

**Cost of tender document Rs.1,000/- to be
Paid in the form of D.D. /Cash in favour of IDSA**

INSTITUTE FOR DEFENCE STUDIES AND ANALYSES
No 1 Development Enclave, Rao Tula Ram Marg
Delhi Cantt., New Delhi – 110010

**Maintenance & day to operation of E&M Installation,
Water Supply & Misc Building maintenance work**

MEMORANDUM OF WORK IN BRIEF

1	Name of work	Maintenance & day to operation of E&M Installation , Water Supply & Misc Building maintenance work , fittings, fixtures in Residential, Institutional , Utility area.
2.	Earnest Money	Rs 14905/-
3.	Validity period	180 days
4.	Security Deposit	25 % of contract value in form of DD/Cash
5.	Period of Contract	One year
6.	Last date of Submission of Tender	30.09.2010
7.	Mode of Sending	a. In sealed cover in original and duplicate copies by Registered post A.D/Speed post/Hand Delivery/Courier b. Tender sent by ordinary post will be rejected out rightly
9.	Description essential to be made on sealed cover	1. Name of work and Tender No, name of Bidder and opening date of Tender. 2. Last date of receiving Tender by IDSA.

**Signature of bidder
Name:**

**Assistant Director
IDSA**

Company seal

Date:

INSTITUTE FOR DEFENCE STUDIES AND ANALYSES
No 1 Development Enclave, Rao Tula Ram Marg
Delhi Cantt., New Delhi – 110010

TENDER DOCUMENT FOR OPERATION AND MAINTENANCE OF Day to operation and Maintenance of E&M Installation, Water Supply & Misc Building maintenance work at IDSA

LAST DATE OF SUBMISSION: 30th Sept , 2010 UP TO 1500 HRS

Tender No.IDSA /A.M.C./ 03 / 2010

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Subject: maintenance and Day to day operation of E&M Installation, Water Supply & Misc building maintenance work in IDSA.

Dear Sir(s),

Sealed Tenders in two bid system ie, Technical alongwith EMD, financial separelty, are hereby invited for the work of “ Annual Maintenance Contract (AMC) for day to day operation and maintenance of E&M Installation, Water supply and Misc building maintenance work in IDSA. .Detail of work as per scope/specifications of works given in Appendix-‘A’ enclosed. Conditions of the order shall be as follows:

- I. Tenders are advised to go through this tender document carefully as well as visit the Institute’s premises at Development Enclave, Rao Tula Ram Marg, New Delhi and acquaint themselves both the site condition and present condition of building and fittings etc before submission of tender.
- II. The duly filled and sealed tender documents including complete set of supporting documents in two separate envelop as indicated below, may be submitted to the Assistant Director at the address indicated above.

Envelop 1

Complete set of Tender document part I as issued, duly filled in signed by the tenderer on all pages (Including Annexures) alongwith all supporting documents, etc and demand draft of **Rs 1000/-** in favour of IDSA in case of tenders downloaded from the website and earnest money deposit of **Rs 14905/-** in form of demand draft in favour of **IDSA, New Delhi**. EMD will not bear any interest. Cheques in lieu of DD will not be accepted.

Envelop 2

1. The Complete set of Tender document part II (price bid-Annexure III) duly signed by the tenders on all pages.
2. The offer shall be valid for a period of 180 days from the last date for submission of tender.

General Conditions of Tender

1. Scope of work

Maintenance and day to day operation of E&M Installation, Water Supply & misc building maintenance work at IDSA all as per appendix A and all as per direction of Engineering Incharge /Estate manager of IDSA.

2. Deployment of Staff

2.1 Regular deployment: The contractor shall always employ a minimum strength of experienced staff as follows:-

i. Supervisor /Sr Technician	-	01 No
ii. Pump Operator	-	01 No
iii. Electrician	-	02 No
iv. Carpenter	-	01 No
v. Plumber	-	01 No
vi. Helper	-	02 No
Total	=	07 Nos

2.2 Deployment on as per demand: The contractor has to arrange following technician as per demand. The wages for as per demand will be given as per Delhi Govt. Minimum wages act.

