPO (less than 10,000/-) and Bank Draft/Cash Receipt to be sent alongwith the tender document while submitting the same.

Conditions and tender forms can be had from the office of the undersigned on production of **PAN NO.**, and **Service Tax No.** & Service Tax return/clearance certificate upto date of last quarter between 11.00 AM to 3.00 PM on all working days up to 01.09.2014 for the tender cost mentioned as above (Non Refundable).

#### The following will be additional eligibility criteria for specialised agencies only:

- 1. Who have satisfactorily completed Three similar works each of value not less than 40% of estimated cost or two similar work each of value not less than 50% of estimated cost or one similar work of value not less than 80% of estimated cost in last 7 years ending last day of the month previous to the one in which the tenders are invited.
- 2. Only technical bids shall be opened on aforesaid date. After evaluation of the technical bids, the financial bids of the selected agencies shall be opened in their presence and representative from F/A Division.

The tender document is also available on our website www.indiatradefair.com & www.eprocure.gov.in and same can be down loaded and used as tender document for submitting the tender. However, the documents required such as two DDs towards Cost of Tender and Earnest money (Demand Draft should be in favour of India Trade Promotion Organisation, payable at New Delhi) should be enclosed in one envelop to be marked "Cost of tender & Earnest money" as well as Registration with the department as mentioned above, PAN Number, Service Tax Number and Service Tax return/clearance certificate upto date of last quarter should be enclosed in another second envelope to be marked "Eligibility Bid". The Financial bid and schedule of quantities is to be submitted in separate envelopes marked "Financial Bid for......", for each work specified in the table above.

These envelopes i.e., "Eligibility Documents" and "Financial Bid/s" should be put in one envelop, properly sealed and submitted to **Manager (Conservancy)**, India Trade Promotion Organisation Engineering Division, Conservancy unit Hamshadhawani Theatre near Occasion Restaurant, Pragati Maidan, New Delhi

The Financial bids will be opened only of those agencies qualified to tender as per the eligibility criteria. In case the tender is not accompanied with the above and tender does not qualify as per the eligibility criteria, the tender will summarily rejected.

Dayal Chand Manager (conservancy)

# SCHEDULE OF QUANTITIES

Name of work: Making Conservancy & sanitation arrangement of ITPO Premises at Pragati Maidan

during 2014-15.

SH.: Hiring of tipper trucks & loader for removal of garbage /malba from Pragati Maidan

Premises to dump at MCD SLF site, Gazipur

SLNo	Description	Qty	Unit	Rate	Amount
	FOR THE PERIOD OF 01.10.2014 TO 30.09.2015				
1.	Hiring of tipper trucks with one driver, diesel, etc. for 12 hours each day for loading/unloading of the garbage, malba, waste materials etc. from ITPO premises at Pragati Maidan and dumping the same at MCD SLF site at Gazipur during Domestic fairs, IITF-14, Third party fairs and as and when required etc. and as per the direction of officer in charge.  a) With 5 labours and tools etc.	600 Nos		Each truck each day	
	b) Without labour	30 Nos		Each truck each day	
2.	Hiring of tipper trucks with one driver with 5 labour, diesel, etc. for 12 hours each day for loading/unloading of the garbage, malba, waste materials etc. from ITPO premises at Pragati Maidan and dumping the same at designated place i.e. behind Vatika Restaurant of ITPO during domestic fairs & third party fairs as and when required basis and as per direction of officer in charge.	25 nos.		Each truck each day	
3.	Hiring charges of the loader with driver as and when required at Pragati Maiden to lift the garbage, malba, waste material etc. and load the same in tipper trucks to be provided free of cost by the department etc. Complete and as per the direction of officer In charge	120 hrs		Per hour	
4	Hiring of tractor with water sprinkler for sprinkling of water on roads of Pragati Maidan Premises and as per direction of concerned Manager (water shall be provided by ITPO free of cost) for IITF2014	14 Days		Per day	

## Note-

- Pl also see the special condition at P 18-19
- The rates should be quoted exclusive of service tax as applicable

