



INSTITUTE FOR DEFENCE STUDIES AND ANALYSES

No.1 Development Enclave, Rao Tula Ram Marg, Delhi Cantt, New Delhi – 110 010

Ph. No., 26145352

Email: estatecell.idsa@yahoo.com

A/950/2019-2020/PAINTING

Date: 02 Dec 2019

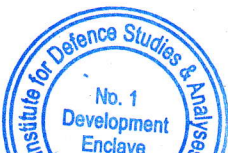
**E-TENDER NOTICE FOR “FINISHING WORK LIKE DISTEMPER, SNOWCEM,
ENAMEL AND SPRIT POLISH WORK”.**

(IN TWO BID SYSTEM)

Online bids are invited under two bid system from bonafide and experienced Firm/ Contractor of financial standing for “**Finishing Work Like Distemper, Snowcem , Enamel And Sprit Polish Work**” at IDSA premises located at No. 1 Development Enclave, Rao Tula Ram Marg, Delhi Cantt, New Delhi -110 010 as per details given in formats. **The bids should remain valid up to 90 days from the last date of submission of bids. The detailed terms & conditions are given in Annexure I and II. The financial bid format is at Annexure –III.**

Detailed Tender Documents are available on line from the date of tender publication at <https://www.mstcecommerce.com>, www.idsa.in and <https://www.eprocure.gov.in/epublish/app>. The interested bidders are advised to register themselves with e-procurement Portal at <https://www.mstcecommerce.com> to participate in the e-Tender. 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 technical bids and financial bids on the <https://www.mstcecommerce.com>, latest by 16 Dec 2019 by 1500 hrs. Hard copies of the relevant documents also to be submitted along with (1) Demand Draft for Rs. **16000/- (Rupees Sixteen 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 **Estate Manager, 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, 16 Dec 2019** duly mentioning on top right hand corner of the sealed envelope “**EMD and any other supporting documents for “Finishing Work Like Distemper, Snowcem , Enamel And Sprit Polish Work”.**”

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 financial bids shall only be opened for technically qualified firms 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 & (both Technical and Financial should be submitted on the E-procurement portal).**

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 IDSA will be final and binding to all concerned.

Critical Dates of Tender:

(i) Publish Date & Time	02/12/2019, 15:00 hrs
(ii) Document Download Start Date & Time	02/12/2019, 15:30 hrs
(iii) Bid Submission Start Date & Time	02/12/2019, 16:00 hrs
(iv) Bid Submission End Date & Time	16/12/2019, 15:00 hrs
(v) Offline submission, EMD, and other supporting documents	16/12/2019, 15:00 hrs
(vi) Technical Bid Opening Date & Time	17/12/2019, 10:30 hrs
(vii) Cost of Tender	Free of cost

Note : Contractor may inspect the Campus & assess its requirement before bidding the tender. Bidders are also advised to go through e-tendering process; which is attached as Appendix I.

Corrigendum / addendum / modification to this tender, if any, will be notified through <https://www.mstcecommerce.com>, www.idsa.in and <https://eprocure.gov.in/epublish/app> only.



Hemant Kumar

Estate manager

7/12/19

Process of E-tender:

Registration: The process involves bidder's registration with MSTC e-procurement portal free of cost. Only after registration, the bidder(s) can submit his/their bids electronically. Electronic Bidding for submission of Technical Bid as well as Commercial Bid will be done over the internet. The Bidder should possess Class III signing type digital certificate. Bidders shall make their own arrangement for bidding from a P.C. connected with Internet. MSTC or IDSA is not responsible for making such arrangement. (Bids will not be recorded without Digital Signature). At <https://www.mstcecommerce.com>

1). Bidders are required to register themselves online with <https://www.mstcecommerce.com>

2). Bidders will receive a system generated mail confirming their registration in their email which has been provided during filling the registration form. In case of any clarification, please contact MSTC, (before the scheduled time of the e-tender).