(i) Welder	-	01 No.
(ii) Mason with Helper	-	01+01.
(iii) False Sealing repair technician	-	01 No.
(iv) Aluminium Window doors technician	-	01 No.

2.3 These deployment is indicative only, if any additional man power required for any additional operation of the plant. No additional payment shall be made on any account if contractor keep more staff at site for completing the pending work or if the minimum strength is not able to perform satisfactorily as per contractual provision.

Any indecent behavior /suspicious activities of the staff employed shall be viewed seriously and a suitable penalty shall be levied on the contractor. The contractor us also required to submit list of workers with Photo ID, educational qualifications, address proof etc before deputing the worker.

Contractor shall be solely responsible for the credential /acts of his staff/workers.

Contractor is required to submit daily labour report duly signed by Asst. Care taker/Care taker of the Institute. Contractor is required to make timely payment (before 10th of every month) to his staff including various statutory authorities. The Institute reserve the

right to check the same.

IDSA reserve the right to reject the deployment of any person(s) by the contractor and contractor shall cease to deploy any such person/persons forthwith, upon receipt instruction in writing from the Institute. No claim shall be entertained on account of any such rejection.

3. Compliance with all statutory requirements & Safety Management

The contractor shall adopt all necessary safety requirements and shall adhere to requirements of all applicable laws , statutory rules and Regulations and Executive orders issued by various Government /Statutory /regulatory authorities from time to time , including and not limited to labour laws , sanitation and health and security requirement , shall all the requisite permissions and licenses from the authorities concerned within a period of 30 days from acceptance of the bid, failing which the Director General , IDSA would be entitled to reject the accepted bid.

The Contractor will Initiate and maintain safety management programme to protect contractor's employee from hazards through procedures, practices and regular inspection of the work area, material equipment, information and training necessary for safe work performance.

IDSA will not responsible for any hazard during operation and maintenance during the contract.

4. Consumables:

(a) The following consumables shall be supplied by the contractor as a part of the contract and no extra payment shall be made by the Institute for these Items

1. Lubricating Oil
2. Grease
3. M Seal
4. Taflon tape/Dhaga /Safeda
5. PVC Insulation Tape
6. Screws/nut/Bolts/Washers
7. Welding Rod.
8. Emery Paper.
9. Old Dhoti/cotton waste.
10. PVC Fisher.
11. Chemical for RO Plant

(b) The Other consumables /spare parts /accessories /fittings/fixtures apart from the aforesaid list shall be purchased by the contractor from Authorized dealer and the cost of same shall be re-imbussed at actual on production of the original bills by the contractor (plus) 10 % and the relevant payment shall be made alongwith monthly payment.

(c) The Engineering Incharge reserve the right to reject any consumables which do not confirm to the correct standard/quality

(d) A register shall be maintained to record the consumption of the items mentioned

in clause (b), if any with the approval of the Engineering Incharge.

(e) The contractor shall always keep all required tools/equipment to maintain the operation of the plant including welding set/box spanner/Multi Meter/Tong Tester etc. The list of such equipment will be handed over to Engineering In charge.

5. **Routine maintenance/ Preventive Maintenance:** The contractor shall do the preventive maintenance as per schedule of OEM. No extra labour payment will be made for such works.
6. **Major repairs/Overhauling:** Any major repairs /overhauling that may be required shall brought to the notice of the Engineering In charge in writing immediately upon the said requirement of repair/overhaul coming to light. The Engineering Incharge shall cause such repairs /Overhaul where necessary or authorize the contractor to carry out such repairs /Overhaul. In the later case, the payment for the same shall be pre approved by the Director General IDSA/Estate Manager in writing shall be paid out to the contractor alongwith the monthly payment.
7. **Emergency Telephone Nos :** The Contractor shall provide an Emergency Telephone No for normal and out of hours operation with a maximum of two Hour response Time during any breakdown to essential utility services like cable fault , burst water mains etc.
8. **Log Book:** Log book shall be maintained by the contractor in conformity with the Estate Manager proforma for the consumption of consumables mentioned in clause 4(a), which shall signed by the Estate manager/Engineering In charge (daily, weekly, monthly) after physical verification of the consumption/consumables.

The contractor has to bear the cost of all stationary, telephone etc required to proper execution and maintenance of record for the work. If found using IDSA's material, Institute may recover an appropriate amount from the contractor's bill.

