



WESTBENGALHOUSINGBOARD

(Estd. Under W.B. Act XXXII of 1972)

'ABASAN', 105, S. N. Banerjee Road, Kolkata-700014,

Phone: (033) 2265-1965, 2264-1967/ 3966 / 8968 / 4974/0950. Fax : (033) 2264-

1480/0979, Web site : www.wbhousingboard.in Email : wbhousingboard@gmail.com

Memo No:- 793/DD(EP) III /HB

Dated:- 04/06/2018

NOTICE INVITING QUOTATION

NIQ No:- NIQ-03/DD(EP) III/HB 2017-18 (2nd call)

E-Quotation are invited by West Bengal Housing Board from reputed sole proprietorship/ partnership firms having experience in the field of handling operation and maintenance services in Office Building establishments. (Submission of Bid through online in two fold system) for following work.

Name of Work	Earnest Money	Cost of Bidding documents (Non-refundable)	Period of Completion	Officer in-charge of the work	Eligibility of Bidder
Maintenance & Cleaning & Sweeping and Pest Control works in the office premises of West Bengal Housing Board, 105 S.N. Banerjee Road, and Kolkata - 700014, for 'ABASAN' Building	Rs. 3000.00 to be paid in the form of Bank Draft / pay order from any nationalized / Schedule Bank drawn in favour of West Bengal Housing Board. (Scanned copy to be produced at the time of Bid submission)	To be disclosed later as per norms and only to be deposited by the successful Bidder during formal agreement after issuance of LOA.	12 (Twelve) months	Administrative Officer (General), WBHB	Bonafied and Resourceful Agencies having experience in similar nature of service fulfilling requisite eligibility criteria as stated in the NIQ Eligibility.

- 1) In the event of e-filing, intending bidder may download the tender documents from the website: <http://wbtenders.gov.in> directly with the help of Digital Signature Certificate & necessary earnest money/ bid security may be emitted through demand draft/ pay order issued from any nationalized/scheduled bank in favour of 'West Bengal Housing Board' and the same shall be documented as soft copy (scan copies of the originals) through e-filing. Only the lowest (L1) bidder shall submit the hard copy of the EMD (i.e demand draft/ pay order in original) to the tender inviting authority with its acceptance letter of the LOI. Failure to submit the hard copy with the acceptance letter within the time period prescribed for the purpose may be construed as an attempt to disturb the tendering process and accordingly will be legally dealt with including blacklisting of the bidder.

EMD shall be documented as soft copy (scan copies of the originals) through e-filing, in Technical Cover otherwise the tender will be rejected.

2. Both **Technical bid and Financial Bid** are to be submitted in technical folder and financial folder concurrently duly digitally signed in the website <http://e-tender.wb.nic.in> as per Tender time schedule. The documents submitted by the bidders should be properly indexed & digitally signed.

3. The FINANCIAL OFFER of the prospective Bidder will be considered only if the TECHNICAL Document of the Bidder found qualified. The decision of the Tender committee, W.B.H.B. will be final and absolute in this respect.

4. For any queries and clarification, interested Audit Firms may visit the office and may Contact with Administrative Officer (General), WBHB or his authorised person in the accounts wing at the address mentioned below.

5. Address for Communication: Administrative Officer (General), WBHB

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Web site: www.wbhousingboard.in
Email: wbhousingboard@gmail.com

WBHB reserves the right to accept/reject any or all proposals without assigning any reason thereof.

