



# **Nagar Nigam Greater Jaipur**

**Pandit Deendayal Upadhyays Bhawan, LalKothi, Tonk Road, Jaipur-302015, Rajasthan**

## **Request for Proposal (RFP) For**

### **Detailed Project Report (DPR) on Solid Waste Management of Nagar Nigam Greater Jaipur according to SBM Urban 2.0 Operational Guidelines**



**NIB NO...../2022-23**

# NAGAR NIGAM GREATER JAIPUR

( PANDIT DEENDAYAL UPADHYAY BHAWAN, LAL KOTHI, JAIPUR-15 )

S. No:

Date:

## Notice Inviting Tender

**NIB No.- 26/2022-23**

(For publication on [www.sppp.rajasthan.gov.in](http://www.sppp.rajasthan.gov.in) & [www.eproc.rajasthan.gov.in](http://www.eproc.rajasthan.gov.in))

Nagar Nigam Greater Jaipur invites Online unconditional bids through e-procurement portal [www.sppp.rajasthan.gov.in](http://www.sppp.rajasthan.gov.in) & [www.eproc.rajasthan.gov.in](http://www.eproc.rajasthan.gov.in) from eligible Bidders in accordance with RTPP Act 2012 and RTPP Rules 2013, amended up to date and under competitive bidding as per criteria mentioned in the tender document for the following work of Preparation of Detailed Project Report (DPR) on Solid Waste Management of Nagar Nigam Greater Jaipur according to SBM Urban 2.0 Operational Guidelines.

S. No.	Name of Work	Estimated Project Cost (Rs.)	Earnest Money (Rs.) (2% of estimated project cost) (Rs)	Cost of tender form (Rs.)	Duration of Contract
1	Preparation of Detailed Project Report (DPR) on Solid Waste Management of Nagar Nigam Greater Jaipur according to SBM Urban 2.0 Operational Guidelines	10.00 lacs	20,000/-	5,000.00	02 Months

The bidder, who meets the eligibility criteria mentioned in RFP document and evaluated as the most preferred bidder as per the RFP document, shall be considered for award of contract.

### Key Dates: -

Cost of RFP document (non-refundable)	Rs 5,000/-(Rupees Five Thousand Only)
Bid Security (refundable)	2% of Estimated cost
Request for Proposal Download start Date & Time	12/01/2023 at 18:00 Hr.
Websites for downloading Request for Proposal	Website <a href="http://www.jaipurmc.org">www.jaipurmc.org</a> , <a href="http://www.sppp.rajasthan.gov.in">www.sppp.rajasthan.gov.in</a> <a href="http://www.eproc.rajasthan.gov.in">www.eproc.rajasthan.gov.in</a>
Bid submission start date & time	13/01/2023 at 11.00 Hrs
Request for Proposal Submission End Date & Time	21/01/2023 at 18.00 Hrs
Technical Bid Opening Date & Time	23/01/2023 at 11.00 Hrs at Nagar Nigam Jaipur Greater as per RFP
Financial Bid Opening Date & Time	Will be intimated later to technically responsive bidder

- The interested bidder may submit their proposals online along with a Non-refundable tender fee of Rs 5,000/- (Rupees Five Thousand Only) towards the cost of Tender Document and RISL processing fee Rs 1000/- (Rupees One Thousand Only) both Deposited online in the Account of Nagar Nigam Jaipur Greater on website [www.jaipurmc.org](http://www.jaipurmc.org).
- Any other details or information can be received from the office of the Nagar Nigam Greater Jaipur.
- Each bid must be accompanied by Bid Security of 2% of estimated cost deposited online accordance to provisions The "Rajasthan Transparency in Public Procurement Act 2012 & Rule 2013" in Account of Nagar

Nigam Jaipur Greater website [www.jaipurmc.org](http://www.jaipurmc.org). RFP Document can be seen at or obtained from website ([www.jaipurmc.org](http://www.jaipurmc.org), [www.sppp.rajasthan.gov.in](http://www.sppp.rajasthan.gov.in) & [www.eproc.rajasthan.gov.in](http://www.eproc.rajasthan.gov.in))

- Bidder, who procured digital certificate as per IT Act 2000 to sign their electronic bids, shall submit their technical and financial offer on-line on above mentioned web site up to time and date mentioned hereinabove.
- In case of the any bidder fails to upload copy of receipt of submitted tender fee and processing fee & Bid Security (EMD); the bid of the respective bidder shall not be accepted.
- The Bidders shall have to submit a valid 'GST' clearance certificate from the concerned Commercial Taxes Officer and the 'PAN' issued by Income Tax Department along with their technical proposal.
- The "Rajasthan Transparency in Public Procurement Act 2012 & Rule 2013 & provisions of PWF & AR shall be applicable.
- Nagar Nigam Jaipur Greater reserves the right to accept any bid, or reject any or all bids, without assigning any reason thereof and without incurring any liability, whatsoever in favor of the Bidder(s).
- Any subsequent addendum/corrigendum shall be published on the e-procurement portal of state government and [www.jaipurmc.org](http://www.jaipurmc.org), [www.sppp.rajasthan.gov.in](http://www.sppp.rajasthan.gov.in) & [www.eproc.rajasthan.gov.in](http://www.eproc.rajasthan.gov.in).
- Annexure A, B, C, D & E are also attached with the bid Firms are suppose to read thoroughly fill as and where required & Additional work/service may be procured by placing a repeat order on the rates & conditions of the original order if applicable.
- The Courts at Jaipur shall have jurisdiction all over matters, arising out of relating to this bid.

**Executive Engineer (P)**  
**Nagar Nigam Greater Jaipur**

## BID DATA SHEET

E-Bids are invited from eligible Bidders for Detailed Project Report (DPR) on Solid Waste Management Of Nagar Nigam Greater Jaipur according to SBM Urban 2.0 Operational Guideline :-

<b>NIT NO.</b>	
<b>Name &amp; Address of the Procuring Entity</b>	Commissioner's office, Pt. Deen Dayal Upadhaya Bhawan, Tonk Road, Jaipur, Rajasthan, 320005
<b>Bid Procedure</b>	Single-stage: open competitive e-Bid procedure at <a href="http://eproc.rajasthan.gov.in">http://eproc.rajasthan.gov.in</a>
<b>Nature of Procurement</b>	Service
<b>Selection Method</b>	Lowest financial proposal
<b>Source of Tender document Document, Corrigendum/Addendum</b>	Commissioner, Nagar Nigam Greater Jaipur <a href="http://www.sppp.rajasthan.gov.in">www.sppp.rajasthan.gov.in</a>
<b>Fees</b>	Bidding document fee (Non-Refundable): Rs. 5000/-(rupees five Thousand only) in favor of commissioner, Nagar Nigam Greater Jaipur (Through Online). Bid Processing Fee (Non-Refundable): Rs. 1000 (Rupees One Thousand only) in favour of MD, RISL (Through Online)
<b>EMD</b>	Bid Security of 2% of estimated cost deposited online accordance to provisions The "Rajasthan Transparency in Public Procurement Act 2012 & Rule 2013" in Account of Nagar Nigam Jaipur Greater website <a href="http://www.jaipurmc.org">www.jaipurmc.org</a> .
<b>Websites for downloading Bidding Document</b>	<a href="http://sppp.rajasthan.gov.in">sppp.rajasthan.gov.in</a> , <a href="http://www.jaipurmc.org">www.jaipurmc.org</a> , <a href="http://eproc.rajasthan.gov.in">eproc.rajasthan.gov.in</a>
<b>Bid Validity</b>	90 days
<b>Amount of Performance Guarantee to be submitted only by the Successful Bidder</b>	Rs. 2.5% of accepted tender cost to be submitted within 15 days after issue of acceptant letter then Letter of Award (LOA) will be provided.
<b>Completion Period</b>	2 Month from the date of agreement.

## SCHEDULE-I

Bidders are required to upload on e-portal the following information:

S.No.	Particulars	Enclosed Y/N	Page No.	Remarks
1	Name and address of the bidder			
2	Telephone Number			
3	Email address			
4	i. Copy of registration of Bidder			
	ii. Copy of GST Registration No.			
5	Note on the general works done by the Bidder during last three years			
6	Experience Details			
	i. Copy of Work Order			
	ii.A detailed Note on the type of work done as mentioned in this bid document			
7	Signed copy of the Bid Document Schedules			
8	Other information (specify)			

## **SCHEDULE-II**

**1. NOTICE FOR INVITATION OF BID:-** Nagar Nigam Greater Jaipur invites bids from experienced & eligible bidders through online bidding in Single-stage: open competitive e-Bid for "Detailed Project Report on Solid Waste Management Of Nagar Nigam Greater Jaipur according to Operational Guidelines of SBM Urban 2.0 in order to achieve the targets of SBM (U) 2.0 " as per Terms of Reference.

**2. SCOPE AND OBJECTIVE OF WORK:-**

- Preparation of Detailed project Report of Solid waste management according to SBM Urban 2.0 Operational Guideline.
- This will also contribute in achieving ultimate aim of SBM (Urban) 2.0, a scheme by Government of India to achieve the targets of making cities garbage free.

**General terms & Conditions of the work:-**

- Work should be completed within scheduled time i.e., 60 days.
- Documents should be prepared as per bid document and instruction given by NNGJ.
- All necessary correction should be done as per requirement of department.
- All documents which are necessary for work should be submitted within prescribed period of the bid.

**Detail of Work:-**The consultant is required to provide services in respect of the following:-

1. DPR shall be prepared as per the SBM urban 2.0 operational Guidelines, City Solid Waste Action Plan and SWM Rules and their amendments.
2. DPR Shall encompass following components :
  - a) Projected waste generation up to year 2025 & its quantification in different waste stream complying all the points of the operational guidelines of SBM Urban 2.0 and their amendments.
  - b) Gap analysis On Following points:
    - Source Segregation
    - Dry Waste & Wet Waste processing
    - Resource recovery from waste to minimize of land filling (Maximum up to 20% of total waste generated.)
    - Gap in dumpsite Remediation
    - C&D waste handling
    - Availability Sanitary landfill facility (SLF)/Development of SLF
    - Mechanical Sweeper (Requirement/ Availability in ULBs of Population 5 Lacs and more)
    - Identification of bulk waste generator along with their respective waste generation and availability of processing facility
    - Suitable User Fee and relevant penalty provision
    - Separate transportation of the segregated waste collected from source premises in specially designed, partitioned and covered transport vehicles
  - c) Timeline, infrastructure & fund requirement with viable financial model to fill the above identified gaps.
3. Prepare a Detailed project Report (DPR) that is comprehensive and meets the objectives with Respect to access to waste management, safe collection, transportation, scientific treatment and disposal of solid waste.
4. The DPR should detail out various technological options from the standpoint of NNGJ and other financial resources. The analysis of options should include costs of capital investments, operation and maintenance and monitoring.
5. The DPR shall follow the Manual on MSW formulated by CPHEEO and all provisions of SWM rule, 2016 including its subsequent amendments and environment rules and bye laws applicable.
6. The detailed scope of work for the preparation of DPR of Nagar Nigam Greater Jaipur SWM project development is detailed hereunder-
  - a) To collect all data related to Solid Waste Management from the NNGJ viz. information about vehicles, equipments, collection system and expenditure being done presently on SWM.
  - b) To gather information about the prevalent system of Solid waste Management in the NNGJ by observing the current situation of the city.
  - c) To assess the waste generation per capita per day.

- d) Assessment of waste characterization by taking necessary samples analysis should be done by NABL & MoEF/CPCB/RSPCB recognized laboratories.
  - e) To visit the proposed waste processing and disposal site and inspect and assess the suitability of the proposed land for activities such as temporary Processing and Landfill facility.
  - f) To collect the budget and other financial details from the NNGJ and assess its financial capability.
7. The DPR should detail out chemical and physical characterization of legacy waste and provide suggestion and planning for processing and volume reduction of legacy waste and old dumpsite after treatment.
  8. The DPR should detail out feasibility report for MRF, number of MRF required for Nagar Nigam Greater Jaipur Area, operation and maintenance of this facility and provide detail of Buyers who can purchase by products of solid waste processing by MRF and Composting facility.
  9. The Selected Bidder/Consultant shall prepare the DPR considering for optimization of waste and its collection, transportation, segregation, processing and scientific disposal. In addition to the points laid down below:-
    - The parameters laid down in SWM manual (CPHEEO), SWM Rules 2016 and its subsequent amendments.
    - Strategic placement of bins at places where waste may be generating continuously.
    - Assess the collection mechanism i.e. nature of vehicles, frequency of collection, manpower deployment etc. for Door to Door Collection of waste.
    - Collection mechanism for secondary collection from bins placed at strategic places.
    - Transportation mechanism of waste from NNGJ has to be done as per the requirements in such a way that the cost should be minimized, supported by comparative analysis of various options.
    - Transportation mechanism of the waste after primary collection and secondary collection either to transfer station or direct to scientific landfill facility.
    - Selection of optimum number of transfer station(s) within NNGJ area, if required.
    - Propose the waste processing technique to be deployed after a detailed comparative analysis, including operation and financial viability of various technological options available.
    - Detailed design of all the necessary infrastructure required at integrated solid waste management (ISWM) facility.
    - Assessment of capital cost associated with every infrastructure component i.e. cost of all the equipments, usable life of equipments etc.
    - Assessment of detailed operation and maintenance costs during the project horizon of 20 years; the analysis should take into account, various factors such as manpower, fuel cost, maintenance cost, replacement of equipments, requirement of new equipments etc.
    - Complete financial modeling of project as per SBM funding pattern and estimated detailed calculations of tipping fee suggested along with the proposed escalations. The capital structure for the financial model shall be finalized after considering the financial condition of the NNGJ, and tipping fee burden on NNGJ.
    - Methodology and requirement for Information, Education and communication (IEC) activities and for bringing behavioral changes of the citizens, to be conducted by the Concessionaire.

**Salient features and specification for the DPRs:** The DPRs should be prepared as per the Solid Waste Management Rules, 2016 & guidelines laid down in the Municipal Solid Waste Management Manuals published in 2016 by the Ministry of Housing and Urban Affairs and guidelines of SBM. The DPR structure / format should be as per the SBM 2.0 Guidelines.

**The consultants should also refer / make use of the following while preparing the DPR:**

- a. Relevant Acts/ guidelines / notices issued by MoEF&CC, CPCB, RSPCB, DLB etc.
- b. Relevant Government Resolution (GRs) issued by Government of Rajasthan
- c. Handbook of Technologies for Solid Waste Management-2016, Directorate of Local Bodies, Government of Rajasthan
- d. Relevant updates/ circulars by Swachh Bharat Mission (Urban).
- e. Applicable Statutory Norms, Rules, Regulations, Acts, Guidelines, and their amendments from time to time.
- f. Most appropriate Normative Standards and Technical Specifications of Solid Waste Management Equipment.

The consultant is expected to provide realistic, most feasible & sustainable solutions/technologies duly considering the local context / requirement of the city. The DPR should focus on Segregation, Processing and Disposal in a scientific way and complying all rules & norms. There should be minimum insistence on expensive & complicated solutions. The consultants should not propose/suggest any fancy/complicated technology which is not feasible and non-sustainable in nature.

- a) DPR should contain all detailed Technical Designs, Bill of Quantities, Cost Estimates, Maps, Coordinates, Drawings & Specifications for works proposed in DPR and also cover sections on Project Implementation

Schedule, Project Operations & Maintenance Planning, Project Financial Structuring, Project Financial Viability & Sustainability, Project Phasing, Project Institutional Framework & Project Benefit Assessment. Also fund identification should be included in the DPR, through additional sources including SBM funds.

- a) The details provided in the DPRs should be sufficient enough to cover all the technical, commercial & financial aspect which would be used during tender preparation stage for selection of developer for implementation of the project
- b) The DPRs should have convergence with existing and proposed plans at city level which have direct / indirect influence on solid waste management. It should be in line with ongoing programs & schemes and any sort of duplication should be avoided.
- c) The equipment & vehicles suggested for collection & transportation and options suggested for processing & disposal should be in conformity to the relevant standards, guidelines, etc. The calculation of requirements for new equipment & vehicles should fully take in consideration, existing Equipment & vehicles available with the ULBs. The DPR should take in consideration the existing processing facility & landfill site (if any) in the ULB. The DPR should adopt modular approach to facilitate additional units to MSW treatment plants/landfill at a future date, whenever required.
- d) During the entire contract period, the consultant is expected to have sufficient and genuine consultations with the NNGJ (including Garage, health department etc.) and the client during all the important stages of advancement of contract for arriving at the most feasible & acceptable plan / solutions for the NNGJ. Plans / solution proposed in the DPR without thorough consultation & approval from NNGJ will not be accepted.
- e) The consultant is expected to review state & national good practices with respect to various aspects of Solid Waste Management and discuss the same with NNGJ & explore the possibility of learning's / adoption from good practices.
- f) DPR not considering to the above requirements may be liable for rejection & does not qualify for any payment of service.

**Main tasks (but not limited to) to be covered in the DPR:**

- a) Existing status of SWM in the NNGJ including mechanism and infrastructure for collection, transportation, treatment & disposal. The details should include existing equipment/machinery and other infrastructure available with NNGJ and its age. The mechanism and O&M of the equipment available, present establishment expenditure, technical and non-technical manpower available.
- b) Existing system of collection, storage, transportation, processing, treatment, and disposal of waste and proposed system of collection, transportation and process of treatment & disposal, fully justifying the process adopted including in-house facility of maintenance and repair if available in NNGJ.
- c) Physical and chemical characterization of waste, including content, density and etc. as well as weight & volume of quantity of bio-degradable, non-biodegradable & recyclables available in the waste produced in the town every day and test report for quality of garbage from a standard test laboratory. Sampling and analysis of waste to be done as per applicable rules, regulations, guidelines, norms & their latest amendments from time to time and in proportion to the population and their waste quantities.
- d) Wherever required, sample field study to be carried out in residential areas, slums, commercial / institutional areas, markets, bulk waste generators etc. to assess the quantity of garbage, street sweepings & silt generated in the city to be included in the NNGJ.
- e) Strategy of integration of rag pickers/informal sector, Junk Dealers, Scrap Dealers, etc. to be provided in DPR in order to channelize them in formal system and achieve maximum segregation, recycling and recovery of waste at all stages.
- f) Justification for equipment & machinery required, if any, for collection and transportation based on the time and motion study in order to ensure optimum utilization of the same.
- g) The DPR should include plan for tracking & monitoring of vehicles engaged in collection & disposal of solid waste & an ICT platform for MIS & monitoring of SWM in ULBs.
- h) Existing facilities to handle the waste should be considered and only additional facilities necessary to be included in the proposal.
- i) Investigate and analyze (Geotechnical investigation, topography survey, waste sampling, Leachate sampling, etc) all old open dumpsites and existing operational dumpsites for their potential of bio-mining and Bioremediation and wheresoever's suggest feasible plan to bio-mine. Shall conduct environment assessment through sampling and analysis of air, water, soil, etc parameters. In absence of the potential of bio-mining and Bioremediation of dumpsite, it shall be planned for scientifically capping as per landfill capping norms to prevent further damage to the environment or Bioremediation of dumpsite through combination of bio-mining. Combination of Bio-mining also can be explored and proposed. Leachate treatment should be given special focus.
- j) The consultant should identify measures for improvement of processing facility including rehabilitation or reclamation of old dump sites besides Bio-mining and plantation. The consultant should explore (depending on feasibility) a common or standalone treatment facility & sanitary landfill (regional/district/division level sanitary Landfill) and C&D facility & for waste management for NNGJ as per project area and site requirement. Provision to be made for resource recovery by ways of recycling, energy generation, waste to



fuel, sale of manure and reclaiming the dumping site.

- k) Mechanism and Operational manual of operation & maintenance of equipment & machinery and its upkeep, preventive maintenance on regular basis for existing and proposed equipment & machinery.
- l) Mechanism and Operational manual of operation and maintenance of sanitary land fill / waste processing plant on self-sustaining basis including details of engagement of private sector, if any.
- m) Proposed institutional and financial reform after completion of scheme.
- n) An action plan for effective O&M through imposition of user charges. The proposed user charges should have been arrived after adequate public consultations
- o) The DPR should also include proposal for IEC, awareness generation & capacity building activities for all stakeholders
- p) In the DPR, specify if there any other additional costs (apart from that mentioned in the DPR e.g. Land cost, resettlement cost, etc.) associated with the project & are to meet by the NNGJ.
- q) The DPR should also give recommendation to NNGJ for efficient & effective solid waste management e.g. Bye laws, NNGJ may constitute vigilance squad to prevent littering of waste, Tie up with Farm Producer Organizations (FPOs) for supply of compost, Arrange Extended Producer Responsibility for no- value waste, town resolution for disallowing immersion of non-clay idols, Banning of PVC Banners, Hoardings & Vinyl, Tie up with Cement and Waste to Energy Plants, Power Plants for RDF sales etc.