MSTC Help Desk: 01123212357, 01123215163, 01123217850,033-22901004.

The technical Bid and the Price Bid shall have to be submitted online at <https://www.mstcecommerce.com> tenders will be opened electronically on specified date and time as given in the Tender. All entries in the tender should be entered in online Technical & Commercial Formats without any ambiguity. Information about tenders /corrigendum uploaded shall be sent by email only during the process till finalization of tender by IDSA. Hence, the bidders are required to ensure that their official email I.D. provided is valid and updated at the time of registration of bidder with MSTC (i.e. Agency). Bidders are also requested to ensure validity of their DSC (Digital Signature Certificate).

E-tender cannot be accessed after the due date and time mentioned in NIT.

Bidding in e-tender:-

a) The process involves Electronic Bidding for submission of Technical and Commercial Bid.

b) The bidder(s) can submit their Technical Bid and Commercial Bid through internet in MSTC website <https://www.mstcecommerce.com>

c) System Requirement:

- i) Windows 7 Operating System and above
 - ii) Internet Explorer (IE-7) and above Internet browser.
 - iii) Signing type digital signature
 - iv) Java Runtime Environment 8 update 191(windows X86 offline) and above software to be downloaded and installed in the system.
- To enable ALL active X controls and disables "use pop up blocker" under Tools Internet Options→ custom level



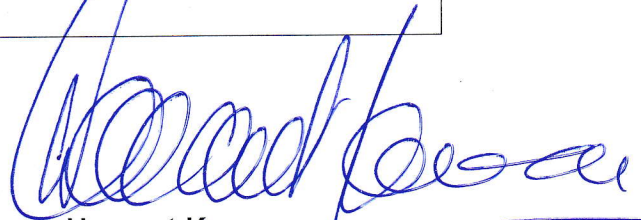
Tender Document for Finishing Work Like Distemper, Snowcem , Enamel And Sprit Polish Work

Two Bid System

MEMORANDUM OF WORK IN BRIEF

1	Name of work	Finishing Work Like Distemper, Snowcem , Enamel And Sprit Polish Work
2.	Cost of Tender Document	Free of Cost
3	Earnest Money	Rs 16000/-
4.	Validity period	90 days
5.	Security Deposit	10 % of contract value
7.	Last date of Submission of Technical Bid	16.12.2019 by 1500 hrs
8.	Mode of Sending	a. EMD and relevant documents of Technical bid In sealed cover by Speed post/Hand Delivery in the tender box kept at reception . b. Tender sent by ordinary post will be rejected out rightly.
9.	Description essential to be made on sealed cover	a. Name of work, Tender No and Name of Bidder .

Signature of bidder
Name :



Hemant Kumar ,
Estate Manager, IDSA

2/12/19



Company seal

Date

SUBJECT: QUOTATION FOR FINISHING WORK LIKE DISTEMPER, SNOWCEM, ENAMEL AND SPRIT POLISH WORK

Quotations are invited for the work as per scope of work and terms & Conditions of the order shall be as follows: -

1. **Time Schedule:** The work shall be completed within 45 days from the date of placing of order. A sum of Rs 500 per day will be charged for delay in completion of work. Estate Manager's, decision in this regard shall be final and binding.
2. **Execution of Work:** The job work shall be executed in best workmanship like manner, to the entire satisfaction of the Estate Manager.
3. **Unit Price:** Unit rates quoted as per scope of work for the work shall be deemed to include 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 job work, shall be deemed to have been taken into account in the quoted rates. The rates shall also include for all taxes (except GST), including price escalations, contractor's overhead and profit. Nothing extra shall be admissible on any such account.
4. **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. 16000/-** by demand draft "**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.
5. **Security Deposit :** On receipt of the Letter of intent (LOI), the successful bidder shall furnish 10% of the contract value as security deposit in the form of Fixed Deposit Receipt from Nationalized Bank or Bank guarantee from Nationalised Bank. The Security deposit shall be valid for a period of fifteen days beyond the defect liability period.
6. **Defect Liability:** The work completed shall have defect liability period of 3 months from the certified date of completion. The contractor shall re-do the work, wherein defects have developed during this period under the direction of the Estate Manager, at no extra cost.