# INDIA TRADE PROMOTION ORGANISATION (Engineering Division)

# CORRIGENDUM TO FORM 7/8/9 (CPWD) MUST BE READ ALONGWITH THE PAMPHLET

S.No.	FOR	READ
1.	Government of India	India Trade Promotion Organisation
2.	C.P.W.D. or Government	India Trade Promotion Organisation
3.	CPWD -7/8/9	CPWD 7/8/9
4.	President/President of India	C.M.D ITPO
5.	Chief-Engineer	General Manager (Works)
6.	Superintending Engineer	Dy. General Manager (Civil)/SM (Civil)
7.	Engineer-in-charge/Divisional	Manager (Civil)
	Engineer/Executive	
	Engineer/Divisional Office	
8.	Sub-Divisional Officer/Asstt. Engineer	Deputy Manager (Civil)
9.	Administration Head	C.M.D. /General Manager
10.	Ministry of Works & Housing	ITPO /Ministry of Commerce
11.	CPWD Code, Paragraph'90	Shall be applicable t o ITPO works
12.	DSR'2012	Shall be applicable to ITPO works
13.	CPWD specifications 2010 part – I & II	Shall be applicable to ITPO works
14.	DSR (Internal) 2012 for Electrical	Shall be applicable to ITPO works
	works	
15.	CPWD specifications (Internal) 2010	Shall be applicable to ITPO works
	for Electrical works	
16.	DSR External 2012 for Electrical works	Shall be applicable to ITPO works
	and specifications	
17.	Provision of Section 12 Sub-Section (i)	Shall be applicable to ITPO works
	of the works man compensation	
18.	CPWD safety Code framed from time	Shall be applicable to ITPO works
	to time	
19.	CPWD maternity benefits to labour	Shall be applicable to ITPO works
20.	Model Rules of the protection of health	Shall be applicable to ITPO works
	and sanitary appointment for workers	
	employed by CPWD	
21.	CPWD contractor labour Regulations	Shall be applicable to ITPO works

- 1. The work shall be carried out strictly as per CPWD specifications 2010, Part I & II with upto date correction slips.
- 2. The contractor shall take approval from the Manager (Conservancy)/Electrical in writing for collection and stacking of materials.
- 3. The contractor must follow CPWD Safety Code as provided in general conditions of contract for CPWD Works.
- 4. Any damage done by the contractor or his workmen to any existing work during the course of execution of the work shall be made good by him at his own cost.
- 5. Contractor shall clear the site thoroughly of all rubbish etc. left out of his materials immediately on completion of the work and properly clean the site around the building to the satisfaction of the Officer-in-Charge. Otherwise the site will be cleared by the department at his risk & cost to remove and clean the site.
- 6. The contractor to whom the work is awarded will have to sign the agreement on non judicial stamp papers of Rs.50/- and the cost of such stamp paper will be borne by the contractor.
- 7. All incidental charges of any kind whatsoever including cartage, cutting and wastage etc. shall be borne exclusively by the contractor and nothing extra will be paid to him on this account.
- 8. The contractors are required to submit the bill on their printed letter head having detail of TIN & Service Tax No. for release of payment.