### 3. ELIGIBILITY CRITERIA:-

S.No.	Conditions	Specific Requirements	Document Required
1	Bidder: Legal Entity (Consortium not allowed)	Bidder(s) should be Reputed Bidder/company/Govt. owned Entity	Copy of valid Registration Certificates/Copy of Certificates of incorporation
2	Pre-qualification criteria of Bidder	Bidder should have completed minimum 3 (three) Similar Projects of preparing Detailed Project Report (DPR) for town having Population not less than 10.00 Lakh from the due date of this Bid submission in last 3 years as per SBM Guidelines and SWM Rules for SWM in government department/ public sector. (	Work Order + Completion Certificate
3	Team Composition	<p>a) <b>Team Leader (1)</b> - Post graduate in Engineering with 10 years 'experience, and should have worked in similar capacity for A class cities in India for planning, designing and execution of SWM projects</p> <p>b) <b>SWM Expert (1)</b> - Masters in Environmental Engineering with minimum 5 years of overall experience in preparation of DPR of solid waste management and liquid waste management for urban area in India.</p> <p>c) <b>GIS expert (1)</b>- Master degree in Geography, Geo informatics, Remote Sensing, GIS / Any other relevant GIS related degree having minimum 5 year's experience of image processing, mapping, data base creation &amp; analysis in GIS, and data management with GIS platforms</p> <p>Apart from above firm can deploy the team as per the requirement of</p>	Curriculum-Vitae of each personnel as per <b>Annexure- 7</b>

		the project.	
4.0	Financial Capacity	Minimum average annual turnover of INR 1 Cr. in the preceding three financial years i.e. 2019-20,2020-21,2021-22)	Copy of a) Audited Financial Statement for the Financial Year 2019-20,2020-21, 2021-22 (provisional turnover, P & L statement, Balance sheet must be duly certified by chartered accountant for 2021-22.) b) Certificate from Chartered Accountant for Net Worth and three years Turnover.

\*Similar Projects means Municipal Solid Waste (MSW), integrated solid waste management, collection and transportation, Processing and Disposal through Composting/ Bio-methanation Plant/ Waste to Energy Plants/ Sanitary Landfill/ Dumpsite Remediation/Bio-mining/ Scientific Capping of Dumpsite.

**The Bidder shall enclose all the following documents in support of its technical Capacity:**

- a) Certificate of establishment/Proof of Company registration document/ MoA or Partnership Deed (company must be registered in India)
- b) Relevant documents such as work orders/agreements/completion certificates pertaining to required experience mentioned above as Lead consultant
- c) In case a particular work where contract has been executed jointly by the Bidder as part of a Joint Venture it should be further supported by Agreement of the work, which shall clearly state the roles and responsibilities, percentage share of each bidder.
- d) Client Certificate of satisfactory services will be required for eligible projects claiming the Technical Capacity which are ongoing or completed. Certificate shall be issued by the authority not less than Executive Engineer of the ULB.
- e) Copy of PAN Card, GST Registration Certificate and any other registration certificates if applicable.
- f) Authority letter by JV partners to authorize the person to submit the bid. If Bidder or JV partner is a company Authority letter should be supported by the notarized board resolution.
- h) Under-taking that neither the Bidder nor any of his directors has been debarred / black-listed by the central Government / State Government / Local Government/ Government Agency/ any department. Self declaration and affidavit must be enclosed.
- i) Firm should not have any pending litigation, an affidavit should be submitted by firm.
- j) Bidder should have in-house NABL laboratory OR submit MoU with NABL accredited environmental laboratory and submit certificate of accreditation with scope of services.

**Note-**

- 1) It should be noted that —assignment along with work orders or LOA or work completion letter will only be considered for evaluation.
- 2) In case of Joint Venture, the entity meeting of the Technical Qualification shall be deemed as the Lead bidder.
- 3) In case of JV the qualification can be met by the JV partners either jointly or severally. It is further clarified that all the qualifications should be met by the JV.
- 4) Only proposals of Bidder determined to be qualified will be considered for technical and financial evaluation.
- 5) Bidder shall not have an ownership interest or a continuing business interest or not be an associate with concessionaire/contractor/ existing consultants of the Authority.
- 6) The Authority reserves the right to verify all statements, information, and documents submitted by the Bidder in response to the Bid. Any such verification or the lack of such verification by the Authority to undertake such verification shall not relieve the Bidder of its obligations or liabilities hereunder nor will it affect any rights of the Authority there under.
- 7) No reference of Price/Financial Bid should be anywhere mentioned in the Technical Bid. Any Indication of Price/ Financial Bid in the technical proposal shall result in disqualification of the Bidder.
- 8) Curriculum vitae of subject expert for assessing the qualifications and experience of the personnel proposed to be deployed for the assignment should be included with the proposal (in the format of the sample curriculum vitae). These personnel will be rated in accordance with:

#### 4. METHOD OF SELECTION

Interested consulting Bidders are requested to submit documents online:

- a) Technical Proposal
- b) Financial Proposal

- The bidder with lowest financial quote shall be considered as the Preferred Bidder for the discussion leading to the award of contract.

## 5. INSTRUCTION TO BIDDERS:-

### General terms of Proposal:-

- i. The applicant/Bidder may be a Bidder/company/Govt. owned Entity.
- ii. The Proposal and all communications in relation to or concerning the Proposal Documents shall be in English language.
- iii. The Bids would be evaluated based on the details and data furnished. Municipal's decision regarding a Bidder's eligibility or otherwise shall be final and binding.
- iv. A Bidder may be disqualified if it is determined by NNGJ, at any stage of the bidding process that the Bidder fails to continue to satisfy the Eligibility Criteria. Supplementary information or documentation regarding the criteria may be sought from the Bidders at any time and the same shall be provided within the time frame stipulated by NNGJ.
- v. The applicant/Bidder shall be ineligible to submit a proposal, if the organization has been barred or black listed by any Central and/or State Government in India.
- vi. The Proposal Documents including this Bid document and all attached documents are and shall remain the property of the NNGJ and are transmitted to the Applicants/Bidders solely for the purpose of preparation and the submission of a Proposal in accordance here with. Applicants/Bidders are to treat all information as strictly confidential and shall not use it for any purpose other than for preparation and submission of their Proposal. The NNGJ will not return any Proposal or any information provided along there with.
- vii. Bidder must be registered in GST Department and GST Certificate should be submitted by bidder.

## 6. Deliverables and Milestone:-

S.No.	Description of deliverables	Time Period	Payment schedule
1	Inception Report	10 days from the date of Agreement	10% of Work Order Value
2	Submission of Draft DPR including survey	30 days from the date of Approval of Inception Report	50% of Work Order Value
3	Submission of Final DPR	15 days from the date of approval of Draft DPR	40% of Work Order Value

7. **Cost of Bidding:** - The Bidder shall bear all costs associated with the preparation and submission of his Bid and NNGJ will in no case be responsible or liable for those costs.
8. **Site Visit:-** The Bidder is advised to visit and examine the service area under Municipal Corporation limits of NNGJ and obtain for himself on his own responsibility all information that may be necessary for preparing the bid and entering into a contract for collection and transportation of MSW. The costs of visiting the service area shall be at the Bidder's own expenses.
9. **Language of Bid:-** The Bid, and all correspondence and documents, relating to the bid, exchanged between the Bidder and the NNGJ, shall be written in the Hindi or English language. Supporting documents and printed literature furnished by the Bidder may be written in another language, provided that they are accompanied by an accurate translation of the relevant passages in English language, in which case, for purposes of interpretation of the bid, the English translation shall prevail
10. **Bid Validity**  
Bids validity is 90 (ninety days) days from the due date of submission of Bid.
11. **Earnest Money Deposit**
  - An Earnest Money Deposit (EMD) of Rs. 20,000/- same shall be provided as a part of the Bid, which shall remain valid for a period of 90 (Ninty) days beyond the validity of the Bid.
  - The EMD, shall be submitted online.
  - Any Bid not accompanied by an acceptable EMD shall be summarily rejected by NNGJ as non-responsive.

- The EMD of unsuccessful Bidders shall be refunded after the successful Bidder furnishes the required Security Deposit / Performance Guarantee to the Nagar Nigam Greater Jaipur and signs the Contract Agreement or within thirty 90 (Ninty) days of the expiry of validity period of Bids, whichever is earlier

## **12. Forfeiture of EMD**

- The Bidder shall not revoke his Bid or vary its terms and conditions without the consent of the NNGJ during the validity period of Bid. If the Bidder revokes the Bid or varies its terms or conditions contrary to its promise to abide by this condition, the EMD submitted by Bidder shall stand forfeited without prejudice to his other rights and remedies and the Bidder shall be disentitled to submit a bid to NNGJ for execution of any work during the next twenty-four (24) months effective from the date of such revocation.
- If the successful Bidder does not pay the Performance Security Deposit, as per RFP, in the prescribed time limit or fails to sign the Contract Agreement his Earnest Money Deposit will be forfeited by the NNGJ.

## **13. Format and Signing of Bid**

- The Bidder shall provide all the information sought under this Bidding Documents and in specified formats. NNGJ will evaluate only those Bids that are received in the required formats and complete in all respects. Incomplete and /or conditional Bids shall be liable to rejection.
- The Bid should be submitted Online only at e-Proc website (<http://eproc.rajasthan.gov.in>) (Technical Bid, Financial Bid)

### **A: (Technical Proposal)**

#### **Part I: Key Submissions**

- 1) Format for Intent to Submit Proposal (Annexure 1)
- 2) Covering Letter cum Project Undertaking (Annexure 2)
- 3) Anti-Collusion Certificate (Annexure 3)
- 4) Details of Bidders as per bidding form (Copy of Memorandum and Articles of Association, if the Bidder is a body corporate, and if a Partnership then a copy of its partnership deed).
- 5) RTGS in favour of “The Commissioner, Nagar Nigam Greater Jaipur” for Rs.1,000/- (Rupees One Thousand only) towards the cost of RFP document.
- 6) EMD shall be paid online in the account of NNGJ at website [www.jaipurmc.org](http://www.jaipurmc.org).
- 7) Copy of work order to fulfill technical qualifications.
- 8) PAN Card.
- 9) GST Certificate.
- 10) Document as per **clause 3** of Technical Eligibility Criteria.

### **B: (Financial proposal)**

#### **Part II: Financial proposal (Annexure 5)**

- The Technical Bid should be furnished clearly indicating the components in the RFP and signed by the Bidder’s authorized signatory.
- The Financial Bid should be furnished in the format at **Annexure 5**, clearly indicating the Bid amount in both figures and words, in Indian Rupees, and signed by the Bidder’s authorized signatory. In the event of any difference between figures and words, the amount indicated in words shall be taken in to account. The currency for the purpose of the Bid shall be the Indian Rupee (INR). If the Bid is submitted in any other currency, NNGJ reserves the right to use suitable exchange rate for the purpose of uniformly evaluating all Bids.
- All applicable taxes as per GOI and State Government if applicable will be deducted by the finance/account section of NNGJ. GST is inclusive in the quoted rate.
- The bidder shall scan and upload the documents online only. EMD and Bid fee shall be submitted to NNGJ by the bidder through online mode only.
- The Bid and all related correspondence and documents should be written in English. Supporting documents and printed literature furnished by the Bidder with the Bid may be in any other language provided that they are accompanied by certified translations of the pertinent passages in English language. Supporting materials, which are not translated into English, may not be considered. For the purpose of interpretation and evaluation of the Bid, the English language translation shall prevail.
- Financial Proposal of shortlisted Bidders who qualify after evaluation of Technical Proposal shall be opened.

- Financial Proposal of all the shortlisted Bidders would be evaluated on the basis of the Financial Offer as specified in the Bidding Documents.
- The bidder with lowest financial quote shall be considered as the Preferred Bidder for the discussion leading to the award of contract.
- Upon acceptance of the Financial Proposal of the Preferred Bidder with or without negotiations, NNGJ shall declare the Preferred Bidder as Successful Bidder.
- NNGJ will notify the Successful Bidder by facsimile and by a letter that its Bid has been accepted.

**Fraud and Corrupt Practices:** The Bidder and its Personnel shall observe the highest standards of ethics and shall not have engaged in and shall not hereafter engage in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice (collectively the Prohibited Practices). Notwithstanding anything to the contrary contained in this Agreement, the authority shall be entitled to terminate this Agreement forthwith by a communication in writing to the bidder, without being liable in any manner whatsoever to the bidder, if it determines that the bidder has, directly or indirectly or through an agent, engaged in any Prohibited Practices in the Selection Process or before or after entering into of this Agreement. In such an event, the Authority shall forfeit and appropriate the performance security, if any, as mutually agreed genuine pre-estimated compensation and damages payable to the Authority towards, inter alia, the time, cost and effort of the Authority, without prejudice to the Authority's any other rights or remedy hereunder or in law.

#### 14. Submission of Bids

- The entire desired document shall be submitted by bidder through online. The entire desired document shall be submitted by bidder through online.
- The Bid document & BG will be submitted online on the website [www.jaipurmc.org](http://www.jaipurmc.org) <http://sppp.rajasthan.gov.in>, <http://eproc.rajasthan.gov.in> as per time schedule (key dates) in the notice published on the above website.

#### ❖ Important Points to be noted by the Bidder

- The Financial Bid shall be inclusive of all taxes (applicable as on date; any change in future shall be applicable as per actual) , Local taxes, service taxes etc. to be paid by the Bidder for the Work/Service and claim for extra payment on any such account shall not be entertained.
- Any change that will be made in the Bidding Documents by the competent authority after issue of the Bid will be intimated to the Bidder in the form of Corrigendum/Addendum for incorporating the same in the Bid before submitting the Bid.
- The Financial Bid should be written both in words and figures at appropriate places.
- No alterations and additions anywhere in the Bidding Documents are permitted. If any of these are found, the Bid may be summarily rejected. The Bidder should get its doubts cleared during pre-bid meeting/ conference only.
- NNGJ may ask original documents while the technical evaluation and bidder have to submit the same within 5 days of the request. Fails in timely submission of required document, NNGJ have the right to cancel his bid.
- In case of a Bidder, each partner or power of attorney holder shall sign the Bid and the signatures shall be attested as witness by a reputed person in the space provided for the purpose. The attested copies of Power of Attorney of person signing the Bid shall be enclosed with the Bid.
- In case of private limited/ public limited companies, the power of attorney shall be supported by board resolutions and appropriate and adequate evidence in support of the same shall be provided.
- All pages and pasted slips should be signed by the Bidder.
- No page shall be added or removed from the set of Bidding Document.
- The Bidder shall be deemed to have studied the schedule of Works/ Services/Survey/Rents/ Items/ Quantities/ Rates, all plans, specifications, terms and conditions, shall inspect and examine the service area and its surrounding and shall satisfy itself before submitting its Bid as to the nature of the ground and subsoil (so far as is practicable), the form and nature of the service area, nature of the Work/ Service and equipment necessary for the completion of the Works/ Services and means of access to the service area, the accommodation it may require and in general shall itself obtain all necessary information as to risk, contingencies, obligations under the Contract and all matter and things necessary for proper completion and maintenance of the Works/ Services. No extra charges shall be paid consequent on any misunderstanding.

- The Bidder shall submit the Bid which satisfies each and every condition laid down in this Bid notice, failing which the Bid will be liable to be rejected.
- Conditional Bids will be summarily rejected

#### **15. Deadline for Submission of Bids**

- Bids must be submitted online as per the dates and time given in the Bidding documents.
- NNGJ may, at his discretion, extend the deadline for the submission of Bids by amending the Bidding Documents in which case all rights and obligations of NNGJ and Bidders previously subject to the original deadline will thereafter be subject to the deadline as extended
- Bids once submitted online will not be allowed to be checked or changed or rectified
- Any Bid received by NNGJ after the deadline for submission of Bids prescribed by NNGJ, will be declared "Late" and rejected and kept unopened in the record.

#### **16. Bid Opening & Evaluation**

- The Commissioner, NNGJ or Authorized Person shall open the Bids online at specified in bid document.
- The NNGJ will subsequently examine and evaluate the Bids in accordance with the provisions set out in the Bidding Documents
- The parties who meet the eligibility criteria shall be qualified for further procedure. This will be done by team of expert members as may be constituted by the NNGJ. After satisfying with the Bidders submissions and work performance, the technical eligibility will be considered.
- Financial bids of all the Bidders who have been declared qualified in technical evaluation shall be opened. This will be done by team of expert members as may be constituted by the NNGJ.
- Information relating to the examination, clarification, evaluation and comparison of Bids and recommendations for the award of a contract shall not be disclosed to bidders or any other persons not officially concerned with such process, until the award to the Successful Bidder has been announced. Any effort by a Bidder to influence the NNGJ's processing of bids or award decisions may result in the rejection of the Bidder's Bid.

#### **17. Award**

- Prior to expiration of the period of bid validity prescribed by NNGJ, NNGJ will notify the successful bidder, considered by letter/ email, that his bid has been accepted. This letter hereinafter referred to as the "Letter of Acceptance (LOA)".
- The notification of the award will constitute the formation of the Contract.
- Upon furnishing by the successful bidder of a Performance Security, NNGJ will promptly notify the other bidders that their bids have been unsuccessful.
- Upon completion of all the formalities by the Successful Bidder, NNGJ will issue "Notice to proceed" mentioning date of start and intended date of completion.

#### **18. Performance Security**

- Successful Bidder shall submit Performance Security Deposit @ 2.5% in the form of BG of contracted amount within the 15 days of Work order. After submission of Security Deposit, EMD will be refunded to the successful bidder.
- Failure of the successful Bidder to provide the requisite Performance Security shall constitute grounds for annulment of the award and forfeiture of the EMD made at the time of Bidding or debar the Bidder for two years.

##### **18.1 Forfeiture of Security Deposit against Work**

- The bid security may be forfeited, if the bidder does not accept his bid, as prescribed in this bid document
- If during the term of this contract, the Bidder is in default of the due and faithful performance of his obligations under this contract, the Nagar Nigam Greater Jaipur shall, without prejudice to its other rights and remedies here under or at the Applicable Law, be entitled to call in, retain and appropriate the Security Deposit

- 19. Signing of Agreement:-** The successful bidder shall sign the Form of Contract Agreement, incorporating all agreements between the parties i.e. Successful bidder & Commissioner NNGJ, in duplicate, on non-judicial stamp

paper of value as per regulation of the Government of Rajasthan and return it to NNGJ. One copy of the signed agreement will be provided to the successful Bidder, and the original will be retained by NNGJ.

**20. Project Period:** - Two months.

**21. Stamp Duty, Legal and Statutory Charges:** - It shall be incumbent on the Successful Bidder to pay stamp duty for the Contract Agreement, as applicable on the date of the execution.

**22. Obligation of the bidder:-**

- The total time for completion of the services shall be 60 days. The date of start shall be reckoned from the date of signing of Agreement.
- The classified or secret information will not be divulged by the consultant to any unauthorized person.
- The consultant will provide all the expert, technical advice and skills which are normally required as per Scope of Work. When additional specialized technical advice/ assistance or studies are required by the client the same will be provided by the consultant for mutually agreed compensation.
- If the consultant fails to complete the various job assigned to him as per the scope of the work in the given time mentioned under progress Schedule, he is liable for compensation. He shall, without prejudice to any other tight or remedy be liable for compensation @ 1% per week or such smaller amount as may be fixed by accepting authority on the contract value but the total compensation for delay shall not be more 10% in any case.
- When delay in completion of the work/ part work amounts to less than a week the compensation payable shall be proportional to the number of days involved provided that the total amount of compensation for delay to be paid under this condition shall not exceed 10 per cent of the contract value of the work.
- The amount of compensation may be adjusted or set off against any sum payable to the consultant under this or any other contract with the Nagar Nigam Jaipur.
- Designing, Drawing & Preparing detail estimate. As per RUIDP / RUDSICO guidelines.
- Collection of all Data for Existing Sewerage Network.
- Preparation of all required maps and detailed estimate of the work based on prevailing RUIDP SOR. Consultant will also submit soft copy of all design, drawings and estimate.
- Preparation of the tender document to invite the tender as per RTTP Act. & rules.
- Provide necessary support for technical sanction for the proposals.

**22. Rights of the Corporation**

- NNGJ reserves the right to suitably increase/reduce the work area included in this bid document.
- Commissioner, NNGJ reserves the right to increase/reduce or divide the contract under this Bid as per rule.

## **LIST OF BIDDING FORMS**

Annexure 1:-Format for Intent to Submit Proposal

Annexure 2:-Format for Covering Letter cum Project Undertaking

Annexure 3: Format for Anti-Collusion Certificate

Annexure 4:-Details of Bidder

Annexure 5:-Format for Financial Offer

Annexure: 6:-Project Detail Sheet

Annexure 7:-Curriculum Vitae (CV) for Proposed Experts



**Annexure 1**  
**Format for Intent to Submit Proposal**

Date

To,  
Commissioner  
Nagar Nigam Greater Jaipur,  
Jaipur

Dear Sir,

Ref: Request for BID for Detailed Project Report on Solid Waste Management  
Of Nagar Nigam Greater Jaipur according to SBM Urban 2.0 Operational  
Guideline.

The undersigned hereby acknowledges and considers receipt of all the Sections of the Request for BID (BID) Document for the captioned project from NNGJ and conveys its intention to submit a Bid for the Project.

.....  
Name of the Bidder

.....  
Signature of the Authorized Person

.....  
Name of the Authorized Person

**Note: *On the Letter head of the Bidder***

**Annexure 2**  
**Format for Covering Letter cum Project Undertaking**

Date:

To,  
Commissioner  
Nagar Nigam Greater Jaipur,  
Jaipur

**Ref: Detailed Project Report on Solid Waste Management of Nagar Nigam Greater Jaipur according to SBM Urban 2.0 Operational Guideline**

Dear Sir,

Being duly authorized to represent and act on behalf of ..... (hereinafter referred to as “the Bidder”), and having reviewed and fully understood all of the information provided in the Bidding documents provided to us by NNGJ, in respect of the project, the undersigned hereby submits the Proposals in response to the Bidding documents. For your evaluation.

I/We are enclosing our Bid in one (1) original, along with details / certificates as per the requirements of the Bidding documents.