7. No material shall be issued by the department. All materials for the work including cement if required shall be procured/arranged by the contractor at his own cost.

8 Bidder who has downloaded the tender /quotation from the Central Public Procurement Portal (CPPP) website <https://eprocure.gov.in/epublish/app> ,IDSA website and MSTC e-portal shall not tamper/modify the tender /quotation form including downloaded price bid template in any manner. In case if the same is found to be tempered/modified in any manner, tender will be completely rejected and EMD would be forfeited and Bidder is liable to be banned from doing business with IDSA.

9. **Submission Of Tender:** The technical Bid and the Price Bid shall have to be submitted online at <https://www.mstcecommerce.com/eprochome/mstc> tenders will be opened electronically on specified date and time as given in the NIT. All entries in the tender should be entered in online Technical & price bid formats without any ambiguity.

10. **Opening Of Tenders:** Bids will be opened online by the committee constituted by the Institute . All technically qualified Tenderers will be informed in advance the date of opening of financial bids in presence of their representative(s) if they wish to be present.

11. Upon acceptance of the quote, no subletting/transfer would be allowed by the Contractor.

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 shall be made from the due payment of the bidder.



13. **Scope of work** – The scope of work for finishing work like distemper, snowcem , enamel and sprit polish work is tabulate below:-

<u>SI</u>	<u>Descriptions</u>	<u>Area Approximate (Sqm)</u>
i)	Foyer Area including ceiling-OBD	1430.4
ii)	Banquet hall ,Chanakya I & Banquet hall gallery-OBD	522.17
iii)	STA Reception area including cafeteria,fornt area, backside gallery up to 05 th floor ,front staircase & lift lobby etc.-OBD	1531.74
iv)	08 in Nos Lift Lobbies in institutional area (Ground ,I ,II & Floor)-OBD	473
v)	Auditorium Lobby including ceiling-Plastic paint	539.5
vi)	Executive Dining hall-Plastic paint	142
ix)	Both Staircases of Institutional building -OBD	1100.5
x)	Staircase & Lift Lobbies of Library including gallery of ground floor with ceiling -OBD	484
xi)	Corridors of Institutional Building -OBD	2188.3
xii)	Car parking area A ,B & C Block-Snow cem	2175
xiii)	Basement Institutional Area-Snow cem	6578
xiv)	Enamel paint on railings of courtyard	45.52
xv)	Enamel paint on stage of courtyard	35
xvi)	Enamel paint on Main Gate No.1 & gate No.2	64.50
xvii)	Plastic paint on Gumti of Gate No.1& Office area leading towards residential area	12.5
xviii)	Staircase Railing in STA area enamel paint	30
xix)	Enamel paint on wooden benches in courtyard	74.70
xx)	French polish on main desk- auditorium rostum, two ventilators,12 doors different locations,28 chairs & 08 tables	150

- Note:-
- (i) Any minor work like plaster, waterproofing and applying cement based putty observe during painting required to be completed without any extra cost.
 - (ii) Cleaning of stain marks before start fresh work.
 - (iii) All fitting must be covered while performing work.
 - (iv) Contractor shall prepare the solution in presence of representative of IDSA before starting the work.
 - (v) Contractor is expected to train his labour to carry out the work in peaceful manner without any disturbance to residents/Officials.



