



TIRUCHIRAPALLI REGIONAL ENGINEERING COLLEGE-  
SCIENCE AND TECHNOLOGY ENTREPRENEURS PARK

(TREC - STEP)

NITT CAMPUS - THUVAKUDI

TIRUCHIRAPPALLI – 620015

[www.trecstep.com](http://www.trecstep.com)

Phone : 0431 2500085 / 2500697

**Infrastructure Maintenance Department**

**NOTICE INVITING TENDER**

1. Name of work : **Repair & renovation works for TREC-STEP Incubation Centre Building (Toilet renovation).**
2. Tender Ref : **TREC-STEP / IMD/2017-18/TLET –R / 001 Dt09.08.2017**
3. Estimated Cost : **Rs.4,84,900 /-**
4. Earnest Money Deposit : **Rs.9,800 /-**
5. Completion Time : **45 Days**  
(From the date of commencement of the work which will be reckoned from the date of handing over of site to the Contractor)
6. Cost of Tender Document : **Rs.150 /-**
7. Last Date & Time for Receipt of Tenders : **15.00 Hrs. on 23.08.2017**
8. (a) Date & Time of Tender Opening : **15.30 Hrs. on 23.08.2017**  
(Technical bid)
- (b) Opening of Price bid : Only qualified bids on the same day & time
9. Maintenance Period : 6 (Six Months from the date of actual completion of the entire work and handing Over to National Institute of Technology)
10. Address for submission Of Tender : **The Executive Director,  
TREC-STEP, NITT Campus,  
Thuvakudi  
Tiruchirappalli - 620 015**

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SCIENCE AND TECHNOLOGY ENTREPRENEURS PARK  
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TIRUCHIRAPPALLI - 15**

Web: [www.trecstep.com](http://www.trecstep.com)

Phone: 0431 –2500085



**TENDER DOCUMENT  
(TECHNICAL BID)**

**Name of work : Repair & renovation works for TREC-STEP  
Incubation Centre Building-Toilet Renovation**

**Value of work : Rs.4,84,900/-**

**Tender Enquiry : TREC-STEP / IMD/2017-18/TLET –R /  
No. 001 Dt 09.08.2017**

**Period of Contract : 45 days**

**TIRUCHIRAPALLI REGIONAL ENGINEERING COLLEGE-  
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TREC-STEP, NITT Campus,  
Thuvakudi Tiruchirappalli - 620 015**

Tender document contains **24** pages including Price Bid

Name of the Agency  
Submitting the tender ...

.....  
.....

**CONTRACTOR**

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**ACCEPTING OFFICER**

**Check list to evaluate the capability of the tenderer qualifying for price bid opening.**

Sl.No	Description / Requirement from the tenderer	Tenderer's response should be clear, firm, complete & legible. If necessary, separate sheet shall be used.
1	Name & Complete address of the tenderer with contact details:	
2(a)	Details of Document cost (should be in the form of DD)  Demand draft No. Amount Rs. Bank details:	(Bids without document cost /EMD will be summarily rejected unless copy of NSIC with valid registration is attached)
2(b)	Details of EMD (should be in the form of DD) Demand draft No. Amount Rs. Bank details:	
2(c)	NSIC Registration No: Company Name & Address: Validity : Product for which registered:	
3	Status of the tenderer: Proprietorship / Partnership / Private Limited. / Public Limited	
4	Details of electrical license obtained and issuing authority	
5	Details of Contract Registration with Govt. depts. Class and value	
6(a)	Details of PAN	
6(b)	Employees provident fund Registration:	
6(c)	Employees State Insurance Registration:	
6(d)	Goods & Service Tax Registration:	
7	Copy of Income Tax Return for the last 3 years ending 03/2017	
8	Details of similar works executed with Govt. depts. during last 3 years	Use separate sheet to furnish complete details

Note: Attested copy of relevant certificates for items 2©-8 are to be enclosed.

I/We hereby certify that the information furnished above and the attached documents as proof of the information are true and correct to the best of our knowledge.

I/We understand that these details are required to decide our eligibility to participate in the tender process and opening of our price bid thereon.

I/We also authorize the Executive Director / TREC-STEP or his representative to approach the source of the certificate to verify our competence, if required, for processing the tender.

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**(TREC - STEP)**

**NITT CAMPUS, THUVAKUDY**

**TIRUCHIRAPPALLI – 15**

Infrastructure Maintenance Department

**INSTRUCTION TO TENDERERS**

- 1) The tender value includes cost of cement, reinforcement steel, structural steel and all other related material required for completion of the work.
- 2) Time is the essence of the contract. Being a time bound project, the contractor should make all efforts to complete the work in time.
- 3) Even though the overall completion period is indicated as **45 Days**, the work shall be completed progressively and handed over as per agreed split up schedule if any.
- 4) The tenderers are advised to visit the site and get themselves acquainted with the site conditions before submitting the offer.
- 5) Tender quantity is only approximate and liable for variation without entitling the tenderer to any compensation, till the total value of contract vary by more than 30% (thirty percentage).
- 6) Quoted rate shall remain valid for a period of 90 days from the date of tender opening for the release of work order and will be firm throughout the contract period of **90 Days** or till completion of work, once awarded and no cost escalation is allowed on any account.
- 7) The item rate offered is for finished item of works and shall provide for the complete cost towards fuel, tools, tackles, plant & machinery, temporary works, labour, materials, levies, taxes, transport, lay-out, repairs, rectifications, maintenance till handing over, supervision, labour colonies, establishment, services, roads, revenue expenses, overheads, profits & all other incidentals etc., complete. Rate quoted shall include all royalties, terminal taxes, GST and any other taxes leviable under the State or Central Government rules. TREC-STEP will not entertain any claim whatever in this respect. All the bills should be in Tax Invoices format bearing GST registration number.
- 8) Some changes are likely in the quantities furnished as well as in the layout, design and specifications of the work. The rates quoted shall be deemed to be inclusive of all such contingencies
- 9) The work shall be carried out as per drawings released then and there, BIS/CPWD specifications, and standard code of practice and as per the instructions of Engineer-in-charge. The brief description of items of work is given in the bill of quantities. **Tenderer has to quote rates both in figures and in words for all the items given in the Bill of Quantities provided in the Price Bid.**
- 10) For any item of work not covered in Bill of Quantities, the rate will be arrived at based on the procedure given in CPWD manual.
- 11) The contractor has to furnish the security deposit, as per the Clause indicated elsewhere in this document, if the work is awarded. Further the contractor has to furnish 50 % of security deposit before signing of agreement and commencement of work. {Refer Clause 47 (III)}
- 12) Since the responsibility for the quality, workmanship and accuracy of any work being carried out under this contract lies with the contractor, the contractor should ensure that no work is