We consider that our Bid is valid for a period of 90 days from the date of opening of financial bid/negotiation.

We also hereby agree and undertake us under:

Not with standing any qualifications or conditions, whether implied or otherwise, contained in our Proposal we hereby represent and consider that our Bid is as per qualification criteria in all respects and unconditional and we agree to the terms of the proposed Contract Agreement, a draft of which also forms a part of the Bidding documents provided to us.

.....  
(Signature of the Authorized Person)

.....  
(Name and designation of the Authorized Person)  
..... (Date)

**Annexure 3 : Format for Anti-Collusion Certificate**  
**(On the Letterhead of the Bidder)**

We hereby certify and consider that in the preparation and submission of our Bid, we have not acted in concert or in collusion with any other Bidder or other person(s) and also not done any act, deed or thing which is or could be regarded as anti-competitive.

We further consider that we have not offered nor will offer any illegal gratification in cash or kind to any person or agency in connection with the instant Bid.

Dated this .....Day of ....., 2022

.....

(Name of the Bidder\*)

.....

(Signature of the Authorized Person)

.....

(Name of the Authorized Person)

**Annexure 4**  
**Details of Bidder**

1.     (a) Name:  
       (b) Country of incorporation:  
       (c) Address of the corporate headquarters and its branch office(s), if any, in India:  
       (d) Date of incorporation and/ or commencement of business:
2.     Brief description of the Company including details of its main lines of business and proposed role and responsibilities in this Project:
3.     Date of Incorporation
4.     Incorporation Number
5.     GST No.
6.     PAN Card No.
7.     Bank Details
8.     Details of individual(s) who will serve as the point of contact/ communication for the NNGJ:
  - (a)    Name:
  - (b)    Designation:
  - (c)    Company:
  - (d)    Address:
  - (e)    Telephone Number:
  - (f)    E-Mail Address:
  - (g)    Fax Number:

**Annexure 5**  
**Format for Financial Offer**

To,  
Commissioner  
Nagar Nigam Greater Jaipur,  
Jaipur

Sir,

Subject: Financial Offer for Detailed Project Report on Solid Waste Management Of Nagar Nigam Greater Jaipur according to SBM Urban 2.0 Operational Guideline

S. No.	Description	Amount in Figure (Rs.)	Amount in Words (Rs.)
1	Detailed Project Report on Solid Waste Management Of Nagar Nigam Greater Jaipur according to SBM Urban 2.0 Operational Guideline		

In case of difference in amount quoted in figures and words, the lower value would be considered for evaluation.

**Signature of Bidder**

**Annexure: 6**  
**Project Detail Sheet**

Similar Assignment name	
Approx. value of the contract (in current Rs.):	
Country:	
Location within State/Country:	
Name of Client:	
Address of Client:	
No. of person-months provided by Bidder:	
Start date (month/year):	
Completion date (month/year):	

Narrative description of Project in brief:

Description of actual services provided by your Bidder in the assignment:

Name of Bidder:

Authorized Signatory:

## Annexure 7

### Curriculum Vitae (CV) for Proposed Experts

Name:	
Date Of Birth:	
Nationality:	
Education: [Year] [Name Of Institution And Degree]	
Membership Of Professional Associations	
Countries Of Work Experience:	
Languages:	
Professional Background: [Description]	
Employment Record: [Year(S) Starting [Employer] With Present Position]	
Professional Experience: [Month And [Name Of Project And Client] Year Start To Finish] [Descriptive Paragraph Of 4-5 Sentences On Each Assignment, Position Held, Responsibilities Undertaken And Achievements Attained.]	

#### Certification:

I, the undersigned, certify to the best of my knowledge and belief that:

- i) This CV correctly describes my qualifications and experience;
- ii) I am/am not in regular full time employment with the Bidder/Sub-Consultant;
- iii) In the absence of medical incapacity I will undertake this assignment for the duration and in Terms of the inputs specified for me in the Technical Bid provided team mobilization takes place within the validity of this Bid or any agreed extension thereof.

I understand that any willful misstatement herein may lead to my disqualification or dismissal, if engaged.

[Signature of expert or authorized representative]

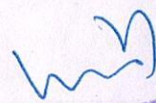
[Name of Expert/Authorized signatory]

Date:

Place:



<div>Validate</div> <div>Print</div> <div>Help</div>		Item Rate BoQ	
Tender Inviting Authority: Commissioner Nagar Nigam Greater Jaipur			
Name of Work: Detailed Project Report (DPR) on Solid Waste Management of Nagar Nigam Greater Jaipur according to SBM Urban 2.0 Operational Guidelines			
Bidder Name :			
<p align="center"><b>PRICE SCHEDULE</b></p> <p align="center">(This BOQ template must not be modified/replaced by the bidder and the same should be uploaded after filling the relevant columns, else the bidder is liable to be rejected for this tender. Bidders are allowed to enter the Bidder Name and Values only )</p>			
NUMBER #	TEXT #	NUMBER #	NUMBER #
Sl. No.	Work Description	Amount In Figures	Amount In Words
1	2	3	4
1	Detailed Project Report (DPR) on Solid Waste Management of Nagar Nigam Greater Jaipur according to SBM Urban 2.0 Operational Guidelines		
Total in Figures			
Quoted Rate in Figures			
Quoted Rate in Words			
<p><b>Note:</b> 1. In case of difference in amount quoted in figures and words, the lower value would be considered for evaluation.</p> <p>2. The Financial Bid shall be inclusive of all taxes (applicable as on date; any change in future shall be applicable as per actual) , Local taxes, service taxes etc. to be paid by the Bidder for the Work/Service and claim for extra payment on any such account shall not be entertained.</p>			

  
 अधिकारी अभियंता ( )  
 नगर निगम ग्रेटर जयपुर



APPENDIX XI (continued)

**GENERAL RULES AND DIRECTIONS  
FOR THE GUIDANCE OF CONTRACTORS**

1. All works, proposed for execution by Contract, will be notified in a form of invitation to tender pasted on public places and on a board hung up in the office of and signed by the Chief Engineer or other duly authorised Engineer.  
  
The form of invitation to tender will state the work to be carried out, as well as the date of submitting and opening of tenders and the time allowed for carrying out the work, also the amount of Earnest Money to be deposited with the tender and the amount of the '[xxxx] Security Deposit to be deposited by the successful tenderer and the percentage, if any, to be deducted from bills. Copies of the specifications, designs and drawing and estimated rates/scheduled rates and any other documents required in connection with the work signed for the purpose of identification by the Executive Engineer shall be open for inspection by the Contractor at the office of the Chief Engineer or other duly authorised Engineer during office hours.
2. In the event of tender being submitted by a firm, it must be signed separately by each partner, thereof, or in the event of the absence of any partner, it must be signed on his behalf, by a person holding a power of Attorney, authorising him to do so. Such power of Attorney will be submitted with the tender and it must disclose that the firm is duly registered under the Indian Partnership Act, by submitting the copy of registration certificate.
3. Receipts for payments, made on account of a work when executed, by a firm must also be signed by the several partners, except where the contractors are described in their tender as a firm, in which case the receipts must be signed in the name of the firm by one of the partners or by some other person having authority to give effectual receipts for the firm.
4. Any person, who submits percentage rate tender, shall fill up the usual printed form stating at how much percent above or below the rates specified in Schedule G, he is willing to undertake the work. Only one rate of percentage, more or less, on all the estimated rates/scheduled rates shall be mentioned. Tenders, which propose any alteration in the work, specified in the said form of invitation to tender, or in the time allowed for carrying out the work, or which contain any other conditions of any sort, will be liable to rejection. No single tender shall include more than one work, but Contractors, who wish to tender for two or more works, shall submit a separate tender for each work. Tenders shall have the name and number of work, to which they refer, written outside the envelope.
5. The Chief Engineer or other duly authorised Engineer will open the tenders in the presence of any contracto (s) or their authorised representatives who may be present at the time, and will announce and enter the rates/amounts of all tenders in the Register of Opening of Tenders. (Form RPWA 20A). In the event of the tender being accepted, a receipt for the Earnest Money deposited shall be given to the Contractor who shall sign copies of the specifications and other documents mentioned in Rule 1. In the

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1. Deleted words "Perfor" since Guarantee and/or by Order No F 214 (F) Exp 1-1993 dated 13.3.2001 (Circular No. 12/2001) with immediate effect.

event of a tender being rejected, the Earnest Money forwarded with such unaccepted tenders shall, be returned to the Contractor making the same.

6. The Chief Engineer or other duly authorised Engineer shall have the right of rejecting all or any of the tender without assigning any reason.
7. The receipt of an Accountant, Cashier or any other official, not authorised to receive such amount, will not be considered as an acknowledgment of payment to the Chief Engineer or other duly authorised Engineer.
8. The memorandum of work tendered for, memorandum of materials and of tools and plant to be supplied by the Department and their rates, shall be filled in and completed in the office of the Chief Engineer or duly authorised Engineer before the tender form is issued.
9. If it is found that the tender is not submitted in proper manner, or contains too many corrections and or unreasonable rates or amounts, it would be open for the Engineer-in-charge not to consider the tender, forfeit the amount of earnest money and/or delist the contractor.
10. The tenderer shall sign a declaration under the Official Secrets Act for maintaining secrecy of the tender documents, drawings or other records connected with the work given to him in form given below. The unsuccessful tenderers shall return all the drawings given to them.

**Declaration**

"I/We hereby declare that I/We shall treat the tender documents, drawings and other records, connected with the work, as secret confidential documents, and shall not communicate information derived therefrom to any person other than a person to whom I/We are authorised to communicate the same or use the information in any manner prejudicial to the safety of the same."

11. Any percentage rate tender containing item-wise rates, and any item rate tender containing percentage rate below or above estimated/scheduled rates, will be summarily rejected. However, if a tenderer voluntarily offers a rebate for payment within a stipulated period, this may be considered.
12. On acceptance of the tender, the name of the accredited representative(s) of the Contractor (with a photograph and signature attested), who would be responsible for taking instructions from the Engineer in charge shall be communicated to the Engineer-in-charge.
13. Sales tax or any other tax on materials or Income Tax in respect of the contract shall be governed by Clause 36 A, B and C and D of the Conditions of Contract. Deduction of Income Tax at source will be made as per provisions of the Income Tax Act, in force from time to time.
14. The tender to work shall not be witnessed by a Contractor or Contractors who himself/himself has/have tendered or who may and has/have tendered for the same work. Failure to observe the secrecy of the tenders will render tenders of the contractors tendering as well as witnessing the tender, liable to summary rejection.

- [15. If on check, there are some discrepancies, the following procedure shall be followed:-]
- (i) Where there is a difference between the rates in figures and words, lower of the two rates shall be taken as valid and correct rate.
  - (ii) When the rate quoted by the contractor in figures and in words tallies, but the amount is not worked out correctly, the rate quoted by the contractor shall be taken as correct and not the amount worked out.
  - (iii) While quoting rates, if rate/rates against any item or items are found to be omitted, the rate given in the Schedule 'G' by the department for such items will be taken into account while preparing comparative statement and contractor shall be bound to execute such item on 'G' Schedule rates.
  - (iv) In case where percentage is given but the 'above' or 'below' not scored, the tender will be non-responsive.
16. The Contractor shall comply with the provisions of the Apprenticeship Act, 1961, and the rules and orders issued, thereunder, from time to time. If he fails to do so, his failure will be a breach of the contract and the original sanctioning authority in his discretion may cancel the contract. The Contractor shall also be liable for any pecuniary liability arising on account of violations by him of the provisions of the Act.
17. The Contractor shall read the specifications and study the working drawings carefully before submitting the tender.
18. The site for execution of the work will be made available as soon as the work is awarded. In case, it is not possible for the Department to make the entire site available on the award of the work, the Contractor shall arrange his working programme accordingly. No claim, whatsoever, for not giving the site in full on award of the work or for giving the site gradually in parts will be tenable. The contractor may satisfy himself regarding site, acquisition of land, approach roads etc.
19. The tender documents show already the specific terms and conditions on which tenders are required by the Government. Hence, all tenders should be in strict conformity with the tender documents and should be fulfilled in, wherever necessary, and initialed. Incomplete tenders are liable to be rejected. The terms and conditions of the tender documents are firm, as such conditional tenders are liable to be rejected.
20. The tenderer, while submitting tender, must provide adequate information regarding his financial, technical and organisational capacity and working experience to execute the work of the nature and magnitude.
21. The Chief Engineer or other duly authorised Engineer reserves the right to ask for submission of samples as in respect of materials for which the tenderer has quoted his rates before the tender can be considered for acceptance. If the tenderer, who is called upon to do so, does not submit within seven days of written order to do so, the Engineer-in-charge shall be at liberty to forfeit the said earnest money absolutely.

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[ Substituted by Order No F 104/DT/Exp/II 99 dated 19-11-2000 (Circular No 6/2001) with immediate effect ]

22. The Contractor shall submit the list of the works, which are in hand (progress), in the following form:-

Name of work	Name and particular of the Sub-Division/Division, where work is being executed	Amount of work	Position of works in progress	Remarks
1.	2	3	4	5

23. The Contractor should quote his rates only in one language i.e. either in Hindi or English. Rates should be quoted in figures as well as in words. In case a Contractor has quoted rates in both the languages, and the rates so quoted differ, then the lower of the two shall be treated as the rate quoted by the Contractor.
24. All additions, deletions, corrections and over writings, must be serially numbered and attested by the Contractor at every page, so also by the officer opening the tenders, so as to make further disputes impossible on this scope.
25. After acceptance of the tender, the Contractor or all partners (in the case of partnership firm), will append photographs and signatures duly attested, at the time of execution of Agreement.
26. If any contractor, who having submitted a tender does not execute the agreement or start the work or does not complete the work and the work has to be put to retendering, he shall stand debarred from participating in such retendering in addition to forfeiture of Earnest Money/Security Deposit [xxxx] and other action under agreement.
27. The tender documents shall be issued to those contractors only having valid enlistment as on the date of issue of documents.
28. (a) If a tenderer reduces the rates voluntarily after opening of the tenders/negotiations, his offer shall stand cancelled automatically, his earnest money shall be forfeited and action for debarring him from business shall be taken as per enlistment rules.
- (b) If a non-tenderer offers lower rates after opening of tenders, action for debarring him from business shall be taken as per enlistment rules.
29. Contractors shall submit only unconditional tenders. Conditional tenders are liable to be rejected summarily.

1 Deleted words "Performance Guarantee" by Order No F 2(14) D/Exp. (II)/99 dated 23.3.2001(Circular No. 12/2001) with immediate effect.

## Tender for works

I/We hereby tender for the execution for the Governor of the State of Rajasthan of the work specified in the underwritten memorandum within the time specified in such memorandum at the rates, (in figures).....% (as well as in words)..... percent below/above the amount, entered in the schedule G in all respects in accordance with the specifications, designs, drawings and instructions in writing referred to in Rule 1 in all respect in accordance with such condition so far as applicable. I/We have visited the site of work and am/are fully aware of all the difficulties and conditions likely to affect carrying out the work. I/We have fully acquainted myself/ourselves about the conditions in regard to accessibility of site and quarries/kilns, nature and the extent of ground, working conditions including stacking of materials, installation of tools & plant, conditions effecting accommodation and movement of labour etc. required for the satisfactory execution of contract.

### Memorandum

- (a) General description of work.....
  - (b) Estimated cost Rs.....
  - (c) Earnest money Rs.....@ 2% for enlisted contractors outside their zone and 1/2% within their zone of enlistment.
  - (d) <sup>1</sup>[xxxx] Security Deposit :
    - <sup>2</sup>[i] The security deposit @ 10% of the gross amount of the running bill shall be deducted from each running bill and shall be refunded as per rules on completion of the contract as per terms and conditions. However, the amount of security deposit deducted from running bills shall not be converted into any mode of securities like bank guarantee, FDR etc. The earnest money deposited shall however be adjusted while deducting security deposit from first running bill of the contractor. There will be no maximum limit of security deposit.
    - (ii) However, a contractor may elect to deposit full amount of 10% security deposit in the shape of bank guarantee or any acceptable form of security before or at the time of executing agreement. In that case earnest money may be refunded only after deposition of full 10% as above. However, in case during execution cost of works exceeds as shown at the time of depositing 10% as above, balance security deposit shall be deducted from the Running Account Bills.]
    - (iii) Bank Guarantee shall in all cases be payable at the headquarter of the Division or the nearest District Headquarters.
  - (e) Time allowed for the completion of work (to be reckoned from the 10th day after the date of written order to commence the work) is \_\_\_\_\_ months. Should this tender be accepted in whole or in Part. I/We hereby agree to abide by and fulfill all the terms and provisions of the conditions of contract annexed hereto and of the Notice Inviting Tender, or in default thereof, to forfeit and pay to the Governor of Rajasthan or his successors in office, the sum of money mentioned in the said conditions.
- A sum of Rs.\_\_\_\_\_ is forwarded herewith in the form of Cash, Bank Draft, Bankers Cheque as Earnest Money. This amount of earnest money shall absolutely be forfeited to the

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1. Deleted words "Performance Guarantee &" by Order No.F 264/2001 dated 23.3.2001(Circular No. 12/2001) with immediate effect.

2. Substituted by Order No.F 264/2001 dated 23.3.2001(Circular No. 12/2001) with immediate effect.

Governor of Rajasthan or his successor in office without prejudice to any other right or remedies of Governor of Rajasthan or his successor in his office, should I/We fail to commence the work specified in the above memorandum '[xxxx].

Signature of Witness  
Witness's address & occupation

Signature of Contractor  
Address of Contractor

Date

The above tender is hereby accepted by me on behalf of the Governor of Rajasthan.

Dated the \_\_\_\_\_ Engineer-in-charge

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1. Deleted "or should I/We not furnish Performance Guarantee in Cash or in form of Bank Guarantee at the time of execution of agreement, as specified in the above memorandum in accordance with Clause I of the said Conditions of Contract" by Order No.F-2 (4)/FD /Exp III/99 dated 23.3.2001(Circular No. 12/2001) with immediate effect.

## CONDITIONS OF CONTRACT

### Clause 1 : Security Deposit

<sup>1</sup>[ The security deposit @ 10% of the gross amount of the running bill shall be deducted from each running bill and shall be refunded as per rules on completion of the contract as per terms and conditions. The earnest money deposited shall however be adjusted while deducting security deposit from the first running bill of the contractor. There will be no maximum limit of security deposit.

A contractor may, however, elect to furnish bank guarantee or any acceptable form of security for an amount equal to the full amount of security deposit @ 10% of the work order before or at the time of executing the agreement. In that case, earnest money may be refunded only after furnishing of the bank guarantee as above. During the execution of the work or after completion of the work also a contractor may replace the security deposit by furnishing bank guarantee for an equal amount. However, during execution of the work if cost of work exceeds as shown at the time of furnishing bank guarantee, balance security deposit shall be deducted from the Running Account Bills.]

All compensation of other sums of money payable by the contractor to Government under the terms of his contract may be deducted from or paid by the sale of a sufficient part of his <sup>2</sup>[xxxx] Security Deposit, or from interest arising therefrom, or from any sums, which may be due or may become due to the Contractor by the Government on any account whatsoever, and in the event of his Security deposit being reduced by reason of any such deduction or sale as aforesaid, the Contractor shall within ten days thereafter, make good in cash or Bank Guarantee of Nationalised/Scheduled bank, as aforesaid, any sum or sums which may have been deducted from or raised by sale of his <sup>2</sup>[xxxx] Security Deposit or any part thereof..

In case of Bank Guarantee of any Nationalised/Scheduled Bank is furnished by the Contractor to the Government, as part of the Security Deposit <sup>3</sup>[xxxx] and the bank goes into liquidation or, for any reason, is unable to make payment against the said Bank guarantee, the loss caused thereby shall fall on the Contractor and the Contractor shall forthwith, on demand, furnish additional security to the Government to make good the deficit.

The liability or obligation of the bank under the Guarantee Bond shall not be affected or suspended by any dispute between the Engineer-in-charge and the Contractor, and the payment, under the Guarantee Bond by the bank to the Government shall not wait till disputes are decided. The bank shall pay the amount under the Guarantee, without any demur, merely on a demand from the Government stating that the amount claimed is required to meet

1 Substituted by Order No.F.2 (4)FD /Exp.III/99 dated 19.6.2004(Circular No. 21/2004) with immediate effect.

2 Deleted words "Performance Guarantee and/or" by Order No.F.2 (4)FD /Exp.III/99 dated 23.3.2001(Circular No. 12/2001) with immediate effect.

3 Deleted words "Performance Guarantee" by Order No.F.2 (4)FD /Exp.III/99 dated 23.3.2001(Circular No. 12/2001) with immediate effect.

the recoveries due or likely to be due from the Contractor. The demand, so made, shall be conclusive as regards to amount due and payable by the bank, under the guarantee limited to the amount specified in the Guarantee Bond. The guarantee will not be discharged due to the change in the constitution of the Bank or the Contractor.

The Bank Guarantee shall remain valid upto the specified date unless extended on demand by the Engineer-in-charge, which shall include the period of completion of the contract and the defect removal period as per terms of the Agreement. Bank's liability shall stand automatically discharged unless a claim in writing is lodged with the Bank within the period stated in the Bank Guarantee including the extended period. After satisfactory completion of the contract and clearance of all dues by the Contractor, the Chief Engineer or duly authority Engineer will discharge the Bank Guarantee after expiry of the original or the extended period, as the case may be. In case the date of expiry of the Bank Guarantee is a holiday, it will be deemed to expire on the close of the next working day.