14. **Eligibility:**

- (i) Bidder shall have satisfactorily completed **similar work** in Central Autonomous Body/Central PSU/ Central Undertaking Body/ /Educational Institute). Works annual value shall not be less than 5 lakhs.
- (ii) Firm should produce completion certificate of such works from organization /Autonomous body.
- (iii) The latest income tax assessment return for last two financial years.
- (iv) Balance sheet/audited accounts for the last two financial years.
- (v) Copy of GST NO./PAN
- (vi) Bidder shall have satisfactorily completed **One similar work** in Central Autonomous Body/Central PSU/ Central Undertaking Body/ /Educational Institute). Works value shall not be less than 4 lakhs.
- (vii) One reference with contact number, where previous work done.

15. **Pre-qualification sheet:-**

Sno	Parameter	Page No.	Document attached (Yes/NO)
(a)	Work order		
(b)	Completion certificate		
(c)	Balance Sheet last two financial years		
(d)	PAN & GST Number		
(e)	Income tax return for last two financial years		



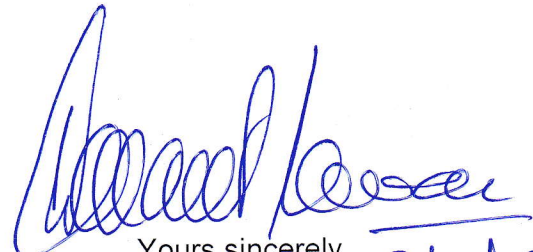
Additional Conditions

- (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 to equipment like drill machine etc. If any.
- (C) The Contractor shall be bound to follow the restrictions on the movement of labour, at 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. TDS & GST shall be deducted as per applicable rules.
- (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) Tenderers/bidders are requested to visit the website <http://eprocure.gov.in/epublish/app>, IDSA website & MSTC e-portal regularly. Any changes/modifications in tender enquiry will be intimated by corrigendum through this website only.
- (H) In case the work site is not made available to the contractor according to the programme, no claim will be admissible on this account.
- (I) The contractor shall have to get the site of work cleared during execution and / or on completion of work as per directions and to the satisfaction of officer in charge.
- (J) **It is purely responsibility of contractor to clean the ear marked area of cleaning immediately after completion of work/job, suitable penalty shall be imposed on contractor, if this condition is not adhere to. If contractor is fails to undertake cleaning after painting IDSA shall under take the cleaning job on risk and cost of contractor. In this case the penalty shall be imposed including cancellation of contract and forfeited of security deposit.**
- (K) **Contractors are advised to Visit the site and condition before quoting. After opening the bids no excuse will be entertained with regards to site conditions, security restrictions, etc.**
- (L) **Contractor should follow all safety precaution including headgear, safety belt, helmet & shoes etc. IDSA shall not be responsible for any hazard /accident incurred during the work.**



Director General, 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, 2/12/18

(Hemant Kumar)
Estate Manager.



GENERAL INFORMATION OF CONTRACTOR

Name & address of Firm/Agency/Contractor:	
Phone No.:	
Email:	
Contact Person Name:	
Mobile No.:	
Registration of Firm/Agency/Contractor	
PAN No.:	
GSTIN No.:	
Bank's Detail & Address:	
IFSC code & Account No.	(for correct information attach copy of cancelled cheque)
EMD detail	DD/BC No.: Dated:



TENDER ACCEPTANCE LETTER
(To be given on Company/Firm/Contactor Letter Head)

To,

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

Name of Tender / Work: **Finishing Work Like Distemper, Snow Cem , Enamel And Sprit Polish Work**