9. **EARNEST MONEY DEPOSIT:**
The bidder shall furnish, as part of its Tender, Earnest money Deposit for the amount as indicated in the invitation for tender
 - 9.1 The EMD shall be denominated in Indian Rupees and shall be in form of A demand draft payable to "IDSA, New Delhi" from any Nationalized Bank valid for 180 days.
 - 9.2 Any Tender without EMD will be rejected by the Institute as non-responsive.
 - 9.3 Unsuccessful Bidder's Earnest Money will be discharge/returned as early as possible after the award has been finalized.
 - 9.4 The successful Bidder's Earnest Money will be discharged upon the Bidder signing the Contract and furnishing the performance/security deposit.
 - 9.5 No interest will paid on Earnest Money deposit.
10. **SECURITY DEPOSIT:**
 - 10.1 On receipt of the order, the successful bidder shall furnish **25%** security deposit in accordance with the conditions of contract, in the form of DD/Cash , acceptable to the Institute.

10.2 Failure of the successful bidder to comply with requirement of above clause shall constitute sufficient grounds for forfeiture of the EMD, in which event the IDSA may make the award to the next lowest evaluated bidder.

10.3 No Interest will be payable on Security Deposit.

11. Period of Contract

(a) The contract shall be valid for a period of 1 year commencing from the date of award of contract. However IDSA reserve its right to review and terminate the same before completion of said period. The rate quoted shall be valid for period of one year without any increase.

(b) It is however open to IDSA to extend the tenure of the contract beyond the existing term of 12 months on such terms and condition as may be mutually decided between the parties

12. Termination of contract:

(a) The contract can be terminated at the option of either party by serving one month's prior notice in writing and without assigning any reason thereof.

(b) Termination or expiry of the contract shall be without prejudice to any rights and remedies of the Institute and the contractor accrued before such termination or expiration and nothing in the contract shall prejudice the right of either party to recover any amount outstanding at such termination or expiry.

(c) At the end of contract period , or upon termination thereof, the contractor shall forthwith deliver to the institute upon request , all the institutes property (including but not limited to the material, documents, information, access keys) relating to the contract of any permitted supplier or sub contractor and in default of compliance with this clause the Institute may recover passion thereof and the contractor grants a license to the Institute or its appointed agents to enter (for the purpose of such recovery) any premises of the contractor or its permitted supplier or sub contractor where any such items may be held.

(d) Additionally, the contractor shall give a written undertaking that he has not retained any property belongs to the Institute and in particular shall undertake that he has not made any copies of access keys which are still in his possession or in possession of his employees and that he shall indemnify the Institute in the event of any losses attributable to such acts /omission on the part of contractor and /or his employees, agents etc.

(e) If the contractor fails to perform any of the obligations under this contract and if Institute is dissatisfied with the services, the Institute shall forfeit the security deposit and terminate the premises within a period of one month of written notice. Bank should not be held liable for nay cost, damage, expenses or any loss whatsoever that the contractor may suffer on being served with the winding up notice. The contractor is required to give 3 months' notice in case he does not want to continue with the contract. However, sunder such situation, Security Deposit shall be forfeited.

13. Rates:

Unit rates quoted for the work shall be inclusive of the following:

- a. Expenses towards boarding, lodging of mechanics/technicians, electricians, skilled and unskilled labour, any other labour, tools and plants as required for proper operation and maintenance of work, complete in all respect.
 - b. All taxes including octroi and excise duty.
 - c. Prices escalations.
 - d. Contractor's overheads and Profit.
- Nothing extra shall be admissible on any such account.

14. SUBMISSION OF TENDER:

14.1 The Tenderers shall seal the original and duplicate of the tender in one sealed envelop.

14.2 Tenderers are requested to submit the original and duplicate tender documents in two separate sealed envelope as per procedure given here under:-

(A) The sealed envelop A (Technical Bid, Tender Fee and EMD Cover)
Containing two sealed covers namely cover I and II.

(i) Envelop – I (EMD and Tender Fee Cover)
It will contain only demand draft payable at New Delhi.

(ii) Envelop – II (Technical Cover)
Technical bid.