Government is not concerned with any interest accruing to the Contractor on any form of Security (primary or collateral) lodged by him with the bank or any sums payable to sureties obtained by the Bank as counter guarantee to secure its own position. These will be the matters between the Bank and the Contractor.

## Clause 2: Compensation for delay

The time allowed for carrying out the work, as entered in the tender, shall be strictly observed by the Contractor and shall be reckoned from the 10th day after the date of written order to commence the work given to the Contractor. If the contractor does not commence the work within the period specified in the work order, he shall stand liable for the forfeiture of the amount of Earnest Money, [xxxx] and Security Deposit. Besides, appropriate action may be taken by the Engineer-in-charge/competent authority to debar him from taking part in future tenders for a specified period or black list him. The work shall, through-out the stipulated period of completion of the contract, be proceeded with all due diligence, time being essence of the contract, on the part of the Contractor. To ensure good progress during the execution of work, the contractor shall be bound, in all cases in which the time allowed for any work exceeds one month (save for special jobs), to complete 1/8th of the whole of the work before 1/4th of the whole time allowed under he contract has elapsed, 3/8th of the work before 1/2 of such time has elapsed and 3/4th of the work before 3/4 of such time has elapsed. If the contractor fails to complete the work in accordance with this time schedule in terms of cost in money, and the delay in execution of work is attributable to the contractor, the contractor shall be liable to pay compensation to the Government at every time span as below :-

A.	Time Span of full stipulated period	1/4th (.....days)	1/2th (.....days)	3/4th (.....days)	Full (.....days)
B.	Work to be completed in terms of money	1/8th (Rs.....)	3/8th (Rs.....)	3/4th (Rs.....)	Full (Rs.....)

i. Deleted words "Performance Guarantee" by Order No.F.2 (4)FD/Exp.111.99 dated 23.3.2001(Circular No. 12/2001) with immediate effect.





- if the Contractor shall delay or suspend the execution of the work so that either in the judgement of the Engineer-in-charge (which shall be final and binding) he will be unable to secure completion of the work by the date for completion or he has already failed to complete the work by that date,
- (ii) If the Contractor, being a company, shall pass a resolution of the Court shall make an order that the company shall be wound up or if a receiver or a manager, on behalf of a creditor, shall be appointed or if circumstances shall arise, which entitle the Court or Creditor to appoint a receiver or a manager or which entitle the Court to make a winding up order,
  - (iii) If the Contractor, being a company, shall pass a resolution or the Court shall make an order that the company shall be wound up or if a receiver or a manager, on behalf of a creditor, shall be appointed or if circumstances shall arise, which entitle the Court or Creditor to appoint a receiver or a manager or which entitle the Court to make a winding up order,
  - (iv) If the Contractor commits any acts mentioned in Clause 19 hereof.

When the Contractor has made himself liable for action under any of the cases aforesaid, the Engineer-in-charge on behalf of the Governor of Rajasthan shall have powers:-

(a) To determine or rescind the contract, as aforesaid (of which determination or rescission notice in writing to the Contractor under the hand of the Engineer-in-charge shall be conclusive evidence), upon such determination or rescission, the earnest money, full security deposit of the contract '[xxxx]' shall be liable to be forfeited and shall be absolutely at the disposal of Government.

(b) To employ labour paid by the Department and to supply materials to carry out the work or any part of the work, debiting the Contractor with the cost of the labour and the price of the materials (of the amount of which cost and price certified by the Engineer-in-charge shall be final and conclusive against the Contractor) and crediting him with the value of the work done in all respects in the same manner and at the same rates, as if it had been carried out by the Contractor under the terms of this contract. The certificate of the Divisional Officer, as to the value of the work done, shall be final and conclusive evidence against the Contractor provided always that action under the sub-clause shall only be taken after giving notice in writing to the Contractor. Provided also that if the expense incurred by the department are less than amount payable to the Contractor at his agreement rates, the difference shall not be paid to the Contractor.

(c) After giving notice to the Contractor to measure up the work of the contractor and to take such part thereof, as shall be unexecuted out of his hands and to give it to another Contractor to complete, in which case any expenses which may be incurred in excess of the sum which would have been paid to the original Contractor, if the whole work had been executed by him (of the amount of which excess, the certificate in writing of the Engineer-in-charge shall be final and conclusive shall be borne and paid by the original Contractor and may be deducted from any money due to him by Government under this contract or on any other account, whatsoever, or from his Earnest Money, Security Deposit, '[xxxx]' Enlistment Security or the

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1 Deleted by Order No.F.2(4)FD/Exp.11L/99 dated 23.3.2001(Circular No. 12/2001) with immediate effect.

proceeds of sales thereof, or a sufficient part thereof, as the case may be. In the event of any one or more of the above courses being adopted by the Engineer-in-charge, the Contractor shall have no claim to compensation for any loss sustained by him by reason of his having purchased or procured any materials or entered into any engagements or made any advances on account or with a view to the execution of the work or the performance of contract. And, in case action is taken under any of provisions aforesaid, the Contractor shall not be entitled to recover or be paid, any sum for any work thereof or actually performed under this contract unless and until the Engineer-in-charge has certified, in writing, the performance of such work and the value payable in respect thereof, and he shall only be entitled to be paid the value so certified.

**Clause 4 : Contractor remains liable to pay compensation, if action not taken under Clause 3**

(i) In any case in which any of the powers conferred by Clause 3 hereof, shall have become exerciseable and the same shall have not been exercised, the non-exercise, thereof, shall not constitute waiver of any of the conditions hereof, and such power shall, not with standing, be exerciseable in the event of any future case of default by the Contractor for which, by any clause or clauses hereof, he is declared liable to pay compensation amounting to the whole of his Security Deposit/Performance Guarantee/Earnest Money/Enlistment security and the liability of the Contractor for past and future compensation shall remain unaffected.

**Powers to take possession of, or require removal, sale of Contractor's Plant.**

(ii) In the event of the Engineer-in-charge putting in force, powers vested in him under the preceding Clause 3 he may, if he so desires, take possession of all or any tools, plants, materials and stores, in or upon the works or the site, thereof, or belonging to the contractor or procured by him and intended to be used for the execution of the work or any part thereof, paying or allowing for the same in account, at the contract rates or, in case of these not being applicable, at current market rates, to be certified by the Chief Engineer or duly authorised Engineer (whose certificate, thereof, shall be final and conclusive), otherwise the Engineer-in-charge may, by notice in writing to the contractor or his clerk of the works, foreman or other authorised agent, require him to remove such tools, plant, materials or stores from the premises (within a time to be specified in such notice), and in the event of the Contractor failing to comply with any requisition, the Chief Engineer or other duly authorised Engineer may remove them at the Contractor's expenses, sell them by auction or private sale on account of the Contractor and at his risk in all respects, and the certificate of the Chief Engineer or other duly authorised Engineer, as to the expense of any such removal, and the amount of the proceeds and expense of any such sale shall be final and conclusive against the Contractor.

**Clause 5 : Extension of Time**

If the Contractor shall desire an extension of time for completion of the work on the ground of his having been unavoidably hindered in its execution or on any other grounds, he shall apply, in writing, to the Engineer-in-charge within 30 days of the date of the hindrance.

on account of which he desires such extension as aforesaid, and the Authority Competent to grant extension under the rules/delegations of powers or other duly authorised Engineer shall, if in his opinion, (which shall be final) reasonable grounds be shown therefor, authorise such extension of time, if any, as may, in his opinion, be necessary or proper, if the period of completion of contract expires before the expiry of the period of one month provided in this Clause, the application for extension shall be made before the expiry of the period stipulated for completion of the contract. The competent authority shall grant such extension at each such occasion within a period of 30 days of receipt of application from contractor and shall not wait for finality of work. Such extensions shall be granted in accordance with provisions under clause (2) of this agreement.

**Clause 5 A : Monthly Return of Extra Claims**

Contractor has to submit a return every month for any work claimed as extra. The Contractor shall deliver the return in the office of the Executive Engineer and obtain Receipt Number of the Receipt Register of the day on or before 10th day of every month during the continuance of the work covered by this contract, a return showing details of any work claimed as extra by the contractor which value shall be based upon the rates and prices mentioned in the contract or in the Schedule of Rates in force in the District for the time being. The contractor shall be deemed to have waived all claims, not included in such return, and will have no right to enforce any such claims not included, whatsoever be the circumstances.

**Clause 6 : Final Certificate**

On completion of the work, the Contractor shall send a registered notice to the Engineer-in-charge, giving the date of completion and sending a copy of it to the officer accepting the contract, on behalf of the Governor and shall request the Engineer-in-charge to give him a certificate of completion, but no such certificate shall be given nor shall the work be considered to be complete until the contractor shall have removed from the site on which the work shall be executed, all scaffolding, surplus materials and rubbish and cleared off the dirt from all wood work, doors, walls, floors, or other parts of any building in, upon or about which the work is to be executed or of which he may have possession for the execution thereof, he had filled up the pits. If the contractor shall fail to comply with the requirements of this Clause as to removal of scaffolding, surplus materials and rubbish and cleaning off dirt and filling of pits on or before the date fixed for completion of the work, the Engineer-in-charge may, at the expense of the contractor, remove such scaffolding, surplus materials, and the rubbish and dispose of the same, as he thinks fit, and clean off such dirt and fill the pits, as aforesaid, and the contractor shall forthwith pay the amount of all expenses, so incurred, and shall have no claim in respect of any such scaffolding or surplus materials, as aforesaid, except for any sum actually realised by the sale thereof. On completion, the work shall be measured by the Engineer-in-charge himself or through his subordinates, whose measurements shall be binding and conclusive against the contractor. Provided that, if subsequent to the taking of measurements by the subordinate, as aforesaid, the Engineer-in-charge had reason to believe that the measurements taken by his subordinates are not correct, the Engineer-in-charge shall have the power to cancel the measurements already taken by his subordinates and acknowledged by the Contractor and to take measurements again, after

giving reasonable notice to the Contractor, and such re-measurements shall be binding on the Contractor.

Within ten/thirty days of the receipt of the notice, Engineer-in-charge shall inspect the work and if there is no visible defects on the face of the work, shall give the Contractor, a certificate of completion. If the Engineer-in-charge finds that the work has been fully completed, it shall be mentioned in the certificate so granted. If, on the other hand, it is found that there are certain visible defects to be removed, the certificate to be granted by Engineer-in-charge shall specifically mention the details of the visible defects alongwith the estimate of the cost for removing these defects. The final certificate of work shall be given after the visible defects pointed out as above have been removed

(delete whichever is not applicable). (Ten days will apply to works at the headquarters of Engineer-in-charge and thirty days for works at other place.)

**Clause 7 : Payment on Intermediate Certificate to be regarded as advance**

No payments shall be made for works estimated to cost less than rupees twenty five thousand, till after the whole of the works shall have been completed and a certificate of completion given. But in the case of works estimated to cost more than Rupees twenty five thousand, the contractor shall on submitting the bill therefor, be entitled to receive a monthly payment proportionate to the part, thereof, then approved and passed by the Engineer-in-charge, whose certificate of such approval and passing of sum, so payable, shall be final and conclusive. Running Account Bill shall be paid within 15 days from presentation. But all such intermediate payments shall be regarded as payments by way of advance against the final payment only and not as payments for work actually done and completed, and shall not preclude the requiring of bad unsound and imperfect or unskillful work to be removed and taken away and re-constructed or re-erected, or considered as an admission of the due performance of the contract, or any part thereof, in any respect, or the accruing of any claim, nor shall it conclude, determine, or effect in any way the powers of the Engineer-in-charge under these conditions or any of them to the final settlement and adjustment of the accounts or otherwise or in any other way vary or affect the contract. The final bill shall be made/submitted by the Contractor within one month of the date fixed for completion of the work otherwise the Engineer-in-charge's certificate of the measurement and of the total amount payable for the work accordingly shall be final and binding on all parties.

**Clause 7 A : Time Limit for Payments of Final Bills**

The final bill shall be paid within 3 months on presentation by the contractor after issuance of final completion certificate in accordance with clause 6 of the conditions of contract. If, there shall be any dispute about any item(s) of the work, then the undisputed item(s) only, shall be paid within the said period of 3 months. If a final bill (which contains no disputed item or disputed amount of any item) is not paid within the period of 3 months from presentation of final bill or 6 months from the date of receipt of registered notice regarding completion of work in accordance with clause 6 of the conditions of the contract, the defects, if any, shall be brought to the notice of the higher authority. The period of 3 months shall commence from the date of rectification of the defects. The higher authority shall ensure that in no case final bill should be left unpaid after 9 months from the receipt of

registered notice regarding completion of work. The contractor shall submit a memorandum of the disputed items alongwith justification in support within 30 days from the disallowance thereof, and if he fails to do so, his claims shall be deemed to have been fully waived and absolutely extinguished.

**Clause 8 : Bills to be submitted monthly**

A bill shall be submitted by the Contractor each month on or before the date fixed by the Engineer-in-charge for all work executed in the previous month and the Engineer-in-charge shall take or cause to be taken the requisite measurement for the purpose of having the same verified and the claim, as far as admissible, authorised or paid, if possible, before the expiry of ten days from the presentation of the bill. If the Contractor does not submit the bill within the time fixed, as aforesaid, the Engineer-in-charge may depute a subordinate to measure up the said work in the presence of the Contractor, whose signature in the Measurement Book will be sufficient warrant and the Engineer-in-charge may prepare a bill from such Measurement Book, which shall be binding on the Contractor in all respects.

**Clause 8A : Contractor to be given time to file objection to the Measurements recorded by the Department**

Before taking any measurement of any work, as have been referred to in preceding Clauses 6,7 & 8, the Engineer-in-charge or a subordinate, deputed by him, shall give reasonable notice to the Contractor. If the Contractor fails to be present at the time of taking measurements after such notice or fails to sign or to record the difference within a week from the date of measurement in the manner required by the Engineer-in-charge or by the subordinates deputed by him, as the case may be, shall be final and binding on the Contractor and the Contractor shall have no right to dispute the same.

**1|Clause 8B : Recovery of cost of preparation of the Bill**

In case of Contractors of Class "A" and "AA" do not submit the bill within time fixed, the Engineer-in-Charge may prepare the bill as per provision of clause 8 of the Conditions of Contract but deduction @ 0.5% of amount of such a bill shall be made and credited to the general revenue on account of preparation of bill.]

**Clause 9 : Recovery of cost of preparation of the Bill**

The Contractor shall submit all bills on the printed forms, to be had on application, at the office of the Engineer-in-charge and the charges in the bills shall always be entered at the rates specified in the tender or in the case of any extra work ordered in pursuance of these conditions, and not mentioned or provided for in the tender, at the rates hereinafter provided for such work.

**Clause 9A : Payments of Contractor's Bills to Banks**

Payments due to the Contractor may if so desired by him, be made to his Bank instead of direct to him, provided that the contractor has furnished to the Engineer-in-charge (i) an authorisation in the form of a legally valid document, such as a Power of Attorney conferring authority on the Bank to receive payments, and (ii) his own acceptance of the correctness of the account made out, as being due to him, by Government, or his signature on the bill or other claim preferred against Government before settlement by the Engineer-in-charge of the account or claim, by payment to the Bank. While the receipt given by such bank shall constitute a full and sufficient discharge for the payment, the Contractor should, whenever

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1. Added by Order No.F.2(4)FD/Exp.III/99 dated 14.8.2002 (Circular No.15/2002) with immediate effect.

possible, present his bill duly receipted and discharged through his Banker. Nothing, herein contained, shall operate to create in favour of the Bank any rights vis-a-vis the Governor.

**Clause 10 : Stores supplied by Government**

If the specification or estimate of the work provides for the use of any special description of material, to be supplied from Engineer-in-charge's stores, or if, it is required that contractor shall use certain stores to be provided by the Engineer-in-charge specified in the schedule or memorandum hereto annexed, the Contractor shall be bound to procure and shall be supplied such materials and stores as are, from time to time, required to be used by him for the purpose of the contract only, and the value of the full quantity of materials and stores, so supplied, at the rates specified in the said schedule or memorandum, may be set off or which may be deducted from any sum, then due or thereafter become due, to the contractor under the contract or otherwise or against or from the Performance Guarantee and/or Security Deposit or the proceeds of sale, if the same is held in Government securities, the same or a sufficient portion thereof being in this case, sold for this purpose. All materials supplied to the Contractor, either from departmental stores or with the assistance of Government, shall remain the absolute property of Government. The Contractor shall be the trustee of the Stores/Materials, so supplied/procured, and these shall not, on any account, be removed from the site of work and shall be, all times, open to inspection by the Engineer-in-charge. Any such material, unused and in perfectly good condition at the time of completion or determination or rescinding of the contract, shall be returned to the Divisional Officer's Stores, if, by a notice in writing under his hand, he shall so require, and if on service of such notice, the contractor fails to return the materials, so required, he shall be liable to pay the price of such materials in accordance with the provision of Clause 10 B *ibid*. But the Contractor shall not be entitled to return any such materials, unless with such consent, and shall have no claim for compensation on account of any such materials, so supplied to him as aforesaid being unused by him, or for any wastage in or damage to any such materials. For the stores returned by the Contractor, he shall be paid for, at the price originally charged excluding storage charges, in case of materials supplied from departmental stores and actual cost including freight, cartage, taxes etc., paid by the Contractor, in case of supplies received with the assistance of Government, which, however, should in no case exceed market rate prevailing at the time the materials are taken back. The decision of the Engineer-in-charge, as to the price of the stores returned, keeping in view its condition etc., shall be final and conclusive. In the event of breach of the aforesaid condition, the Contractor shall, in addition to throwing himself open to account for contravention of the terms of the license or permit and/or for criminal breach of trust, pay to the Government, all advantages or profits resulting, or which in the usual course, would result to him by reason of such breach. Provided that the Contractor shall, in no case be entitled to any compensation or damage on account of any delay in supply, or non-supply thereof, all or any such materials and stores.

**Clause 10 A : Rejection of materials procured by the Contractor**

The Engineer-in-charge shall have full powers to require the removal from the premises of all materials which in his opinion, are not in accordance with the specifications and, in case of default, the Engineer-in-charge shall be at liberty to employ other person(s) to remove the same without being answerable or accountable for any loss of damage, that may happen or arise to such materials to be substituted thereof, and in case of default, Engineer-in-

charge may cause the same to be supplied and all costs, which may attend such removal and substitution, are to be born by the Contractor.

**Clause 10 B : Penal rate in case of excess consumption**

The Contractor shall also be charged for the materials consumed in excess of the requirements calculated on the basis of standard consumption approved by the department, at double of the issue rate including storage and supervision charges or market rate, whichever is higher. A Material Supply and Consumption Statement, in prescribed Form RPWA 35A, shall be submitted with every Running Account Bill, distinguishing material supplied by the Government and material procured by the Contractor himself. The recovery for such material shall be made from Running Account Bill next after the consumption and shall not be deferred. Certificate of such nature shall be given in each Running Account Bill.

**Clause 10 C : Hire of Plant and Machinery**

Special Plant and Machinery, required for execution of the work, may be issued to the Contractor, if available, on the rates of hire charges and other terms and conditions as per departmental Rules, as per Schedule annexed to these conditions. Rates of such Plant & Machinery shall be got revised periodically so as to bring them at par with market rate.

**Clause 11: Works to be executed in accordance with Specifications, Drawings, Orders etc.**

The Contractor shall execute the whole and every part of the work in the most substantial and satisfactory manner and both as regards materials and otherwise in every respect, in strict accordance with the Specifications. The Contractor shall also conform exactly fully and faithfully to the designs, drawings and instructions in writing relating to the work signed by the Engineer-in-charge and lodged in his office and to which the Contractor shall be entitled to have access at such office or on the site of the work for the purpose of inspection during office hours and the Contractor shall, if he so require, be entitled, at his own expense, to make or cause to be made copies of specifications and of all such designs, drawings and instructions, as aforesaid. A certificate of executing works as per approved design and specifications etc. shall be given on each Running Account Bill.

The specifications of work, material, methodology of execution, drawings and designs shall be signed by the Contractor and Executive Engineer while executing agreement and shall form part of agreement.