**CONTRACTOR**

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**ACCEPTING OFFICER**

- done without the presence of contractor's representative at the work spot, whose strength depends on the value of contract awarded. The contract should arrange for surveying construction site at his own cost.
- 13) The decision of Engineer-in-charge shall be final and binding on the contractor regarding clarification of items in this tender schedule.
  - 14) The works contract to be entered into with the successful tenderer will be governed by the CPWD Works Manual in force.
  - 15) The contractor shall strictly adhere to various labour laws in force.
  - 16) To safeguard the persons working at height in roof, wall etc., sufficient number of Industrial Safety nets shall be provided at tenderer's cost in appropriate level and locations. The working hand including Supervisors, Engineers should wear the personal protective items and safety measures such as helmets, safety belts, shoes, etc., before entering into working place.
  - 17) The tenderer has to deploy adequate labour of required categories such as Unskilled, Skilled, Mason, Carpenter, Plumber, Welder, Fitter, Mistry, Technically experienced, etc. so as to execute the works simultaneously in all areas of work.
  - 18) Expertise labour only to be engaged for specialized items of work like laying of ceramic tiles, marbles, cuddapah slabs, granite slabs and false ceiling, partition, wall paneling, architectural finishing etc. and work experienced persons shall be engaged for fabrication, water supply, railway track laying and aligning works, sewerage system work, etc.
  - 19) The contractor shall follow norms of TREC-STEP security system for movement of men & materials within the complex.
  - 20) All the works shall be executed as per the standard specifications as provided in CPWD / BIS.
  - 21) All the materials to be used in the work and the nature of work shall conform to the respective CPWD & BIS and National Building Organisation, Standard Specifications forming part of "DELHI STANDARD SCHEDULE OF RATES" specifications and shall be got approved by the Engineer-in-charge before actual incorporation in the work.
  - 22) All materials brought by the Contractor for incorporation in the work shall be got inspected and approved by the Engineer-in-charge before they are incorporated in the work.
  - 23) All safety measures are to be followed during execution of work, particularly during blasting and only licensed blaster should be engaged for this purpose. Sufficient care shall be taken by the contractor during excavation to avoid damages to the buried pipe lines, cables and other infrastructure if any etc. Controlled blasting including muffling can be carried out with prior permission from safety department. Damages caused if any shall be rectified at contractor's risk and cost.
  - 24) The contractor should extend fullest co-operation with the third party agencies engaged, if any by TREC-STEP, to adhere the Quality Control Procedures ensuring quality.
  - 25) The contractor should extend full co-operation to the other contractors who may be doing other works in the same areas to enable them to execute their portions of work without any delay or difficulty.
  - 26) Tenderers are requested to furnish the duly filled in E format attached as separate sheet along with a cancelled cheque leaf to accept Electronic fund transfer / R T G S transfer for any payment from TREC-STEP, Trichy.
  - 27) No advance / mobilization advance will be given.
  - 28) LD / Penalty clause is applicable as per CPWD Works Manual in force.

- 29) TREC-STEP reserves its right to reject a tender due to unsatisfactory past performance in the execution of a contract awarded against a different Tender.
- 30) The tenderer has to ensure payment of Minimum Wages as per Central rules and Minimum Wages as applicable under law from time to time.
- 31) Also the labourers shall be paid a minimum bonus which shall be 8.33% as per the payment of Bonus Act 1965 for the total wages paid
- 32) The Contractor shall have to remit EPF & ESI contributions at the rates applicable under law to the authorities concerned for the total wages paid / abide by BOCW Act / Coverage in Group Insurance Scheme / All Risk Policy.
- 33) Rate for each item should be quoted in FIGURES and in WORDS. In case of any difference in the rates quoted in figures and in words, the lower of the two rates will be taken as the tendered rate. Unit rate quoted shall be the basis for arriving the total value of the tender. The total amount for every item shall be arrived by multiplying the unit rate with the quantity indicated for that item. In case of any arithmetic deviation is noticed in the total amount, the same will be corrected and evaluated by taking unit rate as basis and multiplying with the quantity indicated.
- 34) Tenders received after the due date and time of opening, will not be accepted.
- 35) The contractor's responsibility under this contract shall commence from the date of receipt of the LOI by the tenderer. The scheduled period of completion for this work is as mentioned in page No. 01, and the Contractor will have to plan his work accordingly.
- 36) Generally, the maintenance period for any work under TREC-STEP will be SIX (6) MONTHS from the date of completion.
- 37) All the documents shall be duly signed with seal in all pages and placed in a common sealed cover duly superscripting the **Name of Work, Tender reference & Date of opening** and submitted.
- 38) Tenderer should furnish the RATE in the enclosed tender "Price Bid" and shall be duly signed with seal in all pages and placed in a separate sealed cover duly superscripting the cover "PRICE BID".
- 39) The Demand Draft towards Document cost & EMD along with complete tender document consisting Technical qualification details but excluding price bid shall be placed in a separate cover duly superscripting the cover "Technical Bid". Tender without EMD or document cost will be rejected.
- 40) Totally there will be 2 Separate sealed covers. One cover containing Document cost, EMD and the tender documents containing Technical Qualifications and the other containing the "Price Bid" both the contents duly signed with seal in all pages.
- 41) Both the above 2 Covers shall be placed in a Common Sealed Cover and submitted before the said due date as given above superscripting the tender No. & Date and Due Date.
- 42) Any deviation to this tender terms & condition and schedules of this tender will cause total rejection of the offer submitted
- 43) Incomplete offers will become liable for rejection.
- 44) Tender addressed to **THE EXECUTIVE DIRECTOR, TREC-STEP**, NITT Campus, Thuvakudi Tiruchirappalli-620 015 will be received up to 15.00 Hrs at the Admin office as per the schedule of tender notice and will be opened at 15.30 Hrs in the presence of those who may choose to attend the tender opening.

