

TENDER DOCUMENT

FOR

PURCHASE OF COMPUTERS AND ACCESSORIES

for

JRDA OFFICE, DHANBAD

**Tender Notice No : 02 / 2011-12**

PLACE OF WORK : JRDA OFFICE, DHANBAD

**PART – I**

**Technical Bid**

JHARIA REHABILITATION AND DEVELOPMENT AUTHORITY  
HATIA MORE, GOLF GROUND ROAD, DHANBAD  
JHARKHAND

PART – I

**JHARIA REHABILITATION AND DEVELOPMENT AUTHORITY  
HATIA MORE, GOLF GROUND ROAD, DHANBAD.  
JHARKHAND,INDIA**

**TENDER DOCUMENT**

NAME OF WORK : PURCHASE OF COMPUTERS AND  
ACCESSORIES FOR JRDA OFFICE, DHANBAD

PLACE OF WORK : JRDA OFFICE, DHANBAD

NAME OF CONTRACTOR :

ADDRESS :

TENDER NOTICE NO : 02 /2011-12

DATE & TIME OF RECEIPT OF TENDER : 30.08.2011 AT 3.00 P.M.

DATE & TIME OF OPENING OF TENDER : 30.08.2011 AT 3.30 P.M

DATE OF ISSUE OF TENDER DOCCUMENT : From 18.08.2011 to 27.08.2011 between  
10.30 AM to 4.00 PM.

DEMAND DRAFT NO & DATE  
For issue of Tender Document :

SIGNATURE OF ISSUING AUTHORITY

**TENDER DOCUMENT**

FOR

JHARIA REHABILITATION AND DEVELOPMENT AUTHORITY  
HATIA MORE, GOLF GROUND ROAD, DHANBAD.  
JHARKHAND,INDIA

**DETAIL TO BE FURNISHED BY THE TENDERER**

1. Name of the tenderer :
2. Permanent address :
3. Local or Temporary Address :
4. Registration No & TIN No :
5. Details of Earnest money deposit :
6. Up to date Income Tax clearance Certificate :
8. Up to date sales Tax clearance Certificate :

This tender document issued to :  
Address :

Signature of Contractor

Name of the contractor

**TENDER DOCUMENT**

FOR

**PURCHASE OF COMPUTERS AND ACCESSORIES**

FOR

**JRDA OFFICE, DHANBAD**

**Tender Notice No : 02 / 2011-12**

**PLACE OF WORK : JRDA OFFICE, DHANBAD**

**PART – II**

**Price Bid**

**JHARIA REHABILITATION AND DEVELOPMENT AUTHORITY  
HATIA MORE, GOLF GROUND ROAD, DHANBAD  
JHARKHAND**

PURCHASE OF COMPUTERS AND ACCESSORIES

FOR

JRDA OFFICE, DHANBAD

TENDER NOTICE NO : 02/ 2011-12

**SYNOPSIS**

I/We have gone through the Bill of Quantities in details in the attached sheets I/We hereby quote my/our rates. and the total amount (sum of all the items) as per our quoted rates comes to Rs. .... (in figures) (.....) ..... (in words).

Signature of the Contractor

(Name of the Contractor)

# Jharia Rehabilitation and Development Authority, Dhanbad

## Notice Inviting tender No - 02 /2011-12

**Sealed tender for supply of computers and accessories is invited by JRDA as per details given below :-**

1. Advertised by - Superintending Engineer, JRDA, Dhanbad
2. Period of issue of tender document - 18.08.2011 to 27.08.2011 upto 4:00 PM
3. Date for receipt of tender - 30.08.2011 upto 3:00 PM
4. Date & Time of opening of tender - 30.08.2011 at 3:30 PM
5. Place of receipt of tender - JRDA Office, Dhanbad
6. Place of opening of tender - JRDA Office, Dhanbad
7. Details of work

S.N.	Details of work	Earnest Money	Cost of Tender Document	Period of Completion
1.	<b>Purchase of Computers and Accessories for JRDA Office</b>	2% of quoted amount	250/-	60 days

The details of tender can be seen at website <http://www.jrda.in>. The tender document can be downloaded from our website and can be used for tender. The cost of the tender document in form of Demand Draft is to be enclosed with part – I i.e. technical bid.