**Clause 12**

The Engineer-in-Charge shall have power to make any alterations, omissions or additions to or substitutions for the original specifications, drawings, designs and instructions, that may appear to him to be necessary during the progress of the work and the contractor shall carry out the work in accordance with any instructions which may be given to him in writing signed by the Engineer-in-Charge, and such alterations, omission, additions or substitutions shall not invalidate the contract and any altered, additional or substituted work, which the contractor may be directed to do in the manner above specified, as part of the work.



shall be carried out by the contractor on the same conditions in all respects on which he agreed to do the main work. The time for the completion of the work shall be extended in the proportion that the altered, additional or substituted work bears to the original contract work, and the certificate of the Engineer-in-Charge shall be conclusive as to such proportion. The rates for such additional, altered or substituted work under this clause shall be worked out in accordance with the following provisions in their respective order :

- (i) If the rates for the additional, altered or substituted work are specified in the contract for the work, the contractor is bound to carry out the additional, altered or substituted work at the same rates as are specified in the contract for the work.
- (ii) If the rates for the additional, altered or substituted work are not specifically provided in the contract for the work, the such rates will be derived from the rates for a similar class of work as are specified in the contract for the work.
- (iii) If the rates for the altered, additional or substituted work can not be determined in the manner specified in the sub-clauses (i) to (ii) above, then the rates for such composite work item shall be worked out on the basis of the concerned Schedule of Rates of the District/area specified above minus/plus the percentage which the total tendered amount bears to the estimated cost of the entire work put to tender. Provided always that if the rate for a particular part or parts of the item is not in the Schedule of Rates, the rate for such part or parts will be determined by the Engineer-in-Charge on the basis of the prevailing market rates when the work was done.
- (iv) If the rates for the altered, additional or substituted work item can not be determined in the manner specified in sub-clauses (i) to (iii) above, then the contractor shall within 7 days of the date of receipt of order to carry out the work, inform the Engineer-in-Charge of the rate which it is his intention to charge for such class of work supported by analysis of the rate or rates claimed and the Engineer-in-Charge shall determine the rate or rates on the basis of prevailing market rates, and pay the contractor accordingly. However, the Engineer-in-Charge, by notice in writing, will be at liberty to cancel his order to carry out such class of work and arrange to carry it out in such manner as he may consider advisable. But under no circumstances, the contractor shall suspend the work on the plea of non-settlement of rates on items falling under the clause.
- (v) Except in case of items relating to foundations, provisions contained in sub-clauses (i) to (iv) above shall not apply to contract or substituted items as individually exceed the percentage set out in the tender documents under clause 12.A.,

**For the purpose of operation of clause 12 (v) the following works shall be treated as work relating to foundations :-**

- (a) For buildings, compound wall plinth level or 1.2 metres (4 ft.) above ground level whichever is lower, excluding items above flooring and D.P.C., but including base concrete below the floors.
- (b) For abutments, piers, retaining wall of culverts and bridges, walls of water reservoir and the bed of floor level.
- (c) For retaining walls, where floor levels is not determinate 1.2 metres above the average ground level or bed level.
- (d) For roads, all items of excavation and filling including treatment of sub base and soling work.

- (e) For water supply lines, sewer lines under ground storm water drains and similar work, all items of work below ground level except items of pipe work for proper masonry work.
- (f) For open storm water drains, all items of work except lining of drains.
- (g) Any other items of similar nature which Engineer-in-Charge may decide relating to foundation.

The rate of any such work, except the items relating to foundations, which is in excess of the deviation limit shall be determined in accordance with the provisions contained in Clause 12A.

#### **Clause 12A**

The quantum of additional work for each item shall not exceed 50% of the original quantity given in the agreement and the total value of additional work shall not exceed 20% of the total contract value, unless otherwise mutually agreed by the Engineer-in-charge and the Contractor. This limit shall not be applicable on items relating to foundation work which shall be executed as per original rates or provision of clause 12(i) to (iv).

In case of contract substituted items or additional items, which results in exceeding the deviation limit laid down in this clause except items relating to foundation work, which the contractor is required to do under clause 12 above, the contractor shall within 7 days from the receipt of order, claim revision of the rate supported by proper analysis in respect of such items for quantities in excess of the deviation limit notwithstanding the fact that the rates for such items exist in the tender for the main work or can be derived in accordance with the provision of sub clause (ii) of clause 12 and the Engineer-in-Charge, may revise their rates having regard to the prevailing market rates and the contractor shall be paid in accordance with the rates so fixed. The Engineer-in-Charge shall, however, be at liberty to cancel his order to carry out such increased quantities of work by giving notice in writing to the contractor and arrange to carry it out in such manner as he may consider advisable. But under no circumstances, the contractor shall suspend the work on the plea of non-settlement of rates of items failing under this Clause.

All the provisions of the preceding paragraph shall equally apply to the decrease in rates of items for quantities in excess of the deviation limit notwithstanding the fact that the rates for such items exist in the tender for the main work or can be derived in accordance with the provisions of sub-clause(ii) of the preceding clause 12 and the Engineer-in-Charge may revise such rates having regard to the prevailing market rates unless otherwise mutually agreed by the Engineer-in-charge and the Contractor.

#### **Clause 13 : No compensation for alterations in or restriction of work to be carried out.**

If, at any time after the commencement of the work, the Government shall, for any reason, whatsoever, not require the whole work, thereof, as specified in the tender, 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 payments or compensation, whatsoever, 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 full amount of the work not having been

carried out. Neither, shall he have any claim for compensation by reason of alterations having been made in the original specifications, drawings and design and instructions, which shall involve any curtailment of the work, as originally contemplated. Provided, that the Contractor shall be paid the charges for the cartage only, of materials actually brought to the site of the work by him for bonafide use and rendered surplus as a result of the abandonment or curtailment of the work or any portion thereof, and taken them back by the Contractor provided, however, that the Engineer-in-charge shall have, in all such cases, the option of taking over all or any such materials at their purchase price or at local market rates whichever may be less. In the case of such stores, having been issued from Government Stores, charges recovered, including storage charges, shall be refunded after taking into consideration any deduction for claim on account of any deterioration or damage while in the custody of the contractor, and in this respect the decision of the Engineer-in-charge shall be final.

**Clause 14 : Action and compensation payable in case of bad work**

If, it shall appear to the Chief Engineer or any authorised authority or the Engineer-in-Charge or his subordinates in-charge of the work, or to the committee of retired officers/officers appointed by the State Government for the purpose that any work has been executed with unsound, imperfect or unskillful workmanship, or with material of any inferior description, or that any materials or articles provided by him for the execution of the work are unsound or of a quality inferior to that contracted, or otherwise not in accordance with contract, the Contractor shall on demand in writing from the Engineer-in Charge, specifying the work/materials or articles complained of, notwithstanding that the same may have been inadvertently passed, certified and paid for, will rectify or remove and reconstruct the work, so specified, in whole or in part, as the case may be. remove the materials or articles, so specified, and provide other proper and suitable materials or articles, at his own cost and in the event of his failing to do so, within a period to be specified by the Engineer-in Charge in his demand, as aforesaid, then the Contractor shall be liable to pay compensation, at the rate of one percent, on the tendered amount of work for every week not exceeding ten percent, while his failure to do so shall continue, and in the case of any such failure, the Engineer-in Charge may rectify or remove and re-execute the work or remove and replace with others, the materials or articles complained of as the case may be, at the risk and expense, in all respects of the contractor.

**Clause 15 : Work to be open to inspection : Contractor or his responsible Agent to be present**

All work, under or in course of execution or executed in pursuance of the contract, shall, at all times, be open to inspection and supervision of the Engineer-in-charge and his superior officers e.g. Superintending Engineer, Additional Chief Engineer, Chief Technical Engineer, Chief Engineer, and his subordinates and any other authorised agency of the Government and the contractor shall, at all times during the usual working hours, and at all other times at which reasonable notice of the intention of the Engineer-in-charge or his subordinate and any other authorised agency of Government or committee of retired officers/officers appointed by the State Government for the purpose to visit the works shall have been given to the Contractor, either himself be present to receive orders and instructions or have a responsible agent, duly accredited in writing, present for the purpose. Orders given

to the Contractor's agent shall be considered to have the same force as if they had been given to the Contractor himself.

**Clause 16 : Notice to be given before any work is covered up**

The Contractor shall give not less than 7 days notice, in writing, to the Engineer-in-charge or his subordinate-in-charge of the work, before covering up or otherwise placing beyond the reach of measurement, any work in order that the same may be measured, and correct dimensions thereof, be taken before the same is so covered up or placed beyond the reach of measurement and shall not cover up or place beyond the reach of measurement any work without the consent in writing of the Engineer-in-charge of the work, and if, any work shall be covered up or placed beyond the reach of measurement without such notice having been given or consent obtained, the same shall be uncovered at the Contractor's expense or in default, thereof, no payment or allowance shall be made for such work, or for the materials, with which the same was executed.

**Clause 17 : Contractor liable for damage done and for imperfections**

If the Contractor or his work people or servants shall break, deface, injure or destroy any part of a building, in which they may be working or any building, road, fence, enclosure, or cultivated ground contiguous to the premises on which the work or any part of it is being executed, or if any damage shall happen to the work, while in progress, from any cause, whatsoever, or any imperfections become apparent in it, within a period specified in Clause 37, after a Certificate, final or otherwise of its completion, shall have been given by the Engineer-in-charge, may cause the same to be made good by other workmen and deduct the expense (of which the certificate of the Engineer-in-charge shall be final) from any sums that may be then, or at any time thereafter, may become due to the Contractor, or from his security deposit, or the proceeds of sale thereof, or of a sufficient portion thereof.

**Clause 18 : Contractor to supply Plant, Ladders, Scaffolding etc.**

The Contractor shall arrange and supply, at his own cost, all material (except such special materials, if any, as may, in accordance with the contract, be supplied from the Engineer-in-charge's stores), plants, tools, appliances, implements, ladders, cordage, tackle, scaffolding and temporary works requisite or proper for the proper execution of the work, whether original, altered, or substituted, and whether included in the specification or other documents, forming part of the contract, or referred to in these conditions or not, or which may be necessary for the purpose of satisfying or complying with the requirements of the Engineer-in-charge, as to any matter as to which, under these conditions, he is entitled to be satisfied or which he is entitled to require, together with carriage thereof, to and from the work. The Contractor shall also arrange and supply, without charge, the requisite number of persons with the means and materials, necessary for the purpose of setting out work and counting, weighing and assisting in the measurement or examination at any time and from time to time of the work, or materials. Failing his so doing, the same may be provided by the Engineer-in-charge, at the expense of the Contractor, and the expenses may be deducted from any money due to the Contractor under the contract, or from his Performance Guarantee and/or Security Deposit or the proceeds of sale thereof, or a sufficient portion thereof. The

Contractor shall also provide all necessary fencing and lights required to protect the public from accident and shall be bound to bear the expenses of defense of every suit, action or other proceeding at law, that may be brought by any person for injury sustained owing to neglect of the above precautions, and to pay any damages and costs, which may be awarded in any such suit, action proceeding to any such person or which may, with the consent of the Contractor, be paid to compromise any claim by any such person.

**Clause 19 : Work not to be sub-let, Contract may be rescinded and Security Deposit and Performance Forfeited for sub-letting, bribing or if Contractor becomes insolvent.**

The contract shall not be assigned or sublet without the written approval of the Chief Engineer, and if the Contractor shall assign or sublet his contract or attempt so to do, or become insolvent, or commence any insolvency proceedings or make any composition with his creditors, or attempt so to do, or if any bribe, gratuity, gift, loan, requisite reward or advantage, pecuniary or otherwise, shall either, directly or indirectly, be given, promised or offered by the Contractor or any of his servants or agents, to any public officer or person, in the employ of Government, in any way, relating to his office or employment, or if, any such officer or person shall become, in any way, directly or indirectly, interested in the contract, the Chief Engineer may, thereupon, by notice, in writing, rescind the contract and the Performance Guarantee and Security Deposit of the Contractor shall, thereupon, stand forfeited and be absolutely at the disposal of Government and the same consequences shall ensue as, if the contract had been rescinded under Clause 3 hereof, and in addition the Contractor shall not be entitled to recover or be paid for any work therefor, actually performed under the contract.

**Clause 20 : Sums payable by way of compensation to be considered as reasonable compensation without reference to actual loss.**

All sums payable by way of compensation under any of these conditions shall be considered as reasonable compensation to be applied to the use of Government without reference to the actual loss or damage sustained and whether or not any damage shall have been sustained.

**Clause 21 : Changes in Constitution of firm**

Where the Contractor is a partnership firm, the previous approval, in writing, of the Engineer-in-charge shall be obtained before any change is made in the constitution of the firm. Where the Contractor is an individual or a Hindu undivided family business concern, such approval, as aforesaid, shall likewise be obtained before the Contractor enters into any partnership agreement where under the partnership firm would have the right to carry out the work thereby undertaken by the Contractor. If, previous approval, as aforesaid, is not obtained, the contract shall be deemed to have been assigned in contravention of Clause 19 hereof, and the same action may be taken, and the same consequences shall ensue, as provided in the said clause 19.

**Clause 22 : Works to be under direction of Engineer-in-charge**

All the works, to be executed under the contract, shall be executed under the direction and subject to the approval, in all respect, of the Engineer-in-charge of the Government of Rajasthan for the time being, who shall be entitled to direct, at what point or points, and in what manner, they are to be commenced, and from time to time, carried on.

**Clause 23 : Standing Committee for Settlement of Disputes**

If any question, difference or objection, whatsoever shall arise in any way, in connection with or arising out of this instrument, or the meaning of operation of any part thereof, or the rights, duties or liabilities of either party then, save in so far, as the decision of any such matter, as herein before provided for, and been so decided, every such matter constituting a total claim of Rs. 50,000/- or above, whether its decision has been otherwise provided for and whether it has been finally decided accordingly, or whether the contract should be terminated, or has been rightly terminated, and as regards the rights or obligations of the parties, as the result of such termination, shall be referred for decision to the empowered Standing Committee, which would consist of the followings:-

- (i) Administrative Secretary concerned.
- <sup>1</sup>[(ii) Finance Secretary or his nominee, not below the rank of Deputy Secretary.]
- (iii) Law Secretary or his nominee, not below the rank of Joint Legal Remembrancer.
- (iv) Chief Engineer-cum-Addl. Secretary of the concerned department.
- (v) Chief Engineer concerned (Member - Secretary)

The Engineer-in-charge, on receipt of application along with non-refundable prescribed fee, (the fee would be two percent of the amount in dispute, not exceeding Rs. One lac) from the Contractor, shall refer the disputes to the committee, within a period of one month from the date of receipt of application.

Procedure and Application for referring cases for settlement by the Standing Committee shall be, as given in Form RPWA 90.

**Clause 23A : Contractor to indemnify for infringement of Patent or design.**

Contractor shall fully indemnify the Governor of Rajasthan against any action, claim or proceeding, relating to infringement or use of any patent or design, or any alleged patent or design, rights, and shall pay and royalties, which may be payable in respect of any article or part thereof, included in the contract, in the event of any claims made under or action brought against Government. In respect of any such matters, as aforesaid, the Contractor shall be, immediately, noticed thereof, and the Contractor shall be at liberty, at his own expense, to settle any dispute or to conduct any litigation, that may arise therefrom provided that the Contractor shall not be liable to indemnify the Governor of Rajasthan, if the infringement of

1. Substituted by Order No.F.2 (4)FD/Exp.III/99 dated 30.11.1999 (Cir. No 2/99) and again substituted on 9.3.2004 (Circular No. 19/2004) with immediate effect.

the patent or design or any alleged patent or design, right is the direct result of an order passed by the Engineer-in-charge in this behalf.

**Clause 24 : Imported Store articles to be obtained from Government.**

The Contractor shall obtain from the stores of the Engineer-in-charge, all imported store articles, which may be required for the work or any part thereof, or in making up articles required thereof, or in connection therewith, unless he has obtained permission, in writing, from the Engineer-in-charge, to obtain such stores and articles from else-where. The value of such stores and articles, as may be supplied to the Contractor by the Engineer-in-charge, will be debited to the Contractor, in his account, at the rates shown in the schedule attached to the contract, and if they are not entered in the schedule, they will be debited at cost price, which for the purposes of this contract, shall include the cost of carriage and all other expenses, whatsoever, which shall have been incurred in obtaining delivery of the same at the stores aforesaid plus storage charges.

**Clause 25 : Lump-sums in estimates**

When the estimate, on which a tender is made includes lump sums, in respect of parts of the work, the Contractor shall be entitled to payment in respect of the item of work involved, or the part of the work in question at the same rates, as are payable under the contract for such items or if the part of the work in question is not, in the opinion of the Engineer-in-charge, capable of measurement, the Engineer-in-charge may at his discretion pay the lump sum amount entered in the estimate and the certificate in writing of the Engineer-in-charge shall be final and conclusive with regard to any sum or sums payable to him under the provisions of this clause.

**Clause 26 : Action where no Specification**

In case of any Class of work for which there is no such specification as is mentioned in Rule 1, such work shall be carried out in accordance with the detailed specification of the department and also in accordance with the instructions and requirement of the Engineer-in-charge.

**Clause 27 : Definition of work**

The expression "works" or "work" where used in these conditions, shall, unless there be some thing either in subject or context, repugnant to such construction, be construed and taken to mean the works by or by virtue of the contract contracted to be executed, whether temporary or permanent, and whether original, altered, substituted or additional.

**Clause 27 A : Definition of Engineer-in-charge**

The term "Engineer-in-charge" means the Divisional Officer, who shall supervise, and be in charge of the work, and who shall sign the contract on behalf of the Governor.

**Clause 28 :**

It can not be guaranteed that the work will be started immediately after the tenders have been received. No claims for increase of rate will be entertained, if the orders for starting work are delayed.

**Clause 29 : Payments at reduced rates on account of items of work not accepted and not completed to be at the discretion of the Engineer-in-charge**

The rates for several items of works, estimated to cost more than Rs. 1,000/-, agreed within, will be valid only when the item concerned is accepted, as having been completed fully in accordance with the sanctioned specification. In cases, where the items of work are not accepted, as so completed, the Engineer-in-charge may make payment on account of such items, at such reduced rates, as he considers reasonable, in the preparation of final or on account bills, and his decision in the matter shall be final and binding.

**Clause 29 A: Payments at part rates**

The rates for several items of works may be paid at part rates provisionally in running bills in proportion to the quantum of items executed at the discretion of Engineer-in-charge. In case of item rates, if the rate quoted for certain items are very high in comparison to the average/overall tendered premium, then the payment at running stages shall not be made more than the average sanctioned premium. The deferred payment, will however be released after successful completion of the work.

**Clause 30 : Contractor's percentage**

The percentage referred to in the "Tender for works" will be deducted/added from/to the gross amount of the bill before deducting the value of any stock issued.

**Clause 31 : Contractor to adhere to labour laws/regulation**

The Contractor shall adhere to the requirements of the Workmen's Compensation Act and Labour Legislation in force from time to time and be responsible for and shall pay any compensation to his workmen which would be payable for injuries under the Workmen's Compensation Act, here-in-after called the said Act. If such compensation is paid by the State as Principal employer under Sub Section (1) of section 12 of the said Act, on behalf of the Contractor, it shall be recoverable by the State from the Contractor under Sub Section (2) of the said section. Such compensation shall be recovered in the manner laid down in Clause 1 of the Conditions of Contract.

[Note: All Contracts with Government shall require registration of workers under the Building & other Construction Workers (Regulation of Employment & Conditions of Services) Act, 1996 and extension of benefit to such workers under the Act. Deductions of cess at source will be made as per provisions of the said Act, in force from time to time.]

**Clause 32 : Withdrawal of work from the Contractor**

If the Engineer-in-charge shall at any time and for any reasons, whatever, including inability to maintain prorata progress, think any portion of the work should not be executed or should be withdrawn from the contractor, he may, by notice in writing to that effect, require the Contractor not to execute the portion of the work specified in the notice, or may withdraw from the Contractor the portion of work, so specified, and the contractor shall not be entitled

1. Added vide Circular No. 46/2010 dated 28.5.2010 and again substituted vide Circular No. 47/2010 dated 27.7.2010 for - "All Contracts with Government shall require registration of workers under the Building & other Construction Workers (Regulation of Employment & Conditions of Services) Act, 1996 and extension of benefit to such workers under the Act."



to any compensation, by reason of such portion of work having been withdrawn from him. The Engineer-in-charge may supplement the work by engaging another agency to execute such portion of the work at the cost of the original contractor, without prejudice to his rights under clause 2. He shall also be competent to levy compensation for delay in progress. The recovery of excess cost shall be made from next available running bill or any other claim and shall not be deferred.

**Clause 33 :**

The contract includes clearance, levelling and dressing of site within a distance of 15 meters of the building on all sides except where the building adjoins another building.

**Clause 34 : Protect works**

The contractor shall arrange to protect, at his own cost, in an adequate manner, all cut stone work and other work, requiring protection and to maintain such protection, as long as work is in progress. He shall remove and replace this protection, as required by the Engineer-in-charge, from time to time. Any damage to the work, so protected, no matter how it may be caused, shall be made good by the Contractor free of cost.

All templates, forms, moulds, centering, false works and models, which in the opinion of the Engineer-in-charge, are necessary for the proper and workman like execution of the work, shall be provided by the Contractor free of cost

**Clause 35 : Contractor liable for settlement of claims caused by his delays**

If the progress of the work has fallen so much in arrears as to prevent other contractors on the work, from carrying out their part of the work within the stipulated time, he will be liable for the settlement of any claim, put in by any of these contractors for the expenses of keeping their labour unemployed, to the extent considered reasonable by the Engineer-in-charge.

**Clause 36 A :**

The liability, if any, on account of quarry fees, royalties, octroi and any other taxes and duties in respect of materials actually consumed on public work, shall be borne by the Contractor.

**Clause 36 B :**

The cost of all water connections, necessary for the execution of work, and the cost of water consumed and hire charges of meters and the cost of electricity consumed in connection with the execution of work, shall be paid by the Contractor, except where otherwise specifically indicated.

**Clause 36 C : Payment of Sales Tax, and any other Taxes**

Royalty or other tax on materials, issued in the process of fulfilling contract, payable to the Government under rules in force, will be paid by the Contractor himself.

**Clause 36 D:**

In respect of goods and materials procured by the Contractor, for use in works under the contract, sales tax will be paid by the Contractor himself. But in respect of all such goods manufactured and supplied by the Contractor and works executed under the contract, the responsibility of payment of sales tax would be that of the Engineer-in-charge.