(B) The sealed envelope-B (Price Bid cover) it will contain price schedule bid in which the prices are to be quoted by the bidder in item rate method. No condition will be accepted along with the price bid, discount, if any, must be mentioned on the same page.

14.3 The envelope shall be addressed at the following:-

**Office of the Assistant Director
Institute for Defence Studies and Analysis
No 1, Developmant Enclave
Rao Tura Ram Marg
New Delhi-110010**

15. OPENING OF TENDERS:

The tender will be opened in the office of Assistant Director, IDSA on the due date: 15/10/2010 at 4:00 p.m in presence of technically qualified bidders.

16. IDSA reserves the right to change, alter or to waive and technical or commercial terms, conditions and qualifications. IDSA also reserves the right to reject all or any tender.

17. SIGNING OF CONTRACT:

On receipt of the order, the successful bidder has to execute the necessary contract agreement with IDSA as per the prevailing rules and regulations of the Institute, along with security deposit.

18. **Mode of payment:**
Payment shall be made on **Monthly Basis** on production of bills in duplicate duly verified by Estate Manager.
19. **Electricity and Water:**
Electricity and water require for carrying out the work shall be supplied by the Institute free of charges.
20. **Liability to Damage:**
The contractor at his own cost, shall make good all the damages, losses, burns outs etc. which may be attributable to any fault/negligence faulty operation. Inadequate preventive maintenance and / or mishandling of plants and equipment. The decision of Director General, IDSA in this regard shall be final and binding.
21. **Handing/Taking Over:**
The Contractor shall on receipt of work order take over the plants in serviceable and running condition. Similarly on expiry of period of the contract, he shall hand over all the plants in serviceable / running condition to the Institute. All the repairs/ Maintenance required for the purpose shall be carried out by the contractor at his own cost.
22. **Equipment/Installations:**
Regular/Preventive/ Periodical upkeep, Maintenance & Servicing of all equipments/ installations etc shall be carried out as per manufacture's instructions and as per directions of the Project Engineer/Engineer-in-Charge/Estate Manager.
23. **INDEMNITY:**
- a. The Contractor shall indemnify, and keep indemnified, the Institute fully against all claims, proceedings, actions, damages, legal costs, expenses and any other liabilities whatsoever arising out of, in respect of or in connection with the Contract including in respect of nay death or personal injury, loss of or damage to property, financial loss arising from fault/negligence, faulty operation, inadequate maintenance, mishandling of plant and equipment and/or any advice given or omitted to be given by the Contractor/his employees/ agents and/or representatives, or and y other loss which is caused directly of indirectly by nay act or omission of the Contractor/his employees/agents and/or representatives.
 - b. The decision of the Director General, IDSA in this regard shall be final and binding.
24. **Dispute Resolution:**
Disputes, if any with regard to the interpretation, execution and /or implementation of these terms and conditions shall vest exclusively in the Director General, IDSA whose decision shall be final and binding upon the parties. Disputes, if any with regard to the decision of the Director General, IDSA in the regard, shall be referred to Arbitration at the hands of a sole Arbitrator to be appointed by IDSA shall all proceedings in this regard shall be subject to the sole and exclusive jurisdiction of Courts of competent jurisdiction at New Delhi.

Upon acceptance of the bid, no sub-letting/transfer would be allowed by the Operator except with the prior written permission of the Director General, IDSA.

25. Standard force-majeure conditions would apply.

Kindly Acknowledge.

Wg Cdr. Hemlata Lohani
Assistant Director

**SCOPE OF WORK FOR MAINENACE AND DAY TO DAY OPERATION OF SUB STATION
& DG SETS AT IDSA’S NEW CAMPUS, RAO RUAL RAM MARG,
DELHI CANTT., NEW DELHI – 110010**