6. **Eligibility Criteria For Participation In The Quotation.**

- i. Intending Bidders should produce credentials of a similar nature of services for at least one work under Govt. Sector, Semi Govt. Sector, Corporations, Govt. Companies, Boards, Autonomous/Statutory Bodies, Reputed Bank, Local Bodies, etc. and having a magnitude of **30%**(Price updated @6% per annum, compoundable from the date of completion of work) of the **Work value** put to Quotation during 5(five) years prior to the date of issue of this Quotation notice of similar nature. OR
- ii. Intending Bidders should produce credentials of 2 (two) similar nature of work, each of the minimum value of 25% of the estimated amount put to tender during 5 (five) years prior to the date of issue of this Quotation notice of similar nature. OR
- iii. In case of running works, only those Bidders who will submit the certificate of satisfactory running work from the concerned OIC, or equivalent competent authority will be eligible for the Quotation. In the required certificate it should be clearly stated that the work is in progress satisfactorily and also that no penal action has been initiated against the executed agency, i.e Quotationer
- iv. Bidders having experience of completed works shall be submitted the completion certificates with 1)**Name of the work** 2)**Name and address of the Client** 3) **Value of work**4) **Date of start and completion**

7) The bidder should have an average turnover of Rs.10 lacks for last consecutive three years. The bidder should not have incurred any loss in more than two years during the last five years ending 31stMarch, 2017.

8) The intending bidders should submit copy of valid trade license, PF registration, VAT, PAN, ESI, Service tax registration certificate, Cess, personal identity, purchased receipt of procured materials used in above project site including vat and others described above. (NON STATUTORY)

Each Technical Bid having fulfil minimum criteria will be evaluated by the Tender Evaluation Committee.

After opening the financial bids of the technically qualified Bidders the Financial evaluation statement will be sent to Tender Committee and Technical-Cum-Works-Committee, for their consent/objection, if any,

Bidder should Quote their Rate inclusive all Taxes (including GST as applicable) and shall have to comply with the provisions of Minimum wages Act including all the Statutory Levis as per Govt. Order.

9) Documents to be submitted scanned copy (In the e-Portal Only):-

- i) A copy of GST Registration No.
- ii) Income Tax return with acknowledgement for the current year including PAN Card.
- iii) Professional Tax (PT) certificate
- iv) Valid Trade license
- v) Cess Registration certificate.
- vi) Provident fund enrolment No
- v) Power of Attorney (Authority to sign the Tender documents)
- vi) Partnership Deed (In case of partnership firm.) Memorandum of Association (in case of companies)
- vii) Experience profile duly certified by two partners and any other documents related to illegibility criteria. (as stated above.)

10) Scope of Work

Location	Work to be Executed
Basement	Dry sweeping in store Room for every working day and rest portion sweeping one time per week.
Ground Floor	Dry sweeping (except Bank and Shops area) for every working day.
1st Floor	Dry sweeping for every working day.
2 nd Floor	Dry sweeping / Wet mopping up for every working day.
3 rd Floor	Dry sweeping for every working day.
4 th Floor	Dry sweeping for every working day.
5 th Floor	Dry sweeping for every working day.
Roof	Dry sweeping for one time per month.
Garage	Dry sweeping for one time per week.
Garden	Dry sweeping for one time per week.
Periphery of Abasan Building area	Dry sweeping for Two times per week.
Stair case	In all floors Dry sweeping for every working day.

Lift lobby	In all floors Dry sweeping for every working day.
Gents & Ladies Toilet	All points to be cleaned with disinfectant cleaner. Cleaning and washing with branded Phenyl for every working day, Naphthalene is to be used in urinal.
Tables & Chairs	Dry mopping up table & chair in used in all floors for every working day.
Sofa	Dry Cleaning with feather duster two days per week
Garbage	Garbage to be cleared at regular time interval after segregation. No littering or mixing of garbage will be allowed. Garbage to be discharged at designated place as per standing order of WBHB
Pest control	Used for two times per month in every floor.
Room freshener	To be spread inside of lift, Chairman's chamber for two times per month Board meeting room for one time per week.
Towel cleaning	15 nos. Towel cleaning one time per month.
Curtain washing	10 nos. Curtain washing one time per month.
	Any Where soot/Smutty in the Building premises It needs to be clean use with Ceiling mop.

11) Bids shall remain valid for a period not less than **120 One hundred twenty) days** after the deadline date of Bid submission. If the bidder withdraws the bid during the period of bid validity, without any valid reason, the earnest money as documented will be forfeited forth with without assigning any reason thereof or necessary appropriate legal action may be taken against the Bidder.