**Clause 37: Refund of Performance Guarantee and Security Deposit:**

The Performance Guarantee and/or Security Deposit will be refunded after the expiry of the period as prescribed below:-

- (a) In case of contracts relating to hiring of trucks and other T & P transportation including loading, unloading of materials, the amount of **Performance Guarantee/Security Deposit** is refundable alongwith the final bill
- (b) **Supplies of material** : As per provisions of the G.F.& A.R.
- (c) **Ordinary repairs** : 3 months after completion of the work provided the final bill has been paid.
- <sup>1</sup>[(d) Original works/special repairs works : Security deposit will be refunded six months after completion, or expiry of one full rainy season, or after expiry of defect liability period as defined in the special condition of agreement, whichever is later provided the final bill has been paid.]
- <sup>2</sup>[(e) In case of PWD original works/special repairs works costing more than Rs. 10.00 lacs, partial amount of Security Deposit will be refunded during the defect liability period @ 10% of SD amount after lapse of one year of completion and there after 10% of original amount of SD at the end of each subsequent year. The remaining amount of SD be refunded after the expiry of defect liability period.]

**Clause 38: Fair Wage Clause:**

- (a) The Contractor shall pay not less than fair wages/minimum wages to labourers engaged by him on the works as revised from time to time by the Government, but the Government shall not be liable to pay any thing extra for it except as stipulated in price escalation clause (clause 45) of the agreement.  
**Explanation :** "Fair Wage" means minimum wages for time or piece work, fixed or revised, by the State Government under the Minimum Wages Act, 1948.
- (b) The Contractor shall, notwithstanding the provisions of any contract to the contrary, cause to be paid fair wages to labourers indirectly engaged on the work, including any labour engaged by his sub-contractors in connection with the said work as if the labourers have been immediately or directly employed by him.
- (c) In respect of all labourers, immediately or directly employed on the work, for the purpose of Contractor's part of this agreement, the Contractor shall comply with or cause to be complied with the Public Works Department Contractor's Labour Regulations made, or that may be made by the Government from time to time in

1. Sub by Order No.F.2(4)FD/Exp.III/99, dated 15.9.2009 with immediate effect.

2. Added by Order No.F.2(4)FD/Exp.III/99, dated 15.9.2009 with immediate effect.

regard to payment of wages, wage period, deductions from wages, recovery of wages not paid, and unauthorised deductions, maintenance of wages register, wage card, publication of scale of wages and other terms of employment, inspection and submission of periodical returns and other matters of a like nature.

- (d) The Engineer-in-charge shall have the right to deduct from the money due to the Contractor any sum required or estimated to be required for making good the loss suffered by a worker or workers, by reasons of non-fulfillment of the conditions of the contract, for the benefit of the worker or workers, non-payment of wages or of deductions made therefrom, which are not justified by the terms of the contract, or as a result of non-observance of the aforesaid regulations.
- (e) Vis-a-Vis the Government of Rajasthan, the Contractor shall be primarily liable for all payments to be made and for the observance of the regulations aforesaid, without prejudice to his right to claim indemnity from his sub-contractors.
- (f) The regulations, aforesaid, shall be deemed to be part of this contract and any breach, thereof, shall be deemed to be breach of the contract.

**Clause 39 : Contractor to engage technical staff**

The Contractor shall engage the technical staff, as follows, on the contract works.

- (a) For works costing Rs. 100 lac and above - One Graduate Engineer
- (b) For works costing between Rs. 50 lac to Rs. 100 lac - One qualified diploma holder having experience of not less than 3 years.
- (c) For works costing between Rs. 15 lac and Rs. 50 lac - One qualified diploma holder.

The technical staff should be available at site, whenever required by Engineer-in-charge to take instructions.

**Clause 39 A :**

The Contractor shall comply with the provisions of the Apprenticeship Act, 1961, and the Rules and Orders issued, thereunder, from time to time. If he fails to do so, his failure will be a breach of contract. The Contractor shall also be liable for any pecuniary liability arising on account of any violation by him of the provisions of the said Act.

**Clause 40 : Safety Code**

The Contractor shall follow the safety code of the Department.

**Clause 41 : Near Relatives barred from tendering**

The Contractor shall not be permitted to tender for works in Circle, in which his near relative is posted as Divisional Accountant or as an officer in any capacity between the grades

of the Superintending Engineer and Assistant Engineer (both inclusive). He shall also intimate the names of persons, who are working with him in any capacity, or are subsequently employed by him and who are near relatives to any gazetted officer in the Organization/Department. Any breach of this condition by the Contractor would render him liable to be removed from the approved list of contractors of the Department. If such facts is noticed (a) before sanction of tender, his offer shall be declared invalid and earnest money shall be forfeited, (b) after sanction of the tender then the tender sanctioning authority may at his discretion forfeit his earnest money, performance guarantee, security deposit and enlistment deposit and the work/remaining work may allot to any registered contractor on the same rates as per rules.

Note : By the term 'near relative' is meant wife, husband, parents and grand-parents, children and grand children, brothers and sisters, uncles and cousins and their corresponding in-laws.

**Clause 42 : Retired Gazetted Officers barred for 2 years**

No Engineer of Gazetted rank or other Gazetted Officer, employed in Engineering or Administrative duties in an Engineering Department of the Government of Rajasthan, is allowed to work as a Contractor for a period of 2 years of his retirement from Government service without the previous permission of Government of Rajasthan. The contract is liable to be cancelled, if either the Contractor or any of his employee is found, at any time, to be such a person, who had not obtained the permission of Government, as aforesaid, before submission of the tender or engagement in the contractor's service, as the case may be.

**Clause 43 : Quality Control**

The Government shall have right to exercise proper Quality Control measures. The Contractor shall provide all assistance to conduct such tests.

**Clause 43 A :**

The work (whether fully constructed or not) and all materials, machines, tools and plant, scaffolding, temporary buildings and other things connected therewith, shall be at the risk of the contractor until the work has been delivered to the Engineer-in-charge, and a certificate from him, to the effect, obtained.

**Clause 44 : Death of Contractor**

Without prejudice to any of the rights or remedies under the contract, if the Contractor dies, the legal heirs of the Contractor or the Chief Engineer or duly authorised Engineer shall have the option of terminating the contract without any compensation.

**<sup>1</sup>[Clause 45 : Price Variation Clause**

If, during the progress of the contract of value exceeding Rs. 50 lac (accepted tendered amount minus cost of material supplied by the department), and where stipulated completion period is more than <sup>2</sup>[3 months] (both the conditions should be fulfilled), the price,

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1. Substituted by Order No.F.2 (4)FD/Exp.III/99 dated 13.7.2006 (Cir. No.26/2006) with immediate effect.

2. Substituted by Order No.F.2 (4)FD/PWF&AR/99 Part-II dated 24.10.2008 (Cir. No.38/2008) for "6 months" wherever appearing in said clause.

of any materials/bitumen/diesel and petrol/cement/steel incorporated in the works (not being materials to be supplied by the department) and/or wages of labour increases or decreases, as compared to the price and/or wages prevailing at the date of opening of tender or date of negotiations for the work, the amounts payable to contractors for the work shall be adjusted for increase or decrease in the rates of materials (excepting those materials supplied by the department)/labour/bitumen/diesel and petrol/cement/steel. If negotiated rates have been accepted, prices as on the date of negotiation shall be considered for price adjustment. Similarly, if rates received on the date of opening of tenders have been accepted, then prices on the date of opening of tender shall be considered for price adjustment.

[Increase or decrease in the cost of labour/material/diesel and petrol/cement/steel shall be calculated quarterly and cost of bitumen shall be calculated on monthly basis in accordance with the following formula:-]

**(A) Labour**

$$V_L = 0.75 \times \frac{P_L}{100} \times R \times \frac{(I_{L1} - I_{L0})}{I_{L0}}$$

$V_L$  = Increase or decrease in the cost of work during the quarter under consideration due to change in rates for labour.

$R$  = The value of the work done in rupees during the quarter under consideration excluding the cost of materials supplied by the department and excluding other items as mentioned in this clause.

$I_{L0}$  = The average consumer price index for industrial workers (whole-sale prices) for the quarter in which tenders were opened/negotiated (as published in Reserve Bank of India Journal/Labour Bureau Simla, for the area).

$I_{L1}$  = The average consumer price index for industrial workers (whole-sale prices) for the quarter of calendar year under consideration (as published in Reserve Bank of India Journal/Labour Bureau Simla, for the area).

$P_L$  = Percentage of labour components.

Note : In case of revision of minimum wages by the Government or other competent authority, nothing extra would be payable except the price escalation permissible under this clause.

**(B) Material (excluding material supplied by the department).**

$$V_M = 0.75 \times \frac{P_M}{100} \times R \times \frac{(L_{M1} - L_{M0})}{L_{M0}}$$

$V_M$  = Increase or decrease in the cost of work during the quarter under consideration due to change in rates for material.

$R$  = The value of the work done in rupees during the quarter under consideration excluding the cost of materials supplied by the department and excluding other items as mentioned in this clause.

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1.Substituted vide Circular No.F.2(4)FD/PWF&AR/99 Part-II dated 24.10.2008.

- $L_{M0}$  = The average wholesale price index (all commodities) for the quarter in which tenders were opened/negotiated (as published in Reserve Bank of India Journal/Economic Adviser to Government of India, Ministry of Industries, for the area).
- $L_{M1}$  = The average wholesale price index (all commodities) for the quarter under consideration (as published in Reserve Bank of India Journal/ Economic Adviser to Government of India, Ministry of Industries, for the area).
- $P_M$  = Percentage of material components (excluding materials supplied by the Department).

(C) **Bitumen**

$$V_b = 0.85 \times \frac{P_b}{100} \times R \times \frac{(B_1 - B_0)}{B_0}$$

$V_b$  = Increase or decrease in the cost of work during the month under consideration due to changes in the rate for bitumen.

$R$  = The value of the work done in rupees during the month under consideration excluding the cost of materials supplied by the department and excluding other items as mentioned in this clause.

$B_0$  = The official retail price of bitumen at the IOC depot at nearest center on the day 28 days prior to date of opening of Bids.

$B_1$  = The official retail price of bitumen of IOC depot at nearest center for the 15th day of the month under consideration.

$P_b$  = Percentage of bitumen component of the work.]

(D) **Petroleum**

$$V_f = 0.75 \times \frac{P_f}{100} \times R \times \frac{(F_1 - F_0)}{F_0}$$

$V_f$  = Increase or decrease in the cost of work during the quarter under consideration due to change in rates for fuel and lubricants.

$R$  = The value of the work done in rupees during the quarter under consideration excluding the cost of materials supplied by the department and excluding other items as mentioned in this clause.

$F_0$  = The average wholesale price index of High Speed Diesel (HSD) as published by the Economic Adviser to the Government of India, Ministry of Industry on the day of opening of tender/negotiations.

$F_1$  = The average whole sale price Index of H.S.D. for the quarter under consideration as published weekly by the Economic Adviser to the Government of India, Ministry of Industry for the quarter under consideration.

$P_f$  = Percentage of fuel and lubricants components excluding fuel and lubricants supplied by the Department (Specified in the sanctioned estimate for the work).

$R$  = Total work done during the quarter as prescribed under this clause.

Note : For application of this clause price of HSD is chosen to indicate fuel and lubricant component.

(E) **Cement**

$$V_C = 0.75 \times \frac{P_C}{100} \times R \times \frac{(L_{C1} - L_{C0})}{L_{C0}}$$

1. Added by Order No.F.2(4)/FD/Exp.III/99 dated 13.7.2006 (Cir. No.26/2006) with immediate effect.

2. Substituted vide Circular No. 38/2008 dated 24.10.2008.

- $V_C$  = Increase or decrease in the cost of work during the quarter under consideration due to change in the rates of cement.
- $R$  = The value of the work done in rupees during the quarter under consideration excluding the cost of cement supplied by the department and excluding other items as mentioned in this clause.
- $L_{C0}$  = The average wholesale price index for the quarter in which tenders were opened/negotiated (as published by the Economic Adviser to the Government of India, Ministry of Industries).
- $L_{C1}$  = The average whole sale price Index for the quarter under consideration (as published by the Economic Adviser to Government of India, Ministry of Industries).
- $P_C$  = Percentage of cement components (excluding cement supplied by the Department).

(F) Steel

$$V_S = 0.75 \times \frac{P_S}{100} \times R \frac{(L_{S1} - L_{S0})}{L_{S0}}$$

- $V_S$  = Increase or decrease in the cost of work during the quarter under consideration due to change in the rates of steel.
- $R$  = The value of the work done in rupees during the quarter under consideration excluding the cost of steel supplied by the department and excluding other items as mentioned in this clause.
- $L_{S0}$  = The average wholesale price index for the quarter in which tenders were opened/negotiated (as published by the Economic Adviser to the Government of India, Ministry of Industries).
- $L_{S1}$  = The average whole sale price Index for the quarter under consideration (as published by the Economic Adviser to Government of India, Ministry of Industries).
- $P_S$  = Percentage of steel components (excluding steel supplied by the Department).]

**Clause 45A : Price Variation in installation of elevators, supply/installation of Centrally Air Conditioning and Central Evaporating Cooling Works.**

In all cases of contracts for installation of elevators, supply/installation of Central Air Conditioning and Central Evaporating Cooling Works, the price quoted shall be based on the Indian Electrical and Electronics Manufacturers Association (IEEMA) price variation clause based on the cost of raw materials/components and labour cost as on the date of quotation/tender, and the same is deemed to be related to wholesale price index number of metal products and All India Average consumer price index number of industrial workers as specified below. In case of any variation in these index numbers, the prices shall be subject to adjustment up or down in accordance with following formula.

$$P = \frac{P_0}{100} (15 + 55 \frac{MP}{MP_0} + 15 \frac{W_0(D)}{W_0} + 15 \frac{W_0(I)}{W_0})$$

Where :

- $P$  = Price payable as adjusted in accordance with the above price variation formula.
- $P_0$  = Price quoted/confirmed.
- $MP_0$  = Wholesale Price Index Number for metal product as published by the office of the Economic Adviser, Ministry of Industry, Government of India, in their weekly bulletin. Revised Index Number of Wholesale Prices (Base : 1981 - 82=100) for the week ending first Saturday of the relevant calendar month. The relevant month shall be that in which price was offered or negotiated whichever is later.

$W_o$  = All India Average Consumer Price Index Number for Industrial workers (Base : 1982=100), as published by Labour Bureau, Ministry of Labour, Government of India, for relevant calendar month. The relevant month shall be that in which price was offered or negotiated whichever is later.

The above index number  $MP_o$  &  $W_o$  are those published by IEEMA as prevailing on the first working day of the calendar month FOUR months prior to the date of tendering.

$MP$  = Wholesale Price Index Number of Metal Products as published by the office of Economic Adviser, Ministry of Industry, Government of India, in their weekly bulletin Revised Index Number of wholesale prices (Base : 1981-82=100). The applicable wholesale price Index Number for Metal Products as prevailing on 1st Saturday of the month covering the date FOUR months prior to the date of delivery and would be as published by IEEMA.

$W_o(D)$  = All India Average Consumer Price Index Number for Industrial workers prevailing for the month covering the date FOUR months prior to the date of delivery of manufactured material and would be as published by IEEMA.

$W_o(1)$  = All India Average Consumer Price Index Number for Industrial workers (Base : 1982=100) as published by Labour Bureau, Ministry of Labour, Government of India. The applicable All India Consumer Price Index Number of Industrial workers prevailing for the FOUR months prior to the date of completion of installation/progress parts of installation and would be as published by IEEMA. The date of delivery shall be the date on which the manufactured material is actually supplied at site. The date of completion of installation (or progress part of installation shall be the date on which the work is notified as being completed and is available for inspection/duly tested. In the absence of such notification, the date of completion is not intimated, such completion shall be considered by the Engineer-in-charge which shall be final.

Note-1 The Wholesale Price Index Number for Metal Products is published weekly by the office of the Economic Adviser, but if there are any changes, the same are incorporated in the issue appearing in the following week. For the purpose of this Price Variation Clause, the final index figures shall apply.

Note-2 The sole purpose of the above stipulation is to arrive at the entire contract under the various situations. The above stipulation does not indicate any intentions to sell materials under this contract as movables.

Note-3 The indices  $MP$  &  $W_o$  are regularly published by IEEMA in monthly basic price circulars based on information bulletins from the authorities mentioned. These will be used for determining price variation and only IEEMA Circulars will be shown as evidence, if required.



### General Conditions for admissibility of Escalation

1. The exact percentage of labour/material (excluding materials to be supplied by the department)/bitumen/diesel and petrol/cement/steel component for the work shall be approved by the authority while sanctioning the detailed Estimates.
2. The breakup of components of labour/materials (excluding materials to be supplied by the department)/bitumen/diesel and petrol/cement/steel as indicated in Clause 45 have been pre-determined as below:-
 

(a)	Labour-----	percent
(b)	Material-----	percent
(c)	Bitumen-----	percent
(d)	Diesel and Petrol-----	percent
(e)	Cement-----	percent
(f)	Steel-----	percent
Total-----		100%]
3. While allowing price escalation the following shall be deducted from the value of work done (R):
  - (a) Cost of material supplied by the Department.
  - (b) Cost of services rendered as per Clause 34.
  - (c) Secured Advance/any advance added earlier but deducted now after work is measured.
  - (d) Cost of extra items, the rates for which have been worked out based on market rates/mutually agreed rates.
4. The first statement of escalation shall be prepared at the end of three months in which the work was awarded and the work done from the date of start to the end of this period shall be taken into account. For subsequent statement, cost of work done during every quarter shall be taken into account. At the completion of work, the work done during the last quarter or fraction, thereof, shall be taken into account.
5. For the purpose of reckoning the work done during any period, the bills prepared during the period shall be considered. The dates of recording measurements in the Measurement Book by the Assistant Engineer shall be the guiding factor to decide the bills relevant to any period. The date of completion, as finally recorded by the competent authority in the Measurement Book, shall be the criterion.
6. The index relevant to any quarter, for which such compensation is paid, shall be the arithmetical average of the indices relevant of the calendar month.
7. Price adjustment clause shall be applicable only for the work that is carried out within the stipulated time, or extension thereof, as are not attributable to the contractor.
8. If during the progress in respect of contract works stipulated to cost <sup>1</sup>[Rs.50 lacs] or less, the value of work actually done excluding cost of material supplied by the Department, exceeds Rs. 100 lac and completion period is more than <sup>1</sup>[6 months] then

<sup>1</sup> Substituted by Order No.F.2 (4)FD /Exp.III/99 dated 13.7.2006 (Cir. No.26/2006) with immediate effect.

escalation would be payable only in respect of value of work in excess over <sup>1</sup>[Rs.50 lacs,] from the date of satisfying both the conditions.

9. Where originally stipulated period is <sup>1</sup>[6 months] or less but actual period of execution exceeds beyond <sup>1</sup>[6 months] on account of reasons not attributable to contractor, escalation amount would be payable only in respect of extended period if amount of work is more than <sup>1</sup>[Rs.50 lacs].
10. In case the contractor does not make prorata progress in the first or another time span and the short fall in progress is covered up by him during subsequent time span within original stipulated period then the price escalation of such work expected to be done in the previous time span shall be notionally given based upon the price index of that quarter in which such work was required to be done.
11. No claims for price adjustment other than those provided herein, shall entertained.
12. If the period of completion including extended period attributable to Government exceeds twelve months but cost does not exceeds more than <sup>1</sup>[Rs.50 lacs,] no escalation is admissible.
13. Similarly, if cost of works increases more than <sup>1</sup>[Rs.50 lacs] but completion period including extended period attributable to government is less than <sup>1</sup>[6 months,] no escalation is admissible.
14. No provisional escalation is payable on the basis of indices of the previous quarter in absence of non publication of indices for concerned quarter by the RBI.
15. Escalation is always payable quarterly and no provisional escalation is payable monthly or fortnightly.
16. In case at the time of executing agreement, both the conditions (completion period <sup>1</sup>[6 months] and amount of work <sup>1</sup>[Rs.50 lacs] for admissibility of price escalation are not fulfilled and subsequent due to additional work and extension of time attributable to Government, both the conditions become fulfilled, in that case the escalation shall be payable from the date of satisfying both the conditions and only for work done beyond <sup>1</sup>[Rs.50 lacs] and in period of work beyond <sup>1</sup>[6 months].
17. The contractor shall for the purpose of this conditions keep such books of account and other documents as are necessary to show the amount of any increase climbed or reduction available and shall allow inspection of the same by a duly authorised representative of Government and further shall at the request of the Engineer-in-charge furnish, verified in such a manner as the Engineer-in-charge may require any documents so kept and such other information as the Engineer-in-charge may require.

**Clause 46: Force Majeure**

Neither party shall be liable to each other, for any loss or damage, occasioned by or arising out of acts of God such as unprecedented floods, volcanic eruptions, earthquake or other invasion of nature and other acts.

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1. Substituted by Order No.F.2 (4)FD/Exp.III/99 dated 13.7.2006 (Cir. No.26/2006) with immediate effect.

**Clause 47 : General Discrepancies and Errors**

In case of percentage rate tenders, if there is any typographical or clerical error in the rates shown by the Department in the "G" Schedule, the rates as given in the Basic Schedule of Rates of the Department for the area shall be taken as correct.

**Clause 48 : Post payment Audit & Technical Examination**

The Government shall have right to cause an audit and technical examination of the works, and the final bills of the contractor, including all supporting vouchers, abstracts etc., to be made within 2 years after payment of the final bill, and if, as a result of such audit and technical examination, any sum is found to have been over paid in respect of any work done by the Contractor under the contract, or any work claimed by him to have been done by him under the contract and found not to have been executed or executed below specifications, the Contractor shall be liable to refund the amount of over payment, and it shall be lawful for Department to recover the same from him in the manner prescribed in Clause 50 or in any other manner legally permissible, and if it is found that the Contractor was paid less than what was due to him under the contract in respect of any work executed by him under it, the amount of such under-payment shall be duly paid by the Government to the Contractor.

**Clause 48 A : Pre Check or Post Check of Bills**

The Government shall have right to provide a system of pre-check of Contractor's bills by a specified Organisation, and payment by an Engineer or an Accounts Officer/Sr. Accounts Officer/ Chief Accounts Officer/ Financial Advisor, as the Government may in its absolute discretion prescribe. Any over-payments/ excess payments detected, as a result of such pre-check or post-check of Contractor's bills, can be recovered from the Contractor's bills, in the manner, herein before provided, and the Contractor will refund such over/excess payments.

**Clause 48 B : Check Measurements**

The department reserves to itself, the right to prescribe a scale of check measurement of work, in general, or specific scale for specific works, or by other special orders (about which the decision of the department shall be final). Checking of measurement by superior officer shall supersede measurements by the subordinate officer, and the former will become the basis of the payment. Any over/excess payments detected, as a result of such check measurement or otherwise at any stage upto the date of completion and the defect removal period specified else-where in this contract, shall be recoverable from the Contractor, as any other dues payable to the Government.

**Clause 49 : Dismantled Materials**

The Contractor, in course of the work, should understand that all materials e.g. stone, bricks, steel and other materials obtainable in the work by dismantling etc. will be considered as the property of the Government and will be disposed off to the best advantage of the Government, as per directions, of the Engineer-in-charge.

**Clause 50 : Recovery from Contractors**

Whenever any claim against the Contractor for the payment of a sum of money arises out of or under the contract, the Department shall be entitled to recover such sum by appropriating, in part or whole of the Performance Guarantee and/or Security Deposit, Security Deposit at the time of enlistment of the Contractor. In the event of the security being insufficient, or if no security has been taken, then the balance or the total sum recoverable, as the case may be, shall be deducted from any sum, then due or which at any time, thereafter, may become due to the Contractor, under this or any other contract with the Governor of Rajasthan. Should this sum be not sufficient to cover the full amount recoverable, the Contractor shall pay to the Department on demand the balance remaining dues.

The department shall, further, have the right to effect such recoveries under Public Demands Recovery Act.

**Clause 51 : Jurisdiction of Court**

In the event of any dispute arising between the parties hereto, in respect of any of the matters comprised in this agreement, the same shall be settled by a competent Court having jurisdiction over the place, where agreement is executed and by no other court, after completion of proceedings under Clause 23 of this Contract.

**Schedule of Materials to be supplied by the Department, if available  
(Referred to in Clause 10)**

S.No.	Particulars	Quantity	Rates		Place of Delivery
			Unit	Rupees	

**Schedule of Machinery/T & P to be supplied by the Department**

The following Machinery/T & P shall be supplied by the Department, if available, to the Contractor, on hire as per "Rules of the Department for supply for machinery and T & P to the Contractors on hire"

(Referred to in Clause 10 C)

S. No.	Item	Rate	Place of Delivery and Return

**Progress Statement referred to in Clause 2 of Conditions of Contract**

Name of Work	Date from which the work should be commenced	Date by which the work should be completed	Monthly rate of Progress

The Contractor has been informed that his tender has been accepted

Dated Signature of Engineer-in-charge

Dated signature of Contractor

Notes :- For Filling in the Progress Statement Form

1. Columns 2,3, and 4 must be initialled and dated by the Contractor
2. Column 4 must be initialled and dated by the Chief Engineer or other duly authorised Engineer also.
3. The date in column 2 should correspond to the date on which the order to commence work is given to the contractor read with Clause 2 of the conditions of contract.
4. The date in column 3 must correspond to the period stated in Sub clause (e) of the Memorandum below "Tender for works".
5. Column 4. This will ordinarily be worked out proportionately; thus if Rs. 24,000/- is the cost of the whole or portion of work tendered for, and six months period of completion, then the monthly rate of progress should be Rs. 4,000. If necessary, quantities may also be specified in this column at the discretion of the Chief Engineer.
6. The Certificate as to intimation of acceptance of tender printed at the foot of the form, must be signed and dated both by the Chief Engineer or other duly authorised Engineer and the Contractor.

## ANNEXURE TO APPENDIX XI

### RAJASTHAN PUBLIC WORKS DEPARTMENT CONTRACTORS LABOUR REGULATIONS

1. **Short title :** These regulations may be called "The Rajasthan Public Works Department Contractor's Labour Regulations."
2. **Definition :** In these regulations unless otherwise expressed or indicated, the following words and expressions shall have the meaning hereby assigned to them respectively, that is to say:-
  - (i) "**Labour**" means workers employed by a Rajasthan P.W. Department contractor directly, or indirectly through a sub-contractor or other person or by an agent on his behalf.
  - (ii) "**Fair Wage**" means minimum wages for time or piece work fixed or revised by the State Government under the Minimum Wages Act., 1948.
  - (iii) "**Contractor**" shall include every person whether sub- contractor or headman or Agent employing labour on the work taken on contract.
  - (iv) "**Wages**" shall have the same meaning as defined in the Payment of Wages Act and includes time and piece rate wages.
3. **Display of Notice regarding wages etc. :** The contractor shall (a) before he commences his work on contract, display and correctly maintain and continue to display and in conspicuous places on the work notices in English and the correctly maintain in Hindi by the majority of the workers giving the rate of wages which have been certified by the Executive Engineer, the Superintending Engineer, the Chief Engineer or Labour Commissioner, as fair wages and the hours of works for which such wages are earned, and (b) send a copy of such notices to the Certifying Officers.
4. **Payment of Wages :**
  - (i) Wages due to every worker shall be paid to him direct.
  - (ii) All wages shall be paid in current coin or currency or in both.
5. **Fixation of wage periods :**
  - (i) The contractor shall fix the wage periods in respect of which the wages shall be payable.
  - (ii) No wage period shall exceed one month
  - (iii) Wages of every workman employed on the contract shall be paid before the expiry of ten days after the last day of the wage period in respect of which the wages are payable.

- (iv) When 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 day succeeding the one on which his employment is terminated.
- (v) All payments of the wages shall be made on a working day except when the work is completed before the expiry of the wage period, in which case, final payments shall be made within 48 hours of the last working day.

Note : The term "working day" means a day on which the labour is employed in progress.

**6. Wage Book and Wage Slips etc. :**

- (i) The Contractor shall maintain a Wage Book of each worker in such form as may be convenient but the same shall include the following particulars:-
  - (a) Rate of daily or monthly wages.
  - (b) Nature of work on which employed.
  - (c) Total number of days worked during each wage period.
  - (d) Total amount payable for the work during each wage period.
  - (e) All deductions made from the wages with an indication in each case of the ground for which the deduction is made.
  - (f) Wages actually paid for each wage period.
- (ii) The contractor shall also maintain a wage slip for each worker employed on the work.
- (iii) The Executive Engineer may grant an exemption from the maintenance of the wage books and wages slips to a contractor who, in his opinion, may not directly or indirectly employ more than 50 persons on the work.

**(7) Fines and deductions which may be made from wages :**

- (i) The wages of a worker shall be paid to him without any deductions of any kind except those authorized, namely the following :-
  - (a) Fines.
  - (b) Deductions for absence from duty i.e. from the place or places where, by the terms of his employment, he is required to work. The amount of deduction shall be in proportion to the period for which he was absent.
  - (c) Deductions for damages to or loss of goods expressly entrusted to the employed person for custody or for loss or any other deductions of money, which he is required to account where such damages or losses are directly attributable to his neglect or default.
  - (i-a) The Rajasthan Government may, from time to time, allow deductions other than those specified in clause I above.
- (ii) No fines shall be imposed on a worker and no deductions for damage or loss shall be made until worker has been given an opportunity of showing cause against each fine or deductions.

- (iii) The total amount of fines, which may be imposed in any one wage period on a worker, shall not exceed an amount equal to three paise in rupee of the wage payable to him in respect of that wage period.
- (iv) No fine imposed on any worker shall be recovered from him by installments or after the expiry of 60 days from the date on which it was imposed.

8. **Register of fines etc. :** The contractor shall maintain a register of fines and of all deductions for damage or loss. Such register shall mention the reasons for which fine was imposed or deduction for damage or loss was made.

The Contractor shall maintain both in English and local Indian Language, a list approved by the Labour Commissioner clearly stating the acts and omission for which penalty of fine may be imposed on a workman and display it in a good condition in a conspicuous place on the work.

9. **Preservation of Register :** The wage register, the wage card and the register of fines deductions required to be maintained under these regulations, shall be preserved for 12 months after the date of the 1st entry made in them.

10. **Powers of Labour Welfare Officer to make investigation of enquiry :** The Labour Welfare Officer or any other person, authorized by the State Government on their behalf, shall have power to make enquiries with a view to ascertaining and enforcing due and proper observance of the fair wage clauses and provisions of the regulations. He shall investigate into any complaint regarding default made by the Contractor or Sub-Contractor in regard to such provisions.

11. **Report of Labour Welfare Officer :** The Labour Welfare Officer or other person, authorized as aforesaid, shall submit a report of the result of his investigation or enquiry to the Executive Engineer concerned indicating the extent, if any, to which the default has been committed with a note that necessary deductions from the contractors bill be made and the wage and other dues be paid to the labour concerned. In case an appeal is made by contractor under clause 12 of these regulations, actual payment to Labours will be made by the Executive Engineer after the Labour Commissioner had given decision on such appeal.

12. **Appeal against the decision of Labour Welfare Officers :** Any person aggrieved by the decision and recommendation of the Labour Welfare Officer or other persons, so authorised, may appeal against such decision to the Labour Commissioner within 30 days from the date of decision forwarding simultaneously a copy of his appeal to Executive Engineer concerned but subject to such appeal the decision of the Officer shall be final and binding upon the contractor.

- 12-A. No party shall be allowed to be represented by a lawyer during any investigation, enquiry, appeal or any other proceedings.

13. **Inspection of Wage Books and Slips :** The Contractor shall allow inspection of the wage books and wage slips and register of fines and deductions to any of his workers or to his agent at a convenient time and place after due notice is received or



to the Labour Welfare Officer or any other person authorised by the State Government on his behalf.

14. **Submission of Returns :** The Contractor shall submit periodical returns, as may be specified from time to time.
15. **Amendments:** The State Government may, from time to time, add to or amend these regulations and on any questions as to the application, interpretation or effect of these regulations, the decision of the Labour Commissioner to the Government of Rajasthan or any other person authorised by the State Government in that behalf, shall be final.

**SCHEDULE OF FAIR WAGE TO BE GIVEN  
BY EXECUTIVE ENGINEER**

**LIST OF ACTS AND COMMISSION FOR WHICH FINE CAN BE IMPOSED**

1. Willful insubordination or disobedience whether alone or in combination with another.
2. The fraud or dishonesty in connection with the contractor's business or property of the Rajasthan P.W.D.
3. Taking or giving bribes or any illegal gratification.
4. Habitual late attendance.
5. Drunkenness, fighting, riot or disorderly or indecent behaviour.
6. Habitual negligence.
7. Smoking near or around the area where combustible or other materials are stocked.
8. Habitual indiscipline.
9. Causing damage work in progress or to property of the Rajasthan P.W.D. or the contractor.
10. Sleeping on duty.
11. Malingering or sowing down work.
12. Giving of false information regarding name, age, father's name.
13. Habitual loss of wage cards supplied by the employers.
14. Unauthorised use of employer's property or manufacturing or making of unauthorised articles at the work places.
15. Bad workmanship in construction and maintenance by skilled workers which is not approved by the department and for which contractors are compelled to undertake rectification.
16. Making false complaints and/or misleading statement.
17. Engaging in trade within the premises of the establishment.
18. Any delinquency of business affairs of the employers.
19. Collection or canvassing for the collection of any money within the premises of an establishment unless authorised by the employer.
20. Holding meeting inside the premises without previous sanction of the employer.
21. Threatening or intimidating any workman or employee during the working hours within the premises.

**Schedule showing ( approximately) materials to be supplied from the Public Works Store for  
work contracted to be executed and the rates of which they are to be charged for**

Particulars	Rates which the materials will be charged to the contractor			Place of delivery
	Unit	Rs.	NP.	
Doors, with Chowkhats				
----- do -----				
----- do -----				
Windows with Chowkhats				
----- do -----				
----- do -----				
Steel Shapes				
----- do -----				
----- do -----				
Bars Mild Steel				
Sheets plain. G.I.				
----do--- Corrugated G.I. etting, Wire				
Belts Tower				
----- do -----				
Locks, Mortice				
-----do----- Rim				
Hinges, Butt				
----- do -----				
Hinges, Spring				
Cement. Portland				

Note : The person or firm submitting the tender should see that the rates in the above schedule are filled up by the Engineer-in- Charge on the issue of the form prior to the submission to the tender.

(Signature of Contractor)

(Signature of Engineer)

**Progress Statement referred to in Clause 3 of Conditions of Contract**

Name of Works	Date from which the work should be commenced	Date by which the work should be completed	Monthly rate of progress
1	2	3	4

The contractor has been informed that his tender has been accepted.

Date :  
Engineer-in-charge

Date :  
Contractor

**NOTES FOR FILLING IN THE PROGRESS STATEMENT FORM  
ON THE LAST PAGE**

1. Columns 2,3 and 4 must be initialled and dated by the contractor.
2. Column 4 must be initialled and dated by the Chief Engineer or other duly authorised Engineer also.
3. The date in column 2 should correspond to the date on which the order to commence work is given to the contractor: specified in line 3, clause 2, page 3 of the "conditions of contract".
4. The date in column 3 must correspond to the period stated in clause (f) page 2, of the tender.
5. Column 4. This will ordinarily be worked out proportionately: thus if Rs. 24,000/- is the cost of the whole or portion of work tendered for, and six months period of completion, then the monthly rate of progress should be Rs. 4,000. If necessary, quantities may also be specified in this column at the discretion of the Chief Engineer.
6. The certificate as to intimation acceptance of tender printed at the foot of the form, must be signed and dated both by the Chief Engineer or other duly authorised Engineer and the contractor.

**APPENDIX XII**  
**(See Rules 636 and 637)**

Detailed procedure to be followed by the P.W. Divisions (within the Jurisdiction of the same Accountant General, for the settlement of Inter-divisional transactions by Cheques/Bank Drafts. (The forms mentioned below are those appended to this Appendix)

**I - Originating Debits : (In force upto .....)**

**(1) Action in the Division in which the transaction takes place :**

All transactions relating to services rendered or supplies made by the Division, should be classified under the Head "8658-Suspense Account-Cash Settlement Suspense Account". These transactions, as and when they take place (at the end of the month in the case of Stock transactions), should be posted in a "Division wise Register of Transactions Adjusted" under the Head "Cash Settlement Suspense Account" in Form-1. On closing the monthly accounts of the Division, a copy of Part I of Form 1 (which will have inter-leaved perforated copies to be posted by carbon process) should be sent to the Division concerned supported by all relevant vouchers (except those for work done see Rule 642 (b)) and the receipt of the Cheque/Bank Draft should be watched through the Register referred to above. The Cheque/Bank Draft, when received, should be entered on the receipt side of the cash book of the Division, the entry being classified as Minus Debit to the Head "Cash Settlement Suspense Account" thus clearing the original debit under this head and deposited into Treasuries. In the Divisional Cash Book the remittance of Cheque/Bank Draft into the Treasury will be charged off as a Debit under "P.W. Remittances-I-Remittances into Treasuries."

**(2) Action in the responding Division :**

Immediately on receipt of the copy of Form 1 from the originating Division, the responding Division should check that the connected vouchers (except those for work done) have been duly received. The same should, then, be entered in the "Register of Claims Received" in Form 3 and urgent arrangement made to obtain and send the Cheque or Bank Draft with a distinct marking "Payment by Book Adjustment only" alongwith a forwarding letter in Form 4. On the cheque being issued, the entry will appear on the payment side of the Divisional Cash Book as Debit to the Head "8658-Suspense Accounts-Material Purchase Settlement Suspense Account (in the case of stores received), thus clearing the original Minus Debit afforded to this head on receipt of the stores by debit to "Stock" or "work" concerned, as the case may be.

It should be ensured that the dispatch of the Cheque/Bank Draft is not delayed beyond ten days of the receipt of the account. For this purpose, the Divisional Officer should arrange to have the detailed verification of the claim completed well within this period. In order to ensure smooth working all around, the Cheque/Bank Draft should always be for the full amount claimed by the Division. In case where some mistake in calculation etc. is detected in the course of check of the Account or an item clearly pertaining to another Division has been wrongly included in the Account, the Cheque/Bank Draft should be sent for the full amount and the discrepancies should be

simultaneously pointed out to the originating Division. Such items should be debited to the Division concerned by including them in the next monthly account to be sent to the latter along with the supporting vouchers, if any.

**Note-1** In cases where payments are to be made at a treasury with which the Division is not in account, the settlement should be made by Bank Draft.

**Note-2** Since the facility of cash settlement will be available to both the parties to a transaction, the Divisional Officer, to whom the supplies are made or on whose behalf the services are rendered, will make payments only on receipt of a claim from the other Division. In other words, the Divisional Officers will not be responsible for the settlement of both outward and inward claims (i.e. net amount of credit and debit transactions).

**(3) Clearance of the balance under Cash Settlement Suspense Account :**

The transactions under this "Suspense" Head should be abstracted in part II of the Division-wise Register (Form I) and the figures of monthly debits and credits agreed with those shown in the Monthly Account. At the close of the year, there should normally be no balance under this "Suspense" head. With this object in view, a vigilant watch should be kept over the outstanding towards the close of the year and steps taken to have such transactions settled by the 31st March. The Register should be reviewed by the Divisional Officer monthly with a view to see that the settlements are not unduly delayed.

In order to ensure that the outstanding at the close of the year are reduced to the minimum, the transactions occurring in March may be settled in stages as indicated below :

(a)	Transactions taking place during the period from 1st to 15th March.	Claims to be preferred before 20th March.
(b)	Transactions taking place during the period from 16th to 23rd March.	Claims to be preferred before 25th March

**Note :** Though the stock accounts are normally closed at the end of the month, the Abstracts of stock Receipts and Issues may be prepared and closed in stages, so as to ensure that the stock transactions pertaining to March are also settled in stages as indicated above.

**(4) Review of Registers :**

The Division-wise Register of transactions adjusted under the head "Cash Settlement Suspense Account" and the Register of claim Received, should be submitted to the Divisional Officer monthly to enable him to see that

- (a) The Registers are properly maintained.
- (b) There are no inward claims outstanding for more than 10 days without sufficient reasons; and
- (c) Prompt action is taken by the office to send the outward claims.

**II. Settlement of Inter-Divisional transactions Consequent on Advance payments  
by Cheque/Bank Drafts by Indenting Divisions  
(See Rule 637)**

With effect from.....all inter-divisional transactions on account of stores supplied, services rendered or works executed, the system of advance payment by the Indenting Division will be followed subject to the observance of the following procedure:

- (1) The Divisions which want the stores supplied, services to be rendered or works to be executed, after obtaining the proforma invoice for supply of stores/rendering of services, etc. will be required to make advance payment. The expenditure will be debited by the said Division under a new Sub-Head "Stores/Services Advance" under the Minor Head "Suspense" or Sub-Head "Works" below Revenue or Capital Major Heads concerned by notionally reducing the budget provision to the extent of advance payment. Such advance payments made to other Divisions will not be mixed up with advance payments to the Contractors/Suppliers.
- (2) Supplying Division, on receipt of the Cheque/Bank Draft, should Minus Debit the same under a new sub-head "Stores/Services Rendered", under the same Minor Head "799- Suspense" below the relevant Major Head "2059-Public Works", or "2215-Water Supply and Sanitation", or "2701-Major and Medium Irrigation", "3054-Roads & Bridges" etc., as the case may be. After actual delivery of the Stores or completion of work, Sub-Head "Stores/Services Rendered" will be debited by credit to Stock or the other head concerned, as the case may be. Excess deposit, if any, will be refunded, before the close of the financial year.
- (3) The invoice-cum-bill, received from the Supplying Division, should be adjusted in the same month by the Indenting Division debiting the value of the bill to "Stock" or "Works", as the case may be, with a corresponding Minus Debit to Sub-Head "Stores/Services Advance" under the head of account to which the same stands debited originally, thus clearing that Sub-Head to that extent.
- (4) Since advance payment, contemplated above, will have no separate Budget provision, it should be ensured by Divisions involved that such transactions are settled within the same financial year.
- (5) By application of this accounting procedure, the operation of Suspense Heads "Cash Settlement Suspense Account" and "Material Purchase Settlement Suspense Account" will be dispensed with.
- (6) Accounting Procedure for clearance of old balances under "Material Purchase Settlement Suspense Account", and "Cash Settlement Suspense Account" as on 31.3.1997 will remain unchanged.

(Authority Para 4 B of F. 18(4)92/TA/237 dated 16-3-93, followed by O.M.No. 18(4)92/TA/169 dated 23-3-94 from the Controller General of Accounts, Department of Expenditure, Ministry of Finance, Government of India).

**III - Originating Credits**

- (1) **Action in the originating Divisions :** All transactions involving payments on account of cash recoveries etc. made by one Division on behalf of another Division will be accounted for initially under the Head "P.W. Deposits-Miscellaneous Deposits"

pending settlement in cash. The details of such transactions will be simultaneously posted in a register (Form-2). At the end of the month, a Cheque/Bank Draft will be drawn for the amount due and sent to Division concerned alongwith a copy of Form 2, which will have interleaved perforated copies to be posted by carbon process. On the cheque being issued, the entry will appear on the payment side of the Divisional Cash Book as debit to "P.W. Deposits", thus clearing the original credit to this head.

