



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
Email: pktiwari.idsa@gov.in

File No:MP- IDSA/EM/BM/2017

Dated: Jul 2024

Name of Work : Special Repairs to Window Frames in Library Building

Subhead : Provision for openable Windows in Existing Window Frames

Online bids are invited under single bid system on GeM from bonafide and experienced Firm/ Contractor for “Special Repairs to Window Frames in Library Building” 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. 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 **19th Aug 2024** by 1500 hrs.

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. No manual bids will be accepted.

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	25/07/2024, 11:00 hrs
(ii) Document Download Start Date & Time	25/07/2024, 11:30 hrs
(iii) End date of seeking clarification	19/08/2024, 14:00 hrs
(iv) Bid Submission End Date & Time	19/08/2024, 15:00 hrs
(v) Offline submission, EMD, and other supporting documents	19/08/2024, 15:00 hrs
(vi) Bid Opening Date & Time	19/08/2024, 15:30 hrs
(vii) 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 only.


Col Rajeev Agarwal (Retd)
Assistant Director (Admin)



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Frames**

MEMORANDUM OF WORK IN BRIEF

1	Name of work	Special Repairs to Window Frames in Library Building
2.	Cost of Document	Free of Cost
3	Estimated Value	Rs.95580/- including GST
4	Earnest Money	Rs. 2000/-
5	Validity period	90 days
6	Publish Date & Time	25.07.2024 by 1100 hrs
7	Submission Start Date & Time	25.07.2024 by 1130 hrs
8	Site visit	26.07.2024 onwards on all working days between 1130 hrs to 1530 hrs till bid submission end date.
9	Tender Submission End Date	19.08.2024 by 1500 hrs.
10	Tender Opening Date	19.08.2024 by 1530 hrs.
11	Mode of Sending	EMD to be deposited manually & other supporting documents to be uploaded on GeM.

Signature of bidder

Name :

Company seal

Date



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Frames**

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. Decision of Director General MP-IDSA, 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. 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.
7. Upon acceptance of the quote, no subletting/transfer would be allowed by the Institute.
8. **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. 2000/- (Two Thousand only)** by demand draft in favour 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.

9. Security Deposit: 5% of contract value to be deposited in form of bank Guarantee/Demand Draft , 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.

10. 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.

11. Scope of work –

(a) The scope of work for “special Repairs to existing window frames of Library” is covers all aspect of works including removal of glass, Cutting of glass according to size, Supply and fixing of Aluminium Frames including openable arrangement , beading fitting, complete in all respect .

(b) The size of each window frame is 1.5'x4'. Totals windows to be done is 06 Nos

(c.) Existing Glass frames to be used. In case of Glass breakage, the contractor has to replace the same at his cost and own arrangement.

(d.) The scope of work also covers :-

- (i) Cleaning of area before start fresh work.
- (ii) All fitting must be covered while performing work.
- (iii) Contractor is expected to train his labour to carry out the work in peaceful manner without any disturbance to employees of the Institute.
- (iv) Removal and disposal of waste materials and debris away from the Institute campus, is the responsibility of the contractor.
- (v) 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.
- (vi) 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.
- (vii) The contractor shall be paid on the basis of the actual quantity of completed work as per the scope of work.

12. Eligibility:

- (i) Average Annual financial turnover for civil works during the last three financial years, ending 31st March, 2024 should be at least Rs. 5 lakh. For MSME, average turnover should have 3 lakhs.
- (ii) Firm should produce completion certificate of similar work from organization /Autonomous body, value of work should not be less than 2 lakhs.
- (iii) Firm must have valid GST certificate.

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

13. 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		

14. **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.

15. **Evaluation & Award of work:** The bids will be evaluated as per the Eligibility criteria given at Clause 12 & 13 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.

16. **Time of Completion and Extension for delay:**

- i) The work shall be completed within 30 days 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.

17. **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 Director General ,MP-IDSA.

(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 : Special Repairs to Window Frames in Library Building

**Subhead : Provision for openable Windows in Existing Window
Frames**

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/ eventuality 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)

Annexure-I

Price Bid

Name of Work : Special Repairs to Window Frames in Library Building

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(Rates Quoted should be including of GST)

SNo	Description	Unit	Qty. (A)	Rate (Rs.) (B)	Amount (RS) (AxB)
1.	Special Repairs to existing window frame, removal of glass pan and re-fixing , supply and fixing of openable window frame in 16 gauge aluminium with fittings including stopper. Size of each frame is 1.5'x 4'. The work includes Material , labour, trnsportaion etc . Complete in all respect	Job	6 Nos		

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 glass, it shall be replaced 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