12) Important Information: Date& Time schedule

Sl. NO.	Particulars	Date & Time
1.	Date of uploading of N.I.Q. and Bid Documents(online) (Publishing Date)	09.06.2018
2.	Date & time of start of downloading Bid Documents(Online)	11.06.2018at 18-00 hr.
3.	Date and Time of Start of Bid Submission (On line)	14.06.2018at 18-00 hr.
4.	Date and Time of Closing Bid Submission (On line)	21.06.2018at 11-00 hr.
5.	Date and Time of Bid opening for Technical proposal (Online)	25.06.2018at 11.00 hr.
6.	Date of Uploading list for Technically Qualified Bidders (Online)	To be notified during Uploading of Technical Evaluation Sheet of Bidders
7.	Date and Time of Bid Opening for Financial proposal (Online)	To be notified during uploading of Technical evaluation sheet of Bidders

13. The Quotation Inviting Authority reserves the right to reject any application for participating in bidding process and to accept or reject any offer without assigning any reason whatsoever and is not liable for any cost that might have incurred by any Quotationer at the stage of Bidding.

14. Prospective applicants are advised to note carefully the minimum qualification criteria as mentioned in NIQ ‘and various conditions in “Conditions of Contract”, before Quotationing the bids.

15. No Conditional/Incomplete Quotation will be accepted under any circumstances In case of ascertaining the authority of the intending bidders at any stage of Quotation processor execution of work, necessary registered irrevocable power of attorney in original list to be produced for verification as and when asked for by the Quotation Inviting & Accepting Authority /Officer-in-Charge.

16. During the scrutiny, if it comes to the notice of the Quotation inviting authority that the credential or any other paper found incorrect/ manufactured/ fabricated, that bidder would not be allowed to participate in the Quotation and that application will be out rightly rejected without any prejudice.

The Quotation Inviting Authority reserves the right to cancel the N.I.Q. due to unavoidable circumstances without assigning any reason, whatsoever, to the bidders and no claim in this respect will be entertained.

17. During the process of scrutiny of Quotation document, the Quotation inviting authority or his authorized representative may verify the credential and other related documents as submitted by the Bidders with the original, if necessary. After verification, if it is found that the documents submitted by the Bidders is either manufactured or false, the bid submitted by the Bidder will be summarily rejected and the Earnest Money deposited by the bidder will be forfeited by the Quotation Inviting Authority without assigning any reason thereof.

18. Qualification criteria.

The Quotation inviting & Accepting Authority through a 'Tender Committee' will determine the eligibility of each bidder. The bidders shall have to meet all the minimum criteria regarding:

Experience / Credential.

The eligibility of a bidder will be ascertained on the basis of the digitally signed documents in support of the minimum criteria as mentioned in NIQ. If any document submitted by a bidder is found either manufactured or false, in such cases the eligibility of the bidder/Quotationer will be out rightly rejected at any stage without any prejudice with for feature of earnest money forth with or will be debarred from participation in any Quotation within the jurisdiction of WBHB for a period of 1(one) year or more as deemed fit by the Quotation Inviting authority.

19. "Where an individual person holds a digital certificate in his own name duly issued to him against the company or the firm of which he happens to be director or partner, such individual person shall, while uploading any Quotation for and on behalf of such company or firm, invariably upload a copy of registered power of attorney showing clear authorization in his favour by the rest of the directors of such company or the partners of such firm, uploading such Quotation. The power of attorney shall have to be registered in accordance with the provisions of the Registration Act, 1998"

20. Deduction of Taxes & duties:- As applicable, as per norms.

21. The authority reserves the right to withheld payment if the work is not done with in time if not otherwise extension of time is allowed by the Tender inviting authority

**Deputy Director (EP) III
West Bengal Housing Board**

Memo .No:- 793 /1(13)/DD(EP)III/HB

Dated:- 04/06/2018

Copy forwarded for information to the:

1. Housing Commissioner, WBHB
2. J.H.C. & Secretary, WBHB
3. Director (Engineering), WBHB
4. CA cum AP, WBHB
5. FA cum CAO,/D.F.A.cum DCAO, WBHB

6-09. Joint Director (EW)-I/II/III/V. WBHB

10. Join Director (EP) /WBHB
11. S. K. Ghosh /A.D (EP), WBHB.
12. Asis Basak/ SAE (EP) WBHB.
13. Notice Board

**Deputy Director (EP)-III
West Bengal Housing Board**

WESTBENGAL HOUSINGBOARD

Section-1

GENERALINSTRUCTION TOBIDDERS

General guidance fore-QUOTATION

Instruction /Guidelines for Quotations for electronic submission of the Quotations online have been annexed for assisting the contractors to participate in e -QUOTATION.

1. **Work Background**

West Bengal Housing Board (herein after referred to as "WBHB" or the "Client") intends to engage reputed sole proprietorship/ partnership firms having experience in the field of handling operation and maintenance services in Office Building establishments.

WBHB invites request for NIO to appoint a reputed sole proprietorship/ partnership firms having experience in the field of handling operation and maintenance services in Office Building establishments.

Above details are tentative and are subject to change above description is given only for the purpose of submitting the proposal.

2 **ScopeofWork**

Location	Work to be Executed
Basement	Dry sweeping in store Room for every working day and rest portion sweeping one time per week.
Ground Floor	Dry sweeping (except Bank and Shops area) for every working day.
1st Floor	Dry sweeping for every working day.
2 nd Floor	Dry sweeping / Wet mopping up for every working day.
3 rd Floor	Dry sweeping for every working day.
4 th Floor	Dry sweeping for every working day.
5 th Floor	Dry sweeping for every working day.
Roof	Dry sweeping for one time per month.
Garage	Dry sweeping for one time per week.
Garden	Dry sweeping for one time per week.
Periphery of Abasan Building area	Dry sweeping for Two times per week.
Stair case	In all floors Dry sweeping for every working day.

Lift lobby	In all floors Dry sweeping for every working day.
Gents & Ladies Toilet	All points to be cleaned with disinfectant cleaner. Cleaning and washing with branded Phenyl for every working day, Naphthalene is to be used in urinal.
Tables & Chairs	Dry mopping up table & chair in used in all floors for every working day.
Sofa	Dry Cleaning with feather duster two days per week
Garbage	Garbage to be cleared at regular time interval after segregation. No littering or mixing of garbage will be allowed. Garbage to be discharged at designated place as per standing order of WBHB
Pest control	Used for two times per month in every floor.
Room freshener	To be spread inside of lift, Chairman's chamber for two times per month Board meeting room for one time per week.
Towel cleaning	15 nos. Towel cleaning one time per month.
Curtain washing	10 nos. Curtain washing one time per month.
	Any Where soot/Smutty in the Building premises It needs to be clean use with Ceiling mop.

3. PREPARATION OF BIDS

a) Registration of bidder

An bidder willing to take part in the process of e-QUOTATION will have to be enrolled and registered with the Governments system through log In on to <https://eQuotation.wb.nic.in>(or on the web portal of West Bengal Housing Board).The contractor is to click on the link for e-QUOTATION site as given on the web portal.

b) Digital Signature Certificate (DSC)

Each bidder is required to obtain a class-II or class-III Digital Signature Certificate (DSC) for submission of Quotations from the approved service provider of the National Informatics Centre (NIC) on payment of requisite amount. Details are available at the website stated in clause-1 above.DSC is given as a USB e-Token.

c) Collection of Quotation Documents

The Bidder can search & download NIQ and bid documents electronically from computer once he logs onto the website mentioned above using the Digital Signature Certificate. This is the only mode of collection of Quotation documents.

d) Pre-Bid meeting:-Provision of pre-bid meeting

Section -2

SUBMISSION OF BIDS

Bids are to be submitted through online to the website stated in Cl.1 in two folders at a time for each work, one in Technical Proposal & the other in Financial Proposal before the prescribed date & time using the Digital Signature Certificate(DSC). The documents are to be uploaded virus scanned copy duly Digitally Signed. The documents will get encrypted (transformed into non readable formats).

a) **Technical proposal (ALL THE DOCUMENTS MENTIONED BELOW SHOULD BE UPLOADED IN TECH_FILE OF THE TECHNICAL COVER)**

The Technical proposal should contain scanned copies of the following

Cove Containing (Packet 1)

1. Particulars relating to Qualification of Bidder–Eligibility and Qualification Criteria as per Clause 6.
2. The Technical proposal should contain scanned copy/copies of EMD
3. Self-attested copies of PAN CARD, EPF Code No., Professional Tax Enrolment No. and GST Registration Certificate/The agency should possess GST Registration number, Cess registration and copies of necessary documents to this effect is to be submitted, Latest IT Return.
4. A written Power of Attorney authorizing the signatory of the bid.
- 5) Partnership Deed (In case of partnership firm.) Memorandum of Association (in case of companies)
- 6) Undertaking for not black listed as per Section -3C

b). **Financial Proposal
(Packet 2)**

- i) **The financial proposal contain the Bill of quantities(BOQ), the Firm is to quote the rate(Lump sum) online, through computer in the space marked for quoting rate in the BOQ. Labour Charges (Yearly) is to be quote as per minimum wages mentioned below.**

ii) **Labour (unskilled) Charge to be reimbursed by West Bengal Housing Board fixed on the basis of Government of West Bengal, Finance (Audit) Department Memorandum No. 3687- F(Y) dated 02.05.2012 read with Memorandum No.3790-F(Y) dated 21.07.2014**

Description	Unskilled labour
Monthly wages in INR	7,661.00
EPF, EDLI & Administrative Charge @13.36%	1,023.51
ESI @4.75%	363.90
GST @18% on minimum monthly wages (in INR)	1378.98
Bonus @ Rs. 583.33 per month (in INR)	583.33
Total (A)	11,010.72

iii) Monthly Wages have been fixed as per Government of West Bengal, Office of Labour Commissioner, Kolkata Circular No. 1242/Stat/2RW/76/266/2000/LCS/JLC dated 02.07.15

iv) The Minimum wages as noted above are applicable for the period w.e.f. 01/01/2018 subject to revision by the Government of West Bengal and the applicable EPF, ESI etc. shall be revised accordingly.

c) Quotation Evaluation committee (TEC)

i. Opening and evaluation of Quotation:-

If any Quotationers exempted from payment of EMD, copy of relevant order needs to be furnished.

ii) Technical proposals will be opened jointly by The Deputy Director (EP)III and any other Officer(s) of WBHB (holding DSC) electronically from. The website using their Digital Signature Certificate.

iii) Intending Quotationers may remain present, if they so desire.

iv) Cover containing Technical documents should be opened first. If there is any deficiency in the statutory documents, the Quotation will summarily be rejected.

v) Decrypted (transformed into readable formats) documents of folder-1 will be downloaded and handed over to the Quotation Evaluation Committee.

vi. Bid opening summary of the Technical Bid is then uploaded to send email to all the participating Bidders.

vii. Pursuant to scrutiny and decision of the Quotation Evaluation Committee, the summary list of Qualified & Non-qualified Bidders for the work (mentioning the serial number) will be uploaded in the web portals.

viii. While evaluation, the committee may summon the QUOTATIONERS and seek clarification/ information or additional documents .if the seared not produced within the stipulated time frame, their proposals will be liable for rejection.

d). Penalty for suppression/distortion of facts/Non Performance/Losses

Submission of false document by Quotationers strictly prohibited and in case of such act by the Quotationers the same may be referred to the appropriate authority for prosecution as per relevant IT Act with forfeiture of earnest money forthwith.

e) REJECTION OF BID

The Employer (Quotation accepting authority) reserves the right to accept or reject any Bid and to cancel the Bidding processes and reject all Bids at any time prior to the award of Contract without there by incurring any liability to the affected Quotationer or Quotationers or any obligation to inform the affected Quotationer or QUOTATIONERS of the ground for Employer's (Quotation accepting authority) action.

f) Opening of Financial Bid

a) Financial proposals will be opened by the Deputy Director (EP)III along with other authorised Officer(s) of WBHB electronically as per schedule date, time, place.

b) After opening of Financial Bid if situation demands, the Deputy Director (EP)III may call off –line open Bid among the Bidders to lower down the offer rate further

g) Award of Contract

The Quotationer whose Bid has been accepted will be notified by the Quotation Inviting and Accepting Authority/DFA cum CAO of WBHB through acceptance letter/Letter of Acceptance. The Letter of Acceptance will constitute the formation of the Contract. The Agreement in Printed Quotation Form will incorporate all necessary documents e.g. LOA, N.I.Q. with all addenda-corrigendum, Instruction to Bidders terms and condition and the same will be executed between the Quotation Accepting Authority and the successful QUOTATIONER.

Throughout these bidding documents, the terms 'bid' and 'Quotation' and their Derivatives (bidder/Quotation, bid/Quotation, bidding/QUOTATION, etc.) are synonymous

h) NOTIFICATION OF AWARD

Prior to expiration of the period of bid validity prescribed by the Employer, the Employer will notify the successful bidder by e-mail confirmed by registered letter that his bid has been accepted.

The notification of award will constitute the formation of the Contract.

Upon final selection of the bidder, the Employer will promptly notify the other bidders that their bids have been unsuccessful.

i) Signing of Agreement

At the same time that he notifies the successful bidder that his bid has been accepted, the Employer will send the bidder the Form of Agreement provided in the NIQ documents, incorporating all agreements between the parties.

Within seven days of receipt of the Form of Agreement, the successful bidder shall sign the Form and return it to the Employer.

j) Issue of Notice to Commence

If the Agency fails to commence works from the date of issue of Notice to Commence Work, that will constitute a breach of contract and in that case the Employer will have right to terminate the Agency with forfeiture of EMD/ SD.

j) Extension of time

The Board reserves the right to extend the Services period without prejudice to the terms and conditions of this contract, if necessary.

l) Suspension

If the Agency fail to perform any of their obligations under this Contract, including the carrying out of the service provided, the WBHB may, by written notice of suspension to the Agency, suspend all payments (Full/Part) to the Agency here under, such notice of suspension shall specify the nature of the failure and with the request to the Agency to take remedy of such failure within a period not exceeding thirty (30) days after receipt by the Firm of such notice of suspension.

m) Termination

The WBHB may be terminate by not less than thirty (30) days' (Written notice of termination) for the following reasons:-

- (a) if the Agency fails to remedy a failure in the performance of their obligations hereunder, as specified in a notice of suspension hereinabove, within thirty (30) days of receipt of such notice of suspension or within such further period as the Client may have subsequently approved in writing;
- (b) if the Agency become insolvent or bankrupt or enter into any agreement with their creditors for relief of debt or take advantage of any law for the benefit of debtors or go into liquidation or receivership whether compulsory or voluntary;
- (c) if the Agency submit to the Client a statement which has material effect on the rights, obligations or interests of the Client and which the Agency know to be false;
- (d) if, as the result of Force Majeure, the Agency are unable to perform their services.
- (e) if the Client (WBHB), in its sole discretion and for any reason whatsoever, decides to terminate this Contract.

n) Payment upon Termination

Upon termination of this Contract hereof, the Client shall make the following payments to the Audit Firm:

- (i) Amount for items of service which have been executed prior to the date of termination but payment for the same not yet made to the Agency.

- (ii) A proportionate sum being the amount of any expenditure reasonably incurred by the Agency for the Service partially performed.

o) Settlement of Dispute

Amicable Settlement

The parties shall use their best efforts to settle amicably all disputes arising out of or in connection with this contract or the interpretation thereof.