45) Tender submitted by post should be sent superscripting “**Register Post with Acknowledgement Due**”. These should be posted with due allowance for any postal delay. Tender received after due date and time of opening tenders, will be rejected and TREC-STEP, Trichy will not be responsible for any postal delay.

46) **Earnest Money Deposit:**

Earnest Money is to be paid by each tenderer to ensure that the tenderer does not refuse to execute the work after it is awarded to him. Shall also be furnished in the form of Pay Order or Demand Draft in favour of The Executive Director, TREC-STEP Tiruchirappalli. EMD in any other form will not be accepted. The rate of earnest money deposit shall be as under:

Works costing upto Rs. 1 lakh	1%
Works costing more than Rs.1 lakh	2% of the estimated cost put to tender

EMD by the Tenderer will be forfeited if,

- a) After opening the tender, the tenderer revokes his tender within the validity period or increases his earlier quoted rates.
- b) The tenderer does not commence the work within the period as per LOI / Contract. In case the LOI / contract is silent in this regard then within 15 days after award of contract.
- c) EMD given by all unsuccessful tenderers shall be refunded normally within fifteen days of acceptance of award of work by the successful tenderer.
- d) EMD shall not carry any interest.

47. **Security Deposit**

I. Security Deposit should be collected from the successful tenderer. The rate of Security Deposit will be as below:

Up to Rs. 10 lakhs	-10%
Above Rs.10 lakhs up to Rs.50 lakhs-Rs.1 lakh	+7.5%of the amount exceeding Rs. 10 lakhs.
Above Rs. 50 lakhs	-Rs.4 lakhs + 5% of the amount exceeding Rs. 50 lakhs.

The security Deposit should be collected before start of the work from the contractor.

- II. Only pay order or Demand Draft in favour of The Executive Director, TREC-STEP, Tiruchirappalli is accepted towards Security Deposit.
- III. Security deposit can also be recovered at the rate of 10% from the running bills. However in such cases at least 50% of the Security Deposit should be deposited before start of the work and the balance 50% may be recovered from the running bills.
- IV. EMD of the successful tenderer shall be converted and adjusted against the security deposit.
- V. The security deposit shall not carry any interest.

Unless the contractor whose tender is accepted signs the Contract Agreements and makes the necessary security deposit specified in Para 47 above within Seven days of the date of the order directing him to do so, the amount of Earnest Money Deposit already deposited by him will be forfeited and acceptance of his tender withdrawn.

48. TREC-STEP will not be bound by any power of attorney granted by the tenderer or by changes in the composition of firm made subsequent to the execution of the contract. They may however recognize such power of attorney and changes after obtaining proper legal advice, the cost of which will be chargeable to the contract concerned.



49. If the tenderer deliberately gives wrong information in his tender or creates conditions favorable for the acceptance of his tender, TREC-STEP reserves the right to reject such tender at any stage.
50. The expenses for completing and stamping the agreement shall be paid by the contractor.
51. Tenderers shall not increase their quoted rate in case TREC-STEP, negotiates for reduction of rate. Such negotiation shall not amount to cancellation or withdrawal of the original offer and the rate originally quoted shall be binding on the tenderers for a period of three months from the date of opening of tenders.
52. Canvassing in any form in connection with tenders is strictly prohibited and the tenders submitted by the contractors who resort to canvassing will be liable to rejection
53. All entries in the tender documents should be in one ink. Erasers and over writings are not permitted. All cancellations and insertions should be duly attested by the tenderer concerned.
54. TENDERERS should fill in all the required particulars in the blank spaces provided for this purpose in the tender documents and also sign each and every page of Tender Documents including the drawings attached there to, before submitting their tender.
55. Conditional and Unwitnessed tenders, tender containing absurd rates and amounts tenders which are incomplete or otherwise considered defective and tenders not in accordance with the tender conditions laid down by the Accepting Officer are liable to be rejected.
56. Tenders not submitted on the prescribed form are liable to be rejected.
57. This tender notice shall be deemed to form an integral part of the contract to be entered into for this work.
58. The tenderers are advised to go through the condition stipulated in Tender document & code of conduct for Safety of Contract Labourer in details. Any violation thereof will invite punitive action being taken against them. While quoting the rate all the above factors are to be taken into account.
59. Agency registered with NSIC is exempted from payment of tender document cost & Earnest Money Deposit but required to attach the attested copy of registration indicating the company name, address, registration number, validity & product for which registered in the technical bid,. Any deviation in the certificate on product or validity or name of the company tendering, will attract rejection resulting non-opening of respective price bid.
60. Compensation for Delay:

If the contractor fails to maintain the required progress or to complete the work and clear the site on or before the contracted or extended period of completion, he shall, without prejudice to any other right or remedy of the TREC-STEP on account of such breach, pay as agreed compensation an amount calculated as stipulated below or such smaller amount as may be fixed by the TREC-STEP on the contract value of the work for every week that the progress remains below or that the work remains incomplete. This will also apply to items or group of items for which separate period of completion has been specified.

For this purpose the term 'Contract Value' shall be the value at contract rates of the work as ordered and the compensation for delay is by way of recovery at 1 percent of contract value per week of delay provided always that the total amount of compensation for delay to be paid under this condition shall not exceed 10% of the contract value or of the contract value of the item or group of items of work for which a separate period of completion is given.