Superintending Engineer  
JRDA, Dhanbad.

Ref. No. :                      Date :  
Copy to : **Editor, Dainik Jagran** – to publish one day in Jharkhand edition at DAVP rate.

Superintending Engineer  
JRDA, Dhanbad.

Ref. No. :                      Date :  
Copy to : D.D.C.-cum Project Director, JRDA, Dhanbad for information please.

Superintending Engineer  
JRDA, Dhanbad.

Ref. No. :                      Date :  
Copy to : D.C., Dhanbad-cum-Managing Director, JRDA, Dhanbad for information please.

Superintending Engineer  
JRDA, Dhanbad.

**JHARIA REHABILITATION AND DEVELOPMENT, AUTHORITY  
HATIA GOLF GROUND ROAD, DHANBAD**

**GENERAL GUIDANCE AND SPECIAL CONDITIONS**

1. Tender Documents with all its encl., complete in all respect as per N.I.T. should be enclosed in a sealed cover for each work separately and so submitted by dropping in the office tender box or sent by registered post, so that it may reach to the JHARIA REHABILITATION AND DEVELOPMENT, AUTHORITY before the time fixed to receive the tender.
2. Nature of the work for which tender is being submitted and name of the tenderer submitting the tender must be mentioned on sealed cover in block letters.
3. Tender documents may be submitted with a forwarded letter but must invariably be submitted along with required earnest money, PAN NO and sales tax clearance certificates and labour license and accordance all details must be furnished on the separate sheet attached the B.O.Q. for the same.
4. The tenderer should furnish details of any similar type of work carried out by the tenderer or in hand of the work and full address of the Principal Engineer. to whom reference can be made if required Certified copy of all certificate in this regard would be submitted.
5. The tenderer should furnish details of plants and machineries in possession for the execution of the work such as concrete mixture, vibrator etc. and technical staff they posses and will employ to execute the work.
6. All tender documents are complementary to one another and shall be as fully and effect fully binding on the contract.
7. The tenderer shall study the detailed estimates, plans, specification and design drawing carefully before submitting the tender.
8. The tenderer should be acquainted himself well in advance with the working condition of the site and locality and the detail of work to be carried out there. He shall be presumed to have satisfied himself as to the nature extent and practability of all works, all regards land and buildings available for accommodation that may be required for temporary purpose in connection with the work. He must make his own inquiries for temporary purpose in connection with the work. He must make his own inquiries as to work yard, sites, depots and dumps and as to acquisition of such additional site and areas as may be necessary for temporary purposes during construction. He shall be also presumed to have fully acquainted himself with all details of site, location, availability of all transport of materials and soft water, climate / geological condition, labour (both skilled and unskilled labour) and other laws and regulations and in general with all necessary information and date etc. pertaining to and needed for the work and no claim what so ever in these respects will be entertained by the department.
9. The rates shown in the B.O.Q are inclusive of all taxes, royalties, all other incidental charges and carriage of all materials and no claim in this respect will be entertained by the department.
10. Taxation, railway freight, incidental charges of materials and labour are payable by the contractor and no claim what so ever in this regard will be entertained by the department.
11. No claim shall be entertained on the ground for fluctuation of rates on labour and materials etc. in the market during the period of filling the tender and completion of the work.