- 1. All the tipper trucks deployed at Pragati Maidan premises are duly painted and remain neat & clean and in presentable condition as per direction of Officer-In-charge.
- **2.** Deployment of one supervisor is necessary to supervise the works of collection of the garbage & malba loading/unloading of the same from different locations in the ITPO Premises and for providing the trucks.
- **3.** Recovery will be made for not providing the workers for trucks as per item No. 1(a) of the schedule of quantities @ Rs.500/- each per day and for supervisor @ Rs.1,000/- each per day as per clause No. 1 above.
- **4.** The collected garbage from ITPO Premises will be disposed off at MCD SLF, Gazipur. There will be minimum two trips a day or more as per requirement of the site. If the disposal frequency is less than two Nos., then the recovery will be imposed @ 75% rate of the quoted rates of the agency each trip.
- 5. The responsibility for seeking the all permission for plying the trucks in day or night from Pragati Maidan to dumping ground shall be of the agency absolutely.
- **6.** The deployment timing of the trucks at Pragati Maidan Premises will be 8.00 AM to 8.00 PM and late hours during fairs.
- 7. The required Nos. of trucks will be provided/deployed by the agency at Pragati Maidan Premises for pre-activities, during fair and the post activities of the different fairs to be organised time to time. However number of trucks required may vary from 2 to 6.
- **8.** Recovery/penalty shall be imposed for not providing the requisite Nos. of trucks on particular days. (The prior intimation will be communicated to the agency for the same). The recovery will be double of the quoted rates of the agency against each item.
- **9.** The contractor has to comply all legal acts/laws etc., related to transport/motor vehicle/traffic/legal expenditure if any/insurance & labour rules. Any penalty/challan/compensation shall be borne by the agency.
- 10. The agency has to collect the garbage/malba everyday from the entire area of ITPO premises at Pragati Maidan.
- **11.** In case of non performance by any of worker due to negligence/absence on any day recovery shall be made at the rate of Rs.500.00 per worker per day.
- 12. The agency shall abide by all labour laws applicable in NCT Delhi and shall pay provident fund, ESI and other benefits to the workers etc. as required under Labour Laws and proof of the records of such payments shall be submitted to Officer concerned of ITPO. The quoted rates shall include all such payments and ITPO shall not pay any extra amount for this purpose.
- 13. In case ITPO finds any discrepancies in deployment of adequate number of workers or less use of T &P for loading/unloading of garbage in trucks as provided in the contract, the contract may be terminated after giving notices as required under Clause of the contract and agency will not be entitled to claim any compensation from ITPO on this account.
- **14.** No workers, less than the age of 18 years shall be deployed to perform under in this contract.
- **15.** All the workers shall wear the prescribed uniform.
- **16.** Loaded tipper trucks to be covered by tripal inside the Pragati Maidan premises.
- 17. All safety precautions shall be followed by the agency to avoid any mishap. In case of any mishap, the agency shall be held responsible.
- 18. The agency shall not appoint any sub contractor to carry out any obligation under the contract without prior approval from the ITPO. In case agency fails to perform any of the terms and conditions of the agreement or commits any breach of the contract, ITPO may terminate/cancel the contract after due notices in accordance with the contract to the agency and the agency will not be entitled to claim any compensation from ITPO on this account.
- 19. The agency will be fully responsible for the credentials bonafides and the action of the worker deployed by them in ITPO premises. The agency shall provide name, residential address and other bio-data of all the employees engaged for this work.
- **20.** All employees of the contractor shall be issued with identity cards bearing their photographs. The cost of identity card and photographs for identity cards shall be provided by the contractor at his own cost. The contractor shall have the identity card format approved from ITPO.
- **21.** In case ITPO is required to meet any liability in respect of any person(s) engaged/employed by the contractor by virtue of their working at the premises of the ITPO, it would be opened and lawful for the ITPO to deduct the amount(s) of any such liability from and out of dues payable to the contractor.
- **22.** That the contractor shall maintain all registers/records required under various acts, which may be inspected by ITPO and other designated authorities under Labour Laws.
- **23.** The contractor shall be responsible for the conduct and behaviors of the employees. If any employee of the contractor/agency is found misbehaving with ITPO staff, the contractor/agency shall take necessary appropriate action as per direction of the Engineer in charge and may including replacement and removal of workers concerned from ITPO premises.