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 TREC-STEP.

## 61. Arbitration:

Except where otherwise provided for in the contract all questions and disputes relating to the meaning of the specifications, designs, drawings and instructions hereinbefore 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 work or failure to execute the same whether arising during the progress of the work or after the completion or abandonment thereof shall be referred to the sole arbitration of the Executive Director of TREC-STEP and if Executive Director is unable or unwilling to act, to the sole arbitration of some other person appointed by the Executive Director, willing to act as such arbitrator. The cases referred to arbitration shall be other than those for which the decision of the Estate Officer / Engineer-in-charge is expressed in the contract to be final and conclusive. There will be no objection if the arbitrator so appointed is an employee of TREC-STEP and that he had to deal with the matters to which the contract relates and that in the course of his duties as such he had expressed views on all or any of the matters in dispute or difference.

The arbitrator to whom the matter is originally referred being transferred or vacating his office or being unable to act for any reason, Executive Director as aforesaid at the time of such transfer, vacation of office or inability to act, shall appoint another person to act as arbitrator in accordance with the terms of the contract. Such person shall be entitled to proceed with the reference from the stage at which it was left by his predecessor. Subject as aforesaid the provision of the Arbitration & Reconciliation Act, 1996 or any statutory modification or re-enactment thereof and the rules made there under and for the time being in force shall apply to the arbitration proceeding under this clause.

It is a term of the contract that the party involving arbitration shall specify the dispute or disputes to be referred to arbitration under this clause together with the amount or amounts claimed in respect of each such dispute.

The arbitrator(s) may from time to time with consent of the parties enlarge the time for making and publishing the award.

The work under the Contract shall, if reasonably possible, continue, during the arbitration proceedings and no payment due or payable, to the Contractor shall be withheld on account of such proceeding.

The Arbitrator shall be deemed to have entered on the reference on the date he issues notice to both the Parties fixing the date of first hearings. The arbitrator shall give a separate award in respect of each dispute or difference referred to him. The venue of arbitration shall be such place as may be fixed by the Arbitrator in his sole discretion. The award of the arbitrator shall be final, conclusive and binding on all parties to this contract.

In the event of disputes or differences arising between one public sector enterprise and a Govt. Department or between two public sector enterprises the above stipulations shall not apply or its amendments for arbitration shall be applicable.

62. **Force Majeure clause:** If at any time during the continuance of this contract the performance in whole or in part by either party of any obligations under this contract shall be prevented or delayed by reason, of any war, hostilities, acts of the public enemy, civil commotion, sabotage, fires, explosions, epidemics, quarantine, restrictions or acts of GOD (hereinafter referred to as events) then provided notice of happening of any such events is given by either party to other within twenty one days from the date of occurrence thereof neither party shall reason of such events be entitled to terminate this contract nor shall either party have any such non-performance and delay is resumed as soon as practicable after such events has come to an end or ceased to exist. If the performance in whole or part of any obligation under this contract is prevented or delayed by reason or any such event claims for extension of time shall be granted for period considered reasonable by TREC-STEP subject to prompt notification by the tenderer to TREC-STEP of the particulars of the events and supply to the TREC-STEP if required of any supporting evidence. Any waiver of time in respect of partial installment shall not be deemed to be a waiver of time in respect of remaining deliveries.

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**ACCEPTING OFFICER**

The correspondence exchanged against the tender from both tenderer and TREC-STEP through email are considered as valid document legally though it is not signed. It is treated as valid confirmations made on behalf of the respective company and very much comes under the legal ambit of the business transaction and hence it is binding on both the parties to the business.

Any transaction pertaining to the tender from both the parties of business done round the clock irrespective of the office or business hours of the companies, are valid legally and binding on both the parties. This applies to the extent only in such cases where deadline time for transaction is not specifically declared by either or both the parties to the business.

In case Letter of Intent (LOI) is issued through email, the PC generated time and date of mail shall be construed as the official time and date of release of LOI. In as much as this date is within the last date of validity given by the tenderer the LOI is said to have been issued within the validity period and shall be binding on both the parties to the business.

Tenderers participating in the tender should declare in their technical bid that whether they have been black-listed / kept on hold for a specified period / given Business holiday for a specified period by any Public sector undertaking or Government departments. The reasons for such action with details and the current status of such hold shall be clearly furnished to TREC-STEP. If no such details are mentioned in the offer then it will be construed that the subject tenderer is not under any such hold. But at a later date if it comes to the notice of TREC-STEP about any such hold under enforcement on the subject tenderer, TREC-STEP will have every right to reject the offer of such vendors at any point of time and also under any stage of the finalisation of the subject tender irrespective of the status of the subject tenderer in that tender. Such tenderers will not be permitted to participate in the further tender proceedings and will be communicated suitably. They will not be also considered for any ongoing tenders even if participated till the hold is officially lifted and confirmed in writing.