Sl. No.	Description of works
1.	Operation and day to day maintenance of External/Internal Electrification, Water supply network, and MISC Building Maintenance works comprising of the following all as per Scope, Terms & Conditions of Appendix “A”
1.1	<u>External / Internal Electrification</u>
i)	MCC Panel for HV AC System – 01 No.
ii)	MCC Panel for Various AHU – 01 Lot.
iii)	Power & Control cabling of various size from 105 Sqmm to 300 Sqmm.
iv)	LT Panel comprising of ACB up to 800 A incoming and outgoing with various rating from 20A to 400 A MCCB/MCB etc. including office A,B and library block, UPS Panel, Residential Panel, Meter board, DB/s utility panel etc.
v)	AREA lighting of the Complex.
vi)	Internal electrification of all building.
1.2	<u>External / Internal Water Supply System</u>
i)	External/Internal water Supply System/ Plumbing including regular cleaning of water tank and sump etc. for the complex.
ii)	Monoblock Pump – 06 Nos.
iii)	Distribution on Pipe line Network
iv)	RO Plant.
1.3	<u>Misc Building Maintenance</u>

Sl. No.	Description of works
i)	<p>Labour only to carry out miscellaneous repair work to doors, windows, cupboards, partitions and other similar articles, such as casing and adjusting of door/window shutters, changing damaged or un-workable hardware items, changing glass panes, painting and polishing etc. and other petty repairs including cost of all T&P, brushes, brooms, lines, ladder plus scaffolding etc. as required for the work, complete all as directed by the Engineer-in-Charge/Project Engineer/Estate Manager.</p> <p>Misc building work including minor plastering work/ building drain pipes cleaning etc all complete.</p>

Form of Tender
(Note: the appendix forms part of the tender)

To,

**IDSA
No 1, Developmant Enclave
Rao Tul Ram Marg,
New Delhi-110010**

Sir,

Name of work: -----

1. Having visited the site and examined the conditions of contract, specifications and schedule of quantities for the above named work, we offer to undertake and complete the whole of subject work in conformity with the said conditions of the contract, specifications and schedule of quantities of this tender documents or such other sum as may be ascertained in accordance with the said condition of contract.
2. We undertake to complete and deliver the whole of the works comprised in the contract within the time started in appendix hereto.
3. We have independently considered the amount of liquidated damages shown in the appendix hereto and agree that it represents a fair estimates of loss likely to be suffered by you in the event of the works not being completed properly.
4. If our tender is accepted, we will remit the initial security deposit by demand draft for the sum named in appendix hereto for initial security deposit. Third party insurance policy shall also be obtained from a insurance company approved by you.
5. We agree to abide by this tender for the period of one year from the date fixed for receiving the same or agreed extended period and it shall remain binding upon us may be accepted at any time before the expiry of the period.
6. Unless and until a formal agreement is prepared and executed, this tender together with your written acceptance thereof shall constitute a binding contract between us.
7. We understand that if our tender is accepted, we are to be jointly and severally responsible for the due performance of the contract.
8. We understand that you are not bound to accept the lowest or any tender you may receive.

.....

Dated **Day of**

Signature.....In the capacity of

Duly authorized to sign for and on behalf of.....

Name and address of the tenderer

(IN BLOCK CAPITALS)

WITNESS

Signature

Name and address.....

.....

.....

Occupation.....

Price Bid

S. No	Description	Total Amount Quoted/Annum (Rs) Including all taxes
1.	Annual Maintenance contract for Day to day Operation and maintenance of E& M Installation, Water Supply and misc building maintenance work at IDSA.	

Note: The Quoted rates shall be inclusive of all taxes, duties, work contract tax, Sales tax, service tax, vat, Etc. No extra payment will be made in any account for the above job.

Amount in Words

(Rupees -----)

Signature of the authorised representative of the bidder.

Date :

Seal .

INSTRUCTIONS TO TENDERERS

1. EXAMINATION BY TENDERERS:

- 1.1. Prior to submitting the tender, each bidder must do following steps
- (a) Examine all instructions and specifications in the tendering document and also inspect the site.
 - (b) Visit the site & determine local conditions which may affect the work including prevailing wages & other pertinent cost factors.
 - (c) Familiarize himself with all central, state & local laws, taxes ordinance, rules, regulations & codes affecting the services including the cost of permits & licenses required for the work at site.
 - (d) Co-relate his observations, investigations & determinations with the requirement of the tender documents.
 - (e) No additional claim, discrepancy etc., shall be entertained after opening of the tender.
 - (f) Tenders should have regular touch branded supplier of various appliances of switches, sockets, CFL, Tubelights, choke, Taps, etc for prompt supplies of these items.