12. The construction of work commence from the date of issue of work order unless otherwise mentioned.
13. Work will be executed as per sanctioned plans and estimate, approved design drawing, and as per orders of the competent authorities received from time to time which will be binding on the contractors. No claim for the change or modification in plans and estimate and design drawings by the competent authority or delay in supply of them will be tenable.
14. The circular/specification which basically follow the Indian standard specification in force during the period will be followed during the execution of work except where otherwise provided for. In case, such items of work, which is not covered by circular/specification, instruction laid down by the Engineer in-charge shall be followed which will be final and conclusive.
15. Site for the execution of work will be available as soon as work is allotted to the contractor. In case it is not possible for the department to make entire site available on the award of the work, the contractor will have to arrange his working program accordingly and no claim what so ever for not giving site on award of the work, giving the site gradually will be tenable.
16. The site should be cleaned of all rubbish, leveled and dressed as directed by the Engineer in-charge for proper lay out of work. If required bushes, wild shrubs of bushes if any shall be removed as directed by the Engineer in-charge before taking up lay out of work by the contractor at his own cost. The cost of masonry work, pegs, string, labour and the incidental expenditure in the layout works, are to be born by the contractor and no claim what so ever in this respects will be entertained by the department.
17. The arrangement for all necessary stores, labour shed, vats, tools, scaffolding, water supply arrangement, electric supply and welding accessories shall be made by the contractor at his own cost and nothing will rest with the department. The Contractor shall also provide all facilities and medical aid to the labourers / employee at his own cost and no claim what so ever in these respect will be entertained by the department.
18. The contractor will have to maintain a site order book at work site in which all necessary instructions etc will be given by the inspecting officer, supervising officer or junior engineer, to follow them. The same will be property of the department and will remain at work site under the control of the Junior Engineer in charge of the work.
19. The contractor shall get the sample of Bricks, sands, stone chips etc approved by the Executive Engineer/Superintending Engineer and approved quality of materials shall be kept in the custody of the Executive Engineer/Superintending Engineer in charge for comparison later on when the contractor complete the advance collection of materials to be used in the work and supplied the materials to be used in the work and supplied the materials during the progress of the work as directed by the Executive Engineer/Superintending Engineer in charge of such collections.
20. Bricks to be used in all bricks works shall be confirmed requirement of relevant I.S.I. code.
21. In all R.C.C. work stone chips and sand of specified size and quality confirming to the Indian standard specification on. 456,464 shall be used.
22. Good and approved quality of lime should be used and sample should be get approved before use in the work.



23. Procurement of water in all season with all leads and lift will be entire responsibilities of the contractor at his own cost and no claim what so ever in this respect will be entertained by the department.
24. The Engineer in charge will have full power if required for removal from the premises of the site of all materials, which are in his opinion are not accordance with the specification and in case of defaults.
25. Engineer in charge will have the liberty to sell much inferior materials at the contractor risk or to remove from site at the contractor cost.
26. Any approach road necessary for carrying of building materials to site of work will have to be constructed by the contractor at his own cost and no claim what ever for the same will be entertained by the department.
27. The contractor shall strictly follow the condition laid down in the minimum wage act. He shall also comply with the labour laws, which may be current information, which are required from time to time.
28. The contractor shall arrange and provide labour shed to the laboures for temporary accommodation at site. All other facilities like light, water supply, medical aids, labour protection cost and any other incidental cost required under minimum wages act and labour laws to be provided by the contractor to the employed labourers and no claim what so ever in these respect will be entertained by the department.
29. The contractor shall make adequate arrangement for the safety of the labourer and protection and precaution for preserving their health during the execution of the work. He will be responsible for any accident that take place at his work site and adequate compensation for the same will be have to be paid by him as directed by the competent authority. No claim what so ever in this respect will be entertained by the department.
30. The contractor shall employ sufficient number of skilled and experienced labour to the job in order to achieve proportionate progress in time given to the work. During execution of work, if his any mistry or labour is found avoiding instruction to follow, he shall be turn out at once from the site.
31. Qualified engineer for supervision to the satisfaction of the Engineer in charge will have to the engaged by the contractor as per requirement.
32. In all electrical works, the contractor will have to engage licensed electrical wire men/contractor.
33. The contractor shall when he is not personally on the site of the work invariably place and keep on such site a proper qualified agent, duly authorized and to act on behalf of and to receive on his behalf all orders and instruction from the E/IC in relation to such work, including the order required in permitted under the contract or to be given to the contractor by the E/IC. All such order and instruction given to and all acts done by such agent shall be binding to the contractor as if such orders and instruction where given to him such acts have been done by him.
34. All notices communication reference and complains issued or made by the E/IC or by his representative to the contractor or his authorized agent in connection with the work shall be in writing. And no notice, communication, reference or complaint not in writing shall be valid.
35. The contractor shall take requisite precaution and use his best endeavor to prevent any riotous and unlawful behaviors by or among his workmen and others employees on the work

site and he will be responsible for the preservation of the peace and protection of the habitants and security of property in the neighborhood of the work.