## **GENERAL CONDITIONS OF CONTRACT**

1. No night work will be permitted without the written permission of the Engineer – in – charge.
2. Items of work other than those mentioned in the Bill of Quantities (Tender Schedule) attached hereto will be carried out at the rates to be fixed by this organization as per relevant clauses of CPWD Works Manual.
3. Permission for erection of temporary work sheds etc., at site will have to be obtained from TREC-STEP in writing in advance.
4. The works contract to be entered into with the successful tenderer will be governed by the CPWD works Manual 2012 or the latest in force.
5. The successful tenderer / Contractor shall observe all safety regulations and take necessary safety precaution as called for and Safety Precautions enclosed herewith.
6. In all matters of dispute, the decision of the Executive Director, TREC-STEP, Tiruchirappalli - 620 015. Shall be final and binding on the tenderer / contractor.
7. Some changes are likely in the quantities furnished as well as in the layout, design and specifications of the work. The rate quoted shall be deemed to be inclusive of all such contingencies.
8. All the materials to be used in the work and nature of work shall conform to respective CPWD, BIS and National Buildings Organisation Standard Specifications and shall be got approved by the Engineer – in – charge before actual incorporation in the work.
9. All materials brought by the Contractor for incorporation in the work shall be got inspected and approved by the Engineer-in-charge before they are incorporated in the work
10. Engineer in charge / Civil or his duly authorized representative shall have all reasonable times access to Contractor's premises of work and shall have the power at all the reasonable times to inspect and test any portion of the work or examine the materials and workmanship of the structures during their manufacture and test. The contractor shall give due notice in writing to the Inspecting Engineer of TREC-STEP when the materials supplied to be incorporated in the work are ready for Inspection and test. No material shall be incorporated in the work until the inspecting Engineer certified in writing that such materials have been inspected and approved by him or else the rejected material should be removed from site immediately.
11. The Contractor shall closely scrutinize all the drawings issued in connection with the work by this organization and bring to the notice of the Engineer-in-charge if any discrepancies, omissions in the drawings before undertaking the actual work pertaining thereto.
12. The contractor should submit in advance every fortnight a detailed programme of work to be undertaken from time to time strictly in conformities with the "Time and Progress Chart" covering the entire constructed work and reschedule them wherever necessary during the progress of the work so as to achieve the target set.
13. The contractor should extend full co-operation to the other contractors who may be doing other works in the same areas to enable them to execute their portions of work without any delay or difficulty.
14. The contractor should remove all the debris periodically.

## **GENERAL SAFETY PRECAUTIONS TO BE FOLLOWED AT WORK SITE DURING EXECUTION**

The following safety measures should be strictly adhered to, during execution of works at sites.

1. Providing the working platform with toe board and handrail for continuous working at heights.
2. Providing safety belt and life line at all times for men working at heights.
3. Providing dust or fume respirator in places where dust and fume concentration exists.
4. Providing goggles and welding screens.
5. Providing acid and alkali proof rubber gloves for handling acid and alkali and chemical which are corrosive.
6. Providing rubber gloves for working on electrical works.
7. Ensuring proper lashing of the components while being transported in vehicles.
8. The vehicles must have side supports or have body to support the materials conveyed.
9. The materials should not be allowed to extend or overflow the sides of the vehicles.
10. Materials should not be allowed to overhang from the rear edge of the body of the vehicle.
11. Driver of the vehicle must possess license.
12. Vehicle must not be overloaded prescribed limits.
13. Red flags and lights for parts projecting from the body of vehicle must be provided.
14. The speed restrictions within the Institute must be strictly adhered to.
15. The gas cylinders must be always handled on trolleys or kept tied down not in use. They should never be rolled as Roller for conveying.
16. Cylinders should not be used without regulators.
17. All excavations must be barricaded and red lamps must be provided.
18. All electrical connections must be properly earthed.
19. Providing helmet, safety belt, etc., for high level work and sufficient number of Industrial Safety nets at appropriate level to safeguard the persons working at high level particularly in roofing etc.,
20. All personal protective equipment conform with standard specification and Contractor including their sub-contractors, agents and labour engaged on the work are required to scrupulously adhere to the safety regulations, safety precautions and measurers. Any violation thereof will invite punitive action being taken against them. Also contractors with frequent violations of safety regulations will not be entrusted with further work in this organization.

## **SAFETY PRECAUTIONS TO BE OBSERVED WHILE TRANSPORTING MATERIALS**

### **I. VEHICLE**

1. Vehicles carrying material should have proper registration documents and must be produced on demand by our Security Staff.
2. The light on right side, i.e., over the driver's cabin shall be in working condition.
3. Both the head lights as well as park lamps must be in working conditions.

### **II. MOVEMENT OF VEHICLE**

1. The vehicle should not travel at more than 20 km.ph in our premises.
2. The Driver of the vehicle must possess heavy duty license and produce on demand by the Security Staff.
3. Vehicles carrying inflammable liquids in the tank containers should have grounding chain or the tank should be coated with insulating material also to avoid Static Electricity.
4. In road junctions, speed breakers and railway crossing, the speed should be lowered and vehicle should proceed cautiously.
5. The driving should 'KEEP TO THE LEFT' at all places.
6. The vehicle should not be parked in road which could obstruct the vehicular traffic.
7. No person other than driver should be allowed to sit or stand on the prime mover or trailer.
8. The vehicle should pass only through the approved routes. Short cuts should be forbidden.
9. There must be a safe distance behind another moving truck.
10. The driver should avoid making quick starts, jerky stops or quick turns at excessive speed.

## **TERMS AND CONDITIONS REGARDING COMPLIANCE WITH VARIOUS LABOUR LAWS BY THE CONTRACTORS FOR TREC-STEP**

1. The Contractor shall not employ in connection with the work any person who has not completed 18 years of age.
2. The Contractor shall in respect of labour employed by him either directly or through subcontractors, comply with or cause to be complied with the following statutory provisions and rules and in regard to all matters provided therein.
  - a) The Contract Labour (Regulation & Abolition) Act 1970
  - b) The Minimum Wages Act 1948 and related Central Rules.
  - c) The Payment of Wages Act 1936 and related Central Rules.
  - d) The Employee's Provident Fund & Miscellaneous Provisions Act 1952.
  - e) The Employees State Insurance Act 1948.
  - f) The Workmen Compensation Act 1923.
  - g) The Industrial Disputes Act 1947.
  - h) The payment of bonus act 1965And any other law or modifications to the above or to the Rules made thereunder from time to time.
3. The Contractor employing 20 or more workmen is required to obtain license from the authorities (The Deputy Chief Inspector of Factories / Assistant Commissioner of Labour as the case may be). The license shall be amended and / or renewed wherever, there is an increase in the workmen employed by him or in the event of contract being extended or renewed. The Contractor shall inform the license number to the TREC-STEP Management before taking up the work.
4. The Contractor (Licensed or unlicensed) shall promptly furnish every information and document required by TREC-STEP authorities for the purpose of fulfilling their obligations as Principal Employer and shall render all necessary assistance for the same.

