



MANOHAR PARRIKAR INSTITUTE FOR
DEFENCE STUDIES AND ANALYSES

मनोहर पर्रिकर रक्षा अध्ययन एवं विश्लेषण संस्थान

MP-INSTITUTE FOR DEFENCE STUDIES AND ANALYSES

No 1 Development Enclave, Rao Tula Ram Marg,
Delhi Cantt, New Delhi – 110 010
Ph. No., 26145352 Extn.7305/7312
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File No:MP- IDSA/FOYER AREA/2022

Dated: ²⁶ Dec 2022

**BOQ BID ON GeM FOR SUPPLY AND INSTALLATION OF GLASS DOOR
IN FOYER AREA**

Online bids are invited under single bid system on GeM from bonafide and experienced Firm/ Contractor for “supply and installation of glass door in foyer area” at MP-MP-IDSA premises located at No. 1 Development Enclave, Rao Tula Ram Marg, Delhi Cantt, New Delhi -110 010.

Detailed Tender Documents are available online from the date of tender publication at www.idsa.in and <https://eprocure.gov.in/epublish>. The bidders should download and then upload duly signed tender form and their bids along with scanned copies of all the relevant certificates, documents etc. in support of their **bids on the GeM**, latest by **18th Jan 2023** by 1500 hrs. Hard copies of the relevant documents also to be submitted along with (1) Demand Draft for Rs. **6000/- (Rupees Six thousand only)** in favour of “**IDSA**” payable at **New Delhi** as Earnest Money Deposit and (2) all documents signed and stamped, which shall be submitted in sealed cover addressed to the **Assistant Director, MP-Institute for Defence Studies and Analyses**, may be sent at the Institute's address mentioned above either by Speed Post / By hand delivery at Tender Box kept at the reception office, should reach on or before **1500 hrs, 18th Jan 2023** duly mentioning on top right hand corner of the sealed envelope “**EMD and any other supporting documents** for “supply and installation of glass door in foyer area .

All the tenders are to be submitted on the prescribed forms, as enclosed, duly signed, stamped and dated on each page of tender and Annexures as their unconditional and explicit concurrence to the terms and conditions laid down by the Institute.

The bids shall only be opened online on GeM in presence of the bidders or their authorized representative, not more than one person, may be present at the time of opening of the bids, if they desire. **No manual bids will be accepted. All quotation should be submitted on the GeM.**

MP-IDSA reserves the right to accept or reject any or all quotations including the lowest bidder without assigning any reason at its sole discretion and the decision of the MP-IDSA will be final and binding to all concerned.

Critical Dates of Tender:

(i) Publish Date & Time	28/12/2022, 11:00 hrs
(ii) Document Download Start Date & Time	28/12/2022, 11:30 hrs
(iii) Bid Submission Start Date & Time	28/12/2022, 12:00 hrs
(iv) Start date of seeking clarification	28/12/2022, 12:00 hrs
(v) End date of seeking clarification	18/01/2023, 14:00 hrs
(vi) Bid Submission End Date & Time	18/01/2023, 15:00 hrs
(vii) Offline submission, EMD, and other supporting documents	18/01/2023, 15:00 hrs
(viii) Bid Opening Date & Time	18/01/2023, 15:30 hrs
(ix) Cost of Tender	Free of cost

Note : Contractor may inspect the Campus & assess its requirement before bidding the tender. Corrigendum / addendum / modification to this tender, if any, will be notified through GeM, www.idsa.in and <https://eprocure.gov.in/epublish> only.

Col Rajeev Agarwal (Retd)
Assistant Director (Admin)



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**TENDER FOR SUPPLY AND INSTALLATION OF GLASS DOOR
IN FOYER AREA
MEMORANDUM OF WORK IN BRIEF**

1	Name of work	supply and installation of glass door in foyer area
2.	Cost of Document	Free of Cost
3	Earnest Money	Rs. 6000/-
4.	Validity period	60 days
7.	Publish Date & Time	28.12.2022 by 1100 hrs
8.	Submission Start Date & Time	28.12.2022 by 1130 hrs
9.	Site visit	28.12.2022 on all working day between 1130 hrs to 1530 hrs till submission end date.
10. *	Tender Submission End Date	18.01.2023 by 1500 hrs.
11.	Tender Opening Date	18.01.2023 by 1530 hrs.
12.	Mode of Sending	EMD and relevant documents of In sealed cover by Speed post/Hand Delivery in the tender box kept at reception.

Signature of bidder

Name :

Company seal

Date



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SUPPLY AND INSTALLATION OF GLASS DOOR IN FOYER AREA

Online bids on GeM, are invited for the work as mentioned above and scope of work and terms & Conditions of the order shall be as follows: -

- 1. Time Schedule:** The work shall be completed within 30 days from the date of award. A sum of Rs 500/- per day will be charged for delay in completion of work. Director General, decision in this regard shall be final and binding.
- 2. Execution of Work:** The work shall be executed in best workman like manner, to the entire satisfaction of the Institute.
- 3. Unit Price:** Unit rates quoted for the work shall be deemed to include for all material , labour, tools and accessories, as required for proper execution of work complete in all respects. Any missing minor details which are not spelt out in the description of items but are required for proper completion of work shall be deemed to have been taken into account in the quoted rates. The rates shall also include for transportation including price escalations, contractor's overheads and profits including GST. Nothing extra shall be admissible on any such account.
- 4. Approval of Material and Workmanship:** The materials which stand rejected shall be removed from the site forthwith and replaced with approved materials at no extra cost.
- 5. Defect Liability:** The materials & work of the contractor shall be under 1 (one) year's Defect Liability Period (DLP). Defect/s noticed during the defect liability period shall be rectified by the contractor without any cost to MP-IDSA, failing which the Security Deposit of the Contractor shall be forfeited. The contractor may also be debarred from any future tendering in the Institute. The contractor shall re-do the work, wherein defects have developed during this period under the direction of the Estate cell, at no extra cost.
- 6. Delivery of Materials/Items and Completion:** Inspection of the finished work will be carried out by the representative of MP-IDSA. On completion, items/materials supplied shall be delivered to the Institute as indicated at Annexure I'. These shall be accompanied with delivery challans, if required indicating description of items/materials, their sizes and quantity. Delivery challans shall be got signed by the user's/Unit's representative(s) in token of having received the item/material and submitted to Estate cell , along with claims for payments/bills by the suppliers/agencies. The work shall be completed to the entire satisfaction of the Institute. On completion of the work, the contractor shall inform the Estate cell in writing with the date of physical completion of work for final approval for issue of completion certificate.
- 7. No material will be issued by the department. All materials for the work as per scope of work if required will be procured/arranged by the contractor at his own cost.**

8. **Submission of quotation:** Quotation shall be uploaded on GeM and Annexure II to the quotation duly quoted and signed on all pages along with this letter in token of the acceptance of terms and conditions mentioned herein-before, should be submitted in sealed covers duly marked "Tender for "Supply And Installation Of Glass Door In Foyer Area" addressed to Assistant Director, MP-IDSA, so as to reach on or before 1500 hrs on **18th Jan 2023**.

9. Upon acceptance of the quote, no subletting/transfer would be allowed by the Institute.

10. **Earnest Money Deposit:** Bidders shall deposit Earnest Money Deposit (EMD) along with their bids. While submitting the bid, the vendor shall deposit Earnest Money of **Rs. 6000/- (Six thousand only)** by demand draft infavour of "**MP-IDSA**" payable at **New Delhi**. No other mode of remittance shall be accepted. EMD is to remain valid for a period of 90 days beyond the final bid is accepted. EMD of the unsuccessful bidders will be returned to them at the earliest latest on or before the 30th day after the award of the work. The EMD of the successful bidder would be returned, without any interest whatsoever, after the receipt of Performance Security from them as called for in the contract. EMD is not required to be deposited by those Bidders who are registered MSME, etc. The EMD will be forfeited if the bidder withdraws or amends, impairs or derogates from the tender in any respect within the validity period of their tender. The bidders found without EMD are liable for outright rejection.

11. **Security Deposit:** After deduction of 3% of contract value, which shall be kept as performance security deposit to cover the defects liability for a period of one year from the date of completion. During this period, If any defect is found the same shall be got rectified immediately by the contractor. No extra payment will be made.

12. **Payment Terms:** Payment will be made on actual measurement basis & 100% payment will be released after satisfactory completion of work. All statutory deductions like TDS, GST as applicable rules shall be made from the due payment of the bidder.

13. **Scope of work** – The scope of work for "supply and installation of glass door in foyer area" is placed at **Annexure I** .

- Note:- (i) Any minor work observe during painting required to be completed without any extra cost.
(ii) Cleaning of area before start fresh work.
(iii) All fitting must be covered while performing work.
(iv) Contractor is expected to train his labour to carry out the work in peaceful manner without any disturbance to employees of the Institute.
(vi) Removal and disposal of waste materials and debris away from the Institute campus, is the responsibility of the contractor.
(vii) Fixture which are marked as 'Fixture to be retained and reused' are to be safely dismantled and re-fitted by the contractor within the scope of work, without any extra cost. Also, any damage to such fixture in removal/re-fitting will be at the cost of contractor.

- (viii) The contractor has to make arrangements for cleaning the work site every day and on completion of the work from the work area at his cost.
- (ix) The contractor shall be paid on the basis of the actual quantity of completed work as per the scope of work.

14. Eligibility:

- (i) Average Annual financial turnover for civil works during the last three financial years, ending 31st March, 2022 should be at least Rs. 10 lakh. For MSME, average turnover should have 5 lakhs. Necessary supporting document i.e. Balance Sheet, Profit & Loss Accounts for last three Financial Years to be provided with the tender.
- (ii) Experience of having successfully completed similar works during the last three years ending 31st Dec, 2022 should be either of the following.
- a) Three similar completed works each costing not less than the amount equal to Rs. 2.50 lakh each.
Or
- b) Two similar completed works each costing not less than the amount equal to Rs. 3.70 lakh each.
Or
- c) One similar completed work costing not less than the amount equal to Rs. 5.00 lakh.
- (iii) Firm should produce completion certificate of such works from organization /Autonomous body.

Note:-Definition of Similar Work: Experience of Civil & Electrical works in any Govt. office or large private sector company.

Or,

Firm should have registered with Govt. departments like MES, DRDO, GEM as a Seller & CPWD/P&T etc. under civil or electrical category & must have capable to undertake the work for up to 6 lakhs.

15. Pre-qualification sheet:-

Sno	Parameter	Page No.	Document attached (Yes/NO)
(a)	Work order		
(b)	Completion certificate		
(c)	PAN Copy		
(d)	GST Number		
(e)	Current Account details		

16. **Liability to Damage:** Contractor shall be fully responsible for safety & security to his workers. Contractor has to give written undertaking that he will be fully responsible for any accident/misshaping occurred during the work & he will indemnify MP-IDSA in case of any accident.

17. Evaluation & Award of work: The bids will be evaluated as per the Eligibility criteria given at Clause 14 above. The bids which are found to be fulfilling the eligibility criteria shall only be considered for opening of Price-Bids. MP-IDSA may seek clarifications in the bids from the bidders during the evaluation process. The work will be awarded to the lowest responsive (L-1), evaluated bidder and Work- order will be issued to the firm. MP-IDSA may like to visit the similar completed works of the successful bidder before considering their bid/ award of work. Substantially responsive financial bids will be checked for any arithmetic errors. Arithmetic errors are to be rectified on the basis of the standard procedure as follows: -

- a) If there is a difference between the amount of rate in figure and in words of an item, and the total amount is worked out, then the rate which corresponds to the amount worked by the bidder shall be taken as correct.
- b) If the bidder has not worked out the amount of an item, or the same does not correspond with the rates written either in figures or in words, then the rate quoted by him in words shall be taken as correct.
- c) If the rate quoted by the bidder in figures and in words tallies, but the amount is not worked out correctly, the rate quoted by the contractor shall be taken as correct and not the amount.
- d) If the selected bidder refuse to execute the work after award of work, his EMD will be forfeited.

18. Time of Completion and Extension for delay:

- i) The work shall be completed within 1 (One) Month from the date of receipt of work order from MP-IDSA.
- ii) Due to an event, not attributable to the contractor, causing delay, occurs or a variation order is issued, which makes it impossible to complete the work by scheduled completion date, MP-IDSA may consider extending the completion date on the specific request of the contractor.

19. Dispute Resolution

- (a) Any dispute and or difference arising out of or relating to this contract will be resolved through joint discussion of the authorities' representatives of the concerned parties. However, if the disputes are not resolved by joint discussions, then the matter will be referred for adjudication to a sole Arbitrator appointed by the Principal Secretary / Secretary (of the Administrative Department), Government of NCT of Delhi.
- (b) The award of the sole Arbitrator shall be final and binding on all the parties. The arbitration proceeding's shall be governed by Indian Arbitration and Conciliation Act 1996 as amended from time to time.
- (c) The cost of Arbitration shall be borne by the respective parties in equal proportions. During the pendency of the arbitration proceeding and currency of contract, neither party shall be entitled to suspend the work/service to which the dispute relates on account of the arbitration and payment to the contractor shall continue to be made in terms of the contract. Arbitration proceedings will be held at Delhi/New Delhi only.

Form of Quotation

(Note: the appendix forms the part of the Quotation)

To,

**MP-MP-IDSA
No 1, Development Enclave
Rao Tularam Marg, New Delhi-110010.**

Sir,

Name of work: Supply and Installation of glass door in foyer area

1. Having visited the site condition 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 and schedule of quantities of this quotation.
2. We undertake to complete and deliver the whole of the work comprised in the contract within the time limit.
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. Unless and until a formal agreement is prepared and executed, this quotation together with your written acceptance thereof shall constitute a binding contract between us.
5. We understand that if our quotation is accepted, we are to be jointly and severally responsible for the due performance of the contract.
6. We understand that the offered work includes work on height & we will use suitable precautions like Helmet (ISI Mark),ropes etc. Institute has full right to stop the work in case of non-availability of safety gadgets. No compensation shall be provided to us in case of any accident/ mishappening occurred.

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)

Additional Conditions

- (A) All the T& P is to be arranged by Contractor and nothing extra shall be paid on this account
- (B) The contractor shall make his own arrangement for making electric connections for equipment like drill machine etc. If any.
- (C) The Contractor shall be bound to follow the restrictions on the movement of labour, at MP-IDSA campus due to security or any other reason(s). No Claim shall be entertained on this account.
- (D) The contractor shall personally responsible for violation of any guidelines and shall have to pay the fine /penalty imposed by appropriate authority. No claim on this account shall be entertained.
- (E) The contractor shall be fully responsible for safe custody of the material even if the materials are under double lock system.
- (F) Quantity can be increased or decreased depending upon the requirements.
- (G) Contractors are advised to visit the site before quoting. After opening the bids no excuse will be entertained with regards to site conditions, security restrictions, etc.

Director General, MP-IDSA reserves the right to accept or reject the lowest or any offer or all offers without assigning any reasons thereto.

Please acknowledge.

Yours sincerely,


Col Rajeev Agarwal (Retd)
Assistant Director (Admin)

Supply and Installation of Glass door in foyer area**Scope of work**

SN o	Description	Qty.
1.	<p>Design supply & installation of suspended Sliding Glazing system designed to withstand the wind pressure as per IS 875 (Part-III). The Suspended System held with Spider Fittings of SS-316 Grade Steel of approved manufacturer with glass panel having 12 mm thick clear toughened glass held together with SS- 316 Grade Stainless steel Sliding & bolt assembly with laminated glass fins 21 mm thick. The Glass fins and glass panel assembly shall be connected to Slab/ beams by means of SS- 316 Grade stainless steel brackets & Anchor bolts and at the bottom using SS channel of 50x25x2mm using fastener & anchor bolts, non staining weather sealants of approved make, Teflon/ nylon bushes and separators to prevent bi-metallic contacts, all complete to perform as per specification and approved drawings. The complete system to be designed to accommodate thermal expansion & seismic movements etc. The joints between glass panels (6 to 8 mm) and gaps at the perimeter & in U channel of the assembly to be filled with non staining weather sealant, so as to make the entire system fully water proof & dust proof. The rate shall include all design, Engineering and shop drawing including approval from structural designer, labour, T&P, scaffolding, other incidental charges including wastage, enabling temporary services all fitting fixers nut bolts, washer, Buffer plates, fastener, anchors, SS channel laminated glass etc. all complete. For the purpose of payment, actual elevation area of Glazing including thickness of joints and the portion of Glass panel inside the SS channel shall be measured.</p>	39.14 Sqm

Annexure-II

Price Bid

Subject: Supply and Installation of Glass door in foyer area

(Rates Quoted should be including of GST)

SN o	Description	Qty.	Rate (Rs) per Sqm	Total Amount(Rs)
1.	Design supply & installation of suspended Sliding Glazing system designed to withstand the wind pressure as per IS 875 (Part-III). The Suspended System held with Spider Fittings of SS-316 Grade Steel of approved manufacturer with glass panel having 12 mm thick clear toughened glass held together with SS- 316 Grade Stainless steel Sliding & bolt assembly with laminated glass fins 21 mm thick. The Glass fins and glass panel assembly shall be connected to Slab/ beams by means of SS- 316 Grade stainless steel brackets & Anchor bolts and at the bottom using SS channel of 50x25x2mm using fastener & anchor bolts, non staining weather sealants of approved make, Teflon/ nylon bushes and separators to prevent bi-metallic contacts, all complete to perform as per specification and approved drawings. The complete system to be designed to accommodate thermal expansion & seismic movements etc. The joints between glass panels (6 to 8 mm) and gaps at the perimeter & in U channel of the assembly to be filled with non staining weather sealant, so as to make the entire system fully water proof & dust proof. The rate shall include all design, Engineering and shop drawing including approval from structural designer, labour, T&P, scaffolding, other incidental charges including wastage, enabling temporary services all fitting fixers nut bolts, washer, Buffer plates, fastener, anchors, SS channel laminated glass etc. all complete. For the purpose of payment, actual elevation area of Glazing including thickness of joints and the	39.14 Sqm		

	portion of Glass panel inside the SS channel shall be measured.			
Total				

Total amount Quoted (in words):

1. **The amount quoted should be including of GST.** Conditional Quotes will be rejected.
2. No Wastage shall be considered for measurement. The contractor shall include cost of supply & transportation of materials, labour, tools, etc. to the site. If damage occurred during fixing of door, which shall be replace by firm without any extra cost.
3. If any discrepancy found in quoting the financial bid in words and figures, the higher quoted amount will be considered.
4. GST & TDS will be deducted as per rules from the quoted amount and may be catered for while quoting the rates.

Signature of the Bidder
 Name and Telephone No
 Name of the Agency with Seal