2. TENDER PRICES:

The Bidder shall fill in the prices in the schedules indicated in price schedule of the Tender Document. On opening the price bid the price shall be firm throughout the period of contract.

3. DOCUMENTS COMPRISING THE TENDER:

- 3.1 The original and duplicate tenders prepared by the Bidder shall be in two envelopes comprising of the following components:

Envelope-A - Technical bid

- (i) Technical tender documents with all schedules and eligibility criteria Documents.
- (ii) Tender fee & EMD in separate cover.
- (iii) Certified Photocopies of audited Balance sheets for preceding three financial year.
- (iv) Power of Attorney authorizing the person for signing the Tender.
- (v) Details of Executed orders with photocopies of orders, certificates for works completed.

Envelope-B Price Schedule Cover

- (i) Tender price schedule dully filled, signed and stamped.

- 3.2 Bidder shall have to mention of the cover, Quotation for
- (1) Day to day maintenance of E&M Installation, water Supply and misc building maintenance work
 - (2) Opening Date
 - (3) Name of Bidder.
- The rates quoted by the tenderer shall be inclusive of all taxes, duties, service tax, VAT etc.

4. SPECIAL INSTRUCTION TO TENDERERS

- 4.1 If the bidder is found to have misled or made false representation in the form of any of the statements submitted in proof of the eligibility and qualification requirement, his bid shall be rejected and earnest money will be forfeited.
- 4.2. Conditions of the tender issued by IDSA must be duly signed & attached with the tender documents.

5. TENDER FEE:

Sealed tender accompanied by tender fee of Rs.1000/- in the form of DD in the favour of “**IDSA, New Delhi**” and addressed to the Office of the Assistant Director be sent by Regd. Post A.D. / Speed Post / Hand Delivery / Courier so as to reach on or before 2:00 P.M. on dt.3/09/2010.

6. TENDER VALIDITY:

Tender shall remain valid for 180 days after the deadline for submission of tender opening. Any tender valid for a shorter period may be rejected by the Institute as non-responsive.

7. IDSA will not be responsible and will not pay for expenses which may have been incurred, losses or person or property suffered by any tenderer in connection with visits to and examination of the site and in preparation of his tender for submission.
8. IDSA reserve the right to adjust arithmetic or other errors in any tender in the way that considers suitable. Any adjustment so made by the IDSA shall be stated to the tenderer if the IDSA makes an offer to accept his tender.
9. IDSA does not bind to accept the lowest or any tender and has the right to refuse any tender without assigning any reason. IDSA also has right to reissue the tender without tenders having right to object against such re-issue.

Form of Tender
(Note: the appendix forms part of the tender)

To,

**IDSA
No 1, Developmant Enclave
Rao Tula Ram Marg,
New Delhi- 110010.**

**Sir,
Name of work: -----**

1. Having visited the site and examined the conditions of contract , specifications and schedule of quantities for the above named work , we offer to undertake and complete the whole of subject work in conformity with the said conditions of the contract , specifications and schedule of quantities of this tender documents or such other sum as may be ascertained in accordance with the said condition of contract.
2. We undertake to complete and deliver the whole of the works comprised in the contract within the time started in appendix hereto.
3. We have independently considered the amount of liquidated damages shown in the appendix hereto and agree that it represents fair estimates of loss likely to be suffered by you in the event of the works not being completed properly.
4. If our tender is accepted, we will remit the initial security deposit by demand draft . Third party insurance policy shall also be obtained from a insurance company approved by you.
5. We agree to abide by this tender for the period of one year from the date fixed for receiving the same or agreed extended period and it shall remain binding upon us may be accepted at any time before the expiry of the period.
6. Unless and until a formal agreement is prepared and executed, this tender together with your written acceptance thereof shall constitute a binding contract between us.
7. We understand that if our tender is accepted, we are to be jointly and severally responsible for the due performance of the contract.
8. We understand that you are not bound to accept the lowest or any tender you may receive.

.....

Dated Day of

Signature.....In the capacity of
Duly authorized to sign for and on behalf of.....
Name and address of the tenderer.

(IN BLOCK CAPITALS)

WITNESS

Signature

Name and address.....

Occupation.....