### **WAGES**

5. The Contractor shall pay wages to the workmen employed by him at the rate which shall not be less than the minimum wages applicable under Law from time to time.
6. The Contractor shall fix wage periods in respect of which wages shall be payable. No wage period shall exceed one month.
7. The Contractor shall ensure payment of wages to the contract labour employed by him within three days from the end of wage period in case the wage period is one week or a fortnight and in all other cases before 7<sup>th</sup> day of the following month.
8. All Payment of wages shall be made on working days at the work site and during the working time and on date notified in advance. In case the work is completed before the expiry of the wage period final payment shall be made within 48 hours of the last working day.
9. Where the employment of any worker is terminated by or on behalf of the Contractor, the wages earned by him shall be paid before the expiry of the second working day from the day on which his employment is terminated.
10. Wages due to every worker shall be paid to him direct or to the person authorized by him in this behalf. All wages shall be paid in current coin or currency in both.

**REGISTERS & RECORDS: -**

11. The Contractor shall maintain all registers and records in the proper manner and as required by the regulations of the various authorities concerned and indemnify the Employer from the consequences due to any inaccurate or faulty documentation on the part of the Contractor.

**POST TECHNICAL AUDIT OF WORK AND BILLS:-**

12. TREC-STEP reserves the right to carry out the post-payment Audit and technical examination of the work and final bill including all supporting vouchers, abstracts etc., and enforce recovery of any sum becoming due as a result thereof in the manner provided in the presiding sub-paragraphs. Such recovery shall be enforced any time even after passing the final bill.

**SUBMISSION OF BILLS BY CONTRACTOR: -**

13. The Contractor at the end of each month shall submit a bill in triplicate, if required, detailing the various items of work done during the month supported by the requisitions issued from time to time. The Contractor shall, once in every month, submit to the EO / EMD separately details of his claims for the work done by him up to and including the previous month which are not covered by his contract agreement in any of the following respects:
- a) Deviation from the items provided in the contract documents.
  - b) Extra items / new items of work.
  - c) Items in-respect of which rates have not been settled. He should in addition furnish a clear certificate to the effect that the claims submitted by him as aforesaid cover all his claims and that no further claims shall be raised by him in respect of the work done upto and including the period under report.

**PAYMENT OF BILLS:-**

14. All payments to be made to the Contractor, under this contract shall be by NEFT or RTGS or Cheque within a reasonable time, after the certification of bills by the execution department.

**RECOVERY FROM CONTRACTOR:-**

15. Whenever under the contract, any sum of money, shall be recoverable from or payable by the Contractors, the same may be deducted from or any sum then due or which at any time thereafter may become due to Contractor under the contract or under any other contract with TREC-STEP or from his Security Deposit or he shall pay the claim on demand.

**CANCELLATION OF CONTRACT FOR CORRUPT ACTS:-**

16. TREC-STEP, whose decision shall be final and conclusive, shall without prejudice to any other right or remedy which shall have accrued shall accrue thereafter to TREC-STEP cancel the contract in any of the following cases and the Contractor shall be liable to make payment to TREC-STEP for any loss or damage resulting from any such cancellation to the same extent as provided in the case of cancellation for default,

If the Contractor shall:-

- a) Offer or give or agree to give to any person in TREC-STEP service any gift or consideration of any kind, as an inducement or reward for doing or for bearing to do or for having done or



for borne to do any act, in relation to the obtaining or execution of this or any other contract for TREC-STEP service,

OR

- b) Enter in to a contract with TREC-STEP in connection with which commission has been paid or agreed to be paid by him or with his knowledge, unless the particulars of any such commission and the terms of payment thereof have previously been disclosed in writing to TREC-STEP.

OR

- c) Obtain a contract with TREC-STEP as a result of ring tendering or by non-bonafide methods of competitive tendering, without first disclosing the fact in writing to TREC-STEP.

**CANCELLATION OF CONTRACT FOR INSOLVENCY ASSIGNMENT OF TRANSFER OR SUB-LETTING OF CONTRACT:-**

17. TREC-STEP, without prejudice to any other right or remedy which shall have accrued or shall accrue thereafter to TREC-STEP shall cancel the contract in any of the following cases:

If the Contractor,

- (a) Being an individual or if a firm any partner thereof shall at any time be adjudged bankrupt or have a receiving order for administration of his estate, made against him or shall take any proceedings for liquidation or composition under any bankruptcy Act or assignment of his effects of composition or arrangement for the benefit of his creditors or purport to do so, or if any application made under any

Bankruptcy Act for the time being in force for the sequestration of his estate or if a trust deed be granted by him on behalf of his creditors

OR

- (b) Being a Company, shall pass a resolution or the Court shall make an order for the liquidation of its affairs, or a receiver or Manager on-behalf of the debenture holders shall be appointed or circumstances shall arise which entitle the Court or debenture holders to appoint a receiver or Manager,

OR

- (c) Assigns, Transfers, Sub-lets or attempts to assign, transfer or sub-let any portion of the work without the prior written approval of the TREC-STEP.
- (d) Whenever TREC-STEP exercise the authority to cancel the contract under this conditions, TREC-STEP may have the work done by any means at the Contractor's risks and expenses provided always that in the event of the cost of the work so done (as certified by Engineer in charge which is final and conclusive) being less than the contract cost, the advantage shall accrue to the TREC-STEP and if the cost exceeds the money due to Contractor under the contract, the Contractor shall either pay the excess amount ordered by Estate Maintenance Dept. or the same shall be recovered from the Contractor by other means.
- (e) In case the TREC-STEP carries-out the work under the provisions of this condition the cost to be taken into account in determining the excess cost to be charged to the Contractor under this condition shall consist of the cost of the materials, hire charges of tools and plants and/or labour provided by the TREC-STEP with an addition of such percentage to cover superintendence and establishment charges as may be decided by Estate Maintenance Dept., whose decision shall be final and conclusive.

