TENDER DOCUMENT

NAME OF WORK: **House Keeping work at Corporate office, inside HPL Factory, Technology Park and HPL Staff Colony, Jangpura, New Delhi-110 014.**

NIT NO : HPL/DGM(C)/TC/HK/2017-18/81 dt. 23.11.2017

ISSUED TO :- _____

_____

_____

HINDUSTAN PREFAB LIMITED

(A GOVT. OF INDIA ENTERPRISE)

JANGPURA, NEW DELHI- 110014

PHONE NO.: 43149800-99

FAX: 26340365

Website: www.hindprefab.in

HINDUSTAN PREFAB LIMITED
JANGPURA, NEW DELHI- 110014

NOTICE INVITING E-TENDER

NIT NO: HPL/DGM(C)/TC/HK/2017-18/81 dt. 23.11.2017

HPL invites online open "**E-tender"** in two bid system from the experienced contractors for **'House Keeping work at Corporate office, inside HPL Factory, Technology Park and HPL Staff Colony, Jangpura, New Delhi- 110 014'** and as per schedule as under:

Tendering Document No. Name of the Work	**HPL/DGM(C)/TC/HK/2017-18/81dt. 23.11.2017** **House Keeping work at Corporate office, inside HPL Factory, Technology Park and HPL Staff Colony, Jangpura, New Delhi- 110 014.**
Estimated Cost Period of Completion	Rs. 45,73,836/- 12 Months
Earnest Money Deposit	Rs. 91,500/- in the shape of DD in favour of Hindustan Prefab Limited and, payable at New Delhi.
Non-refundable cost of Tender document	Rs. 3,000/- in the shape of DD in favour of Hindustan Prefab Limited and, payable at New Delhi
Non-refundable cost of e-tender processing fee	Rs. 2,655/- through e-payment gateway to ITI Ltd.
Last date & time of submission of online tender	Up to 05.12.2017 by 3.00 PM
Period during which hard copy in Original of EMD, Cost of Tender Document, letter of Acceptance of tender conditions, enlistment order of the contractor, if enlisted and other documents as per NIT PQ Criteria shall be submitted.	Before and up to 3.00 PM on 05.12.2017 in the office of Hindustan Prefab Limited, Jangpura, New Delhi-110014
Date & Time of Opening of technical tender	05.12.2017 at 3.30 PM
Validity of offer	180 days from the date of opening of price bid
Opening of price bid	To be intimated later on

1. The tender document can be downloaded from website www.tenderwizard.com/HPL and www.eprocure.gov.in. **"Any Corrigendum/addendum, if any, would appear only on the** www.tenderwizard.com/HPL & **HPL web site and not to be published in any News paper".**

a) The intending tenderer must read the terms and conditions of HPL carefully. He should only submit his tender if he considers himself eligible as per eligibility criteria and he is in possession of all the documents required.

b) **Those intending tenderers/contractors not registered on the website i.e.** www.tenderwizard.com/HPL **mentioned above with M/s. ITI, are required to get registered beforehand. If needed they can be imparted training on online tendering process as per details available on the website i.e.**www.tenederwizard.com/HPL**.**

2. The intending tenderer must have class-III digital signature to submit the tender.

i) The Tender Document as uploaded can be viewed and downloaded free of cost by anyone including intending tenderer. But the tender can be submitted only after uploading the mandatory scanned documents such as (a) Demand Draft towards cost of tender document, (b) proof of deposit of e-Tender Processing Fee, (c) Demand Draft of any Nationalized or all Commercial Scheduled Bank against EMD & all other documents as per Notice Inviting e-tender.

3. **Set of Contract / Tender Documents:**

The following documents will constitute set of tender documents:-

i. Notice Inviting e-Tender
ii. Conditions of contract
iii. Bill of Quantities
iv. Acceptance of Tender Conditions
v. Corrigendum, if any

4. HPL reserves the right to accept any or reject all the tenders and split up the work among more than one parties without assigning any reasons thereof. HPL reserve the right to terminate the work in between by giving one month notice without any financial liability.

5. The tenderers are required to quote strictly as per terms and conditions, specifications, standards given in the tender documents and not to stipulate any deviations.

6. After submission of the tender the tenderer can re-submit revised tender any number of times but before last time and date of submission of tender as notified

7. When it is desired by HPL to submit revised financial tender then it shall be mandatory to submit revised financial tender. If not submitted then the tender submitted earlier shall become invalid.

8. On opening date, the tenderers can login and see the tender opening process.

9. Contractor can upload documents in the form of JPG form and PDF format.

10. Contractor to upload scanned copies of all the documents including valid EPF registration/GST registration, PAN No. as stipulated in the tender document.

11. If the contractor is found ineligible after opening of tender, his tender shall become invalid and cost of bid document and processing fee shall not be refunded.

12. If any discrepancy is noticed between the documents as uploaded at the time of submission of tender and hard copies as submitted physically by the contractor the tender shall become invalid and cost of tender document and processing fee shall not be refunded.

13. Notwithstanding anything stated above, HPL reserves the right to assess the capabilities and capacity of the tenderers to perform the contract, in the overall interest of HPL. In case, tenderers capabilities and capacities are not found satisfactory, HPL reserves the right to reject the tender.

14. In case of Item Rate Tender, price shall be entered against each item in the Bill of Quantities / Schedule of Quantities. The cost of item against which the contractor has failed to enter a rate or price shall be deemed to be covered by rates and prices of other items in Bill of Quantities / Schedule of Quantities and no payment shall be made for the quantities executed for items against which rate has not been quoted by the contractor. The column meant for quoting rate in figures appears in pink colour and the moment rate is entered, it turns sky blue. The Rate shall be Quoted up to 2 Decimals.

In addition to this, while selecting any of the cells a warning appears that if any cell is left blank the same shall be treated as "0". Therefore, if any cell is left blank and no rate is quoted by the tenderers, rate of such item shall be treated as "0" (ZERO).

15. The tenderer if required may submit questions in writing by e-mail at **tendercellhpl@gmail.com** to seek clarifications latest by 04-12-2017 to the office of DGM(C)-TC at Hindustan Prefab Limited, Jangpura, New Delhi : 110014**.** The tenderers are requested to submit their technical and commercial queries separately so that those could be replied suitably.

16. **List of Mandatory Documents to be scanned and uploaded within the period of tender submission.**

a) Demand Draft of any Nationalized/ scheduled Bank against EMD

b) Demand Draft of any Nationalized /Scheduled Bank towards cost of Bid Document.

c) E-payment gateway towards cost of processing fees.

d) Certificates of work experience and documents pertaining to eligibilities criteria and MSME registration certificate.

e) All filled & self attested Annexure A, B & C of this NIT.

f) Letter of Acceptance of tender condition unconditional as per tender documents of this NIT.

g) Power of Attorney of the person having Digital Signature for signing/Submitting the bid.

h) EPF registration, GST registration, PAN NO, ESIC registration.

Note: All the uploaded documents including other documents as per NIT should be submitted in hard copy as per time and date mentioned in the NIT.

Eligibility Criteria

1. (i) Only those tenderers who have completed successfully in last 7 years are invited:-

   Three similar completed works costing each not less than 40% of estimated cost put to tender,

   OR

   Two similar completed works, each of value not less than 60% of the estimated cost put to tender

   OR

   One similar completed work of value not less than 80% of the estimated cost put to tender

   (ii) Similar work shall mean works related to Housekeeping.

   (iii) The value of executed works shall be brought to current costing level by enhancing the actual value of work at simple rate of 7% per annum; calculated from the date of completion to previous day of last date of submission of tenders.

2. The agencies are required to submit/upload MSME registration certificate from the competent authority.

3. The agencies are required to submit/upload GST/SGST registration, EPF registration, PAN NO, ESIC registration and all other statutory documents necessary for above work.

4. **The document submitted by the contractor/agency in support of their Eligibility criteria/NIT and complete tender documents should be self attested & should be enclosed in Envelope-Technical bid.**

   Note: In case Completion Certificate issued by Private organization should be supported by TDS certificate.

Instructions to Tenderer (ITT)

1.0 Online sealed item rate open tenders on behalf of HPL are invited for the work of **House Keeping work at Corporate office, inside HPL Factory , Technology Park and HPL Staff Colony, Jangpura, New Delhi- 110 014.**

2.0 The work is estimated to cost Rs. 45,73,836/- This estimate, however, is given merely as a rough guide.

3.0 The tender document as uploaded can be seen on website www.tenderwizard.com/HPL or www.eprocure.gov.in and can be downloaded free of cost.

4.0 Mode of Submission.

Earnest Money Deposit

Earnest Money Deposit of amount as mentioned in "NIT" required to be submitted along with the tender shall be in the form of Demand Draft payable at place as mentioned in NIT in favour of HPL limited from any Scheduled Bank from any Nationalized or all Commercial scheduled banks in the enclosed format.. The EMD shall be scanned and uploaded to the e-Tendering website within the period of tender submission and original should be deposited in office of HPL.

The EMD of all unsuccessful tenderers will be returned within thirty (30) days of the declaration of successful tenderer (L-1). The EMD of L-2 party shall be returned after award of work to L-1 agency. No interest will be payable by the HPL on the said amount covered under EMD/Any other Security Deposit.

5.0 Interested contractor who wish to participate in the tender has also to make following payments in the form of Demand Draft of any Scheduled Bank and to be scanned and uploaded to the e-Tendering website within the period of bid submission :

Cost of Bid Document- Rs.3,000/- in the shape of DD in favour of HPL Ltd payable at New Delhi.

e-Tendering processing fee- Rs. 2,655/- through e-payment only.

Demand Draft against EMD and Cost of tender Document shall be placed in single sealed envelope superscripted as "Earnest Money", Cost of Tender Document " with name of work and due date of opening of the tender also mentioned thereon.

Copy of pre-qualification/enlistment letter and certificate of work experience (if required) and other documents as specified in the tender shall be scanned and uploaded to the e-Tendering website within the period of tender submission and certified copy of each shall be deposited in a separate envelope marked as "Technical Bid".

6.0 Both the envelopes shall be placed in another envelope with due mention of Name of work, date & time of opening of tenders and to be submitted in the office of HPL after last date & time of submission of tender is 05.12.2017 and up to 03:00 PM**.** The documents submitted shall be opened on the same day.

Online Technical tender documents submitted by intending tenderers shall be opened only of

those tenderers, whose Earnest Money Deposit, Cost of tender Document and e-Tender processing fee and other documents placed in the envelope are found in order. The Price tender of those tenderers whose documents found to be in order shall be opened. The date of opening of price tender shall be informed to the tenderer subsequently.

7.0 The tender submitted shall become invalid if:-

i) The tenderer is found ineligible.

ii) The tenderers do not upload all the documents as stipulated in the tender document.

iii) If any discrepancy is noticed between the documents as uploaded at the time of submission of tender and hard copies as submitted physically in the office of tender opening authority.

8.0 VALIDITY OF TENDER

The Tender for the works shall remain open for acceptance for a period of One Eighty (180) days from the date of opening of financial tender. If any tenderer withdraws his tender before the said period or issue of letter of acceptance, whichever is earlier, or makes any modifications in the terms and conditions of the tender which are not acceptable to the HPL, then the HPL shall, without prejudice to any other right or remedy, be at liberty to forfeit the said earnest money as aforesaid. Further the tenderers shall not be allowed to participate in the retendering process of work.

9.0 ACCEPTANCE OF TENDER

HPL reserves the right to reject any or all the tenders in part or full without assigning any reason whatsoever. HPL does not bind itself to accept the lowest tender. The HPL reserves the right to award the work to a single party or split the work amongst two or more parties as deemed necessary without assigning any reason thereof. The Contractor is bound to accept the part work as offered by HPL after split up at the quoted/negotiated rates.

10.0 The tenders shall be strictly as per the conditions of contract. Tenders with any additional condition(s)/modifications shall be rejected.

11.0 The witnesses to the Tender/Contract Agreement shall be other than the tenderer(s) competing for this work and must indicate full name, address, and status/occupation with dated signatures.

12.0 The acceptance of tender will rest with the HPL who does not bind itself to accept the lowest tender and reserves to itself the right to reject any or all the tenders received without assigning any reason thereof. Tenders in which, any of the prescribed conditions are not fulfilled or found incomplete in any respect are liable to be rejected.

13.0 On acceptance of tender, the name of the accredited representative(s) of the contractor who would be responsible for taking instructions from Engineer-in-Charge or its authorised representative shall be intimated by the contractor within 07 days of issue date of letter of Awards by HPL.

14.0 The tenderer shall not be permitted to tender for works if his near relative is posted in the project office or concerned Zonal Office of the HPL. The contractor shall also intimate the names of persons who are working with him in any capacity or are subsequently employed by him and who are near relatives to any of the officers in HPL.

Any breach of this condition by the tenderer would render him liable to the withdrawal of the work awarded to him and forfeiture of Earnest Money and Security Deposit. This may also debar the contractor from tendering for future works under HPL

15.0 The time of completion of the entire work, as contained in contract shall be as mentioned in

"**NIT”**, which shall be reckoned from the 10th day after issue of the letter of Award by the HPL

16.0 Canvassing whether directly or indirectly, in connection with tenderers is strictly prohibited and the tenders submitted by the contractors who resort to canvassing will be liable for rejection.

17.0 The tender award, execution and completion of work shall be governed by tender documents consisting of (but not limited to) Letter of Award/Letter of work order, Bill of Quantities, Conditions of Contract.

18.0 ADDENDA/CORRIGENDA

Addenda/ Corrigenda to the tender documents may be issued prior to the date of submission of the tender to clarify or effect modification in specification and/ or contract terms included in various tender documents. The tenderer shall suitably take into consideration such Addenda/ Corrigenda while submitting his tender. The tenderer shall return such Addenda/ Corrigenda duly signed and stamped as confirmation of its receipt & acceptance and submit along with the tender document. All Addenda/ Corrigenda shall be signed and stamped on each page by the tenderer and shall become part of the tender and contract documents

19.0 CLARIFICATION AFTER TENDER SUBMISSION

Tenderer’s attention is drawn to the fact that during the period, the tenders are under consideration, the tenderers are advised to refrain from contacting by any means, the HPL and/or his employees/ representatives on matters related to the tender under consideration and that if necessary, HPL will obtain clarifications in writing or as may be necessary. The tender evaluation and process of award of works is done by duly authorized Tender Scrutiny Committee and this committee is authorized to discuss and get clarification from the tenderers.

20.0 The bidders have to provide their account details on their letter head So that EMD can be refunded at the earliest.

21.0 The bidder should quote the rates inclusive of all taxes i/c GST and all other taxes, as applicable. Nothing extra shall be paid to the agency.

HINDUSTAN PREFAB LIMITED

(A. Govt. of India Enterprise)
Jangpura, New Delhi – 110014.

CONDITIONS OF CONTRACT

1. The Tenderers are required to quote rates of the items entered in the schedule of quantities in words as well as in figures.

2. Earnest Money amounting to Rs. 91500/- in the form of demand draft in favor of Hindustan Prefab Limited, payable at New Delhi shall have to be paid along with the tender the same shall be adjusted towards security deposit on award of work. In case any tenderer withdraws his tender or increases the rates or modifies terms & conditions which are not acceptable to HPL, during the validity period of the tender which is 180 days from the date of opening of quotation then HPL without prejudice to any right shall be at liberty to forfeit the said earnest money. However EMD of unsuccessful tenderers will be returned back after award of the work.

3. The contractor should have PF code No. ESI No. and should provide copy of ESIC registration. The contractor shall provide the copies of challans or proof of remittance of PF ESIC amount of every month with bill. The contractor may also be asked to provide the PF ESI records, copy of wages sheets, attendance sheet, monthly/quarterly/annual returns and any other record in this regard for inspection as well as when required by the maintenance engineer.

4. The contractor shall make good any loss or damage done to HPL property during the execution of work, PM(C) reserves the right to stop the work at any stage during the execution of the work. The decision of PM(C) shall be final and binding on the contractor.

5. The agency must visit the site & examine it & its surrounding to himself collect all information that he consider necessary for proper assessment of the prospective assignment.

6. The agency shall be required be required to deposit an amount equal to 5% of value of work award as a performance guaranty in the form of an irrevocable bank guaranty bond from any schedule bank or SBI in accordance with the form prescribed or in the form of fixed deposit receipt etc. Within 15 days of issue of letter of acceptance. The Bank guaranty/FDR shall be valid till completion of work plus 30 days grace period.

7. The contractor shall comply with and be directly responsible for deductions of ESI, PF in respect of his employees right from the day of employment along with his share. He will pay wages to his workers not less than the minimum wages prescribed by the Delhi Govt. from time to time and he may be required to provide other statutory facilities as per rules.

8. Deduction on account of income tax, service tax and other statutory deductions shall be made from all payments of the contractor as per rules and regulation in force/prevailing from time to time.

9. In case of failure to comply with any statuary provision the management may levy appropriate penalty on the contractor as per rules and shall recover/adjust against the money due/with held and claim damages from the contractor.

10. HPL reserves the right to terminate the work between by giving one month notice without assigning any reason whatsoever without any financial liability.

11. HPL also reserves the right to split/distribute the work in two or more contractors without giving any reason.

12. The rate quoted by the contractor shall be firm/fixed and final for the entire period of contract. No increase in rate shall be entertained on any account whatsoever.

13. The rate quoted by the party shall be kept valid for 90 days.

14. Time of completion of work is 12 months which is reckoned date of the 1st day of issued of award letter.

15 Contractor will arrange to clean all the offices, toilet, urinal and washbasins, stairs etc. with wet main office building as well as factory inside before 9.00AM. If the contractor fails to do the same, the approximate deduction shall be made from his bill.

16. Two supervisors with mobile phone facility (7.00 AM to 10.00 PM) and minimum 16 sweepers including 02 sewer men shall have to be deployed daily by the contractor for this work and proper uniform, shall also be provided to them. The duty hours of the workers and supervisors shall be 7.00 AM to 3.30 PM in working days.

17. The contractor will ensure that his two workers/sweeper along with supervisor be available up to 5.00 PM on every working day to attend the complaint of urgent nature in his work, failure of which complaint will be attended at the risk and cost of the contractor without waiting up to next working day.

18. The contractor shall clean daily floor of rooms, doors, windows, ventilators and staircase of corporate office building with soft broom, brush, duster and vacuum cleaner as applicable including removal of cobwebs duct from walls and roofs.

19. The contractor shall clean daily the road of Administration block and Factory premises upto labour office including HPL colony and its parks. Cleaning & sweeping of roads including removal of mulba garbage, grass bushes along the edges of roads up to the perpendicular distance of one meter from the edge, both the edges of road must be free from deposition of mulba and no garbage will be put on fire inside the factory and administration and HPL Colony.

20. The contractor will clean all the drains of inside factory as well as Admn. Block for smooth running. The contractor will also clean the drains near main gate and cycle stand as per requirement. Fortnightly inspection/cleaning of the sewers shall also be done by the contractor.

21. The contractor will clean the main drain/nallah colony qtr no. B-41 sewer chamber to ashram flyover culvert towards newly made road at HPL Land outside its Boundary wall twice in a month and whenever is required.

22. The contractor shall make his own arrangement for tools and plants, wheel barrow, brooms, (soft and hard) ladders, two No. cycle rickshaw for garbage lifting including machines, required for cleaning purpose.

23. The contractor will clean the main drain/Nallah twice in a month and whenever required.

24. The contractor will clean in the colony and factory premises, all floors in the colony & factory premises all terrace and ensure that the drain pipe should be opened/cleaned for smooth running.

25. PVC waste pipe and jali are to be changed for smooth functional of urinal pot, wash basin and sink etc.
The necessary required for the executions of work will be arranged by the contractor himself.

26. 5% security will be deducted from each bill. Same will be refunded only after six month of satisfactory completion of work and Security deposit of the work shall not be refunded till the contractor produce a clearance certificate from the Labour officer of concerned labour office.

27. Contractor will follow all safety regulation and safety aspect during the execution of work.

28. Disposal of melba/rubbish should be dumped at the place authorized by Engineer-in-charge.

29. The contractor shall submit the monthly bill in the proforma.

30. The payment of monthly bill be made in 7 days of submission of bill in all respects.

31. Contractor will ensure that DDT, lime etc. should be spray near open drain or over flow of sewer water on road.

32. The contractor will clean all the drains of HPL staff colony. Fortnightly inspection/ cleaning of the sewers shall also be done by the contractor.

33. Minimum two sweepers and one supervisor be available in every Sunday and holiday in HPL Staff colony from, 7.00 AM to 3.00 PM.

34. Contractor will ensure that sewer line of staff colony should not be blocked and cleaning of manholes of sewer line must be done regularly.

35. In case of blockage of sewer line the contractor will arrange machine for cleaning of sewer line up to HPL colony back side gate installed towards Jal Vihar railway line.

36. Contractor will make an arrangement to take the refusal/garbage from individual house on appropriate time (fixed by Engineer-in-charge).

37. The contractor shall clean staircases of all the multistoried buildings in HPL staff colony twice in a week/whenever required.

38. Whenever a quarter is allotted to an employee in HPL staff colony, contractor will arrange his workers to clean the allotted quarter without any charge.

39. The party who is having MSME registration from the competent authority will be considered as eligible tender.

40. The contractor shall clean guest house in HPL staff colony daily with soft broom & wet swab.

41. Fog spray by fogging machine to stop mosquito breed during twice in a month in all area of corporate office and office in side factory including complete HPL staff colony. The party shall provide fogging chemical and fogging machine remain inside the factory and some time as per instruction of Engineer Incharge fogging spray may be carried out in the area decided by engineer in charge.

42. To meet the requirements of minimum wages and each worker should get their monthly wages as per fixed by NCT Govt wages regulation and workers shall get their salary upto 7th day of every month.

The disbursement of salary to the workers of contractor will be done through net banking in their accounts every month.

43. The attendance of all the workers engaged by contractor for the housekeeping work will be done on Bio-metric machine as well as manual in the department and in security register to ensure if attendance not available in the Bio-metric machine at the entrance gate on every working day including all Saturdays.

44. Regarding cleaning of sewer drain/Nallah, the contractor shall provide safety equipments including Gumboot etc.

45. The cleansing materials used in the house keeping work will be provided by HPL main store department on monthly basis by civil maintenance deptt. The civil maintenance deptt. will take the material from main store deptt. as per their requirement. Afterwards, civil maintence deptt. will issue the house keeping agency for their work.

46. Statutory compliance regarding payment of housekeeping worker will be lookafter by Labour Welfare Department of HPL with incharge civil maintenance co-ordination.

47. Every resident of HPL staff colony will provide dustbin by own at their main door entrance. Same garbage will be lifted by housekeeping agency and agency will ensure lifting of garbage on day to day basis.

48. All other statutory documents necessary for the above work shall be provided by contractor.

49. **JURISDICTION**: The agreement is deemed to be executed at Delhi / New Delhi and the Courts in Delhi / New Delhi alone will have the jurisdiction to deal with matters arising under this work.

Annexure - A

UNDERTAKING

(To be enclosed along with EMD in Envelope)

I/We of M/s. _____ bidder for "House Keeping work at Corporate office, inside HPL Factory , Technology Park and HPL Staff Colony, Jangpura, New Delhi-110014" do hereby undertake that I/We agree to unconditionally accept all the terms and conditions mentioned in the Quotation documents.

Further, we have noted that after unconditionally accepting the Quotation conditions in its entirety, it is not permissible to put any remarks/conditions in the Price Bid enclosed and the same has been followed in the present case. In case this provision of the Quotation is found violated at any time after opening of quotation/ Quotation I/ We agree that the Quotation shall be summarily rejected and HPL shall without prejudice to any other right or remedy be at liberty to forfeit the full said earnest money absolutely.

Signature of the Bidder

Or Authorized Person _____

Name of the Firm _____

Seal of the Firm

Annexure - B

ACCEPTANCE LETTER

TO BE ENCLOSED ALONG WITH EMD IN ENVELOPE – I

Hindustan Prefab Limited

(Address of submission as mentioned in "Notice Inviting Tender")

NAME OF WORK : House Keeping work at Corporate office, inside HPL Factory and HPL Staff Colony , Technology Park, Jangpura, New Delhi- 110 014.

NIT NO : HPL/DGM(C)/TC/HK/2017-18/81 dt. 23.11.2017

Sir,

ACCEPTANCE OF TENDER CONDITIONS

1. The tender documents for the work as mentioned in "NIT along with tender documents" have been sold to me/us by Hindustan Prefab Limited and I / we hereby unconditionally accept the tender conditions and tender documents, corrigendum, addendum in its entirety for the above work.

2. The contents of clauses of the Tender documents (Instructions to the Tenderers) have been noted wherein it is clarified that after unconditionally accepting the tender condition in its entirety, it is not permissible to put any remark(s)/ conditions (s) (except unconditional rebate on price, if any) in the tender enclosed in "Envelope-1" and the same has been followed in present case.

   In case this provision of the tender is found violated at any time after opening "Envelope-I" , I/ We agree that the tender shall be summarily rejected and HPL shall, without prejudice to any other right or remedy be at liberty to forfeit the full said earnest money absolutely.

3. The required earnest money for this work is enclosed herewith.

Yours faithfully,

(Signature of the tenderer)
With rubber stamp

Dated: _____

Annexure – **C**

PERFORMANCE REPORT OF WORKS

1. Name of work/

   Project & Location

2. Agreement No
3. Estimated Cost
4. Completion Cost

5. Date of Start

6. Date of Completion
   i) Stipulated date of completion

   ii) Actual date of completion

7. Amount of compensation levied for delayed completion, if any

8. Amount of reduced rate items, if any

9. Performance Report

1)	Quality of work	Very Good/Good/Fair/Poor
2)	Financial Soundness	Very Good/Good/Fair/Poor
3)	Technical Proficiency	Very Good/Good/Fair/Poor
4)	Resourcefulness	Very Good/Good/Fair/Poor
5)	General behaviour	Very Good/Good/Fair/Poor