- **24.** In the event of any loss/damage being occasioned to the ITPO on the negligence of the contractor's employees, the contract shall make good the loss sustained by ITPO either by replacement of the material/equipment or payment of compensation. The compensation as determined by the Engineer in charge shall be final and binding.
- **25.** The contractor shall take proper instructions from ITPO for the execution of the contract at different places and faithfully comply with the same.
- **26.** All members of staff employed by the contractor will be subjected to security check by the security guard posted at entrance/exist of Pragati Maidan premises.
- **27.** The contractor employees will make their own arrangements for food and snacks while at work at their own cost and ITPO will not entertain any financial expenditure or provide any canteen facility.
- **28.** In the event of any dispute or difference arising out of operation of this agreement, the same shall be referred to the sole arbitration and the sole arbitrator will be appointed by the CMD, ITPO whose decision shall be final and binding on both the parties. The venue of arbitration shall be at New Delhi. The provisions of the Conciliation and Arbitration Act, 1996 shall apply to the arbitration.
- **29.** All the above services and any other work of similar nature, while entrusted to the contractor from time to time by the ITPO are to be rendered without causing any hindrance or disturbance to any ITPO staff working during the normal working hours. The work shall be carried out efficiently, in consonance and in conformity with the standards of a neatly and hygienically.
- **30.** Work contract tax/Sale Tax @ 2% service tax and other taxes or as applicable from time to time shall be deducted on gross amount of the bill as per rules and nothing shall be paid extra on account of above taxes.
- **31.** 1% water charges, service charges and Income Tax as application from time to time shall be deducted on gross amount of the bill as per rules.
- **32.** The contractor shall submit monthly bill by 3<sup>rd</sup> day of the following month. The contractor shall make the payment of wages to the labours on or before 7<sup>th</sup> of each month irrespective of the fact that department may not be able to make payment to the Contractor before 7<sup>th</sup> of the month.
- **33.** If services of workers are taken for more than eight hours by the contractor, necessary OTA will be paid to the workers and ITPO will not pay anything extra on account of the same.
- **34.** The contractor shall attend to complaints relating to disposal of garbage.
- **35.** The contractor shall give service on all days during the period of contract as per the ITPO requirement.
- **36.** In case of agency fails to perform any of the terms & conditions of agreement of or commutes any breach of the contract the ITPO may terminate/cancelled the contract after giving once week notice in advance in writing to the agency will not be entitled to claim any compensation from ITPO on this account.
- **37.** The contractor shall arrange his own Phawaras, tokaries and T&P etc. loading unloading of garbage etc. as mentioned in items.
- **38.** Agency has to submit the receipt of MCD SLF site at Gazipur to this office. The payment shall be made only on getting the receipt for number of trips.

# India Trade Promotion Organisation (Engineering Division)

# Categories of Employees

# All inclusive Minimum Rates of Wages per day

# A. Un-Skilled

1	Mazdoor	Rs. 329.00	Each Per day
2	Mazdoor Coolies	Rs. 329.00	Each Per day
3	Helper to Mason, Fitter Carpenter & Painter	Rs. 329.00	Each per day
4	Any other categories doing un-skilled work	Rs. 329.00	Each per day

# B. Semi Skilled

1`	Sewer man	Rs.363.00	Each Per day
2	Chowkidar	Rs. 363.00	Each per day

# C. Skilled

<u> </u>	C. Skilled					
1.	Glazier	Rs. 399.00	Each per day			
2	Carpenter	Rs. 399.00	Each per day			
3	Sanitary Fitter	Rs. 399.00	Each Per day			
4	Spray men for Road	Rs. 399.00	Each per day			
5	Mason	Rs. 399.00	Each per day			
6	Black Smith	Rs. 399.00	Each per day			

# <u>-21-</u>

# <u>AGREEMENT</u>

AN AGREEMENT is more or Excluded by the of the first party (her Director	npany Incorpor New Delhi-110 0 contract here c einafter callec	rated under the 101, which expres of and assignees d the Authority)	companies Ac ssion shall inclu- s of and represe ) and by its s (which ex	et, 1956 and with its de its successor, un ented by its Manag sole proprietor/pa apression shall be	s registered office nless repugnant to ging Director, ITPO rtners, Managing including his/its
WHEREAS No.	•••••			•••••	
WHEREAS the contractor has submitted tender for carrying out the work as above as per the tender document page to and has represented that in conformity with his/its obligation contained in the tender as modified by the correction slips and corrigendum contained he/it shall carryout the same truly, faithfully and honestly.					
THE SAME has been accepted by both the parties on the terms and conditions, corrections, corrigendum contained in the tender as modified as well as the letter of acceptance Issued party No. 1 annexed here to as.					
The same shall be binding on both the parties.					
IN WITNESS WHEREOF, the parties have signed the deed of agreement on the date, month and year referred to above.					
At New Delhi. WITNESS					
1. 2.		Party N			

# 22 PERFORMA TO BE ATTACHED WITH NIT

To,
Sub: NIT No
Dear Sir,
It is hereby declared that ITPO is committed to follow the principle of transparency, equity and competitiveness in public procurement.
The subject Notice Inviting Tender (NIT) is an invitation to offer made on the condition that the Bidder will sign the integrity Agreement, which is an integral part of tender/bid documents, failing which the tenderer/bidder will stand disqualified from the tendering process and the bid of the bidder would be summarily rejected.
The declaration shall form part and parcel of the Integrity Agreement and signing of the same shall be deemed as acceptance and signing of the Integrity Agreement on behalf of the ITPO.
Yours faithfully
Sr. Manager (Civil)/Manager (Electrical

# 23 PERFORMA TO BE SIGNED BY BIDDER WITH BID

То,
Manager (Civil)/Manager (Electrical)
Sub: Submission of Tender for the work of
Dear Sir,
I/We acknowledge that ITPO is committed to follow the principles thereof as enumerated in the Integrity Agreemer enclosed with the tender/bid document.
I/We agree that the Notice Inviting Tender (NIT) is an invitation to offer made on the condition that I/We will sig the enclosed integrity Agreement, which is an integral part of tender documents, failing which I/we will stand disqualifie from the tendering process. I/We acknowledge that THE MAKING OF THE BID SHALL BE REGARDED AS AT UNCONDITIONAL AND ABSOLUTE ACCEPTANCE of this condition of the NIT>
I/We confirm acceptance and compliance with the Integrity Agreement in letter and spirit and further agree the execution of the said Integrity Agreement shall be separate and districts from the main contract, which will come intexistence when tender/bid is finally accepted by ITPO. I/We acknowledge and accept the duration of the Integrit Agreement, which shall be in the line with Article 1 of the enclosed Integrity Agreement.
I/We acknowledge that in the event of my/our failure to sign and accept the Integrity Agreement, while submitting the tender/bid, ITPO shall have unqualified, absolute and unfettered right to disqualify the tenderer/bidder and reject the tender/bid is accordance with terms and conditions of the tender/bid.
Yours faithfully
(Duly authorized Signatory of the Ridder

# To be signed by the bidder and same signatory competent/authorized to sign the relevant contract on behalf of ITPO

#### **INTEGRITY AGREEMENT**

This Integrity Agr	eement is	made at	on this	day o	of	20		
BETWEEN								
President of India	a represen	ited through Ma	nager (Civil)/Ma	anager (Elec	trical),			
India Trade Promotion Organisation, Pragati Maidan, New Delhi, (Hereinafter referred as the 'Principal/Owner', which expression shall unless repugnant to the meaning or context hereof include its successors and permitted assigns)  AND								
Through			(Name and Add				a.	
([	Details of d ctor" and	luly authorized	signatory)		•	aning or context her		cessors and
Preamble								
intends t	to	award,	under	laid	down	) (hereinafter rei	procedure,	
(Name of the Name	of work)							

**AND WHEREAS** the Principal/Owner values full compliance with all relevant laws of the land, rules, regulations, economic use of resources and of fairness/transparency in its relation with its Bidder(s) and Contractor(s).

**AND WHEREAS** to meet the purpose aforesaid both the parties have agreed to enter into this Integrity Agreement (hereinafter referred to as "Integrity Pact" or "Pact"), the terms and conditions of which shall also be read as integral part and parcel of the Tender/Bid documents and Contract between the parties.

**NOW, THEREFORE**, in consideration of mutual covenants contained in this Pact, the parties hereby agree as follows and this Pact witnesses as under:

### **ARTICLE 1: Commitment of the Principal/Owner**

- 1) The Principal/Owner commits itself to take all measures necessary to prevent corruption and to observe e the following principles:
- a) No employee of the Principal/Owner, personally or through any of his/her family members, will in connection with the Tender, or the execution of the Contract, demand, take a promose for or accept, for self or third person, any material or immaterial benefit which the person is not legally entitled to.
- b) The Principal/Owner will, during the Tender process, treat all Bidder(s) with equity and reason. The Principal/Owner will, in particular, before and during the Tender process, provide to all Bidder(s) the same information and will not provide to any Bidder(s) confidential/additional information through which the Bidder(s) could obtain an advantage in relation to the Tender Process or the Contract execution.
- c) The Principal/Owner shall endeavor to exclude from the Tender process any person, whose conduct in the past has been of biased nature.
- 2) If the Principal/Owner obtains information on the conduct of any of its employees which is a criminal offence under the Indian Penal Code (IPC)/Prevention of Corruption Act, 1988 (PC Act) or is in violation of the principles herein mentioned or if there be a substantive suspicion in this regard, the Principal/Owner will inform the Chief Vigilance Officer and in addition can also initiate disciplinary actions as per its internal laid down policies and procedures.