**CANCELLATION OF CONTRACT IN PART OF FULL FOR CONTRACATOR'S DEFAULT:-**

18. If the Contractor:

- (a) makes default in carrying out the work as directed and continues in that state after a reasonable notice from Engineer in charge or his authorised representative

- (b) fails to comply with any of the Terms and Conditions of the contract or after reasonable notice in writing with orders properly issued thereunder
- (c) TREC-STEP, may without prejudice to any other right or remedy which shall have accrued or shall accrue thereafter to TREC-STEP, CANCEL the contract as whole or in part thereof or only such work order or items of work in default from the contract. Whenever TREC-STEP exercise the authority to cancel the contract as whole or part under this condition TREC-STEP may complete the work at the contractor's risk and cost (as certified by Engineer in charge, which is final and conclusive) being less than the contract cost, the advantage shall accrue to the TREC-STEP. If the cost exceeds the moneys due to the Contractor under this contract the Contractor shall either pay the excess amount ordered by Estate Maintenance Dept. or the same shall be recovered from the Contractor by other means. In case the TREC-STEP carries out the work or any part thereof under the provisions of the conditions the cost to be taken into account in determining the excess cost to be charged to the Contractor under this condition shall consist of the cost of the materials, hire charges of tools and plant and/or labour provided by the TREC-STEP with an addition of such percentage to cover the superintendence and establishment charges as may be decided by the Engineer in charge, whose decision shall be final and conclusive.

**TERMINATION OF CONTRACT ON DEATH OF CONTRACTOR. :-**

- 19. Without prejudice to any of the rights or remedies under this contract, if the Contractor dies, or if the firm is dissolved or the company is liquidated, TREC-STEP shall have the option of terminating the contract without compensation to the Contractor.

**SPECIAL POWER TO TERMINATION:-**

- 20. If at any time after the award of contract, TREC-STEP shall for any reason whatsoever not require whole or any part of the work to be carried out the Engineer in charge shall give notice in writing of the fact to the Contractor who shall have no claim to any payment of compensation or otherwise howsoever on account of any profit or advantage which he might have derived from the execution of the work in full but which he did not derive in consequence of the fore-closing of the work.

**LABOUR:-**

- 21. The Contractor shall remain liable for the payment of all wages or other moneys to his work-people or employees under the payment of Wages Act 1936, Employees Liability Act. 1938, Workmen's Compensation Act 1923 or any other Act or enactment, relating thereto and rules framed, thereunder from time to time.

**PRECAUTIONS AGAINST RISK:-**

- 22. The Contractor shall be responsible for providing at his own expense for all precautions to prevent loss or damage from any and all risks and to minimize the amount of any such loss or damage and for the necessary steps to be taken for the said purpose.

- 23. **Rate for additional item / substituted item:**

This will be as per the rate analysis based on the market rate for material and labour prevailing at the time of execution at place of work as ascertained by Engineer in charge raised to the overall tender percentage at which the work was awarded to cover overheads / establishment/ profit.

- 24. Corrigendum / Amendment:

It is tenderer's responsibility to watch for any corrigendum or amendment till the opening of a particular tender that will be posted only at TREC-STEP web site.

**TIRUCHIRAPALLI REGIONAL ENGINEERING COLLEGE-  
SCIENCE AND TECHNOLOGY ENTREPRENEURS PARK  
(TREC - STEP)  
NITT CAMPUS THUVAKUDI  
TIRUCHIRAPPALLI - 620015**

**Web: [www.TREC-STEP.edu](http://www.TREC-STEP.edu)**

**Phone: 0431 –250 3830**



## **PRICE BID**

**Name of work : Repair & renovation works for TREC-STEP Incubation  
Centre Building- Toilet renovation**

**Value of work : Rs.4,84,900/-**

**Tender Enquiry No. : TREC-STEP / IMD/2017-18/TLET –R / 001 Dt  
09.08.2017**

**Period of Contract : 45 days**

**SCHEDULE 'A'**
  
**LIST OF WORKS AND PRICES**

**NAME OF WORK:**

DETAILS & QUANTITIES of each item of work shown in the BILL OF QUANTITIES are only approximate. They are given as a guide for the purpose of tendering only and are liable to variation and alteration of the Competent Authority. The work under each item as executed shall be measured and priced at the corresponding rate quoted by the contractor in the BILL OF QUANTITIES

Sl.No.	Description of work / supplied	Total amount of work (in figures and words)		Period of contract
		Rs.	Ps.	
1.	<b>Repair &amp; renovation works for TREC-STEP Incubation centre Building-Toilet renovation</b>			<b>45 Days</b>

**BILL OF QUANTITIES**

Sl. No.	Approx. Qty.	Description of work	TNBP No.	Rate (Both in Unit fig & Words	Amount	
					Rs.	Ps.

AS PER SEPARATE SHEETS ATTACHED CONTAINING 4 PAGES

FROM PAGE No. **20 TO 23**

## BILL OF QUANTITIES

**Name of Work: Repair & renovation works for TREC-STEP Incubation Centre Building –Toilet renovation.**

**Tender Ref : TREC-STEP / IMD/2017-18/TLET –R / 001 Dt 09.08.2017**

### Abstract of Estimate For Item wise Price quote

State

Division

Sub-Division

Name of Work : TREC - STEP Incubation Centre Building - Toilet Renovation work.

