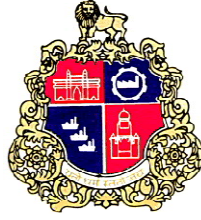


BRIHANMUMBAI MUNICIPAL CORPORATION
DISASTER MANAGEMENT DEPARTMENT



E-Tender

Subject: Providing Housekeeping and allied services at DMU,MHO and CIDM Parel for the period of 2 years

Contract Period : 2 Years
EMD : Rs. 189900/-
Scrutiny Fee : Rs. 18150 + 18% GST
Due Date : 23.09.2025 till 03:00 PM
Tender ID : 2025_MCGM_1218590_1

Office of the
Chief Officer (DMP&CCRS)
2nd floor, Annex Building,
BMC Head Office, Mahapalika Marg,
Fort, Mumbai – 400001
Tel. 022-22694725 / 27 Fax.022 22694719.
e-mail: co.dm@mcgm.gov.in

BRIHANMUMBAI MUNICIPAL CORPORATION
DISASTER MANAGEMENT DEPARTMENT

TENDER SUMMARY

| | |
|---|--|
| TENDER FOR THE WORK OF | Providing Housekeeping and allied services at DMU,MHO and CIDM Parel for the period of 2 years |
| EARNEST MONEY DEPOSIT | <u>Rs. 189900/-</u> |
| LAST DATE OF PAYMENT OF EARNEST MONEY DEPOSIT | 23.09.2025 till 03:00 PM |
| DUE DATE OF TENDER SUBMISSION | 23.09.2025 till 03:00 PM |
| OFFICE ADDRESS FOR SUBMISSION OF TENDER | Chief Officer (DMP&CCRS) BMC Head Office, Annex Building, 2nd floor , Mahapalika Marg, Fort, Mumbai – 400001 Tel. 022-22694725 /27 , 022 61234000 Fax.022 22694719. e-mail:co.dm@mcgm.gov.in |
| BIDDERS NAME, ADDRESS AND CONTACT PHONE NUMBERS | :- |

BRIHANMUMBAI MUNICIPAL CORPORATION
DISASTER MANAGEMENT DEPARTMENT
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SECTION - I

TENDER NOTICE

BRIHANMUMBAI MUNICIPAL CORPORATION
DISASTER MANAGEMENT DEPARTMENT

e-Tender Notice (Web site)

Subject: - Providing Housekeeping and allied services at DMU,MHO and CIDM Parel for the period of 2 years

Tender ID:2025_MCGM_1218590_1

The Municipal Commissioner of Greater Mumbai invites the following on line tender. The tender copy can be downloaded from <https://mahatenders.gov.in> under “Tenders” (tab) section.

All interested bidders, whether already registered or not registered in BMC, are mandated to get registered with BMC for e-tendering process, Login Credentials to participate in the on line bidding process on the above mentioned portal under “Tenders” (tab) section.

For registration, enrollment for digital signature certificate & user manual, please refer to respective links provided in e-tendering tab on BMC website. The bidders can get digital signature from any one of the Certifying Authorities (CA's) licensed by the controller of Certifying Authorities namely Safes crypt, IDRBT, National Informatics Centre, TCS, Customs, MTNL, GNFC and e-Mudhra CA.

BMC has opened a help desk regarding queries related to online tender filling process. Bidders may contact helpdesk on any working day between 1100Hrs to 1700Hrs, Telephone No. 022-24811275& e-Mail Id: etendering.it@BMC.gov.in for assistance regarding e-Tendering procedure.

Any clarification on Tender contents i.e. scope of work, terms & conditions of subject work shall be communicated to concern Executive Engineer (M&E) or Sub Engineer (M&E) or Junior Engineer(M&E) whose contact Nos. are 022 61234000, 022 694725/27, 9820303625, 9921735060, 9595043643 & email address is co.dm@mcgm.gov.in

The technical and commercial bids shall be submitted on line up to the Bid End Date & Time mentioned below.

| Sr. No. | Name of the work | Earnest Money Deposit (Rs.) | e-Tender Price (Rs.) | Bid Start Date & time | Pre-bid date & time | Bid End Date & time |
|---------|--|-----------------------------|----------------------|--|---------------------|--|
| 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 1. | Providing Housekeeping and allied services at DMU,MHO and CIDM Parel for the period of 2 years Tender ID.: 2025_MCGM_1218590_1 | Rs. 189900 | Rs. 18150 + 18% GST | <u>16.09.2025 from 06:00 PM</u> | <u>NA</u> | <u>23.09.2025 till 03:00 PM</u> |

The bidder shall have to pay the “e Tender Price” as mentioned in the above table through online payment gateway before downloading the tender documents.

All bidders are required to pay the EMD online only & shall upload the scanned copy of the receipt in Packet ‘A’ instead of paying the EMD at any of the CFC centers in BMC Offices.

The bidders fulfilling the following criteria are eligible to bid for tender-

1.1 Technical Capacity (For Routine Work)

The tenderer(s) in their own name should have satisfactorily executed the work of similar nature in BMC /Semi Govt. /Govt. & Public Sector Organizations during **last seven (7) years ending last day of month previous to the one in which bids are invited** as a prime Contractor (or as a nominated sub-Contractor, where the subcontract had involved similar nature of work as described in the scope of works in this bid document, provided further that all other qualification criteria are satisfied)

Note: Partly completed work of ongoing contract will not be considered as completed work and the same will not be considered for evaluation of technical capacity.

- a) **Three similar completed works each** of value not less than the value equal to Rs.1898600/-
Or
- b) **Two similar completed works each** of value not less than the value equal to Rs.2373200/-
Or
- c) **One similar completed work** of value equal and or not less than the Rs.3797100/-

The value of executed works shall be brought to current costing level by enhancing the actual value of work at compound rate of 10 % per annum; calculated from the date of completion to last date of receipt of applications for tenders.

1.2 Financial Capacity

Achieved an average annual financial turnover as certified by ‘Chartered Accountant’ equal to Rs 2847900/-of work in **last three (3) financial years immediately preceding the Financial Year in which bids are invited.**

1.3 Similar Experience:

For assessing the technical capacity of Regular & Routine similar work shall mean: Providing housekeeping and general services (pest control,façade cleaning, tank cleaning). (Performance certificate from user shall be uploaded).

Note: The statement showing the value of existing commitments and on-going works as well as the stipulated period of completion remaining for each of the works listed should be attached along with certificates duly signed by the Engineer-in Charge, not below the rank of an Executive Engineer or equivalent.

Even though the bidders meet the above qualifying criteria, they are subject to be disqualified if they have:

- made misleading or false representation in the forms, statements and attachments submitted in proof of the qualification requirements; and/or

- Record for poor performance such as abandoning the works, not properly completing the contract, inordinate delays in completion, litigation history, or financial failures etc

Special instruction to bidder.

- 1) Bidders are advised to read carefully the detailed Instructions to Vendors participating in e-Tendering of BMC at <http://BMC.gov.in> under Tender section before bidding.
- 2) Only the tender notice is available for viewing/download on <http://BMC.gov.in> under tender section, but for participation in e-Tendering, Bidders shall make payment of e-tender price Rs. 18150 + 18% GST online through payment gateway as detailed in User Manual for Vendors - Bidding Process and download the tender related information documents.
- 3) Bidder has to register with Account Officer (CPD),BMC. Central Purchasing Department, Bakri Adda, N M Joshi Marg, Byculla (W), Mumbai 400011 for Vendor registration number. contact No. 022 23083161/62/63 ext 235 E-mail:ao.cpa@BMC.gov.in/ao.cs@BMC.gov.in(For any queries related to vendor registration).
- 4) For Bidder already registered with BMC department and having the Vendor Registration number, they have to submit an application for obtaining the Bidder User ID & Password to above mentioned AO (CPD) department address containing the Vendor code number and contact details. The Login details will be emailed to the bidder.
- 5) Bids must be uploaded on BMC portal on or before **23.09.2025 till 03:00 PM.** Late bids cannot be uploaded after due date & time. Bids will be opened in the presence of the Bidders' representatives who choose to attend at the address above on after 1605 Hrs.
- 6) The prospective bidders are requested to submit their tender related queries (if any) to this departments official email address co.dm@mcgm.gov.in on or before **NA** Queries received after **NA** Will not be entertained. Corrigendum if any in regard of any changes / clarification in original tender document will be published on Mahatender portal only.
- 7) For any suggestions/deviations in specifications, general specifications, terms and conditions, the same shall be submitted at the time of pre-bid meeting on a separate letter head of the company stating "Deviations from the offer". No claims on this account will be entertained later on.
- 8) The details of short description in the Item Data are mentioned in BOQ.

- 9) It is mandatory to quote according to BMC's Labour Department's latest Circular effective at the time of this e-tender. It is the responsibility of the contractor to make payment to his employees (skilled & unskilled manpower) not less than as per the Minimum Wages Act. The basic pay rates and D. A. (Special Allowance) which revises after every six months. Bidder should consider this fact before quoting for this tender. This department will scrupulously monitor the compliance made by successful bidder in this regard.
- 10) Government notifications for minimum rates of wages applicable to BMC as local government authority (other than village panchayat). The same shall be followed by prospective bidders.
- 11) BMC will not bear the extra cost arise due to the increase in the Minimum wages from time to time within the contract period.
- 12) The bidder shall submit the undertaking on Rs 500/- Stamp Paper, stated that, payment of employees appointed by him, will be made not less than the minimum wages act during the contract period and BMC will not be held responsible for wages related or any other dispute between contractor & staff appointed by them at this department.
- 13) Government notifications for minimum rates of wages applicable to BMC as local government authority (other than village panchayat). The same shall be followed by prospective bidders.

However bidder should consider updated rates mentioned in latest circular at the time of the bidding.

THE OFFERS WHICH DO NOT COMPLY WITH ABOVE QUALIFICATION CRITERIA WILL NOT BE CONSIDERED.

Any clarification on Tender contents shall be communicated to concern Executive Engineer (M. & E.) whose email address is co.dm@mcgm.gov.in.

The tenders will be received electronically online only.

**Sd/-
Chief Officer
(DM & CCRS)**

BRIHANMUMBAI MUNICIPAL CORPORATION

DISASTER MANAGEMENT DEPARTMENT

No.Chief Officer/ T- 08/ DM dtd.15.09.2025

2. Tender Notice

| | |
|--|---|
| E-Tender No. | Chief Officer/ T- 08/ DM dtd.15.09.2025 |
| Name of Organization | BRIHANMUMBAI MUNICIPAL CORPRATION |
| Subject | Providing Housekeeping and allied services at DMU,MHO and CIDM Parel for the period of 2 years |
| Bid No | 2025_MCGM_1218590_1 |
| E-Tender Price | Rs.18150 + 18% GST |
| Estimated Cost (Excl. of GST) | Rs.9492698.1300000008 |
| Earnest Money Deposit | Rs.189900/- |
| Date of issue of Tender Document | 16.09.2025from 06:00 PM |
| Pre-Bid Meeting | NA |
| End Date and Time of Bid Submission | 23.09.2025 till 03:00 PM |
| End date & time for receipt of EMD | 23.09.2025 till 03:00 PM |
| Opening of The 'Folder ONE - Technical Bid' (Folder "A"&"B" will be considered as 'Folder one-Technical Bid') | 24.09.2025 till 03:00 PM |
| Opening of The 'Folder TWO Financial Bid' (Folder "C" will be considered as 'Folder two-Financial bid') | will be informed later |
| Website | https://mahatenders.gov.in |
| Name of Contact Person | 1.Sainath Dhoiphode, SE (DMU) – 022 61234110 2. Shubham Pagariya, SE (DM)- 022 61234127 |
| Address for Communication & Pre Bid Meeting | Office of the Chief Officer (DMU), Municipal Head Office, 2 nd floor, Annex Building, Mahapalika Marg, Mumbai-400001. P:022-61234000 / 22694725/27 Email ID: co.dm@mcgm.gov.in |
| Venue for opening of bid | On Line at above address |

Note-

- 1. All interested bidders shall note that corrigendum (if any) in regards of this work will be published on Mahatender portal only.**
- 2. The detailed tender notice is available on mahatender portal.**
- 3. The BMC reserved the right to accept any of the application or reject any or all applications received for above subject without assigning any reasons at any stage.**

Sd/-
Chief Officer
Disaster Management Department

SECTION 2
DISCLAIMER

DISCLAIMER

The information contained in this e-tender document or provided to Applicant(s), whether verbally or in documentary or any other form, by or on behalf of the Brihanmumbai Municipal Corporation(BMC), hereafter also referred as “The Authority “, or any of its employees or advisors, is provided to Applicant(s) on the terms and conditions set out in this e-tender and such other terms and conditions subject to which such information is provided.

This e-tender includes statements, which reflect various assumptions and assessments arrived at by the Brihanmumbai Municipal Corporation(BMC) in relation to the Project. Such assumptions, assessments and statements do not purport to contain all the information that each Applicant may require. This e-tender may not be appropriate for all persons, and it is not possible for the Brihanmumbai Municipal Corporation(BMC), its employees or advisors to consider the investment objectives, financial situation and particular needs of each party who reads or uses this e-tender. The assumptions, assessments, statements and information contained in this e-tender may not be complete, accurate, adequate or correct. Each Applicant should therefore, conduct its own investigations and analysis and should check the accuracy, adequacy, correctness, reliability and completeness of the assumptions, assessments, statements and information contained in this e-tender and obtain independent advice from appropriate sources.

Information provided in this e-tender to the Applicant(s) is on a wide range of matters, some of which may depend upon interpretation of law. The information given is not intended to be an exhaustive account of statutory requirements and should not be regarded as a complete or authoritative statement of law. The Brihanmumbai Municipal Corporation(BMC) accepts no responsibility for the accuracy or otherwise for any interpretation or opinion on law expressed here.

The BRIHANMUMBAI MUNICIPAL CORPRATION(BMC), its employees and advisors make no representation or warranty and shall have no liability to any person, including any Applicant or Bidder, under any law, statute, rules or regulations or tort, principles of restitution or unjust enrichment or otherwise for any loss, damages, cost or expense which may arise from or be incurred or suffered on account of anything contained in this e-tender or otherwise, including the accuracy, adequacy, correctness, completeness or reliability of the e-tender and any assessment, assumption, statement or information contained therein or deemed to form part of this e-tender or arising in any way with pre-qualification of Applicants for participation in the Bidding Process. The Brihanmumbai Municipal Corporation(BMC) also accepts no liability of any nature whether resulting from negligence or otherwise howsoever caused arising from reliance of any Applicant upon the statements contained in this e-tender.

The Brihanmumbai Municipal Corporation(BMC) may, in its absolute discretion but without being under any obligation to do so, update, amend or supplement the information, assessment or assumptions contained in this e-tender.

The issue of this e-tender does not imply that the Brihanmumbai Municipal Corporation(BMC) is bound to select and short-list pre-qualified Applications for Bid Stage or to appoint the selected Bidder or Concessionaire, as the case may be, for the Project and the Brihanmumbai Municipal Corporation(BMC) reserves the right to reject all or any of the Applications or Bids without assigning any reasons whatsoever.

The Applicant shall bear all its costs associated with or relating to the preparation and submission of its Application including but not limited to preparation, copying, postage, delivery fees, expenses associated with any demonstrations or presentations which may be required by The Brihanmumbai Municipal Corporation(BMC) or any other costs incurred in connection with or relating to its Application. All such costs and expenses will remain with the Applicant and the BRIHANMUMBAI MUNICIPAL CORPORATION(BMC) shall not be liable in any manner whatsoever for the same or for any other costs or other expenses incurred by an Applicant in preparation or submission of the Application, regardless of the conduct or outcome of the Bidding Process.

SECTION 3

E-TENDERING ONLINE
SUBMISSION PROCESS

E-TENDERING ONLINE SUBMISSION PROCESS

The terminology of e-Tendering is solely depending upon policies in existence, guidelines and methodology adopted since decades. The SRM is only change in process of accepting and evaluation of tenders in addition to manual. The SAP module to be used in this E-tendering is known as Supplier Relationship Module (SRM).SRM is designed and introduced by ABM Knowledge ware Ltd. who will assist BMC in throughout the tendering process for successful implementation.

NOTE: This tendering process is covered under Information Technology ACT & Cyber Laws as applicable

(1) In e-tendering process some of the terms and its definitions are to be read as under wherever it reflects in online tendering process.

Start Date read as “Sale Date”

End Date read as “Submission Date”

Supplier read as “Contractor/bidder”

Vendor read as “Contractor/bidder”

Vendor Quotation read as “Contractors Bid/Offer”

Purchaser read as “Department/BMC”

- I. Before entering in to online tendering process, the contractors should complete the registration process so as to get User ID for E-tendering links. For this, the contractors can access through Supplier registration via BMC Portal.

There are two methods for this registration :(II and III)

- II. Transfer from R3 (registered contractors with BMC) to SRM
 - a. Contractors already registered with BMC will approach to Vendor Transfer department.
 - b. Submit his details such as (name, vendor code, address, registered Email ID, pan card etc.) to Vendor transfer department.
 - c. BMC authority for Vendor Transfer, transfers the Vendor to SRM application from R3 system to SRM system.
 - d. Transferred Vendor receives User ID creation link on his supplied mail Id.
 - e. Vendor creates his User ID and Password for e-tendering applications by accessing link sent to his mail ID.

- III. Online Self Registration (Temporary registration for applicant not registered with BMC)
- a. Vendor fills up Self Registration form via accessing BMC portal.
 - b. Vendor Transfer department (same as mentioned above) accesses Supplier Registration system and accepts the Vendor request.
 - c. Accepted Vendor receives User ID creation email with Link on his supplied mail Id.
 - d. Vendor creates his User ID and Password for e-tendering application.
- IV. CONTRACTORS BIDDING: Applicant will Quote and Upload Tender Documents
1. Access e-tender link of SRM Portal
 2. Log in with User ID and Password
 3. Selects desired Bid Invitation (he wants to bid)
 4. To download tender documents contractors will have to pay online Tender fee. The same can be done by accessing Pay Tender Fees option. By this one will be able to pay Tender fee through Payment Gateway-If transaction successful, Contractors can register his interest to participate. Without Registration one cannot quote for the Bid/Tender.
 5. Applicant will download Tender Documents from Information from purchaser tab by accessing Purchaser document folder through collaboration 'C' folder link.
 6. Applicant will upload Packet **A** related and Packet **B** related Documents in Packet **A** and Packet **B** folder respectively by accessing these folders through "My Notes" Tab and collaboration folder link.
 7. All the documents uploaded have to be digitally signed and saved. Contractors can procure their digital signature from any certified CA's in India.
 8. Bid security deposit/EMD and ASD, if applicable, should be paid online as mentioned in tender.
 9. For commercial details (in Packet **C**) contractors will fill data in Item Data tab in Service Line Item via details and quotes his "Percentage Variation"

(i.e.% quoted) figure.(If entered '0' it will be treated as at par. By default the value is zero only.

10. Applicants to check the bid, digitally signs & save and submit his Bid Invitation.
11. Applicants can also save his uploaded documents/commercial information without submitting the BID for future editing through 'HOLD' option.
12. Please note that "Hold" action do not submit the Bid.
13. Applicants will receive confirmation once the Bid is submitted.
14. Bid creator (BMC) starts Bid Opening for Packet A after reaching End Date and Time and Bid Evaluation process starts.

As per Three Packet system, the document for Packet A & B is to be uploaded by the tenderer in 'Vendor's document' online in Packet A & B. Before purchasing/ downloading the tender copy, tenderer may refer to post- Qualification criteria mentioned in e-Tender Notice.

The tenderer shall pay the EMD/Bid Security through payment gateways before submission of Bid and shall upload the screenshot of receipt of payment in Packet 'A' instead of paying the EMD at any of the CFC centers in BMC Ward Offices.

The e-tender is available on BMC portal, <http://portal.BMC.gov.in>, as mentioned in the Header Data of the tender. The tenders duly filled in should be uploaded and submitted online on or before the end date of submission. The Packet 'A', Packet 'B' & Packet 'C' of the tenderer will be opened as per the time-table shown in the Header Data in the office of **Chief Officer (DMU), 2nd floor, Annex Building, Municipal Head Office, Mahapalika Marg, Mumbai-400001.**

The Municipal Commissioner reserves the right to reject all or any of the e-Tender(s) without assigning any reason at any stage. The dates and time for submission and opening the tenders are as shown in the Header Data. If there are any changes in the dates the same will be displayed on the BMC Portal (<http://portal.BMC.gov.in>).

SECTION 4

INSTRUCTIONS TO APPLICANTS

INSTRUCTIONS TO APPLICANTS

➤ Scope of Application

The Authority wishes to receive Applications for Qualification in order to SELECT experienced and capable Applicants for the Bid Stage.

➤ Eligibility of Applicants

~~The Brihanmumbai Municipal Corporation(BMC) invites e tender to appoint Contractor for the aforementioned work from contractors of repute, multidisciplinary engineering organizations i.e. eminent firm, Proprietary/Partnership Firms/ Private Limited Companies/ Public Limited Companies/Companies registered under the Indian companies' act 2013, the contractors registered with the BRIHANMUMBAI MUNICIPAL CORPRATION, (BMC) in **Class 'B' as per as per Registration Rules 2015 or Class 'A' as per Registration Rules 2016 in Either Mechanical or Electrical category** and from the contractors/firms equivalent and superior classes registered in Central or State Government/Semi Govt. Organization/Central or State Public Sector Undertakings, will be allowed subject to condition that, the contractors who are not registered with BMC will have to apply for registering their firm within three months time period from the award of contract, otherwise their Bid Security i.e. E.M.D (Earnest Money Deposit) will be forfeited/recovered and an amount equal to Registration Fee of respective class will be recovered as penalty.~~

~~The Subcontracting is allowed for Electrical works. In case of subcontracting, the electrical contractors shall be registered with the BRIHANMUMBAI MUNICIPAL CORPRATION, (BMC) in **Class 'C' as per as per Registration Rules 1992 or Class 'D' as per as per Registration Rules 2015 or Class 'E' as per Registration Rules 2016 in Electrical category. The electrical contractor shall have valid PWD electrical contractor's license.**~~

~~To be eligible for pre qualification and short listing, an Applicant shall fulfill the following conditions of eligibility:~~

1.1 Technical Capacity

The renderer(s) in their own name should have satisfactorily executed the work of similar nature BMC /Semi Govt. /Govt. & Public Sector Organizations during **last seven (7) years** ending last day of month previous to the one in which bids are invited as a prime Contractor (or as a nominated sub-Contractor, where the subcontract had involved similar nature of work as described in the scope of works in this bid document, provided further that all other qualification criteria are satisfied)

Note: Partly completed work of ongoing contract will not be considered as completed work and the same will not be considered for evaluation of technical capacity.

- a) **Three similar completed** works **each** of value not less than the value equal to Rs.1898600/-
Or
- b) **Two similar completed** works **each** of value not less than the value equal to Rs.2373200/-
Or
- c) **One similar completed** work of value equal and or not less than the Rs.3797100/-

The value of executed works shall be brought to current costing level by enhancing the actual value of work at compound rate of 10 % per annum; calculated from the date of completion to last date of receipt of applications for tenders.

1.2 Financial Capacity

Achieved an average annual financial turnover as certified by 'Chartered Accountant' equal to Rs.2847900/-of work in **last three (3) financial years** immediately preceding the Financial Year in which bids are invited.

The value of executed works shall be brought to current costing level by enhancing the actual value of work at compound rate of 10 % per annum; calculated from the date of completion to last date of receipt of applications for tenders.

1.3 Similar Experience:

For assessing the technical capacity of Regular & Routine similar work shall mean: Providing housekeeping and general services (pest control,façade cleaning, tank cleaning). (Performance certificate from user shall be uploaded).

Note: The statement showing the value of existing commitments and on-going works as well as the stipulated period of completion remaining for each of the works listed should be attached along with certificates duly signed by the Engineer-in Charge, not below the rank of an Executive Engineer or equivalent.

Even though the bidders meet the above qualifying criteria, they are subject to be disqualified if they have:

- made misleading or false representation in the forms, statements and attachments submitted in proof of the qualification requirements; and/or
- Record for poor performance such as abandoning the works, not properly completing the contract, inordinate delays in completion, litigation history, or financial failures etc

Note: The statement showing the value of existing commitments and on-going works as well as the stipulated period of completion remaining for each of the works listed should be attached along with certificates duly signed by the Engineer-in Charge, not below the rank of an Executive Engineer or equivalent.

C) Equipment Capabilities as required for this work

- a) **Regular and Routine works:** The successful bidder will make the arrangements of the required equipment on the day of commencement or with respect to the progress of the work in phases, as per the instructions of site in charge. **The successful bidder and, to that effect he will ensure commitment on an undertaking on Rs.500 stamp paper to be submitted along with the Bid in Packet B.** However, this condition in no way shall dilute the respective condition in Registration Rules of BMC.

1.4. TIME PERIOD OF THE PROJECT:

Entire project should be completed and delivered within **Twenty Four months** of time from the date of award of contract that includes/~~excludes~~ Monsoon.

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 Letter of Acceptance is given to the Contractor. The work shall throughout the stipulated period of the Contract be proceeded with all due diligence as time being deemed to be the essence of the contract on the part of the Contractor. On failing to do so, the Contractor shall pay as compensation an amount which shall be governed as per Clause - 8(e) of Standard General Conditions of Contract.

~~The Contractor should complete the work as per phase given below:~~

~~$\frac{1}{4}$ of the work in ———.. $\frac{1}{4}$ of the time~~

~~$\frac{1}{2}$ of the work in ———.. $\frac{1}{2}$ of the time~~

~~$\frac{3}{4}$ of the work in ———.. $\frac{3}{4}$ of the time~~

~~Full of the work in ———.. Full of the time~~

~~Full work will be completed in **Twelve Months** including monsoon.~~

~~The program for completion of work shall be a part of the Contract Document in the form of Bar Chart / GANTT Chart. The Contractor is supposed to carry out the work and keep the progress as per Bar Chart/GANTT Chart. The Contractor shall complete the work as per the Schedule given in the Contract and the programme submitted by the Contractor.~~

1.5. Contract Execution

All required documents for execution of the contract shall be submitted within 30 days from the date of issue of letter of acceptance. If the documents are not submitted within the stipulated time a **penalty of Rs 5000/- per day** will be applicable to the contractor. All contract documents need to be duly affixed with stamp duty properly signed along with evidence/proof of

payment of security/contract deposit/ within 30 days from the date of letter of acceptance received by him

1.6. If the amount of the Contract Deposit to be paid above is not paid within 30 days from the date of issue of Letter of Acceptance, the Tender / Contractor already accepted shall be considered as cancelled and legal steps are taken against the contractor for recovery of the amounts.

1.7. The amount of Security Deposit retained by the BMC shall be released after expiry of period up to which the contractor has agreed to maintain the work in good order is over. In the event of the contractor failing or neglecting to complete the rectification work within the period up to which the contractor has agreed to maintain the work in good order, the amount of security deposit retained by BMC shall be adjusted towards the excess cost incurred by the Department on rectification work.

1.8. Action when whole of security deposit is forfeited:

In any case in which under any Clause of this contract, the contractor shall have rendered himself liable to pay compensation amounting to the whole of this security deposit whether paid in one sum or deducted by installments or in the case of abandonment of the work owing to serious illness or death of the contractor or any other cause, the Engineer on behalf of the Municipal Commissioner shall have power to adopt any of the following process, as he may deem best suited to the interest of BMC -

(a) To rescind the contract (for which recession notice in writing to the contractor under the head of Executive Engineer shall be conclusive evidence) and in that case, the security deposit of the contract shall stand forfeited and be absolutely at the disposal of BMC.

(b) To carry out the work or any part of the work departmentally debiting the contractor with the cost of the work, expenditure incurred on tools and plant, and charges on additional supervisory staff including the cost of work-charged establishment employed for getting the un-executed part of the work completed and crediting him with the value of the work done departmentally 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 his contract. The certificate of the Executive Engineer as to the costs and other allied expenses so incurred and as to the value of the work so done departmentally shall be final and conclusive against the contractor.

(c) To order that the work of the contractor be measured up and to take such part thereof as shall be un-executed out of his hands, and to give it to another contractor to complete, in which case all expenses incurred on advertisement for fixing a new contracting agency, additional supervisory staff including the cost of work charged establishment and the cost of the

work executed by the new contract agency will be debited to the contractor and the value of the work done or executed through the new contractor shall be credited to the contractor in all respects and in the same manner and at the same rates as if it had been carried out by the contractor under the terms of his contract. The certificate of the Executive Engineer as to all the cost of the work and other expenses incurred as aforesaid for or in getting the un-executed work done by the new contractor and as to the value of the work so done shall be final and conclusive against the contractor.

In case the contract shall be rescinded under Clause (a) above, the contractor shall not be entitled to recover or be paid any sum for any work there for actually performed by him under this contract unless and until the Executive Engineer shall have certified in writing the performance of such work and the amount payable to him in respect thereof and he shall only be entitled to be paid the amount so certified. In the event of either of the courses referred to in Clause (b) or (c) being adopted and the cost of the work executed departmentally or through a new contractor and other allied expenses exceeding the value of such work credited to the contractors amount of excess shall be deducted from any money due to the contractor, by BMC under the contract or otherwise, howsoever, or from his security deposit or the sale proceeds thereof provided, however, the contractor shall have no claim against BMC even if the certified value of the work done departmentally or through a new contractor exceeds the certified cost of such work and allied expenses, provided always that whichever of the three courses mentioned in clauses (a), (b) or (c) is adopted by the Executive Engineer, the contractor shall have no claim to compensation for any loss sustained by him by reason of his having purchase or procured any materials or entered in to any engagements or made any advance on account of or with a view to the execution of the work or the performance of the contract.

1.9. Contract may be rescinded and security deposit forfeited for bribing a public officer or if contractor becomes insolvent

If the contractor assigns or sublets his contracts or attempt so to do, or become insolvent or commence any proceeding to get himself adjudicated and insolvent or make any composition with his creditors, or attempt so to do or if bribe, gratuity, gift, loan, perquisite, 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 CROs through any public officer, or person in the employ of BMC/Govt. 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 Engineer In-charge may thereupon, by notice in writing rescind the contract and the Security Deposit of the Contractor shall thereupon stand forfeited and be absolutely at the disposal of BMC and the same consequences shall ensure as if the contract had been rescinded under above clause J hereof; and

in addition the contractor shall not be entitled to recover or be paid for any work therefore actually performed under the contract.

➤ **Submission of Tenders**

PACKET – A & B

The Packet ‘A & B’ shall contain scanned certified copies of the following documents-

Scrutiny of this packet will be done strictly with reference to only the scanned copies of Documents uploaded online in packet ‘A & B’

- a) Valid Registration Certificate.
- b) **Valid Latest Bank Solvency Certificate of Rs. 8,00,000/- issued not more than six month prior to the date of opening of tender, from any approved Bank by Reserve Bank of India / Govt. of India addresses to Brihanmumbai Municipal Corporation (BMC).**
- c) Vendor should upload GST Registration Certificate.
- d) Certified copies of valid 'PAN' documents and photographs of the individuals, owners, Karta of Hindu undivided Family, firms, private limited companies, registered co-operative societies, partners of partnership firms and at least two Directors, if number of Directors are more than two in case of Private Limited Companies, as the case may be. However, in case of Public Limited companies, Semi Government Undertakings, Government Undertakings, no 'PAN' documents will be insisted.
- e) Latest Partnership Deed in case of Partnership firm duly registered with Chief Accountant (Treasury) of BMC.

The bidders shall categorically provide their Email-ID in packet ‘A’.

NOTE:

- If the tenderer(s) withdraw tender offer during the tender validity period, his entire E.M.D shall be forfeited.
- If it is found that the tenderer has not submitted required documents in Packet “A” then, the shortfalls will be communicated to the tenderer through e-mail only and compliance required to be made within a time period of **three working days** otherwise they will be treated as non-responsive.

The Packet ‘A &B’ shall contain scanned certified copies of the following documents –

- a) The list of similar type of works as stated in para ‘A’ of Post qualification successfully completed during the last five years in prescribed proforma, in the role of prime contractor. Information furnished in the prescribed proforma (Proforma – I) shall be supported by the

certificate duly self-attested. Documents stating that it has successfully completed during the last five years at least one contract of similar works as stated in para 'A' of Post qualification.

- b) Annual financial turnover for **preceding three financial years as certified by Chartered Accountant** preceding the Financial Year in which bids are invited. **Copies of Applicants duly audited balance sheet and profit and loss account for the preceding three financial years preceding the Financial Year in which bids are invited.** (Proforma – II).
- c) ~~Documents stating that, it has access to or has available liquid assets, unencumbered assets, lines of credit and other financial means (independent of any contractual advance payment) sufficient to meet the construction cash flow requirements for the subject contract in the event of stoppage, start up, or other delay in payment, of the minimum 15% of the cost of the work tendered for, net of the tenderer's commitment of other contracts (Certificate from Bankers / C.A./Financial Institution shall be accepted as a evidence).~~
- d) The bidder shall give undertaking on Rs 500/-stamp paper that it is his/their sole responsibility to arrange the required machineries either owned/on lease or hire basis, at site before start of the work

i) Regular and Routine works: The successful bidder shall make the arrangements of the required equipment on the day of commencement or with respect to the progress of the work in phases, as per the instructions of site in charge. The successful bidder and, to that effect he will ensure commitment on an **undertaking on Rs.500 stamp paper** to be submitted along with the Bid in Packet B. However, this condition in no way shall dilute the respective condition in Registration Rules of BMC.

Note: Insistence of availability of equipments/plants at a particular distance from site should not be made in the tender document.

ii) Details of works in hand (Proforma VI-A & VI-B) (original), along with copies of work orders & attested copies of percentage of works completed or part thereof.

iii) ~~Statement showing assessed available Bid Capacity.~~

iv) The undertaking of Rs.500/- stamp paper as per the proforma annexed in 'Annexure B & C'

v) Signed copy of Entire Tender Documents, all corrigendum, Minutes of Pre-bid Meeting if any.

vi) Information regarding litigation history as per circular u/No: MGC/F/ 6565 dt. 25.09.2018

vii) Certificate of Maharashtra Labor welfare Board

Note: In the event that the lowest successful bidder fails to submit a detailed rate analysis, in compliance with the Minimum Wages Act, their Earnest Money Deposit (EMD) will be forfeited. In such a case, the contract will be awarded to the second-lowest bidder (L2), provided that the L2 bidder complies with all minimum wage requirements. The same will apply to any subsequent bidders who meet the minimum wage compliance criteria.

Note: Bidders shall submit the undertaking for equipment capability and other undertakings as such on a single Rs.500/- stamp paper.

~~i. The Electrical / Mechanical work shall be got carried out by the civil contractors through the contractors registered with BMC in Electrical Category. Information about the registered contractors shall be obtained from the office of the Ch.E. (M&E)/ E.E. (Monitoring & Registration Department). Attested scanned copy of the valid registration certificate in Electrical Category shall be uploaded with the tender along with the undertaking from the registered Electrical Contractor stating his willingness to carry out the tender work.~~

ii. The successful bidder shall submit valid registration certificate under E.S.I.C., Act 1948, if the tenderer has more than 10 employees /persons on his establishment (in case of production by use of energy) and 20 employees/persons on his establishment (in case of production without use of energy) to BMC as and when demanded. In case of less employees/persons mentioned above then the successful bidder has to submit an undertaking to that effect on Rs. 200 stamp paper as per circular u/no. CA/FRD/I/65 of 30.03.2013.

iii. The successful bidder shall submit valid registration certificate under E.P.F. & M.P., Act 1952, if tenderer has more than 20 employees/persons on his establishment, to BMC as and when demanded. In case if the successful bidder has less employees/persons mentioned above then the successful bidder has to submit an undertaking to that effect on Rs. 200 stamp paper as per circular u/no. CA/FRD/I/44 of 04.01.2013.

Note:

- If it is found that the tenderer has not submitted required documents in Packet “A & B” then, the shortfalls will be communicated to the tenderer through **e-mail only** and compliance required to be made within a time period of three working days otherwise they will be treated as non-responsive.

PACKET – C

Online tender filled in either percentage plus or minus (above or below), or at par. (There is no separate provision to quote % in physical form, this is a part in Header Data of online Tendering). For Packet ‘C’ tenderer (s) will fill data in ‘Item Data Tab’ in Service Line Item via Details and quotes his percentage variation figures. **(If entered ‘0’ it will be treated as ‘at par’.** By default the value is zero only).

It shall be noted that the contract will be awarded to bidder with lowest cost for entire subject work. There will not be any splitting of work on the basis of lowest quote for each line item of BOQ.

COMMERCIAL WINDOW in e-TENDERING

Item description in Commercial window of e-tendering system is not elaborated due to system limitations following table shows actual description and description in e-tendering commercial window. Please note that all cost to be filled up by bidder should be inclusive of all the taxes, duties, etc.

| Sr. No | Actual Description of Item | Description in e-tendering Commercial Window | Qty. | Unit |
|--------|--|--|------|------|
| 1. | Providing Housekeeping and allied services at DMU,MHO and CIDM Parel for the period of 2 years | Providing Housekeeping and allied services at DMU,MHO and CIDM Parel for the period of 2 years | 1 | Job |

Special note: If any bidder fails to comply with any of the above mandatory conditions or fails to upload any relevant information along with the bid, the department reserves the right to seek clarifications / information / documents from the bidder, before proceeding further with the evaluation of bid, giving a period of 3 days from the date of opening of tender. All the correspondence regarding shortfalls during scrutiny of bidders’ documents will be communicated online through official email ID of Disaster Management Department. All bidders are mandated to comply the shortfalls mentioned in the email online only within 3 Days of delivering of an e-mail.

In the event that the lowest successful bidder fails to submit a detailed rate analysis, in compliance with the Minimum Wages Act, their Earnest Money Deposit (EMD) will be forfeited. In such a case, the contract will be awarded to the second-lowest bidder (L2), provided that the L2 bidder complies with all minimum wage requirements. The same will apply to any subsequent bidders who meet the minimum wage compliance criteria.

Note: In case of rebate/premium of 15% and above as quoted by the tenderer, the rate analysis of major items shall be submitted by L1 and L2 bidder after demand notification by e-mail to bidders by Chief Officer (DMU) The format for rate analysis is annexed at Annexure R.

BID SECURITY OR EMD

- The Bidder shall furnish, as part of the Bid, Bid Security/EMD, in the amount specified in the Bid Data Sheet. This bid security shall be in favor of the authority mentioned in the Bid Data Sheet and shall be valid till the validity of the bid.
- The tenderers shall pay the EMD online instead paying the EMD at any of the CFC centers in BMC Ward Offices.
- Any bid not accompanied by an acceptable Bid Security and not secured as indicated in sub-clause mentioned above, shall be rejected by the Employer as non-responsive.
- The Bid Security of the successful Bidder will be discharged when the Bidder has signed the Agreement and furnished the required Security Deposits.
- The Bid Security may be forfeited:
 - a. if the Bidder withdraws the Bid after bid opening (opening of technical qualification part of the bid during the period of Bid validity;
 - b. in the case of a successful Bidder, if the Bidder fails within the specified time limit to:
 - i. Sign the Agreement; and/or
 - ii. Furnish the required Security Deposits.

For participating in bidding process, bidders are required to deposit Earnest Money Deposit (EMD) through the payment gateways while submitting the bids. In BMC tenders in some cases as per the relevant clause of tender, 10% of EMD amount has to be forfeited. Further, in some cases, for more than 2 curable-defects shortfalls, 2% of EMD per instance is forfeiture. However, in Mahatender System, there is no such provision of partial forfeiture of EMD amount. Hence, the existing condition of partial forfeiture of EMD elaborated above needs to be modified. Further, the work of modifying Standard Bid Document of BMC under chairmanship of DMC (Infra) is under progress. Final decision regarding partial forfeiture of EMD will be taken by the committee. However, till then, to streamline the process of bidding, interim instructions regarding EMD are as follows;

1) Mode of payment of EMD

A tenderer shall pay entire amount of EMD through payment gateways of GoM on URL <http://mahatenders.gov.in> . The bidder shall upload scan copy of online paid EMD along with the bid submission in packet 'A'.

Any bid not accompanied by an accompanied by an acceptable Bid Security shall be rejected by the Employer as non-responsive.

2) **If non-responsive;**

If the bidder is found non-responsive after scrutiny of packet 'A' / 'B', in such circumstances, **the bidder will be made non-responsive and financial packet 'C' of non-responsive bidder will not be opened. However, there will not be any forfeiture of EMD.**

3) **Shortfalls:-**

Maximum 5 shortfalls of curable defects shall be allowed and in case curable defects are not complied by bidder within given time period, the bidder shall be treated as '**Non-Responsive**' & such cases will be informed to Registration and Monitoring Cell. Such non-submission of documents will be considered as '**Intentional Avoidance**' and if three or more cases in 12 months are re-reported, shall be viewed seriously and disciplinary action against the defaulters such as banning/de-registration, etc. shall be taken by the registration department with due approval of the concerned AMC.

4) **Refund of EMD:-**

Except successful bidder all other unsuccessful bidders 100% EMD paid online will be refunded automatically.

The Bid security of successful bidder will be discharged when the bidder has signed the agreement and / or furnish the required Security Deposit as elaborated in Standard Bid Document.

5) **Forfeiture of Entire EMD:-**

The existing conditions laid down in Standard Bid Document regarding forfeiture of entire bid security (EMD) shall remain unchanged.

These, interim-instructions are in force as per circular u/No.CA/Finance/Project/19 dated.04.03.2024 regarding amendment in SBD.

1. No rejections and forfeiture shall be done in case of curable defects. For non-curable

I. Curable Defect shall mean shortfalls in submission such as:

a. Non-submission of following documents,

- i. Valid Registration Certificate**
- ii. Valid Bank Solvency**
- iii. Goods & Service Tax Registration Certificate (GST)**
- iv. Certified Copies of PAN documents and photographs of individuals, owners, etc**
- v. Partnership Deed and any other documents**
- vi. Undertakings as mentioned in the tender document.**

II. Non-curable Defect shall mean

- a. In-adequate submission of EMD/ASD amount,**
- b. In-adequacy of technical or financial capacity with respect to Eligibility criteria as stipulated in the tender.**
- c. Wrong calculation of Bid Capacity,**
- d. No proper submission of experience certificates and other documents, etc.**
- e. Non Submission of Rate analysis within 3 days after opening Packet – C.**
- f. In the event that the lowest successful bidder fails to submit a detailed rate analysis, in compliance with the Minimum Wages Act, their Earnest Money Deposit (EMD) will be forfeited. In such a case, the contract will be awarded to the second-lowest bidder (L2), provided that the L2 bidder complies with all minimum wage requirements. The same will apply to any subsequent bidders who meet the minimum wage compliance criteria.**

BID VALIDITY

- Bids shall remain valid for a period of not less than one eighty (180) days after the deadline date for bid submission specified in Bid Data Sheet. A bid valid for a shorter period shall be rejected by the Employer as non-responsive.**
- In exceptional circumstances, prior to expiry of the original time limit, the Employer may request that the bidders may extend the period of validity for a specified additional period. The request and the bidders' responses shall be made in writing or by cable. A bidder may refuse the request without forfeiting his Bid Security. A bidder agreeing to**

the re-request will not be required or permitted to modify his bid, but will be required to extend the validity of his bid security for a period of the extension.

DEFECT LIABILITY PERIOD

- The Contractor is expected to carry out the construction work in Workmen like manner so as to meet the requirement and specification for the project. It is expected that the Workmanship and materials will be reasonably fit for the purpose for which they are required.
- Defects or defective work is where standard and quality of workmanship and materials as specified in the contract is deficient. Defect is defined as a failure of the completed project to satisfy the express or implied quality or quantity obligations of the construction contract. Defective construction works are as the works which fail short of complying with the express descriptions or requirements of the contract, especially any drawings or specifications with any implied terms and conditions as to its quality, workmanship, durability, aesthetic, performance or design. Defects in construction projects are attributable to various reasons.
- Some of the defects are structural defects results in cracks or collapse of faulty defective plumbing, inadequate or faulty drainage system, inadequate or faulty ventilation, cooling or heating systems, inadequate fire systems etc. The defects could be various on accounts of different reasons for variety of the projects.
- The Engineering In charge/Project Officer shall issue the practical completion certificate for the project. During the Defect Liability Period which commences on completion of the work, the Engineering In charge shall inform or the contractor is expected to be informed of any defective works by the Employer's representative of the defects and make good at contractor's cost with an intention of giving opportunity to the contractor of making good the defects appeared during that period. It is the contractor's obligation under the contract to rectify the defects that appear during Defect Liability Period and the contractor shall within a reasonable time after receipt of such instructions comply with the same at his own cost. The Engineering In charge/Project Officer shall issue a certificate to that effect and completion of making good defects shall be deemed for all the purpose of this contract to have taken place on the day named in such defect liability certificate.

- If defective work or workmanship or design have been knowingly covered-up or conceived so as to constitute fraud, commencement of the Defect Liability Period may be delayed. The decided period may be delayed until **discover** actually occurs on at least the defect could have been discovered with reasonable diligence, whichever is earlier.
- ~~The DLP shall be as below:~~

| Dept | Type of works | DLP |
|----------------------------------|--|---------|
| Roads / Bridge | For cement concrete road/ Mastic works | 5 years |
| | Asphalt work | 3 years |
| | Paver Block | 3 years |
| | Structural work | 5 years |
| | General works | 5 years |
| BM/SIC/HIC | General works | 3 years |
| | Structural works | 5 years |
| | Waterproofing works | 5 years |
| Ward Works | All ward level works | 2 years |
| Other Works | Pot holes and pre-monsoon bad patch repair work | 1 year |
| For other departments | HE, WSP, SP, SWD, Garden | 3 years |
| M & E Department | Air conditioning Regular / Routine work | 2 Years |

- Also, in case of defect, the Engineer shall give notice to the Contractor of any Defects before the end of the Defects Liability Period, which begins at. The Defects Liability Period shall be extended for as long as Defects remain to be corrected. Every time notice of Defect/Defects is given, the Contractor shall correct the notified Defect/Defects within the duration of time specified by the Engineer's notice. The Engineer may issue notice to the Contractor to carry out removal of defects or deficiencies, if any, noticed in his inspection, or brought to his notice. The Contractor shall remove the defects and deficiencies within the period specified in the notice and submit to the Engineer a compliance report.
- It is the Completion Stage when the contractor has completed all of the works and fixed all of the defects that were on the list of issue by Engineer-in-charge. When this happens, the engineer must issue a 'Certificate of Completion'. On the issue of 'Certificate of Completion', the 'Defect Liability Period' starts. The contractor also must issue a 'Certificate statement' as an acknowledgment to the engineer not later than 14 days after the 'Certificate of Completion' has been issued. During the 'Defect Liability Period', the contractor has to obey all written instructions from the engineer to carryout repairs and fix any defects which appear in the Permanent Works. If the contractor does not ,due to his own faults finish the repair works or fix the defects by the end of 'Defect Liability

Period', the 'Defect Liability Period' will continue until all works instructed by engineer is done.

SECURITY DEPOSIT AND PERFORMANCE GUARANTEE

A. Security Deposit

The security deposit shall mean and comprise of

- I. Contract/ Security Deposit
- II. ~~**Retention Money**~~—The contractor shall pay the retention money an amount equal to ~~five (5)~~ percent of the Contract Sum which will be recovered from the contractors every bill i.e. interim / running / final bill. ~~The clause of retention money will not be applicable to M. & E. Department.~~
- III. **Contract/Security Deposit** – The successful tender, here after referred to as the contractor shall pay an amount equal to Five percent (5%) of the contract sum shall be paid within thirty days from the date of issue of letter of acceptance. Contract/Security deposit can be paid in the form of an electronically issued irrevocable bank guarantee bond of any Schedule bank or in the prescribed form given in Annexure. Also submit the 0.5% stamp duty on the value of the bank guarantee.

B. Additional Security Deposit

The **additional security deposit** will be applicable when a rebate of more than of 12 % at the rate of with no maximum limit. The ASD is calculated as follows:

Additional security deposit = $(X/100) \times$ office estimated cost,

Where X=percentage rebate quoted above 12%

Additional Security Deposit (ASD) in the form of DD in CFC of BMC within 15 working days from the receipt of the letter of acceptance & submit the copy of the receipt of the same to this office. Failing to this, entire EMD amount will be forfeited & your company will be debar from BMC for next 2 years, Also any other companies in which you hold the position of Director/ Partner will be debar from BMC for next 2 years.

C. Performance Guarantee

The successful tender, here after referred to as the contractor shall pay in the form of “Performance Guarantee” at different rates for different slabs as stated below:

| Offer | PG applicable % |
|---|---|
| For premium, at par and rebate 0 to 12% | $PG = 0.92\% \times \text{contract sum}$ applicable for rebate of 12% |
| For rebate of 12.01% & more | $P.G. = \{0.92\% \times \text{contract sum}$ applicable for rebate of 12%\} $+ (X) \times \text{contract sum}$ where $X = \text{percentage rebate quoted}$ more than 12% |

Note: Contract sum shall mean amount after application of rebate/premium as quoted by the contractor with contingencies only and excluding price variation.

The PG shall be paid in one the following forms.

- i. Cash (In case guarantee amount is less than Rs.10,000/-
- ii. Demand Draft (In case guarantee amount is less than Rs.1,00,000/-)
- iii. Government securities
- iv. Fixed Deposit Receipts (FDR) of a Schedule Bank.
- v. An electronically issued irrevocable bank guarantee bond of any Schedule bank or in the prescribed form given in Annexure.

Performance Guarantee is applicable over and above the clause of Security Deposit. Performance Guarantee will have to be paid & shall be valid till the defect liability period or finalization of final bill whichever is later.

This deposit will be allowed in the form of I to V as mentioned above and shall be paid within 15 days after receipt of Letter of Acceptance.

Note: Following exceptions shall be adopted for ‘Demolition Tenders’:

- Irrespective of the offer (Rebate/ at par/ premium), ASD shall be differed and only PG of 10% of contract sum be taken from the successful bidder on award of contract only.
- BMC departments shall ensure to incorporate specific condition regarding above in bid document and e-tender notice.

D) Refund of Security Deposit

IV. Refund of Contract Deposit

The Contract Deposit shall be released within 30 days after completion of 3rd year of DLP (in case of 5 years DLP) and after issue of 'Defect Liability Certificate' (in case of 1 or 2 or 3 years DLP) subject to no recoveries are pending against the said work, provided that the Engineer is satisfied that there is no demand outstanding against the Contractor. No claim shall be made against the Balance Contract Deposit after the issue of Defects Liability Certificate.

~~V. Refund of Retention Money~~

~~One half (50%) of the Retention Money shall be released within 30 days of issue of 'Certificate of Completion' with respect to the whole of the Works. In the event the Engineer issues a Taking-over Certificate for a section or part of the Permanent Works, only such proposition thereof as the Engineer determines (having regard to the relative value of such section or part of the Works) shall be considered by the Engineer for payment to the Contractor.~~

~~The balance Retention Money shall be released within 30 days after completion of 3rd year of DLP (in case of 5 years DLP) and after issue of 'Defect Liability Certificate' (in case of 1 or 2 or 3 years DLP) provided that the Engineer is satisfied that there is no demand outstanding against the Contractor. In the event of different Defects Liability Periods have been specified or become applicable to different sections or parts of the Permanent Works, the said moneys will be released within 30 days on expiration of the latest of such Defects Liability Periods.~~

~~Payment of the above mentioned 50% is exclusive of the amounts to be withheld as stated in and that amount shall be paid as per condition stated therein.~~

VI. Refund of Additional Security Deposit

The additional security deposit shall be released within 30 days of issue of 'Certificate of Completion' with respect to the whole of the Works. In the event the Engineer issues a Taking-over Certificate for a section or part of the Permanent Works, only such proposition thereof as the Engineer determines (having regard to the relative value of such section or part of the Works) shall be considered by the Engineer for payment to the Contractor.

VII. Refund of Performance Guarantee

The Deposit on account of performance guarantee shall be released within 30 days of completion of Defects Liability Certificate subject finalization of final bill whichever is later and no recoveries are pending against the said work, provided that the Engineer is satisfied that there is no demand outstanding against the Contractor.

Summary of time of Refund of deposit is tabulated as follows:

a. Time of Refund for works having 5 years DLP

| Deposits refunded after completion | After 3 yrs of DLP | After Completion of DLP |
|---|---------------------------|--------------------------------|
| ASD + 50% of RM | CD + 50% of RM | PG |

b. Time of Refund for works having 1 or 2 or 3 years DLP

| Deposits refunded after completion | After Completion of DLP |
|---|--------------------------------|
| ASD + 50% of RM | CD + 50% of RM + PG |

*Note:

- It shall be clearly mentioned that the BG shall be applicable for individual work/contract and clubbing of various contracts of the said contractor will not be allowed. In case of obtaining Bank Guarantee, it is necessary to mention that the same shall be valid further 6 months from the completion of defect liability period/ warranty period.
- It shall be the responsibility of the bidder to keep the submitted B.G. "VALID" for the stipulated time period in the tender & in case of its expiry it will attract penalization.
- Bank Guarantee should be issued by way of General Undertaking and Guarantee issued on behalf of the Contractor by any of the Nationalized or Scheduled banks or branches of foreign banks operating under Reserve Bank of India regulations located in Mumbai up to Virar & Kalyan. List of approved Banks is appended at the end of Instructions to Bidders (ITB). The Bank Guarantee issued by branches of approved Banks beyond Kalyan and Virar can be accepted only if the said Bank Guarantee is countersigned by the Manager of a Regional Branch of the same bank within the Mumbai City Limit categorically endorsing thereon that the said Bank Guarantee is binding on the endorsing Branch of the Bank or the Bank itself within Mumbai Limits and is liable to be enforced against the said Branch of the Bank or the bank itself in case of default by the Contractors

furnishing the Bank Guarantee. The Bank Guarantee shall be renewed as and when required and/or directed from time to time until the Contractor has executed and completed the works and remedied any defects therein.

E) Legal + Stationary Charges: (As per applicable circular)

The successive lowest quotationer shall pay the Legal Charges +Stationary charges as per the legal department circular u/No.26206 dtd.31.08.2023.

| अनु क्र. | कंत्राट किंमत | एकत्रितरित्या आकारावयाचे सुधारीत विधी व लेखन साहित्य आकार दि.०१.०९.२०२३ पासून दि.३१.०३.२०२४ पर्यंत |
|----------|--|---|
| ०१ | रु.५०,०००/- | निरंक |
| ०२ | रु.५०,००१ ते रु.१,००,००,००० | कंत्राट किंमतीच्या ०.१०% दराने (अशी येणारी रक्कम पुढील शंभराच्या पटीत परावर्तीत करणे यासापेक्ष) अधिक १८% दराने वस्तू व सेवाकर (किमान रु.१०००/- अधिक वस्तू व सेवाकर आणि कमाल रु.१०,०००/- अधिक वस्तू व सेवाकर) |
| ०३ | रु.१,००,००,००१ ते रु.१०,००,००,०००/- | रु.१,००,००,०००/- पर्यंतच्या कंत्राट किंमतीसाठी रु.१०,०००/- अधिक रु.१,००,००,०००/- पेक्षा जास्त रकमेवर ०.०५% दराने (अशी येणारी रक्कम पुढील शंभराच्या पटीत परावर्तीत करणे यासापेक्ष) अधिक १८% दराने वस्तू व सेवाकर |
| ०४ | रु.१०,००,००,००१/- ते ते पुढील कंत्राट किंमतीसाठी | रु.१०,००,००,०००/- पर्यंतच्या कंत्राट किंमतीसाठी रु.५५,०००/-पेक्षा जास्त रकमेवर ०.०१% दराने (अशी येणारी रक्कम पुढील शंभराच्या पटीत परावर्तीत करणे यासापेक्ष) अधिक १८% दराने वस्तू व सेवाकर |

The tenderers are requested to note that stationary charges as given in the table above will be recovered from the successful tenderer for supply of requisite prescribed forms for preparing certificate bills in respect of the work.

Stamp Duty: (As per applicable circular)

It shall be incumbent on the successful tenderer to pay stamp duty on the contract.

- As per the provision made in Article 63, Schedule I of Bombay Stamp Act 1958, stamp duty is payable for “works contract” that is to say, a contract for works and labour or services involving transfer of property in goods (whether as goods or in some other form) in its execution and includes a subcontract, as under :

| | | |
|-----|---|--|
| (a) | Upto Rs. 5 Lakhs | Rs.500/- |
| (b) | Above Rs.5 Lakhs up to Rs.10 Lakhs Rs.500/- (Five Hundred Rupees | Rs.500 + 0.3% on the amount above Rs.5 Lakhs Max Rs.25 Lakhs |
| (c) | Above Rs.10 Lakhs | Rs.500 + 0.3% on the amount above Rs.5 Lakhs Max Rs.25 Lakhs |

- ii. The successful bidder shall enter into a contract agreement with M.C.G.M. within 30 days from the date of issue of Work Order and the same should be adjudicated for payment of Stamp Duty by the successful bidder.
- iii. Further shortfall if any, in amount of stamp duty paid as against prescribed amount for the documents executed in Mumbai City & Mumbai Suburban District be recovered from the concerned work contractors and to deposit the deficit or unpaid Stamp Duty and penalty by two separate Demand Draft or Pay Order in favor of “Superintendent of Stamp, Mumbai” within 15 days from intimation thereof.
- iv. All legal charges and incidental expenses in this respect shall be borne and paid by the successful tenderer.

IMPORTANT DIRECTIONS

1. All the information uploaded shall be supported by the corroborative documents in absence of which the information uploaded will be considered as baseless and not accepted for qualification criteria. All the documents shall be uploaded with proper pagination. The page No. shall be properly mentioned in the relevant places.

The information shall be uploaded in the sequence as asked for with proper indexing etc. The Bidder shall be fully responsible for the correctness of the information uploaded by him.

2. Applicants/Bidders shall refer portal.BMC.gov.in/tenders for “The Manual of Bid-Submission for Percentage Rate/Item Rate Tender Document.” The detail guidelines for creation and submission of bid are available in the referred document.

Any queries or request for additional information concerning this TENDER shall be submitted by e-mail to co.dm@mcgm.gov.in The subject shall clearly bear the following identification/ title: **"Queries/ Request for Additional Information: TENDER for Providing Housekeeping and allied services at DMU,MHO and CIDM Parel for the period of 2 years.** Any changes in mail ID will be intimated on the portal.

3. In case of **Equal Percentage** of lowest bidders (L1), the allotment of work shall be done by giving 48 hrs (**2 working days**) from the day of opening of packet C **on same BID - Document number for re-quoting** and **‘Sealed Bids’ shall be called from the bidders quoting the same rates i.e. L1.**

In case of equal percentage of lowest bidders is obtained even after re-quoting, then the successful bidder will be decided by lottery system by Chief Officer (DMU).

SECTION 5
SCOPE OF WORK

BRIHANMUMBAI MUNICIPAL CORPORATION

DISASTER MANAGEMENT DEPARTMENT

TECHNICAL SPECIFICATIONS & SCOPE OF WORK

Sub: Providing Housekeeping and allied services at DMU, MHO and CIDM Parel for the period of 2 years

Preamble: Disaster Management Department of BMC is situated at 2nd floor of Annex building of Municipal head office, Mumbai. The centralized operation of disaster management is executed from this office. There is training institute called “City Institute of Disaster Management” & Back up control room is constructed at Parel by BMC. The CIDM, PAREL is located at Kalpataru Habitat, Amenity Center, Saibaba Road, Parel, Mumbai - 400 012. It serves as a full day training center on Disaster management and Post Graduate course on Disaster Management. The subject tender of housekeeping & Other Services is evaluated to provide the housekeeping services for Disaster Management Department at MHO & City Institute of Disaster Management, Parel.

The detailed information of Location, where Housekeeping & Other Services will be provided by this department.

Disaster Management Department at MHO:

The Disaster Management Department is located at 2nd floor, Gate No 6, Annex Building, Municipal Head Office, Mahapalika Marg, Mumbai 400 001. The area under Disaster Management Department is approx. 750 sq.mtr. It should be noted that, the Disaster Management Department will be operative on 24 X 7 bases throughout its life without break. This control room is equipped with advance facilities like conference hall having capacity of approximately 60 seats, library, rest room, pantry etc. with advance equipments installed in it. All this facilities are required to be maintained properly. The services will have to be provided MANDATORILY in all the shifts on all the days of the month. There will not be any holiday or break in the requirement of these services.

City Institute of Disaster Management & Back up Control Room at CIDM Parel :

A training institute called “City Institute of Disaster Management” is constructed at Parel by BMC. The CIDM, PAREL is located at Kalpataru Habitat, Amenity Center, Saibaba Road, Parel, Mumbai - 400 012. It is serving as a full day training center for Disaster management and Post Graduate course on Disaster Management.

This building is G+ 4 storied structures. The total area is approximately 2,000 sq.ft. It will have facilities like Lecture rooms, conference hall, V.I.P. Lounge, Exhibition Gallery, V.I.P. Rooms, Auditorium, library, pantry and Back up control room. Various equipments are installed at auditorium on fourth floor. This auditorium has approximately 150 seating capacity.

The work of Art Gallery at mezzanine floor & Auditorium at 4th floor is completed & same are fully functional. At present housekeeping services are to be carried out at Ground floor, Mezzanine floor, 1st floor, 2nd floor, 3rd floor & 4th floor. The services will have to be provided MANDATORILY in all the shifts on all the days of the month. There will not be any holiday or break in the requirement of these services.

This is one of the precious projects of BMC. Officials like M.C's & A.M.C's rank may be visiting this place frequently. Moreover faculty members from foreign countries as well as all over India will deliver the lectures & stay over there. As such a quality service for Pantry & housekeeping purpose is expected at this place.

Quantity for the house keeping work:**Area Calculation for H/K at DM, MHO for 2 years**

| Sr No | Description of Services | Area/ Block | Unit | Days | Frequency Considered | Area in Sqmtr |
|--------------|--------------------------------|--------------------|-------------|-------------|-----------------------------|----------------------|
| 1 | HK Cleaning | 746.85 | Sqmtr | 731 | Twice in a day | 1091894.7 |
| 2 | Toilets Gen | 4 | Block | 731 | Twice in a day | 5848 |
| 3 | Toilet VIP | 1 | Block | 731 | Twice in a day | 1462 |
| 4 | Pest control | 779 | Sqmtr | 2 | Jobs | 1558 |

Area Calculation for H/K at CIDM, Parel for 2 years

| Sr No | Description of Services | Area/ Block | Unit | Days | Frequency Considered | Area in Sqmtr |
|--------------|--|--------------------|-------------|-------------|-----------------------------|----------------------|
| 1 | HK Cleaning | 1376 | Sqmtr | 731 | Once in a day | 1005856 |
| | HK Cleaning for Control Room | 98.5 | Sqmtr | 731 | Twice in a day | 144007 |
| | Total HK | | | | | 1149863.00 |
| 2 | HK Cleaning Outside Area (Ground) | 626 | Sqmtr | 731 | Once in a day | 457606 |
| | Terrace | 94.644 | Sqmtr | 104 | Once in a week | 9843.01 |
| | Total HK Outside (FA-2014-CS-11) | | | | | 467449.01 |
| 3 | Toilets Gen (FA-2014-CS-13) | 8 | Block | 731 | Twice in a day | 11696 |
| | Total Gen Toilet | | | | | 11696.00 |
| 4 | Toilet VIP | 8 | Block | 731 | Once in a day | 5848 |
| 5 | Pest control | 2100 | Sqmtr | 2 | Jobs | 4200 |
| 6 | Underground & Overhead water tank cleaning | 124000 | Litre | 4 | Jobs | 496000 |
| 7 | Façade cleaning | 375 | Sqmtr | 8 | Jobs | 3000 |

Note:

- 1) 730 days are considered for the 2 years of service period.
- 2) Detail scope of the pest control service, water tank cleaning, Façade Cleaning & housekeeping service is attached in annexure –R
- 3) Terrace cleaning at CIDM, Parel should be carried out once in week.

SCOPE OF WORK

1. Scope of work for Mechanized and manual House Keeping at DMU, MHO & CIDM , Parel.

| Sr. No. | Area | Scope of work | Frequency | Equipment Required | Type of Machine/ Equipment |
|----------------|--|-----------------------------------|------------------|---|---|
| 1 | Floor Cleaning | Mechanized sweeping | Twice/day | Sweeping Machine | Flipper or equivalent machinery |
| 2 | Floor Cleaning | Scrubbing Drying | Twice/day | Scrubber Drier | Swingo-750 (E) or equivalent machinery |
| 3 | Side wall And Partition cleaning | Wiping and Vacuuming | Weekly | Telescopic pole Mop | Telescopic Pole or equivalent machinery |
| 4 | Water Cooler (outside) | Washing/wiping Vacuuming | Daily | Wet /Dry Vacuuming | Divervac 30 or equivalent machinery |
| 5 | Water Cooler Pedestal | Washing/wiping Vacuuming | Daily | High Pressure Jet | Divervac or equivalent machinery |
| 6 | Glass Cleaning | Wet/Dry Wiping | Weekly | Glass Cleaning Kit | Glass Cleaning Kit or equivalent machinery |
| 7 | Staircase Railing | Wet/Dry Wiping | Daily | Sponge kit / Duster | Sponge kit / Duster or equivalent machinery |
| 8 | Corridor Elect, Panels | Dusting / Vacuuming | Weekly | Vacuuming Cleaning Kit | Divervac 30 or equivalent machinery. |
| 9 | Tube lights and Electric Bulb | Dusting/ Vacuuming | Monthly | Manual | Sponge/ Cotton Dusters or equivalent machinery |
| 10 | Fire Equipments | Dusting/ Wiping | Weekly | Vacuum Cleaner | Sponge kit / Cotton Duster or equivalent machinery |
| 11 | Ceiling | Dusting / Cobweb cleaning | Monthly | Manual / Vacuum cleaner | Telescopic Pole kit of equivalent machinery |
| 12 | Photo Frames | Wet/ Dry wiping | Weekly | Glass Cleaning Kit | Glass Cleaning Kit or equivalent machinery |
| 13 | Brass Railing | Wiping / Polishing | Monthly | Manual | Sponge kit/cotton duster/polish or equivalent machinery |
| 14 | Visible Cable | Dusting/ Vacuuming | Monthly | Vacuum cleaner | Divervac 30 equivalent machinery |
| 15 | Pillars/ staircase / Corridors/ Passages Stain Removal | Wet/ Dry Wiping | Weekly | Manual / Bio Degradable chemicals | Manual/ JD chemicals or equivalent machinery |
| 16 | Chajjas / Window Panel | Vacuuming/ Wiping / Stain Removal | Fortnight | Vacuum Cleaner / Bio Degradable Chemicals | WD-225/JD Chemicals or equivalent machinery |
| 17 | Table & rack cleaning | Wiping and Vacuuming | Daily | Manual | Sponge kit/cotton duster/polish or equivalent machinery |

| | | | | | |
|----|---------------------------------------|---|---------|----------------------------------|-----------------------------------|
| 18 | Drainage | Pressure Jet Cleaning | Monthly | H.P. Jet or equivalent machinery | Diverwash or equivalent machinery |
| 19 | Paper Collection and Garbage Disposal | Collection of free paper/ bags / rubbish spread | Daily | Manual | Manual Activity |

2. Scope of work for toilet cleaning at DMU, MHO & CIDM, Parel.

TOILET CLEANING

| Sr. No. | Area | Scope of work | Equipment Required | Frequency | |
|---------|---|---------------------------|---|------------------------------|--------------------------|
| | | | | Common Toilets Ladies/ Gents | VIP Toilets Ladies/Gents |
| 1 | Floor Cleaning | Washing and Wet Vacuuming | HP Jet and Divervac 30 Diverwash Vacuum Cleaner or equivalent machinery | 6 Times in 24 hrs | 3 times within a day |
| 2 | Urinals Cleaning | Washing wiping | High Pressure Jet, Divervac 30 Diverwash or equivalent machinery | 6 Times in 24 hrs | 3 times within a day |
| 3 | Commode Cleaning | Washing | High Pressure Jet or equivalent machinery | 6 Times in 24 hrs | Every 4 Hours |
| 4 | Wash Basin Cleaning | Washing | High Pressure Jet or equivalent machinery | 6 Times in 24 hrs | 3 times within a day |
| 5 | Glass Cleaning | Wiping | Glass cleaning Kit of equivalent machinery | Every 4 Hours | Every 4 Hours |
| 6 | Side wall and Partition Cleaning up-to Man height | Washing | High Pressure Jet or equivalent machinery | Every 8 Hours | Every 8 Hours |
| 7 | Floor Cleaning | Mopping | Sponge mop or equivalent machinery | 6 Times in 24 hrs | 3 times within a day |
| 8 | Door Cleaning | Wet/Dry Wiping | Wet /Dry Stick mop or equivalent machinery | Daily | Daily |
| 9 | Door & Window Glass, partition glass Cleaning | Wet/Dry Wiping | Glass Cleaning kit or equivalent machinery | Daily | 2 times in a week |
| 10 | Tube light, Exhaust Fan Cleaning | Dusting | Dry Wiping Vacuum Cleaner or equivalent machinery | Weekly | 2 times in a week |
| 11 | Side wall (above man height) | Wet/Dry Wiping | Stick Mop Wet/ Dry or equivalent machinery | Weekly | Weekly |
| 12 | Waste Disposal | Collection/ Disposal | Manual | Every 8 Hours | Every 8 Hours |
| 13 | Air Freshener | Spraying | Manual | Every 4 Hours | Every 4 Hours |

3. Scope of work for Mechanized and manual House Keeping at CIDM, Parel only.

| Sr. No. | Area | Scope of work | Frequency | Equipment Required | Type of Machine/ Equipment |
|---------|--|---|-------------|--|--|
| 1 | Footpath around Office | Mechanized sweeping | Daily | Sweeping Machine or equivalent machinery | Flipper or equivalent machinery |
| | | Washing | Weekly | H.P. Jet or equivalent machinery | Diver wash or equivalent machinery |
| 2 | Parking Area | Sweeping | Daily | Sweeping Machine or equivalent machinery | Flipper or equivalent machinery |
| | | Washing | Weekly | H.P. Jet or equivalent | Diverwash or equivalent |
| 3 | Compound Wall | Cleaning/ Washing | Monthly | H.P. Jet/ Vacuum Cleaner or equivalent machinery | Diverwash/ Divervac 30 or equivalent machinery |
| 4 | Road side/ Corner | Removal of wild growth (grass / trees etc.) disposal | As required | Manual | Manual Activity |
| 5 | Maintenance of Compound wall | Removal of Poster / Stickers/ written printed scripts | As required | Manual | Manual Activity |
| 6 | Area Maintenance | Removal of shredded leaves, Depositions, Debris etc. | As Required | Manual | Manual Activity |
| 7 | Outside Wall Cleaning up to man height | Stain Removal/ Wiping | Monthly | Manual/ Bio Degradable Chemicals | Manual Activity |
| 8 | Carpet Cleaning | Stain Removal/ Wiping & Vacuum cleaning | Fortnight | Manual/ Bio Degradable Chemicals | Mechanized / Manual Activity |

Note: Floor & toilet block should be maintained clean. Cleaning of the floor should be done as & when required.

It is to be mention here that, DMU, MHO is running 24X7. Hence, the area of H/K has been considered twice. It is mandatory to keep floor / toilet cleaned round the clock.

In case of CIDM, Parel Control room at 3rd floor will run 24X7. In BOQ only Control Room area is considered twice a day along with toilet blocks.

MAN POWER AND MACHINARY REQUIREMENT AND PENALTY
Manpower Requirement for DMU,MHO

| Sr. No | Personnel To be Appointed | DMU, MHO | | | | | | Total |
|--------|--------------------------------|------------|--------------|------------|--------------|------------|--------------|-------|
| | Designations | Shifts | | | | | | |
| | | I | | II | | III | | |
| | | Male Staff | Female Staff | Male Staff | Female Staff | Male Staff | Female Staff | |
| 1 | Housekeeping Staff (Unskilled) | 1 | 1 | 1 | 1 | 1 | - | 5 |

Manpower Requirement for CIDM,Parel

| Sr No | Personnel To be Appointed | CIDM,Parel | | | | | | Total |
|----------|-----------------------------------|---------------|-----------------|---------------|-----------------|---------------|-----------------|-------|
| | Designations | Shifts | | | | | | |
| | | I | II | III | | | | |
| | | Male Staff | Female Staff | Male Staff | Female Staff | Male Staff | Female Staff | |
| 1 | Housekeeping Staff (Unskilled) | 1 | 1 | 1 | 1 | 1 | - | 5 |

**Shift Timing- I Shift- 7:00 AM to 3:00 PM, II Shift- 3:00 PM to 11:00 PM,
 III Shift- 11:00 PM to 7:00 AM**

All the prospective bidders are hereby informed that this department has calculated the estimates for the above mentioned unskilled manpower for 2 years as per the Minimum Wages and the successful bidder has to follow the same.The yearwise details are as follows:

| Sr. No. | Category | Requirements | Penalty per shift per person in case of Absenteeism (in Rs.) |
|---------|--|--|--|
| 1. | Sweeper/ operator Male/female as per requirement | Manpower as per the above table to carry out said activities in three shifts at DMU, MHO & CIDM, Parel. | 1,700.00 |

Machinery Requirement at DMU, MHO & CIDM,PAREL:

| Sr. No. | Machine Type | Qty. | Penalty per day per machine in case machine is not deployed for cleaning work (in Rs.) |
|---------|--|------|--|
| 1. | Johnson Diversey Swingo 750 or Nilfisk CA 750 or any other equivalent machinery | 2 | 2000.00 |
| 2 | Johnson Diversey Divervac 30 or Nifisk WD 225 or any other equivalent machinery | 2 | 1000.00 |
| 3 | Johnson Diversey Diverwash or Nilfisk N 410 or any other equivalent machinery | 2 | 1500.00 |
| 4 | Johnson Diversey Ballimat 45 or Nilfisk Flipper or any other equipment machinery | 2 | 1000.00 |
| 5 | Hand Scrubber | 50 | 1000.00 |

Note: There shall not be any complaints or shortfall in duties from head of department / in-charge of user side. If any such complaint or shortfall in duties happens and if it is found to be correct by site incharge, bidder shall be fined for Rs. 1000/- per each such complaint for first time lapses & Rs. 2000/- per each such complaint for second time lapses.

Disaster Management Department, MHO

Area breakup & toilet block details cleaning per day

| Sr. No | Description | Total Area per day | |
|--------|---|----------------------------------|-----------------|
| 1 | Office Area | 746.85 | Sq.mtr. per day |
| 2 | Passages, Corridors,/ staircase Area | - | Sq.mtr. Per day |
| 3 | Toilet blocks | 5 | Nos. |
| 4 | General and VIP toilet blocks including urinals, wash basin, mirror & floor are | GENERAL- 04 Nos. VIP - 01 nos | Nos. per day |

Details of utensils in toilet blocks at DMU,MHO

| FLOOR | VIP TOILET | | GENERAL GENTS TOILET | | | | GENERAL LADIES TOILET | | |
|-----------|------------|-----------|----------------------|--------|-----------|----------|-----------------------|-----------|----------|
| | Wash Basin | W.C. seat | Wash Basin | Urinal | W.C. seat | Bathroom | Wash Basin | W.C. seat | Bathroom |
| Common | 1 | 1 | 2 | 2 | 1 | - | 1 | 2 | - |
| Rest Room | - | - | 1 | - | 1 | 1 | 1 | 1 | 1 |

Note:- Rate of toilet cleaning include Cleaning of W.C., wash basin, sink, Urinals and mirror etc provided in toilet block.

SUMMARY (DMU, MHO)

| Items | VIP | General (Ladies + Gents) |
|---------------------------|-----------|--------------------------|
| W.C. seat | 01 | 5 |
| Urinals | --- | 2 |
| Wash Basin | 01 | 5 |
| No of Toilet block | 01 | 4 |

City Institute of Disaster Management (CIDM, PAREL)

AREA BREAKUP & TOILET BLOCK DETAILS CLEANING PER DAY at CIDM Parel

| Sr. No | Description | Total Area per day | |
|--------|--|-----------------------------------|-----------------|
| 1. | Office Area | 1474.5 | Sq.mtr. per day |
| 2. | Courtyard | 626 | Sq.mtr. per day |
| 3. | General and VIP toilet blocks including urinals, wash basin, mirror & floor area | GENERAL- 08 Nos. VIP - 08 Nos. | |

Floor wise details of toilet blocks at CIDM Parel

| Floor | General Toilets | | | VIP Toilets |
|--------------|-----------------|--------|--------|-------------|
| | Gents | Ladies | Common | |
| Ground floor | 0 | 0 | 1 | 0 |
| First floor | 1 | 1 | 0 | 1 |
| Second floor | 1 | 1 | 0 | 2 |
| Third floor | 1 | 1 | 0 | 5 |
| Fourth floor | 0 | 0 | 1 | 0 |
| Total | 8 | | | 8 |

Brands of the consumable materials to be used by the lowest successful bidder

| Sr. No. | Name of activity | Brands to be used |
|---------|---|--|
| 1 | Floor Cleaning | Taski / Alpha / Shevron |
| 2 | Toilet Cleaning | Taski / Alpha / Shevron |
| 3 | Glass Cleaning | Taski / Alpha / Shevron |
| 4 | Metal Cleaning | Taski / Alpha / Shevron |
| 5 | Furniture Cleaning | Taski / Alpha / Shevron |
| 6 | Antibacterial disinfectant | Taski / Alpha / Shevron/Harpic/Sanifresh |
| 7 | detergent | Nirma / Wheel / Surf Excel |
| 8 | Bleaching Powder | Lion / Vikram /Aditya Birla |
| 9 | Phenyl | Sunny / Kli-N-Care / Cleaner/Lyzol |
| 10 | Air Freshner | Premium / Odonil /Airvick |
| 11 | liquid Soap/ liquid Handwash | Femi / LifeBoy / Alpha/Savlon/Dettol |
| 12 | Any other material if required , bidder has to specify the brands. | |

Note: - Rate of toilet cleaning includes Cleaning of W. C., wash basin, sink, Urinals and mirror etc provided in toilet block.

A) Following works shall be covered under this contract.

The bidder is required to note carefully the extent of services to be rendered. The contractors are advised to visit & get themselves well acquainted with location, various areas, conditions before offering the rates.

1. The contractor shall carryout the work of removing choke-ups in drainage pipe line if any to maintain hygienic conditions in the building.
2. Any other work instructed by officers in charge shall be carried out.
 - a. Helping in arranging / rearranging the furniture, tables, chairs, printers, computers etc.
 - b. Any other minor helps as instructed.
3. Deodorizing, Disinfecting & sanitizing of toilets in **Each Shift**
4. Providing good quality soap cases / liquid soap dispensers in adequate numbers in bathroom and toilet places with liquid hand wash of good quality.
5. Provision of toiletries & best quality and medium fragrance air freshening material/ or equivalent along with general cleaning products & tools.

B) Cleaning of upholsteries:

The successful contractor shall arrange for washing & dry cleaning of bed sheets, bed covers, sofa covers, blankets, pillow covers, towels, curtains & other clothes on a periodical basis i.e. once in 15 days and as and when required. Shampooing of carpets, cushion chairs, sofa sets & dry cleaning of it once in every six months. **Charges of same will paid by contractor.** Contractor should visit DMU, MHO & CIDM, PAREL at Parel to get acquainted of exact quantity of chairs, sofa set & Carpet to be cleaned before quoting the bid.

Details of the Guest Room items

| Sr. No. | Item description | Locationwise Quantity | |
|---------|----------------------|-----------------------|------------|
| | | DMU MHO | CIDM Parel |
| 1 | White bedsheets | 21 | 16 |
| 2 | White Pillow Covers | 0 | 3 |
| 3 | White Towel | 0 | 11 |
| 4 | White Napkins | 0 | 11 |
| 5 | Blue Towels | 0 | 4 |
| 6 | Blue Napkins | 0 | 1 |
| 7 | Red Bedsheets | 0 | 07 |
| 8 | Red Pillow Covers | 0 | 08 |
| 9 | Pink Towel | 0 | 03 |
| 10 | Blue Blanket | 0 | 04 |
| 11 | Blue Bedcovers | 10 | 0 |
| 12 | Design Bedsheets | 2 | 0 |
| 13 | Design Pillow Covers | 2 | 0 |

C) Providing Pest, Rodent Control and other services at DM, MHO & CIDM, Parel:-

- ✓ Treatment for termites - white ants (drilling & injection method if required), and bed bugs everywhere in the DMU MHO & City Institute of Disaster Management Parel every QUARTER (i.e. 4 nos. of services in a year).
- ✓ Termite treatment & control shall be done for wooden door/ window frames, panels, shelves, wooden cupboards, etc every QUARTER (i.e. 4 nos. of services in a year)..
- ✓ Treatment for crawling insects such as cockroaches, Lizards, Spider, Red ants etc. and other rodents as and when required by using oil base chemicals for all wooden areas & water base on general places like floors, walls, tiles, etc every QUARTER (i.e. 4 nos. of services in a year)..

D) Façade Cleaning at CIDM, Parel: Cleaning of glass façade (Both in & outside) fixed on Training centre approximately 375 sqft. Quarterly basis (i.e. 4 times in a year). The material & manpower used for cleaning of glass façade shall be arranged by successful contractor.

E) Cleaning of OH & UG Tank at CIDM, Parel: The contractor shall clean underground and overhead tank (Total Capacity of Tank = 124000 Lit) Twice in a year & as & when directed by duty officer. (**Note:** Payment will be made after successful completion of said service once in a six month)

| Sr. No. | Details of the tank | Approx. Capacity in Ltrs |
|---------|--|--------------------------|
| 1 | Underground Domestic water Tank @ Ground Floor | 26000 |
| 2 | Underground Fire water Tank @ Ground Floor | 50000 |
| 3 | Overhead Domestic Water Tank @ Terrace | 25000 |
| 4 | Overhead Fire Water Tank @ Terrace | 23000 |

F) General Conditions:

- The persons deployed by the service provider should be properly trained, have requisite experience and having the skills for carrying out a wide variety of housekeeping work using appropriate materials and tools/equipments.
- The service provider should study carefully the locations, site conditions, safety & security conditions, specifications, schedule of quantities, the frequencies of different operations and services to be provided as per the tender documents to get well acquainted with the scope of work before quoting his rates. BMC will not, in any way, be responsible for the inadequacy, correctness or insufficiency of information as regards to the site information mentioned in the tender. It is advisable that the service provider visits and surveys the actual site conditions to understand, satisfy and get well acquainted with the scope of work as mentioned in the tender document to arrive at his best optimum quote. It is also required for the prospective bidder to purchase the tender forms before his site visit, without which he may not be entertained or allowed to enter the premises and survey the site. The information & site data mentioned in the tender documents are being furnished for general information & guidance only. The authority/officer in-Charge in no case shall be held responsible for the accuracy thereof or

any interpretations or conclusion drawn there from. The service provider shall verify such data to his entire satisfaction before quoting the rates.

- The service provider shall have to provide the services as per minimum frequencies mentioned in the tender document to maintain clean environment. However, the work shall have to be done more frequently if required upon the instructions of the authority/officer in-Charge, for which nothing extra shall be paid.
- The service provider shall comply with proper & legal orders & direction of the local or public authority or Municipal Corporation and abide by these rules & regulations & pay all fees & charges which may be liable.
- The service provider shall give due notice to Municipal Corporation, Police and / or other authorities that may be required under the Law / Rules under force & obtain all requisites licenses for temporary obstructions / enclosures and pay all charges which may be levied on account of the execution of the work under the agreement. Nothing extra shall be paid on this account.
- The service provider shall be responsible to arrange at his own cost all necessary tools, plants & machinery required for execution of work.
- No assistance of any kind including foreign exchange shall be made available by the department for the purchase of equipments, plants, machinery, materials of any kind or any other items required to be carried out in execution of work. Payment will be made in Indian currency only.
- The service provider shall execute his services in such a manner that no damage is made to the existing structures, plant & machinery and any type of equipment.
- Materials and chemicals of approved quality and standard shall be used.
- Machinery / equipment procured by agency are the property of the service provider and will be maintained by agency at his own cost. For maintaining the machinery in running condition, the service provider shall preferably carry out the AMC for the machines which he has procured for the purpose of carrying out the work from the manufactures of the machines.
- No inflammable materials shall generally be allowed to be stored at site. However, reasonable quantity may be permitted for storage subject to the compliance of all rules / instructions issued by the competent authorities and as per the direction of Officer in-Charge.
- The service provider must employ adult labor only. Employment of child labour will lead to the termination of the contract. The service provider shall engage only such workers, whose antecedents have been thoroughly verified, including character and police verification and other formalities. The service provider shall be fully responsible for the conduct of his staff.
- The service provider at all times should indemnify BMC against all claims, damages or compensation under the provisions of payment of wages Act, 1936; Minimum Wages Act, 1948; Employer's Liability Act 1938 the Workmen Compensation Act, 1923; Industrial Disputes Act, 1947; Maternity Benefit Act, 1961 or any modification thereof or any other law relating thereof and rules made hereunder from time to time, BMC will not own any responsibility in this regard.
- The contract period of subject work is 24 months. However BMC reserves the right to terminate the contract by serving one month notice, in writing if the BMC administration is not satisfied about the services of the service provider. The service provider may also ask for the same by giving three month notice but he has to provide the housekeeping facility till the next agency takes over.

- The personnel work at DMU MHO & CIDM, PAREL shall be provided with BMC approved uniform with clearly visible printed /embroidered name of company/contractor with safety shoes. The personnel should be neatly shaved and have proper haircut. The HK personnel should not have skin disease of any kind. Uniform should get approved by BMC.
- The service provider will arrange for all items needed for his staff viz., time keeping registers, inventory of consumables, daily duty roster chart/logbooks, etc. this department will provide a space for storing the HK material. At first the housekeeping staff will report to Control room staff.
- The lowest successful contractor has to plan, manage collection, mechanized screening / segregation of dry and wet garbage in the earmarked area and efficient transport and disposal of the garbage outside the premises. The work should be carried out in an eco friendly manner. The service provider will also ensure that the garbage collection / disposal work does not adversely affect the surroundings or personnel deputed for the work. Protective gear including boots, gloves etc. shall be provided by the service provider to the housekeeping staff.
- Intending tenderers are advised to inspect and examine the site and its surroundings and satisfy themselves before submitting their tenders to the nature of the site. The nature of the site, the means of access to the site, the accommodation they may require and in general shall themselves obtain all necessary information as to risks, contingencies and other circumstance which may influence or effect their tender. A tenderer shall be deemed to have full knowledge of the site whether he inspects it or not and no extra charges consequent on any misunderstanding or otherwise shall be allowed. Submission of tender by a tenderer implies that he has read this notice and all other contract documents has made himself aware of the scope and specifications of the work to be done and of conditions and rates at which stores, tools and plants etc., will be issued to him by the Government and local conditions and other factors having a bearing on the execution of the work.
- The service provider himself shall be responsible for the safety and maintenance of his tools and plants materials. No damages/claim of the service provider on this account shall be entertained.
- All the Tools and materials, viz. Scrubbing machine, trolley, buckets, mugs, pipes, ladders etc. shall have to be transported by the service provider himself. The BMC shall not entertain any extra claim/expenditure on account of these tools and materials.
- The service provider will supply sufficient sets of uniforms, badges, and gum-boots to each sweeper, who shall invariably working hours, any sweeper is found to be without uniform/badges, he/she will be marked absent and necessary recovery as per condition will be made from the service provider's bills.
- The standard of sanitation will always be up to the satisfaction of the authorized representative or the officer-in charge whose decision in this regard shall be final and binding on the service provider.
- Electricity will be supplied free of cost to the service provider but necessary arrangement for lead wires, cable (shock proof) etc. shall be arranged by the service provider and nothing extra shall be paid on this account.
- The service provider shall at his own cost, if required, take necessary insurance coverage in respect of his staff and other personnel for service to be rendered and shall also, during the currency of the contract, comply with all relevant labour laws as may be applicable or

modified from time to time by the concerned authorities and in no case the BMC would compensate for the losses and damages of material/manpower.

- The service provider shall supply to his workers all gadgets/articles required for safety purposes, such as gas masks, torch, safety belt, gas lantern etc. He may also maintain a First Aid Box to meet any emergency situation in respect of staff deputed by him.
- The material for daily use like vim powder, liquid soap, Naphthalene balls, Hydrochloric Acid, Odonil balls/stick, fresheners, toilet soap, phenyl, sanitary cubes, toilet paper, tissue paper, Finit, Homocol liquid soap, Harpic, pochha, hand duster, toilet brush, plastic seekh brooms, jail brush, calanzo, platform brush, wiper, soft brooms, surf etc. shall be arranged by the Agency for which he has to quote in the financial bid. The material being used by the agency would be of superior quality/standard and of prominent brand as stated.
- Any misconduct/misbehavior on the part of the manpower deployed by the Service provider will not be tolerated and such person will have to be replaced by the service provider at his own costs, risks and responsibilities immediately, with written intimation to hospital authority.
- The housekeeping staff deployed through service provider in the BMC shall not claim any benefit, compensation, absorption or regularization of their services in the establishment either under the provision of Industrial Disputes Act., 1947 or Contract Labour (Regulation & Abolition) Act, 1970. The service provider should have to obtain an undertaking from the deployed persons to the effect that the deployed persons is the employee of the service provider (agency) and shall submit the said undertaking to the BMC. In the event of any litigation on the status of the deployed persons, the BMC shall not be a necessary parties, however, in any event, either the deployed persons or to the order of the Court, the BMC is made necessary parties in dispute to adjudicate the matter, the service provider has to reimburse the expenditure that would be borne by BMC
- The housekeeping staff deployed by the service provider shall not divulge or disclose any details of office, operational process, technical know-how, security arrangement, administrative/organizational matters to any third person, as all of that are confidential and secret in nature. In the event of being found that the official secrecy has been disclosed and for the purpose of security arrangement and or for other purpose, it is desirable to remove the said person, the Institute has every right to remove the said person, immediately and responsibility if any to be borne by the service provider.
- The service provider shall ensure that the person deployed are disciplined and conduct in office premises, be best suitable and is entailed on enforce in prohibition of consumption of alcoholic drinks, paan, smoking, loitering without work and engaging in gambling, satta or any immoral act.
- The personnel deployed shall be employees of the Service Provider and all statutory liabilities such as ESI, EPF, Workmen's compensation as per relevant statutory Act, etc shall be paid by the bidder. The list of personnel to be deployed shall be made available to BMC and if any change is required on part of BMC, a fresh list of personnel shall be made available by the bidder after each and every change. The bidder shall abide by and comply with all the relevant laws and statutory requirements covered under various laws such as Labour Act, Minimum wages Act, Contract Labour (Regulation and abolition) Act, ESI, EPF and various other Acts as applicable from time to time with regard to the personnel engaged by the bidder for the BMC.

- In the event of loss/damage of equipments etc. at the premises of the BMC, due to negligence/carelessness of service provider staff, if established after a joint enquiry, then the service provider shall compensate the loss to BMC. The service provider or its representative/s shall meet Hospital representative/s regularly to take feedback regarding the Housekeeping Services.
- The service provider shall not assign or sublet this Agreement or any part thereof to any third party.
- Licenses if any required for Housekeeping Services at the site will be made available by the service provider.
- **Liquidated damages:**

Whenever and wherever it is found that the cleanliness is not up to the mark it will be brought to the notice of the supervisory staff of the contractor by officials of the BMC of that location and if no action is taken within ONE hour, liquidated damages @ Rs.200/- per complaint shall be imposed. The decision of BMC Officer In-charge shall be final, in this regard.

The penalties will be imposed on violation of terms and conditions of agreement as per the list given below:

| Sr. No. | Description of Irregularities | Penalty |
|---------|--|---|
| 1 | If the garbage is not lifted as per defined mode & scheduled | @ Rs. 500/- on each failure /occasion |
| 2 | Staff not in Uniform/ without I Card | @ Rs. 100/- per worker /day |
| 3 | If it is found that no action is been taken within One hour after the complaint of Un-clean premises and improper housekeeping | @ Rs. 200/- per complaint |
| 4 | If any uncleanliness is found at 9.00 a.m and at 5.00 p.m | @Rs. 5000/- per incident |
| 5 | If prescribed detergents & cleaning agents not used | @Rs. 1000/-when noticed |
| 6 | Misbehavior by the housekeeping staff to MCGM Employees or patient/ patient relative/ visitors. | @ Rs. 5000/- per incident |
| 7 | Recurring of irregularities given at Sr.No. 1,2,3 & 4 | Double the penalties amount mentioned in Sr. No. 1 to 4 |

- The tenderer shall ensure that the monthly payment towards the staff appointed has to be made within the 15 days after the completion of monthly service.also successful tenderer has to ensure that there is no complaint from such outsourced person about non- payment of wages / dues otherwise the penalty of ½% per week of the value of manpower for delay in payment of wages / dues to the outsourced persons will be levied subject to maximum 10% of order value.
- The Personnel should be literate and healthy. He shall be verbally communicable in Marathi, Hindi.
- No lunatic, disabled or spastic personnel shall be employed by the contractors on this job.
- The personnel shall maintain a good hygiene standard, he/she should be free from any skin, chronic diseases. He / She should submit the medical fitness certificate.

- The personnel shall bear a good character with a clean police record. He shall not bear any criminal history.
- On receipt of the Work Order, the contractor shall submit all the details such as Full Name, identification marks, education, permanent address, residential address, all contact numbers, TWO passport size photographs, and two references with their details of all the personnel intended to be work at Workplaces of this tender. No other personnel shall be allowed to be work in the DMU MHO & CIDM, PAREL.
- Any changes, new recruits etc shall be promptly reported to BMC and documents mentioned above should be submitted in stipulated time period.
- The Personnel shall wear an IDENTITY CARD all the times while on duty. The I-card shall have to be got authenticated by BMC authority.
- All the personnel working in the DMU MHO & CIDM, PAREL will scrupulously follow all security and safety rules, checks and disciplines.
- The personnel shall not enter in the prohibited areas of the DMU, MHO & CIDM,PAREL unless specifically ordered by designated authority.
- The personnel shall behave politely with all other staff on duty, shall not indulged himself in any arguments, quarrels etc. Modesty of women staff and fellow workers must be maintained.
- No child labour shall be employed on this work.
- Contractor has to obtain CSR (Customer Satisfaction Report) from Operation Section of DM Department during contract period on monthly basis
- The personnel shall not have bad habits like consumption of alcohol, smoking, chewing of paan / tobacco etc. inside the campus of the DMU MHO & CIDM, PAREL.
- Personnel found in breach of the above condition(s) shall be immediately expelled from the Disaster Management Department temporarily or permanently. The contractor shall not engage such staff again on duty without BMC's permission.
- The staff so expelled shall be shown as 'NOT PROVIDED' and shall be subjected to such actions/levy of penalties as provided in the contract.

G) General Terms and conditions:

1. Contractor must provide at least 3 days onsite training at DMU, MHO & 3 days onsite training at CIDM, Parel separately to staff before deployment, in order to get well acquainted with the duties to be performed at respective job location. This department will not bear any additional cost for this training.
2. It is mandatory to quote according to BMC's Labour Department's latest Circular effective at the time of this e-tender. It is the responsibility of the contractor to make payment to his employees (unskilled manpower appointed for housekeeping services) not less than as per the Minimum Wages Act. The basic pay rates and D. A. (Special Allowance) which revises after every six months. Bidder should consider this fact before quoting for this tender. This department will scrupulously monitor the compliance made by successful bidder in this regard.

3. Government notifications for minimum rates of wages applicable to BMC as local government authority (other than village panchayat). The same shall be followed by prospective bidders.
4. BMC will not bear the extra cost arise due to the increase in the Minimum wages time to time within the contract period.
5. While quoting in BOQ, contractor should consider the cost of housekeeping material & manpower required as per the table mentioned above.
6. The bidder shall submit the undertaking on Rs 500/- Stamp Paper, stated that, payment of housekeeping & other employees appointed by him, will be made not less than the minimum wages act during the contract period and BMC will not be held responsible for wages related or any other dispute between contractor & staff appointed by them at this department.
7. The contractor has to install the Biometric Machine System for online attendance monitoring of all staff deployed. The access of Biometric shall be shared with concerned BMC officials. Contractor has to submit online record of biometric attendance with respective monthly bill. BMC will not bear any additional cost for installation & maintenance of biometric machined installed by contractor along with the internet charges.
8. No continuous 3 shifts are allowed for any manpower mentioned in this tender scope otherwise penalty of Rs. 1000/- per instance will be imposed for such instances except in monsson and during emergency situations.
9. All the manpower deployed by Contractor has to work at both the locations
10. The Contractor has to maintain Daily registers / Instruction registers / penalty registers for the entire contract period.
11. The tenderer shall ensure that the monthly payment towards the staff appointed has to be made within the 15 days after the completion of monthly service. Also successful tenderer has to ensure that there is no complaint from such outsourced person about non-payment of wages / dues otherwise the penalty of ½% per week of the value of monthly manpower bill for delay in payment of wages / dues to the outsourced persons will be levied subject to maximum 10% of Contract Value
12. Bidder should consider updated rates mentioned in latest circular at the time of the bidding
13. If any mishap happens to the person it will be the contractor's responsibility.
14. If any damages takes place to BMC equipment, due to lack of knowledge of the workers or mishandling, the contractors will have to reinstate the same at their own cost.

- 15. The bidders are requested to visit the site preferably before quoting, to get them well acquainted with the exact scope of work involved in this particular work.**
16. The firm must submit copy of GST/CST registration certificate along with the tender.
17. The contract will be awarded for a period of two year.
18. The staff must be well conversant in the respective field and no trials on this account will be allowed under any circumstances. The staff should know and speak Marathi, Hindi or English.
19. No ladies staff will be allowed to work in night shift.
20. Successful contractor should arrange material required for housekeeping such as detergent, floor cleaner, room freshener, brooms , dusters, acids, liquid soaps etc. at his own cost.
21. Bidder should own the necessary cleaning equipments, material & vacuum cleaner.
22. It will be the prerogative of the principal employer i.e. BMC to deploy any number of personnel appointed by successful bidder in any of the site i.e. Municipal Head Office & CIDM, PAREL as required.
23. If the Contractor wants to transfer any of the employees it has to seek prior permission from Chief Officer (DM) or any other officer so authorized.
- 24. He/ She should be physically fit & he/ she should obtain Police verification report/ Submit the indemnity bond for the same.**
25. The deployed personnel shall be on the Payrolls of the contractor. No outsourcing by the contractor shall be allowed under any circumstances.
26. The Contractor would be responsible to maintain the required manpower at said locations.
27. The Bidder Contractor shall replace immediately (within 48 hrs) any of its personnel who is found unacceptable to BMC because of security risks, incompetence, conflict of interest, improper conduct etc. upon receiving written notice from BMC. The delay in providing a substitute would attract a penalty as per tender conditions.
28. If any of the personnel remain absent at DM, MHO & CIDM, PAREL due to any reason, Contractor should have to arrange the substitute from trained personnel within 3 hour. Failing to which will attract the penalty as per tender conditions.
29. The Contractor shall keep adequate pool of personnel to work as substitute/ reliever in place of regular operator, whenever the regular personnel is on weekly holiday, national holiday, any leave, unauthorized absence or he/she left the services of Contractor. No extra payment shall be made to the Contractor in case of substitutes /relievers deployed except in case of statutory paid leave when the regular personnel is on authorized statutory paid leave.
30. It shall be the responsibility of Contractor to pay wages to the employee immediately in next month through bank account. It shall also be the responsibility of Contractor to make timely contributions towards PF, ESI, and other statutory provisions.

31. The Contractor should not pay wages to its employees less than the minimum wages prescribed by the state of Maharashtra from time to time. The exact amount as per minimum wages shall reflect in employees salary account. Any advances taken by employee from contractor shall be adjusted at contractors end and should not be deducted from employee's salary. For any unauthorized / non statutory deduction in employee's salary a penalty of Rs 1000 per incident will be levied on contractor and penalty amount will be deducted from the bill to be paid to the contractor.
32. After paying wages & other statutory dues, the Contractor should submit its bill to the BMC along with muster cum wage register, Salary Slip, Bank Statement of payment made to their personnel. Relevant documents of PF, ESIC, professional tax and any other payment made under any other statute.
- 33. The payment will be made on Monthly basis after verifying all details of the bill & the relevant documents submitted by contractor, following BMC procedure.**
34. It will be binding on the Contractor to implement all labour laws which are applicable to the Contractor and its employees and the principal employer i.e. BMC.
35. The Contractor shall be responsible to make good the loss/damage caused due to the negligence and dishonesty of its personnel & due to breach of terms & conditions of contract to the BMC. If the Contractor fails to pay the losses/damages, it shall be recovered from the bills to be paid or from the security deposit.
36. The Contractor shall nominate a coordinator who would be responsible for immediate interaction with BMC so that optimal services of the persons deployed by the Contractor could be availed without any disruption and arrange to maintain attendance of DMU MHO & CIDM, PAREL & ensure for daily properly working.
37. It shall be the duty of Contractor to ensure the personnel deployed by it should observed dress code as prescribed by BMC. The personnel also display his/her identity card on his/her person duly signed by BMC officials.
- 38. The personnel deployed by the Contractor shall not claim of the status of direct employee of BMC since they are appointed by the Contractor. The Contractor shall be the employer of the personnel deployed by it. Contractor should submit the undertaking from every employee deputed for subject work stating that, No claim for the employee of the BMC will be made by him /her for giving service in this BMC office.**
39. The Contractor shall submit an affidavit in the Performa specified by BMC at the time signing the contract, stating that the Bidder or any of his employees will not claim employment in BMC, based on its services rendered in Disaster Control Rooms even in future.
40. BMC reserves its right to foreclose the contract at any time without assigning any reason & by giving one month notice to the contractor.

41. In case of termination of this contract on its expiry or otherwise, the persons deployed by the contracting Contractor shall not be entitled to and will have no claim for absorption in the regular employment of BMC.
42. The contracting Contractor shall be solely responsible to redress the grievances / resolution of disputes relating to person deployed by the Contractor. BMC shall not in any way, be responsible for settlement of such issues whatsoever.
43. The Contractor shall be responsible for paying compensation to its employee for an injury/accidental death during the course of employment. If the contractor fail to pay the same that shall be paid to the concern employee from the bills to be paid to the contractor or from the security deposit.
44. The contractor shall be held responsible for Data tempering, sharing & pilferage by any employee appointed by the Contractor. In such cases suitable legal action deemed fit taken against the contractor & concerned employee.
45. The BMC material/ equipment shall be handled properly and it shall be returned back to the office in good condition at the end of the contract.
46. If the services of the contractor are not found satisfactorily the contract will be terminated at any instance without giving any reason.
47. The successful contractor shall submit all documentary records maintain during contract period to this department at end of contract.
48. The lowest successful bidder has to arrange all the stationary and allied materials at his own cost required to maintain the recordkeeping regarding this work.

H) SPECIAL CONDITIONS OF CONTRACT

- (1) The bidder shall study carefully, the materials, chemicals, machines, equipments, specifications, schedule of quantities, the frequencies of different operations and conditions of the tender documents to fully appreciate the scope of work before quoting his rates.
- (2) The bidder should provide satisfactory evidence acceptable to the M.C.G.M. to show that.
 - (a) He is a reputed firm / contractor who regularly under takes the works of mechanized Cleaning to the subject tender and has adequate technical knowledge and experience.
- (3) For the above the Contractor must submit along with his/her tenders in Technical Bid Part (I) :-
 - (a) **List of Providing Housekeeping and general service or similar type of works completed in last 3 financial years giving description of work, organization for whom executed, approximate value of the contract at the time of award, date of award & date of schedule completion of work. Date of actual start, actual completion & final value of the contract should also be given. Work order copies & Necessary certificates in this regard from the authorities that made the payments for**

three proceeding years be enclosed, duly attested.

- (b) List of machinery available on hand (owned) & proposed to be inducted (owned & hired to be given separately) for the subject work
- (4) The bidder shall have complete technical knowledge of Mechanized cleaning systems, its operating procedures and work methods to get the required job done with minimum possible resources.
- (5) The bidder shall have to clean the area as per minimum frequencies mentioned However, the cleaning shall have to be done more frequently if required for proper housekeeping upon the instructions of the Engineer-in-Charge, for which nothing extra shall be paid.
- (6) The tenderer whose tender is accepted shall submit daily cleaning plan so as to help the BMC officers to monitor and check that the cleaning work is being done according to the schedule of frequencies mentioned.
- (7) The bidder shall work in close coordination with officials working in various rooms/halls, including staff of Committee Rooms, etc. and modify working schedule if required as per users convenience. No claim whatsoever on this account shall be entrained.
- (8) The department shall provide space for storage of machines, material and chemicals as per availability. However no extra payment shall be admissible for carriage/shifting etc.
- (9) The information & site data mentioned in the tender documents are being furnished for general information & guidance only. The Engineer-in-charge in no case shall be held responsible for the accuracy thereof or any interpretations or conclusion drawn there form. The contractor shall verify such data to his entire satisfaction before quoting the rates.
- (10) No tools shall be supplied by this department. The contractor will have to make his own arrangements at his own expense for all machines, chemicals, materials toiletries, consumables etc.
- (11) The bidder shall dispose off garbage, malba, rubbish materials and waste to the specified BMC garbage collection center of respective ward.
- (12) Tendered rates shall be for completed work covering all materials, labour, carriage, machinery & equipment's, royalties fees, rent, excise duty, custom duty, sales tax, Service Tax, GST, VAT, etc. Sales tax on works contract tax (if any), Octroi, entry tax, wages, tools and plants transportation risks, overhead general and special liabilities / obligations as mentioned and profits etc. all complete. Bidder shall pay necessary taxes, such as sales tax, Central excise duty, customs duty, service tax etc. as above to relevant authorities.
- (13) Materials and chemicals required shall have to be brought and kept by the bidder in advance for each month at his own cost.
- (14) The standard of sanitation/cleanliness shall always be to the satisfaction of the authorized representative of the Engineer-in-Charge whose decision in this regard shall be final and binding on the contractor. In case of default Engineer-in-Charge may get the improvement done at the cost of agency without any notice.
- (15) The sweeping/cleaning/scrubbing/vacuum cleaning/buffing etc. all shall be carried out by machines only. However, in exceptional cases where cleaning is not possible/ feasible with machines, manual cleaning will be permitted with specific approval of Engineer-in-Charge.
- (16) The bidder shall appoint exclusively for this work one Manager who shall coordinate with the

Department as & when needed.

- (17) The bidder should provide minimum number of staff as per tender document. In case the tenderer fails to deploy services of minimum staff as mentioned, the recovery shall be made at the rate as specified against each. The staff in uniforms as approved by Engineer-in-Charge only shall be allowed for duty. The workers shall be supplied with sufficient sets of uniforms by the contractor so that they wear them at all time and keep them clean.
- (18) The bidder shall take at his own cost, provide necessary insurance cover in respect of staff and other personnel to be employed or engaged by him in connection with the above mentioned services to be rendered to BMC and shall comply with all relevant labour laws as applicable to the area as existing or as may be mentioned during the contract period and shall indemnify BMC against all acts of omissions, fault, breaches and or any claim or demand, loss injury and expenses to which BMC may be party or involved as a result of the contractors failure to comply and of the obligation under the relevant act law which the bidder is to follow.
- (19) All the materials/chemicals/consumables brought to site shall be protected suitably duly wrapped/packed & stored so as to avoid any damage during loading transportation /unloading & handling due to weather conditions etc. at any stage.
- (20) The bidder should deploy minimum number of machines as per Annexure L of tender document. The machines brought on site will not be allowed to be taken away till completion of work without specific permission from Engineer-in-Charge in writing if required for repairs etc. The register indicating machines numbers etc. for identification will be prepared on the date of start of work and will be open for inspection by the officers of BMC or otherwise as approved by Engineer-in-charge. In case of any short fall on a particular day the recovery shall be made at the rate as specified against each
- (21) The tenderer should procure the required equipment/machines for cleaning within fifteen days of issue of letter of intent (before the issue of Work Order letter) as per the numbers and machines specified in Annexure II of Tender document. And period of mobilization is 15 days from the date of work order issued.
- (22) The cost of Machine maintenance will be borne by the contractor.
- (24) Whenever meetings takes places, the contractor has to ensure that sufficient workers and supervisory staff is present within the BMC Campus till the meetings in the conference Rooms is over for which nothing extra is payable.
- (25) Record of the work done / Manpower supplied shall be kept as directed by Engineer in charge and shall be duly signed by authorised person from contractor side & same shall be get verified from BMC site in charge time to time.
The bidder for this tender shall be decided on the percentage (%) quoted by the bidder with respect to BOQ.

I) ADDITIONAL CONDITIONS OF CONTRACT

- (1) Detailed technical schedule for automated cleaning along with the details of machines and chemicals to be used (with specified brands & makes) as per enclosed list in tender form.

- (2) Materials and chemicals of approved quality as mentioned from M/S Eco Lab and / or M/s Johnson Diversey and any other company manufacturing equipments suitable for mechanized cleaning shall be used. Material / chemical required to be used marked by above companies, equivalent material of the same of quality as approved by Engineer-in-charge. The consumption of material / chemicals shall be regulated as per manufacturers specifications
- (3) Machinery / equipment of Nilfisk and / or Johnson Diversey and any other company manufacturing equipments suitable for mechanized cleaning only are to be used. Machines procured by agency are the property of the contractor and will be maintained by agency at his own cost. In case the machinery / equipment required to be used is not marked by above companies equivalent equipment of the same quality as approved by Engineer-in-charge in writing shall be used.
- (4) For maintaining the machinery in running conditions. The contractor shall carry out the Annual Maintenance Contract for the machines which he has procured for the purpose of carrying out the work from the manufactures of the machines.
- (5) Contractor has to produce documentary evidence regarding payments of ESI, EPF & Bonus as per prevailing rates of the Government on quarterly basis or as and when asked for.
- (6) The contracts is to execute the different items for all floor heights & levels for which nothing extra shall be paid over & above the quoted rules for different items as per schedule of quantities. Unless otherwise provided in the schedule of quantities, the rates tendered by the contractor shall be all inclusive and shall apply to all heights, lifts, and depths of the building and nothing extra shall be payable to him on this account.

J) ADDITIONAL CONDITIONS OF CONTRACT

1. Contractor should take all the necessary precaution as per the contract (Regulation & Abolition) act 1971 to ensure that any personal appointed by him for this work should not claim any right on the employment in BMC.
2. Contractor should ensure that there should not be continuous 240 days service of their any personal for this work. For this he should ensure to appoint any personal initially for six months only after that there shall a break of at least one month before appointing the same personal for this work.
3. It is mandatory for contractor to carry out the compliance of following and maintain the documentation of the same.
 - A. To obtain the labor license from competent authority for the deployment of the contractual man power for this work in BMC.
 - B. To maintain the necessary records as per the contractual labor act.
 - C. To make the payment as per the minimum wages act 1948 along with applicable levy to the contractual man power appointed for this work in BMC.
 - D. To follow the provisions and to give the wages to contractual man power as per the rates prescribed and revised every six months by the BRIHANMUMBAI MUNICIPAL CORPRATION on the basis of minimum wages issued by Govt. of Maharashtra under Minimum Wages Act, 1948.
 - E. To submit the bi-annual return as per the contractual law to competent authority.
4. In order to ensure the social security of the contractual man power and to maintain healthy relationship between the management and the contractual man power, it is mandatory for contractor to follow the provisions made under The Employee Provident

Funds and Miscellaneous Provision Act- 1952, The Employees State Insurance Act-1948, The Payment of Bonus Act-1965, The Payment of Gratuity Act-1972.

5. Bidder should upload the Company/ Organization registration certificate, GST certificate, Last three years income tax certificate, Pancard, ESIC & EPF registration certificate & Professional tax certificate in Packet A & B , failing to which bidder will be treated as non eligible for the bidding.
6. Bidder should ensure that payment made to the personnel appointed by them are in accordance with the circular issued by the chief labour office of the BMC u/No.- Ch. L.O./ 64 dt. 30.04.2011 or latest circular.
7. Bidder should maintain all records related to the Contract labour act, EPF, ESIC & applicable minimum wages of the compliance made for the personnel appointed by him at this site.
8. Bidder should carry out the compliance as per the circulars issued by the GoM u/No. शासन निर्णय/परिपत्रक क्र. पदनि 2512/ प्र.क्र.157/का.12 दि.27 जानेवारी 2015 Sr. No. 16, 17 & शासन निर्णय/परिपत्रक क्र. संकीर्ण-2011/प्र.क्र.75/तवि 20 दि.15 जून 2011.

Important Terms:-

1. Tenderer shall read the mandatory condition, General condition, Technical condition, Specifications, Specific instructions carefully before submitting documents.
2. Municipal Commissioner is not bound for any relief/compensation if there is any reduction in the scope /quantum of the work or if no work is awarded at all.
3. Municipal Commissioner Reserves the rights to reject any tenderer without assigning any reason therefore .Municipal Commissioner reserves the rights to negotiate with the lowest bidder.

Sd/-
Exe.Engineer (M&E)
DM Department

बृहन्मुंबई महानगरपालिकेच्या कामगार विभागामार्फत निर्गमित केलेल्या खालील सूचनांचे पालन करणे संबंधित कंत्राटदारांना बंधनकारक राहील.

१. शासन निर्णय / परिपत्रक क्र.पदनि 2512/प्र.क्र.157/का.12 दि.27 जानेवारी 2015 मधील अनु. क्र.16 आणि 17 पुढीलप्रमाणे:-

- ज्या निविदेमध्ये कंत्राटदाराने त्याच्या कामगारांना अदा करावयाची वेतनाची रक्कम ही किमान वेतन कायद्यातील तरतूदीनुसार कंत्राटदाराकडून कंत्राटी कामगाराला देय असलेले किमान वेतन+विशेष भत्ता+बोनस+भविष्य निर्वाह निधी+राज्य कामगार विमा योजनेत जमा करावयाची रक्कम+उपदान इत्यादी मिळून होणारी रक्कम व कामगार कायद्यातील इतर तरतूदीनुसार देय रकमा यापेक्षा कमी नमूद केली असल्यास, अशा कंत्राटदाराची निविदा स्विकृत करण्यात येणार नाही.
- कंत्राटदाराने निविदा प्रक्रीयेसाठी निविदा अर्ज सादर करताना, त्यांच्या कंपनीचे / संस्थेचे, नोंदणी प्रमाणपत्र / सेवा कराचे प्रमाणपत्र / मागील तीन वर्षांचे आयकर प्रमाणपत्र / पॅनकार्ड / ई.एस.आय.सी. प्रमाणपत्र / पी.एफ. प्रमाणपत्र / प्रोफेशनल टॅक्स प्रमाणपत्र या सर्व प्रमाणपत्रांची छायांकित प्रत निविदेसोबत सादर करणे बंधनकारक आहे. सदर छायांकित प्रमाणपत्रांवर संबंधित कार्यालय प्रमुखांनी मुळ कागदपत्रे तपासून ती योग्य असल्याचे स्वाक्षरीत व प्रमाणित / साक्षांकित करण्यात येतील. कंत्राटदाराने निविदा अर्जासोबत सदर प्रमाणपत्रे सादर न केल्यास, निविदा प्रक्रीयेतून बाद ठरविण्यात येईल.
- कंत्राटी कामगारांना किमान वेतन कायद्यातील तरतूदीपेक्षा कमी वेतन अदा केल्याचे निदर्शनास आले तर संबंधित कंत्राटदारावर किमान वेतन कायद्यातील तरतूदी प्रमाणे कारवाई करण्यात येईल व त्याचे कंत्राट तात्काळ रद्द करून त्याचे नाव काळ्या यादीत टाकण्याची कारवाई करण्यात येईल

२. शासन निर्णय / परिपत्रक क्र. संकीर्ण - २०११/प्र.क्र.७५/नवि २० दि.१५ जून २०११ मध्ये पुढील प्रमाणे नमूद केलेले आहे.

राज्यातील सर्व महानगरपालिका व नगरपरिषदांमध्ये विविध कामांसाठी कंत्राटे देण्यात येतात. संबंधित कंत्राटावर कामाच्या स्वरूपानुसार आवश्यकतेप्रमाणे कुशल / अकुशल मनुष्यबळ वापरून, ज्यांच्याकडून अशी कामे करून घेतात अशा व्यक्तींना किमान वेतन अधिनियम, १९४८ (Minimum Wages Act, 1948) अंतर्गत निश्चित केल्याप्रमाणे किमान वेतन देणे कंत्राटदारांवर बंधनकारक आहे. तथापि, काही ठिकाणी कंत्राटदारांकडून कामगार / मजूर इत्यादींना कायद्याप्रमाणे किमान वेतन देण्यात येत नाही अशा तक्रारी शासनाकडे प्राप्त होतात. त्या अनुषंगाने साकल्याने विचार करून शासन पुन्हा अशा सूचना देत आहे की, राज्यातील सर्व महानगरपालिका व नगरपरिषदांमार्फत देण्यात येणा-या सर्व कंत्राटांतर्गत कंत्राटदाराकडून कामावर ठेवलेल्या सर्व व्यक्तींना किमान वेतन कायद्यानुसार वेतन देण्यात येते हे सुनिश्चित करण्यात यावे. किमान वेतन कायद्यातील तरतूदींशी विसंगत कंत्राट करण्यात येणार नाही हे ही कटाक्षाने पाहण्यात यावे. सर्व महानगरपालिका आयुक्त व मुख्याधिकारी नगरपरिषद यांनी ही बाब सर्व संबंधित अधिका-यांच्या निदर्शनास आणून देऊन या परिपत्रकाची काटेकोरपणे अंमलबजावणी करावी असे शासन निर्णय / परिपत्रकात नमूद केले आहे.

३. शासन निर्णय क्रमांक सीएलए - ०३/२०१४/प्र.क्र.९५/कामगार-१० दि.१५.०६.२०१४ अन्वये:-

अ) स्थानिक स्वराज्य संस्थांनी (नगरपालिका, महानगरपालिका व इतर) कंत्राटी कामगारांना आस्थापनेत कार्यरत करण्यापूर्वी कंत्राटी कामगार (नियमन व निर्मुलन) अधिनियम, १९७० अंतर्गत मुख्य मालकाचे प्रमाणपत्र / अनुज्ञप्ती (Registration Certificate) प्राप्त करून घ्यावे. तसेच सदरहू अनुज्ञप्तीचे वेळोवेळी नुतनीकरण करावे.

सदरहू आस्थापनांकडे कार्यरत कंत्राटी कामगारांच्या कंत्राटदाराने उक्त अधिनियमांतर्गत परवाना (Labour License) घेतला आहे किंवा कसे याबाबत मुख्य मालकाने कंत्राटी कामगार नियुक्त करण्यापूर्वी खात्री करावी.

ब) कंत्राटी कामगारांना देण्यात येणारे वेतन हे किमान वेतन अधिनियमान्वये विहित केल्यानुसार अथवा त्यापेक्षा अधिक लाभदायक वेतन देण्यासंदर्भात केलेल्या करारान्वये निश्चित केल्यानुसार अदा होणे आवश्यक असून सदरहू वेतन उक्त अधिनियमांतर्गत कंत्राटी कामगारांना नियमित व विहित दिनांकापर्यंत अदा करण्याची जबाबदारी कंत्राटदाराची आहे व असे वेतन वेळोवेळी दिले आहे का? याबाबत मुख्य मालक म्हणून संबंधित खाते प्रमुख यांनी खात्री करणे किंवा प्रतिनिधीने ते प्रमाणित करणे बंधनकारक आहे.

क) आस्थापनेत एकूण कामावर असलेले कंत्राटी कामगार त्यांच्याकडून होणारे काम व त्यांना दिले जाणारे वेतन यांचा लेखा तपशील ठेवण्याची जबाबदारी मुख्य मालक म्हणून संबंधित खाते प्रमुख व कंत्राटदार यांच्यावर असल्याने सदरहू बाबीची काटेकोर अंमलबजावणी करावी.

४. परिपत्रक क्र. प्रकाअ/०९ दि.०२.०९.२०२० अन्वये:-

कंत्राटी कामगारांना किमान वेतन आणि लेव्ही देणे बंधनकारक असून वेळोवेळी होणा-या कामगार कायदयातील बदलाचा विचार करून किमान वेतन आणि लेव्हीचे अधिदान कंत्राटदारास प्रतिपूर्ती स्वरूपात करणे आवश्यक आहे. अकुशल, अर्धकुशल व कुशल वर्गवारीतील कामगार करिता सद्यस्थितीत लागू असलेले उर्जा व कामगार विभाग यांची दि.२४.०२.२०१५ ची अधिसूचना व कामगार आयुक्त यांचे कार्यालय यांनी वेळोवेळी निर्गमित केलेले अनुसूचित उदयोगानुसार निर्धारित केलेले किमान वेतन देणे बंधनकारक राहिल.

५. विविध कामगार कायदया अन्वये:-

The contract labour (Regulation and abolition) Act, 1970, The Employees Compensation Act, 1923 The Employee Provident Fund And miscellaneous Provision Act, 1952, The Employees State Insurance Act, 1948, The Maharashtra Workman Minimum House Rent Allowance Act, 1923, The Maternity Benefits Act, 1961, The Minimum Wages Act, 1948 The Payment of Bonus Act, 1965, The Payment of Gratuity Act, 1972, MLWF 1952 तसेच या कार्यालयामार्फत निर्गमित करण्यात आलेले परिपत्रक क्र. प्रकाअ/०९ दि.०२.०९.२०२० अन्वये निर्देशित केलेल्या सुचनानुसार अभिलेख ठेवणे, वेळोवेळी रिटर्नस जमा करणे, अचुक वेतन अधिदान करणे, संबंधित प्राधिकरणाशी पत्र व्यवहार करणे इ. बाबींची संपूर्ण जबाबदारी संबंधित कंत्राटदाराची राहिल आणि जे कंत्राटी कामगार काम करीत आहेत त्यांना कंत्राटदारामार्फत योग्य लाभ मिळतो की नाही हे तपासणे व त्याची खातरजमा करण्याची जबाबदारी मुख्य मालक म्हणून संबंधित खात्याची राहिल.

६. परिपत्रक क्र.प्रकाअ/०४ दि.०३.०६.२००४ अन्वये:-

सेवापुरवठादार / कंत्राटदार / संस्था यांचेकडून मनुष्यबळ घेताना दि कॉन्ट्रक्ट लेबर एक्ट अंतर्गत संबंधित खाते / विभाग / रुग्णालय प्रमुखांनी नोंदणी प्रमाणपत्र (Registration Certificate) घेणे आवश्यक असून कंत्राटदाराने कामगार आयुक्त कार्यालयातून कामगार परवाना (Labour License) घेणे आवश्यक आहे.

In pursuance of clause (3) of Article 348 of the Constitution of India, the following translation in English of the Government Notification, No. MWA. 1014/510/CR-150/Lab-7, dated the 24th February 2015, published in the Maharashtra Government Gazette, Part I-L, Extraordinary is hereby published under the authority of the Governor.

By order and in the name of the Governor of Maharashtra,

D. S. RAJPUT

Deputy Secretary to Government.

INDUSTRIES, ENERGY AND LABOUR DEPARTMENT

Madam Cama Road, Hutatma Rajguru Chowk,
Mantralaya, Mumbai 400 032, dated the 24th February 2015

NOTIFICATION

Minimum Wages Act, 1948.

No. MWA. 1014/510/CR-150/Lab-7.—Whereas, the Government of Maharashtra has, vide Government Notification, No. MWA. 1762/Lab-III, dated the 14th August 1965, revised the minimum rates of wages payable to the employees employed under any local authority (other than Zilla Parishad) and vide Government notification, No. MWA. 1098/C.R-597/Lab-7, dated the 25th April 2007, revised the minimum rates of wages payable to the employees employed in any employment in "Village Panchayat Local Authority Industry" in the State of Maharashtra;

And whereas, the Government of Maharashtra, having reviewed the minimum rates of wages payable to the employees employed in employment under any local authority (other than Village Panchayat) in the State of Maharashtra (hereinafter, for the purpose of this notification, referred to as "the said scheduled employment"), which is the class of scheduled employment, viz. "Employment in any local authority", considers it necessary to revise them further.

Now, therefore, in exercise of the powers conferred by clause (b) of sub-section (1) of section 3 read with sub-section (2) of section 5 of the Minimum Wages Act, 1948 (XI of 1948), in its application to the State of Maharashtra, the Government of Maharashtra, after considering all the representations received by it in respect of the proposal published in the Government Notification, Industries, Energy and Labour Department, No. MWA. 2012/169/CR-167/Lab-7, dated the 11th October 2012 and after consulting the Advisory Board, hereby revises, with effect from 24th February 2015, the minimum rates of wages payable to the employees employed in the said scheduled employment and refixes them, as set out in column (3) of the Schedule appended hereto, as the minimum rates of wages payable to the class of employees mentioned against them in column (2) of the said Schedule:—

Schedule

| Sr. No. | Class of Employees | Minimum rates of wages basic rates (per month in rupees) | | |
|---------|--------------------|---|---------|----------|
| | | Zone-I | Zone-II | Zone-III |
| (1) | (2) | (3) | | |
| 1 | Skilled | 14,000 | 12,000 | 11,000 |
| 2 | Semi-skilled | 13,000 | 11,000 | 10,000 |
| 3 | Un-skilled | 11,500 | 10,000 | 8,500 |

Explanation.—For the purposes of this notification,—

(a) *Zone-I.*—It shall comprise of the local authorities falling under the area within the limits of all the Municipal Corporations and “A” and “B” Class Municipal Councils in the State of Maharashtra ;

(b) *Zone-II.*—shall comprise of the local authorities falling under the areas within the limits of “C” and “D” Class Municipal Councils and *Zilla Praishad* in the State of Maharashtra ;

(c) *Zone-III.*—shall comprise the local authorities falling under the areas not included in Zone I and Zone II in the State of Maharashtra ;

(d) the minimum rates of daily wages payable to an employee employed on daily wages shall be computed by dividing the minimum rates of monthly wages fixed for the class of employees to which he belongs by twenty-six, the quotient being stepped upto the nearest *paisa*;

(e) the minimum rates of hourly wages payable to part-time employee shall be computed by dividing the daily rates of minimum wages applicable to the concerned class of employees by eight hours with 15 percent rise in it and quotient being stepped upto the nearest *paisa*;

(f) the minimum rates of wages shall be inclusive of payment of remuneration in respect of weekly day of rest ;

(g) the minimum rates of wages shall consist of basic rates, the cost of living allowance, the cash value of concessions, if any ;

(h) a skilled employee is one who is capable of working efficiently, exercising considerable independent judgement and discharging his duties responsibly ;

(i) a semi-skilled employee is one who does work generally of a well-defined routine nature, wherein the major requirement is not so much of the judgement, skills and dexterity, but of proper discharge of duties assigned to him for a relatively narrow job and important decisions are made by others. His work is thus limited to the performance of routine operations of limited scope ;

(j) an un-skilled employee is one who does operations that involve the performance of simple duties which require the exercise of little or no independent judgement or previous experience, although a familiarity with the occupational environment is necessary. His work may thus require, in addition to physical exertion, familiarity with a variety of articles or goods ;

APPENDIX

The average consumer Price Index Number in respect of ten centres in the State of Maharashtra for working class (New Series 2001 = 100) shall be the Cost of Living Index Number applicable to the employees employed in the said scheduled employment. The Competent Authority appointed by the Government shall, after the expiry of every six months commencing on the first day of January and the first day of July, calculate the average of the Cost of Living Index Number applicable to the said employees for these six months and ascertain the rise or

महाराष्ट्र शासन राजपत्र असाधारण भाग एक-ल, पेशवारी २४, २०१५/फाल्गुन ५, शके १९३६

average over 208 points. For such rise of every point, special allowance (hereinafter referred to as "the Cost of Living Allowance") payable to the employees in the said scheduled employment for each of the six months immediately following six months in respect of which average has been calculated at the rate of Rs. 35.00 per month in respect of all the zones.

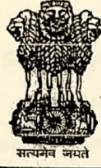
The Cost of Living Allowance computed as aforesaid shall be declared by the Competent Authority by notification in the *Official Gazette* in the last week of July when such allowance is payable for each of the months from July to December and in the last week of January when allowance is payable for each of the months from January to June :

Provided that, the Competent Authority shall declare the Cost of Living Allowance payable for each of the period from the date of fixation of the rate of minimum wages to the end of December or June, as the case may be, immediately after the said date with effect from which minimum rates of wages are fixed.

By order and in the name of the Governor of Maharashtra,

D. S. RAJPUT

Deputy Secretary to Government.



भारत का राजपत्र The Gazette of India

असाधारण

EXTRAORDINARY

भाग II—खण्ड 3—उप-खण्ड (i)

PART II—Section 3—Sub-section (i)

प्राधिकार से प्रकाशित

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No. 878]

NEW DELHI, THURSDAY, DECEMBER 22, 2016/PAUSA 1, 1938

श्रम और रोजगार मंत्रालय

अधिसूचना

नई दिल्ली, 22 दिसम्बर, 2016

सा.का.नि. 1166(अ).—कर्मचारी राज्य बीमा (केन्द्रीय) नियम, 1950 में और संशोधन करने हेतु कतिपय प्रारूप नियम, कर्मचारी राज्य बीमा अधिनियम, 1948 (1948 का 34) की धारा 95 की उप धारा (1) द्वारा यथा अपेक्षित, उन सभी व्यक्तियों से जिनकी उनसे प्रभावित होने की संभावना है, उस तारीख से तीस दिन की अवधि समाप्त होने से पूर्व आपत्तियां और सुझाव आमंत्रित करने हेतु भारत के राजपत्र, असाधारण, भाग-II, खण्ड 3, उपखण्ड (i) में संख्या सा.का.नि. 957(अ), दिनांक 6 अक्तूबर, 2016 द्वारा प्रकाशित किए गए थे, जिस तारीख को सरकारी राजपत्र की प्रतियां जिसमें उक्त अधिसूचना प्रकाशित की गई थी, की प्रतियां जनता को उपलब्ध करवाई गई थी।

और जबकि उक्त सरकारी राजपत्र की प्रतियां जनसाधारण को 6 अक्तूबर, 2016 को उपलब्ध करवाई गई थी;

और जबकि उनसे संभवतः प्रभावित होने वाले व्यक्तियों से प्राप्त आपत्तियों और सुझावों पर केन्द्रीय सरकार द्वारा विचार किया गया है;

अतः, अब, उक्त अधिनियम की धारा 95 द्वारा प्रदत्त शक्तियों का प्रयोग करते हुए, केन्द्रीय सरकार, कर्मचारी राज्य बीमा निगम से परामर्श करने के उपरांत, एतद्वारा कर्मचारी राज्य बीमा (केन्द्रीय) नियम, 1950 में और संशोधन करने हेतु निम्नलिखित नियम बनाती है, अर्थातः—

- (1) ये नियम कर्मचारी राज्य बीमा (केन्द्रीय) तृतीय संशोधन नियम, 2016 कहे जाएंगे।
(2) ये 1 जनवरी, 2017 से प्रवृत्त होंगे।
- कर्मचारी राज्य बीमा (केन्द्रीय) नियम, 1950 में, नियम 50 में, दो स्थानों पर आने वाले "पंद्रह हजार रुपये" शब्दों के स्थान पर "इक्कीस हजार रुपये" शब्दों को प्रतिस्थापित किया जाएगा।

[फा. सं. एस-38012/02/2013-सा.सु.-I]

राजीव अरोड़ा, संयुक्त सचिव

टिप्पणी: मूल नियम भारत के राजपत्र में अधिसूचना संख्या का.नि.आ. 212 तारीख 22 जून, 1950 को प्रकाशित किए गए थे और अंतिम संशोधन अधिसूचना संख्यांक सा.का.नि. 959(अ), तारीख 6 अक्टूबर, 2016 को संशोधित किया गया।

MINISTRY OF LABOUR AND EMPLOYMENT

NOTIFICATION

New Delhi, the 22nd December, 2016

G.S.R. 1166(E).—Whereas certain draft rules further to amend the Employees' State Insurance (Central) Rules, 1950 were published in the Gazette of India, Extraordinary, Part-II, section 3, sub-section (i) vide number G.S.R. 957(E), dated the 6th October, 2016, as required by sub-section (1) of section 95 of the Employees' State Insurance Act, 1948 (34 of 1948), inviting objections and suggestions from all persons likely to be affected thereby before the expiry of a period of thirty days from the date on which the copies of the Official Gazette in which the said notification was published were made available to the public;

And whereas, the copies of the said Official Gazette were made available to the public on the 6th October, 2016;

And whereas, objections and suggestions received from persons likely to be affected thereby have been considered by the Central Government;

Now, therefore, in exercise of the powers conferred by section 95 of the said Act, the Central Government, after consultation with the Employees' State Insurance Corporation, hereby makes the following rules further to amend the Employees' State Insurance (Central) Rules, 1950, namely:-

1. (1) These rules may be called the Employees' State Insurance (Central) Third Amendment Rules, 2016.
(2) They shall come into force from 1st day of January, 2017.
2. In the Employees' State Insurance (Central) Rules, 1950, in rule 50, for the words "fifteen thousand rupees" occurring at both the places, the words "twenty one thousand rupees" shall be substituted.

[F. No. S-38012/02/2013-SS-I]

RAJEEV ARORA, Jt. Secy.

Note: The principal rules were published in the Gazette of India vide notification number S.R.O. 212 dated the 22nd June, 1950 and lastly amended vide notification number G.S.R. 959(E), dated the 6th October, 2016.

Nishok
Kumar Pària

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बृहन्मुंबई महानगरपालिका

कामगार विभाग

क्र. प्रकाश/09

परिपत्रक

दिनांक.02.09.2020

2020-2021

विषय:- बृहन्मुंबई महानगरपालिकेच्या विविध खाते/विभाग/रुग्णालयात काम करणाऱ्या कंत्राटी कामगारांच्या वेतनातील सुधारणेबाबत.

- संदर्भ:- 1) स्थायी समिती ठराव क्र.1681 दि. 07.02.2020.
2) महानगरपालिका ठराव क्र.1528 दि. 05.03.2020.
3) परिपत्रक क्र.प्रकाश/64 दि.30.04.2011.
4) MGC/F/9/60 Dt. 05.09.2019.

महानगरपालिकेतील खाते/विभाग/रुग्णालयात काम करणा-या कंत्राटी कामगारांना किमान वेतन आणि लेव्ही देण्याकरीता स्थायी समिती ठराव क्र.16 दि.07.04.2010 आणि महानगरपालिका ठराव क्र.848 दि.03.09.2010 अन्वये मंजूरी घेऊन परिपत्रक क्र. प्रकाश/64 दि.30.04.2011 निर्गमित केले होते. कामगार कायद्यातील तरतूदीमध्ये झालेले बदल विचारात घेऊन सादर केलेल्या प्रस्तावास स्थायी समिती व महानगरपालिकेची उपरोक्त संदर्भित ठरावानुसार मंजूरी प्राप्त झाली आहे. त्या अनुषंगाने बृहन्मुंबई महानगरपालिकेच्या विविध खाते/ विभाग/रुग्णालयात काम करणा-या कंत्राटी कामगारांना विविध कामगार कायद्यातील तरतूदीनुसार सामाजिक सुरक्षितता व बांधिलकीच्या दृष्टीने द्यावयाच्या लेव्हीमध्ये पुढीलप्रमाणे सुधारणा करण्यात आली आहे.

1. भविष्य निर्वाह निधी (Employees Provident Funds And Miscellaneous provisions Act 1952 अंतर्गत वर्गणी मालक/कंत्राटदार याचा हिस्सा 13%):- भविष्य निर्वाह निधी कायद्याअंतर्गत काम करणाऱ्या सभासद/कामगारांची वर्गणी भविष्य निर्वाह निधी मध्ये जमा करणे बंधनकारक आहे. त्यानुसार मालक आणि कामगार यांची वर्गणी निश्चित केलेली असून 12% कंत्राटदाराने (संस्था मालकाने) आणि तितकीच रक्कम कामगाराच्या वेतनातून कपात करून भविष्य निर्वाह निधीत विहित मुदतीत ऑनलाईन पद्धतीत जमा करणे बंधनकारक आहे. तसेच केंद्र शासनाच्या दि. 21.05.2018 च्या अधिसूचनेनुसार कामगारांच्या ज्या पगारावर भविष्य निर्वाह निधीची रक्कम कपात केली आहे त्या पगाराच्या रक्कमेवर 0.50% प्रशासकीय खर्च आणि 0.50% ठेवीशी निगडित सांगड असलेल्या विमा (EDLI) असा एकूण 1% मालक/कंत्राटदार याचा हिस्सा विहित मुदतीत भविष्य निर्वाह निधी संगठन यांच्याकडे ऑनलाईन पद्धतीने जमा करणे बंधनकारक आहे. **यास्तव कंत्राटदारास/संस्थेस देण्यात येणाऱ्या भविष्य निर्वाह निधीची वर्गणी (Employer Contribution) 12% ऐवजी 13% देणे $(12\% + 0.50\% + 0.50\%)$ आवश्यक आहे.** भविष्य निर्वाह निधीच्या अंशदानाचे परिगणन करण्यासाठी पगाराची कमाल मर्यादा रु.15000 (Basic+DA) इतकी आहे.कंत्राटदाराने जे कामगार महानगरपालिकेमध्ये कामास ठेवले आहेत अशा कामगारांचे कंत्राटदाराकडील हजेरीपत्रक, वेतनपत्रक, पगारपत्रकातील नियमानुसार अराणा-या वजावट, कामगारास त्याच्या बँक खात्यात वेतन जमा केल्याबाबतचे कंत्राटदाराचे बँक स्टेटमेंट, नोंदवही, भ.नि.नि. अंतर्गतचे विवरणपत्र,ऑनलाईन पद्धतीने भ.नि.नि. वर्गणी /अंशदान $(12+13\%=25\%)$ जमा केल्याबाबतचे विहित नमून्यातील चलन इ.तपासून खातरजमा करून 13% भविष्यनिर्वाह निधी वर्गणीचे अधिदान कंत्राटदारास प्रतिपूर्ती स्वरूपात करावे. तसेच भविष्यनिर्वाह निधी कायद्यामध्ये भविष्यात अंशदान देण्याबाबत काही बदल झाल्यास त्या प्रमाणे रक्कम/वर्गणी कंत्राटदारास/संस्थेला प्रतिपूर्ती स्वरूपात देणे बंधनकारक राहील.

2. कर्मचारी राज्य विमा अधिनियम 1948 (The EMPLOYEES STATE INSURANCE ACT 1948) अंतर्गत

वर्गणी:- मालकाचा/कंत्राटदाराचा हिस्सा (3.25%) :- या कायद्यातील तरतूदीनुसार कामगाराच्या पगाराच्या रक्कमेवर मालकाला 4.75% आणि कामगाराच्या पगारातून 1.75% वर्गणी कपात करून एकूण 6.50% वर्गणी कर्मचारी राज्य विमा मंडळाला विहित मुदतीत जमा करणे बंधनकारक होते. तथापि केंद्र शासनाच्या दि. 13.06.2019 रोजीच्या अधिसूचनेनुसार मालक हिस्सा 3.25% व कर्मचारी हिस्सा 0.75% असा सुधारीत करण्यात आला आहे. तसेच कर्मचारी राज्य विमा कायद्यांतर्गत अंशदानाचे परिगणन करताना पगाराची कमाल मर्यादा रु.21000(Basic+DA) इतकी आहे. कर्मचारी राज्य विमाची वर्गणी कंत्राटदाराकडे असलेले कामगार (जे महानगरपालिकेचे काम करतात) अशा कामगारांची वर्गणी/अंशदान 4%(3.25%+0.75%)ऑनलाईन पद्धतीने कर्मचारी राज्य विमा महामंडळाला जमा केल्याबाबत विहित नमुन्यातील चलनाची प्रत कंत्राटदार/संस्था मालकाकडून देयकासोबत प्राप्त करणे अनिवार्य आहे. कंत्राटदाराने जे कंत्राटी कामगार महानगरपालिकेमध्ये कामास ठेवले आहेत, अशा कामगारांचे कंत्राटदाराकडील हजेरीपत्रक, वेतनपत्रक,पगारपत्रकातील नियमानुसार वजावट, कामगारास त्याच्या बँक खात्यात वेतन जमा केल्याबाबतचे कंत्राटदाराचे बँक स्टेटमेंट, नोंदवही, विवरणपत्र,वर्गणी जमा केल्याची प्रत इ.तपासून कर्मचारी राज्य विमा वर्गणीचे अधिदान कंत्राटदारास/संस्थेस प्रतिपूर्ती स्वरूपात करावे.कर्मचारी राज्य विमा अधिनियमात भविष्यात बदल झाल्यास त्या प्रमाणे रक्कम/वर्गणी कंत्राटदारास/संस्थेस देणे बंधनकारक राहील.

3. सानुग्रह अनुदान 8.33%(The payment of Bonus Act.1965) :-सानुग्रह अनुदान पूर्वीप्रमाणेच 8.33% कंत्राटी

कामगारांना देण्यात येईल. आर्थिक वर्ष संपल्यानंतरच्या नोव्हेंबर महिना अखेरपर्यंत सानुग्रह अनुदान कामगारास देणे बंधनकारक आहे. तथापि कंत्राटदाराने कंत्राटी कामगारास दिवाळीपूर्वी सानुग्रह अनुदान त्यांच्या बँक खात्यात जमा करावे.सानुग्रह अनुदानाचे अधिदान कंत्राटदाराला/संस्थेला करण्यापूर्वी कंत्राटदाराने/संस्थेने ठेवलेले हजेरीपत्रक,वेतनपत्रक,विवरणपत्र आणि कंत्राटदाराने महापालिकेस सादर केलेली कामगारांच्या वेतनाच्या देयकातील नावे सानुग्रह अनुदान संबंधित कामगारास रेखांकीत धनादेशाने ECS ने अदा केल्याबाबत कंत्राटदाराचे/संस्थेचे बँक स्टेटमेंट व कामगाराचे बँक खाते पासबुक नोंद इत्यादी तपासून कंत्राटदार/संस्थेस प्रतिपूर्ती स्वरूपात सादर करावे.

4. रजा रोखीकरण (Leave Encashment) 06% सणाच्या आणि सार्वजनिक सुट्ट्या (Festival leave/paid holiday)चे रोखीकरण 1% :-

रजा रोखीकरण/सण,सार्वजनिक सुट्टी रोखीकरणाची रक्कम कंत्राटाचा कालावधी, कंत्राटदाराने/संस्थेने कामगारांना रोखीकरण केल्याबाबत कामगाराचे बँक पासबुक नोंद, कंत्राटदार/संस्थेने ठेवलेले वेतनपत्रक, हजेरीपत्रक, कंत्राटदाराच्या बँक खात्यातून कामगाराच्या बँक खात्यात जमा केलेल्या रोखीकरण रकमेचे बँक स्टेटमेंट इ. कागदपत्रे तपासून पडताळणी करावी. सदर कागदपत्रे तपासून कंत्राटी कामगार महानगरपालिकेत कंत्राटदारामार्फत असल्याची खातरजमा करून रजा/सण/सार्वजनिक सुट्टी रोखीकरण देयकाची रक्कम कंत्राटदाराला देण्यात यावी. सणाच्या आणि सार्वजनिक सुट्ट्या कंत्राटी कामगाराला दिल्यास सणाच्या आणि सार्वजनिक सुट्ट्यांचे 1% रोखीकरण करू नये.

5. उपदान (The payment of Gratuity Act 1972) 4% :-सलग 06 वर्षे पूर्ण करून सेवा समाप्त झालेली आहे

अशा कंत्राटी कामगारास कंत्राटदाराने उपदानाची रक्कम दिली असल्यास प्रतिपूर्ती स्वरूपात कंत्राटदाराचा संपूर्ण अभिलेख त्यामध्ये करारनामा, संबंधित कामगाराने महापालिकेत काम केले असल्याबाबत तत्कालीन हजेरीपत्रक,वेतनपत्रक, विवरणपत्र, उपदानाची रक्कम कामगाराच्या बँक खात्यात जमा केल्याबाबतची नोंद असलेले कामगाराचे बँक पासबुक, कंत्राटदाराचे बँक स्टेटमेंट इ. पडताळणी करून उपदानाचे अधिदान कंत्राटदारास करावे. तसेच भविष्यात सदर कायद्यात सुधारणा झाल्यास त्याप्रमाणे अधिदान देय राहील.

6. सेवा शुल्क(service charges)/प्रशासकीय खर्च 5%:- कंत्राटदार/संस्था यांना महानगरपालिकेस कामगार/मनुष्यबळ पुरविल्याबद्दल सदरची रक्कम देण्यात येते. कंत्राटदार/संस्था यांनी कामगारांची आर्थिक पिळवणूक करू नये, महापालिकेस तत्पर व प्रामाणिक सेवा द्यावी कामगार कायद्यातील तरतूदीनुसार सर्व अभिलेख ठेऊन चांगली वागणूक आणि सेवा कंत्राटदाराच्या कामगारानाही द्यावी या उद्देशाने कंत्राटदाराने/संस्थेने पुरविलेल्या सेवाबाबत प्रशासकीय खर्च/सेवा शुल्क (Service Charges) देण्यात येते. प्रशासकीय खर्च /सेवा शुल्क म्हणून सदर रक्कम मूळ वेतन+महागाई भत्ता+घरभाडे भत्ता या रकमेवर 5% प्रमाणे कामगारांच्या वेतन देयकाचे प्रतिपूर्ती स्वरूपात अधिदान करताना करावे. तथापि कंत्राटदार/संस्था कंत्राटातील नियम /अटी/शर्तीचे पालन करीत असल्याची खातरजमा करूनच अधिदान करावे.

7. सुरक्षितता साधने - 4%:- कंत्राटी कामगारांना कामाच्या ठिकाणी काम करित असताना धूळ, धूर, पाऊस, आग, वाफ, रसायने इत्यादी पासून संरक्षण मिळावे या करिता कामाच्या स्वरूपानुसार शुज, गणवेश, छत्री, रेनकोट, हातमोजे, साबण, हेल्मेट, मास्क, टॉवेल इत्यादी सुरक्षितता साधने कंत्राटदाराने/संस्थेने कामगारास कामावर असतानाच पुरविणे आवश्यक आहे. सुरक्षा साधनांमुळे कामगारांचे कामाच्या ठिकाणी संरक्षण व्हावे, आरोग्य व्यवस्थित राहून जीवनमानात सुधारणा व्हावी या उद्देशाने सुरक्षितता साधनांच्या रकमेचे 4% प्रमाणे अधिदान प्रतिपूर्ती स्वरूपात कंत्राटदारास करावे.

कंत्राटदाराने/संस्थेने कंत्राटी कामगारास कामाच्या स्वरूपानुसार आवश्यक ती सुरक्षितता साधने पुरविणे बंधनकारक आहे. कंत्राटदाराने सुरक्षितता साधनांचे देयक सादर केल्यानंतर खातेप्रमुखांनी कंत्राटी कामगारांना सुरक्षितता साधने काम करीत असतानाच मिळाल्याची/वापरात येत असल्याची खातरजमा करावी. तसेच कामगाराला सुरक्षितता साधने मिळाल्याबाबत कामगाराचे स्वाक्षरीचे अभिलेख तपासून 4% रक्कम किंवा मूळ वेतन+विशेष+घरभाडे भत्ता या रकमेवर येणारी सुरक्षितता साधनांच्या देयकाची रक्कम यापैकी जे कमी असेल त्या रकमेचे कंत्राटदारास अधिदान करावे.

8. घरभाडे भत्ता (The Maharashtra workmens minimum House Rent Allowance Act 1983):- सदर कायद्यातील तरतूदीनुसार मूळ वेतन आणि विशेष भत्ता यावर 5% रक्कम घरभाडे म्हणून देणे बंधनकारक आहे. कंत्राटदाराला घरभाडे भत्त्याच्या देयकाचे अधिदान प्रतिपूर्ती स्वरूपात करावे. किमान वेतन अधिनियमानुसारचे मूळ वेतन+विशेष भत्ता आणि घरभाडे भत्त्याच्या एकत्रित रकमेतून नियमानुसार वजावट करून येणारे वेतन, कंत्राटी कामगाराने ज्या कालावधीत काम केले आहे तो कालावधी संपल्यापासून किमान 07 आणि कमाल 10 दिवसांच्या मुदतीत कंत्राटी कामगारास बँक खात्यामार्फत RTGS/रेखांकित चेकने कंत्राटदाराने कामगारास देणे बंधनकारक आहे. वेतनाचा कालावधी 01 महिन्यापेक्षा जास्त नसावा. सदर रकमेचे अधिदान करताना हजेरीपत्रक, वेतनपत्रक, कंत्राटदाराने कामगाराच्या बँक खात्यात नियमानुसार वजावट करून येणारे वेतन जमा केल्याबाबतचे बँक स्टेटमेंट इ. तपासून व खातरजमा करून अधिदान करावे.

9. महाराष्ट्र कामगार कल्याण निधी (Maharashtra Labour Welfare Fund Act 1953):- या कायद्या अंतर्गत कामगार कल्याण निधी प्रत्येक वर्षी जून आणि डिसेंबर या महिन्यात कामगारांच्या पगारातून कपात करून 15 जुलै आणि 15 जानेवारी पर्यंत महाराष्ट्र कामगार कल्याण निधीमध्ये कामगार आणि मालकाचा हिस्सा जमा करणे बंधनकारक आहे. मालकाचा हिस्सा/ वर्गणी रु. 3000/- पर्यंत पगार असणा-या कामगाराचे रु.18/- आणि रु.3000/- पेक्षा अधिक पगार असणा-या कामगाराचे रु.36/- असून कामगाराचा हिस्सा/वर्गणी अनुक्रमे 6 व 12 इतका आहे. कंत्राटी कामगारांच्या कुटुंबाकरीता कामगार कल्याण मंडळामार्फत देण्यात येणारे लाभ मिळावेत या उद्देशाने महाराष्ट्र कामगार कल्याण निधीमध्ये वर्गणी जमा करणे आवश्यक आहे. कल्याणनिधीतील मालकाचा हिस्सा/वर्गणी संबंधित कंत्राटदाराने विवरणपत्रासह देयके सादर केल्यानंतर प्रतिपूर्ती स्वरूपात करावे. सदर देयकाची

रक्कम देण्यापूर्वी कंत्राटदार/संस्थेने सादर केलेल्या देयकातील कामगार मनपात काम करीत होते काय, त्यांचे हजेरीपत्रक, पगारपत्रक, विवरणपत्र, वेतन दिल्याबाबत कंत्राटदाराचे बँक स्टेटमेंट आणि कामगाराचे पासबुकातील नोंदी इ. तपासून/ पडताळणी करून कामगार कल्याण निधीचे अधिदान करावे.

10. किमान वेतन:- विविध खाते/विभाग/रुग्णालय येथे कंत्राटी तत्वावर नेमण्यात येणा-या कंत्राटी कामगारांना महाराष्ट्र शासनाने पुर्ननिर्धारित केलेले किमान वेतन व त्यानुसार बृहन्मुंबई महानगरपालिकेने प्रसारीत केलेल्या परिपत्रकातील सुचनांनुसार किमान वेतन देणे बंधनकारक आहे. सदर किमान वेतन देताना सामाजिक सुरक्षितता व बांधीलकीच्या दृष्टीने मूळ वेतन+विशेष भत्ता+49.53% लेव्हीची रक्कम (अधिक महाराष्ट्र कामगार कल्याण निधी) देणे अनिवार्य आहे. विविध कामगार कायद्यांतर्गत संस्था/कंत्राटदारास द्यावयाच्या अधिदानाची रक्कम/वर्गणीमध्ये आणि भविष्यात कामगार कायद्याच्या तरतूदीमध्ये बदल झाल्यास त्या बदलानुसार कार्यवाही करण्यात यावी.

11. आर्थिक तरतूद:- ज्या खाते/विभाग/रुग्णालय यांच्या आस्थापनेवर कंत्राटी तत्वावर कंत्राटी कामगारांची कंत्राटदारामार्फत नेमणूक करावयाची आहे अशी संबंधित खाते/विभाग/रुग्णालय हे त्यांच्या योग्य त्या सेवाशीर्षाखाली संबंधित आर्थिक वर्षामध्ये तरतूद करतील.

यापुढे राज्यशासन/केंद्रशासनाने कामगार कायद्यात केलेल्या बदलाची सुचना/परिपत्रक/राजपत्र प्राप्त होताच महानगरपालिका आयुक्त यांचे मान्यतेने परिपत्रक निर्गमित करून कामगार कायद्याची अंमलबजावणी करण्यास खाते/विभाग/रुग्णालयांना कळविण्यात येईल. कंत्राटदाराने देयकासोबत वरील बाबींमध्ये नमूद केल्याप्रमाणे पूर्तता केली नसताना देयकाचे अधिदान केल्यास, संबंधितांवर जबाबदारी निश्चित करून नियमानुसार कारवाई केली जाईल.

सर्व खाते/विभाग/रुग्णालय प्रमुख यांनी वरील बाबींची नोंद घेऊन कंत्राटी कामगारांना वेळोवेळी विहीत मुदतीत किमान वेतन व लेव्हीमध्ये नमूद केलेले फायदे दिले जातील याची दक्षता घ्यावी. सदर परिपत्रकाची अंमलबजावणी परिपत्रक निर्गमित झाल्याच्या दिनांकापासून प्रभाव्य राहिल.

सही/07.07.2020

(स.वि.मोहिते)

प्रमुख कामगार अधिकारी

सही/07.08.2020

(मिलिन सावंत)

सह आयुक्त (सा.प्र.)

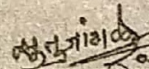
सही/11.08.2020

(संजीव जयरवाल)

अतिरिक्त आयुक्त(शहर)

सदर परिपत्रकाची प्रत महानगरपालिकेच्या <ftp://45.249.109.226/Circulars/Gad/Chief Labour Office> या संकेतस्थळावर उपलब्ध आहे.

प्रत: माहितीसाठी व पुढील योग्य त्या कार्यवाहीसाठी कृपया अग्रेषित.


02/08/2020
प्रमुख कामगार अधिकारी यांजकरिता

बृहन्मुंबई महानगरपालिका
कामगार विभाग

प्रकाश/०६
२०२२-२०२३

परिपत्रक

दिनांक: १९.०९.२०२४

विषय:- कंत्राटदारामार्फत असलेल्या कंत्राटी कामगारांना देण्यात येणारे किमान वेतन व इतर आर्थिक लाभ/सहाय्य देण्याबाबत.

- संदर्भ:-**
१. परिपत्रक क्र.प्रकाश/०४ दि.०३.०४.२००६
 २. परिपत्रक क्र.प्रकाश/०९ दि.०२.०९.२०२०
 ३. परिपत्रक क्र.प्रकाश/११ दि.२०.०३.२०२३.

महानगरपालिकेतील मान्यताप्राप्त संघटना, कंत्राटी कामगार यांनी महानगरपालिकेतील कंत्राटदार (मनुष्यबळ सेवा पुरवठादार/ एनजीओ) कंत्राटी कामगारांना किमान वेतन न देणे, मर्जीनुसार वेतन देणे, विहीत मुदतीत वेतन न देणे, भविष्य निर्वाह निधी (EPF), राज्य कर्मचारी विमा योजना (ESIC), महाराष्ट्र कामगार कल्याण निधी (MLWF) ची वर्गणी जमा न करणे, विहीत मुदतीत वर्गणी जमा न केल्यामुळे पेन्शन, विमा, आरोग्य संबंधी लाभ न मिळणे, वेतनातून नियमबाह्य कपात करणे, पगार पावती न देणे, वेतन व उपस्थितीबाबतच्या नोंदवह्या न ठेवणे इत्यादी बाबी निदर्शनास आणून दिलेल्या आहेत. कंत्राटी कामगारांनी सुध्दा कंत्राटदार आर्थिकदृष्ट्या पिळवणूक करीत असल्याचे बैठकीत निदर्शनास आणून दिले. महानगरपालिका रुग्णालय प्रमुखांना कामगार आयुक्त कार्यालयाने कामगार कायदे/ अधिनियमाचे पालन करण्यासंदर्भात नोटीस दिलेल्या आहेत. संघटना/कंत्राटी कामगारांच्या तक्रारी आणि कामगार आयुक्त कार्यालयाकडून प्राप्त नोटीस विचारात घेऊन मान.महानगरपालिका आयुक्त यांनी परिपत्रक क्र.प्रकाश/०९ दि.०२.०९.२०२० ची अमलबजावणी तंतोतंत करण्याबाबत आणि कंत्राटी कामगारांना किमान वेतन व इतर आर्थिक लाभ/सहाय्य मिळेल याची दक्षता घेण्याबाबत परिपत्रक निर्गमित करण्याचे आदेश दिले आहेत.

सदर आदेशाच्या अनुषंगाने मनुष्यबळ सेवा पुरवठा करणाऱ्या कंत्राटदारामार्फत (MANPOWER SERVICE PROVIDER) आणि कामाचे कंत्राट (WORK CONTRACT) घेणाऱ्या कंत्राटदारामार्फत काम करणाऱ्या कामगारांच्या वेतनाबाबत सर्व खाते/विभाग/रुग्णालय प्रमुख यांना खालील प्रमाणे निर्देश देण्यात येत आहेत.

१) किमान वेतन व इतर आर्थिक लाभ:-

महानगरपालिकेत कामगार कायदे/अधिनियमानुसार कंत्राटी कामगारांना सामाजिक सुरक्षितता व बांधिलकीच्या दृष्टीने, लाभ देण्याच्या उद्देशाने स्थायी समिती ठराव क्र.१६८९ दि.०७.०२.२०२० आणि महानगरपालिका ठराव क्र.१५२८ दि.०५.०३.२०२० अन्वये किमान वेतन व इतर आर्थिक लाभाबाबत मंजूरी दिली आहे. स्थायी समिती, महानगरपालिकेच्या मंजूरीनंतर परिपत्रक क्र.प्रकाश/०९ दि.०२.०९.२०२० निर्गमित करण्यात आलेले आहे. सदर परिपत्रकानुसार कंत्राटदारामार्फत कार्यरत असणाऱ्या कंत्राटी कामगारांना खालील तक्त्यात नमूद केल्यानुसार आणि वेळोवेळी कामगार कायदे/ अधिनियमात होणारे बदल विचारात घेऊन अधिदान करणे बंधनकारक आहे.

किमान वेतन आणि इतर आर्थिक लाभाबाबतचा तक्ता

| अनु क्र. | किमान वेतन व इतर आर्थिक लाभ (संदर्भ- प्रकाश/11 दि.20.03.2023- कालावधी 01 जानेवारी 2023 ते दि.30.06.2023) | अकुशल वर्गवारीनुसार कंत्राटी कामगारांचे २६ दिवसांसाठीचे वेतन आणि इतर लाभ |
|--|--|--|
| 1 | मुळ वेतन | 11500 |
| 2 | महागाई भत्ता/ विशेष भत्ता | 7525 |
| 3 | मुळ वेतन + महागाई भत्ता @प्रति महिना | 19025 |
| 4 | घरभाडे भत्ता @ 5% | 951 |
| 5(अ) | एकूण वेतन (3+4) प्रति महिना | 19976 |
| 6. | भविष्य निर्वाह निधी (12%+1%)@13% (Rs.15000) | 1950 |
| 7 | राज्य कर्मचारी विमा योजना @ 3.25% | 649 |
| 8 | रजा रोखीकरण (6+1)@ 7% | 1332 |
| 9 | सानुग्रह अनुदान (बोनस) @ 8.33% | 1585 |
| 10 | उपदान @ 4% | 761 |
| 11 | सुरक्षा साहित्य @4% | 799 |
| 12 | महाराष्ट्र कामगार कल्याण निधी (जून/ डिसेंबर) (वेतन रु.३०००/- पर्यंत रु.१८ आणि रु.३०००/- पेक्षा अधिक रु.३६) | 36 |
| 13(ब) | एकूण इतर आर्थिक लाभाची रक्कम (अनु क्र.०६ ते १२) | 7112 |
| 14(क) | सेवा शुल्क / प्रशासकीय शुल्क @ 5% (कंत्राटदाराने सेवा पुरवठा केल्याबद्दलचे शुल्क) | 999 |
| 15 | एकूण (५अ)+(१३ब)+(१४क) प्रति महिना | 28087 |
| 16 | वार्षिक रक्कम (अनु क्र.१५ मधील रक्कम x १२ महिने) | 337044 |
| कंत्राटी कामगाराच्या वेतनातील वैध कपाती/वजावट | | |
| I | भविष्य निर्वाह निधी (EPF) 12% (Rs. 15000) | 1800 |
| II | राज्य कर्मचारी विमा योजना (ESIC) @ 0.75% | 150 |
| III | व्यवसाय कर (PT) (रु.७५००/- पर्यंत निरंक, रु.७५०१ ते रु. १००००/- पर्यंत रु.१७५/-, रु.१००००/- पेक्षा अधिक रु.२००/- आणि फेब्रुवारी महिन्याच्या वेतनातुन रु.३००/-) | 200 |
| IV | महाराष्ट्र कामगार कल्याण निधी (MLWF) (जून/ डिसेंबर) (वेतन रु.३०००/- पर्यंत रु.६ आणि रु.३०००/- पेक्षा अधिक रु.१२) | 12 |
| V | एकूण कपातीची रक्कम (I+II+III+IV) | 2162 |
| VI | निव्वळ वेतन/प्रति.महिना हाती येणारी रक्कम (अनु क्र.५ (अ) वजा V) | 17814 |

- कामगार आयुक्त कार्यालयाकडून किमान वेतन अधिनियम १९४८ नुसार वर्षातून दोन वेळा (फेब्रुवारी/ ऑगस्ट) जाहिर केलेले किमान वेतनाचे दर विचारात घेऊन परिपत्रक निर्गमित केले जाते. त्यानुसार उपरोक्त नमूद केलेल्या तक्त्यातील रक्कमेचे अधिदान प्रतिपुर्ती स्वरूपात करणे बंधनकारक राहील.
- कामगार कायदा/अधिनियमात बदल झाल्यास त्यानुसार उपरोक्त तपशिलात बदल होऊ शकतो. EPF/ESIC/PT/MLWF अंतर्गत वर्गणी/निधी /करामध्ये केंद्र/राज्य शासनाने बदल केल्यास EPF/ESIC/PT/MLWF या संकेतस्थळावर अधिदानाच्या अनुषंगाने बदल केले जातात. त्यामुळे संकेतस्थळावरील बदल विचारात घेणे आवश्यक राहील.

2) निविदा सादर करताना कंत्राटदाराने सादर करावयाची कागदपत्रे:-

- 2.1 कंत्राटदाराने निविदा प्रक्रियेसाठी निविदा अर्ज सादर करताना, त्यांच्या कंपनी/संस्था/आस्थापना नोंदणी प्रमाणपत्र, वस्तू व सेवाकर प्रमाणपत्र, मागील तीन वर्षांचे आयकर प्रमाणपत्र, पॅनकार्ड, ESIC प्रमाणपत्र, EPF प्रमाणपत्र, प्रोफेशनल टॅक्स प्रमाणपत्र इत्यादी प्रमाणपत्रांची छायांकीत प्रत निविदेसोबत सादर करणे बंधनकारक आहे.
- 2.2 कंत्राटदाराने सादर केलेल्या छायांकीत प्रमाणपत्र/कागदपत्रे संबंधित कार्यालय प्रमुखांनी मुळ कागदपत्रे तपासून ती योग्य असल्याचे स्वाक्षरीत व प्रमाणित/साक्षात्कृत करणे बंधनकारक आहे. कंत्राटदाराने निविदा अर्जासोबत सदर प्रमाणपत्रे सादर न केल्यास, निविदा अर्ज निविदा प्रक्रियेतून बाद ठरविण्यात यावा.
- 2.3 कंत्राटदाराने जबाबदार अधिकाऱ्याचे नाव, कार्यालयीन पत्ता, दुरध्वनी क्र. (STD कोडसह), भ्रमणध्वनी क्र. ईमेल आयडी, संकेतस्थळ, कार्यालयातील कर्मचारी संख्या इत्यादी संस्थेच्या लेटर हेडवर नमूद करून खातेप्रमुखांकडे/निविदेसोबत सादर करावे.
- 2.4 कंत्राटदाराची मागील तीन वर्षांतील आर्थिक उलाढाल/लेखा व्यवहार सनदी लेखापालाकडून प्रमाणित केलेल्या छायांकित प्रती कंत्राटदाराने साक्षात्कृत करून निविदे सोबत/खाते प्रमुखांकडे सादर कराव्यात.
- 2.5 कंत्राटदाराने शासकीय/निमशासकीय/नामांकीत संस्था/ औद्योगिक आस्थापना/ कारखाने यांना विविध प्रकारचे मनुष्यबळ उपलब्ध करून देत असल्याबाबतचे कमीत कमी तीन वर्षांच्या अनुभवाचे प्रमाणपत्र निविदेसोबत/खातेप्रमुखांकडे सादर करावे. खाते प्रमुखांना आवश्यकता वाटल्यास कंत्राटदाराने सादर केलेल्या कागदपत्रांची पडताळणी करावी.
- 2.6 ज्या निविदेमध्ये कंत्राटदाराने त्याच्या कामगारांना अदा करावयाची वेतनाची रक्कम, ही किमान वेतन कायद्यातील तरतूदीनुसार कंत्राटदाराकडून कंत्राटी कामगाराला देय असलेले किमान वेतन+विशेष भत्ता+घरभाडे भत्ता + बोनस + भविष्य निर्वाह निधी+राज्य कामगार विमा वर्गणी+ उपदान इत्यादी मिळून होणारी रक्कम व कामगार कायद्यातील इतर तरतूदीनुसार देय रक्कमा यापेक्षा कमी नमूद केली असल्यास, अशा कंत्राटदाराची निविदा स्विकृत करण्यात येऊ नये.

3) कंत्राटी कामगारांबाबत:-

- 3.1 कंत्राटी कामगाराने आधारकार्ड, पॅनकार्ड, मतदान ओळखपत्र, ड्राईव्हिंग लायसन्स, मोबाईल नंबर, जन्म तारखेचा पुरावा म्हणून जन्म दाखला किंवा शाळा सोडल्याचा दाखला/बोनाफाईड सर्टिफिकेट, शैक्षणिक अर्हतेची गुणपत्रक, प्रमाणपत्र, बँक खाते पासबुक इत्यादी वैयक्तिक कागदपत्रांच्या छायांकित प्रती स्वयंसाक्षात्कृत करून कंत्राटदाराकडे नोकरी करिता केलेल्या अर्जासोबत जोडणे आवश्यक आहे.
- 3.2 कंत्राटदाराने कंत्राटी कामगाराची वैयक्तिक मुळ कागदपत्रे तपासून साक्षात्कृत करून कंत्राटदाराच्या लेटरहेडवर कंपनीच्या रबर स्टॅम्पसहित कंत्राटी कामगारांना नियुक्ती पत्र द्यावे. कंत्राटी कामगाराचे नियुक्ती पत्र, त्यांची वैयक्तिक कागदपत्रांच्या छायांकित प्रती, वेतन व इतर आर्थिक लाभ कंत्राटी कामगाराच्या (Account Payee-Cross cheque, ECS/RTGS इ. द्वारे) बँक खात्यात जमा केल्याचा तपशील इत्यादी कंत्राटदाराकडे असणे बंधनकारक राहिल.
- 3.3 कंत्राटदाराने महानगरपालिकेत कंत्राटी तत्वावर काम करीत असलेल्या कंत्राटी कामगारास (कंत्राटदाराचे नाव, पत्ता, संपर्क क्र. इत्यादी तसेच कंत्राटी कामगाराचे नाव, वय, लिंग, पत्ता, रक्त गट, आधारकार्ड, फोटो, दुरध्वनी क्रमांक, कंत्राटाचा कालावधी, कामाचे ठिकाण इत्यादी नमूद करून कंत्राटदाराच्या सही व शिक्कानिशी) ओळखपत्र देणे (IDENTITY CARD) बंधनकारक राहिल (ओळखपत्र नमूना परिशिष्ट 'ब'). कंत्राटदाराने दिलेले ओळखपत्र कंत्राटी कामगाराने स्पष्ट दिसेल अशा पद्धतीने वापरणे आवश्यक राहिल.
- 3.4 कंत्राटी कामगारास ATTENDANCE CARD CUM WAGE SLIP कंत्राटदाराने सही शिक्कानिशी देणे बंधनकारक राहिल. तसेच कंत्राटदाराने कंत्राटी कामगाराच्या सेवा समाप्ती नंतर/कंत्राटी कामगारांने मागणी केल्यास सेवा प्रमाणपत्र द्यावे.

4) कंत्राटदार/खाते प्रमुख/कंत्राटी कामगार यांच्या कायदेपालनासंबंधी:-

- 4.1 कंत्राटी कामगारांना किमान वेतन कायदयातील तरतुदीपेक्षा कमी वेतन अदा केल्याचे निदर्शनास आले तर संबंधित कंत्राटदारावर किमान वेतन कायदयातील तरतुदी प्रमाणे कारवाई करण्यात यावी व त्याचे कंत्राट तात्काळ रद्द करून त्याचे नाव काळ्या यादीत टाकण्याची कारवाई खातेप्रमुखांनी करावी.
- 4.2 कंत्राटी कामगारांना देण्यात येणारे वेतन हे किमान वेतन अधिनियमान्वये विहित केल्यानुसार अदा होणे आवश्यक असून सदरहू वेतन उक्त अधिनियमांतर्गत कंत्राटी कामगारांना नियमित व विहित दिनांकापर्यंत (उदा. जोनवारी महिन्याचे वेतन फेब्रुवारी महिन्याच्या कमाल ०७ तारखेपर्यंत) कंत्राटी कामगाराच्या बँक खात्यात Account Payee-Cross cheque/ RTGS/ECS इ. द्वारे जमा करण्याची जबाबदारी कंत्राटदाराची आहे व असे वेतन वेळोवेळी दिले असल्याची खात्री मुख्य मालक म्हणून संबंधित खातेप्रमुखांनी खात्री करणे आणि खाते प्रमुख/ खात्याच्या प्रतिनिधीने ते प्रमाणित करणे बंधनकारक आहे.
- 4.3 कंत्राटी कामगारांना आस्थापनेत कार्यरत करण्यापूर्वी कंत्राटी कामगार(नियमन व निर्मुलन) अधिनियम, १९७० अंतर्गत प्रमाणपत्र/अनुज्ञप्ती (Registration Certificate) मुख्य मालक म्हणून संबंधित खाते प्रमुख यांनी प्राप्त करून घ्यावे. तसेच अनुज्ञप्ती/प्रमाणपत्राचे वेळोवेळी नुतनीकरण करावे. संबंधित खातेप्रमुखांकडे कार्यरत कंत्राटी कामगारांच्या कंत्राटदाराने उक्त अधिनियमांतर्गत परवाना (Labour Licence) घेतला आहे किंवा कसे याबाबत कंत्राटी कामगार नियुक्त करण्यापूर्वी खात्री करावी.
- 4.4 आस्थापनेत एकूण कामावर असलेले कंत्राटी कामगार त्यांच्याकडून होणारे काम व त्यांना दिले जाणारे वेतन यांचा लेखा तपशील (उदा.कामगारांची नोंदवही-परिशिष्ट 'क' प्रमाणे, हजेरी पत्रक-नि-पगार पत्रक- परिशिष्ट 'ड' प्रमाणे, दंड, ओव्हरटाईम रजिस्टर इत्यादी) ठेवण्याची जबाबदारी कंत्राटदार आणि मुख्य मालक म्हणून संबंधित खाते प्रमुख यांच्यावर असल्याने सदरहू बाबीची काटेकोर अंमलबजावणी करावी. तसेच कामाच्या ठिकाणी सदर रजिस्टर ठेवणे बंधनकारक राहिल.
- 4.5 कंत्राटदाराने कंत्राटी कामगारांची त्यांच्या नावासह खातेप्रमुखाकडे दिलेल्या माहितीनुसारच (परिशिष्ट 'क' नमून्यात असणारी) प्रत्यक्ष कामाच्या ठिकाणी कंत्राटी कामगार उपस्थित असल्याची खातरजमा करण्याची जबाबदारी संबंधित खातेप्रमुखांची राहिल.
- 4.6 किमान वेतन व इतर आर्थिक लाभ कंत्राटी कामगारांना न दिल्याने विवाद निर्माण झाल्यास, सदर विवाद मिटविण्याची संपूर्ण जबाबदारी कंत्राटदाराची राहिल. याबाबत न्यायालयीन प्रकरणे, कायदेशीर प्रक्रिया यास कंत्राटदार जबाबदार राहिल. विवाद निर्माण होऊ नये यासाठी संबंधित खातेप्रमुखांनी किमान वेतन व इतर आर्थिक लाभाबाबत प्रत्येक महिनाच्या तिस-या आठवड्यात आढावा घ्यावा.
- 4.7 कंत्राटदाराकडून नियुक्त केलेले कामगार हे कंत्राटदाराचेच राहतील. कंत्राटी कामगारांचा महानगरपालिकेच्या सेवेत नियमित करण्याबाबत कोणताही हक्क राहणार नाही.
- 4.8 कंत्राटदाराकडे असणारे कामगार EPF/ESIC/MLWF अंतर्गत समाविष्ट होतील याची दक्षता कंत्राटदार घेईल. कंत्राटदार कंत्राटी कामगारास EPF अंतर्गत UAN आणि ESIC अंतर्गत TIC उपलब्ध करून देईल.
- 4.9 कंत्राटी कामगारांचा कंत्राट कालावधीत कर्तव्यावर असताना अपघात/इजा झाल्यास उपचार करण्याची जबाबदारी व ESIC, Employees Compensation इ.कामगार कायदे/अधिनियम अंतर्गत असणारे आर्थिक मदत/सहाय्य मिळवून देण्याची जबाबदारी कंत्राटदाराची राहिल. अपघात/इजा झालेल्या कंत्राटी कामगारास उपचार करण्याबाबत खाते प्रमुखांनी कंत्राटदाराला परिस्थितीनुसार निर्देश द्यावेत.
- 4.10 कंत्राटदाराने पुरविलेला गणवेश कंत्राटी कामगाराने कर्तव्य कालावधीत परिधान करणे बंधनकारक राहिल. यामध्ये कसूर केल्यास त्या दिवसाचे वेतन कपात करण्यात येईल किंवा अनुपस्थिती असल्याची नोंद कंत्राटदार घेतील.
- 4.11 कंत्राटदाराने उपलब्ध करून द्यावयाच्या मनुष्यबळावरील कामकाजाच्या देखरेखेची स्वतंत्र व्यवस्था कंत्राटदाराने त्यांच्या स्थावर करायची.
- 4.12 खाते प्रमुखांनी कंत्राटी कामगारांच्या तक्रारीची नोंद करण्यासाठी तक्रार नोंदवही ठेवावी. नोंद वहित प्राप्त झालेल्या तक्रारीचा आढावा खातेप्रमुख आणि कंत्राटदार यांनी प्रत्येक महिनाच्या तिस-या आठवड्यात घ्यावा. खातेस्तरावर

खातेप्रमुख व कंत्राटदाराकडून तक्रारीची दखल घेतली जात नसल्यास तसेच किमान वेतन व इतर आर्थिक लाभ मिळत नसल्याबाबतची तक्रार संबंधित कामगाराने खाते/विभाग/रुग्णालयांचे उपआयुक्त/ सहआयुक्त आणि प्रमुख कामगार अधिकारी यांचेकडे करावी. प्रमुख कामगार अधिकारी यांच्याकडे प्राप्त झालेल्या तक्रारी संबंधित खात्याकडे पाठवून अहवाल प्राप्त करतील. कंत्राटी कामगाराच्या तक्रारीत तथ्यता वाटत असल्यास त्याचा अहवाल संबंधित खात्याच्या उपायुक्त/ सहआयुक्त यांचे मार्फत मान.महानगरपालिका आयुक्त यांना सादर करतील.

4.13 EPF/ESIC/MLWF या कामगार अधिनियमातील तरतूदीनुसार विहीत केलेली कंत्राटी कामगाराच्या वेतनातून कपात केलेला वर्गणी/हिस्सा आणि मालकाचा हिस्सा (Employees and Employer's Contribution) कंत्राटदाराने संबंधित शासकीय प्राधिकरणाकडे (EPFO/ESIC/MLWB) यांचेकडे Online पध्दतीने www.epfindia.gov.in, <http://www.esic.nic.in> आणि www.public.mlwb.in संकेतस्थळावर उपलब्ध करून दिलेल्या पध्दतीनुसार विहीत मुदतीत जमा करणे बंधनकारक आहे. सदर वर्गणीमधील मालकाचा हिस्सा **महानगरपालिका कंत्राटदारांना प्रतिपूर्ती स्वरूपात अधिदान करते.** कंत्राटदाराने प्रतिमाहिना/तिमाही/ सहामाही/वार्षिक विवरणपत्र (विहीत नमुन्यात/विहीत मुदतीत) जमा करून तिन्ही योजनेअंतर्गतचे लाभ कंत्राटी कामगाराला मिळतील याची दक्षता घेणे बंधनकारक आहे. कंत्राटी कामगारांना मिळणारे आर्थिक लाभ/सहाय्य याबाबतची संबंधित माहिती **परिशिष्ट 'अ'** मध्ये दिली आहे.

5) कंत्राटी कामगारांची उपस्थिती नोंदविण्याबाबत- कंत्राटी कामगारांची उपस्थिती नोंदविण्यासाठी संबंधित खाते/ विभाग/रुग्णालय प्रमुख/उप आयुक्त/सह आयुक्त यांनी Biometric/Face Reader Attendance Machine ची आवश्यक ती व्यवस्था करावी. कंत्राटी कामगारांची उपस्थिती नोंदविण्यासाठी आधार पडताळणी करणे आवश्यक राहिल.

6) देयकाचे अधिदान करण्याची कार्यपध्दती:-

कंत्राटदरामार्फत असणा-या कंत्राटी कामगारांचे किमान वेतन+४९.५८% लेक्कीनुसार मिळणारे इतर आर्थिक लाभ देण्याबाबत परिपत्रक क्र.प्रकाअ/०९ दि.०२.०९.२०२० अन्वये कार्यवाही करण्याच्या सुचना यापूर्वीच दिलेल्या आहेत. तथापि कंत्राटदारांची देयके विलंबाने अधिदान होत असल्याचे/कंत्राटदार देयके प्रत्येक महिन्यात सादर करीत नसल्याचे निदर्शनास आले आहे. सदर बाब विचारात घेता

अ) कंत्राटदाराने किमान वेतन+ ४९.५८% लेक्कीनुसार मिळणाऱ्या आर्थिक लाभा बाबतची देयके (कामगारांची नोंदवही -परिशिष्ट 'अ' प्रमाणे, हजेरी पत्रक-नि-पगार पत्रक- **परिशिष्ट 'ड'** प्रमाणे, दंड, ओव्हरटाईम रजिस्टर, EPF,ESIC,MLWF वर्गणी जमा केल्याचे चलन, कामगार अधिनियम अंतर्गतचे मासिक/तिमाही/सहामाही/वार्षिक विवरण पत्राची प्रत इत्यादी कागदपत्रांसह/नोंदवहीच्या छायांकित प्रतीसह) प्रतिज्ञापत्रासहीत प्रत्येक महिन्याच्या १० तारखे पर्यंत (उदा. जानेवारी महिन्याच्या वेतनाचे देयक फेब्रुवारी महिन्याच्या १० तारखेपर्यंत) संबंधित खाते प्रमुखांकडे सादर करावीत. कंत्राटदाराने देयकासोबत सादर केलेली सर्व कागदपत्र/नोंदवहीच्या छायांकित प्रती कंत्राटदाराने सही, शिक्क्यांनी प्रमाणित केलेल्या असाव्यात.

ब) कंत्राटदाराकडून देयके प्राप्त झाल्यानंतर खाते प्रमुखांनी उपरोक्त नमूद बाबी/आवश्यक कागदपत्रांची पूर्तता केल्याची खातरजमा करून प्रतीपूर्ती स्वरूपात महिन्याच्या अखेर पर्यंत कंत्राटदारास अधिदान होईल याची दक्षता घ्यावी. देयकांच्या अनुषंगाने सर्व मुळ कागदपत्र तपासून उदा.कंत्राटी कर्मचाऱ्यांचे वेतन बँकेत जमा केल्याबाबत बँक व्यवस्थापकाने प्रमाणित केलेली बँक स्टेटमेंटची प्रत, बँक स्टेटमेंटमध्ये नमूद रक्कम आणि कंत्राटी कामगारांच्या बँक पासबुकमध्ये नोंद असलेली रक्कम खातेप्रमुखांनी तपासून देयक प्रमाणित करणे. EPF, ESIC इ. चलनाची रक्कम कंत्राटदाराच्या बँक खात्यातून संबंधित प्राधिकरणाकडे जमा केल्याची नोंद व बँक स्टेटमेंटमधील नोंद सम-समान असल्याची खातरजमा करून देयक प्रमाणित करणे.

क) उपरोक्त नमूद बाबींची पूर्तता कंत्राटदार आणि खाते प्रमुखांनी केल्यानंतर लेखा विभागाने अधिदान करावे. पूर्तता केली नसल्यास देयकाचे अधिदान करू नये. सदर विषयाबाबत अडचण असल्यास, अधिक माहितीची आवश्यकता असल्यास प्रमुख कामगार अधिकारी यांचे कार्यालयाशी संपर्क साधावा. कंत्राटी कामगारांच्या सेवा कंत्राटदारामार्फत घेताना, कंत्राटी कामगारांच्या संदर्भात निविदा प्रक्रिया राबविताना, करारनामा करताना निर्गमित केलेल्या परिपत्रकाचा संदर्भ घेऊन, आवश्यक त्या शर्ती/अटी नमूद करण्याची कार्यवाही खाते प्रमुखांनी करावी.

सर्व खाते/विभाग/रुग्णालय प्रमुखांनी उपरोक्त निर्देशानुसार कार्यवाही करावी. सदर परिपत्रकाची प्रत महानगरपालिकेच्या <ftp://hr.mcgm.gov.in/Circular/GAD/Ch LO/2023> या संकेतस्थळावर उपलब्ध आहे.

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| सही/-१८.१२.२०२३ (सुनिल तु. जांगळे) प्रमुख कामगार अधिकारी | सही/-१९.१२.२०२३ (मिलिन द. सावंत) सह आयुक्त(सामान्य प्रशासन) | सही/-२२.१२.२०२३ (डॉ.अश्विनी जोशी) अतिरिक्त महानगरपालिका आयुक्त(शहर) | सही/-१९.०१.२०२४ (डॉ. इ सिं चहल) महानगरपालिका आयुक्त |
|--|---|--|---|

प्रत:----- माहितीसाठी व योग्य त्या कार्यवाहीसाठी रवाना.

लीडिंगे
२४/०१/२४
प्रमुख कामगार अधिकारी यांजकरिता

परिशिष्ट 'अ'

कंत्राटी कामगारांच्या माहितीसाठी

भविष्य निर्वाह निधी (EPF), राज्य कर्मचारी विमा योजना (ESIC), महाराष्ट्र कामगार कल्याण निधी (MLWF) अन्वये दिले जाणारे लाभ/आर्थिक सहाय्य-

> **भविष्य निर्वाह निधी (EMPLOYEE'S PROVIDENT FUNDS AND MISCELLANEOUS PROVISIONS ACT, 1952/PENSION SCHEME, 1995, EDLI-1976) अंतर्गतचे लाभ/सहाय्य :-** (www.epfindia.gov.in)

1. **प्रॉविडंट फंड:** जे कर्मचारी भविष्य निर्वाह निधीचे सभासद आहेत अशा कामगारास घर खरेदी अथवा घर बांधणीसाठी, घर दुरुस्तीसाठी, वैद्यकीय उपचारासाठी, शिक्षणासाठी जमा असलेल्या निधीमधून रक्कम काढता येते. 2. **निवृत्ती नंतरची पेन्शन:** जे कामगार पेन्शन योजनेचे सभासद आहेत अशा कामगारास किमान १० वर्षांची पात्र सेवा झाली असल्यास आणि वयाची ५८ वर्ष पूर्ण झाले यानंतर किमान रु.१००० प्रतिमहा पेन्शन म्हणून दिली जाते. 3. **फॅमिली पेन्शन:** जे कामगार पेन्शन योजनेचे सभासद आहेत अशा कामगाराच्या पात्र वारसास पेन्शन लागू आहे. 4. **इम्पॉलाईज डिपॉझिट लिंकड इन्शुरन्स:** या योजने अंतर्गत कामगारास कोणतीही वर्गणी द्यावी लागत नाही. सेवेत असताना मृत्यु झाल्यास त्याच्या वारसास किमान रु.२ लाख ५० हजार ते कमाल रु.७ लाख इतके आर्थिक सहाय्य दिले जाते.

भविष्य निर्वाह निधी अंतर्गत वर्गणी कपातीस पात्र ठरणाऱ्या कंत्राटी कामगारास UAN (Universal Account Number) क्रमांक कंत्राटदाराने देणे क्रमप्राप्त आहे. UAN कंत्राटदार देत नसल्यास नजीकच्या EPFO कार्यालयाशी संपर्क करावा. सदर UAN क्रमांकाचा उपयोग EPF खात्यात असलेली रक्कम तपासणे, कंत्राटदाराने वेतनातून कपात केलेली १२% वर्गणी अधिक (+) मालकाचा हिस्सा १२% वर्गणी जमा झाल्याची खात्री करणे, नॉमिनेशन अद्ययावत करणे इत्यादीकरीता आहे. UAN असल्याने कंत्राटी कामगारांची फसवणूक होणार नाही. संबंधित कामगार EPF अंतर्गतचे नियम, अटी व शर्ती पूर्ण करीत असल्यास उपरोक्त नमूद लाभ अनुज्ञेय असतील. अधिक माहिती www.epfindia.gov.in संकेतस्थळ/Umang App वर उपलब्ध आहे.

> **राज्य कर्मचारी विमा योजनेअंतर्गतचे लाभ/सहाय्य:-** EMPLOYEE'S STATE INSURANCE CORPORATION ACT, 1948 (<http://www.esic.gov.in>)

1. आजारपणाबद्दलचा लाभ 2. बाळंतपणाबद्दलचा लाभ 3. अपंगपणाबद्दलचा लाभ
4. अवलंबिताकरिताचा लाभ 5. औषधपणाबद्दलचा लाभ 6. अंत्यविधिसाठी मिळणारा लाभ

जे कंत्राटी कामगार ESIC चे सभासद आहेत अशा कामगारांना ESIC कडून विशिष्ट असा क्रमांक दिला जातो. ESIC अंतर्गतच्या उपरोक्त नमूद लाभासाठी TIC (ओळखपत्र) दिले जाते. TIC (ओळखपत्र) प्राप्त करण्यासाठी कंत्राटी कामगाराने कंत्राटदाराकडे संपर्क करावा. कंत्राटदार दखल घेत नसल्यास नजीकच्या ESIC कार्यालयाशी संपर्क करावा.

सदर माहिती <http://www.esic.nic.in> या संकेतस्थळावरून घेण्यात आली असून संबंधित कामगार ESIC अंतर्गतचे नियम, अटी व शर्ती पूर्ण करीत असल्यास उपरोक्त नमूद लाभ अनुज्ञेय असतील. अधिक माहिती <http://www.esic.nic.in> संकेतस्थळ/ESIC App/Umang App वर उपलब्ध आहे.

> **महाराष्ट्र कामगार कल्याण निधी अंतर्गतचे लाभ/सहाय्य:-** MAHARASHTRA LABOUR WELFARE BOARD (www.public.mlwb.in/ MAHAKALYAN APP):-

सदर अधिनियमा अंतर्गतची वर्गणी कंत्राटदारास देण्याबाबत सूचना दिलेल्या असून EMPLOYEE & EMPLOYER CONTRIBUTION MLWF मध्ये जमा करणे बंधनकारक आहे. ज्या कामगारांची वर्गणी MLWF मध्ये जमा केली जाते अशा कामगारांना मंडळातर्फे खालील योजना राबविल्या जातात.

- सर्वसाधारण शिष्यवृत्ती
- परदेश उच्चशिक्षण शिष्यवृत्ती
- क्रीडा शिष्यवृत्ती
- पाठ्यपुस्तक अर्थसहाय्य
- एमएस-सीआयटी करीता अर्थसहाय्य
- गुणवंत विद्यार्थी गौरव
- साहित्य प्रकाशन अनुदान
- शिवण मशीन अनुदान योजना
- गंभीर आजार उपचार अर्थसहाय्य
- प्रधानमंत्री सुरक्षा विमा योजना
- आत्महत्याग्रस्त कुटुंबास अर्थसहाय्य

इतर योजना

- कामगार व कामगार कुटुंबियांना लांब पल्ल्याची सहूल
 - वाहन चालक प्रशिक्षण
 - इंग्रजीसह विदेशी भाषा संभाषण प्रशिक्षण
 - स्पर्धा परीक्षा पूर्वतयारी प्रशिक्षण
- उपरोक्त लाभ/सहाय्य प्राप्त करून घेण्यासाठी वर्गणीदार कामगाराने संकेतस्थळावर उपलब्ध करून दिलेल्या माहितीनुसार अर्ज भरणे आवश्यक आहे. सदर माहिती www.public.mlwb.in या संकेतस्थळावरून घेण्यात आली असून संबंधित कामगार MLWF अंतर्गतचे नियम, अटी व शर्ती पूर्ण करीत असल्यास उपरोक्त नमूद लाभ अनुज्ञेय असतील. सदर योजनेबाबतची अधिक माहिती www.public.mlwb.in संकेतस्थळ/Mahakalyan App वर उपलब्ध आहे.

परिशिष्ट 'ब'

कंत्राटदाराने कंत्राटी कामगारास द्यावयाच्या ओळखपत्राचा नमूना

| कंत्राटदाराचे नाव कंत्राटदाराचा पत्ता | |
|--|--|
| Email ID- | Phone/Mobile No. |
| कामगाराचे नाव:..... जन्मदिनांक:..... लिंग:..... पत्ता:..... रक्त गट:..... आधारकार्ड क्र..... मोबाईल नं..... कंत्राटाचा कालावधी:..... कामाचे ठिकाण: उदा.रा.ए.स्मा.रुग्णालय, मुंबई महानगरपालिका | कंत्राटी कामगाराचा फोटो व त्यावर कंत्राटदाराचा शिक्का व स्वाक्षरी |

परिशिष्ट 'क'

FORM A

FORMAT OF EMPLOYEE REGISTER

[Part-A: For all Establishments]

(Reference: The Ease of compliance to Maintain Registers under various Labour Laws Rules 2017)

Name of the Establishment..... Name of Owner..... LIN.....

| Sl.N o. | Employee Code | Name | Surname | Gender | Father's/ spouse Name | Date of Birth# | Nationality | Education Level |
|------------|------------------|------|---------|--------|-----------------------------|-------------------|-------------|--------------------|
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 |
| | | | | | | | | |

| Date of Joining | Designation | Category (Highly Skilled/Skilled/Semi- skilled/un- skilled) | Type of Employment | Mobile | UAN | PAN | ESIC IP |
|--------------------|-------------|---|-----------------------|--------|-----|-----|---------|
| 10 | 11 | 12 | 13 | 14 | 14 | 16 | 17 |
| | | | | | | | |

| LWF | AADHAAR | Bank A/c. Number | Bank Name | Branch(IFSC) | Present Address | Permanent Address | Service Book No. | Date of Exit |
|-----|---------|---------------------|-----------|--------------|--------------------|----------------------|---------------------|--------------|
| 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 |
| | | | | | | | | |

| Reason for Exit | Mark of Identification | Photo | Specimen Signature/ Thumb Impression | Remarks |
|--------------------|------------------------|-------|---|---------|
| 27 | 28 | 29 | 30 | 31 |
| | | | | |

परिशिष्ट 'ड'

Form II

(see Rule 27(1))

Muster-roll-cum Wages Register

(Reference: The Maharashtra Minimum Wages Rules, 1963)

Name of the Establishment:

Name of Employer/Controller:

From the month of.....Year.....

| Sr.No. | Full name of the Employees | Age and Sex | Nature of work Designation | Date of entry into service | Working Hours From to | Interval for rest From to |
|--------|----------------------------|-------------|----------------------------|----------------------------|-----------------------|---------------------------|
| (1) | (2) | (3) | (4) | (5) | (6) | (7) |
| | | | | | | |

| Hours worked on 1,2,3,4.....31 | Total days worked | Minimum Rates of wages payable | Actual Rates of wages payable | Total production in case of piece rate | Total overtime hours worked | Normal wages |
|--------------------------------|-------------------|--------------------------------|-------------------------------|--|-----------------------------|--------------|
| (8) | (9) | (10) | (11) | (12) | (13) | (14) |
| | | | | | | |

| Rate of H.R.A. | H.R.A. payable | Overtime earnings | Gross wages payable | Deduction advanced Fine Damage Ors. |
|----------------|----------------|-------------------|---------------------|-------------------------------------|
| (15) | (16) | (17) | (18) | (19) |
| | | | | |

LEAVE WAGES

| Net wages paid | Previous balance | Earned during the month | Availed during the month | Balance at the end of the month | Date of payment of wages | Signature or thumb impression of the employees |
|----------------|------------------|-------------------------|--------------------------|---------------------------------|--------------------------|--|
| (20) | (21) | (22) | (23) | (24) | (25) | (26) |
| | | | | | | |

Signature of authorised representative
principal Employer (in case of Contract Labour)

Signature of the Employer or the person authorised
by him to authenticate the above entries

टिप-उपरोक्त नोंदवहीसह, The contract labour (Regulation and abolition) Act, 1970, The Employees Compensation Act, 1923, The Employees Provident Fund And miscellaneous Provision Act, 1952, The Employees Sate Insurance Act, 1948, The Maharashtra Workman Minimum House Rent Allowance Act, 1923, The Maternity Benefits Act, 1961, The Minimum Wages Act, 1948 The Payment Of Bonus Act, 1965, The Payment Of Gratuity Act, 1972, MLWF 1952 अन्ये अभिलेख ठेवणे, वेळोवेळी रिटर्नस जमा करणे, अद्युक्त वेतन अधिदान करणे, संबंधित प्राधिकरणाशी पत्र व्यवहार करणे इ.बाबींची संपूर्ण जबाबदारी संबंधित कंत्राटदाराची राहिल आणि जे कंत्राटी कामगार काम करीत आहेत त्यांना कंत्राटदारामार्फत योग्य लाभ मिळतो की नाही हे तपासणे व त्याची खातरजमा करण्याची जबाबदारी मुख्य मालक म्हणून संबंधित खात्याची राहिल.

बृहन्मुंबई महानगरपालिका

विषय:- सार्वजनिक सुदटया २०२५

संदर्भ:- शासनाची अधिसूचना क्र.सार्वसु-११२४/प्र.क्र.११ जपुक (२९)

दिनांक ४ डिसेंबर २०२४

महाराष्ट्र शासनाने उपरोक्त संदर्भाधीन अधिसूचनेद्वारे महाराष्ट्र राज्यात सन २०२५ सालासाठी सार्वजनिक सुदटया जाहीर केल्या आहेत.

प्रस्तुत अधिसूचनेच्या प्रती सर्व खाते प्रमुख व सहाय्यक आयुक्त यांना माहितीकरिता व आवश्यक त्या कार्यवाहीकरिता अग्रेषित करण्यात येत आहेत.

प्रस्तुत अधिसूचना <http://portal.mcgm.gov.in> आणि <http://mybmcamp.mcgm.gov.in/circular> या संकेतस्थळांवर उपलब्ध करण्यात येत आहे.

| | | | |
|--|--|---|---|
| सही/- १०.१२.२०२४ (रश्मी खोत) प्रमुख कर्मचारी अधिकारी | सही/-१३.१२.२०२४ (किशोर गांधी) उप आयुक्त (सामान्य प्रशासन) | सही/-१६.१२.२०२४ (डॉ.अश्विनी जोशी) अतिरिक्त महानगरपालिका आयुक्त (शहर) | सही/-२०.१२.२०२४ (भूषण गगराणी) महानगरपालिका आयुक्त |
|--|--|---|---|

महानगरपालिका आयुक्तांचे कार्यालय,
क्रमांक:प्रकअ/१४८/सर्वसा(एमओपी/३४०)
दिनांक: दि.२७ डिसेंबर,२०२४

प्रत----- (जादा----- प्रतीसह)
माहितीकरिता व पुढील आवश्यक त्या कार्यवाहीकरिता कृपया अग्रेषित.

(संध्या शिरवडकर)

सह प्रमुख कर्मचारी अधिकारी (सर्वसाधारण)
महानगरपालिका आयुक्तांचे कार्यालय



महाराष्ट्र शासन राजपत्र

असाधारण भाग एक-मध्य उप-विभाग

वर्ष १०, अंक ६७]

गुरुवार, डिसेंबर ५, २०२४/अग्रहायण १४, शके १९४६

[पृष्ठ ६, किंमत : रुपये ४.००

असाधारण क्रमांक १४४

प्राधिकृत प्रकाशन

सामान्य प्रशासन विभाग

मंत्रालय, मादाम कामा रोड, हुतात्मा राजगुरू चौक,
मुंबई ४०० ०३२, दिनांक ४ डिसेंबर, २०२४.

अधिसूचना

सार्वजनिक सुट्या, २०२५

क्रमांक : सार्वसु-११२४/प्र.क्र.११/जपुक (२९).—परक्राम्य संलेख अधिनियम, १८८१ (१८८१ चा २६) च्या कलम २५ खाली, जे अधिकार भारत सरकारच्या गृह मंत्रालयाची अधिसूचना क्रमांक ३९/१/६८- जेयूडीएल/तीन, दिनांक ८ मे १९६८ अन्वये महाराष्ट्र शासनाकडे सोपविण्यात आले आहेत, त्या अधिकारांचा वापर करून, महाराष्ट्र शासन या अधिसूचनेद्वारे महाराष्ट्र राज्यात सन २०२५ सालासाठी खाली नमूद केलेले दिवस सार्वजनिक सुट्या म्हणून जाहीर करीत आहे :-

(अ) सार्वजनिक सुट्या

| अ.क्र. | सुट्टीचा दिवस | इंग्रजी तारीख | भारतीय सौर दिनांक | वार |
|--------|-------------------------------|---------------------|----------------------|----------|
| १ | प्रजासत्ताक दिन | २६ जानेवारी, २०२५ | ६ माघ शके १९४६ | रविवार |
| २ | छत्रपती शिवाजी महाराज जयंती | १९ फेब्रुवारी, २०२५ | ३० माघ शके १९४६ | बुधवार |
| ३ | महाशिवरात्री | २६ फेब्रुवारी, २०२५ | ०७ फाल्गुन शके १९४६ | बुधवार |
| ४ | होळी (दुसरा दिवस) | १४ मार्च, २०२५ | २३ फाल्गुन, शके १९४७ | शुक्रवार |
| ५ | गुढीपाडवा | ३० मार्च, २०२५ | ०९ चैत्र, शके १९४७ | रविवार |
| ६ | रमझान ईद (ईद-उल-फितर)(शब्द-१) | ३१ मार्च, २०२५ | १० चैत्र, शके १९४७ | सोमवार |
| ७ | रामनवमी | ०६ एप्रिल, २०२५ | १६ चैत्र, शके १९४७ | रविवार |
| ८ | महावीर जन्म कल्याणक | १० एप्रिल, २०२५ | २० चैत्र, शके १९४७ | गुरुवार |
| ९ | डॉ. बाबासाहेब आंबेडकर जयंती | १४ एप्रिल, २०२५ | २४ चैत्र, शके १९४७ | सोमवार |
| १० | गुड फ्रायडे | १८ एप्रिल, २०२५ | २८ चैत्र, शके १९४७ | शुक्रवार |

(१)

भाग एक (म.उ.वि.)-१४४-१

| अ.क्र. | सुट्टीचा दिवस | इंग्रजी तारीख | भारतीय सौर दिनांक | वार |
|--------|-------------------------------|--------------------|----------------------|----------|
| ११ | महाराष्ट्र दिन | ०१ मे, २०२५ | ११ वैशाख, शके १९४७ | गुरुवार |
| १२ | बुध्द पौर्णिमा | १२ मे, २०२५ | २२ वैशाख, शके १९४७ | सोमवार |
| १३ | बकरी ईद (ईद-उल-झुआ) | ०७ जून, २०२५ | १७ ज्येष्ठ, शके १९४७ | शनिवार |
| १४ | मोहरम | ०६ जुलै, २०२५ | १५ आषाढ, शके १९४७ | रविवार |
| १५ | स्वातंत्र्य दिन | १५ ऑगस्ट, २०२५ | २४ श्रावण शके १९४७ | शुक्रवार |
| १६ | पारशी नववर्ष दिन (शहेनशाही) | १५ ऑगस्ट, २०२५ | २४ श्रावण शके १९४७ | शुक्रवार |
| १७ | गणेश चतुर्थी | २७ ऑगस्ट, २०२५ | ०५ भाद्रपद, शके १९४७ | बुधवार |
| १८ | ईद-ए-मिलाद | ०५ सप्टेंबर, २०२५ | १४ भाद्रपद, शके १९४७ | शुक्रवार |
| १९ | महात्मा गांधी जयंती | ०२ ऑक्टोबर, २०२५ | १० आश्विन, शके १९४७ | गुरुवार |
| २० | दसरा | ०२ ऑक्टोबर, २०२५ | १० आश्विन, शके १९४७ | गुरुवार |
| २१ | दिवाळी अमावस्या (लक्ष्मीपूजन) | २१ ऑक्टोबर, २०२५ | २९ आश्विन, शके १९४७ | मंगळवार |
| २२ | दिवाळी (बलिप्रतिपदा) | २२ ऑक्टोबर, २०२५ | ३० आश्विन, शके १९४७ | बुधवार |
| २३ | गुरुनानक जयंती | ०५ नोव्हेंबर, २०२५ | १४ कार्तिक, शके १९४७ | बुधवार |
| २४ | ख्रिसमस | २५ डिसेंबर, २०२५ | ०४ पौष शके १९४७ | गुरुवार |

(ब) केवळ बँकासाठी

खालील सुट्टी बँकांसाठी मर्यादित आहे. सदरहू सुट्टी शासकीय कार्यालयांसाठी लागू नाही.

| | | | | |
|---|--|----------------|--------------------|---------|
| १ | बँकांना आपले वार्षिक लेखे पूर्ण करता येण्यासाठी. | १ एप्रिल, २०२५ | ११ चैत्र, शके १९४७ | मंगळवार |
|---|--|----------------|--------------------|---------|

महाराष्ट्राचे राज्यपाल यांच्या आदेशानुसार व नावाने,

दिलीप देशपांडे,
शासनाचे उप सचिव.

क्रमांक : सार्वसु-११२४/प्र.क्र.११/जपुक (२९)

सामान्य प्रशासन विभाग,

मादाम कामा मार्ग, हुतात्मा राजगुरू चौक,

मंत्रालय, मुंबई ४०० ०३२.

दिनांक ४ डिसेंबर, २०२४.

प्रति,

मा.राज्यपाल यांचे प्रधान सचिव,

मा.राज्यपाल यांचे परिवार प्रबंधक,

मा.सभापती/मा.अध्यक्ष, महाराष्ट्र विधानपरिषद/विधानसभा, यांचे सचिव,

मा.उप सभापती/मा.उपाध्यक्ष, महाराष्ट्र विधानपरिषद/विधानसभा, यांचे खाजगी सचिव,

मा.मुख्यमंत्री यांचे अपर मुख्य सचिव, मंत्रालय, मुंबई,

मा.उप मुख्यमंत्री यांचे सचिव, मंत्रालय, मुंबई,

सर्व मा.मंत्री/मा.राज्यमंत्री यांचे खाजगी सचिव /स्वीय सहायक,

मा.विरोधी पक्षनेता, महाराष्ट्र विधानपरिषद / विधानसभा, यांचे स्वीय सहाय्यक,

मुख्य सचिव, सामान्य प्रशासन विभाग, मंत्रालय, मुंबई,

सर्व अपर मुख्य सचिव/प्रधान सचिव/सचिव, सर्व मंत्रालयीन विभाग, मंत्रालय, मुंबई,

सर्व मंत्रालयीन विभाग, मंत्रालय, मुंबई,

* महाप्रबंधक, उच्च न्यायालय, मुंबई,

* प्राथोनेटरी व सिनियर मास्टर, मूळ शाखा, उच्च न्यायालय, मुंबई,

* प्रबंधक, अपील शाखा, उच्च न्यायालय, मुंबई,

* सचिव, महाराष्ट्र लोकसेवा आयोग, मुंबई,

* प्रधान सचिव, महाराष्ट्र विधानमंडळ सचिवालय, मुंबई / नागपूर,

* प्रबंधक, लोक आयुक्त व उप लोक आयुक्त यांचे कार्यालय, मुंबई,

मुख्य आयुक्त, राज्य माहिती आयोग, मुंबई,

मुख्य आयुक्त, सेवा हक्क कायदा, मुंबई,

सर्व विभागीय आयुक्त,

सर्व जिल्हाधिकारी,

सर्व जिल्हा परिषदांचे मुख्य कार्यकारी अधिकारी,

मंत्रालयाच्या निरनिराळ्या विभागांखालील सर्व विभाग प्रमुख /कार्यालय प्रमुख,

महालेखापाल, लेखा व अनुज्ञेयता, महाराष्ट्र-१, मुंबई,

महालेखापाल, लेखा व अनुज्ञेयता, महाराष्ट्र-२, नागपूर,

महालेखापाल, लेखापरीक्षा, महाराष्ट्र-१, मुंबई,

महालेखापाल, लेखापरीक्षा, महाराष्ट्र-२, नागपूर,

उप महालेखापाल, भविष्य निर्वाह निधी कक्ष, मुंबई,

अधिदान व लेखा अधिकारी, मुंबई,

निवासी लेखा परीक्षा अधिकारी, मुंबई,

- * प्रादेशिक संचालक, महाराष्ट्र आणि गोवा, भारतीय रिझर्व्ह बँक, मुंबई प्रादेशिक कार्यालय, फोर्ट, मुंबई-१,
- * मुख्य महाव्यवस्थापक, मानव संसाधन व्यवस्थापन विभाग, भारतीय रिझर्व्ह बँक, मुंबई प्रादेशिक कार्यालय, फोर्ट, मुंबई-१,
- * महाव्यवस्थापक, एकात्मिक बँकिंग विभाग, भारतीय रिझर्व्ह बँक, मुंबई प्रादेशिक कार्यालय, फोर्ट, मुंबई-१,
- * सचिव, मुंबई पोर्ट ट्रस्ट, मुंबई,
आयुक्त, सर्व महानगरपालिका,
- * सर्व राज्यांचे मुख्य सचिव,
- * भारत सरकारची सर्व मंत्रालये, नवी दिल्ली,
- * महाव्यवस्थापक, मध्य रेल्वे, छत्रपती शिवाजी महाराज टर्मिनस, मुंबई,
- * महाव्यवस्थापक, पश्चिम रेल्वे, चर्चगट, मुंबई,
- * समाहारक, सीमाशुल्क, मुंबई,
- * आयकर आयुक्त, मुंबई,
- * समाहारक, केंद्रीय उत्पादन शुल्क, मुंबई,
- * प्रादेशिक पारपत्र अधिकारी, वरळी, मुंबई,
- * विशेष आयुक्त, महाराष्ट्र सदन, नवी दिल्ली,
- * संचालक, महाराष्ट्र परिचय केंद्र, नवी दिल्ली,
- * व्यवस्थापक, इंडस्ट्रियल डेव्हलपमेंट बँक ऑफ इंडिया, आय.डी.बी.आय.टॉवर, कफ परेड, कुलाबा, मुंबई-०५
- * सचिव, भारत निवडणूक आयोग, निर्वाचन सदन, अशोका रस्ता, नवी दिल्ली-११० ००१,
- * सचिव, राज्य निवडणूक आयोग, नवीन प्रशासन भवन, मंत्रालयासमोर, मुंबई,
- * सचिव, इंडियन बँक्स असोसिएशन, स्टेडियम हाऊस, ६ वा मजला, वीर नरीमन रोड, मुंबई-२०,
महासंचालक, माहिती व जनसंपर्क महासंचालनालय, मंत्रालय, मुंबई-४०० ०३२ (त्यांना विनंती करण्यात येते की, त्यांनी आवश्यक ते प्रसिध्दीपत्रक निर्गमित करावे, तसेच आकाशवाणी व दूरदर्शनद्वारे प्रसिध्दी द्यावी.)
निवडनस्ती / सामान्य प्रशासन विभाग-२९
- * पत्राद्वारे.

सचिन र. कावळे,
अवर सचिव, सामान्य प्रशासन विभाग.

GENERAL ADMINISTRATION DEPARTMENT

Mantralaya, Madam Cama Road, Hutatma Rajguru Chowk,
Mumbai 400 032, Dated 4th December, 2024.

NOTIFICATION

PUBLIC HOLIDAYS, 2025

No.PHD-1124/C.R.91/Japuk (29).—In exercise of the powers of Central Government under section 25 of the Negotiable Instruments Act, 1881 (XXVI of 1881) entrusted to it by the Government of India, Ministry of Home Affairs *vide* its Notification No.39/1/68/JUDI-III, dated the 8th May, 1968, the Government of Maharashtra hereby declares the following days as Public Holidays in the State of Maharashtra during the calendar year 2025 :—

(A) Public Holidays

| Sr. No. | Holiday | Date | Saka Date | Day |
|---------|-------------------------------------|----------------------|--------------------|-----------|
| 1 | Republic Day | 26th January, 2025 | 6 Magh, 1946 | Sunday |
| 2 | Chhatrapati Shivaji Maharaj Jayanti | 19th February, 2025 | 30 Magh, 1946 | Wednesday |
| 3 | Mahashivratri | 26th February, 2025 | 07 Phalguna, 1946 | Wednesday |
| 4 | Holi (Second Day) | 14th March, 2025 | 23 Phalguna, 1946 | Friday |
| 5 | Gudhi Padwa | 30th March, 2025 | 09 Chaitra, 1947 | Sunday |
| 6 | Ramzan-Id (Id-Ul-Fitra) (Shawal-1) | 31st March, 2025 | 10 Chaitra, 1947 | Monday |
| 7 | Ram Navami | 06th April, 2025 | 16 Chaitra, 1947 | Sunday |
| 8 | Mahavir Janmakalyanak | 10th April, 2025 | 20 Chaitra, 1947 | Thursday |
| 9 | Dr.Babasaheb Ambedkar Jayanti | 14th April, 2025 | 24 Chaitra, 1947 | Monday |
| 10 | Good Friday | 18th April, 2025 | 28 Chaitra, 1947 | Friday |
| 11 | Maharashtra Din | 01st May, 2025 | 11 Vaishakha, 1947 | Thursday |
| 12 | Buddha Pournima | 12th May, 2025 | 22 Vaishakha, 1947 | Monday |
| 13 | Bakri ID (Id-Uz-Zuha) | 07th June, 2025 | 17 Jyeshtha, 1947 | Saturday |
| 14 | Moharum | 06th July, 2025 | 15 Ashadha, 1947 | Sunday |
| 15 | Independence Day | 15th August, 2025 | 24 Shravana, 1947 | Friday |
| 16 | Parsi New Year (Shahenshahi) | 15th August, 2025 | 24 Shravana, 1947 | Friday |
| 17 | Ganesh Chaturthi | 27th August, 2025 | 05 Bhadrapad, 1947 | Wednesday |
| 18 | Id-E-Milad | 05th September, 2025 | 14 Bhadrapad, 1947 | Friday |
| 19 | Mahatma Gandhi Jayanti | 2nd October, 2025 | 10 Ashvina, 1947 | Thursday |
| 20 | Dasara | 2nd October, 2025 | 10 Ashvina, 1947 | Thursday |

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| Sr. No. | Holiday | Date | Saka Date | Day |
|---------|----------------------------------|---------------------|------------------|-----------|
| 21 | Diwali Amavasya (Laxmi Pujan) | 21st October, 2025 | 29 Ashvina, 1947 | Tuesday |
| 22 | Diwali (Bali Pratipada) | 22nd October, 2025 | 30 Ashvina, 1947 | Wednesday |
| 23 | Guru Nanak Jayanti | 05th November, 2025 | 14 Kartika, 1947 | Wednesday |
| 24 | Christmas | 25th December, 2025 | 04 Pausha, 1947 | Thursday |

(B) For Banks

(The following holiday is limited for the Banks only. This holiday is not admissible to the Government Offices.)

| | | | | |
|---|--|------------------|------------------|---------|
| 1 | To enable to Banks to close their yearly accounts | 01st April, 2025 | 11 Chaitra, 1947 | Tuesday |
|---|--|------------------|------------------|---------|

By order and in the name of the Governor of Maharashtra,

DILIP DESHPANDE,
Deputy Secretary to Government.

4-8

No.PHD-1124/C.R.91/Japuk(29),
General Administration Department,
Hutatma Rajguru Chowk,
Madam Cama Road,
Mantralaya, Mumbai 400 032.
Dated 4th December, 2024.

To,

- The Principal Secretary to the Hon. Governor,
The Comptroller, Hon. Governor's Household, Mumbai,
The Secretary, to Hon. Chairman / Hon. Speaker, Maharashtra Legislative Council / Assembly,
The Private Secretary, to Hon. Deputy Chairmen / Hon. Deputy Speaker, Maharashtra
Legislative Council / Assembly,
The Additional Chief Secretary, to the Hon. Chief Minister, Mantralaya, Mumbai,
The Secretary, to the Hon. Deputy Chief Minister, Mantralaya, Mumbai,
The Private Secretaries/Personal Assistants to all Hon. Ministers/Hon. Ministers of State,
The Private Secretaries/Personal Assistants to Hon. Leader of Opposition, Maharashtra
Legislative Assembly/Council,
The Chief Secretary, General Administration Department, Mantralaya, Mumbai,
All Additional Chief Secretaries, Principal Secretaries and Secretaries to all Departments of
Mantralaya, Mumbai,
All Departments of Mantralaya, Mumbai,
* The Registrar General, High Court, Mumbai,
* The Prothonotary and Senior Master, Original Side, High Court, Mumbai,
* The Registrar, High Court, Appellate Side, Mumbai,
* The Secretary, Maharashtra Public Commission, Mumbai,
* The Principal Secretary, Maharashtra Legislature Secretariat, Mumbai/Nagpur,
* The Registrar, Office of the Lokayukta and Upa-Lokayukta, Mumbai,
* Chief Commissioner, State Information Commission, Mumbai,
* Chief Commissioner, Right to Service, Mumbai,
All Divisional Commissioners,
All Collectors,
All Chief Executive Officer of Zilla Parishads,
Head of the Department/Head of the Office under all Departments of Mantralaya,
The Accountant General Accounts and Entitlement, Maharashtra, I, Mumbai,
The Accountant General, Accounts and Entitlement, Maharashtra II, Nagpur,
The Accountant General Audit, Maharashtra, I, Mumbai,
The Accountant General, Audit, Maharashtra-II, Nagpur.
* Deputy Accountant General, Provident Fund Branch, Mumbai,
The Pay and Accounts Officer, Mumbai,
The Resident Audit Officer, Mumbai,
* The Regional Director, Maharashtra and Goa, Reserve Bank of India, Mumbai Regional Office,
Fort Mumbai-01,
* The Chief General Manager, Human Resource Management Department, Reserve Bank of
India, Mumbai Regional Office, Fort, Mumbai-01,

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- * The General Manager, Integrated Banking Department, Reserve Bank of India, Mumbai Regional Office, Fort, Mumbai-01,
- * The Secretary, Mumbai Port Trust,
All Municipal Commissioners,
- * The Chief Secretaries of all State Governments,
- * All Ministries of the Government of India, New Delhi,
- * The General Manager, Central Railway, Chhatrapati Shivaji Maharaj Terminus, Mumbai,
- * The General Manager, Western Railway, Churchgate, Mumbai,
- * The Collector of the Customs, Mumbai,
- * The Commissioner of Income Tax, Mumbai,
- * The Collector of Central Excise, Mumbai,
- * The Regional Passport Officer, Worli, Mumbai,
- * The Special Commissioner, Maharashtra Sadan, New Delhi,
- * Director, Maharashtra Information Centre, New Delhi,
- * The Manager, Industrial Development Bank of India, I.D.B.I. Tower, Cuffe Parade, Colaba, Mumbai-05,
- * The Secretary, Election Commission of India, Nirvachan Sadan, Ashoka Road, New Delhi-110 001,
- * The Secretary, State Election Commission, New Administrative Building, Mumbai,
- * The Secretary, Indian Banks Association, Stadium House, 6th Floor, Veer Nariman Road, Mumbai-20,
The Director General of Information and Public Relations, Mumbai 400 032,
(With a Request to give wide publicity by issuing a press note as also through TV and Radio.)
Select File, General Administration Department, Desk-XXIX.
- * By letter.

SACHIN R. KAWALE,
Under Secretary / G.A.D.

सामान्य प्रशासन विभाग

हुतात्मा राजगुरू चौक, मादाम कामा रोड, मंत्रालय,
मुंबई ४०० ०३२, दिनांक ४ डिसेंबर, २०२४.

अधिसूचना

क्रमांक सार्वसु ११२४/प्र.क्र.११/जपुक (२९).—शासनाने सन २०२५ सालासाठी राज्य शासकीय कार्यालयांना एकूण २४ सार्वजनिक सुट्या परक्राम्य संलैख अधिनियम, १८८१ (१८८१ चा २६) कलम २५ करिता अधिसूचना क्र.सार्वसु ११२४/प्र.क्र.११/जपुक (२९), दि. ४ डिसेंबर, २०२४ अन्वये अधिसूचित केल्या आहेत.

२. राज्य शासनाने आता खालील अतिरिक्त सुट्टी राज्य शासकीय कार्यालये, राज्य शासनाचे उपक्रम तसेच महानगरपालिका, नगर परिषद, नगर पंचायत, जिल्हा परिषद, पंचायत समिती आणि ग्रामपंचायत यांच्यासाठी जाहीर करण्याचा निर्णय घेतला आहे :-

| अ.क्र. | सुट्टीचा दिवस | इंग्रजी तारीख | भारतीय सौर दिनांक | वार |
|--------|---------------|------------------|---------------------|---------|
| १ | भाऊबीज | २३ ऑक्टोबर, २०२५ | ०१ कार्तिक शके १९४७ | गुरुवार |

महाराष्ट्राचे राज्यपाल यांच्या आदेशानुसार व नावाने,

दिलीप देशपांडे,
शासनाचे उप सचिव.

क्रमांक : सार्वसु-११२४/प्र.क्र.११/जपुक (२९)

सामान्य प्रशासन विभाग,

मादाम कामा मार्ग, हुतात्मा राजगुरू चौक,

मंत्रालय, मुंबई ४०० ०३२.

दिनांक ४ डिसेंबर, २०२४.

प्रति,

- मा.राज्यपाल यांचे प्रधान सचिव,
मा.राज्यपाल यांचे परिवार प्रबंधक,
मा.सभापती/मा.अध्यक्ष, महाराष्ट्र विधानपरिषद/विधानसभा, यांचे सचिव,
मा.उप सभापती/मा.उपाध्यक्ष, महाराष्ट्र विधानपरिषद/विधानसभा, यांचे खाजगी सचिव,
मा.मुख्यमंत्री यांचे अपर मुख्य सचिव, मंत्रालय, मुंबई,
मा.उप मुख्यमंत्री यांचे सचिव, मंत्रालय, मुंबई,
सर्व मा.मंत्री/मा.राज्यमंत्री यांचे खाजगी सचिव /स्वीय सहायक,
मा.विरोधी पक्षनेता, महाराष्ट्र विधानपरिषद / विधानसभा, यांचे स्वीय सहायक,
मुख्य सचिव, सामान्य प्रशासन विभाग, मंत्रालय, मुंबई,
सर्व अपर मुख्य सचिव/प्रधान सचिव/सचिव, सर्व मंत्रालयीन विभाग, मंत्रालय, मुंबई,
सर्व मंत्रालयीन विभाग, मंत्रालय, मुंबई,
* महाप्रबंधक, उच्च न्यायालय, मुंबई,
* प्राथोनेटरी व सिनियर मास्टर, मूळ शाखा, उच्च न्यायालय, मुंबई,
* प्रबंधक, अपील शाखा, उच्च न्यायालय, मुंबई,
* सचिव, महाराष्ट्र लोकसेवा आयोग, मुंबई,
* प्रधान सचिव, महाराष्ट्र विधानमंडळ सचिवालय, मुंबई / नागपूर,
* प्रबंधक, लोक आयुक्त व उप लोक आयुक्त यांचे कार्यालय, मुंबई,
मुख्य आयुक्त, राज्य माहिती आयोग, मुंबई,
मुख्य आयुक्त, सेवा हक्क कायदा, मुंबई,
सर्व विभागीय आयुक्त,
सर्व जिल्हाधिकारी,
सर्व जिल्हा परिषदांचे मुख्य कार्यकारी अधिकारी,
मंत्रालयाच्या निरनिराळ्या विभागांखालील सर्व विभाग प्रमुख /कार्यालय प्रमुख,
महालेखापाल, लेखा व अनुज्ञेयता, महाराष्ट्र-१, मुंबई,
महालेखापाल, लेखा व अनुज्ञेयता, महाराष्ट्र-२, नागपूर,
महालेखापाल, लेखापरीक्षा, महाराष्ट्र-१, मुंबई,
महालेखापाल, लेखापरीक्षा, महाराष्ट्र-२, नागपूर,
उप महालेखापाल, भविष्य निर्वाह निधी कक्ष, मुंबई,
अधिदान व लेखा अधिकारी, मुंबई,
निवासी लेखा परीक्षा अधिकारी, मुंबई,

- * प्रादेशिक संचालक, महाराष्ट्र आणि गोवा, भारतीय रिझर्व्ह बँक, मुंबई प्रादेशिक कार्यालय, फोर्ट, मुंबई-१,
- * मुख्य महाव्यवस्थापक, मानव संसाधन व्यवस्थापन विभाग, भारतीय रिझर्व्ह बँक, मुंबई प्रादेशिक कार्यालय, फोर्ट, मुंबई-१,
- * महाव्यवस्थापक, एकात्मिक बँकिंग विभाग, भारतीय रिझर्व्ह बँक, मुंबई प्रादेशिक कार्यालय, फोर्ट, मुंबई-१,
- * सचिव, मुंबई पोर्ट ट्रस्ट, मुंबई,
आयुक्त, सर्व महानगरपालिका,
- * सर्व राज्यांचे मुख्य सचिव,
- * भारत सरकारची सर्व मंत्रालये, नवी दिल्ली,
- * महाव्यवस्थापक, मध्य रेल्वे, छत्रपती शिवाजी महाराज टर्मिनस, मुंबई,
- * महाव्यवस्थापक, पश्चिम रेल्वे, चर्चगेट, मुंबई,
- * समाहारक, सीमाशुल्क, मुंबई,
- * आयकर आयुक्त, मुंबई,
- * समाहारक, केंद्रीय उत्पादन शुल्क, मुंबई,
- * प्रादेशिक पारपत्र अधिकारी, वरळी, मुंबई,
- * विशेष आयुक्त, महाराष्ट्र सदन, नवी दिल्ली,
- * संचालक, महाराष्ट्र परिचय केंद्र, नवी दिल्ली,
- * व्यवस्थापक, इंडस्ट्रियल डेव्हलपमेंट बँक ऑफ इंडिया, आय.डी.बी.आय.टॉवर, कफ परेड, कुलाबा, मुंबई-०५
- * सचिव, भारत निवडणूक आयोग, निर्वाचन सदन, अशोका रस्ता, नवी दिल्ली-११० ००१,
- * सचिव, राज्य निवडणूक आयोग, नवीन प्रशासन भवन, मंत्रालयासमोर, मुंबई
- * सचिव, इंडियन बँक्स असोसिएशन, स्टेडियम हाऊस, ६ वा मजला, वीर नरीमन रोड, मुंबई-२०,
महासंचालक, माहिती व जनसंपर्क महासंचालनालय, मंत्रालय, मुंबई-४०० ०३२ (त्यांना विनंती करण्यात येते की, त्यांनी आवश्यक ते प्रसिध्दीपत्रक निर्गमित करावे, तसेच आकाशवाणी व दूरदर्शनद्वारे प्रसिध्दी द्यावी.)
निवडनस्ती / सामान्य प्रशासन विभाग-२९

* पत्राद्वारे.

सचिन र. कावळे,
अवर सचिव, सामान्य प्रशासन विभाग.

| अ. क्र. | अनुसूचित उद्योगाचे नाव | कार्यावाहकी बाबतचे | परिवर्धननिहाय किमान मूळ वेतन दर (दरमहा रुपये) | | | | | | | | | | | |
|---------|-------------------------------------|--------------------|---|-------------------------------------|-----------------|--------------------------------|-------------------------------------|-----------------|--------------------------------|-------------------------------------|-----------------|--|--|--|
| | | | परिवर्धक १ | | | परिवर्धक २ | | | परिवर्धक ३ | | | | | |
| | | | किमान मूळ वेतन दर (Basic Rate) | विशेष भत्त्याची रक्कम (प्रती महिना) | एकूण किमान वेतन | किमान मूळ वेतन दर (Basic Rate) | विशेष भत्त्याची रक्कम (प्रती महिना) | एकूण किमान वेतन | किमान मूळ वेतन दर (Basic Rate) | विशेष भत्त्याची रक्कम (प्रती महिना) | एकूण किमान वेतन | | | |
| ६१ | स्थानिक स्वराज्य संस्था आग्रामंचायत | १ कुशल | १२,१२५ | ३,४१० | १५,५३५ | १३,७६० | ३,४१० | १७,१७० | १२,६६५ | ३,४१० | १६,०७५ | | | |
| | | २ अर्धकुशल | १३,४२० | ३,४१० | १६,८३० | १३,०५५ | ३,४१० | १६,४६५ | ११,९६० | ३,४१० | १५,३७० | | | |
| | | ३ अकुशल | १३,०८५ | ३,४१० | १६,४९५ | १३,७१५ | ३,४१० | १६,१२५ | ११,६२५ | ३,४१० | १५,०३५ | | | |
| ६२ | ग्रामपंचायत आग्राम | १ कुशल | १४,००० | ९,१०० | २३,१०० | १३,००० | ९,१०० | २२,१०० | ११,००० | ९,१०० | २०,१०० | | | |
| | | २ अर्धकुशल | १३,००० | ९,१०० | २२,१०० | १२,००० | ९,१०० | २१,१०० | १०,००० | ९,१०० | १९,१०० | | | |
| | | ३ अकुशल | ११,५०० | ९,१०० | २०,६०० | १०,००० | ९,१०० | १९,१०० | ८,५०० | ९,१०० | १७,६०० | | | |
| ६३ | रंग व रसायने बनविणारा उद्योग | १ कुशल | ८,२०० | ५,७९६ | १३,९९६ | ७,५०० | ५,७९६ | १३,२९६ | ६,५०० | ५,७९६ | १२,२९६ | | | |
| | | २ अर्धकुशल | ७,७०० | ५,७९६ | १३,४९६ | ७,००० | ५,७९६ | १२,७९६ | ६,००० | ५,७९६ | ११,७९६ | | | |
| | | ३ अकुशल | ७,२०० | ५,७९६ | १२,९९६ | ६,५०० | ५,७९६ | १२,२९६ | ५,५०० | ५,७९६ | ११,२९६ | | | |

Signature

•

SECTION 6
GENERAL CONDITIONS OF
CONTRACT

General Conditions of Contract

A. General

1. Definitions

1.1 Terms which are defined in the Contract Data are not also defined in the Conditions of Contract but keep their defined meanings. Capital initials are used to identify defined terms.

The “Contract” shall mean the tender and acceptance thereof and the formal agreement if any, executed between the Contractor, Commissioner and the Corporation together with the documents referred to therein including these conditions and appendices and any special conditions, the specifications, designs, drawings, price schedules, bills of quantities and schedule of rates. All these documents taken together shall be deemed to form one Contract and shall be complementary to one another.

The Contract Data defines the documents and other information which comprise the Contract.

The “Contractor” shall mean the individual or firm or company whether incorporated or not, whose tender has been accepted by the employer and the legal successor of the individual or firm or company, but not (except with the consent of the Employer) any assignee of such person.

The Bidder is a person or corporate body who has desired to submit Bid to carry out the Works, including routine maintenance till the tender process is concluded.

The Contractor's Bid is the completed bidding document submitted by the Contractor to the Employer.

The “Contract Sum” means the sum named in the letter of acceptance including Physical contingencies subject to such addition thereto or deduction there-from as may be made under the provisions hereinafter contained.

Note: The contract sum shall include the following –

- In the case of percentage rate contracts the estimated value of works as mentioned in the tender adjusted by the Contractor’s percentage.
- In the case of item rate contracts, the cost of the work arrived at after finalization of the quantities shown in schedule of items / quantities by the item rates quoted by the tenderers for various items and summation of the extended cost of each item.
- In case of lump sum contract, the sum for which tender is accepted.
- Special discount / rebate / trade discount offered by the tenderer if any and accepted by the Corporation.

- Additions or deletions that are accepted after opening of the tenders.

The “Contract Cost” means the Contract Sum plus Price Variation. This cost shall be included in the letter of acceptance.

A Defect is any part of the Works not completed in accordance with the Contract.

The Defects Liability Certificate is the certificate issued by the Engineer, after the Defect Liability Period has ended and upon correction of Defects by the Contractor.

Drawings means all the drawings, calculations and technical information of a like nature provided by the Engineer to the Contractor under the Contract and all drawings, calculations, samples, patterns, models, operation & maintenance manual and other technical information of like nature submitted by the Contractor and approved by the Engineer.

The Authority shall mean Brihanmumbai Municipal Corporation(BMC)

The “Employer” shall mean the Municipal Corporation for Greater Mumbai / Municipal Commissioner for Greater Mumbai, for the time being holding the said office and also his successors and shall also include all “Additional Municipal Commissioners, Director (Engineering Services & Projects)” and the Deputy Municipal Commissioner, to whom the powers of Municipal Commissioner, have been deputed under Section 56 and 56B of the Mumbai Municipal Corporation Act.

The Engineer in-charge shall mean the Executive Engineer in executive charge of the works and shall include the superior officers of the Engineering department i.e. Dy.Ch.Eng /Ch.Eng. and shall mean and include all the successors in BMC

The Engineer's Representative shall mean the Assistant Engineer, Sub. Engineer/Jr. Engineer in direct charge of the works and shall include Sub Eng./ Jr. Eng of Civil section/ Mechanical section/ Electrical section appointed by BMC.

The “Engineer” shall mean the City Engineer / the Hydraulic Engineer / the Chief Engineer / the Special Engineer, appointed for the time being or any other officer or officers of the Municipal Corporation who may be authorized by the commissioner to carry out the functions of the City Engineer / the Hydraulic Engineer / the Chief Engineer / the Special Engineer or any other competent person appointed by the employer and notified in writing to the Contractor to act in replacement of the Engineer from time to time.

Contractor's Equipment means all appliances and things of whatsoever nature required for the execution and completions of the Works and the remedying of any defects therein, but does not include plant material or other things intended to form or forming part of the Permanent Works.

The Initial Contract Price is the Contract Price listed in the Employer's Letter of Acceptance.

The Intended Completion Date is the date on which it is intended that the Contractor shall complete the construction works. The Intended Completion Date is specified in the Contract Data. The Intended Completion Date may be revised only by the Engineer by issuing an extension of time.

Materials are all supplies, including consumables, used by the Contractor for incorporation in the Works and works of routine maintenance.

Plant is any integral part of the Works that shall have a mechanical, electrical, electronic, chemical, or biological function.

Routine Maintenance is the maintenance of activities of the completed structure for five years as specified in the Contract Data.

The “Site” shall mean the land and other places including water bodies more specifically mentioned in the special conditions of the tender, on, under in or through which the permanent works or temporary works are to be executed and any other lands and places provided by the Municipal Corporation for working space or any other purpose as may be specifically designated in the contract as forming part of the site.

Site Investigation Reports are those that were included in the bidding documents and are reports about the surface and subsurface conditions at the Site.

“Specification” shall mean the specification referred to in the tender and any modification thereof or addition or deduction thereto as may from time to time be furnished or approved in writing by the Engineer.

The Start Date/Commencement Date is given in the Contract Data. It is the date when the Contractor shall commence execution of the Works. It does not necessarily coincide with any of the Site Possession Dates.

A Nominated Sub-Contractor is a person or corporate body who has a Contract with the Contractor to carry out a part of the construction work and/or routine maintenance in the Contract, which includes work on the Site.

Temporary Works are works designed, constructed, installed, and removed by the Contractor that are needed for construction or installation of the Works.

Variation means a change to the:-

- i. Specification and /or Drawings (if any) which is instructed by the Employer.
- ii. Scope in the Contract which is instructed by the Employer.
- iii. Price in the Contract which is instructed by the Employer.

The Works, as defined in the Contract Data, are what the Contract requires the Contractor to construct, install, maintain, and turn over to the Employer. Routine maintenance is defined separately.

Jurisdiction: In case of any claim, dispute or difference arising in respect of a contract, the cause of action thereof shall be deemed to have arisen in Mumbai and all legal proceedings in respect of any claim, dispute or difference shall be instituted in a competent court in the City of Mumbai only.

2. Interpretation

- 2.1 In interpreting these Conditions of Contract, singular also means plural, male also means female or neuter, and the other way around. Headings have no significance. Words have their normal meaning under the language of the Contract unless specifically defined. The Engineer will provide instructions clarifying queries about these Conditions of Contract.
- 2.2 If sectional completion is specified in the Contract Data, references in the Conditions of Contract to the Works, the Completion Date, and the Intended Completion Date apply to any Section of the Works (other than references to the Completion Date and Intended Completion Date for the whole of the Works).
- 2.3 The documents forming the Contract shall be interpreted in the following documents: (1) Agreement, (2) Letter of Acceptance, (3) Notice to Proceed with the Work , (4) Contractor's Bid, (5) Contract Data, (6) Special Conditions of Contract Part (7) General Conditions of Contract Part I, (8) Specifications, (9) Drawings, (10) Bill of Quantities, and (11) Any other document listed in the Contract Data.

3. Engineer's Decisions

- 3.1 Except where otherwise specifically stated, the Engineer will decide contractual matters between the Employer and the Contractor in the role representing the Employer. However, if the Engineer is required under the rules and regulations and orders of the Employer to obtain prior approval of some other authorities for specific actions, he will so obtain the approval, before communicating his decision to the Contractor.
- 3.2 Except as expressly stated in the Contract, the Engineer shall not have any authority to relieve the Contractor of any of his obligations under the contract.

4. Delegation

- 4.1 The Engineer, with the approval of the Employer, may delegate any of his duties and responsibilities to other person(s), except to the Adjudicator, after notifying the Contractor, and may cancel any delegation after notifying the Contractor.

5. Communications

All certificates, notices or instructions to be given to the Contractor by Employer/ Engineer shall be sent on the address or contact details given by the Contractor of Bid. The address and contact details for communication with the Employer/ Engineer shall be as per the details given in Contract Data. Communications between parties that are referred to in the conditions shall be in writing. The Notice sent by facsimile (fax) or other electronic means shall be effective on confirmation of the transmission. The Notice sent by Registered post or Speed post shall be effective on delivery or at the expiry of the normal delivery period as undertaken by the postal service.

6. Subcontracting

6.1 Unless specifically mentioned in the contract subletting will not be allowed. Subletting, where otherwise provided by the contract shall not be more than 25% of the contract price.

6.2 The Contractor shall not be required to obtain any consent from the Employer for:

- a. the sub-contracting of any part of the Works for which the Subcontractor is named in the Contract;
- b. The provision for labour, or labour component.
- c. The purchase of Materials which are in accordance with the standards specified in the Contract.

6.3 Beyond what has been stated in clauses 6.1 and 6.2, if the Contractor proposes sub contracting any part of the work during execution of the Works, because of some unforeseen circumstances to enable him to complete the Works as per terms of the Contract, the Employer will consider the following before according approval:

- a. The Contractor shall not sub-contract the whole of the Works.
- b. The permitted subletting of work by the Contractor shall not establish any contractual relation-ship between the sub-contractor and the BMC and shall not relieve the Contractor of any responsibility under the Contract.

6.4 The Engineer should satisfy himself before recommending to the Employer whether

- a. the circumstances warrant such sub-contracting; and
- b. The sub-Contractor so proposed for the Work possesses the experience, qualifications and equipment necessary for the job proposed to be entrusted to him.

7. Other Contractors

- 7.1 The Contractor shall cooperate and share the Site with other Contractors, public authorities, utilities, and the Employer between the dates given in the Schedule of Other Contractors, as referred to in the Contract Data. The Contractor shall also provide facilities and services for them as described in the Schedule. The Employer may modify the Schedule of Other Contractors, and shall notify the Contractor of any such modification.
- 7.2 The Contractor should take up the works in convenient reaches as decided by the Engineer to ensure there is least hindrance to the smooth flow and safety of traffic including movement of vehicles and equipment of other Contractors till the completion of the Works.

8. Personnel

- 8.1 The Contractor shall employ for the construction work and routine maintenance the key personnel including technical personnel named in the Contract Data or other personnel approved by the Engineer. The Engineer will approve any proposed replacement of technical personnel only if their relevant qualifications and abilities are substantially equal to those of the personnel stated in the Contract Data.
- 8.2 The Contractor's personnel shall appropriately be qualified, skilled and experienced in their respective trades or occupations. The Engineer shall have authority to remove, or cause to be removed, any person employed on the site or works, who carries out duties incompetently or negligently and persists in any conduct which is prejudicial to safety, health or the protection of the environment.
- 8.3 If the Engineer asks the Contractor to remove a person who is a member of the Contractor's staff or work force, stating the reasons, the Contractor shall ensure that the person leaves the Site within seven days and has no further connection with the Works in the Contract.
- 8.4 The Contractor shall not employ any retired Gazetted officer who has worked in the Engineering Department of the BMC /State Government and has either not completed two years after the date of retirement or has not obtained BMC/State Government's permission to employment with the Contractor.

9. Employer's and Contractor's Risks

- 9.1 The Employer carries the risks which this Contract states are Employer's risks, and the Contractor carries the risks which this Contract states are Contractor's risks.

10. Employer's Risks

- 10.1 The Employer is responsible for the excepted risks which are (a) in so far as they directly affect the execution of the Works in the Employer's country, the risks of war, invasion, act of foreign enemies, rebellion, revolution, insurrection or military or usurped power, civil war, riot, commotion or disorder (unless restricted to the Contractor's employees) and contamination from any nuclear fuel or nuclear waste or radioactive toxic explosive, or (b) a cause due solely to the design of the Works, other than the Contractor's design.

11. Contractor's Risks

- 11.1 All risks of loss of or damage to physical property and of personal injury and death which arise during and in consequence of the performance of the Contract other than the excepted risks, referred to in clause 11.1, are the responsibility of the Contractor.

12. Insurance

- 12.1 The Contractor at his cost shall provide, in the joint names of the Employer and the Contractor, insurance cover from the Start Date to the end of Defects Liability Period, in the amounts and deductibles stated in the Contract Data for the following events which are due to the Contractor's risks:
- A) Loss of or damage to the Works, Plant and Materials;
 - B) Loss of or damage to Equipment;
 - C) Loss of or damage to property (other than the Works, Plant, Materials, and Equipment) in connection with the Contract; and
 - D) Personal injury or death.
- 12.2 Insurance policies and certificates for insurance shall be delivered by the Contractor to the Engineer for the Engineer's approval before the Start Date. All such insurance shall provide for compensation to be payable in the types and proportions of currencies required to rectify the loss or damage incurred.
- 12.3 Alterations to the terms of insurance shall not be made without the approval of the Engineer.
- 12.4 Both parties shall comply with any conditions of the insurance policies.
- 12.5 If the Contractor does not provide any of the policies and certificates required, the Employer may affect the insurance which the Contractor should have provided and recover the premiums the Employer has paid, from payments otherwise due to the Contractor or if no payment is due, the payment of premiums shall be debt due.

13. Site Investigation Reports

13.1 The Contractor, in preparing the Bid, may rely, at his own risk, on any Site Investigation Reports referred to in the Contract Data, supplemented by any other information available to him, before submitting the bid.

14. Queries about the Contract Data

14.1 The Engineer will clarify queries on the Contract Data.

15. Contractor to Construct the Works and Undertake Maintenance (if specified in the tender)

15.1 The Contractor shall construct, and install and maintain the Works in accordance with the Specifications and Drawings and as per instructions of the Engineer.

15.2 The Contractor shall construct the works with intermediate technology, i.e., by manual means with medium input of machinery required to ensure the quality of works as per specifications. The Contractor shall deploy the equipment and machinery as required in the contract.

15.3 The Contractor shall take all reasonable steps to protect the environment on and off the Site and to avoid damage or nuisance to persons or to property of the public or others resulting from pollution, noise or other causes arising as a consequence of his methods of operation.

During continuance of the contract, the Contractor and his sub-contractors shall abide at all times by all existing enactments on environmental protection and rules made there under, regulations, notifications and byelaws of the State or Central Government, or local authorities and any other law, bye-law, regulations that may be passed or notification that may be issued in future by the State or Central Government or the local authority. Salient features of some of the major laws that are applicable are given below:

- The Water (Prevention and Control of Pollution) Act, 1974, this provides for the prevention and control of water pollution and the maintaining and restoring of wholesomeness of water. 'Pollution' means such contamination of water or such alteration of the physical, chemical or biological properties of water or such discharge of any sewage or trade effluent or of any other liquid, gaseous or solid substance into water (whether directly or indirectly) as may, or is likely to, create a nuisance or render such water harmful or injurious to public health or safety, or to domestic, commercial, industrial, agricultural or other legitimate uses, or to the life and health of animals or plants or of aquatic organisms.

- The Air (Prevention and Control of Pollution) Act, 1981, this provides for prevention, control and abatement of air pollution. 'Air Pollution' means the presence in the atmosphere of any 'air pollutant', which means any solid, liquid or gaseous substance (including noise) present in the atmosphere in such concentration as may be or tend to be injurious to human beings or other living creatures or plants or property or environment.
- The Environment (Protection) Act, 1986, this provides for the protection and improvement of environment and for matters connected therewith, and the prevention of hazards to human beings, other living creatures, plants and property. 'Environment' includes water, air and land and the inter-relationship which exists among and between water, air and land, and human beings, other living creatures, plants, micro-organism and property.
- The Public Liability Insurance Act, 1991, This provides for public liability insurance for the purpose of providing immediate relief to the persons affected by accident occurring while handling hazardous substances and for matters connected herewith or incidental thereto. Hazardous substance means any substance or preparation which is defined as hazardous substance under the Environment (Protection) Act 1986, and exceeding such quantity as may be specified by notification by the Central Government.

16. The Works and Routine Maintenance to be completed by the Intended Completion Date

16.1 The Contractor may commence execution of the Works on the Start Date and shall carry out the Works and Routine Maintenance, if specified in the tender, in accordance with the Program submitted by the Contractor, as updated with the approval of the Engineer, and complete them by the Intended Completion Date.

17. Approval by the Engineer

- 17.1 The Contractor shall submit Specifications and Drawings showing the proposed Temporary Works to the Engineer, who is to approve them if they comply with the Specifications and Drawings.
- 17.2 The Contractor shall be responsible for design and safety of Temporary Works.
- 17.3 The Engineer's approval shall not alter the Contractor's responsibility for design and safety of the Temporary Works.
- 17.4 The Contractor shall obtain approval of third parties to the design of the Temporary Works, where required.

- 17.5 All Drawings prepared by the Contractor for the execution of the temporary or permanent Works, are subject to prior approval by the Engineer before their use.

18. Safety

18.1 The Contractor shall be responsible for the safety of all activities on the Site. He shall comply with all applicable safety requirements and take care of safety of all persons entitled to be on the site and the works. He shall use reasonable efforts to keep the site and the works, both during construction and maintenance, clear of unnecessary obstruction so as to avoid danger to the persons and the users.

- Workers employed on mixing asphaltic materials, cement and lime mortars shall be provided with protective footwear and protective goggles.
- Stone breaker shall be provided with protective goggles and protective clothing and seated at sufficiently safe intervals.
- The area should be barricaded or cordoned off by suitable means to avoid mishaps of any kind. Power warning signs should be displayed for the safety of the public whenever cleaning works are undertaken during night or day.
- The workers engaged for cleaning the manholes/sewers should be properly trained before allowing working in the manhole.

18.2 Safety Programs:-

- I.** Have adequate safety supervision in place to ensure that safety programs set up by the firms/agencies are in compliance with prevalent laws and regulations.
- II.** Review safety programs developed by each of the trade firms, prepare and submit a comprehensive safety program.
- III.** Monitor day to day implementation of safety procedures.

18.3 First Aid Facilities: -

- i.** At every work place there shall be provided and maintained, so as to be easily accessible during working hours, first-aid boxes at the rate of not less than one box for 150 contract labour or part thereof ordinarily employed.
- ii.** The first-aid box shall be distinctly marked with a red cross on white back ground.
- iii.** Adequate arrangements shall be made for immediate recoupment of the equipment when necessary.
- iv.** Nothing except the prescribed contents shall be kept in the First-aid box.

- v. The first-aid box shall be kept in charge of a responsible person who shall always be readily available during the working hours of the work place.
- vi. A person in charge of the First-aid box shall be a person trained in First-aid treatment, in the work places where the number of contract labour employed is 150 or more.

19. Discoveries

19.1 Anything of historical or other interest or of significant value unexpectedly discovered on the Site shall be the property of the Employer. The Contractor shall notify the Engineer of such discoveries and carry out the Engineer's instructions for dealing with them.

20. Possession of the Site

~~20.1 The Employer shall handover complete or part possession of the site to the Contractor 7 days in advance of construction programme. At the start of the work, the Employer shall handover the possession of at least 75% of the site free of all encumbrances, the remaining 25 % of the possession as per contractor's construction programme.~~

21. Access to the Site

21.1 The Contractor shall allow access to the Site and to any place where work in connection with the Contract is being carried out, or is intended to be carried out to the Engineer and any person/persons/agency authorized by: a. The Engineer b. The Employer or authorized by the Employer.

22. Instructions

22.1 The Contractor shall carry out all instructions of the Engineer, which comply with the applicable laws where the Site is located.

22.2 The Contractor shall permit the appointed and/or authorized persons to inspect the Site and/or accounts and records of the Contractor and its subcontractors relating to the performance of the Contract, and to have such accounts and records audited by auditors appointed, if so required. The Contractor's attention is invited to Clause of 'Fraud and Corruption', which provides, inter alia, that acts intended to materially impede the exercise of the inspection and audit rights provided for under the Clause & constitute a obstructive practice subject to contract termination.

22.3 Engineer to have power to issue further drawings or instructions:

The Engineer shall have the power and authority from time to time and at all times to make and issue such further drawings and to give such further instructions and directions as may appear to him necessary or proper for the guidance of the contractor and the good and sufficient execution

of the works according to terms of the specifications and Contractor shall receive, execute, obey and be bound by the same, according to the true intent and meaning thereof, as fully and effectually as though the same had accompanied or had been mentioned or referred to in the specification, and the Engineer may also alter or vary the levels or position of nature of works contemplated by the specifications, or may order any of the works contemplated thereby to be omitted, with or without the substitution of any other works in lieu thereof, or may order any work or any portion of work executed or partially executed, to be removed, changed or altered, added if needful, may order that other works shall be substituted instead thereof and difference of expense occasioned by any such diminution or alteration so ordered and directed shall be added to or deducted from the amount of this Contract, as provided under condition no.10(a) hereinafter.

No work which radically changes the original nature of the Contract shall be ordered by the Engineer and in the event of any deviation being ordered which in the opinion of the Contractor changes the original nature of Contract he shall nevertheless carry it out and disagreement as to the nature of the work and the rate to be paid therefore shall be resolved in accordance with condition no.13d.

The time for completion of the Works, shall be in even of any deviations resulting in additional cost over the contract price being ordered, be extended or reduced reasonably by the Engineer. The Engineer's decision in this case shall be final.

B. Time Control

23. Programme

23.1 Within the time stated in the Contract Data, the Contractor shall submit to the Engineer for approval a Programme, including Environment Management Plan showing the general methods, arrangements, order, and timing for all the activities in the Works, along with monthly cash flow forecasts for the construction of works.

After the completion of the construction works, the programme for the Routine Maintenance Work, showing the general methods, arrangements, order and timing for all the activities involved in the Routine Maintenance will also be submitted by the Contractor to the Engineer for approval if specified in the tender. The programme for Routine Maintenance will be submitted in each year for the period of Maintenance.

23.2 The Contractor shall submit the list of equipment and machinery being brought to site, the list of key personnel being deployed, the list of machinery/ equipments being placed in field laboratory and the location of field laboratory along with the Programme. The Engineer shall cause these details to be verified at each appropriate stage of the programme.

23.3 An update of the Programme shall be a programme showing the actual progress achieved on each activity and the effect of the progress achieved on the timing of the remaining Works, including any changes to the sequence of the activities.

23.4 The Contractor shall submit to the Engineer for approval an updated Programme at intervals no longer than the period stated in the Contract Data. If the Contractor does not submit an updated Programme within this period, the Engineer may withhold the amount stated in the Contract Data from the next payment certificate and continue to withhold this amount until the next payment after the date on which the overdue Programme has been submitted.

23.5 The Engineer's approval of the Programme shall not alter the Contractor's obligations. The Contractor may revise the Programme and submit it to the Engineer again at any time. A revised Programme shall show the effect of Variations and Compensation Events.

24. Extension of Time In Contracts:

Subject to any requirement in the contract as to completion of any portions or portions of the works before completion of the whole, the contractor shall fully and finally complete the whole of the works comprised in the contract (with such modifications as may be directed under conditions of this contract) by the date entered in the contract or extended date in terms of the following clauses:

a) Extension attributable to BMC

- i. Extension Due To Modification:** If any modifications have been ordered which in the opinion of the Engineer have materially increased the magnitude of the work, then such extension of the contracted date of completion may be granted as shall appear to the Engineer to be reasonable in the circumstances, provided moreover that the Contractor shall be responsible for requesting such extension of the date as may be considered necessary as soon as the cause thereof shall arise and in any case **should not be less than 30 days before the expiry of the date fixed for completion of the works.**
- ii. Extension For Delay Due To BMC:** In the event of any failure or delay by the BMC to hand over the Contractor possession of the lands necessary for the execution of the works or to give the necessary notice to commence the works or to provide the necessary drawings or instructions or any other delay caused by the BMC due to any other cause whatsoever, then such failure or delay shall in no way affect or vitiate the contract or alter the character thereof or entitle the contractor to damages or compensation therefore, but in any such case, the BMC may grant such extension(s) of the completion date as may be considered reasonable.

Note: For extension of time period as governed in (i) and (ii) above, any modifications in design/drawings, specifications, quantities shall be needed to be justified with recorded reasons with approval of Ch. Officer. For not anticipating the same while preparing estimates and draft tender.

- b) **Extension Of Time For Delay Due To Contractor:** The time for the execution of the work or part of the works specified in the contract documents shall be deemed to be the essence of the contract and the works must be completed no later than the date(s) / the programme for completion of work as specified in the contract. If the contractor fails to complete the works within the time as specified in the contract for the reasons other than the reasons specified in above as (a.i) and (a.ii), the BMC may, if satisfied that the works can be completed by the contractor within reasonable short time thereafter, allow the contractor for further extension of time as the Engineer may decide. On such extension the BMC will be entitled without prejudice to any other right and remedy available on that behalf, to recover the compensation as governed by Clause 8(e) of GCC.

For the purpose of this Clause, the contract value of the works shall be taken as value of work as per contract agreement including any supplementary work order/contract agreement issued.

Further, competent authority while granting extension to the currency of contract under Clause (b) of as above may also consider levy of penalty, as deemed fit based on the merit of the case. Also, the reasons for granting extension shall be properly documented.

25. Delays Ordered by the Engineer

25.1 The Engineer may instruct the Contractor to delay the start or progress of any activity within the Works. Delay/delays totaling more than 30 days will require prior written approval of the DMC/AMC.

26. Management Meetings

26.1 The Engineer may require the Contractor to attend a management meeting. The business of a management meeting shall be to review the plans for progress of the Works.

26.2 The Engineer shall record the business of management meetings and provide copies of the record to those attending the meeting. The responsibility of the parties for actions to be taken shall be decided by the Engineer either at the management meeting or after the management meeting and stated in writing to all those who attended the meeting.

C. Quality Control

27.1. Work to be open to Inspection and Contractor or Responsible CRO to be present

All works under or in course of execution or executed in pursuance of the contract shall at all times be open to the inspection and supervision of the Eng-in-charge and his subordinates and the contractor shall at all times during the usual working hours, at all other times, during the usual working hours and at all other times at which reasonable notice of the intention of the Eng-in-charge and his subordinates to visit the works shall have been given to the contractor, either himself be present to receive orders and instruction or have responsible CRO duly accredited in writing present for that purpose. Order given to the contractors' duly authorized CRO shall be considered to have the same force and effect as if they had been given to the contractor himself.

27.2. Notice to Be Given Before Work Is Covered Up

The contractor shall give not less than ten days' notice in writing to the Eng-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 dimension thereof taken before the same is so covered up or placed beyond the reach of measurements and shall not cover up or place beyond the reach of measurement any work without the consent in writing of the Eng-In-Charge or his subordinate 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 contractors expenses, and in default thereof no payment or allowance shall be made for such work or for the materials with which the same was executed

27.3 Works to be executed in accordance with specifications / drawings / orders etc.:

The contractor shall execute the whole and every part of the work the most substantial and workman like manner and both has regards material and every other respect in strict accordance with specifications. The contractor shall also confirm 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 for the purpose of inspection at such office, or on the site or work during office hours. The contractor shall be entitled to receive three sets of contract drawings and working drawings as well as one certified copy of the accepted tender along with the work order free of cost.

~~27.4 Ready Mix Concrete/ Asphalt Mix~~

- ~~i. The contractor shall have to arrange Ready Mix concrete (RMC)/Asphalt from RMC/ASPHALT producing plants registered with BMC~~

- ~~ii. The contractor shall, within a 7 days of award of the work, submit a list of at least three RMC/Asphalt producers with details of such plants including details and number of transit, mixers & pumps etc. to be deployed indicating name of owner/company, its location, capacity, technical establishment.~~

~~The Engineer in charge will reserve right to inspect at any stage and reject the concrete if he is not satisfied about quality of product at the user's end.~~

- ~~iii. The Engineer in charge reserves the right to exercise control over the:-~~

- ~~a. Calibration check of the RMC/Asphalt plant.~~
- ~~b. Weight and quantity check on the ingredients, water and admixtures added for batch mixing for RMC plants~~
- ~~c. Time of mixing of concrete/grade of asphalt.~~
- ~~d. Testing of fresh concrete/asphalt mix, recording of results and declaring the mix fit or unfit for use. This will include continuous control on the work ability during production and taking corrective action, if required.~~
- ~~e. For exercising such control, the Engineer in charge shall periodically depute his authorized representative at the RMC/Asphalt plant. It shall be responsibility of the contractor to ensure that all necessary equipment, manpower & facilities are made available to Engineer in charge and or his authorized representative at RMC/Asphalt plant.~~
- ~~f. All required relevant records of RMC/Asphalt mix shall be made available to the Engineer in charge or his authorized representative. Engineer in charge shall, as required, specify guidelines & additional procedures for quality control & other parameters in respect of material production & transportation of concrete mix which shall be binding on the contractor & the RMC/Asphalt plant. Only concrete as approved in design mix by Engineer in charge shall be produced in RMC plant and transported to the site.~~
- ~~g. The contractor shall have to produce a copy of challan receipts/SCADA reports/VTS reports as issued by the RMC/Asphalt plant as a documentary proof in lieu of supply of RMC/Asphalt mix before releasing payment.~~

28. Identifying Defects

28.1 The Engineer shall check the Contractor's work and notify the Contractor of any Defects that are found. Such checking shall not affect the Contractor's responsibilities. The Engineer may

instruct the Contractor to search for a Defect and to uncover and test any work that the Engineer considers may have a Defect.

28.2 The Contractor shall permit the Employer's technical person(s) to check the Contractor's work and notify the Engineer and Contractor if any defects that are found.

29. Tests

~~29.1 For carrying out mandatory tests as prescribed in the specifications, the Contractor shall establish field laboratory at the location decided by Engineer. The field laboratory will have minimum of equipments as specified in the Contract Data. The contractor shall be solely responsible for:~~

- ~~a. Carrying out the mandatory tests prescribed in the Specifications, and~~
- ~~b. For the correctness of the test results, whether preformed in his laboratory or elsewhere.~~

29.2 If the Engineer instructs the Contractor to carry out a test not specified in the Specification/ Quality Assurance Handbook to check whether any work has a Defect and the test shows that it does, the Contractor shall pay for the test and any samples. If there is no defect, the test shall be a compensation event.

When required by the Engineer-in-charge the contractor(s) shall supply for the purpose of testing samples of all materials proposed to be used in the works. Samples submitted either to govern bulk supplies or required for testing before use shall be in suitable packages to contain them and shall be provided free of charge by the contractor. The cost of testing shall be borne by the contractor even if the result of the sample confirm or do not confirm to the relevant BIS code specifications.

- i. All expenditure required to be incurred for taking the samples conveyance, packing shall be borne by the contractor himself.
- ii. The failed material shall be removed from the site by the contractor at his own cost within a week time of written order of the Engineer-in-charge.

29.3 Setting of Site Laboratories:

~~Contractors shall set up a laboratory at site before commencement of work at their cost for performing various tests and at least the following machines and equipments shall be provided therein—~~

- ~~1. Set of Sieves as per I.R.C. /I.S.~~
- ~~2. Compressive Testing Machine (For new works)~~

- ~~3. Oven, Electrically Operated~~
- ~~4. Weighing Balance (20 kg capacity)~~
- ~~5. 3 m straight edge~~
- ~~6. Sieve shaker~~
- ~~7. First Aid Box~~
- ~~8. Measuring Jar (for silt content)~~
- ~~9. Other Machines/apparatus as may be directed by the Engineer~~
- ~~10. Vernier Caliber~~
- ~~11. Level / Theodolite~~

~~All the test records shall be maintained in the site office and made available as and when required. The laboratory must be established within 15 days from the date of receipt of the orders from Engineer In charge. On failure to do so, a penalty of Rs 1000/- per day shall be imposed.~~

The contractor shall install testing equipment at site. The contractor shall ensure and certify the calibration of the equipment so installed and shall maintain the same in working order throughout the period of construction. The contractor shall also provide necessary technically qualified experienced trained staff for carrying out such tests for using such equipment. The tests shall be carried out under the supervision of the Engineer-in-charge. The calibration shall be checked every twelve months as directed by Engineer-in-charge.

30. Correction of Defects noticed during the Defects Liability Period.

30.1 (a) The Engineer shall give notice to the Contractor of any Defects before the end of the Defects Liability Period, which begins at Completion and ends after five years. The Defects Liability Period shall be extended for as long as Defects remain to be corrected.

(b) Every time notice of Defect/Defects is given, the Contractor shall correct the notified Defect/Defects within the duration of time specified by the Engineer's notice.

(c) The Engineer may issue notice to the Contractor to carry out removal of defects or deficiencies, if any, noticed in his inspection, or brought to his notice. The Contractor shall remove the defects and deficiencies within the period specified in the notice and submit to the Engineer a compliance report.

31. Uncorrected Defects and Deficiencies

31.1 If the Contractor has not corrected a Defect pertaining to the Defect Liability Period under clause and deficiencies in maintenance, to the satisfaction of the Engineer, within the time specified in the Engineer's notice, the Engineer will assess the cost of having the Defect or deficiency corrected, and the Contractor shall pay this amount, on correction of the Defect or deficiency by another agency.

D. Cost Control

32. Variations

The Engineer shall, having regard to the scope of the Works and the sanctioned estimated cost, have power to order, in writing, Variations within the scope of the Works he considers necessary or advisable during the progress of the Works. Such Variations shall form part of the Contract and the Contractor shall carry them out and include them in updated Programmes produced by the Contractor. Oral orders of the Engineer for Variations, unless followed by written confirmation, shall not be taken into account.

33. Payments for Variations

33.1 If rates for Variation items are specified in the Bill of Quantities, the Contractor shall carry out such work at the same rate.

33.2 The rate for Extra/Excess shall be governed by clause 10.A of Standard General Condition of Contract

34. Cash Flow Forecasts

When the Programme is updated, the Contractor shall provide the Engineer with an updated cash flow forecast.

35. Payment Certificates

The payment to the Contractor will be as follows for construction work:

- a. A bill shall be submitted by the Contractor monthly or before the date fixed by the Engineer In-charge for all works executed in the previous month, and the Engineer In-charge shall take or cause to be taken requisite measurement for the purpose of having the same verified and the claim, so far as it is admissible, shall be adjusted, if possible, within 10 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 or his duly authorized CRO whose counter signature to the measurement list shall be sufficient warrant, and Engineer In-Charge may prepare a bill from such list which shall be binding on the contractor in all respects.

- b. The Engineer shall check the Contractor's fortnightly/monthly statement within 14 days and certify the amount to be paid to the Contractor.
- c. The value of work executed shall be determined, based on measurements by the Engineer.
- d. The value of work executed shall comprise the value of the quantities of the items in the Bill of Quantities completed.
- e. The value of work executed shall also include the valuation of Variations and Compensation Events.
- f. The Engineer may exclude any item certified in a previous certificate or reduce the proportion of any item previously certified in any certificate in the light of later information. (g) The contractor shall submit all bills on the printed forms at the office of Engineer In-charge. The charges to be made in the bills shall always be entered at the rates specified in tender.

36. Payments

36.1 Payments shall be adjusted for deductions for advance payments, retention, security deposit, other recoveries in terms of the Contract and taxes at source, as applicable under the law. The Employer shall pay the Contractor the amounts certified by the Engineer within 15 days of the date of each certificate.

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

36.3 No payment shall be made for any work estimated to cost less than Rupees One Thousand till after the whole of work shall have been completed and the certificate of completion given. But in the case of works estimated to cost more than Rs. One Thousand, the contractor shall on submitting a monthly bill therefore be entitled to receive payment proportionate to the part of the work than approved and passed by the Engineer In-charge, whose certificate of such approval and passing of the sum so payable shall be final and conclusive against the contractor. All such intermediate payments shall be regarded as payments by way of advance against the final payments only and not as payments for work actual done and completed and shall not preclude the Engineer In-charge from requiring any bad, unsound, imperfect or unskillful work to be removed or taken away and reconstructed or re-erected nor shall any such payment be considered as an admission of the due performance of the contract or any part thereof in any respect or the offering of any claim not shall it conclude, determine or effect in any other way, the powers of

the Engineer In-charge as to the final settlement and adjustment of the accounts or otherwise, or in any other way vary or effect the contract. The final bill shall be submitted by the Contractor within one month of the date fixed for the completion of the work otherwise the Engineer In-charge's certificate of the measurements and of the total amount payable for the work shall be final and binding on all parties.

37. The Contractor shall not be entitled to compensation to the extent that the Employer's interests are adversely affected by the Contractor for not having given early warning or not having cooperated with the Engineer.

38. TAX

The tenderer shall quote inclusive of all taxes other than GST (Excluding GST), Levies, Duties, Cess etc as applicable at the time of bid submission. GST as applicable shall be paid separately on submission of Bills/invoice. Input Tax Credit of GST as available with the bidder will not be claim separately by BMC. However, while quoting the rates benefit of Input Tax Credit or Exemptions shall be passed on to the BMC by way of Equivalent reduction in quoted price.

39. Currencies -All payments will be made in Indian Rupees.

40. Liquidated Damages- Both, the Contractor and the Employer have agreed that it is not feasible to precisely estimate the amount of losses due to delay in completion of works and the losses to the public and the economy, therefore, both the parties have agreed that the Contractor shall pay liquidated damages to the Employer and not by way of penalty, at the rate per week or part thereof stated in the Contract Data for the period that the Completion Date is later than the Intended Completion Date. Liquidated damages at the same rates shall be withheld if the Contractor fails to achieve the milestones prescribed in the Contract Data. However, in case the Contractor achieves the next milestone, the amount of the liquidated damages already withheld shall be restored to the Contractor by adjustment in the next payment certificate. The Employer and the contractor have agreed that this is a reasonable agreed amount of liquidated damage. The Employer may deduct liquidated damages from payments due to the Contractor. Payment of liquidated damages shall not affect the Contractor's other liabilities.

41. Cost of Repairs- Loss or damage to the Works or Materials to be incorporated in the Works between the Start Date and the end of the Defects Correction periods shall be remedied by the Contractor at his cost if the loss or damage arises from the Contractor's acts or omissions.

E. Finishing the Contract

42. Completion of Construction and Maintenance

42.1 The Contractor shall request the Engineer to issue a certificate of completion of the construction of the works, and the Engineer will do so upon deciding that the works is completed. This shall be governed as per clause no. 8(g) of Standard General Conditions of Contract.

43. Taking Over-The Employer shall take over the works within seven days of the Engineer issuing a certificate of completion of works. The Contractor shall continue to remain responsible for its routine maintenance during the maintenance period if specified in the contract.

44. Final Account

Final joint measurement along with the representatives of the contractor should be taken recorded and signed by the Contractors. Contractors should submit the final bill within 1 month of physical completion of the work.

If the contractor fails to submit the final bill within 1 month, the BMC staff will prepare the final bill based on the joint measurement within next 3 months. Engineer's decision shall be final in respect of claims for defect and pending claims against contractors. No further claims should be made by the Contractor after submission of the final bill and these shall be deemed to have been waived and extinguished. Payment of those items of the bills in respect of which there is no dispute and of items in dispute, for quantities and rates as approved by the Commissioner shall be made within a reasonable period as may be necessary for the purpose of verification etc. After payment of the final bill as aforesaid has been made, the contractor may, if he so desires, reconsider his position in respect of a disputed portion of the final bills and if he fails to do so within 84 days, his disputed claim shall be dealt with as provided in the contract.

~~A percentage of the retention money, over and above the actual retention money as indicated below shall be held back from payments till the finalization of final bill to be submitted as per above and will be paid within 30 days of acceptance of the final bill.~~

| Sr. no. | Amount of Contract Cost | Minimum Payable Amount in final bill |
|---------|-------------------------|--|
| 1 | Upto Rs.5 Crs. | Rs.10 Laes or final bill whichever is more |
| 2 | Upto Rs.25 Crs. | Rs.1 Crore or final bill amount whichever is more |
| 3 | Upto Rs. 50 Crs. | Rs.2 Crores or final bill amount whichever is more |
| 4 | Upto Rs.100 Crs. | Rs.4 Crore or final bill amount whichever is more |
| 5 | More than Rs.100 Crs.. | Rs.7 Crore or final bill amount whichever is more |

The contractors have to submit the bill for the work carried out within 15 days from the date of completion of the work to the respective executing department. If the contractor fails to submit their bills to concerned executing department, penalty or action as shown below will be taken for each delayed bill:-

| | |
|--|-----------------------------|
| After 15 days from the date of completion/running bill up to certain date, up to next 15 days i.e. up to 30 days | Equal to 5% of bill amount |
| Next 15 days up to 45 days from the date of completion/running bill up to specified date | Equal to 10% of bill amount |

| | |
|--|--|
| If not submitted wit in 45 days from the date of completion/ R.A. bill | Bill will not be admitted for payment. |
|--|--|

45. Operating and Maintenance Manuals

45.1 If "as built" Drawings and/or operating and maintenance manuals are required, the Contractor shall supply them by the dates stated in the Contract Data.

45.2 If the Contractor does not supply the Drawings and/or manuals by the dates stated in the Contract Data, or they do not receive the Engineer's approval, the Engineer shall withhold the amount stated in the Contract Data from payments due to the Contractor.

46. Termination

46.1 The Employer or the Contractor may terminate the Contract if the other party causes a fundamental breach of the Contract.

46.2 Fundamental breaches of Contract shall include, but shall not be limited to, the following:

- a. the Contractor stops work for 30 days when no stoppage of work is shown on the current Programme and the stoppage has not been authorized by the Engineer;
- b. the Contractor is declared as bankrupt or goes into liquidation other than for approved reconstruction or amalgamation;
- c. the Engineer gives Notice that failure to correct a particular Defect is a fundamental breach of Contract and the Contractor fails to correct it within a reasonable period of time determined by the Engineer;
- d. the Contractor does not maintain a Security, which is required;
- e. the Contractor has delayed the completion of the Works by the number of days for which the maximum amount of liquidated damages can be paid, as defined in relevant clause.
- f. the Contractor fails to provide insurance cover as required under relevant clause .
- g. if the Contractor, in the judgment of the Employer, has engaged in the corrupt or fraudulent practices as defined in GCC in competing for or in executing the Contract.
- h. if the Contractor fails to set up a field laboratory with the prescribed equipment, within the period specified in the Contract Data; and
- i. any other fundamental breaches as specified in the Contract Data.
- j. if the Contractor fails to deploy machinery and equipment or personnel as specified in the Contract Data at the appropriate time.

46.3 When either party to the contract gives notice of a breach of contract to the Engineer for a cause other than those listed above, the Engineer shall decide whether the breach is fundamental or not.

46.4 Notwithstanding the above, the Employer may terminate the Contract for convenience.

46.5 If the Contract is terminated, the Contractor shall stop work immediately, make the Site safe and secure, and leave the Site as soon as reasonably possible.

47. Payment upon Termination

47.1 If the Contract is terminated because of a fundamental breach of Contract by the Contractor, the Engineer shall issue a certificate for value of the work done and materials ordered less liquidated damages, if any, less advance payments received up to the date of the issue of the certificate and less the percentage to apply to the value of the work not completed, as indicated in the Contract Data. If the total amount due to the Employer exceeds any payment due to the Contractor, the difference shall be recovered from the security deposit, and performance security. If any amount is still left un-recovered it will be a debt due from the Contractor to the Employer

47.2 If the Contract is terminated at the Employer's convenience, the Engineer shall issue a certificate for the value of the work done, the reasonable cost of removal of Equipment, repatriation of the Contractor's personnel employed solely on the Works, and the Contractor's costs of protecting and securing the Works and less advance payments received up to the date of the certificate, less other recoveries due in terms of the Contract, and less taxes due to be deducted at source as per applicable law.

48. Property

48.1 All Materials on the Site, Plant, Equipment, Temporary Works, and Works shall be deemed to be the property of the Employer for use for completing balance construction work if the Contract is terminated because of the Contractor's default, till the Works is completed after which it will be transferred to the Contractor and credit, if any, given for its use.

49. Release from Performance

If the Contract is frustrated by the outbreak of war or by any other event entirely outside the control of the Employer or the Contractor, the Engineer shall certify that the Contract has been frustrated. The Contractor shall make the Site safe and stop work as quickly as possible after receiving this certificate and shall be paid for all work carried out before receiving it and for any work carried out afterwards to which a commitment was made.

E. Other Conditions of Contract

50. Labour

50.1 The Contractor shall, unless otherwise provided in the Contract, make his own arrangements for the engagement of all staff and labour, local or other, and for their payment, housing, feeding and transport.

50.2 The Contractor shall, if required by the Engineer, deliver to the Engineer a return in detail, in such form and at such intervals as the Engineer may prescribe, showing the staff and the number of the several classes of labour from time to time employed by the Contractor on the Site and such other information as the Engineer may require.

“Details of Litigation History” :

If there is no Litigation History, the bidder shall specifically mention that there is no

Litigation History against him as per the clause of Litigation History.

In case there is Litigation History -

Litigation History must cover – Any action of blacklisting, debarring, banning, suspension, deregistration and cheating with MCGM, State Govt., Central Govt. or any authority under State or Central Govt./Govt. Organization initiated against the company, firm, directors, partners or authorized signatory shall be disclosed for last 5 years from the date of submission of bid. Also, bidder must disclose the litigation history for last 5 years from the date of submission of bid about any action like show cause issued, blacklisting, debarring, banning, suspension, deregistration and cheating with MCGM and MCGM is party in the litigation against the company, firm, directors, partners or authorized signatory for carrying out any work for MCGM by any authority of MCGM and the orders passed by the competent authority or by any Court where MCGM is a party. While taking decision on litigation history, the concerned Chief Engineer or D.M.C. Or Director, as may be the case, should consider the details submitted by bidder and take decision based on the gravity of the litigation and the adverse effect of the act of company, firm, directors, partners or authorized signatory on the MCGM works which can

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spoil the quality, output, delivery of any goods or any work execution and within the time frame.

Force Majeure

The Selected Agency shall not be liable for forfeiture of its Performance Guarantee, imposition of liquidated damages or termination for default, if and to the extent that it's delay in performance or other failure to perform its obligations under the contract is the result of an event of Force Majeure. For purposes of this Clause, "Force Majeure" means an event beyond the "reasonable" control of the Selected Agency, not involving the Selected Agency's fault or negligence and not foreseeable. Unforeseen circumstances or causes beyond the control of the Selected Agency include but are not limited to acts of God, war, riot, acts of civil or military authorities, fire, floods, accidents, terrorist activity, strikes or shortages of transportation facilities, fuel, energy, labour or material.

For the Selected Agency to take benefit of this clause it is a condition precedent that the

Selected Agency must promptly notify BMC, in writing of such conditions and the cause thereof within five calendar days of the arising of the Force Majeure event. BMC, or the consultant / committee appointed by BMC shall study the submission of the Selected Agency and inform whether the situation can be qualified one of Force Majeure. Unless otherwise directed by BMC in writing, the Selected Agency shall continue to perform its obligations under the resultant Agreement as far as it is reasonably practical and shall seek all reasonable alternative means for performance of services not prevented by the existence of a Force Majeure event.

In the event of delay in performance attributable to the presence of a force majeure event, the time for performance shall be extended by a period(s) equivalent to the duration of such delay. If the duration of delay continues beyond a period of 30 days, BMC and the Selected Agency shall hold consultations with each other in an endeavour to find a solution to the problem.

Notwithstanding anything to the contrary mentioned above, the decision of BMC shall be final and binding on the Selected Agency.

51. Compliance with Labour Regulations

- a. During continuance of the Contract, the Contractor and his sub-Contractors shall abide at all times by all existing labour enactments and rules made there under, regulations, notifications and bye laws of the State or Central Government or local authority and any other labour law (including rules), regulations, bye laws that may be passed or notification that may be issued under any labour law in future either by the State or the Central Government or the local authority.
- b. Furthermore, the Contractor shall keep the Employer indemnified in case any action is taken against the Employer by the competent authority on account of contravention of any of the provisions of any Act or rules made there under, regulations or notifications including amendments. If the Employer is caused to pay or reimburse, such amounts as may be necessary to cause or observe, or for non-observance of the provisions stipulated in the notifications/bye laws/Acts/Rules/regulations including amendments, if any, on the part of the Contractor, the Engineer/Employer shall have the right to deduct any money due to the Contractor including his amount of performance guarantee. The Employer/Engineer shall also have right to recover from the Contractor any sum required

or estimated to be required for making good the loss or damage suffered by the Employer.

- c. The Contractor shall require his employees to obey all applicable laws, including those concerning safety at work.
- d. The employees of the Contractor and the Sub-Contractor in no case shall be treated as the employees of the Employer at any point of time.

52. Drawings and Photographs of the Works

52.1 The Contractor shall do photography/video photography of the site firstly before the start of the work, secondly mid-way in the execution of different stages of work as required by Engineer In-charge and lastly after the completion of the work. No separate payment will be made to the Contractor for this.

52.2 The Contractor shall not disclose details of Drawings furnished to him and works on which he is engaged without the prior approval of the Engineer in writing. No photograph of the works or any part thereof or plant employed thereon, except those permitted under above clause, shall be taken or permitted by the Contractor to be taken by any of his employees or any employees of his sub-Contractors without the prior approval of the Engineer in writing. No photographs/ Video photography shall be published or otherwise circulated without the approval of the Engineer in writing.

53. The Apprentices Act, 1961

The Contractor shall duly comply with the provisions of the Apprentices Act 1961 (III of 1961), the rules made there under and the orders that may be issued from time to time under the said Act and the said Rules and on his failure or neglect to do so, he shall be subject to all liabilities and penalties provided by the said Act and said Rules.

54 Contract Document

The documents forming the contract are to be taken as mutually explanatory of one another. Unless otherwise provided in the contract, the priority of the documents forming the contract shall be, as follows:

- 1) Contract Agreement (if completed)
- 2) The letter of Acceptance
- 3) The Bid:
- 4) Addendum to Bid; if any
- 5) Tender Document
- 6) The Bill of Quantities:

- 7) The Specification:
- 8) Detailed Engineering Drawings
- 9) Standard General Conditions of Contracts (GCC)
- 10) All correspondence documents between bidder/contractor and BMC.

55. Conflict of Interest

The Applicant shall not have a conflict of interest (the “Conflict of Interest”) that affects the Bidding Process. Any Applicant found to have a Conflict of Interest shall be disqualified. An Applicant shall be deemed to have a Conflict of Interest affecting the Bidding Process, if

1. A constituent of such Applicant is also a constituent of another Applicant; or
2. Such Applicant has the same legal representative for purposes of this Application as any other Applicant; or
3. Such Applicant, or any Associate thereof has a relationship with another Applicant, or any Associate thereof, directly or through common third party/ parties, that puts either or both of them in a position to have access to each other’s information about, or to influence the Application of either or each other; or
4. The Applicant shall be liable for disqualification if any legal, financial or technical adviser of the Authority in relation to the Project is engaged by the Applicant, its Member or any Associate thereof, as the case may be, in any manner for matters related to or incidental to the Project. For the avoidance of doubt, this disqualification shall not apply where such adviser was engaged by the Applicant, its Member or Associate in the past but its assignment expired or was terminated 6 (six) months prior to the date of issue of this TENDER. Nor will this disqualification apply where such adviser is engaged after a period of 3 (three) years from the date of commercial operation of the Project.

56. Applications and costs thereof

No Applicant shall submit more than one Application for the Project. An applicant applying individually shall not be entitled to submit another application either individually. The Applicant shall be responsible for all of the costs associated with the preparation of their Applications and their participation in the Bid Process. The Authority will not be responsible or in any way liable for such costs, regardless of the conduct or outcome of the Bidding Process.

57. Acknowledgment by Applicant

It shall be deemed that by submitting the Application, the Applicant has:

- a. made a complete and careful examination of the tender;
- b. received all relevant information requested from the Authority;

- c. accepted the risk of inadequacy, error or mistake in the information provided in the tender or furnished by or on behalf of the Authority relating to any of the matters referred; and
- d. Agreed to be bound by the undertakings provided by it under and in terms hereof.

“The Authority” shall not be liable for any omission, mistake or error in respect of any of the above or on account of any matter or thing arising out of or concerning or relating to the TENDER or the Bidding Process, including any error or mistake therein or in any information or data given by the Authority.

58. Right to accept or reject any or all Applications/ Bids

Notwithstanding anything contained in this TENDER, “The Authority” reserves the right to accept or reject any Application and to annul the Bidding Process and reject all Applications/ Bids, at any time without any liability or any obligation for such acceptance, rejection or annulment, and without assigning any reasons therefore. In the event that the Authority rejects or annuls all the Bids, it may, in its discretion, invite all eligible Bidders to submit fresh Bids hereunder.

“The Authority” reserves the right to reject any Application and/ or Bid if:

- (a) At any time, a material misrepresentation is made or uncovered, or
- (b) The Applicant does not provide, within the time specified by the Authority, the supplemental information sought by the Authority for evaluation of the Application.

In case it is found during the evaluation or at any time before signing of the Agreement or after its execution and during the period of subsistence thereof including the concession thereby granted by “The Authority”, that one or more of the pre-qualification conditions have not been met by the Applicant, or the Applicant has made material misrepresentation or has given any materially incorrect or false information, the Applicant shall be disqualified forthwith if not yet appointed as the Successful Bidder either by issue of the LOA (Letter of Approval) or entering into of the Agreement, and if the Applicant has already been issued the LOA or has entered into the Concession Agreement, as the case may be, the same shall, notwithstanding anything to the contrary contained therein or in this TENDER, be liable to be terminated, by a communication in writing by “The Authority” to the Applicant, without the Authority being liable in any manner whatsoever to the Applicant and without prejudice to any other right or remedy which the Authority may have under this TENDER, the Bidding Documents, the Concession Agreement or under applicable law.

“The Authority” reserves the right to verify all statements, information and documents submitted by the Applicant in response to the TENDER. Any such verification or lack of such

verification by the Authority shall not relieve the Applicant of its obligations or liabilities hereunder nor will it affect any rights of the Authority there under.

59 The bid shall be rejected if the bidder-

- a. Stipulates the validity period less than 180 days.
- b. Stipulates own condition/conditions.
- c. Does not fill and (digital) sign undertaking forms, which are incorporated, in the document.

60 Clarifications

Applicants requiring any clarification on the tender may notify “the Authority” in writing or by fax or e-mail. They should send in their queries before the date specified in the header data. “The Authority” shall Endeavor to respond to the queries within the period specified therein. The responses will be sent by fax and/or e-mail. The Authority will forward all the queries and its responses thereto, to all purchasers of the TENDER without identifying the source of queries.

“The Authority” shall Endeavor to respond to the questions raised or clarifications sought by the Applicants. However, the Authority reserves the right not to respond to any question or provide any clarification, in its sole discretion, and nothing in this Clause shall be taken or read as compelling or requiring the Authority to respond to any question or to provide any clarification, but not later than the date provided in header data.

“The Authority” may also on its own motion, if deemed necessary, issue interpretations and clarifications to all Applicants. All clarifications and interpretations issued by the Authority shall be deemed to be part of the tender. Verbal clarifications and information given by Authority or its employees or representatives shall not in any way or manner be binding on the Authority.

61 Amendment of tender

At any time prior to the deadline for submission of Application, the Authority may, for any reason, whether at its own initiative or in response to clarifications requested by an Applicant, modify the tender by the issuance of Addendum.

Any Addendum thus issued will be sent in writing/ Fax/ Email to all those who have purchased the tender.

In order to afford the Applicants a reasonable time for taking an Addendum into account, or for any other reason, the Authority may, in its sole discretion, extend the Application Due Date.

Preparation and Submission of Application

62. Language

The Application and all related correspondence and documents in relation to the Bidding Process shall be in English language. Supporting documents and printed literature furnished by the Applicant with the Application may be in any other language provided that they are accompanied by translations of all the pertinent passages in the English language, duly authenticated and certified by the Applicant. Supporting materials, which are not translated into English, may not be considered. For the purpose of interpretation and evaluation of the Application, the English language translation shall prevail.

63 Format and signing of Application

The Applicant shall provide all the information sought under this TENDER. The Authority will evaluate only those Applications that are received in the required formats and complete in all respects. Incomplete and /or conditional Applications shall be liable to rejection.

The Applicant will upload bid in One Folder in electronic form which shall contain the scanned certified copies of the documents given below and the documents uploaded has to be digitally signed by the bidder. These copies shall be certified by Practicing Notary approved by the Govt. of Maharashtra or Govt. of India with his stamp, clearly stating his name & registration number, except where original documents are demanded

64. Marking of Applications

The Applicant shall submit the Application in the format specified at Appendix-I, together with the documents, upload in folder as “VENDOR” together with their respective enclosures. Applications submitted by fax, telex, telegram shall not be entertained and shall be rejected outright.

65 Late Applications

Applications received by the Authority after the specified time on the Application Due Date shall not be eligible for consideration and shall be summarily rejected.

66. Confidentiality

Information relating to the examination, clarification, evaluation, and recommendation for the short-listed qualified Applicants shall not be disclosed to any person who is not officially concerned with the process or is not a retained professional advisor advising the Authority in relation to or matters arising out of, or concerning the Bidding Process. The Authority will treat all information, submitted as part of Application, in confidence and will require all those who have access to such material to treat the same in confidence. The Authority may not divulge any such information unless it is directed to do so by any statutory entity that has the power under

law to require its disclosure or is to enforce or assert any right or privilege of the statutory entity and/ or the Authority or as may be required by law or in connection with any legal process.

67. Clarification of Financial Bids

To assist in the examination, evaluation and comparison of Bids, the Engineer may, at his discretion, ask any bidder for clarification of his Bid, including breakdown of unit rates. The request for clarification and the response shall be in writing or by post/facsimile/e-mail. No Bidder shall contact the Engineer on any matter relating to his bid from the time of the bid opening to the time the contract is awarded. Any effort by the Bidder to influence the Engineer in the Engineer's bid evaluation, bid comparison or contract award decisions may result in the rejection of the Bidder's bid.

68 Inspection of site and sufficiency of tender:

1. The Contractor shall inspect and examine the site and its surrounding and shall satisfy himself before submitting his tender as to the nature of the ground and subsoil (so far as is practicable), the form and nature of the site, the quantities and nature of the work and materials necessary for the completion of the works and means of access to the site, the accommodation he may require and in general shall himself obtain all necessary information as to risk, contingencies and other circumstances which may influence or affect his tender. He shall also take into consideration the hydrological and climatic conditions.
2. The Employer may make available to the Contractor data on hydrological and sub-surface conditions as obtained by or on his behalf from investigations relevant to the works but the Contractor shall be responsible for his own interpretation thereof. The contractor shall engage his investigating agency with prior approval of the Engineer from the approved list of such agencies by BMC or Govt. at his cost initially before commencing actual work and which shall be reimbursed immediately subject to satisfaction of the Engineer for faithful compliance and submission of required data regarding such investigation within specified time.
3. The Contractor shall be deemed to have satisfied himself before tendering as to the correctness and sufficiency of his tender for the works and of the rates and prices quoted in the schedule of works / items / quantities, or in Bill of Quantities, which rates and prices shall, except as otherwise provided cover all his obligations under the Contract and all matters and things necessary for proper completion and maintenance of the works. No extra charges consequent on any misunderstanding.
4. **Not Foreseeable Physical Obstructions or Conditions:** If, however, during the execution of the Works the Contractor encounters physical obstructions or physical conditions, other than climatic conditions on the Site, which obstructions or conditions were, in his opinion, not

foreseeable by an experienced contractor, the Contractor shall forthwith give notice thereof to the Engineer. On receipt of such notice, the Engineer shall, if in his opinion such obstructions or conditions could not have been reasonably foreseen by an experienced contractor, after due consultation with the Contractor, determine:

- any extension of time to which the Contractor is entitled and
- The amount of any costs which may have been incurred by the Contractor by reason of such obstructions or conditions having been encountered, which shall be added to the Contract Price.
- and shall notify the Contractor accordingly. Such determination shall take account of any instruction which the Engineer may issue to the Contractor in connection therewith, and any proper and reasonable measures acceptable to the Engineer which the Contractor may take in the absence of specific instructions from the Engineer. However such costings shall be got approved by the competent authority as governed vide rules prevailing with authority.

5. Office for the Engineer (Works costing up to Rs.50 Lakhs)

~~The Contractor shall at his own cost and to satisfaction of the Engineer provide a small temporary office, at the work site which will include tables, chairs and lockers for keeping the records. He shall also make necessary arrangements for drinking water, telephone with a prerequisite of e governance and electronic communication. These offices are not to be allowed on public roads without the written instruction of the Engineer. These offices should be preferably located within 50 to 500 m of the worksite. In case the office is more than 500m away from the worksite, the contractor is to provide conveyance for Municipal Staff.~~

6. Office for the Engineer (Works costing above Rs.50 lakhs)

~~The Contractor shall at his own cost and to satisfaction of the Engineer provide a temporary office at the work site which will include tables, chairs and lockers for keeping the records. He shall also make necessary arrangements for drinking water, latrines, with doors, windows, locks, bolts and fastenings sufficient for security for the Engineer, and his subordinates, as close to the works from time to time in progress as can be conveniently arranged, and shall at his own cost furnish the office with such chairs, tables, lockers, locks and fastenings as may be required by the Engineer, and no expense of any kind in connection with the erection or upkeep of the offices or fittings shall be borne by the Corporation, but all such work shall be carried out by the Contractor and the expenses thereof defrayed by him. The Contractor shall also make water connections and fit up stand pipe with a bib tap at each office. The latrines and the water connections shall be subject to all the conditions herein elsewhere laid down for temporary water connection and latrines generally with all requisite equipments for e governance and electronic and digital communication. These offices are not to be allowed on public roads without the written instruction of the Engineer. These offices should be preferably located within 50 to 500~~

~~m of the worksite. In case the office is more than 500m away from the worksite, the contractor is to provide conveyance. Also, for staff working beyond working hours the contractor has to provide conveyance.~~

~~**7. Permission for provision and removal of office on completion of work:** The tenderer shall obtain permission for provision of site office, cement go down, store, etc. on payment of necessary cost implication. The cement go down, Watchman cabins, etc. shall be provided as directed and shall be removed by the Tenderers on completion of the work at their cost. It is binding on the Tenderer to fulfill requirements of Environmental Authorities. The location of such office shall be finalized and got approved from the Engineer before erection/commencement work.~~

~~**8. Contractor's office near works:** The Contractor shall have an office near the works at which notice from the Commissioner or the Engineer may be served and shall, between the hours of sunrise and sunset on all working days, have a clerk or some other authorized person always present at such office upon whom such notices may be served and service of any notices left with such clerk or other authorized person or at such office shall be deemed good service upon the Contractor and such offices shall have pre-requisite facilities for e-governance.~~

69. Official Secrecy:

The Contractor shall of all the persons employed in any works in connection with the contract that the India Official Secrets Act 1923 (XIX of 1923) applies to them and will continue to apply even after execution of the said works and they will not disclose any information regarding this contract to any third party. The contractor shall also bring into notice that, any information found to be leaked out or disclosed the concern person as well as the Contractor will be liable for penal action; further the Corporation will be at liberty to terminate the contract without notice.

70. Subsequent Legislation:

If on the day of submission of bids for the contract, there occur changes to any National or State statute, Ordinance, decree or other law or any regulation or By-laws or any local or other duly constituted authority or the introduction of any such National or State Statute, Ordinance, decree or by which causes additional or reduced cost to the Contractor, such additional or reduced cost shall, after due consultation with the Contractor, be determined by the concerned Engineering Department of BMC and shall be added to or deducted from the Contract Price with prior approval of competent authority and the concerned Engineering Department shall notify the Contractor accordingly with a copy to the Employer. BMC reserve the right to take decision in respect of addition/reduction of cost in contract.

71. Patent, Right and Royalties:

The contractor shall save harmless and indemnify the Corporation from and against all claims and proceedings for or on account of infringement of any Patent rights, design trademark or name of other protected rights in respect of any constructional plant, machine work, or material used for or in connection with the Works or any of them and from and against all claims, proceedings, damages, costs, charges and expenses whatsoever in respect thereof or in relation thereto. Except where otherwise specified, the contractor shall pay all tonnage and other royalties, rent and other payments or compensation, if any, for getting stone, sand, gravel, clay or other materials required for the works or any of them.

72. Payments, Tax and Claims:

- **The limit for unforeseen claims**

Under no circumstances whatever the contractor shall be entitled to any compensation from BMC on any account unless the contractor shall have submitted a claim in writing to the Engineer-in-charge within 1 month of the case of such claim occurring.

- **No interest for delayed payments due to disputes, etc:**

It is agreed that the Brihanmumbai Municipal Corporation or its Engineer or Officer shall not be liable to pay any interest or damage with respect of any moneys or balance which may be in its or its Engineer's or officer's hands owing to any dispute or difference or claim or misunderstanding between the Municipal Corporation of Greater Bombay or its Engineer or Officer on the one hand and the contractor on the other, or with respect to any delay on the part of the Municipal Corporation of Greater Bombay or its Engineer or Officers in making periodical or final payments or in any other respect whatever.

73. Settlement of Disputes:

- **Termination of contract for death**

If the Contractor is an individual or a proprietary concern and the individual or the proprietor dies and if the Contractor is a partnership concern and one of the legal representative of the individual Contractor or the proprietor of the proprietary concern and in case of partnership, the surviving partners, are capable of carrying out and completing the contract, the Commissioner shall be entitled to cancel the contract as to its uncompleted part without the Corporation being in any way liable to payment of any compensation to the estate of the deceased Contractor and or to the surviving partners of the Contractor's firm on account of the cancellation of the contract. The decision of the Commissioner that the legal representative of the deceased Contractor or surviving partners of the Contractor's firm cannot carry out and complete the

contract shall be final and binding on the parties. In the event of such candeartmentation the Commissioner shall not hold estate of the deceased Contractor and or surviving partners of the Contractor's firm liable in damages for not completing the contract.

- **Settlement of Disputes:**

If any dispute or differences of any kind whatsoever other than those in respect of which, the decision of any person is, by the Contract, expressed to be final and binding) shall arise between the Employer and the Contractor or the Engineer and the Contractor in connection with or arising out of the Contract or carrying out of the Works (Whether during the progress of the Works or after their completion and whether before or after the termination, abandonment or breach of the Contract) it, the aggrieved party may refer such dispute within a period of 7 days to the concerned Addl. Municipal Commissioner who shall constitute a committee comprising of three officers i.e. concerned Deputy Municipal Commissioner or Director (ES&P), Chief Engineer other than the Engineer of the Contract and concerned Chief Accountant. The Committee shall give decision in writing within 60 days. Appeal on the Order of the Committee may be referred to the Municipal Commissioner within 7 days. Thereafter the Municipal Commissioner shall constitute a Committee comprising of three Addl. Municipal Commissioners including Addl. Municipal Commissioner in charge of Finance Department. The Municipal Commissioner within a period of 90 days after being requested to doso shall give written notice of committee's decision to the Contractor. Save as herein provided such decision in respect of every matter so referred shall be final and binding upon both parties until the completion of the works, and shall forthwith be given effect to by the Contractor who shall proceed with the works with due diligence, whether he requires arbitration as hereinafter provided or not. If the Commissioner has given written notice of the decision to the Contractor and no Claim to arbitration has been communicated within a period of 90 days from receipt of such notice the said decision shall remain final and binding upon the Contractor.

74. Arbitration and Jurisdiction:

If the Commissioner shall fail to give notice of the decision as aforesaid within a period of 90 days after being requested as aforesaid, or if the Contractor be dissatisfied with any such decision, then and in any such case the Contractor may within 90 days after receiving notice of such decision or within 90 days after the expirations of the first named period of 90 days (as the case may be) require that the matter or matters in dispute be referred to arbitration as herein after provided. All disputes or differences in respect of which the decision (if any) of the Commissioner has not become final and binding as aforesaid shall be finally settled by Arbitration as follows:

Arbitration shall be effected by a single arbitrator agreed upon the parties. The arbitration shall be conducted in accordance with the provisions of the Arbitration Act, 1996 or any statutory modifications thereof, and shall be held at such place and time within the limits of Brihan Mumbai as the arbitrator may determine. The decision of the arbitrator shall be final and binding upon the parties hereto and the expense of the arbitration shall be paid as may be determined by the arbitrator. Performance under the Contract shall, if reasonably be possible, continued during the arbitration proceedings and payment due to the Contractor by the Employer shall not be withheld unless they are the subject matter of arbitration proceedings. The said arbitrator shall have full power to open up, review and revise any decision, opinion, direction, certification or valuation of the Commissioner and neither party shall be limited in the proceedings before such arbitrator to the evidence or arguments put before the Commissioner for the purpose of obtaining his said decision. No decision given by the Commissioner in accordance with the foregoing provisions shall disqualify him from being called as a witness and giving evidence before the arbitrator on any matters whatsoever relevant to the disputes or difference referred to the arbitrator as aforesaid. All awards shall be in writing and for claims equivalent to Rs.5,00,000 or more such awards shall state reasons for amounts awarded. The expenditure of arbitration shall be paid as may be determined by arbitrator.

In case of any claim, dispute or difference arising in respect of a contract, the cause of action thereof shall be deemed to have arisen in Mumbai and all legal proceedings in respect of any claim, dispute or difference shall be instituted in a competent court in the City of Mumbai only.

75 Copyright:

The copyright of all drawings and other documents provided by the Contractor under the contract shall remain vested in the Contractor or his sub-contractors as the case may be the employer shall have a license to use such drawings and other documents in connection with the design, construction, operation, maintenance of the works. At any time the Employer shall have further license without additional payment to the Contractor to use any such drawings or documents for the purpose of making any improvement of the works or enlargement or duplication of any part thereof, provided that such improvement, enlargement, or duplication by itself or in conjunction with any other improvements, enlargements or duplications already made in accordance with the further license does not result in the duplication of the whole works.

76. Receipts to be signed in firm's name by any one of the partners:

Every receipt for money which may become payable or for any security which may become transferable to the Contractor under these present shall, if signed in the partnership name

by any one of the partners, be a good and sufficient discharge to the Commissioner and Municipal Corporation in respect of the money or security purporting to be acknowledged thereby, and in the event of death of any of the partners during the pendency of this contract, it is hereby expressly agreed that every receipt by any one of the surviving partners shall, if so signed as aforesaid, be good and sufficient discharge as aforesaid provided that nothing in this clause contained shall be deemed to prejudice or effect any claim which the Commissioner or the Corporation may hereafter have against the legal representatives of any partners so dying or in respect of any breach of any of the conditions thereof, provided also that nothing in this clause contained shall be deemed prejudicial or affect the respective rights or obligations of the Contractors and of the legal representatives of any deceased Contractors interest.

77. Proprietary data

All documents and other information supplied by the Authority or submitted by an Applicant to the Authority shall remain or become the property of the Authority. Applicants are to treat all information as strictly confidential and shall not use it for any purpose other than for preparation and submission of their Application. The Authority will not return any Application or any information provided along therewith.

78. Correspondence with the Applicant

Save and except as provided in this TENDER, the Authority shall not entertain any correspondence with any Applicant in relation to the acceptance or rejection of any Application.

79. Price Variation Clause

~~The Contractor shall be reimbursed or shall refund to the Corporation as the case may be the variation in the value of the work carried out from time to time, depending on whether the prices of material and labour as a whole rise or fall, and the method adopted for such computations shall be as given below, it being clearly understood that the contractor shall have no claim for being reimbursed on the ground that the price of a particular material or group of materials have risen beyond the limits of the presumptions made in the following paras, however, no price variations shall be made applicable for contracts up to 12 months:~~

~~A) Controlled materials: Price variations shall be permitted in respect of these materials the price level of which is controlled by the Government or its agency. The rate ruling on the date of submission of the tender shall be considered as the basic price of such material for adjustment. Any variation in this rate shall be considered for reimbursement to the contractor or refund to be claimed from the contractor as the case may be. The contractor shall, for the purpose of adjustment submit in original the relevant documents from the suppliers.~~

~~B) Labour and other materials: For the purpose of this contract and for allowing reimbursement of refund on account of variation of prices of (i) labour, and (ii) materials other than materials mentioned in A above, computation will be based on the formula enunciated below which is based on the presumptions that:~~

- ~~i. The general price level of labour, rises or falls in proportion to the rise or fall of consumer price index number 9 (general) for working class in Mumbai.~~
- ~~ii. The general price level of materials rises or falls in proportion to rise or fall of whole sale price index as published by 'Economic Adviser to Govt. of India'.~~
- ~~iii. And that the component of labour is to the extent of 30 percent of 88 percent and the component of materials is to the extent of 70 percent of 88 percent of the value of the work carried out. The remaining 12 percent being the presumptive profit of the contractor.~~

~~a. Formula for Labour component:~~

$$VL = \frac{(0.88 R) \times 30}{100} \times \frac{(I - IO)}{100 - IO}$$

~~b. Formula for Material component:~~

$$VM = \frac{(0.88 R \times 70 - C)}{100} \times \frac{(W - WO)}{WO}$$

~~Where—~~

~~VL = Amount of price variation to be reimbursed or claimed as refund on account of general rise or fall of index referred to above.~~

~~I = Consumer Price Index number of working class for Mumbai (declared by the Commissioner of Labour and Director of Employment, Mumbai) applicable to the period under reference (base year ending 2004-05 as 100 i.e. new series of indices).~~

~~IO = Consumer price index number for working class for Mumbai (declared by the Commissioner of labour and Director of Employment, Mumbai) prevailing, on the day of 28 days prior to the date of submission of the tender.~~

~~VM = The amount of price variation to be reimbursed or claimed as refund on account of general rise or fall of wholesale price index for period under reference.~~

~~W = Average wholesale price index as published by Economic Adviser to Govt. of India applicable to the period under reference.~~

~~WO – Wholesale price index as stated above prevailing on the day of 28 days prior to the date of submission of the tender.~~

~~R – Total value of the work done during the period under reference as recorded in the Measurement Book excluding water charges and sewerage charges but including cost of excess in respect of item upto 50 percent~~

~~C – Total value of Controlled materials used for the works as recorded in Measurement Book and paid for at original basic rate plus the value of materials used.~~

- ~~i. The quantity of the Controlled material adopted in working out the value of 'C' shall be inclusive of permitted wastages as / if mentioned in specifications.~~
- ~~ii. The basic rate for the supply of controlled material shall be inclusive of all the components of cost of materials excluding transport charges incurred for bringing the material from place of delivery to the site.~~

~~Computations based on the above formula will be made for the period of each bill separately and reimbursement will be made to (when the result is plus) and refund will be claimed from (when the result is minus) the contractor's next bill. The above formulae will be replaced by the formulae in Annexure I as and when mentioned in special conditions of contract~~

~~The operative period of the contract for application of price variation shall mean the period commencing from the date of commencement of work mentioned in the work order and ending on the date when time allowed for the work order and ending on the date when time allowed for the work specified in the contract for work expires, taking into consideration, the extension of time, if any, for completion of the work granted by Engineer under the relevant clause of the conditions of contract in cases other than those where such extension is necessitated on account of default of the contractor.~~

~~The decision of the Engineer as regards the operative period of the contract shall be final and binding on the contractors.~~

- ~~iii. Where there is no supply of controlled items to contractor the component 'C' shall be taken as zero.~~

~~C) Adjustment after completion: If the Contractor fails to complete the works within the time for completion adjustment of prices thereafter until the date of completion of the works shall be made using either the indices or prices relating to the prescribed time for completion, or the current indices or prices whichever is more favorable to the employer, provided that if an~~

~~extension of time is granted, the above provision shall apply only to adjustments made after the expiry of such extension of time.~~

~~D) Price variation will be calculated similarly and separately for extra items and / or excess quantities and provisional sums calculated under Sub Clause 10 (b)A (i)&(ii) and Sub Clause 10 (b) B(ii) based on the above formula/formulae in Annexure I as and when mentioned in Special conditions of contract; IO and WO being the indices applicable to the date on which the rates under Sub Clause 10 (a)A (i)&(ii) and Sub Clause 10 (a) B(iii) are fixed. No price variation shall be admissible for FAIR items created during execution.~~

80. Maximum Price Variation shall be as follows:-

| Time Period of Project | Maximum limit of Price Variation |
|------------------------------|----------------------------------|
| Up to 12 months | No variation allowed |
| Above 12 months to 24 months | 5% |
| Above 24 months | 10% |

***Approval of AMC/MC shall be obtained before invitation of tender in case of any changes in above.**

Note:

- ~~1) The extension in time period for the projects originally estimated including monsoon results in change of price variation slabs as mentioned above i.e. from first slab to second slab or from second slab to third slab, then the maximum limit of original slab will prevail.~~
- ~~2) Operative period shall mean original or extended time period of contract.~~

For example:

| Extension of Time period | Maximum Price Variation |
|---|------------------------------|
| If original period of 11 months including monsoon extends to 16. The operative period will be 11+5 months. | No variation allowed |
| If original period of 11 months excluding monsoon extends to 16. The operative period will be 11+5 months. | Maximum 5% variation allowed |

Price Variation during Extended Period of Contract:

- ~~i. — Extension Due To Modification & Extension for delay due to BMC :~~

~~The price variation for the period of extension granted shall be limited to the amount payable as per the Indices. In case the indices increases or decreases, above/below the~~

~~indices applicable, to the last month of the original or extended period vide clause 8(1)(a)(i) and (ii) of standard GCC~~

~~ii. Extension Of Time For Delay Due To Contractor:~~

- ~~a. The price variation for the period of extension granted shall be limited to the amount payable as per the Indices in case the indices increase, above the indices applicable, to the last month of the original completion period or the extended period vide above clause 8(1)(a)(i) and (ii) of standard GCC.~~
- ~~b. The price variation shall be limited to the amount payable as per the indices, in case the indices decrease or fall below the indices applicable, to the last month of original / extended period of completion period vide above clause 8(1)(b) of standard GCC, then lower indices shall be adopted.~~

~~iii. Extension of Time For Delay due to reasons not attributable to BMC and Contractor (Reference Cl.8(d) of Standard GCC):~~

~~The price variation for the period of extension granted shall be limited to the amount payable as per the Indices in case the indices increases or decreases, above/below the indices applicable, to the last month of the original period.~~

81. Payment:

Interim Payment:

- i.** Interim bills shall be submitted by the Contractor from time to time (but at an interval of not less than one month) for the works executed. The Engineer shall arrange to have the bill s verified by taking or causing to be taken, where necessary, the requisite measurement of work.
- ii.** Payment on account for amount admissible shall be made on the Engineer certifying the sum to which the Contractor is considered entitled by way of interim payment for all the work executed, after deducting there from the amount already paid, the security deposit / retention money and such other amounts as may be deductible or recoverable in terms of the contract.
- iii.** On request, the contractor will be paid upto 75 percent of the value of the work carried out as an adhoc payment in the first week of next month after deducting there from recoveries on account of advances, interest, retention money, income tax etc. The balance payment due will be paid thereafter.
- iv.** No interim payment will be admitted until such time the Contractor have fully complied with the requirement of the Condition no.8 (g) and 8 (h) concerning submission and

approval of Network Schedule for the works, as detailed in Condition 8 (h). A fixed sum shall be held in abeyance at the time of next interim payment for non-attainment of each milestone in the network and shall be released only on attainment of the said milestone.

- v. An interim certificate given relating to work done or material delivered may be modified or corrected by a subsequent interim certificate or by the final certificate. No certificate of the Engineer supporting an interim payment shall of itself be conclusive evidence that any work or materials to which it relates is / are in accordance with the contract.

82. Banning/De-Registration of Agencies of Construction works / SITC of M&E Works in BMC

- The regulations regarding Demotion/ Suspension Banning for specific period or permanently / De-Registration shall be governed as per the respective condition in Contractor Registration Rules of BMC.

83. JOINT VENTURE

~~In case if Joint Venture is allowed for the Project, the guidelines for JV as follows shall be incorporated in the Tender Document:~~

- ~~a. Joint Venture should be allowed only when the number of identifiable different works is more than one and/or the estimated cost of tender is more than Rs.100 Crores. JV shall also be allowed for complex technical work below Rs.100 Crores with the approval of concerned AMC~~
- ~~b. Separate identity/name shall be given to the Joint Venture firm.~~
- ~~c. Number of members in a JV firm shall not be more than three in normal circumstances, if the work involves only one discipline (say Civil or Electrical). If number of members in JV is required to be more than three, then approval of concerned AMC needs to be sought.~~
- ~~d. A member of JV firm shall not be permitted to participate either in individual capacity or as a member of another JV firm in the same tender.~~
- ~~e. The tender form shall be purchased and submitted in the 'name of the JV firm or any constituent member of the JV.~~
- ~~f. Normally EMD shall be submitted only in the name of the JV and not in the name of constituent member. However, EMD in the name of lead partner can be accepted subject to submission of specific request letter from lead partner stating the reasons for not submitting the EMD in the name of JV and giving written confirmation from the JV~~

~~partners to the effect that the EMD submitted by the lead partner may be deemed as EMD submitted by JV firm.~~

- ~~g. One of the members of the JV firm shall be the lead member of the JV firm who shall have a majority (at least 51%) share of interest in the JV firm. The other members shall have a share of not less than 20% each in case of JV firms with up to three members and not less than 10% each in case of JV firms with more than three members. In case of JV firm with foreign member(s), the lead member has to be an Indian firm with a minimum share of 51%.~~
- ~~h. A copy of Letter of Intent or Memorandum of Understanding (MoU) executed by the JV members shall be submitted by the JV firm along with the tender. The complete details of the members of the JV firm, their share and responsibility in the JV firm etc. particularly with reference to financial technical and other obligation shall be furnished in the agreement.~~
- ~~i. Once the tender is submitted, the agreement shall not be modified/altered/terminated during the validity of the tender. In case the tenderer fails to observe/comply with this stipulation, the full Earnest Money Deposit (EMD) shall be forfeited. In case of successful tenderer, the validity of this agreement shall be extended till the currency of the contract expires.~~
- ~~j. Approval for change of constitution of JV firm shall be at the sole discretion of the BMC. The constitution of the JV firm shall not be allowed to be modified after submission of the tender bid by the JV firm except when modification becomes inevitable due to succession laws etc. and in any case the minimum eligibility criteria should not get vitiated. In any case the Lead Member should continue to be the Lead Member of the JV firm. Failure to observe this requirement would render the offer invalid.~~
- ~~k. Similarly, after the contract is awarded, the constitution of JV firm shall not be allowed to be altered during the currency of contract except when modification become inevitable due to succession laws etc. and in any case the minimum eligibility criteria should not get vitiated. Failure to observe this stipulation shall be deemed to be breach of contract with all consequential penal action as per contract condition.~~
- ~~l. On award of contract to a JV firm, a single Performance Guarantee shall be required to be submitted by the JV firm as per tender conditions. All the Guarantees like Performance Guarantee, Bank Guarantee for Mobilization advance, machinery Advance etc. shall be accepted only in the name of the JV firm and no splitting of guarantees amongst the members of the JV firm shall be permitted.~~

~~m. On issue of LOA, an agreement among the members of the JV firm (to whom the work has been awarded) has to be executed and got registered before the Registrar of the Companies under Companies Act or before the Registrar / Sub Registrar under the Registration Act, 1908. This agreement shall be submitted by the JV firm to the BMC before signing the contract agreement for the work. (This agreement format should invariably be part of the tender condition). In case the tenderer fails to observe/comply with this stipulation, the full Earnest Money Deposit (EMD) shall be forfeited and other penal actions due shall be taken against partners of the JV and the JV. This joint venture agreement shall have, inter alia, following clauses:-~~

~~i. **Joint and several liability**—The members of the JV firm to which the contract is award ed, shall be jointly and severally liable to the Employer (BMC) for execution of the pro ject in accordance with General and Special conditions of the contract. The JV members shall also be liable jointly and severally for the loss, damages caused to the BMC during the course of execution of the contract or due to no execution of the contract or part there of.~~

~~ii. **Duration of the Joint Venture Agreement** It shall be valid during the entire period of the contract including the period of extension if any and the maintenance period after the work is completed.~~

~~iii. **Governing Laws** The Joint Venture Agreement shall in all respect be governed by and interpreted in accordance with Indian Laws.~~

~~iv. **Authorized Member** Joint Venture members shall authorize one of the members on be half of the Joint Venture firm to deal with the tender, sign the agreement or enter into con tract in respect of the said tender, to receive payment, to witness joint measurement of work done, to sign measurement books and similar such action in respect of the said ten der/contract. All notices/correspondences with respect to the contract would be sent only to this authorized member of the JV firm.~~

~~No member of the Joint Venture firm shall have the right to assign or transfer the interest right or liability in the contract without the written consent of the other members and that of the employer in respect of the said tender/contract.~~

~~n. **Documents to be enclosed by the JV firm along with the tender:**~~

~~i. In case one or more of the members of the JV firm is/are partnership firm(s), following documents shall be submitted:~~

~~a) Notary certified copy of the Partnership Deed,~~

- ~~b) Consent of all the partners to enter into the Joint Venture Agreement on a stamp paper of appropriate value (in original).~~
- ~~e) Power of Attorney (duly registered as per prevailing law) in favor of one of the partners to sign the MOU and JV Agreement on behalf of the partners and create liability against the firm.~~
- ~~ii. In case one or more members is/are Proprietary Firm or HUF, the following documents shall be enclosed:~~
 - ~~a) Affidavit on Stamp Paper of appropriate value declaring that his Concern is a Proprietary Concern and he is sole proprietor of the Concern OR he is in position of "KARTA" of Hindu Undivided Family and he has the authority, power and consent given by other partners to act on behalf of HUF.~~
- ~~iii. In case one or more members is/are limited companies, the following documents shall be submitted:~~
 - ~~a) Notary certified copy of resolutions of the Directors of the Company, permitting the company to enter into a JV agreement, authorizing MD or one of the Directors or Managers of the Company to sign MOU, JV Agreement, such other documents required to be signed on behalf of the Company and enter into liability against the company and/or do any other act on behalf of the company.~~
 - ~~b) Copy of Memorandum and articles of Association of the Company.~~
 - ~~e) Power of Attorney (duly registered as per prevailing law) by the Company authorizing the person to do/act mentioned in the para (a) above.~~
 - ~~o. All the members of the JV shall certify that they have not been black listed or debarred by BMC from participation in tenders/contract in the past either in their individual capacity or the JV firm or partnership firm in which they were members / partners.~~
 - ~~p. Credentials & Qualifying criteria: Technical and financial eligibility of the JV firm shall be adjudged based on satisfactory fulfilment of the following criteria:~~

Technical eligibility criteria: ~~In case of Work involving single discipline, the Lead member of the JV firm shall meet at least 35% requirement of technical capacity as stipulated in tender document.~~

OR

~~In case of composite works (e.g. works involving more than one distinct component such as Civil Engineering works, M&E works, Electrical works, etc. and in the case of major bridges, substructure and superstructure etc.), atleast one member should have satisfactorily completed 35% of the value of any one component of the project work so as to cover all the components of project work or any member having satisfactorily completed 35% of the value of work of each component during last seven financial years.~~

~~In such cases, what constitutes a component in a composite work shall be clearly defined as part of the tender condition without any ambiguity.~~

~~**Financial eligibility criteria:** The contractual payments received by the JV firm or the arithmetic sum of contractual payments received by all the members of JV firm in any one of the previous three financial years and shall be at least **100% of the estimated value** of the work as mentioned in the tender.~~

84. Compensation for delay:

If the Contractor fails to complete the works and clear the site on or before the Contract or extended date(s) / period(s) of completion, he shall, without prejudice to any other right or remedy of Municipal Corporation on account of such breach, pay as agreed compensation, amount calculated as stipulated below (or such smaller amount as may be fixed by the Engineer) on the contract value of the whole work or on the contract value of the time or group of items of work for which separate period of completion are given in the contract and of which completion is delayed for every week that the whole of the work of item or group of items of work concerned remains uncompleted, even though the contract as a whole be completed by the contract or the extended date of completion. For this purpose the term 'Contract Value' shall be the value of the work at Contract Rates as ordered including the value of all deviations ordered:

- Completion period for projects (originally stipulated or as extended) not exceeding 6 months: **to the extent of maximum 1 percent per week.**
- Completion period for projects (originally stipulated or as extended) exceeding 6 months and not exceeding 2 years: **to the extent of maximum ½ percent per week.**
- Completion period for projects (originally stipulated or as extended) exceeding 2 years: **to the extent of maximum ¼ percent per week.**

When the delay is not a full week or in multiple of a week but involves a fraction of a week the compensation payable for that fraction shall be proportional to the number of days involved.

Provided always that the total amount of compensation for delay to be paid this condition shall not exceed the undernoted percentage of the Contract Value of the item or group of items of work for which a separate period of completion is given.

- i. Completion period (as originally stipulated or as extended) not exceeding 6 months: **10 percent.**
- ii. Completion period (as originally stipulated or as extended) exceeding 6 months and not exceeding 2 years: **7½ percent.**
- iii. Completion period (as originally stipulated or as extended) exceeding 2 years: **5 percent.**

The amount of compensation may be adjusted set off against any sum payable to the contractor under this or any other contract with the Municipal Corporation.

85. Action and Compensation Payable In Case Of Bad Work and Not Done As Per Specifications

All works under or in course of execution or executed in pursuance of the contract, shall at all times be open and accessible to the inspection and supervision of the Engineer-in-charge, his authorized subordinates in charge of the work and all the superior officers, officer of the Vigilance Department of the BMC or any organization engaged by the BMC for Quality Assurance and the contractor shall, at all times, during the usual working hours and at all other times at which reasonable notice of the visit of such officers has been given to the contractor, either himself be present to receive orders and instructions or have a responsible CRO duly accredited in writing, present for that purpose. Orders given to the Contractor's CRO shall be considered to have the same force as if they had been given to the contractor himself.

If it shall appear to the Engineer-in-charge or his authorized subordinates in-charge of the work or to the officer of Vigilance Department, that any work has been executed with unsound, imperfect or unskillful workmanship or with materials 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 for or otherwise not in accordance with the contract, the contractor shall, on demand in writing which shall be made within twelve months of the completion of the work from the Engineer-in-Charge specifying the work, materials or articles complained of notwithstanding that the same may have been passed, certified and paid for forthwith rectify, or remove and reconstruct the work so specified in whole or in part, as the case may require or as the case may be, remove the materials or articles so specified and provide other proper and suitable materials or articles at his own charge and cost. In the event of the failing to do so within a period specified by the Engineer-in-Charge in his demand aforesaid, then the contractor shall be liable to pay compensation at the same rate as under clause 8.e. of the general condition of

contract in section 9 of tender document (for Compensation for delay) for this default. In such case the Engineer-in Charge may not accept the item of work at the rates applicable under the contract but may accept such items at reduced rates as the Engineer in charge may consider reasonable during the preparation of on account bills or final bill if the item is so acceptable without detriment to the safety and utility of the item and the structure or he may reject the work outright without any payment and/or get it and other connected and incidental items rectified, or removed and re-executed at the risk and cost of the contractor. Decision of the Engineer-in-Charge to be conveyed in writing in respect of the same will be final and binding on the contractor.

If the penalisation amount exceeds maximum limit with respect to Clause 8.e of Standard General Conditions of Contract, then a show cause notice shall necessarily be issued to the contract as to why the contract should not be terminated.

86. Contractors remain liable to pay compensation:

In any case in which any of the powers conferred upon the Engineer In-charge by the **relevant clauses** in documents that form a part of contract as exercised or is exercisable in the event of any future case of default by the Contractor, he is declared liable to pay compensation amounting to the whole of his security deposit. The liability of the Contractor for past and future compensation shall remain unaffected.

In the event of the Executive Engineer taking action against these **relevant clauses**, he may, if he so desires, take possession of all or any tools and plant, materials and stores in or upon the work of 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 the case of contract rates not being applicable at current market rates to be certified by the Executive Engineer, may after giving notice in writing to the Contractor or his staff of the work or other authorized CRO require him to remove such tools and plants, 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 such requisition, the Executive Engineer may remove them at the contractors expense or sell them by auction or private sell on account of the Contractor at his risk in all respects and certificate of the Executive Engineer as to the expense of any such removal and the amount of the proceeds an expense of any such sell be final and conclusive against the Contractor.

87. No Claim to Any Payment Or Compensation Or Alteration In Or Restriction Of Work

- a) If at any time after the execution of contract documents, the Engineer shall for any reason whatsoever, desires that the whole or any part of the works specified in the Tender should

be suspended for any period or that the whole or part of the work should not be carried out, at all, he shall give to the Contractor a Notice in writing of such desire and upon the receipt of such notice, the Contractor shall forthwith suspend or stop the work wholly or in part as required after having due regard to the appropriate stage at which the work should be stopped or suspended so as not to cause any damage or injury the work already done or endanger the safety thereof, provided that the decision of the Engineer as to the stage at which the work or any part of it could be or could have been safely stopped or suspended shall be final and conclusive against the contractor.

The Contractor shall have no claim to any payment or compensation whatsoever by reason of or in pursuance of any notice as aforesaid, on account of any suspension, stoppage or curtailment except to the extent specified hereinafter.

- b)** Where the total suspension of Work Order as aforesaid continued for a continuous period exceeding 90 days the contractor shall be at liberty to withdraw from the contractual obligations under the contract so far as it pertains to the unexecuted part of the work by giving 10 days prior notice in writing to the Engineer within 30 days of the expiry of the said period of 90 days, of such intention and requiring the Engineering to record the final measurement of the work already done and to pay final bill. Upon giving such Notice, the Contractor shall be deemed to have been discharged from his obligations to complete the remaining unexecuted work under his contract. On receipt of such notice the Engineer shall proceed to complete the measurement and make such payment as may be finally due to the contractor within a period of 90 days from the receipt of such Notice in respect of the work already done by the contractor. Such payment shall not in any manner prejudice the right of the contractor to any further compensation under the remaining provisions of this clause.
- c)** Where the Engineer required to Contractor to suspend the work for a period in excess of 30 days at any time or 60 days in the aggregate, the Contractor shall be entitled to apply to the Engineer within 30 days of the resumption of the work after such suspension for payment of compensation to the extent of pecuniary loss suffered by him in respect of working machinery remained ideal on the site of on the account of his having to pay the salary of wages and labour engaged by him during the said period of suspension provided always that the contractor shall not be entitled to any claim in respect of any such working machinery, salary or wages for the first 30 days whether consecutive or in the aggregate or such suspension or in respect of any such suspension whatsoever occasion by unsatisfactory work or any other default on his part, the decision of the Engineer in this regard shall be final and conclusive against the contractor.

88. Contractor to supply plant, ladder, scaffolding, etc and is liable for damages arising from non provision of lights, fencing, etc.

The Contractor shall supply at his own cost all material, plant, tools, appliances, implements, ladders, cordage, tackle scaffolding and temporary works requisite or proper for the proper execution of the work, whether, in the original altered or substituted form and whether included in the specification of other documents forming part of the contract or referred to in these conditions or not and which may be necessary for the purpose of satisfying or complying with the requirements of the Eng-In-Charge as to any matter as to which under these conditions is entitled to be satisfied, or which is entitled to require together with the carriage therefore to and from the work.

The Contractor shall also supply without charge, the requisite number of person with the means and materials necessary for the purpose of setting out works and counting, weighing and assisting in the measurements of examination at any time and from time to time of the work or materials, failing which 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 security deposit or the proceeds of sale thereof, or offers sufficient portion thereof.

The contractor shall provide all necessary fencing and lights required to protect the public from accident and shall also be bound to bear the expenses of defence of every suit, action or other legal proceedings, that may be brought by any person for injury sustained owing to neglect of the above precautions and to pay any damages and cost which may be awarded in any such suit action or proceedings to any such person or which may with the consent of the contractor be paid for compromising any claim by any such person.

89. Prevention of Fire:

The contractor shall not set fire to any standing jungle, trees, brushwood or grass without a written permit from the Engineer In-charge. When such permit is given, and also in all cases when destroying cut or dug up trees brushwood, grass, etc., by fire, the contractor shall take necessary measure to prevent such fire spreading to or otherwise damaging surrounding property. The Contractor shall make his own arrangements for drinking water for the labour employed by him.

90. Compensation for all damages done intentionally or unintentionally by contractor's labour whether in or beyond the limits of BMC property including any damage caused by spreading the fire shall be estimated by the Engineer In-charge or such other officer as he may appoint and the estimate of the Engineer in-charge to the decision of the Dy. Chief Engineer on appeal shall be

final and the contractor shall be bound to pay the amount of the assessed compensation on demand failing which the same will be recovered from the Contractor as damages or deducted by the Engineer In-charge from any sums that may be due or become due from BMC to contractor under this Contract or otherwise. Contractor shall bear the expenses of defending any action or other legal proceedings that may be brought to prevent the spread of fire and he shall pay any damages and costs that may be awarded by the Court in consequence.

91. In the case of Tender by partners, any change in the constitution of the firm shall be forthwith, notified by the contractor through the Engineer In-charge for his information.

92. Action where no specifications:

In the case of any class of work for which there is no such specifications, such works shall be carried out in accordance with the specifications and in the event of there being no such specifications, then in such case, the work shall be carried out in all respects in accordance with all instructions and requirements of the Engineer In-charge.

93. Safety and medical help:

- i. The Contractor shall be responsible for and shall pay the expenses of providing medical help to any workmen who may suffer a bodily injury as a result of an accident. If such expenses are incurred by BMC, the same shall be recoverable from the contractor forthwith and be included without prejudice to any other remedy of BMC from any amount due or that may become due to the Contractor.
- ii. The contractor shall provide necessary personal safety equipment and first-aid box for the use of persons employed on the site and shall maintain the same in condition suitable for immediate use at any time.
- iii. The workers shall be required to use the safety equipments so provided by the contractor and the contractor shall take adequate steps to ensure the proper use of equipments by those concerned.
- iv. When the work is carried on in proximity to any place where there is risk or drawing all necessary equipments shall be provided and kept ready for use and all necessary steps shall be taken for the prompt rescue of any person in danger.

94. No compensation shall be allowed for any delay caused in the starting of the work on account of acquisition of land or in the case of clearance of works, on account of any delay in according to sanction of estimates.

95. Anti-malaria and other health measures:

Anti-Malaria and other health measures shall be taken as directed by the Executive Health Officer of BMC. Contractor shall see that mosquitogenic conditions are created so as to keep vector population to minimum level. Contractor shall carry out anti-malaria measures in the area as per the guidelines issued by the Executive Health Officer of BMC from time to time.

In case of default, in carrying out prescribed anti-malaria measures resulting in increase in malaria incidence, contractor shall be liable to pay BMC on anti-malaria measures to control the situation in addition to fine.

SECTION 7

FRAUD AND CORRUPT
PRACTICES

FRAUD AND CORRUPT PRACTICES

- The Applicants and their respective officers, employees, CROs and advisers shall observe the highest standard of ethics during the Bidding Process. Notwithstanding anything to the contrary contained herein, the Authority may reject an Application without being liable in any manner whatsoever to the Applicant if it determines that the Applicant has, directly or indirectly or through an CRO, engaged in corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice in the Bidding Process.
- Without prejudice to the rights of the Authority under relevant Clause hereinabove, if an Applicant is found by the Authority to have directly or indirectly or through an CRO, engaged or indulged in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice during the Bidding Process, such Applicant shall not be eligible to participate in any tender or RFQ issued by the Authority during a period of 2 (two) years from the date such Applicant is found by the Authority to have directly or indirectly or through an CRO, engaged or indulged in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice, as the case may be.
- For the purposes of this Clause , the following terms shall have the meaning hereinafter respectively assigned to them:

A. **“corrupt practice”** means

the offering, giving, receiving, or soliciting, directly or indirectly, of anything of value to influence the actions of any person connected with the Bidding Process (for avoidance of doubt, offering of employment to, or employing, or engaging in any manner whatsoever, directly or indirectly, any official of the Authority who is or has been associated in any manner, directly or indirectly, with the Bidding Process or the LOA or has dealt with matters concerning the Concession Agreement or arising there from, before or after the execution thereof, at any time prior to the expiry of one year from the date such official resigns or retires from or otherwise ceases to be in the service of the Authority, shall be deemed to constitute influencing the actions of a person connected with the Bidding Process); or save and except as permitted under the relevant sub clause, engaging in any manner whatsoever, whether during the Bidding Process or after the issue of the LOA or after the execution of the Concession Agreement, as the case may be, any person in respect of any matter relating to the Project or the LOA or the Concession Agreement, who at any time has been or is a legal, financial or technical adviser of the Authority in relation to any matter concerning the Project;

- B. **“fraudulent practice”** means a misrepresentation or omission of facts or suppression of facts or disclosure of incomplete facts, in order to influence the Bidding Process ;
- C. **“coercive practice”** means impairing or harming or threatening to impair or harm, directly or indirectly, any person or property to influence any persons participation or action in the Bidding Process;
- D. **“undesirable practice”** means (i) establishing contact with any person connected with or employed or engaged by the Authority with the objective of canvassing, lobbying or in any manner influencing or attempting to influence the Bidding Process; or (ii) having a Conflict of Interest; and
- E. **“Restrictive practice”** means forming a cartel or arriving at any understanding or arrangement among Applicants with the objective of restricting or manipulating a full and fair competition in the Bidding Process.
- F. If the Employer/Financier determines that the Contractor has engaged in corrupt, fraudulent, collusive, coercive or obstructive practices, in competing for or in executing the Contract, then the Employer may, after giving 14 days’ notice to the Contractor, terminate the Contractor's employment under the Contract and expel him from the Site, and the provisions of relevant Clause shall apply as if such expulsion had been made.
- G. Should any employee of the Contractor be determined to have engaged in corrupt, fraudulent, collusive, coercive, or obstructive practice during the execution of the Works, then that employee shall be removed in accordance with relevant Clause.

For the purposes of this Sub-Clause:

- i. **“corrupt practice”** is the offering, giving, receiving to soliciting, directly or indirectly, of anything of value to influence improperly the actions of another party;
- ii. **“another party”** refers to a public official acting in relation to the procurement process or contract execution. In this context, **“public official”** includes Financier staff and employees of other organizations taking or reviewing procurement decisions.
- iii. **“fraudulent practice”** is any act or omission, including a misrepresentation, that knowingly or recklessly misleads, or attempts to mislead, a party to obtain a financial or other benefit or to avoid an obligation;
- iv. **“collusive practice”** is an arrangement between two or more parties designed to achieve an improper purpose, including to influence improperly the actions of another party;

- v. “coercive practice” is impairing or harming, or threatening to impair or harm, directly or indirectly, any party or the property of the party to influence improperly the actions of a party;
- vi. “obstructive practice” is deliberately destroying, falsifying, altering or concealing of evidence material to the investigation or making false statements to investigators in order to materially impede the Financier investigation into allegations of a corrupt, fraudulent, coercive or collusive practice; and/or threatening, harassing or intimidating any party to prevent it from disclosing its knowledge of matters relevant to the investigation or from pursuing the investigation; or
- vii. acts intended to materially impede the exercise of the Financier’s inspection and audit rights provided .
- viii. “party” refers to a public official; the terms “benefit” and “obligation” relate to the procurement process or contract execution; and the “act or omission” is intended to influence the procurement process or contract execution.
- ix. ”parties” refers to participants in the procurement process (including public officials) attempting to establish bid prices at artificial, noncompetitive levels.
- x. A “party” refers to a participant in the procurement process or contract execution.

Grievance Redressal Guidelines :

If a bidder is not satisfied with the decision of responsiveness/non responsiveness in packets ‘A’, ‘B’ or ‘C’, bidder may appeal as per the guidelines issued in the circular issued u/No.Ch.E(V)/436/B Dtd. 18.05.2023.

MUNICIPAL CORPORATION OF GREATER MUMBAI

No. : MGC/F/8659 Dtd. 07.09.2019.

Sub : Arbitration clause in the Standard General Conditions of Contract for Construction Works, 2016.

In one of the cases of W.S.P. regarding arbitration dispute, a note was submitted by DyLaw Officer (High Court, Suit & PIL) and subsequently the report is submitted by Jt. M.C. (Vig.) vide No. Jt.M.C./Vig./69/MC dtd. 21-8-2019 proposing a process to deal with the arbitration matters as per the Law & Judiciary, Govt. of Maharashtra, policy for institutional arbitration vide it's G.R. dtd. 13-10-2016 and the report submitted by Jt. M.C. (Vig.) is approved by Hon'ble M.C. on 17-8-2019.

There is a provision of arbitration clause in the Standard General Condition of Contract for Construction Works, point no. 13 (e) reads as follows :-

13.e) Arbitration and Jurisdiction:

If the Commissioner shall fail to give notice of the decision as aforesaid within a period of 90 days after being requested as aforesaid, or if the Contractor be dissatisfied with any such decision, then and in any such case the Contractor may within 90 days after receiving notice of such decision or within 90 days after the expirations of the first named period of 90 days (as the case may be) require that the matter or matters in dispute be referred to arbitration as hereinafter provided. All disputes or differences in respect of which the decision (if any) of the Commissioner has not become final and binding as aforesaid shall be finally settled by arbitration as follows:

Arbitration shall be effected by a single arbitrator agreed upon the parties. The arbitration shall be conducted in accordance with the provisions of the Arbitration Act, 1996 or any statutory modifications thereof, and shall be held at such place and time within the limits of Brihan Mumbai as the arbitrator may determine. The decision of the arbitrator shall be final and binding upon the parties hereto and the expense of the arbitration shall be paid as may be determined by the arbitrator. Performance under the Contract shall, if reasonably be possible, continued during the arbitration proceedings and payment due to the Contractor by the Employer shall not be withheld unless they are the subject matter of arbitration proceedings. The said arbitrator shall have full power to open up, review and revise any decision, opinion, direction, certification or valuation of the Commissioner and neither party shall be limited in the proceedings before such arbitrator to the evidence or arguments put before the Commissioner for the purpose of obtaining his said decision.