Dear Sir/Madam,

1. I/We have downloaded/obtained the tender document(s) for the above mentioned „Tender/Work“ from the web site(s) namely: <http://eprocure.gov.in/epublish/app>, www.idsa.in/ <https://www.mstcecommerce.com> as per advertisement, given in the above mentioned website(s).
2. I/We hereby certify that I/we have read the entire terms and conditions of the tender documents of all pages (including all documents like annexure(s), schedule(s), etc.), which form part of the work and I/we shall abide hereby by the terms/conditions/clauses contained therein.
3. The corrigendum(s) issued from time to time by department/organization too has also been taken into consideration, while submitting this acceptance letter.
4. I/We hereby unconditionally accept the tender conditions of above mentioned tender document(s)/corrigendum(s) in its totality/entirety.
5. I/We do hereby declare that our Firm/company/contactor has not been blacklisted/ debarred by any Govt. Department/Public sector undertaking/Private organization.
6. I/We certify that all information furnished by the our Firm/company/contractor is true & correct and in the event that the information is found to be incorrect/untrue or found violated, then department/organization shall without giving any notice or reason therefore or summarily reject the bid or terminate the contract, without prejudice to any other rights or remedy including the forfeiture of the full said earnest money deposit/Security deposit or both absolutely.



7. The downloaded tender document as published at the website <http://eprocure.gov.in/epublish/app>, www.idsa.in/ <https://www.mstcecommerce.com> in has been used for bidding in this tender. It is certified that no modification has been done to the contents of the document.

8. 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.

9. I/We undertake to complete and deliver the whole of the work comprised in the contract within the time limit.

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)



Price Bid
(Through Online mode Only)
Painting work at IDSA

Name of the Firm:					
Contact number:					
Email ID:					
Sno	Descriptions of work	Unit	Quantity	Rate per Sqm in Rs	Amount in Rs.
1	Distemping with two or more coats 1st quality Oil Bound distemper, on old work having VOC (Volatile Organic Compound) content less than 50 grams/ litre, of approved brand (Asian,Berger,Nerolac) and manufacture, including applying white cement based putty (JK,Birla) of avarage thickness 1mm over the plastered wall surface to prepare the surface even and smooth complete, wherever required applying additional coats to achieve even shade and colour.The works includes removal of distemper, water proofing cement paint by scrapping, sand papering and preparing the surface smooth including necessary repairs to scratches,complete.	Sqm	7730.00		0.00
2	Wall painting with plastic emulsion paint on old work of approved brand (Asian,Berger,Nerolac) and manufacture, including applying white cement based putty (JK,Birla) of avarage thickness 1mm over the plastered wall surface to prepare the surface even and smooth complete, wherever required applying additional coats to achieve even shade and colour.The works includes removal of old paint, water proofing cement paint by scrapping, sand papering and preparing the surface smooth including necessary repairs to scratches,complete.	Sqm	694.00		0.00



3	Painting with synthetic enamel paint of approved brand (Asian,Berger,Nerolac) and manufacture ,including applying priming coat with ready mixed red oxide zinc chromate primer of approved brand (Asian,Berger,Nerolac) on steel /iron work ,wherever required to give an even shade. The works includes removal of paint by scrapping, sand papering and preparing the surface smooth including necessary repairs to scratches.	Sqm	250.00		0.00
4	Snowcem- Providing and applying snowcem of approved brand (Asian,Berger,Nerolac) and manufacture, having low VOC (Volatile Organic Compound) content with water thinnable cement primer on wall surface, including applying white cement based putty (JK,Birla) of avarage thickness 1mm over the plastered wall surface to prepare the surface even and smooth complete, wherever required applying additional coats to achieve even shade and colour .The works includes removal of snoecem, cement paint by scrapping, sand papering and preparing the surface smooth including necessary repairs to scratches.	Sqm	8753.00		0.00
5	French spirit polishing :The works includes removal of old paint/polish and the like by scrapping, sand papering and preparing the surface smooth including necessary repairs to scratches. Whereever required to give even shade to achieve colour.	Sqm	150.00		0.00
Total				0.00	
Amount in words:					

Note:-

- 1 GST will be paid extra.
- 2 TDS & GST shall be deducted as applicable.
- 3 Bidder has to fill all fields highlighted in Orange color.
- 4 In case any of the field is not filed by the bidder, their bid will be rejected.
- 5 Contractor shall consider the cleaning part before quoting as cleaning of stains is mandatory after completion of said work.