ITEM	CODE	SUB-HEADS AND ITEM OF	QUANTITY	RATE (Rs)	UNIT	AMOUNT (Rs)
1	14.53	Wall painting with plastic emulsion paint of approved brand and manufacture to give an even shade:				
1.1	14.53.1	One or more coats on old work	120		sqm	
2	15.2	Demolishing cement concrete manually/ by mechanical means including disposal of material within 50 metres lead as per direction of Engineer - in - charge.				
2.1	15.2.2	Nominal concrete 1:4:8 or leaner mix (i/c equivalent design mix)	10		cum	
3	15.23	Dismantling tile work in floors and roofs laid in cement mortar including stacking material within 50 metres lead.				
3.1	15.23.2	For thickness of tiles above 25 mm and up to 40 mm	242		sqm	
4	15.44	Dismantling G.I. pipes (external work) including excavation and refilling trenches after taking out the pipes, manually/ by mechanical means including stacking of pipes within 50 metres lead as per direction of Engineer-in-charge :				
4.1	15.44.1	15 mm to 40 mm nominal bore	140		metre	

5	15.60	Disposal of building rubbish / malba / similar unserviceable, dismantled or waste materials by mechanical means, including loading, transporting, unloading to approved municipal dumping ground or as approved by Engineer-in-charge, beyond 50 m initial lead, for all leads including all lifts involved.	16		cum	
6	19.4	Providing and fixing square-mouth S.W. gully trap class SP-1 complete with C.I. grating brick masonry chamber with water tight C.I. cover with frame of 300 x300 mm size (inside) the weight of cover to be not less than 4.50 kg and frame to be not less than 2.70 kg as per standard design:				
6.1	19.4.1	100x100 mm size P type				
6.1.1	19.4.1.1	With common burnt clay F.P.S. (non modular) bricks of class designation 7.5	1		each	
7	19.7	Constructing brick masonry manhole in cement mortar 1:4 ( 1 cement : 4 coarse sand ) with R.C.C. top slab with 1:2:4 mix (1 cement : 2 coarse sand : 4 graded stone aggregate 20 mm nominal size), foundation concrete 1:4:8 mix (1 cement : 4 coarse sand : 8 graded stone aggregate 40 mm nominal size), inside plastering 12 mm thick with cement mortar 1:3 (1 cement : 3 coarse sand) finished with floating coat of neat cement and making channels in cement concrete 1:2:4 (1 cement : 2 coarse sand : 4 graded stone aggregate 20 mm nominal size) finished with a floating coat of neat cement complete as per standard design :				

7.1	19.7.1	Inside size 90x80 cm and 45 cm deep including C.I. cover with frame (light duty) 455x610 mm internal dimensions, total weight of cover and frame to be not less than 38 kg (weight of cover				
7.1.1	19.7.1.1	With common burnt clay F.P.S. (non modular) bricks of class designation 7.5	2		each	
8	19.8	Extra for depth for manholes :				
8.1	19.8.1	Size 90x80 cm				
8.1.1	19.8.1.1	With common burnt clay F.P.S. (non modular) bricks of class designation 7.5	1		metre	
9	22.5	<p>Providing and laying water proofing treatment in sunken portion of WCs, bathroom etc., by applying cement slurry mixed with water proofing cement compound consisting of applying :</p> <p>a) First layer of slurry of cement @ 0.488 kg/sqm mixed with water proofing cement compound @ 0.253 kg/ sqm. This layer will be allowed to air cure for 4 hours.</p> <p>b) Second layer of slurry of cement @ 0.242 kg/sqm mixed with water proofing cement compound @ 0.126 kg/sqm. This layer will be allowed to air cure for 4 hours followed with water curing for 48 hours.</p> <p>The rate includes preparation of surface, treatment and sealing of all joints, corners, junctions of pipes and masonry with polymer mixed slurry.</p>	95		sqm	

10		MR	Providing and fixing 1st quality RECTIFIED Tiles of size 15"x10" wall tiles conforming to IS: 15622 (thickness to be specified by the manufacturer), of approved make, in all colours, shades except burgundy, bottle green, black of any size as approved by Engineer-in-Charge, in skirting, risers of steps and dados, over 12 mm thick bed of cement mortar 1:3 (1 cement : 3 coarse sand) and jointing with grey cement slurry @ 3.3kg per sqm, including pointing in white cement mixed with pigment of matching shade complete	200		sqm	
11		MR	Providing and laying RECTIFIED tiles of size 12"x12" floor tiles (thickness to be specified by the manufacturer) of 1st quality conforming to IS : 15622 of approved make in colours such as White, Ivory, Grey, Fume Red Brown, laid on 20 mm thick cement mortar 1:4 (1 Cement : 4 Coarse sand), including pointing the joints with white cement and matching pigment etc., complete.	42		sqm	
12		MR	Providing and fixing PVC moulded beading of approved make and colour in corners of tiles dado works etc., i/c cutting to required size fixing in position etc. complete.	110		sqm	
13		MR	Removing and refixing for doors, windows and clerestory window shutters with frame (PVC) including stacking within 50 metres lead : Of area 3 sq. metres and below	14		each	
14		MR	Taking out EWC , IWC, Urinal and wash basin including stacking within 50 metres lead :	20		each	



Contract Agreement No.....

**TENDER**

To

The Executive Director,  
TREC-STEP  
TIRUCHIRAPPALLI –620 015.

I / We hereby offer to carry out the work of

I / We hereby carefully perused the following documents connected with the above noted work and agree to abide by the same.

- 1.Specifications (General & Particular )
- 2.Drawings
- 3.Schedule 'A',
- 4.Bill of Quantities
- 5.CPWD works Manual in force.

I / We forward herewith the sum of Rs.....as Earnest Money, which shall be refunded should this tender be rejected. I / We further agree to deposit such sum which along with the sum of Rs.....mentioned above shall make up 50% of the fully Security Deposit for this work as provided for under conditions of the TREC-STEP General Conditions of Contract.

I / We further agree to execute all the work referred to in the said documents upon the terms & conditions contained or referred therein and as detailed in Schedule 'A' and Bill of Quantities thereto and to carry out such deviations as may be ordered, vide conditions of the TREC-STEP upto a maximum of 30% of the tendered amount of Rs.....

I / We further agree to refer all disputes, as required to the sole arbitration of an Officer, to be appointed by the Executive Director, TREC-STEP., in his sole discretion whose decision shall be final and binding.

**WITNESS**

Signature of the Contractor

1. ....

2. ....

Date: