

## SECTION - I

### NOTICE INVITING TENDER (NIT)

#### (e-Tender)

#### 1. GENERAL

##### Name of Work:

Delhi Metro Rail Corporation (DMRC) Ltd. Invites open **e-Tenders** from the eligible manpower outsourcing firms/applicants, who fulfill qualification/eligibility criteria as stipulated in clause no. 1.3 and 1.4 of NIT from bonafide, competent and experienced agencies of good repute, credentials, and sound financial standing for the work, “**Contract No: DMRC/MPOS/09/2016 “SUPPLY OF MANPOWER FOR CORPORATE OFFICE AT METRO BHAWAN AND OTHER SITE OFFICES OF DMRC”** called as per the scope of work and terms and conditions set out in the tender document.

#### 1.2 KEY DETAILS:

Approximate cost of work	INR 12 Crores
* Tender Security amount	INR 5.00 Lakhs
Validity of Tender Security in case of BG	04.10.2017
Period of the Work	36 months
Tender documents on sale	From 05.01.2017 to 06.02.2017 (upto 15:00 hrs) on e-tendering website <a href="https://eprocure.gov.in/eprocure/app">https://eprocure.gov.in/eprocure/app</a>
* Cost of Tender documents (Non-Refundable )	INR 21,000/- (inclusive of 5% DVAT) (Demand Draft /Banker's cheque) in favour of “Delhi Metro Rail Corporation Ltd” payable at New Delhi.) Cost of tender documents i.e, D.D./Banker's cheque, in original, shall be accepted only upto 15:00 hours on 06.02.2017 in the office of Executive Director/Contracts at below mentioned address.
Pre-bid Meeting	16.01.2017 at 11:00 Hrs.
Last date of Seeking Clarification	17.01.2017 (upto 17:00 Hrs.) (Queries from bidders after due date shall not be acknowledged)
Last date of issuing addendum	24.01.2017
Tender Submission Start Date and time	26.01.2017 from 09:00 Hrs.
Tender Submission End Date and time	06.02.2017 upto 15:00 Hrs.
Date & time of opening of Tender (Technical Bid)	07.02.2017 at 15:00 Hrs.
Authority for seeking clarifications and submission of tender fee and tender security documents	<b>ED (Contracts),</b> Delhi Metro Rail Corporation, 5 <sup>th</sup> floor, A-Wing, Metro Bhawan, Fire Brigade Lane, Barakhamba Road, New Delhi –110001 011-23415838

*\* Tender cost and tender security is exempted for Micro & Small Enterprises (MSEs) registered with District Industries Centre or Khadi & Village Industries Commission or Khadi & Village Industries Board or Coir Board or National Small Industries Corporation or Dte. of Handicraft & Handloom or any other bodies specified by Ministry of Micro, Small & Medium Enterprises for appropriate category “**manpower supply**”, have valid registration certificate and available capacity to bid as on date of tender submission.*

The MSEs would not be eligible for exemption of tender cost and tender security if;

- either they are not registered for “**manpower supply**” category.
- or they do not have valid registration as on the date of tender submission.

*The tenderers seeking exemption from ‘tender cost and tender security’, being MSEs, shall ensure their eligibility w.r.t above and submit registration certificate issued by the body under which they are registered which clearly mentions category of registration i.e. “manpower supply” and Terminal Validity of registration.*

*In absence of any of the above requirements no exemption for ‘tender cost and tender security’ will be allowed and tenderers eligibility shall be dealt as if they are not registered with MSEs.*

**No further clarification shall be sought on the above.**

### **1.3 ELIGIBILITY CRITERIA**

#### 1.3.1 Eligible Tenderers:

This is an **open e-tender** from the eligible manpower outsourcing firms who fulfill eligibility criteria laid down in the tender documents are eligible to participate. The tenders for this contract will be considered only from those firms/ company’s who meet the requisite eligibility criteria for eligible tenderers as mentioned in Eligibility Criteria at 1.3 of NIT and technical criteria as mentioned in the Technical Eligibility Criteria at 1.4 of NIT.

1.3.2 The offers submitted without document proof shall not be evaluated and automatically rejected without any further correspondence in any matter.

1.3.3 Canvassing or offer of an advantage or any other inducement by any person with a view to influencing acceptance of a tender will be an offence under laws of India. Such action will result in the rejection of the tender, in addition to other punitive measures.

1.3.4 Bidder may apply as an individual/firm/company in Partnership/Joint Venture/Consortium. Requirements from consortium are as follows:-

- i. There can be a maximum of 3 (three) members in a consortium.
- ii. The technical and financial capabilities of only those members with equity stake equal to or greater than 26% in the Consortium shall be considered relevant for evaluation. It is clarified that the technical experience and financial capabilities of any other Group Company or holding company or subsidiary company of any bidder / consortium member shall not be considered for evaluation unless such company is also a part of the consortium with minimum 26% stake in the shareholding of the consortium.

- iii. The consortium as a whole (with cumulative effect) may satisfy the eligibility criteria i.e. the Technical Bid.
- iv. Each consortium must specify the proposed equity shareholding (**ANNEXURE-5**) and nominate a Lead Member of the consortium. This shall be enshrined in the Memorandum of Agreement signed by all consortium members and submitted along with the tender. The Consortium agreement should be on non-judicial stamp paper signed by each and every authorized signatory along with their copy of authorized Power of Attorney duly notarized. A draft of the consortium agreement is there at **ANNEXURE-8** of this Tender Document.
- v. If the successful bidder is a consortium of firms, the Contract Agreement shall be signed with entire consortium i.e. all the consortium members shall be party to the Contract Agreement.
- vi. There will be no change in the consortium's proposed shareholding structure in the submitted tender, till the completion of the project.
- vii. All members of the Consortium shall be liable jointly and severally, for the execution of the project in accordance with the terms of the Contract Agreement. Accordingly, the performance guarantee from all the members of the consortium equivalent to their share of work. However it should be for the performance of whole/full work by the consortium.
- viii. Any individual bidder or member of a consortium cannot be a member in another consortium and participate in this tender.
- ix. Tenderers shall not have a conflict of interest. The tenderers found to have a conflict of interest in tender process shall be disqualified.

#### **1.4. TECHNICAL ELIGIBILITY CRITERIA**

**1.4.1 Similar Work Experience:** The tenderers will be qualified only if they have similar work experience i.e "**Outsourcing of manpower**" during last five years ending on the last day of the previous month of tender submission as given below:

- a) At least one work for outsourcing of minimum **200 nos.** manpower for a minimum period of one year with annual fee  $\geq$  **Rs. 3.25 crore** (excluding service tax),  
or
- b) At least two works for outsourcing of minimum **125 nos.** manpower for a minimum period of one year with annual fee  $\geq$  **Rs. 2.00 crore** (excluding service tax),  
or
- c) At least three works for outsourcing of minimum **100 nos.** manpower for a minimum period of one year with annual fee  $\geq$  **Rs. 1.62 crore** (*excluding service tax*)

#### **Notes:**

- The tenderer shall submit details of similar work experience in the Performa of **Annexure-1** along with documentary proof such as client's certificates clearly indicating the required details as numbers of different categories of manpower supplied, commencement and actual completion date and contract amount payable etc. In addition they will be required to submit list showing name & address, category of manpower supplied and ESI, PF & Service Tax challans in support of his work experience. In case the work is executed for private client, copy of work order, bill of quantities, bill wise details of payment received certified by C.A., T.D.S certificates

for all payments received and copy of final/last bill paid by client shall also be submitted. The offers submitted without this documentary proof shall not be evaluated.

**1.4.2 Financial Standing:** The bidders will be qualified only if they have minimum financial capabilities as below:

(i) **T1 – Liquidity-**

- (a) It is necessary that the firm can withstand cash flow that the contract will require until payments received from the Employer. Liquidity therefore becomes an important consideration.
- (b) This shall be seen from the last audited balance sheet and/or from the banking reference. Net current assets and/or documents including banking reference, should show that the applicant has access to or has available liquid assets, lines of credit and other financial means to meet cash flow of **Rs. 0.57 Crores** for this contract, net of applicant's commitments for other contracts. Banking reference should contain in clear terms the amount that bank will be in a position to lend for this work to the applicant/member of the Joint Venture/Consortium. In case the Net Current Assets (as seen from the Balance Sheets) are negative, only the Banking reference will be considered. Otherwise the aggregate of the Net Current Assets and submitted Banking references will be considered for working out the Liquidity.
- (c) Banking reference(s) should contain in clear terms the amount that the Bank will be in a position to lend for this work to the applicant/member of the Joint Venture/Consortium. In case the Net Working Capital (as seen from the Balance Sheet) is negative, only the Banking reference(s) will be considered, otherwise the aggregate of the Net Working Capital and submitted Banking reference(s) will be considered for working out the Liquidity.
- (d) The Banking references should be from a Scheduled Bank in India or from an International Bank of repute (in case of foreign vendors) as per standard performa provided in ITT as **Annexure-2D** and it should not be more than 3 months old as on the date of submission of bids.
- (e) In Case of JV: - Requirement of working capital is to be distributed between members as per their percentage participation and every member should satisfy the requirement for his portion.

Example: Let member-1 has percentage participation=M and member-2 has percentage participation=N. If minimum working capital required is 'W' then working capital of

$$\text{member-1} \geq \frac{W \cdot M}{100} \quad \text{and} \quad \text{workin capital of member-} \geq \frac{W \cdot N}{100}$$

- (f) In case the applicant is a Joint Venture/Consortium and if Banking Reference is issued by the bank in favour of the Joint Venture/Consortium for this contract, then it will be considered for the bidder and if the Banking reference(s) is issued in favour of any member of JV/Consortium it will be considered only for that member.

(ii) **T2 - Profitability:** Profit before Tax should be Positive in at least 2 (two) year, out of the last five audited financial years

**In Case of JV** - The profitability of only lead member shall be evaluated.

(iii) **T3 - Net Worth:** Net Worth of tenderer during last audited financial year should be > **Rs. 0.8 Crores**

In Case of JV- Net worth will be based on the percentage participation of each Member.

Example: Let Member-1 has percentage participation = M and Member - 2 has =N. Let the Net worth of Member-1 is 'A' and that of Member-2 is 'B', then the Net worth of JV/JVA/Consortium will be

$$\frac{=AM+BN}{100}$$

(iv) **T4 - Annual Turnover:** The average annual turnover from “**manpower supply**” of last five financial years should be  $\geq$  **Rs. 3.2 Crores.**

**In Case of JV** – the bidder must fulfil the following conditions:

1. Each partner to have minimum 25% of minimum requirement.
2. At least one partner to have 40% of minimum requirement.
3. All partners put together should meet the minimum requirement as per their percentage participation.

Example: Let Member-1 has percentage participation = M and Member - 2 has =N. Let the average annual turnover of Member-1 is 'A' and that of Member-2 is 'B', then the average annual turnover of JV will be

$$\frac{AM+BN}{100}$$

- Financial data for latest last five audited financial years has to be submitted by the bidder in **Annexure-2A** of NIT along with audited balance sheets. The financial data in the prescribed format shall be certified by Chartered Accountant with his stamp and signature. In case audited balance sheet of the last financial year is not made available by the bidder, he has to submit an affidavit certifying that ‘the balance sheet has actually not been audited so far’. In such a case the financial data of previous ‘4’ audited financial years will be taken into consideration for evaluation. If audited balance sheet of any other year than the last year is not submitted, the tender will be considered as non-responsive.

### 1.4.3 Bid Capacity Criteria:

**Bid Capacity:** The bidders will be qualified only if their available bid capacity is more than the approximate cost of work as per NIT. Available bid capacity will be calculated based on the following formula:

$$\text{Available Bid Capacity} = 2 * A * N - B$$

Where,

A = Maximum of the value of “**manpower supply**” works executed in any one year during the last five financial years (updated to the last day of the previous month of tender submission price level assuming 5% inflation for Indian Rupees every year and 2% for foreign currency portions per year).

N = No. of years prescribed for completion of the work

B = Value of existing commitments (as on the last day of the previous month of tender submission) for on-going “**manpower supply**” works during period of next **36** months w.e.f. from the first day of the month of tender submission.

Notes:

- Financial data for latest last five financial years has to be submitted by the bidder in **Annexure-2B** of NIT along with audited financial statements. The financial data in the prescribed format shall be certified by the Chartered Accountant with his stamp and signature in original.
- Value of existing commitments for on-going “**manpower supply**” works during period of next **36 months** w.e.f. from the first day of the month of tender submission has to be submitted by the bidder in **Annexure-2C** of NIT.
- These data shall be certified by the Chartered Accountant with his stamp and signature.

In the case of a group, the above formula will be applied to each member to the extent of his proposed participation in the execution of the work. If the proposed %n is not provided, equal participation will be assumed.

1.4.4 **PF & ESI Registration:** The tenderers will be qualified only if they are registered with PF and ESI authorities. They have to submit attested copy of the certificate of registration with PF and ESI authorities.

1.4.5 **The tenderer will be qualified if they have a valid labour license from the Regional Labour Commissioner or any other statutory authority for specific number required for contract under Contract labour (Regulation & Abolition ) Act 1970.**

1.4.6 The tender submission of tenderers, who do not qualify the technical eligibility criteria & bid capacity criteria stipulated in the clauses 1.4.1, 1.4.2 & 1.4.3 above, shall not be considered for further evaluation and therefore rejected. The mere fact that the tenderer is qualified as mentioned in clause 1.4.1, 1.4.2 & 1.4.3 shall not imply that his bid shall automatically be accepted. The same should contain all technical data as required for consideration of tender prescribed in the ITT.

- 1.4.7 The tender security for the sum mentioned in NIT given in key details table in form of demand draft/pay order/banker's cheque/FDR/ Irrevocable bank guarantee in favour of "Delhi Metro Rail Corporation Ltd.". Payable at Delhi is to be submitted. The same will be returned /adjusted against the receipt of performance guarantee and the signing of the contract agreement. For details please refer to Clause No.5 of ITT.
- 1.4.8 **Deleted**
- 1.4.9 Audited Balance Sheet for last three years is to be submitted.
- 1.4.10 Latest Income Tax Return is to be submitted.
- 1.4.11 Registration number of the establishment is to be submitted.
- 1.4.12 PAN number and Service tax registration number is to be submitted.
- 1.4.13 DVAT registration certificate duly attested is to be submitted.
- 1.4.14 Each tenderer will be required to confirm and declare by way of affidavit duly notarized in the Tender submittal that :-
- (i) They have not been blacklisted or deregistered by any central/state government department or public sector undertaking.
  - (ii) Also that none of their work was rescinded by the client after award of contract during the last 5 years.
- 1.4.15 The Tenderer shall submit a written power of attorney authorizing the signatory(ies) of the Tender to commit the tenderer along with Board Resolution confirming authority on the persons issuing the Power of Attorney for such actions.
- 1.4.16 Non- compliance of any of the above conditions will result in technical disqualification of the party. Financial bid of the technically disqualified party(s) will not be opened.

## **1.5 OTHERS DETAILS**

- 1.5.1 The tenderers may obtain further information/ clarification, if any, in respect of these tender documents from the office of ED (Contracts).
- 1.5.2 The intending tenderers must be registered on e-tendering portal <https://eprocure.gov.in/eprocure/app>. Those who are not registered on the e-tendering portal shall be required to get registered beforehand. If needed they can be imparted training on 'online tendering process'. After registration, the tenderer will get user id and password. On login, tenderer can participate in tendering process and can witness various activities of the process.
- 1.5.3 The authorized signatory of intending tenderer, as per Power of Attorney (POA), must have valid **class-III digital signature**. The tender document can only be downloaded or uploaded using Class-III digital signature of the authorized signatory.
- 1.5.4 Tender submissions will be made online after uploading the mandatory scanned documents towards cost of tender documents such as Demand Draft or Pay Order or Banker's Cheque from a Scheduled commercial bank based in India and towards Tender Security such as Bank Guarantee or Demand Draft or Pay Order or Banker's Cheque from a Scheduled commercial bank based in India and other documents as stated in the tender document.

- 1.5.5 The tenderer shall submit their tender on-line on e-tendering website <https://eprocure.gov.in/eprocure/app>. Only 'Tender Security' and 'Cost of Tender Document' shall be submitted in originals (in physical form) as described in clause 7 (submission of tenders) of ITT.
- 1.5.6 Late tenders (tenders cost and tender security received after end date and time of submission of tender) shall not be accepted under any circumstances.
- 1.5.7 DMRC Limited takes no responsibility for delay, loss, or non-receipt of the tender cost and tender security sent by post/courier.
- 1.5.8 DMRC reserves the right to accept or reject any or all proposals without assigning any reasons. No tenderer shall have any cause of action or claim against the DMRC for rejection of his proposal.
- 1.5.9 DMRC Limited also does not bind itself to accept the lowest rate. DMRC shall award work after evaluation looking into feasibility, capacity, and competency of the agency.
- 1.5.10 Telex/FAX/E-mail offers will not be accepted.
- 1.5.11 Tenders shall be valid for a period of 180 days (both days inclusive i.e. the date of submission of tender and the last date of period of validity of the tender) from the date of submission of Tenders and shall be accompanied with a tender security of the requisite amount (as per **Annexure-10 of ITT**) from Scheduled Commercial Bank in India in the form as under.
- a. An irrevocable Bank Guarantee
  - b. An irrevocable Letter of Credit
  - c. Demand Draft/Pay order.
- 1.5.12 The tenderers are advised to keep in touch with e-tendering portal <https://eprocure.gov.in/eprocure/app> for updates.
- 1.5.13 The Letter of Acceptance to the successful bidder shall be uploaded on procurement portal which can be downloaded by the successful bidder. For any complaints tenderers may contact CVO DMRC at 1st floor A-Wing, Metro Bhawan, Fire Brigade Lane, Barakhamba Road, New Delhi –110001, Tel:011-23418406, Email: cvodmrc@gmail.com.



## **Instructions for Online Bid Submission:**

The bidders are required to submit soft copies of their bids electronically on the CPP Portal, using valid Digital Signature Certificates. The instructions given below are meant to assist the bidders in registering on the CPP Portal, prepare their bids in accordance with the requirements and submitting their bids online on the CPP Portal.

More information useful for submitting online bids on the CPP Portal may be obtained at: <https://eprocure.gov.in/eprocure/app>.

### **REGISTRATION**

- 1) Bidders are required to enroll on the e-Procurement module of the Central Public Procurement Portal (URL: <https://eprocure.gov.in/eprocure/app>) by clicking on the link “**Online bidder Enrollment**” on the CPP Portal which is free of charge.
- 2) As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.
- 3) Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication from the CPP Portal.
- 4) Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate (Class II or Class III Certificates with signing key usage) issued by any Certifying Authority recognized by CCA India (e.g. Sify / nCode / eMudhra etc.), with their profile.
- 5) Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSC's to others which may lead to misuse.
- 6) Bidder then logs in to the site through the secured log-in by entering their user ID / password and the password of the DSC / e-Token.

### **SEARCHING FOR TENDER DOCUMENTS**

- 1) There are various search options built in the CPP Portal, to facilitate bidders to search active tenders by several parameters. These parameters could include Tender ID, Organization Name, Location, Date, Value, etc. There is also an option of advanced search for tenders, wherein the bidders may combine a number of search parameters such as Organization Name, Form of Contract, Location, Date, Other keywords etc. to search for a tender published on the CPP Portal.
- 2) Once the bidders have selected the tenders they are interested in, they may download the required documents / tender schedules. These tenders can be moved to the respective 'My Tenders' folder. This would enable the CPP Portal to intimate the bidders through SMS / e-mail in case there is any corrigendum issued to the tender document.

- 3) The bidder should make a note of the unique Tender ID assigned to each tender, in case they want to obtain any clarification / help from the Helpdesk.

### **PREPARATION OF BIDS**

- 1) Bidder should take into account any corrigendum published on the tender document before submitting their bids.
- 2) Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid. Please note the number of covers in which the bid documents have to be submitted, the number of documents - including the names and content of each of the document that need to be submitted. Any deviations from these may lead to rejection of the bid.
- 3) Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document / schedule and generally, they can be in PDF / XLS / RAR / DWF/JPG formats. Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.
- 4) To avoid the time and effort required in uploading the same set of standard documents which are required to be submitted as a part of every bid, a provision of uploading such standard documents (e.g. PAN card copy, annual reports, auditor certificates etc.) has been provided to the bidders. Bidders can use "My Space" or "Other Important Documents" area available to them to upload such documents. These documents may be directly submitted from the "My Space" area while submitting a bid, and need not be uploaded again and again. This will lead to a reduction in the time required for bid submission process.

### **SUBMISSION OF BIDS**

- 1) Bidder should log into the site well in advance for bid submission so that they can upload the bid in time i.e. on or before the bid submission time. Bidder will be responsible for any delay due to other issues.
- 2) The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.
- 3) Bidder has to select the payment option as "offline" to pay the tender fee / EMD as applicable and enter details of the instrument.
- 4) Bidder should prepare the EMD as per the instructions specified in the tender document. The original should be posted/couriered/given in person to the concerned official, latest by the last date of bid submission or as specified in the tender documents. The details of the DD/any other accepted instrument, physically sent, should tally with the details available in the scanned copy and the data entered during bid submission time. Otherwise the uploaded bid will be rejected.
- 5) Bidders are requested to note that they should necessarily submit their financial bids in the format provided and no other format is acceptable. If the

price bid has been given as a standard BOQ format with the tender document, then the same is to be downloaded and to be filled by all the bidders. Bidders are required to download the BOQ file, open it and complete the white coloured (unprotected) cells with their respective financial quotes and other details (such as name of the bidder). No other cells should be changed. Once the details have been completed, the bidder should save it and submit it online, without changing the filename. If the BoQ file is found to be modified by the bidder, the bid will be rejected.

- 6) The server time (which is displayed on the bidders' dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, opening of bids etc. The bidders should follow this time during bid submission.
- 7) All the documents being submitted by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered cannot be viewed by unauthorized persons until the time of bid opening. The confidentiality of the bids is maintained using the secured Socket Layer 128 bit encryption technology. Data storage encryption of sensitive fields is done. Any bid document that is uploaded to the server is subjected to symmetric encryption using a system generated symmetric key. Further this key is subjected to asymmetric encryption using buyers/bid openers public keys. Overall, the uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- 8) The uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- 9) Upon the successful and timely submission of bids (ie after Clicking "Freeze Bid Submission" in the portal), the portal will give a successful bid submission message & a bid summary will be displayed with the bid no. and the date & time of submission of the bid with all other relevant details.
- 10) The bid summary has to be printed and kept as an acknowledgement of the submission of the bid. This acknowledgement may be used as an entry pass for any bid opening meetings.

### **ASSISTANCE TO BIDDERS**

- 1) Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority for a tender or the relevant contact person indicated in the tender.
- 2) Any queries relating to the process of online bid submission or queries relating to CPP Portal in general may be directed to the 24x7 CPP Portal Helpdesk.
- 3) For any Technical queries related to Operation of the Central Public Procurement Portal Contact at :

Mobile Numbers: 91 7878007972, 91 7878007973, 91 7574889871, 91 7574889874, 91 8826246593

Tel: The 24 x 7 Toll Free Telephonic Help Desk Number 1800 3070 2232. Other Tel: 0120-4200462, 0120-4001002.

E-Mail: [cppp-nic\[at\]nic\[dot\]in](mailto:cppp-nic[at]nic[dot]in)

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**SECTION-II**  
**SCOPE OF WORK**

**2.1 GENERAL:**

Delhi Metro Rail Corporation Ltd. (DMRC) has its head quarter located in Metro Bhawan, Fire Brigade Lane, Barakamba Road, New Delhi-110001. DMRC will be outsourcing the manpower requirements in various categories mainly for its offices located in Metro Bhawan and also for various site offices of DMRC located in different parts of Delhi & NCR.

**2.2 WORK CONTENT:**

The contractor is required to supply manpower of various categories provided in the Bill of Quantities. However, actual numbers of category wise requirement of the manpower may vary from time to time and the contractor has to supply the manpower as per actual requirement to be intimated to him from time to time. The contractor shall be responsible for management of the manpower supplied by him including arranging timely arrival at duty place, punctuality, payments to the manpower in compliance with statutory requirements and other terms & conditions of the contract.