36. The contractor is responsible for the soundness from all points, of the materials being used in the work like bricks, stone chips and steel etc. If any test from such materials are conducted by the department for the proof of their soundness (from all point of views) the whole cost involve is to be born by the contractor and will be recovered from his bill and no claim what so ever in this respect will be entertained by the department. The test report received from the test house will be biding upon the contractor if test report is unsatisfactory, the materials will be rejected.
37. The contractor is also responsible for the soundness (from all point of view) of the RCC work being done in the building work if any test in cube test of RCC work done of being done are conducted by the department through quality control wing of the department for the soundness form all point of view the whole cost involve is to be born by the contractor and recovered from his bill. If the test reports is found unsatisfactory such RCC work done will be rejected and cost of dismantling and reconstruction of the same will be born by the contractor and no claim what so ever in this respect will be entertained by the department.
38. The contractor is also responsible for the satisfactory tests and result of all RCC work done mortar used and all other work done in the building work. For that he should provide and make arrangement for all required number of samples for test and analysis. Only on satisfactory test and result RCC work and all other works done will be accepted. If the test report found unsatisfactory, such work done will be rejected and cost of dismantling and reconstructing, the same will be borne by the contractor and no claim what so ever in these respect will be entertained by the department.
39. No claim shall be entertained for cleaning and scrapping rust and other element from steel.
40. For RCC works, all concreting and shuttering materials arranged and procured by the contractor at his own cost shall be of a good quality and requisite thickness and diameter. All the concreting and shuttering work done in RCC work must be rigid and should be so that it may not deform or disturb during steel work and casting with vibration arrangement by the contractor at his own cost. In case of shuttering for RCC column and stiffeners, steel plates of requisite thickness shall be used and not the wooden planks to give smooth surface.
41. All RCC works as well as PCC works shall be machine mix properly with concrete mixture machine arranged by the contractor at his own cost and submerged with 2" constant head of water over horizontal concrete.
42. If the mixing of mortar and aggregate and compaction of concrete not done with machine mixture and vibrator, then 10% extra cement by volume added in the mix on the cost of contractor for which no claim what so ever in these respect will be entertained by the department.
43. Where joints in reinforcement in all RCC works can not be avoided due to required length of steel bars whether mild or tor steel, they will be formed by over lapping to a length of 45 times of diameter and tied with anodized soft iron wire or as per drawings provided.
44. During casting of RCC or PCC in foundation the trenches shall be pumped out for which no extra payment to contractor shall be made by the department.
45. Lime concrete intending for terrace over RCC roof slab also be machine mixed as per RCC work.

46. Over all in structural work except plastering, clean course sand shall be used. For plastering clean medium sand shall be used and should be screened 256 mesh in one Sq. inch. Placed 45-degree incline before used in the work.
47. The jams and soffits of doors and windows openings should be smooth true to plumb and suitable space will have to be left for receiving W-1 clamps as per direction of engineer in charge for which no claim shall be entertained by the department.
48. Suitable recess for fixing clamps doors and windows jali works, railing required shall have to be provided by the contractors. In brick walls, RCC column and RCC roof recess shall be provided as per direction of the E/IC without any cost.
49. The teakwood and sal wood should be well-seasoned and free from sap wood cracks, knots and other timber defects. The manufactured chaukhats and frame of shutters of any structure should be got approved before use in the work.
50. All fittings and fixtures for doors and windows shall be got approved by the E/IC. well in advance before use in the work. The approved fittings and fixture shall be mounted on a wooden board and always kept at site of work open for inspection and one such mounted board will be deposited in the office of the S.E. / Ex.Engr. (C) at the cost of the contractor.
51. Flat iron for making grill for windows, handrail for staircase etc. shall be procured by the contractor himself.
52. All points of welding grills etc. must be electrically welded from all sides of the joints to give clean smooth and strong joints. The sample of grills be shall be got approved by S.E. / Ex. Engg. (C) before taking of mass manufacture.
53. Where not other wise specified 4 mm thick glass panes weighing 10 kg per sqm. only shall be used in all glazed shutters.
54. After completion of work, building floor should be thoroughly washed and cleaned, the ugly mark on glass panes shutter etc. shall be removed and damages made good. The under work of paints cement etc. shall be removed and cleaned nicely by the contractor at this own cost.
55. The contractor shall remove all the surplus materials, rubbish etc. and leave the site clean and tidy after leveling and dressing the premises of the work as desired by the E/IC. and then the work shall be considered as complete.
56. The contractor will have to make and maintain diversion at his own cost if required. He will also have to provide barrier, light, danger signal and night chaukidar etc. at his own cost to prevent any accident.
57. The department will not be held responsible for the work stopped at the stage of progress to reason beyond the control of the deptt. and no claim what so ever in this respect will be entertained by the department.
58. From the commencement of the work to the completion of the work, They are to be under the contractor charge. The contractor is to be held responsible for and to make good all injuries, damages and repairs occasioned or rendered necessary to the same by the fire or other cause and they are to hold the Governor of Jharkhand harmless from any claim for injury to persons and structural damage to property happening from any neglect default, want to prop case on misconduct in the part of the contractor or any one his employee during the execution of work. In case of accidents, the contractor(s) shall be responsible for compliance with all the requirements imposed by workmen's compensation Act. or any other similar laws in force, and the contractor(s) shall indemnify the J.R.D.A. against any claim on this account.