#### Article 2: Commitment of the Bidder(s)/Contractor(s)

1) It is required that each Bidder/Contractor (including their respective officers, employees and agents) adhere to the highest ethical standards, and report to the Government/Department all suspected acts of fraud or corruption or Coercion or Collusion of which it has knowledge or becomes aware, during the tendering process and throughout the negotiation or award of a contract.

2) The Bidder(s)/Contractor(s) commit himself to take all measures necessary to prevent corruption. He commits himself to observe the following principles during his participation in the Tender process and during the Contract execution:

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- a) The Bidder(s)/Contractor(s) will not, directly or through any other person or firm, offer, promise or give to any of the Principal/Owner's employees involved in the Tender process or execution of the Contract or to any third person any material or other benefit which he/she is not legally entitled to, in order to obtain in exchange any advantage of any kind whatsoever during the Tender process or during the execution of the Contract.
- b) The Bidder(s)/Contractor(s) will not enter with other Bidder(s) into any undisclosed agreement or understanding, whether formal or informal. This applies in particular to prices, specifications, certifications, subsidiary contracts, submission or nonsubmission of bids or any other actions to restrict competitiveness or to cartelize in the bidding process.
- c) The Bidder(s)/Contractor(s) will not commit any offence under the relevant IPC/PC Act. Further the Bidder(s)/Contract(s) will not use improperly, (for the purpose of competition or personal gain) or pass on to others, any information or documents provided by the Principal/Owner as part of the business relationship, regarding plans, technical proposals and business details, including information contained or transmitted electronically.
- d) The Bidder(s)/Contractor(s) of foreign origin shall disclose the names and addresses of agents/representatives in India, if any. Similarly, Bidder(s)/Contractor(s) of Indian Nationality shall disclose names and addresses of foreign agents/representatives, if any. Either the Indian agent on behalf of the foreign principal or the foreign principal directly could bid in a tender but not both. Further, in cases where an agent participate in a tender on behalf of one manufacturer, he shall not be allowed to quote on behalf of another manufacturer along with the first manufacturer in a subsequent/parallel tender for the same item.
- e) The Bidder(s)/Contractor(s) will, when presenting his bid, disclose (with each tender as per proforma enclosed) any and all payments he has made, is committed to or intends to make to agents, brokers or any other intermediaries in connection with the award of the Contract.
- 3) The Bidder(s)/Contractor(s) will not instigate third persons to commit offences outlined above or be an accessory to such offences.
- 4) The Bidder(s)/Contractor(s) will not, directly or through any other person or firm indulge in fraudlent practice means a willful misrepresentation or omission of facts or submission of fake/forged documents in order to induce public official to act in reliance thereof, with the purpose of obtaining unjust advantage by or causing damage to justified interest of others and/or to influence the procurement process to the detriment of the Government interests.
- 5) The Bidder(s)/Contractor(s) will not, directly or through any other person or firm use Coercive Practices (means the act of obtaining something, compelling an action or influencing a decision through intimidation, threat or the use of force directly or indirectly, where potential or actual injury may befall upon a person, his/her reputation or property to influence their participation in the tendering process)

### **Article 3: Consequences of Breach**

Without prejudice to any rights that may be available to the Principal/Owner under law or the Contract or its established policies and laid down procedures, the Principal/Owner shall have the following rights in case of breach of this Integrity Pact by the Bidder(s)/Contractor(s) and the Bidder/Contractor accepts and undertakes to respect and uphold the Principal/Owner's absolute right:

- 1) If the Bidder(s)/Contractor(s), either before award or during execution of Contract has committed a transgression through a violation of Article 2 above or in any other form, such as to put his reliability or credibility in question, the Principal/Owner after giving 14 days notice to the contractor shall have powers to disqualify the Bidder(s)/Contractor(s) from the Tender Process or terminate/determine the Contract, if already executed or exclude the Bidder/Contractor from future contract award processes. The imposition and duration of the exclusion will be determined by the severity of transgression and determined by the Principal/Owner. Such exclusion may be forever or for a limited period as decided by the Principal/Owner.
- 2) Forfeiture of EMD/Performance Guarantee/Security Deposit: If the Principal/Owner has disqualified the Bidder(s) from the Tender process prior to the award of the Contract or terminated/determined the Contract or has accrued the right to terminate/determine the Contract according to Article 3(1), the Principal/Owner apart from exercising any legal rights that may have accrued to the Principal/Owner, may in its considered opinion forfeit the entire amount of Earnest Money Deposit, Performance Guarantee and Security Deposit of the Bidder/Contractor.
- 3) Criminal Liability: If the Principal/Owner obtains knowledge of conduct of a Bidder or Contractor, or of an employee or a representative or an associate of a Bidder or Contractor which constitutes corruption within the meaning of IPC Act, or if the Principal/Owner has substantive suspicion in this regard, the Principal/Owner will inform the same to law enforcing agencies for further investigation.

#### **Article 4: Previous Transgression**

- 1) The Bidder declares that no previous transgressions occurred in the last 5 years with any other Company in any country confirming to the anticorruption approach ro with Central Government or State Government or any other Central/State Public Sector Enterprises in India that could justify his exclusion from the Tender process.
- 2) If the Bidder makes incorrect statement on this subject, he can be disqualified from the Tender process or action can be taken for banning of business dealings/holiday listing of the Bidder/Contractor as deemed fit by the Principal/Owner.
- 3) If the Bidder/Contractor can prove that he has resorted/recouped the damage caused by him and has installed a suitable corruption prevention system, the Principal/Owner may, at its own discretion, revoke the exclusion prematurely.

## Article 5: Equal Treatment of all Bidders/Contractors/Subcontractors

- 1) The Bidder(s)/Contractor(s) undertake(s) to demand from all subcontractors a commitment in conformity with this Integrity Pact. The Bidder/Contractor shall be responsible for any violation(s) of the principles laid down in this agreement/Pact by any of its Sub contractors/sub-vendors.
- 2) The Principal/Owner will enter into Pacts on identical terms as this one with all Bidders and Contractors.
- 3) The Principal/Owner will disqualify Bidders, who do not submit, the duly signed Pact between the Principal/Owner and the bidder, along with the Tender or violate its provisions at any stage of the Tender process, from the Tender process.

#### Article 6 - Duration of the Pact

This Pact begins when both the parties have legally signed it. It expires for the Contractor/Vendor 12 months after the completion of work under the contract or till the continuation of defect liability period, whichever is more and for all other bidders, till the Contract has been awarded.

If any claim is made/lodged during the time, the same shall be binding and continue to be valid despite the lapse of this Pacts as specified above, unless it is discharged/determined by the Competent Authority, ITPO.

### **Article 7 – Other Provisions**

- 1) This Pact is subject to Indian Law, place of performance and jurisdiction is the **Head Quarters** of the Principal/Owner, who has floated the Tender.
- 2) Changes and supplements need to be made in writing. Side agreements have not been made.
- 3) If the Contractor is a partnership or a consortium, this Pact must be signed by all the partners or by one or more partner holding power of attorney signed by all partners and consortium members. In case of a Company, the Pact must be signed by a representative duly authorized by board resolution.
- 4) Should one or several provisions of this Pact turn out to be invalid; the remainder of this Pact remains valid. In this case, thje parties will strive to come to an agreement to their original intensions.
- 5) It is agreed term and condition that any dispute or difference arising between the parties with regard to the terms of this Integrity Agreement/Pact, any action taken by the Owner/Principal in accordance with this Integrity Agreement/ Pact or interpretation thereof shall not be subject to arbitration.

#### Article 8 - LEGAL AND PRIOR RIGHTS

All rights and remedies of the parties hereto shall be in addition to all the other legal rights and remedies belonging to such parties under the Contract and/or law and the same shall be deemed to be cumulative and not alternative to such legal rights and remedies aforesaid. For the same of brevity, both the Parties agree that this Integrity Pact will have precedence over the Tender/Contract documents with regard any of the provisions covered under this Integrity Pact.

IN WITNESS WHEREOF the parties have signed and executed this Integrity Pact at the place and date first above mentioned in the presence of following witnesses:

(For and on behalf of Principal/Owner)						
(For and on behalf of Bidder/Contractor) WITNESSES:						
	1. 2.	(Signature, name and address) (Signature, name and address)				
Place:						
Dated:						