No decision given by the Commissioner in accordance with the foregoing provisions shall disqualify him from being called as a witness and giving evidence before the arbitrator on any matters whatsoever relevant to the disputes or difference referred to the arbitrator as aforesaid.

All awards shall be in writing and for claims equivalent to 5,00,000 or more such awards shall state reasons for amounts awarded. The expenditure of arbitration shall be paid as may be determined by arbitrator.

In case of any claim, dispute or difference arising in respect of a contract, the cause of action thereof shall be deemed to have arisen in Mumbai and all legal proceedings in respect of any claim, dispute or difference shall be instituted in a competent court in the City of Mumbai only.

As per Hon'ble M.C's approval dtd. 17-8-2019, the existing clause is now replaced as follows :

13.e Arbitration and Jurisdiction

If the Commissioner fails to give notice of the decision as aforesaid within a period of 90 days after being requested as aforesaid or if the Contractor is dissatisfied with any such decision, then the Contractor may within 90 days after receiving notice of such decision or within 90 days after the expiration of the first named period of 90 days (as the case may be) require that the matter or matters in dispute be referred to arbitration as hereinafter provided.

i) In case of a contract where the contract price and/ or contract value is less than Rs. 5,00,00,000/- (Rupees Five Crore Only), any dispute arising out of or in connection with this contract, including any question regarding its existence, validity or termination, shall be referred to a mutually agreed arbitral tribunal in accordance with the Arbitration and Conciliation Act, 1996 (amended upto date). The arbitral tribunal shall consist of a sole arbitrator, as mutually agreed upon by the parties and the said dispute shall be finally resolved by the said arbitral tribunal. The decision of the arbitral tribunal shall be in writing (with reasons) and which will be final and binding upon the parties hereto and the expenses of the arbitration shall be paid as may be determined by the arbitral tribunal. The seat of the arbitration shall be Mumbai. The venue of arbitration shall be within the limits of Brihan Mumbai. The language of the Arbitration shall be English.

If the parties fails to appoint mutually agreed arbitral tribunal, within the period of 30 days from the date of application seeking arbitration in the dispute,

the arbitral tribunal shall be appointed by the recognised arbitral institution i.e. Mumbai Centre for International Arbitration (approved by Government of Maharashtra under G.R. no. ARB/Case No. 1/2017/D-19 dtd. 28.02.2017) as per the Arbitration Rules of the Mumbai Centre for International Arbitration then in force ("MCIA Rules").

(ii) In case of contract where the contract price and/ or contract value is Rs.5,00,00,000/- (Rupees Five Crore Only) or more, any dispute arising out of or in connection with such a contract, including any question regarding its existence, validity or termination, shall be directly referred to and finally resolved by the recognized arbitral institution i.e. Mumbai Centre for International Arbitration (approved by Government of Maharashtra under G.R. no. ARB/Case No. 1/2017/D-19 dtd. 28.02.2017) as per the Arbitration Rules of the Mumbai Centre for International Arbitration then in force ("MCIA Rules"). The arbitral tribunal shall consist of a sole arbitrator. The seat of the arbitration shall be Mumbai. The language of the Arbitration shall be English.

In either case, the law governing this arbitration agreement and the contract shall be Indian Law.

All the HoDs are hereby directed to note the revised clause in G.C.C. as mentioned above and ensure that the same is included in the tenders invited from 15-1-2019 onwards. If the tenders are already invited before 15-1-2019 and the Packet 'A' is not opened, then the corrigendum shall be issued so as to see that all the new tenders accepted/invited after 15-9-2019 shall include this revised condition and will become a part of the contract for all such works.

Sd/-22.08.2019
Dir. (E.S. & P.)
P

Sd/-29.08.2019
A.M.C. (P)

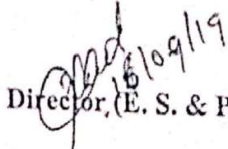
Sd/-06.09.2019
M.C.

No.. : DIR/ES&P/919/MC dtd. 16.09.2019.

Copy to :

Asstt. Comm. Ward / City Engineer/Ch.Eng.(Roads & Traffic) / Ch.Eng. (Bridges) / Ch.Eng. (WSP) / Ch.Eng.(S.P.) / Ch.Eng.(MSDP) / Ch.Eng. (BM) / Ch.Eng.(Vig) / Ch.Eng. (M&E) / Ch.Eng.(D.P.)/Ch.Eng.(SWD) / Ch.Eng.(SWM) / Ch.Eng.(CTIRC)/Ch.Eng. (Coastal Roads) / Dy. Ch.Eng.(HIC) / Dy.Ch.Eng.(SIC), Supdt. of Gardens / CA (F) / CA (WSSD) / CA (CPD)

Forwarded for information and necessary action please.


Director (E. S. & P.)

Grievance Redressal Guidelines :

If a bidder is not satisfied with the decision of responsiveness/non responsiveness in packets 'A', 'B' or 'C', bidder may appeal as per the guidelines issued in the circular issued u/No.Ch.E(V)/436/B Dtd. 18.05.2023.

SECTION 8
PRE BID MEETING

PREBID MEETING

1. Pre-bid meeting of the interested parties shall be convened at the designated date, time and place. A maximum of two representatives of each Applicant shall be allowed to participate on production of authority letter from the Applicant.
2. All enquiries from the bidders relating to this bid must be submitted to the designated contact person as mentioned this bid document. The queries should necessarily be submitted in the following format as an editable Microsoft Excel/Spreadsheet document along with PDF:

| # | Bid Document Reference (Volume, Section No.) | Page Number | Content of the bid requiring clarification | Clarification Sought/Query |
|---|---|----------------|--|-------------------------------|
| 1 | | | | |
| 2 | | | | |
| 3 | | | | |

3. The prospective bidders are requested to submit their tender related queries (if any) to this departments official email address co.dm@mcgm.gov.in on or before NAQueries received after NA will not be entertained. Minutes of Pre Bid Meeting & Corrigendum if any in regard of any changes / clarification in original tender document will be published on BMC portal only.
4. Queries submitted post the specified deadline or which do not adhere to the specified format may not be responded to. All the responses to the queries (clarifications / corrigendum) shall be made available on the BMC website (<https://www.BMC.gov.in>).
5. During the course of Pre-bid meeting, the Applicants will be free to seek clarifications and make suggestions for consideration of the Authority. The Authority shall Endeavour to provide clarifications and such further information as it may, in its sole discretion, consider appropriate for facilitating a fair, transparent and competitive Bidding Process.

SECTION –9

LIST OF APPROVED BANKS

LIST OF APPROVED BANKS

1. The following Banks with their branches in Greater Mumbai and in suburbs and extended suburbs up to Virar and Kalyan have been approved only for the purpose of accepting Banker's guarantee from 1997-98 onwards until further instructions.
2. The Bankers Guarantee issued by branches of approved Banks beyond Kalyan and Virar can be accepted only if the said Banker's Guarantee is countersigned by the Manager of a branch of the same Bank, within the Mumbai Limit categorically endorsing thereon that said bankers Guarantee is binding on the endorsing Branch of the bank within Mumbai limits and is liable to be on forced against the said branch of the Bank in case of default by the contractor/supplier furnishing the bankers Guarantee.
3. List of approved bank as per the circular u/No. CA/FBK/241 dated 27.11.2019 & CA/FBK/303 dated 17.03.2018.

SECTION –10

APPENDIX

FORM OF TENDER

To,

The Municipal Commissioner for Greater Mumbai

Sir,

I/ We have read and examined the following documents relating to the construction of

- i. Notice inviting tender.
- ii. Directions to tenderers (General and special)
- iii. General condition of contract for Civil Works of the Brihanmumbai Municipal Corporation as amended up to date.
- iv. Relevant drawings
- v. Specifications.
- vi. Special directions
- vii. Annexure A and B.
- viii. Bill of Quantities and Rates.

- 1A. I/We _____
(full name in capital letters, starting with surname), the Proprietor/ Managing Partner/
Managing Director/ Holder of the Business, for the establishment / firm / registered
company, named herein below, do hereby offer to

.....
.....
.....

Referred to in the specifications and schedule to the accompanying form of contract of the rates entered in the schedule of rates sent herewith and signed by me/ us” (strike out the portions which are not applicable).

- 1B. I/We do hereby state and declare that I/We, whose names are given herein below in details with the addresses, have not filled in this tender under any other name or under the name of any other establishment /firm or otherwise, nor are we in any way related or concerned with the establishment /firm or any other person, who have filled in the tender for the aforesaid work.”
2. I/We hereby tender for the execution of the works referred to in the aforesaid documents, upon the terms and conditions, contained or referred to therein and in accordance with the specifications designs, drawings and other relevant details in all respects.

* At the rates entered in the aforesaid Bill of Quantities and Rates.

3. According to your requirements for payment of Earnest Money amounting to
Rs. _____/-

(Rs. _____)

I/We have deposited the amount through online payment gateways with the C.E. of the Corporation not to bear interest

4. I/We hereby request you not to enter into a contract with any other person/s for the execution of the works until notice of non/acceptance of this tender has first been communicated to me/us, and in consideration of yours agreeing to refrain from so doing I/we agree not to withdraw the offer constituted by this tender before the date of communication to me/us of such notice of on / acceptance, which date shall be not later than ten days from the date of the decision of the Standing Committee or Education Committee of the Corporation, as maybe required under the Mumbai Municipal Corporation Act, not to accept this tender.(Subject to condition 5 below).

5. I/We also agree to keep this tender open for acceptance for a period of 180 days from the date fixed for opening the same and not to make any modifications in its terms and conditions which are not acceptable to the Corporation.
6. I/We agree that the Corporation shall, without prejudice to any other right or remedy, be at liberty to forfeit the said earnest money absolutely, if.
 - a. I/We fail to keep the tender open as aforesaid.
 - b. I/We fail to execute the formal contract or make the contract deposit when called upon to do so.
 - c. I/we do not commence the work on or before the date specified by the Engineer in his work order.
7. I/We hereby further agree to pay all the charges of whatsoever nature in connection with the preparation, stamping and execution of the said contract.
8. I/We further agree that, I/we shall register ourselves as 'Employer' with the Bombay Iron and Steel Labour Board' and fulfill all the obligatory provisions of Maharashtra Mathadi, Hamal and other Manual workers (Regulation of Employment and Welfare) Act 1969 and the Bombay Iron and Steel unprotected workers Scheme 1970.
9. "I/We..... have failed in the accompanying tender with full knowledge of liabilities and, therefore, we will not raise any objection or dispute in any manner relating to any action, including forfeiture of deposit and blacklisting, for giving any information, which is found to be incorrect and against the instructions and directions given in this tender.
10. "I/We further agree and undertake that in the event it is revealed subsequently after the allotment of work/contract to me/us, that any information given by me/us in this tender is false or incorrect, I/We shall compensate the Brihanmumbai Municipal Corporation for any such losses or inconvenience caused to the Corporation in any manner and will not resist any claim for such compensation on any ground whatsoever. I/we agree and undertake that I/we shall not claim in such case any amount by way of damages or compensation for cancellation of the contract given to me/us or any work assigned to me/us or is with-drawn by the Corporation,"

Address

Yours faithfully,

.....

Digital Signature of the Tenderer or the Firm

1.....
 2.....
 3.....
 4.....
 5.....

AGREEMENT FORM

Tender / Quotation dated 20...

Standing Committee/Education Committee Resolution No.

CONTRACT FOR THE WORKS

.....
.....
.....
.....

This agreement made this day of

.....

Two thousand

..... Between

.....

.....

.....

inhabitants of Mumbai, carrying on business at..... ..

.....

.....

in Bombay under the style and name of Messrs

.....

..... (Hereinafter called “the contractor of the one part and Shri

.....

.....

the Director(E.S.&P.) (hereinafter called “the commissioner” in which expression are included unless the inclusion is inconsistent with the context, or meaning thereof, his successor or successors for the time being holding the office of Director (E,S.& P)of the second part and the Brihanmumbai Municipal Corporation (hereinafter called “the Corporation”) of the third part, WHEREAS the contractor has tendered for the construction, completion and maintenance of the works described above and his ten-der has been accepted by the Commissioner (with the approval of the Standing Committee/Education Committee of the Corporation NOW THIS THIS AGREEMENT WITNESSETH as follows:-

- 1) In this agreement words and expressions shall have the same meanings as are respectively assigned to them in the General Conditions of Contract for works hereinafter referred to:-
- 2) The following documents shall be deemed to form and be read and constructed as a part of this agreement viz.
 - a) The letter of Acceptance
 - b) The Bid:
 - c) Addendum to Bid; if any
 - d) Tender Document
 - e) The Bill of Quantities:
 - f) The Specification:
 - g) Detailed Engineering Drawings
 - h) Standard General Conditions of Contracts (GCC)
 - i) All correspondence documents between bidder and BMC

- 3) In consideration of the payments to be made by the Commissioner to the contractor as hereinafter mentioned the contractor hereby covenants with the Commissioner to construct, complete and maintain the works in conformity in all respects with the provision of the contract.
- 4) The Commissioner hereby covenants to pay to the Contractor in consideration of the construction, completion and maintenance of the works the contract sum, at times and in the manner prescribed by the contract.

IN WITNESS WHERE OF the parties hereto have caused their respective common seals to be herein to affixed (or have hereunto set their respective hands and seals) the day and year above written.

Signed, Sealed and delivered by the contractors

| | |
|-------|-------|
| ----- | ----- |
| ----- | ----- |
| ----- | ----- |

In the presence of

Trading under the name and style of

| | |
|-------|-------|
| ----- | ----- |
| ----- | ----- |

Full Name

Address

Contractors

Signed by the Director (ES&P) in the presence of

Ex. City/ WS/ ES

 Director (ES&P)

The Common seal of the Brihanmumbai Municipal Corporation was hereunto affixed on the 20 in the presence of two members of the Standing Committee.

- | | |
|----|----|
| 1. | 1. |
| 2. | 2. |

And in the presence of the Municipal Secretary Municipal Secretary

ANNEXURE " A "

1. **Name of work :** Providing Housekeeping and allied services at DMU,MHO and CIDM Parel for the period of 2 years

The Engineer for this work: Assistant Engineer (M&E)
 Sub Engineer (M&E)
 Junior Engineer (M&E)

2. **Estimated cost of Tender:**

| Description of work | Total Amount in Rs. (Excl. GST) |
|--|------------------------------------|
| Providing Housekeeping and allied services at DMU,MHO and CIDM Parel for the period of 2 years | Rs.9492698.1300000008 |

| | |
|--|---------------------|
| 3. Earnest Money (2% of the Estimated cost): | Rs. 189900/- |
|--|---------------------|

- 4 Time Period

| | | |
|----|---------------------------------------|---------------------------|
| 1. | Contract as a whole Period completion | Twenty four Months |
| 2. | Part or Groups of items | |
| | i) | i) |
| | ii) | ii) |
| | iii | iii |

5. Percentage to be charged as supervision charges for the work got executed through other meanspercent.
The “Actual cost of the work” shall mean in the case of percentage rate contracts the actual cost of the work executed at the rates as mentioned in the Contract Schedule adjusted by the Contractor's percentage rate and cost of extra and excess, but excluding the cost on account of Water Charges and Sewerage Charges if any, payable by the contractor and also excluding cost on account of price variation claims as provided in price variation clause as amended up to date.
1. In case of item rate contracts the actual cost calculated for the work executed at the rates mentioned in the contract schedule for different items including cost of excess and extra items of the work excluding the cost of water charges and sewerage charges if any, payable by the contractor and excluding cost on account of price variation claims as provided in extra excess

conditions as amended up to date.

2. In case of lump sum contract the cost of the work actually carried out as per break up and programme of the work and the schedule of payment included in the contract including cost of any excess and/or extra items, of the work, excluding the cost on account of water charges and sewerage charges and also excluding cost on account of price variation claims as provided in extra excess conditions as amended up to date.

Annexure- B (on 500 Rs Stamp Paper)

PRE-CONTRACT INTEGRITY PACT

The Bidder commits himself to take all measures necessary to prevent corrupt practices, unfair means and illegal activities during any stage of his bid or during any pre-contract or post-contract stage in order to secure the contract or in furtherance to secure it and in particular commits himself to the following:-

1. The Bidder will not offer, directly or through intermediaries, any bribe, gift, consideration, reward, favor, any material or immaterial benefit or other advantage, commission, fees, brokerage or inducement to any official of the BMC, connected directly or indirectly with the bidding process, or to any person, organization or third party related to the contract in exchange for any advantage in the bidding, evaluation, contracting and implementation of the Contract.
2. The Bidder further undertakes that he has not given, offered or promised to give, directly or indirectly any bribe, gift, consideration, reward, favour, any material or immaterial benefit or other advantage, commission, fees, brokerage or inducement to any official of the BMC or otherwise in procuring the Contract or forbearing to do or having done any act in relation to the obtaining or execution of the Contract or any other Contract with the Government for showing or forbearing to show favor or disfavour to any person in relation to the Contract or any other Contract with the Government.
3. The Bidder will not collude with other parties interested in the contract to impair the transparency, fairness and progress of the bidding process, bid evaluation, contracting and implementation of the contract.
4. The Bidder will not accept any advantage in exchange for any corrupt practice, unfair means and illegal activities.
5. The Bidder, either while presenting the bid or during pre-contract negotiations or before signing the contract, shall disclose any payments he has made, is committed to or intends to make to officials of the BMC or their family members, CROs, brokers or any other intermediaries in connection with the contract and the details of services agreed upon for such payments.
6. The Bidder shall not use improperly, for purposes of competition or personal gain, or pass on to others, any information provided by the BMC as part of the business relationship, regarding plans, technical proposals and business details, including information contained in any electronic data carrier. The Bidder also undertakes to exercise due and adequate care lest any such information is divulged.

7. The Bidder commits to refrain from giving any complaint directly or through any other manner without supporting it with full and verifiable facts.
8. The Bidder shall not instigate or cause to instigate any third person to commit any of the actions mentioned above.
9. The Bidder and their respective officers, employees, CROs and advisers shall observe the highest standard of ethics during the Bidding Process. Notwithstanding anything to the contrary contained herein, the Authority may reject an Application without being liable in any manner whatsoever to the Applicant if it determines that the Applicant has, directly or indirectly or through an CRO, engaged in corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice in the Bidding Process

For the purposes of this Clause 9, the following terms shall have the meaning herein after respectively assigned to them:

1. “Fraudulent practice” means a misrepresentation or omission of facts or suppression of facts or disclosure of incomplete facts, in order to influence the Bidding Process ;
2. “coercive practice” means impairing or harming or threatening to impair or harm, directly or indirectly, any person or property to influence any persons participation or action in the Bidding Process;
3. “undesirable practice” means (i) establishing contact with any person connected with or employed or engaged by the Authority with the objective of canvassing, lobbying or in any manner influencing or attempting to influence the Bidding Process; or (ii) having a Conflict of Interest; and
4. “Restrictive practice” means forming a cartel or arriving at any understanding or arrangement among Applicants with the objective of restricting or manipulating a full and fair competition in the Bidding Process.

Signature of Tenderer/Bidder

Annexure- C

(On Rs. 500/- Stamp Paper)

DECLARATION CUM INDEMNITY BOND

I, _____ of _____, do hereby declared and undertake as under.

1. I declare that I have submitted certificates as required to Executive engineer
(Monitoring) at the time of registration of my firm/company _____ and there is no change in the contents of the certificates that are submitted at the time of registration.
2. I declare that I _____ in capacity as Manager/Director/Partners/Proprietors of _____ has not been charged with any prohibitory and /or penal action such as banning(for specific time or permanent)/de-registration or any other action under the law by any Government and/or Semi Government and/or Government undertaking.
3. I declare that I have perused and examined the tender document including addendum, condition of contract, specifications, drawings, bill of quantity etc. forming part of tender and accordingly, I submit my offer to execute the work as per tender documents at the rates quoted by me in capacity as _____ of _____.
4. I further declare that if I am allotted the work and I failed to carry out the allotted work in accordance with the terms and conditions and within the time prescribed and specified, BMC is entitled to carry out the work allotted to me by any other means at my risk and cost, at any stage of the contract.
5. I also declare that I will not claim any charge/damages/compensation for non availability of site for the contract work at any time.
6. I declare that I will positively make the arrangements of the required equipment on the day of commencement or with respect to the progress of the work in phases, as per the instructions of site in charge

Signature of Tenderer/Bidder

BANKERS GURANTEE IN LIEU OF CONTRACT DEPOSIT

THIS INDENTURE made this _____ day of _____ BETWEEN

THE _____ BANK incorporated under the English/Indian Companies Acts and carrying on business in Mumbai (hereinafter referred to as 'the bank' which expression shall be deemed to include its successors and assigns) of the first part

_____ inhabitants carrying on business at _____ in Mumbai under the style and name of Messer's _____ (hereinafter referred to as 'the consultant') of the second part Shri. _____

THE MUNICIPAL COMMISSIONER FOR GREATER MUMBAI (hereinafter referred to as 'the commissioner' which expression shall be deemed, also to include his successor or successors for the time being in the said office of Municipal Commissioner) of the third part and THE BRIHANMUMBAI MUNICIPAL CORPORATION (hereinafter referred to as 'the Corporation') of the fourth part WHEREAS the consultants have submitted to the Commissioner tender for the execution of the work of " _____ and the terms of such tender /contract require that the consultants shall deposit with the Commissioner as/contract deposit/ earnest money and /or the security a sum of Rs. _____ (Rupees _____) AND WHEREAS if and when any such tender is accepted by the Commissioner, the contract to be entered into in furtherance thereof by the consultants will provide that such deposit shall remain with and be appropriated by the Commissioner towards the Security -deposit to be taken under the contract and be redeemable by the consultants, if they shall duly and faithfully carry out the terms and provisions of such contract and shall duly satisfy all claims properly chargeable against them there under AND WHEREAS the consultants are constituents of the Bank and in order to facilitate the keeping of the accounts of the consultants, the Bank with the consent and concurrence of the consultants has requested the Commissioner to accept the undertaking of the Bank hereinafter contained, in place of the contractors depositing with the Commissioner the said sum as earnest money and /or security as aforesaid AND WHEREAS accordingly the Commissioner has agreed to accept such undertaking NOW THIS AGREEMENT WITNESSES that in consideration of the premises, the Bank at the request of the consultants (hereby testified) UNDERTAKES WITH the commissioner to pay to the commissioner upon demand in writing , whenever required by him , from time to time , so to do , a sum not exceeding in the whole Rs. _____ (Rupees _____) under the terms of the said tender and /or the contract .The B.G. Is valid up to _____”Notwithstanding anything what has been stated above, our liability under the above guarantee is restricted to

Rs. _____ only and guarantee shall remain in force up to _____ unless the demand or claim under this guarantee is made on us in writing on or before _____ all your right under the above guarantee shall be forfeited and we shall be released from all liabilities under the guarantee thereafter”

IN WITNESS WHEREOF

WITNESS(1) _____

Name and _____

address _____

WITNESS(2) _____

Name and _____ the duly constituted Attorney Manager

address _____

the Bank and the said Messer’s _____

_____ (Name of the Bank)

WITNESS(1) _____

Name and _____

address _____

WITNESS(2) _____

Name and _____

For Messer’s _____

address _____

have here into set their respective hands the day and year first above written.

The amount shall be inserted by the Guarantor, representing the Contract Deposit in Indian Rupees.

Annexure-D

Rate Analysis

| Sr No | Description | Quantity | Unit | Rate (Rs) | Total Cost per Unit |
|--------------------|--------------------|-----------------|-------------|----------------------|--------------------------------|
| 1 | | | | | |
| 2 | | | | | |
| 3 | | | | | |
| 4 | | | | | |
| Sub Total | | | | | |
| GST | | | | | |
| Grand Total | | | | | |

~~Sign & Seal of the Tenderer~~

PROFORMAS:

PROFORMA-I

~~The list of similar works as stated in para 'A' of Post qualification during last five years-~~

| <u>PROFORMA-I</u> | | | | | |
|--------------------------|---------------------|----------------------|-------------------------------|---------------------------|--------------------------|
| Sr. No. | Name of the Project | Name of the employer | Stipulated date of completion | Actual date of completion | Actual Cost of work done |
| 1 | 2 | 3 | 4 | 5 | 6 |
| | | | | | |
| | | | | | |
| | | | | | |

NOTE:

- j.——~~Scanned Attested copies of completion/performance certificates from the Engineer in-Charge for each work should be annexed in the support of information furnished in the above proforma.~~
- k.——~~Works shall be grouped financial year wise.~~

PROFORMA-II

~~Yearly turnover of Civil Engineering Construction Works during the last five years.~~

PROFORMA- III

At least similar work, as stated in para 'A' of Post qualification.

| PROFORMA- III | | | | | | | |
|---------------------|----------------------|---------------------|------------------------------|-------------------------------|---------------------------|--------------------------|--|
| Name of the Project | Name of the Employer | Cost of the Project | Date of is-sue of work Order | Stipulated Date of Completion | Actual Date of Completion | Actual cost of work done | Remarks explaining reasons for delay, if any |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 |
| | | | | | | | |

Note: Scanned Attested copies of completion/performance certificates from the Engineer-in-charge for each work should be annexed in support of information furnished in the above proforma.

PERSONNEL:

| PROFORMA- IV | | | | | |
|--------------|------|---------------------------------|---------------|-----------------|------------------|
| Sr. No. | Post | Name | Qualification | Work Experience | |
| | | (Prime Candidate/ Alternate) | | No. of Years | Name of Projects |
| 1 | | | | | |
| 2 | | | | | |
| 3 | | | | | |
| 4 | | | | | |

NOTE: Scanned Attested copies of qualification certificates and details of work experience shall be submitted /uploaded.

BRIHANMUMBAI MUNICIPAL CORPORATION
DISASTER MANAGEMENT DEPARTMENT

ANNEXURE 'E'

INFORMATION REGARDING STATUS OF BIDDERS

(1)

a) Whether it is a proprietor concern -----

(b) If so, name of the owner along with -----

detailed address, e-mail id, Phone no. and -----

Fax no. -----

(2) If it is a partnership concern, please -----

furnish name of each partner and a copy -----

of registration certificate -----

(3) If it is Joint Venture 1. M/s. -----

2. M/s. -----

3. M/s. -----

(4) In case of company, please furnish the -----

documentary proof to show that the -----

company is registered -----

(5) Name and Designation of the person -----

authorized to make commitments to -----

BMC -----

(6) Turnover of company (not group) -----

2021-22 -----

2022-23 -----

2023-24 -----

(7) Profit of company (not of group)

2021-22

2022-23

2023-24

(8) VAT/ Sales Tax Number

(9) PAN Document Number &

Photograph of the concerned person

(10) Whether direct manufacturer or
authorized dealers/ CRO

(11) Name and address of manufacturer
of hardware

(12) Location of manufacturing facility

(13) Brief description of facilities for
manufacture, production, inspection,
testing and quality assurance

(14) Brief description of after sales
service facilities available with the
vendor

Signature of the Authorised Signatory / Signatories:

Name of concerned person(s) / company:

Stamp:

Date:

BRIHANMUMBAI MUNICIPAL CORPORATION
DISASTER MANAGEMENT DEPARTMENT

ANNEXURE 'F'

EARNEST MONEY DEPOSIT

| | | |
|---|--|--|
| 1 | Providing Housekeeping and allied services at DMU,MHO and CIDM Parel for the period of 2 years | <u>Amount of E.M.D.</u> Rs. 189900/- |
|---|--|--|

| | | |
|---|-----------------|----------------|
| 2 | Contract Period | 2 Years |
|---|-----------------|----------------|

Signature of the Authorised Signatory / Signatories:

Name of concerned person(s) / company:

Stamp:

Date:

BRIHANMUMBAI MUNICIPAL CORPORATION
DISASTER MANAGEMENT DEPARTMENT

ANNEXURE 'G'
PROFILE OF KEY STAFF

| | |
|----------------|--|
| Tender No. | Chief Officer/ T- 08/ DM dtd.15.09.2025 |
| Tender Subject | Providing Housekeeping and allied services at DMU,MHO and CIDM Parel for the period of 2 years |

A detailed profile of Site Engineers and Maintenance Engineer is to be submitted in following format.
Vendor should submit separate sheets for each of personnel.

I] General

| | |
|---|--|
| Name | |
| Role | |
| Total years of experience | |
| Total number of similar projects executed | |
| Total number of similar projects executed in the current role | |

II] Projects executed in the current role (vendor may attach extra sheets to provide complete details for each of the projects executed. Testimonials, in case available, should be attached) – details of similar projects/ equipment supplied, installed, commissioned and maintained in India.

| | |
|--------------------|--|
| Project | |
| Project Value | |
| Team size | |
| Project start date | |
| Project end date | |

BRIHANMUMBAI MUNICIPAL CORPORATION
DISASTER MANAGEMENT DEPARTMENT

ANNEXURE 'H'

LIST OF WORKS EXECUTED IN THE PAST 3 YEARS

| Sr. No. | Name of the work completed | Amount (in Rs.) | Period | Authority under which the work executed with Performance Certificate |
|------------|-------------------------------|-----------------|--------|--|
| 1 | | | | |
| 2 | | | | |
| 3 | | | | |

** Remember to submit work-orders & Performance Certificates of listed jobs and other relevant documents for Proof

Signature of the Authorised Signatory / Signatories:

Name of concerned person(s) / company:

Stamp:

Date:

BRIHANMUMBAI MUNICIPAL CORPORATION
DISASTER MANAGEMENT DEPARTMENT

ANNEXURE 'I'
VENDOR'S SERVICE CENTRE DETAILS

| Sr. No. | Place & Address | Own / Franchisee | Contact Number | Service facilities available (describe) | Number of service engineers |
|---------|-----------------|------------------|----------------|---|-----------------------------|
| 1 | | | | | |
| 2 | | | | | |
| 3 | | | | | |
| 4 | | | | | |

BRIHANMUMBAI MUNICIPAL CORPORATION
DISASTER MANAGEMENT DEPARTMENT

ANNEXURE 'J'

AFFIDAVIT for BEST PRICE

e-Tender No.: _____ (To be uploaded in Folder "A&B")

To,
The Municipal Commissioner,
For the Municipal Corporation to Greater Mumbai

Sir,

e-Tender No. _____

"I/We _____ (full name in capital letters, starting with surname), the Proprietor/Managing Partner/Managing Director/Holder of the Business/Manufacturer/Authorized Dealer, for the establishment/firm/registered company, named herein below, do hereby, state and declare that I/We _____ whose _____ names are given herein below in details with the addresses have not filled in this tender under any other name or under the name of any other establishments/firm or otherwise, nor are we in any way related or concerned with any establishments/firm or any other person, who have filled in the tender for the aforesaid work". "I/We do hereby further undertake that, we have offered the best prices for the subject supply work as per the present market rates. Further, we do hereby undertake and commit that we have not offered/supplied the subject product/similar product/systems or sub systems in the past one year in the Maharashtra State for quantity variation up to – 50% or + 10% at a price lower than that offered in the present bid to any other outside agencies including Govt./Semi Govt. Agencies and within M.C.G.M. also. Further, we have filled in the accompanying tender with full knowledge of the above liabilities and therefore we will not raise any objection or dispute in any manner relating to any action including forfeiture of deposit and blacklisting, for giving any information which is found to be incorrect and against the instruction and direction given in this behalf in this tender.

I/We, further agree and undertake that in the event, if it is revealed subsequently after the allotment of work/contract to me/us that any information given by me/us in this tender is false or incorrect, I/We shall compensate the Brihanmumbai Municipal Corporation for any such losses or inconveniences caused to the Corporation, in any manner and will not raise any claim for such compensation on any grounds whatsoever. I/We agree and undertake that I/We shall not claim in such case any amount, by way of damages or compensation for cancellation of the contract given to me/us or any work assigned to me/us or is withdrawn by the Corporation". However, in case of price difference, if it is a result of differential tax structures, difference in Dollar value of Rupee, considering this aspect, before invoking the penalty, blacklisting etc. I/We will be given a reasonable opportunity of being heard by representing our case as to why such price variation/difference has arisen. In case, if the explanation submitted by me/us is unsatisfactory then action as stated above including forfeiture of Deposit & blacklisting will be taken against me/us. TENDERER'S FULL SIGNATURE WITH FULL NAME & RUBBER STAMP

(Note: This affidavit should be given on Rs.200/- Stamp paper duly notarized by Notary with red seal and registration Number)

BRIHANMUMBAI MUNICIPAL CORPORATION
DISASTER MANAGEMENT DEPARTMENT

ANNEXURE 'K'
TENDER FORMAT

[To be filled in by the Bidder]

To,
The Municipal Commissioner
BRIHANMUMBAI MUNICIPAL CORPORATION.

Dear Sir,

"I/We _____ (Full Name in Capital Letters, starting with Surname), the Proprietor/Managing Partner/Managing Director/Holder of the Business, for the establishment/firm/registered company, named herein below do hereby offer to _____ referred to in the specifications and schedule to the accompanying form of contract at the rates entered in the Schedule of rates sent herewith and signed by me/us" (strike out the portions which are not applicable).

"I/We _____ do hereby state and declare that I/We, whose names are given herein below in details with the addresses, have not filled in this tender under any other name or under the name of any other establishment/firm or otherwise, nor are we in any way related or concerned with the establishment/firm or any other person, who have filled in the tender for the aforesaid work".

"I/We _____ have filled in the accompanying tender with full knowledge of liability, and therefore, we will not raise any objection or dispute in any manner relating to any action, including forfeiture of deposit and blacklisting for giving any information, which is found to be incorrect and against the instructions and directions given in this tender".

"I/We further agree and undertake that in the event it is revealed subsequently after the allotment of work/contract to me/us that any information given by me/us in this tender is false or incorrect, I/We shall compensate the Brihanmumbai Municipal Corporation for any such losses or inconveniences caused to the Corporation in any manner and will not resist any claim for such compensation on any ground whatsoever. I/We agree and undertake that I/We shall not claim in such case any amount, by way of damages or compensation for cancellation of the contract given to me/us or any work assigned to

me/us or is withdrawn by the Corporation".

I/We have examined the details of all the works to be carried out and have carefully noted the conditions of contract and the specifications with all the stipulations of which I/We agree to comply, and I/We will undertake to complete the work within the period stipulated from time to time after receiving an order to carry out the same.

I/ We have this day deposited, as Earnest Money, with the Chief Accountant of the Brihanmumbai Municipal Corporation the sum of Rs. _____ not to bear interest or the equivalent of Rs. _____ in Demand Draft. I/We hereby request you not to enter into a contract with any other person or persons for the above mentioned work for which the present tender is submitted until notice of non-acceptance of this tender has been first communicated to me/us, and in consideration of your agreeing to refrain from so doing. I/We agree not to withdraw the offer constituted by this tender before the date of the communication to me/us of such notice of non-acceptance which they shall be not later than 10(ten) days from the date of decision of the Education/Standing Committee or of the Corporation or Municipal Commissioner as may be required under the Mumbai Municipal Corporation Act, not to accept this tender and I/We agree that if contrary to the Agreement contained in this cause. If I/We withdraw the tender before the said date Earnest Money paid by us as aforesaid shall be liable to forfeiture by the Mumbai Municipal Corporation. I/We also agree to the forfeiture of the said deposit in the event of your accepting my/our Tender, I/We fail to execute the formal contract or to make the Contract Deposit equivalent of 5% of the contract amount when called upon to do so.

I/We do hereby agree to pay all the charges of whatsoever connected with the preparation, stamping and execution of the contract.

Company Profile:-

a) If it is proprietary concern, name of the owner :- _____

b) If it is a partnership concern, name and address of each partner :- _____

c) In case of company, documentary proof to that effect is attached.

d) Operating Bank :- _____

e) Branch :- _____

f) Bank Account No :- _____

g) e-mail Address :- _____

Signature of Authorized Person
of Concern/Company

Name of Concern / Company & Seal

BRIHANMUMBAI MUNICIPAL CORPRATION
DISASTER MANAGEMENT DEPARTMENT

ANNEXURE 'L'

To,
The Municipal Commissioner,
Greater Mumbai,
Mahapalika Marg,
Mumbai – 400001

Sir,

Sub: - Providing Housekeeping and allied services at DMU,MHO and CIDM Parel for the period of 2 years

I / We have read all the specifications, terms and conditions, schedule of quantity and rates etc. as stipulated in the tender under reference and accept the same.

Yours faithfully,

Bidder / Bidder's Signature

Address _____

Office Stamp _____

Tel No. _____

BRIHANMUMBAI MUNICIPAL CORPORATION

DISASTER MANAGEMENT DEPARTMENT

ANNEXURE 'Q'

Checklist for Documents to be uploaded

| Sr. No. | Description | Annexure (if applicable) | Document uploaded (Y/N) |
|---------|---|--------------------------|-------------------------|
| 1 | Technical Capacity (Project Experience): The tenderer (s) in their own name should have satisfactorily executed the work of similar nature BMC /Semi Govt. /Govt. & Public Sector Organizations during last seven (7) years ending last day of month previous to the one in which bids are invited as a prime Contractor (or as a nominated sub-Contractor, where the subcontract had involved similar nature of work as described in the scope of works in this bid document, provided further that all other qualification criteria are satisfied) a) Three similar completed works each of value not less than the value equal to 20% of estimated cost put to tender Or b) Two similar completed works each of value not less than the value equal to 25% of estimated cost put to tender Or c) One similar completed work of value equal and or not less than the 40% of estimated cost put to tender. | | |
| 2 | Average annual financial turnover during the last 2 years, ending 31st march of the previous financial year, should be at least 30% of the estimated cost. as certified by 'Chartered Accountant' (in all classes of civil engineering construction works only) equal to 30% of the estimated cost of work in last three (3) financial years immediately preceding the Financial Year in which bids are invited. | | |
| 3 | Form of Tender | | |
| 4 | Agreement Form | | |
| 5 | Brief details of tender | A | |
| 6 | Pre Contract Integrity Pact | B | |
| 7 | Affidavit on Rs. 500/- stamp paper notarized, Declaration cum Indemnity Bond | C | |
| 8 | Proforma I & II | | |
| 9 | Information of Status of Bidder | E | |
| 10 | EMD Details | F | |

| | | | |
|----|---|-------------------|--|
| 11 | Profile of Key staff | G | |
| 12 | List of works executed in past | H | |
| 13 | Service Centre details | I | |
| 14 | Affidavit on Rs. 200/- stamp paper notarized, Best price | J | |
| 15 | Tender Format | K | |
| 16 | Undertaking | L | |
| 17 | Affidavit on Rs. 500/- stamp paper notarized, Irrevocable Undertaking | M M | |
| 18 | Checklist | Q | |
| 21 | PAN Card | | |
| 22 | Valid Registration Certificate of E.S.I.C. | | |
| 23 | Valid Registration Certificate of E.P.F. | | |
| 24 | Certificate for Registration of GST | | |
| 25 | Valid Bank Solvency Certificate of Rs. 8,00,000/- | | |
| 26 | Company Profile | | |
| 27 | Power of Attorney | | |
| 28 | Latest Partnership Deed | | |
| 29 | Certificate of Incorporation | | |
| 30 | Memorandum of Articles | | |
| 31 | C.A. Certified Balance Sheet for last 3 financial years | | |
| 32 | Work experience letter as per the technical criterion sign by executive engr & above | | |
| 33 | Rs 500/- Stamp paper equipment list | | |
| 34 | BOQ as per tender document | | |

Signature of Authorized Person
of Concern/Company

Name of Concern / Company & Seal

Annexure - R

- 1) Following tables are provided for the better understanding of unskilled manpower services. However bidders are not supposed to fill the rates in these tables in tender documents in Packet A&B to be uploaded on e-tendering portal. L1 and L2 bidder should submit rate analysis in this format after demand notification by e-mail to bidders by Chief Officer (DMU).

Rate analysis- A

Providing Housekeeping & general services at DM, MHO for 2 years

| Sr. No. | Description | Office Estimate | | | | |
|----------------------------|--|-----------------|-------------------|----------------------|------|------------|
| | | Rate (Rs.) | Unit | Quantity for 2 years | Unit | Cost (Rs.) |
| 1 | Providing mechanised and manual cleaning of open premises by sweeping, scrubbing, vaccum cleaning, prerssure washing etc. With the help of johnson swing 755 1st or Nilfisk CA 750, Vaccum cleaner and hard scrubber for Entrance , corridor, passage area between work station and staircase with all required high grade cleaning material and including all required labours etc. Complete and as per direction by Engineer in Charge For DMU MHO | | Rs per 100 Sq mtr | 1090401 | Sqm | |
| 2 | Providing cleaning the General toilets Blocks of residential / non residential building manually and with the help of johnson diversey Diverac 30 or nilfisk WD 225 and Diverwash or nilfisk N 410 and all required high grade cleaning material and including all required labours etc. Complete and as per direction by Engineer in Charge. For DMU MHO | | Per Unit | 5840 | Nos | |
| 3 | Providing cleaning to the VIP toilet with the help of johnson diversey Diverac 30 or nilfisk WD 225 and Diverwash or nilfisk N 410 including all required high grade cleaning material and all required labours etc. Complete and as per direction by Engineer in Charge For DMU MHO | | Per Unit | 1460 | Nos | |
| 4 | Providing general pest control service to control the nuisance of coackroaches, lizards, bed bugs, and other insects etc. with four operation in year and monthly checkup etc. complete or As directed by Engineer in charge at MHO | | Rs per Sq mtr | 1558 | Sqm | |
| Total amount in Rs. | | | | | | |

Rate analysis- B

Providing Housekeeping & General Services at CIDM, Parel .

| Sr. No. | Description | Office Estimate | | | | |
|---------|--|-----------------|-------------------|----------------------|------|------------|
| | | Rate (Rs.) | Unit | Quantity for 2 years | Unit | Cost (Rs.) |
| 1 | Providing mechanised and manual cleaning of open premises by sweeping, scrubbing, vaccum cleaning, prerssure washing etc. With the help of johnson swing 755 1st or Nilfisk CA 750, Vaccum cleaner and hard scrubber for Entrace , corridor, passage area between work station and staircase with all required high grade cleaning material and including all required labours etc. Complete and as per direction by Engineer in Charge for CIDM Parel | | Rs per 100 Sq mtr | 1148290 | Sqm | |
| 2 | Providing manual cleaning to out side area of residential / non residential Building by Johnson balimat 45 or nilfisk flipper and high pressure jet including all required high grade cleaning material and including all required labours etc. Complete and as per direction by Engineer in Charge(only Court yard outside area) for CIDM Parel | | Rs per 100 Sq mtr | 466823.01 | Sqm | |
| 3 | Providing cleaning the General toilets Blocks of residential / non residential building manually and with the help of johnson diversey Diverac 30 or nilfisk WD 225 and Diverwash or nilfisk N 410 and all required high grade cleaning material and including all required labours etc. Complete and as per direction by Engineer in Charge for CIDM Parel. | | Per Unit | 11680 | Nos | |
| 4 | Providing cleaning to the VIP toilet with the help of johnson diversey Diverac 30 or nilfisk WD 225 and Diverwash or nilfisk N 410 including all required high grade cleaning material and all required labours etc. Complete and as per direction by Engineer in Charge for CIDM Parel | | Per Unit | 5840 | Nos | |
| 5 | Providing general pest control service to control the nuisance of coackroaches, lizards, bed bugs, and other insects etc. with four operation in year and monthly checkup etc. complete or As directed by Engineer in charge for CIDM Parel. | | Rs per Sq mtr | 4200 | Sqm | |
| 6 | Providing Façade Cleaning to the external ACP & Structural glazing of the bldg manually with the help of man power, site supervisor, tools, tackels, sefety belts, safety | | Rs per Sq mtr | 3000 | Sqm | |

| | | | | | |
|----------------------------|---|--|-----------------------|--------|------|
| | helmet, spider kit, spider rope with all safety measures as per the sandard practice etc. & all required high grade cleaning material to ensure trhat all the moss & dirt deposits shall be cleaned out thoroughly or as per directed by Engineer Incharge for CIDM Parel. | | | | |
| 7 | <p>Cleaning of overhead / underground water tank of any size, shape, & capacity including cleaning, internal wall surfaces, bottom and ceiling of tank throughly by using 6 stage process including Sanitizing, Cleaning,Germiciding,Anti Fungal,Anti Mildew,Anti Viral,Deodorizing</p> <p>Stage 1 Mechanized Dewatering Manhole and surroundings are cleaned off dirt, mud and algae.</p> <p>Stage II Sludge RemovalA sludge pump is used to dispose off the dirty water & sludge.</p> <p>Stage III High Pressure CleaningWalls & ceilings of the tanks are cleaned using special high pressure jet.</p> <p>Stage IV Vacuum Cleaning vacuum pump is used to remove sludge after cleaning the tankfloor with a high pressure jet. An industrial pump is then used to clean the remaining dirtStage V</p> <p>Anti-bacterial Spray The walls & ceilings are made totally sterile from bacteria attack using specially developed antibacterial agents.Stage VI UV Radiation A specially developed UV Radiator is used to kill suspended or floating bacteria remaining in the tank. etc completed or as directed by Engineer in charge for CIDM Parel.</p> | | Rs per 1000 Lit | 496000 | Ltr. |
| Total amount in Rs. | | | | | |

Rate Analysis C

Sub - Providing Housekeeping & General Services at DM, MHO & CIDM Parel for two year.

| Sr. No. | Description | Amount (in RS) |
|----------------------|--|-----------------------|
| 1 | Providing Housekeeping & allied Services at DM, MHO for the period of two year. | |
| 2 | Providing Housekeeping & allied Services at CIDM Parel for the period of two year. | |
| Sub Total (A) | | |

Note: In addition to above lowest successful bidder has to submit the rate analysis of manpower as per Labour Department circular प्रकाश/०६/२०२२-२०२३ दिनांक १९.०१.२०२४.

In the event that the lowest successful bidder fails to submit a detailed rate analysis, in compliance with the Minimum Wages Act, their Earnest Money Deposit (EMD) will be forfeited. In such a case, the contract will be awarded to the second-lowest bidder (L2), provided that the L2 bidder complies with all minimum wage requirements. The same will apply to any subsequent bidders who meet the minimum wage compliance criteria.

SECTION 11

BILL OF QUANTITIES

BILL OF QUANTITIES

| Sr. No | Actual Description of Item | Description in e-tendering Commercial Window | Qty. | Unit | Cost (in Rs) (Excl. of all taxes) |
|---|---|---|------|------|--------------------------------------|
| 1. | Providing Housekeeping and allied services at DMU,MHO and CIDM Parel for the period of 2 years. | Providing Housekeeping and allied services at DMU,MHO and CIDM Parel for the period of 2 years. | 1 | Job | Rs. 9492698.1300000008 |
| Premium (+)/Discount (-) whichever is applicable including all taxes. (In words.....)% | | | | | - |
| Gross Total amount including all taxes | | | | | - |
| (Gross Total in words.....) | | | | | |

Bidder's Address

Tel. No. _____

Vendor No. _____

Email ID. _____

Signature of Bidder & Office Stamp

Note:

1. In the event that the lowest successful bidder fails to submit a detailed rate analysis, in compliance with the Minimum Wages Act, their Earnest Money Deposit (EMD) will be forfeited. In such a case, the contract will be awarded to the second-lowest bidder (L2), provided that the L2 bidder complies with all minimum wage requirements. The same will apply to any subsequent bidders who meet the minimum wage compliance criteria.
2. Above BOQ is to be filled & submitted by successful bidder after allotment of work as a part of contract document.
3. The tenderer shall quote inclusive of all taxes other than GST (Excluding GST), Levies, Duties, Cess etc as applicable at the time of bid submission. GST as applicable shall be paid separately on submission of Bills/invoice. Input Tax Credit of GST as available with the bidder will not be claim separately by BMC. However, while quoting the rates benefit of Input Tax Credit or Exemptions shall be passed on to the BMC by way of Equivalent reduction in quoted price.