Sec-3A

**WEST BENGAL HOUSING BOARD
QUALIFICATION INFORMATION**

PRE-QUALIFICATION APPLICATION

To

The Deputy Director (EP)III,
West Bengal Housing Board,
'ABASAN',
105, S. N. Banerjee Road,
Kolkata – 700 014.
West Bengal, India

Ref Quotation for(Name of work)

.....

.....

...

.....[N.I.Q No _____]

Dear Sir,

Having examined the Statutory, Non statutory and NIQ documents, I /we here by submit all the necessary information and relevant documents for evaluation.

The application is made by me/us on behalf of.....In the capacity..... duly authorized to submit the same.

The necessary evidence admissible by law in respect of authority assigned to us on behalf of the group of firms for Application and for completion of the contract documents is attached here with.

We are interested in bidding for the works given in Enclosure to this letter. We understand that:

- (a) Quotation Inviting & Accepting Authority can amend the scope & value of the contract bid under this Service.
- (b) Quotation Inviting & Accepting Authority reserves the right to reject any application without assigning any reason;

Encl:- e-Filling:

1. Statutory documents.
2. Non statutory documents.

**.Signature of applicant including title
and capacity in which application is made**

Date:-

AGREEMENT

THIS AGREEMENT made the day of 2018 between West Bengal Housing Board, represented by the A.O(G) (hereinafter called "the Employer") of the one part and -----
----- (hereinafter called "the Agency") of the other part.

WHEREAS the Employer is desirous that Works should be executed by the Agency, viz. "Cleaning & Sweeping and Pest Control works in the office permission of West Bengal Housing Board, 105 S.N. Banerjee **Road, and Kolkata – 700014**, for 'ABASAN' Building, and has accepted the lowest Bid by the Agency for the execution and completion of such Work.

NOW 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 Conditions of Contract hereinafter referred to.
2. The following documents shall be deemed to form and be read and construed as part of this Agreement. Viz.
 - i) Letter of Acceptance, Notice to proceed with the work (i.e. Work order)
 - ii) NIQ with all addenda-corrigendum if any,
 - iii) Instruction to bidders (as per NIQ Provision)
 - iv) Agency's Bid
 - v) Any other document forming part of the Contract.
 - vi) Agreement
3. In consideration of the payments to be made by the Employer to the Agency as hereinafter mentioned, the Agency hereby covenants with the employer to consultant of the works.
4. The Employer hereby covenants to pay the Agency in consideration of the executed and completion of the works and remedying of defect therein the contract price or such other sum as may be come payable under the provision of the contract at the times and in the manner prescribed by the contract.
It is mutually agreed:-
 - 5(i) That the Contract will carry out the work in accordance with the provisions of the contract at remedy any defect therein at rates offered by him in the bill of quantity (BOQ). The contract price comes to Rs _____ only per year which will be payable in 12 monthly instalment.
 - 5(ii) That the implementation of this Agreement shall start upon issuance of the Notice to proceed with the work by the employer to the Agency.
 - 5(iii) That this Agreement shall extend and be binding upon the parties hereto, executors, successors and permitted assigns, who shall jointly and severally be entitled to the benefits of this contract.

- 5(iv) The employer have the liberty to cancel the agreement if the service of the Agency remains unsatisfactory after communicating the matter by caution-letter. The employer also have the liberty to black listed the Agency at the time of cancelling the agreement for unsatisfactory services.

(Signed, sealed)

Binding Signature of Contractor

**Binding Signature of Employer
of A.O.(G)**

Tenderers stamp, signature and date.

Witness 1

Witness 2

Sec-3C

UNDERTAKING FOR NOT BLACKLISTED

We do hereby undertake that we have not been black listed or deregistered by any central/state government department or public sector undertaking and also that none of our work was rescinded by the client after award of contract during last 5 years.

.....
STAMP & SIGNATURE OF AUTHORIZED SIGNATORY

Photo Identity Card

Every photo-identity card issued by the Agency shall be in Form as below:-

Photo-Identity Card for W o r k e r

(Name of the Agency)

Name.....

Identification No.

Date of Issue.

Valid up to

Signature of the cardholder.....

Official Seal

Signature of the issuing authority