- (2) **Action in the Responding Division :** The Cheque/Bank Draft, when received in a Division, will be credited to the appropriated Head/Work in the Divisional Cash Book and sent to the treasury for making necessary adjustments on the lines indicated in paragraph I (1) above.

**Form No. 1**  
**(Referred to in Rule I (1))**

**Division-wise Register of transactions adjusted under the**  
**Head "Cash Settlement Account"**

**PART-I - DETAILS**

Name of Division ----- Month -----

S. No.	Reference to Stock Account Vouchers/ Transfer Entry Order	Particulars of transaction	Value of stores issued or services rendered	Date of Receipt of payment & number & date of cheque received	Remarks (including indication of the Voucher sent in support of the debits)
1	2	3	4	5	6

Balance B.F.

Total value of stores issued or services rendered.  
Total Debit

@ less credit received during the month

@ Here give reference to the number and date of cheque

Closing Balance

No. -----

Date -----

Copy alongwith ..... vouchers forwarded to the Executive Engineer ..... Division. A sum of Rs. .... (as detailed above) is due from him on account of stores issued or services rendered to his Division during and to end of .....19..... He is requested to send within ten days of receipt of this claim/Cheque/Bank Draft for the total amount drawn in favour of the undersigned.

Executive Engineer

..... Division



**Part - II**

**Abstract Account of Debits, Credits and Balances outstanding under the Head  
"Cash settlement Suspense Account"**

S. No.	Name of Division	Opening Balance	April		Closing Balance	And so on for the remaining months of the year	Remarks
			Debits	Credits			
1	2	3	4	5	6	- - - -	

Total .....

Certified that the figures of total debits and credits have been reconciled with the Monthly Account.

Divisional Accountant

**FORM NO. 2  
(Referred to in Rule No. 11 (1))**

Division-wise Register of Cash recoveries etc. made on behalf of other Divisions.

Name of Division : .....

S. No.	Particulars of transaction	Amount	Authority	Remarks
1	2	3	4	5

Copy forwarded to the Executive Engineer.....Division with the remarks that a sum of Rs.....as per details given above, is due to him on account of cash recoveries etc. made in this Division on his behalf. A Cheque/ Bank Draft No \_\_\_\_\_ dated \_\_\_\_\_ for Rs \_\_\_\_\_ (in figures) Rupees \_\_\_\_\_ (in words) is sent herewith in settlement of his account. The receipt of Cheque/Bank Draft may please be acknowledged.

Executive Engineer.

.....Division.

Enclosure: Cheque/Bank Draft. No \_\_\_\_\_

## **Annexure A : Compliance with the Code of Integrity and No Conflict of Interest**

Any person participating in a procurement process shall -

- (a) not offer any bribe, reward or gift or any material benefit either directly or indirectly in exchange for an unfair advantage in procurement process or to otherwise influence the procurement process;
- (b) not misrepresent or omit that misleads or attempts to mislead so as to obtain a financial or other benefit or avoid an obligation;
- (c) not indulge in any collusion, Bid rigging or anti-competitive behavior to impair the transparency, fairness and progress of the procurement process;
- (d) not misuse any information shared between the procuring Entity and the Bidders with an intent to gain unfair advantage in the procurement process;
- (e) not indulge in any coercion including impairing or harming or threatening to do the same, directly or indirectly, to any party or to its property to influence the procurement process;
- (f) not obstruct any investigation or audit of a procurement process;
- (g) disclose conflict of interest, if any; and
- (h) disclose any previous transgressions with any Entity in India or any other country during the last three years or any debarment by any other procuring entity.

### **Conflict of Interest:-**

The Bidder participating in a bidding process must not have a Conflict of Interest.

A Conflict of Interest is considered to be a situation in which a party has interests that could improperly influence that party's performance of official duties or responsibilities, contractual obligations, or compliance with applicable laws and regulations.

i. A Bidder may be considered to be in Conflict of Interest with one or more parties in a bidding process if, including but not limited to:

- a. have controlling partners/ shareholders in common; or
- b. receive or have received any direct or indirect subsidy from any of them; or
- c. have the same legal representative for purposes of the Bid; or
- d. have a relationship with each other, directly or through common third parties, that puts them in a position to have access to information about or influence on the Bid of another Bidder, or influence the decisions of the Procuring Entity regarding the bidding process; or
- e. the Bidder participates in more than one Bid in a bidding process. Participation by a Bidder in more than one Bid will result in the disqualification of all Bids in which the Bidder is involved. However, this does not limit the inclusion of the same subcontractor, not otherwise participating as a Bidder, in more than one Bid; or
- f. the Bidder or any of its affiliates participated as a consultant in the preparation of the design or technical specifications of the Goods, Works or Services that are the subject of the Bid; or
- g. Bidder or any of its affiliates has been hired (or is proposed to be hired) by the Procuring Entity as engineer-in-charge/ consultant for the contract.

## **Annexure B : Declaration by the Bidder regarding Qualifications**

### **Declaration by the Bidder**

In relation to my/our Bid submitted to ..... for procurement of ..... in response to their Notice Inviting Bids No..... Dated..... I/we hereby declare under Section 7 of Rajasthan Transparency in Public Procurement Act, 2012, that:

1. I/we possess the necessary professional, technical, financial and managerial resources and competence required by the Bidding Document issued by the Procuring Entity;
2. I/we have fulfilled my/our obligation to pay such of the taxes payable to the Union and the State Government or any local authority as specified in the Bidding Document;
3. I/we are not insolvent, in receivership, bankrupt or being wound up, not have my/our affairs administered by a court or a judicial officer, not have my/our business activities suspended and not the subject of legal proceedings for any of the foregoing reasons;
4. I/we do not have, and our directors and officers not have, been convicted of any criminal offence related to my/our professional conduct or the making of false statements or misrepresentations as to my/our qualifications to enter into a procurement contract within a period of three years preceding the commencement of this procurement process, or not have been otherwise disqualified pursuant to debarment proceedings;
5. I/we do not have a conflict of interest as specified in the Act, Rules and the Bidding Document, which materially affects fair competition;

Date:

Place:

Signature of bidder

Name :

Designation:

Address:

## **Annexure C : Grievance Redressal during Procurement Process**

The designation and address of the First Appellate Authority is \_\_\_\_\_

The designation and address of the Second Appellate Authority is \_\_\_\_\_

### **(1) Filing an appeal**

If any Bidder or prospective bidder is aggrieved that any decision, action or omission of the Procuring Entity is in contravention to the provisions of the Act or the Rules or the Guidelines issued thereunder, he may file an appeal to First Appellate Authority, as specified in the Bidding Document within a period of ten days from the date of such decision or action, omission, as the case may be, clearly giving the specific ground or grounds on which he feels aggrieved:

Provided that after the declaration of a Bidder as successful the appeal may be filed only by a Bidder who has participated in procurement proceedings:

Provided further that in case a Procuring Entity evaluates the Technical Bids before the opening of the Financial Bids, an appeal related to the matter of Financial Bids may be filed only by a Bidder whose Technical Bid is found to be acceptable.

- (2) The officer to whom an appeal is filed under para (1) shall deal with the appeal as expeditiously as possible and shall endeavour to dispose it of within thirty days from the date of the appeal.
- (3) If the officer designated under para (1) fails to dispose of the appeal filed within the period specified in para (2), or if the Bidder or prospective bidder or the Procuring Entity is aggrieved by the order passed by the First Appellate Authority, the Bidder or prospective bidder or the Procuring Entity, as the case may be, may file a second appeal to Second Appellate Authority specified in the Bidding Document in this behalf within fifteen days from the expiry of the period specified in para (2) or of the date of receipt of the order passed by the First Appellate Authority, as the case may be.

### **(4) Appeal not to lie in certain cases**

No appeal shall lie against any decision of the Procuring Entity relating to the following matters, namely:-

- (a) determination of need of procurement;
- (b) provisions limiting participation of Bidders in the Bid process;
- (c) the decision of whether or not to enter into negotiations;
- (d) cancellation of a procurement process;
- (e) applicability of the provisions of confidentiality.

### **(5) Form of Appeal**

- (a) An appeal under para (1) or (3) above shall be in the annexed Form along with as many copies as there are respondents in the appeal.
- (b) Every appeal shall be accompanied by an order appealed against, if any, affidavit verifying the facts stated in the appeal and proof of payment of fee.

- (c) Every appeal may be presented to First Appellate Authority or Second Appellate Authority, as the case may be, in person or through registered post or authorised representative.

**(6) Fee for filing appeal**

- (a) Fee for first appeal shall be rupees two thousand five hundred and for second appeal shall be rupees ten thousand, which shall be non-refundable.
- (b) The fee shall be paid in the form of bank demand draft or banker's cheque of a Scheduled Bank in India payable in the name of Appellate Authority concerned.

**(7) Procedure for disposal of appeal**

- (a) The First Appellate Authority or Second Appellate Authority, as the case may be, upon filing of appeal, shall issue notice accompanied by copy of appeal, affidavit and documents, if any, to the respondents and fix date of hearing.
- (b) On the date fixed for hearing, the First Appellate Authority or Second Appellate Authority, as the case may be, shall,-
  - (i) hear all the parties to appeal present before him; and
  - (ii) peruse or inspect documents, relevant records or copies thereof relating to the matter.
- (c) After hearing the parties, perusal or inspection of documents and relevant records or copies thereof relating to the matter, the Appellate Authority concerned shall pass an order in writing and provide the copy of order to the parties to appeal free of cost.
- (d) The order passed under sub-clause (c) above shall also be placed on the State Public Procurement Portal.

**Memorandum of Appeal under the Rajasthan Transparency in Public Procurement Act, 2012**

Appeal No .....of .....

Before the ..... (First / Second Appellate Authority)

**1. Particulars of appellant:**

(i) Name of the appellant:

(ii) Official address, if any:

(iii) Residential address:

**2. Name and address of the respondent(s):**

(i)

(ii)

(iii)

**3. Number and date of the order appealed against and name and designation of the officer / authority who passed the order (enclose copy), or a statement of a decision, action or omission of the Procuring Entity in contravention to the provisions of the Act by which the appellant is aggrieved:**

**4. If the Appellant proposes to be represented by a representative, the name and postal address of the representative:**

**5. Number of affidavits and documents enclosed with the appeal:**

**6.** ..... Grounds ..... of ..... appeal:

.....

.....

..... (Supported by an

affidavit)

**7.** ..... Prayer:

.....

.....

.....

Place .....

Date .....

Appellant's Signature

## **Annexure D : Additional Conditions of Contract**

### **1. Correction of arithmetical errors**

Provided that a Financial Bid is substantially responsive, the Procuring Entity will correct arithmetical errors during evaluation of Financial Bids on the following basis:

- i. if there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail and the total price shall be corrected, unless in the opinion of the Procuring Entity there is an obvious misplacement of the decimal point in the unit price, in which case the total price as quoted shall govern and the unit price shall be corrected;
- ii. if there is an error in a total corresponding to the addition or subtraction of subtotals, the subtotals shall prevail and the total shall be corrected; and
- iii. if there is a discrepancy between words and figures, the amount in words shall prevail, unless the amount expressed in words is related to an arithmetic error, in which case the amount in figures shall prevail subject to (i) and (ii) above.

If the Bidder that submitted the lowest evaluated Bid does not accept the correction of errors, its Bid shall be disqualified and its Bid Security shall be forfeited or its Bid Securing Declaration shall be executed.

### **2. Procuring Entity's Right to Vary Quantities**

(i) At the time of award of contract, the quantity of Goods, works or services originally specified in the Bidding Document may be increased or decreased by a specified percentage, but such increase or decrease shall not exceed twenty percent, of the quantity specified in the Bidding Document. It shall be without any change in the unit prices or other terms and conditions of the Bid and the conditions of contract.

(ii) If the Procuring Entity does not procure any subject matter of procurement or procures less than the quantity specified in the Bidding Document due to change in circumstances, the Bidder shall not be entitled for any claim or compensation except otherwise provided in the Conditions of Contract.

(iii) In case of procurement of Goods or services, additional quantity may be procured by placing a repeat order on the rates and conditions of the original order. However, the additional quantity shall not be more than 25% of the value of Goods of the original contract and shall be within one month from the date of expiry of last supply. If the Supplier fails to do so, the Procuring Entity shall be free to arrange for the balance supply by limited Bidding or otherwise and the extra cost incurred shall be recovered from the Supplier.

**3. Dividing quantities among more than one Bidder at the time of award (In case of procurement of Goods)**

As a general rule all the quantities of the subject matter of procurement shall be procured from the Bidder, whose Bid is accepted. However, when it is considered that the quantity of the subject matter of procurement to be procured is very large and it may not be in the capacity of the Bidder, whose Bid is accepted, to deliver the entire quantity or when it is considered that the subject matter of procurement to be procured is of critical and vital nature, in such cases, the quantity may be divided between the Bidder, whose Bid is accepted and the second lowest Bidder or even more Bidders in that order, in a fair, transparent and equitable manner at the rates of the Bidder, whose Bid is accepted.



## **Annexure E**

### **Clause 1: Fair Wage Clause**

- (a) The Contractor shall pay not less than fair wages/minimum wages to labours engaged by him on the work as revised from time to time by the Government, but the Government shall not be liable to pay any thing extra for it except as stipulated in price escalation clause (clause 45) of the agreement.

Explanation: "Fair Wage" means minimum wages for time or piece work, fixed revised, by the State Government under the Minimum Wages Act, 1948.

- (b) The Contractor shall, notwithstanding the provision of any contract to the contrary, cause to be paid fair wages to labourers indirectly engaged on the work, including any labour engaged by his sub-contractors in connection with the said work as if the labourers have been immediately or directly employed by him.
- (c) In respect of all labourers, immediately or directly employed on the work, for the purpose of the Contractor's part of this agreement, the Contractor shall comply with or cause to be complied with the Public Works Department Contractor's Labour Regulations made, or that may be made by the Government, from time to time, in regard to payment of wages, wage period, deductions from wages, recovery of wages not paid, and unauthorised deductions, maintenance of wages register, wage card, publication of scale of wages and other terms of employment, inspection and submission of periodical returns and other matters of a like nature.
- (d) The Engineer-in-charge shall have the right to deduct from the money due to the Contractor any sum required or estimated to be required for making good the loss suffered by a worker or workers, by reasons of non-fulfilment of the conditions of the contract, for the benefit of the worker or workers, non-payment of wages or of deductions made there from, which are not justified by the terms of the contract, or as a result of non-observance of the aforesaid regulations.
- (e) Vis-à-Vis the Municipal Corporation Jaipur, the Contractor shall be primarily liable for all payments to be made and for the observance of the regulations aforesaid, without prejudice to his right to claim indemnity from his subcontractors,
- (f) The regulations, aforesaid, shall be deemed to be part of this contract and any breach, thereof, shall be breach of the contract.

### **Clause 2: Contractor to engage technical staff**

The Contractor shall engage the technical staff, as follows, on the contract works:-

- (a) For works costing Rs. 100 lac and above- One Graduate Engineer.
- (b) For works costing between Rs. 50 lac to Rs. 100 lac- One qualified diploma holder having experience of not less than 3 years.
- (c) For works costing between Rs. 15 lac and Rs. 50 lac- One qualified diploma holder.

The technical staff should be available at site, whenever required by Engineer-in-charge to take instructions.

**Clause 3 :**

The Contractor shall comply with the provisions of the Apprenticeship Act, 1961, and the Rules and Orders issued, there under, from time to time. If he fails to do so, his failure will be a breach of contract. The Contractor shall also be liable for any pecuniary liability arising on account of any violation by him of the provisions of the said Act.

**Clause 4: Safety Code**

The Contractor shall follow the safety code of electricity Strictly.

**Clause 5:****Near Relatives barred from tendering**

The Contractor shall not be permitted to tender for works in Circle, in which his near relative is posted as Divisional Accountant or as an officer in any capacity between the grades of the Superintending Engineer and Assistant Engineer (both inclusive). He shall also intimate the names of persons, who are working with him in any capacity, or are subsequently employed by him and who are near relatives to any gazetted officer in the Organization/Department. Any breach of this condition by the Contractor would render him liable to be removed from the approved list of contractors of the Department. If such facts are noticed (a) before sanction of tender, his offer shall be declared invalid and earnest money shall be forfeited, (b) after sanction of the tender then the tender sanctioning authority may at his discretion forfeit his earnest money, performance guarantee, security deposit and enlistment deposit and the work/remaining work may allot to any registered contractor on the same rates as per rules.

Note: By the term 'near relative' is meant wife, husband, parents and grand-parents, children and grand children, brothers and sisters, uncles and cousins and their corresponding in-laws.

**Clause 6: Retired Gazetted Officers barred for 2 years**

No Engineer of Gazetted rank or other Gazetted Officer, employed in Engineering or Administrative duties in an Engineering Department of the Government of Rajasthan, is allowed to work as a Contractor for a period of 2 years of his retirement from Government service without the previous permission of Government of Rajasthan. The contract is liable to be cancelled, if either the Contractor or any of his employees is found, at any time, to be such a person, who had not obtained the permission of Government, as aforesaid, before, submission of the tender or engagement in the contractor's service, as the case may be.

**Clause 7: Quality Control**

The Municipal Corporation Jaipur shall have right to exercise proper Quality Control measures. The Contractor shall provide all assistance to conduct such tests and shall bear the cost of all tests.

**Clause 8:**

The work (whether fully constructed or not) and all materials, machines, tools and plant, scaffolding,

temporary buildings and other things connected therewith, shall be at the risk of the contractor until the work has been delivered to the Engineer- in -charge, and a certificate from him, to the effect, obtained.

**Clause 9: Death of Contractor**

Without prejudice to any of the rights or remedies under the contract, if the Contractor dies the legal heirs of the Contractor or the Chief Engineer or duly authorised Engineer shall have the option of terminating the contract without any compensation.

**Clause 10 : Force Majeure**

Neither party shall be liable to each other, for any loss or damage, occasioned by or arising out of acts of God such as-unprecedented floods, volcanic eruptions, earthquake of other invasion of nature and other acts.

**Clause 11: General Discrepancies and errors:**

In case of percentage rate tenders, if there is any typographical or clerical error in the rates shown by the department in the "G" Schedule. the rates as given in the basic Schedule of Rates of the Department for the area shall be taken as correct.

**Clause 12 : Post payment Audit & Technical Examination:**

The Government shall have right to provide a system of per-check of Contractor's bill by a specified Organization, and payment by an Engineer or an Accounts Officer/ Sr. Accounts Officer/ Chief Accounts Officer/ Financial Advisor, as the Government may in its absolute discretion prescribe. Any over-payments/ excess payment detected, as a result of such per-check post-check of Contractor's bill, can be recovered from the contractor's bills in the manner, herein before provided and the Contractor will refund such over/ excess payments.

**Clause 13 : Check Measurements:**

The department reserves to itself, the right to prescribe a scale of check measurement of work in general, or specific scale for specific works of by other special orders (about which the decision on the department shall be final) Checking of measurement by superior officer shall supersede measurements by the subordinate officer and the former will become the basis of the payment. Any over/excess payment detected, as a result of such check measurement or otherwise at any stage up to the date of completion and the defect removal period specified else-where in this contract, shall be recoverable from the Contractor, as any other dues payable to the Government.

**Clause 14: Check Measurements:**

The Contractor in course of the work should understand that all materials e.g. stone, bricks, steel and other materials obtainable in the work by dismantling etc. will be considered as the property of the Government and will be disposed off to the best advantage on the Government. As per direction of the Engineer-in-Charge.

**Clause 15: Recovery from Contractors:**

Whenever any claim against the Contractor for the payment of a sum of money arises out of or under the contract, the Department shall be entitled to recover such sum by appropriation in part or whole of the Performance Guarantee and / or Security Deposit. Security Deposit at the time of enlistment of the Contractor. In the event of the security being insufficient, or if no security has been taken, thereafter, may become due to the Contractor, under this or any other contract with the Governor of Rajasthan. Should this sum be not sufficient to cover the full amount recoverable the Contractor shall pay to the Department on demand the balance remaining dues.

The department shall, further, have the right to affect such recoveries under Public Demands Recovery Act.

**Clause 16: Jurisdiction of Court:**

In the event of any dispute arising between the parties hereto, in respect or any of the matters comprised in this agreement, the same shall be settled by a competent court having jurisdiction over the place, where agreement is executed any by no other court, after completion of proceedings under Clause 23 of this contract.

## वचन – पत्र

मैं एतद् – द्वारा इस बात की सहमति देता/देती हूँ कि यदि मुझे उक्त कार्य का कार्यादेश मिलता है तो

1. मैं कार्य करने से पूर्व, कार्य के दौरान एवं कार्य पूर्ण होने के पश्चात कार्य स्थल के फोटोग्राफ सम्बन्धित अभियन्ता के निर्देशानुसार प्रस्तुत करूंगा।
2. मैं कार्य स्थल पर कार्य के दौरान नगर निगम जयपुर "कार्य प्रगति पर है" का साइन बोर्ड लगा कर रखूंगा।
3. मैं कार्य स्थल से मलबा, मिट्टी इत्यादि हटाकर रखूंगा तथा कार्य पूर्ण होने के पश्चात कार्य स्थल से शेष निर्माण सामग्री, मिट्टी मलबा इत्यादि हटवाकर कार्य पूर्ण होने की लिखित सूचना अधिशाषी अभियन्ता कार्यालय में फोटोग्राफ सहित प्रस्तुत करूंगा।

हस्ताक्षर

संवेदक का नाम –

फर्म का नाम –