

**GOVERNMENT OF PUNJAB**

**PUBLIC WORKS DEPARTMENT  
IRRIGATION BRANCH**

**STANDARD BID DOCUMENT FOR THE  
WORKS TO BE EXECUTED ON WORK  
ORDER BASIS**

## Important Dates of the Bidding Process

Date of issue of Notice Inviting Bid : Date.....Month.....Year.....

Period of Sale of Bidding Document : From.....  
To.....

Time & Date of Pre-Bid Conference : Date.....Time.....Hours

Last Date & Time for Receipt of Bids : Date.....Time.....Hours

Time & Date of Opening pre-qualification Bids : Date.....Time.....Hours\*

Time & Date of Opening Financial Bids : Date.....Time.....Hours\* .

Place of Opening of Bids : Office of \_\_\_\_\_,  
.....  
.....

\*If the office happens to be closed on the date of receipt of the bids as specified, the bids will be received and opened on the next working day at the same time and venue.

Officer inviting Bids : Executive Engineer,  
\_\_\_\_\_ Division,  
Punjab PWD (IRRIGATION ) Br.,  
.....

**PUNJAB IRRIGATION DEPARTMENT**

Web site \_\_\_\_\_

E-Tendering Notice No. \_\_\_\_\_ Dated \_\_\_\_\_

**Secure online submission of tenders**

E-Tenders on work order basis are hereby invited on behalf of the Governor of Punjab through our web site \_\_\_\_\_ from approved and eligible Contractors/Agencies/L&C Societies registered with Punjab Irrigation Department as per details given below:-

Sr.No.	Name of work	i) Estimated cost ii) Earnest Money iii) Tender Form Cost	<u>Important Dates/Time</u> i) Sale of Bid document Form ii) Tender Closing Date iii) Opening of Technical Bid ( As applicable) iv) Opening of Financial Bid (As applicable)
		i) _____ ii) _____ iii) _____	i) _____ ii) _____ iii) As applicable iv) As applicable

1. All tendering process such as sale of tender documents, deposit of Earnest Money and submission of bid document shall be carried out online through our web site \_\_\_\_\_.
2. Prospective Contractors/Agencies/L&C Societies are advised to register themselves with our service provider at \_\_\_\_\_ well in advance to participate in Tenders or may contact their representative on mobile no. \_\_\_\_\_ for assistance.
3. All payments regarding purchase of Bid Document and deposit of Earnest Money shall be strictly through online mode (E-Payment) only. Contractors/Agencies/L&C Societies are advised to open Bank accounts with Core Banking Solution Branches (with NEFT/RTGS facility).
4. For training on E-Tendering or for any other query, Contractors/Agencies/L&C Societies may contact \_\_\_\_\_.
5. For detailed Notice Inviting Tender and other Terms and conditions kindly visit our web site \_\_\_\_\_.

Executive Engineer,  
 \_\_\_\_\_ Division,  
 Punjab PWD (IRRIGATION Br.),  
 Address.....  
 Phone No.....

## **Important provisions to be made in the Tendering Process**

*(For use by Executive Engineer only)*

- 1 The intending Contractors/Agencies/L&C Societies can view the detail of tender documents on website \_\_\_\_\_ . The tender document can be obtained on making payment of non refundable fee of Rs. \_\_\_\_\_ from the above web site.
- 2 The bidders may submit bids for any or all of the Works defined in NIT.
- 3 Request for issue of bid document shall be made for each work separately.
- 4 Pre-Bid conference will be held in the office of the Executive Engineer , \_\_\_\_\_ at \_\_\_\_\_ on \_\_\_\_\_ .
- 5 The bidders should keep checking the website for any addenda/corrigenda to the notice/bidding documents till the date of submission of bids, and the bidder should incorporate the same in his bid documents.
- 6 The contractual agencies will submit the necessary documents as under:

**For Two Tier system: Technical Bid** shall Contain Earnest Money, PAN copy, Partnership deed or registration certification of the firm or company, copy of enlistment of contractor of appropriate class in Punjab Irrigation Department and income Tax return along with information as per schedule “A” to “F”. **Financial bid** shall Contain item rates of each item in the prescribed form. The tender committee on given date will open the technical bid first and evaluate the eligibility of the Contractors/Agencies/L&C Societies. The financial bid will be only opened if the contractual agency fulfils conditions defined in Technical bid.

**For Single Tier system: Financial bid** shall Contain item rates of each item in the prescribed form, Earnest Money, PAN copy, Partnership deed or registration certification of the firm or company, copy of enlistment of contractor of appropriate class in Punjab Irrigation Department and income Tax return. Participation in the financial bid is subjected to confirmation/authentication of information furnished by the bidder in support of eligibility for participation.

**7 Eligibility Criteria:** As defined in the Eligibility for participation (for single Tier system) and Conditions for participation (for Two Tier system).

**Note:-**Condition to be incorporated in the NIT where the material is to be supplied by the Department:-

The following material will be supplied by the Deptt. at departmental store and the recovery @ rates mentioned against each item shall be made correspondingly from the running bill of the agency..

1. Reinforcement steel		Rs.....	Per M.T.
2. Structure Steel		Rs.....	Per M.T.
3. M.S. Plate 6mm	X	Rs.....	Per M.T.
16 mm	X		
20 mm			
4. Cement (bags)		Rs.....	Per M.T.
5. Cement (Loose)		Rs.....	Per M.t.
6. (Any other material)		Rs.....	_____

**Note:-**

1. In case above said material is not available in the departmental store, contractor/ society will have to arrange the same at his own level and cost as per specifications.
2. Carriage of material to site of work will be done by the contractor/L&C society at his own level.
3. Recovery for excess/less consumption of material shall be made as under:-
  - i) Up to 5% excess/less consumption at rates mentioned as above.
  - ii) Above 5% excess/less consumption at penal rate, i.e. double the rate of material as mentioned above.
  - iii) Departmental machinery can be given on hire basis, if spare with the department at departmental rates Plus other charges. Minimum charges recoverable from the contractor for working of machinery shall be on hourly basis. Such charges shall be leviable for the operation/working of the Machinery including time taken during haulage.



execution of work done/supply of material made to the department as per instructions of the Punjab/Central Govt. as applicable from time to time. Octroi/Toll Tax/Royalty/Malkana or any other charges leviable during transit shall be borne by the contractor/Agency/L&C society.

12. Before filling this tender the contractor can see the detailed drawings and specifications in the office of the \_\_\_\_\_ on any working day during working hours and shall visit the site and satisfy himself as to the conditions prevalent there especially regarding accessibility to the site, nature and extent of the ground, working conditions, stacking of materials, installations of Tools and Plants etc. accommodation and movement of labour, supply of water and power for satisfactory completion of the works. No claim, whatsoever, on such accounts shall be entertained by the department in any circumstances.
13. The contractor shall comply with the provisions of the Apprentices Act, 1961, Minimum Wages Act, 1948, Workmen's Compensation Act, 1923, Contract labour (Regulation and Abolition) Act, 1970, Payment of Wages Act, 1936, Employer's Liability Act, 1938, , Maternity Benefits Act, 1961 and the Industrial Disputes Act, 1947 as applicable and the rules and regulations issued there under from time to time. The onus of responsibility in case of death or injury to the labour/worker during the currency of work or at the time of execution of work will fully lie with Contractor/Executing Agency. The Department will bear no claim/responsibility in this regard what so ever.
14. In every case in which by virtue of the provisions of section 12 sub section (i) of workmen's compensation Act 1923, Govt. is obliged to pay compensation to a workmen employed by the contractor, in execution of the works, Govt will recover from the contractor the amount of compensation paid and without prejudice to the rights of the Govt. Govt. 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 Govt. to the contractor whether under that contract or otherwise.
15. Each tenderer shall submit only one tender, either by himself or as partner in a joint venture. A tenderer who submits or participates in more than one tender, will be disqualified.
16. Unless otherwise stated, the contract shall be for the whole work as described in the "Schedule of Items of works" and the drawings. The contractor shall complete the whole work as described in the schedule of items of works' and the drawings, including the additional items, if any, as per drawings and instructions. The certificate of completion as issued by the Engineer-in-charge shall be the conclusive proof of completion of work.
17. **The following documents shall accompany the tender (To be attached with prequalification document in two tier system & with financial bid in case of single tier system:**
  - i) Income tax clearance certificate/pan copy.
  - ii) Partnership deed or Registration certification of the firm or Company as the case may be.
  - iii) Copy of Enlistment of contractor of appropriate class by Punjab Irrigation Department.

- iv) Power of Attorney as required under rule for joint venture.
- v) list of works executed and/or in progress with cost.
- vi) list of machinery and list of staff (Technical and non-technical).
- vii) Allotted EPF CODE Number from Employees Provident Fund Commissioner, and latest copy of challan of Deposit of EPF of the employees.

Conditions v) & vi) to be replaced with “Schedule A to F duly filled along with documentary proofs”; in case of Two Tier system.

18. Tender received without requisite earnest money, incomplete tender, Conditional Tender or tenders not fulfilling any of the conditions specified above are liable to be rejected. The final acceptance of the tenders or part of the same lies with the competent authority who does not bind himself to accept the lowest or any other tender without assigning any reason for the same.
19. The work will be executed under the supervision of Engineer in charge or his authorised official as per terms and conditions of work order strictly according to approved design, drawings and PWD Specifications. All the materials to be arranged by the Contractors/Agencies/L&C Societies shall be strictly according to the provision made in items of work and as per PWD Specifications.
20. Material stores/stocked at the site of work shall be got tested by the department from the Departmental laboratory/approved agency at the cost of Contractor. If the material does not meet the required specification and the same is not removed by the contractor then it shall be removed from site of work at the risk and cost of the contractor.
21. The quantum/amount of work can be increased or decreased according to the design, drawings specifications as per site conditions.
22. The measurement of completed work for payment shall be in accordance with Punjab PWD Specifications/MORT&H specification for Road and Bridge works, 2001 (4th revisions). The measurement for fill placement shall be based on compacted bank/Zone.
23. The contractor shall make at his own level and at his own cost all suitable arrangements for water supply, storage of material, electric Connection, Machinery, watch and ward, fencing etc. etc. Electricity supply shall be provided by the Department, if possible, against the written request and charges will be recovered as applicable.
24. Payments of work done shall be released on receipt of funds from the Government of Punjab/realisation of LOC from the concerned Treasury and no interest claim will be entertained on delayed payments.
25. The work order can be cancelled and the work can be stopped at any time by the Engineer incharge of the work or by the officer superior to him in authority.
26. Should the Engineer In charge of the work at any time exercise the right given in clause (25) to cancel the work order, the contractor/L&C society shall have



no claim to any damage of any description arising out of the cancellation of the work order or any loss incurred or diminution of profits. When the work is ordered to be stopped it shall be measured/check measured & final payment will be made.

27. Contractor will be responsible for any loss of material damage done to the unfinished work as a result of flood or any other natural calamity. Department will not be responsible for any compensation as a result of such damage, contractor shall be liable to set right such damage at his own risk and cost, within the time frame set by the Engineer incharge.
28. The contractor shall not be entitled to any compensation on account of temporary stoppage of work due to other construction activities or otherwise. The entire work will be carried out in close co-ordination with all other executing agencies.
29. If any dispute arises in respect of execution of work and/or interpretation/application of any term and condition of the NIT same shall be referred to the Superintending Engineer concerned who shall act as the sole Arbitrator where his decision shall be final and binding on both the parties. Any dispute as stated above shall have to be referred to the arbitrator within two weeks after the final payment and no claim shall be entertained thereafter.
30. If the contractor is aggrieved by non payment of contract money in lieu of the work/part of work executed by him or is aggrieved by delay in payment due to him for any reason whatsoever, he will approach the concerned Executive Engineer who shall refer the matter to the Arbitrator appointed under provisions of Arbitration Act within 15 days from the receipt of such representation.
31. All disputes are subject to the jurisdiction of Civil Court at\_\_\_\_\_.
32. Subletting of work or part thereof by the contractor will not be permitted at all. If subletting of the work is established at site then the Engineer in charge reserves the right to cancel the work order and get the balance work done at the risk and cost of the defaulter.
33. Engineer in charge/or his authorised official can check the store at site any time.
34. Engineer in charge can remove any person appointed by the contractor who is not adhering to the instructions given at site.
35. The tenderer will follow the instructions/rules for loading of material. He will have to follow strictly the carriage load capacity rules or any instructions issued by Transport Department from time to time, failing which penalty shall be levied on account of carriage of material by recovery @ 50% from the bill of the contractor/agency/L&C Society.
36. The Engineer In charge of the work reserves the option to take any item of work or any part thereof at any time during the currency of the work order and re-allot it to any other agency with due notice to the contractor without liability of any kind of payment or compensation.
37. The contractor shall be responsible for loss of damage to any material issued to him by the Department for any cause what so ever in case of material such

as explosive, detonators (or any other commodity issued to the contractor by the Engineer, In charge directly) on the aforesaid work or manufacture of material required in connection there with if any quantity is not utilized for the purpose for which it is issued and is allowed to get deteriorated, the cost of such quantity of the material shall without prejudice to other rights and remedies available to the Govt. be recoverable from contractor at double the departmental rate or the rate at which it is agreed to be supplied to the contractor, as the case may be.

38. The contractor shall provide at his own cost and expenses all labour and material etc. necessary for layout and its check whenever required by the Engineer In charge and nothing extra will be paid for that.
39. Any material left at the work after a month from the date of completion of work shall become the property of the Punjab Public Works Department (I.B.) & no compensation shall be made to the contractor for such material.
40. No claim shall be entertained by the Deptt., on account of increase in price of labour and material and wages of labour.
41. The contractor will maintain their labour record/attendance register of labour according to E.P.F. rules without any relaxation.
42. No pit shall be dug by the contractor near the site of work or within road berm for taking out earth for use on the work, in case of default, the pits so dug will be filled by the department, at departmental rate plus twenty seven and half percent ( $27\frac{1}{2}$  or 27.5%) Departmental charges, at the cost of the contractor.
43. The contractor is not at liberty to remove from the site of work without the written permission the Engineer In charge materials which have been issued to him for use on work.
44. Site clearance within 50' (15 mtrs) from the site of work has to be done by the contractor/L&C society at his own cost failing which the work shall be got done by the department and cost there of shall be recoverable from the contractor.
45. Successful tenderer shall not be entitled to any payment on account of work done till he signs the work order and the same is accepted by the competent authority.
46. Any excess payment made to the contractor inadvertently or otherwise under this work order or on any account whatever and any other sum found to be due to Govt. by the contractor in respect of this work order or any other contract or work order may be deducted from any sum what ever payable by Govt. to the contractor either in respect of this work order or any work order or contract or on any account by any other Department of the Govt.
47. Payment will only be made for work executed to the satisfaction of the Engineer incharge and any work not so executed as such shall be rejected or paid-for at a lower rate as per the option of the engineer incharge. The decision regarding defective work or of the amount by which the rate should be reduced shall be final and binding on the contractor.
48. In case Contractors/Executing Agency fails to execute the allotted work within stipulated period and progress of work at the site is not to the satisfactions of

Engineer in charge, the work order can be cancelled by giving a single notice only.

49. In case it is established by the Engineer-in-charge that firm is habitual of delaying the execution of work, same can be black listed for participating in future tenders of the Department/all Govt. Departments as decided by Engineer-in-charge.
50. During course of execution if at any time it is found that the work carried out by the contractor is sub standard in nature/below PWD Specifications then his work order can be terminated and he is liable to be blacklisted/debarred for further tendering and defect will be set right at the risk and cost of the contractor.

## **Government of Punjab Department of Irrigation**

### **ELIGIBILITY FOR PARTICIPATION(FOR SINGLE TIER SYSTEM) /CONDITIONS FOR PREQUALIFICATION(FOR TWO TIERS SYSTEM)**

1. Only those contractor shall be eligible who are registered with Punjab Irrigation Department and have deposited the requisite licensing fee.
2. Bid document shall only be sold to those Contractors/Agencies/L&C Societies who have registered themselves with our service provider to participate in Tenders and should have Bank accounts with Core Banking Solution Branches (with NEFT/RTGS facility).
3. Contractors/Consortiums who have successfully completed at least two major works of similar nature valuing not less than the amount of work of this tender, during the last three consecutive calendar years, shall only be considered. A documentary proof issued by an officer not below the rank of Executive Engineer of the concerned department should be attached.
4. The information furnished must be sufficient to show that the bidder is capable in all respects, to successfully complete the envisaged contract work, on the basis of the bidder having earlier carried out satisfactorily work of similar size, nature and complexity.
5. Only those Contractors/Agencies/L&C Societies will be allowed to participate in the tenders, who have obtained the E.P.F. Code No./Exemption certificate from EPF Commissioner concerned and TAX IDENTIFICATION Number from concerned Agency.
6. Contractor/Consortium should attach list of machinery presently owned by them which are required for handling of the quantum of work. Proof in support of ownership/agreement to hire the machinery in the shape of affidavit should also be attached.
7. The contractor/Agency/L&C societies, who have been blacklisted or entered into unjustified litigation with the department will not be considered for prequalification bid. The contractor/Agency/L&C society shall give affidavit to the effect that the Contractor/Agency/L&C society, is not blacklisted & involved in any such litigation with the department.
8. The contractor must have ample working capital in so far as it can be determined at any time that he can furnish minimum amount equivalent to 20% of the tender amount of each work in the form of Bank account/F.D.R./bank guarantee etc. This amount as mentioned above should be available on the date of downloading bid form. (If necessary, it will be verified from the concerned Bank).
9. For road work only those Contractors/Agencies/L&C Societies shall be eligible who have their own hot mix plant located within 40 K.M. from site of work.

10. Attested copies of documents shall be attached with bid.
11. For any clarification the Engineer incharge, Executive Engineer, \_\_\_\_\_ (Punjab) may be contacted by appointment.
12. The Department Reserves the right to reject any or all the pre-qualification bids/price bid without assigning any reason.
13. Participation in the bid is subjected to verification/confirmation of information furnished by the bidder in support of eligibility for participation.
14. The tenderer, while submitting the tenders for the works, shall be required to provide satisfactory evidence in respect of the information furnished by them in their application for prequalification regarding their organisational structure and financial position/arrangements, resources of the firm including personnel & equipment, experience as well as work in hand etc. The bidder's attention is explicitly drawn to the fact that, contract work shall be awarded to the successful tenderer only on the basis of a careful scrutiny of all the above information furnished by the bidder. In case false/forged information is furnished by the bidder for prequalification he shall be liable to be blacklisted and debarred from further participation.
15. (In two tier system) Bidder shall submit the schedule A to F duly filled in along with supporting documents and other information asked for and shall enclose the latest copies of brochures and technical documentation giving additional information about the firm and all the members of the consortium/joint venture.

**SCHEDULE (A) FINANCIAL STATEMENT**

Name of Work .....

.....

Name of Firm/ L&C society.....

.....

1.	Name of Work	..... ..... ..... .....
2.	Name & Address of contractor/L&C  i) Contact Number	..... ..... Landline..... Mobile.....
3.	Name & Address of Banker	.....
4.	Income Tax clearance certificate for the last three years	.....
5.	Approximate value of work in hand	.....
6.	Bank solvency certificate	.....
7.	Certificate of _____ Class registered with Irrigation Department.	..... ..... ..... .....

Signature of the bidder with date

## **SCHEDULE (B) PERSONNAL**

Name of Work .....

Name of Contractor/Agency/ L&C society.....

S.No.	Description	Minimum No. required with experience* (years)	On bidder(s) Pay roll	Likely to be made available for work
1.	Project in-charge			
2.	Work Manager/Site Engineer			
3.	Engineering Graduate			
4.	Skilled employees			
5.	Unskilled employees			

Note: \*Information to be filled in by the Executive Engineer in-charge.

Signature of the Bidder with date

**PRE-QUALIFICATION**  
**SCHEDULE 'C'**

(Details of Machinery/Equipments/required/available with the bidder and likely to be deployed for the work)

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Name of Work .....

Name of Contractor/Agency/ L&C society.....

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Sr. no.	Description	Minimum required in good working condition*	Total No.available with bidder	Presently deployed at (Name of site)	Schedule of availability	Remarks
1	2	3	4	5	6	7
1.	Proclain/Front End Loader/J.C.B.					
2.	Truck/Tipper/Dumper					
3.	Concrete Mixer					
4.	Drilling Machine					
5.	Air compressor					
6.	Vibrator					
7.	Welding Set					
8.	Jack Hammer					
9.	Hot Mix Plant					
10.	Paver Sensor Ordinary					
11.	Road Roller					
12.	Vibratory Compactor					
13.	Tar Boilar					
14.	Water Tanker					

**Note:-** List of equipment/machinery may vary as per work requirement.

Note: \*Information to be filled in by the Executive Engineer in-charge.

Signature of the Bidder with date



**SCHEDULE 'D'**

(Summary of Experience of Agency/Contractor/L&C Society for similar nature of work)

Name of Work .....

Name of Contractor/Agency/ L&C society.....

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Please fill information about the each relevant work completed during the last five years for works costing more than Rs.....

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Name of Employer	Location of work	Value of work	Period of executive	Whether work completed in schedule/period	Whether entered into litigation/ Arbitration	Summary of litigation decision thereof	Whether any pending
1	2	3	4	5	6	7	8

NOTE: Certificate to the effect col.1 to 8 issued by the officer not below the rank of Executive Engineer should be attached.

Signature of the Bidder with date

**PRE-QUALIFICATION**  
**SCHEDULE (E) AFFIDAVIT**

I, \_\_\_\_\_ do hereby solemnly declare and affirm as under:-

1. That I have submitted a bid for execution of work relating to “ \_\_\_\_\_ ” in response to NIT issued by the \_\_\_\_\_.
2. That all information given in the pre-qualification schedule forms and in the attachments are true and correct.
3. That the undersigned hereby authorise (s) and request (s) any bank/ person/firm or corporation to furnish pertinent information required by the Deptt. deemed necessary regarding my (our) competence and general reputation.
4. That the undersigned understands that if any further qualifying information shall be required I/we agree to furnish such information at the request of department/project/implementing agency.

(DEPONENT)

**VERIFICATION:**

Verified that the above particulars are true and correct to the best of my knowledge & belief and nothing has been concealed there from.

(DEPONENT)

## **SCHEDULE (F) ADDITIONAL INFORMATION**

Name of Work:-

The bidder can add here any further information relevant to the evaluation of their pre-qualification bid:-

Signature of the bidder with date.

## PUNJAB MANDI BOARD

[www.mandiboard.nic.in](http://www.mandiboard.nic.in)

**E Tendering Notice No.16(2009) Dated 23-11-2009**

### ***Secure Online Submission of Tenders***

Executive Engineer©, Punjab Mandi Board, Mohali at Chandigarh invites percentage rate tenders through our web site [www.mandiboard.nic.in](http://www.mandiboard.nic.in) from approved and eligible contractors registered with Punjab Mandi Board as per detail below:

Package No.	Name of Work / Completion Time	Estimated Cost Earnest Money Tender Form Cost	Importnt Dates / Time
			Sale of Bid Document From Tender Closing Date Opening of Technical Bid Opening of Financial Bid
Rajpura (CHD) 009-0014	Providing Water Supply, Sewerage And Strom Water Drainage Line Balance Area,Lakhar Mandi, Rajpura.  3 Monthes	34.23 Lacs  0.685 Lacs  1000/-	23-11-2009 14:00  09-12-2009 16:00  10-12-2009 16:00  10-12-2009 16:30

1. All tendering process such as sale of tender documents, deposit of EMD and submission of bid document shall be carried out online through our web site [www.mandiboard.nic.in](http://www.mandiboard.nic.in) or [www.tenderwizard.com/PSAMB](http://www.tenderwizard.com/PSAMB) only.
2. Prospective contractor are advised to register themselves with our service provider at [www.tenderwizard.com/PSAMB](http://www.tenderwizard.com/PSAMB) well in advance to participate in Tenders or may contact their representative on mobile no.094173-75541 for help.
3. All payments regarding purchase of Bid Document and deposit of Earnest Money shall be strictly through Online Mode (E-Payment) only. Contractors are advised to open Bank accounts with Core Banking Solution Branches (with NEFT/RTGS facility).
4. For training on E-Tendering or for any other query, contractors may contact 094173-75541, 0172-5039158, 0172-5000993 or email to [pmbtenders@yahoo.co.in](mailto:pmbtenders@yahoo.co.in) or [psambhelpdesk@tenderwizard.com](mailto:psambhelpdesk@tenderwizard.com)

Executive Engineer(PH),  
Punjab Mandi Board,  
Mohali at Chandigarh.