59. No claim shall be entertained for loss due to earth quake, flood, cyclone, epidemic, war riot or any other natural calamities or emergency, act of enemies and damages so caused will have to be made good by the contractor at his own cost.
60. All claims for work done beyond the agreement must be submitted by 10<sup>th</sup> of each month failing which they will be treated as time barred.
61. During execution of work any item which is provided in the bill of quantity is not required to be done due to change of specification, contractor will have no claim what so ever that item is not got done through him.
62. The contractor shall offer all facilities to the departmental officers for inspection, supervision taking measurement and checking bills etc and any damages in the process will be made good by the contractor at his own cost.
63. In case of T. or L. inverted and rectangular beam, only the projecting below or above the slab shall be measured for payment.
64. For the purpose of payment of brick work, B.W. will be done with new size of brick as per latest I.S.I. specification by the department.
65. No claim for extra thickness of more than ½” thick cement plaster in either side of 10” or 5” thick wall be entertained by the department.
66. All wooden salvaged materials will have to be return to the department unless at the rate of 10% value of the replaced new wood will deducted from the bill of the contractor.
67. Amount of royalty will be realized at the rates fixed by the mining department.
68. Amount of Income Tax will be realized at the rates fixed by the Income Tax department.
69. Dues will be realized under public recovery act.
70. It is understood and agreed that no extra payment shall be admissible to the contractor consequent on any alleged or miscalculation arisen out any other mistake or factor not specifically provided for in the contract.
71. In case of any undue hindrances occurred, an application by the contractor within 10 days the date such hindrances to the responsible to the competent authority for completion of work.
72. The department will not be responsible for lapse time for non-availability or delay supply of departmental materials for which no claim /demurrages what so ever in these respects will be entertained by the department.
73. The contractor shall have to produce clearance certificate in respect of payment of royalty etc. for the minerals consumed in the work from the concerned District Mining Officer/Asst. District Mining Officer, without which final bill shall not be paid.
74. As per order given by H’ble High Court-Ranchi bench dated 8-02-2000 it is brought in the notice of the tenderer that acceptance/rejection of tender shall be in accordance with the circular of department/Vigilance department issued time to time. Ref Letter No.- 2882 (vigilance) dated 13-09-1991 and others.

**75. SECURITY DEPOSIT**

- i Tenderers are required to deposit invited earnest money in shape of any of the National Saving Certificate (8<sup>th</sup> issue) or Postal Time Deposits 3/5 years, duly pledged to the Superintending Engineer, JRDA, Dhanbad or Bank draft / irrevocable Bank guarantee issued by any Nationalised/ scheduled bank in favour of Superintending Engineer, JRDA, Dhanbad failing which the tender will be invalid. Earnest money will not carry any interest. Bank guarantee (and other instruments having fixed validity ) issued as earnest money for the tender shall be valid for 45 days beyond the validity of the tender.

- ii When a tender is selected and accepted, the tenderer shall deposit the requisite amount of the initial security money. The amount of earnest money will be transferred towards a part of initial security money, which will have to be augmented to cover the initial security deposit. The initial security deposit will be 5% of the value of the tender. The same can be in any of the form as detailed in the paragraph (i) above.
  - iii The total security deposit will be 10% ( Ten percent ) of the agreement amount. Remaining 5% ( Five percent ) shall be recovered from the contractor by deduction from his running account bills at the rate of 5% (Five percent ) of the total amount of each bill. The security deposit amount will not carry any interest. The bank guarantee towards security deposit shall be valid until a date 28 days from the expiry of defect liability period.
  - iv On completion of entire work, the E/ic will accept it only after joint inspection with the contractor. After acceptance of the work half of the security deposit money will be released on expiry of a period of six months from the date of issue of completion certificate. Remaining half of the security deposit will be released after period of one year from the date of issue of completion certificate, subject to removal of all the defects as per direction of E/I. If defect remains defect liability period will be extended and accordingly refund of half of security deposit will also be extended.
76. Sale tax registration and clearance certificate for the last financial year or the last assessment year which ever is later or proof of filing the returns for the previous financial year should accompany the tender.
77. The validity period of the tenders shall be 180 days from the date of opening of Technical bid.
78. Any difference detected in the tender/tenders submitted resulting from:
- i. The employees entrusted with the work will date and initial all papers, the calculation of which they have checked and that all working sheets are preserved.
  - ii. If on checks there are difference between the rate given by the contractor in words and figures or in amount worked out by him, the following procedure shall be followed:-
    - a. When there is a difference between the rates in figures and in words, the rates which corresponds to the amount worked out by the contractor shall be taken as correct.
    - b. When the amount of an item is not worked out by the contractor or it does not corresponds with the rates written either in figures or words, then the rates quoted by the contractor in words shall be taken as correct.
    - c. 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.
    - d. In the case of percentage rate tender, the contractors are required to quote their rates both in amount as well as in the percentage below/above the rates entered in the schedule. In such cases in the event of Arithmetical error committed in amount by the contractor, the tender percentage and not the amount should be taken into account.
79. The work will carried out as per PWD/CPWD norms and specification.
80. No interest shall be payable on earnest money. No interest shall be payable on the amounts with held, under the terms of the agreement/work order.

81. Defects liability period :-

In addition to the defect/s to be rectified by the contractor as per terms of the contract/work order, the contractor shall be responsible to make good and remedy at his own expense, defect/s mentioned here under within such period as may be stipulated by the E/ic in writing.

(a) The defect liability period is 1 (one) year after the issue of completion certificate of the work issued by the E/ic. The defect liability period shall be extended for as long as defects remain to be corrected.

82. the tenderers should quote their rates not item wise but only in any one of the three ways in terms of EQUAL or PERCENTAGE BELOW or PERCENTAGE ABOVE indicated at the end of B.O.Q. both in figures and words. Tenderers should strike out those which are not applicable to them, duly signed failing which the tender shall be liable to be rejected.

83. On completion of the work all rubbish, debris, brick bats etc. shall be removed from the site by the contractor/contractors at his/their own expense and the site cleaned and handed over to the department and shall intimate officially of having completed the work as per contract.

84. Each pages of the tender document must invariably be signed by the tenderer. Any page without signature shall make the tender invalid.

85. 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 date on which the written order to commence work is given to the contractor. The work shall throughout the stipulated period of the contract be carried on with all due diligence (time being deemed to be the essence of the contract on the part of the contractor) and the contractor shall pay compensation of an amount equal to  $\frac{1}{2}$  percent on the amount of the estimated cost of the whole work as shown by the tender for every day that the work remains uncompleted or unfinished after the proper date. And further to ensure good progress during the execution of the work the contractor shall be bound in all cases in which the time allowed for any work exceeds one month to complete one fourth of the whole of the work before one-fourth of the whole time allowed under the contract has elapsed one half of the work before one half of such time elapsed and three fourths of the work, before three fourths of such time has elapsed in the event of the contractor failing to employ with this condition, he shall be liable to pay as compensation of an amount equal to  $\frac{1}{2}$  percent on the said estimated cost of the whole work for every day that the due quantity of work remains incomplete provided always that the entire amount of compensation to be paid under the provisions the clause shall not exceed 10 percent of the estimated cost of the work as shown in the tender.

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