



**MANOHAR PARRIKAR INSTITUTE FOR
DEFENCE STUDIES AND ANALYSES**

मनोहर पर्रिकर रक्षा अध्ययन एवं विश्लेषण संस्थान

No 1 Development Enclave, Rao Tula Ram Marg,

Delhi Cantt, New Delhi – 110 010

Ph: No., 26717983 Extn.7305/7312

Email: pktiware.idsa@gov.in

F.No. MP-IDSA/EM/Tender/2026

Date: 28th Jan 2026

E- TENDER NOTICE FOR “ANNUAL CONTRACT FOR DAY TO DAY OPERATION & MAINTENANCE OF E & M INSTALLATION ,WATER SUPPLY AND MISC BUILDING MAINTENANCE WORK INCLUDING FIRE ALARM CUM FIREFIGHTING SYSTEM AT MP-IDSA” (IN TWO BID SYSTEM)

Prescribed format are invited under two bid system from experienced contractors / agencies for “Annual Contract for Day to Day Operation & Maintenance of E & M Installation, Water Supply and Misc. building Maintenance work including Fire alarm cum firefighting system at MP-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.

Detailed Tender Documents are available online from the date of tender publication at <https://gem.gov.in> & www.idsa.in. The interested bidders are advised to register themselves with e-procurement Portal at - GeM 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 on the GeM, latest by **20 Feb 2026 by 1500 hrs**. Hard copies of the relevant documents also to be submitted along with (1) Demand Draft for Rs. **1,44,000/- (Rupees One lakh forty four thousand only)** in favour of “MP-IDSA” payable at New Delhi as Earnest Money Deposit and (2) Annexure all pages signed and stamped, which shall be submitted in sealed cover 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, 20 Feb 2026** duly mentioning on top right hand corner of the sealed envelope “EMD and Annexures for “FOR Annual Contract for Day to Day Operation & Maintenance of E & M Installation, Water Supply and Misc. building Maintenance work including Fire alarm cum firefighting system at MP-IDSA.

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

All information including selection and rejection of technical and financial bids of the prospective bidders will be communicated through GeM portal only. Both technical and financial bid should be submitted in the E-procurement portal (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.

Bidder who has downloaded the tender /quotation from the MP-IDSA website and GeM 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 MP-IDSA.

Critical Dates of Tender:

(i) Publish Date & Time	30/01/2026, 10:00 hrs
(ii) Document Download Start Date & Time	30/01/2026, 10:30 hrs
(iii) Bid Submission Start Date & Time	30/01/2026, 11:00 hrs
(iv) Bid Submission End Date & Time	20/02/2026, 15:00 hrs
(v) Offline submission, EMD and other supporting documents	20/02/2026, 15:00 hrs
(vi) Bid Opening Date & Time	20/02/2026, 15:30 hrs
(vii) Pre bid meeting	10/02/2026 1500 hrs
(viii) Cost of Tender	Free of cost

Note :

1. Contractor shall inspect the Campus & assess its requirement during pre-bid meeting falling which, the technical bid will be rejected.
2. Bidders may note that financial bid shall only be accepted through online mode. Kindly ensure that bid format should remain vacant, while submitting hardcopies of signed documents, otherwise financial bid shall be considered as "invalid".
3. Bidders are required to upload "Item wise price breakup of quoted amount" on GeM portal as per format at Annexure falling which the financial bid will be rejected.
4. Any queries relating to the process of online bid submission or queries relating to GeM in general may be directed to the 24x7 GeM Helpdesk.

Corrigendum / addendum / modification to this tender, if any, will be notified through <https://gem.gov.in>, www.idsa.in

Col. Chetan Gurbax (Retd)
Assistant Director

**ANNUAL CONTRACT FOR DAY TO DAY OPERATION & MAINTENANCE OF E & M
INSTALLATION ,WATER SUPPLY AND MISC BUILDING MAINTENANCE WORK
INCLUDING FIRE ALARM CUM FIREFIGHTING SYSTEM AT MP-IDSA” (IN TWO
BID SYSTEM)**

MEMORANDUM OF WORK IN BRIEF

1	Name of work	Annual Contract for Day to Day Operation & Maintenance of E & M Installation, Water Supply and Misc. building Maintenance work including Fire alarm cum firefighting system at MP-IDSA
2.	Estimated Contract value	Rs 71,75,544/-including GST for one year
3.	Validity period	90 days
4.	Security Deposit	10 % of Annual contract value
5.	Period of Contract	One year
6.	Earnest Money	Rs 1,01,495/-
7.	Last date of Submission of Tender	20 th Feb 2026, 1500 Hrs.
8	Cost of Tender document	Free of cost
9.	Date of Prebid Meeting	10 Feb 2026 by 1500 hrs at Institute premises which is mandatory for pre-qualification. <u>Bidders not attending the pre-bid meeting their bid will not considered for technical evaluation.</u>


Col Chetan Gurbax (Retd)
Assistant Director (Admin)



**MANOHAR PARRIKAR INSTITUTE FOR
DEFENCE STUDIES AND ANALYSES**

मनोहर पर्रिकर रक्षा अध्ययन एवं विश्लेषण संस्थान

No 1 Development Enclave, Rao Tula Ram Marg, Delhi Cantt, NEW DELHI -110010

GENERAL TERMS AND CONDITIONS

1. The rates quoted should include the cost of material, manpower, and statutory components i.e EPF, ESIC, gratuity & bonus, service charge/profit etc. including GST, if any. The rates quoted for the work will be firm for the period of one year, **any increase in minimum wages during the period shall also be kept in mind while bidding. Subsequently, after one year amount shall be revised based on the statutory obligations on minimum wage prevalent therein NCT Delhi except materials cost on an annual basis.** MP-IDSA will not be responsible for any changes of rules, octroi, increase in cost of material, during the contract period.
2. Bidders are advised to consider that the total cost including manpower, material, uniforms shall be taken into consideration before finalizing the contract.
3. Quoting less amount with respect to emoluments leading to violation of Minimum wages Act, Contract Labour Act, Govt. of NCT Delhi, Ministry of labour and Employment order and other statutory provisions shall be liable for disqualification. No communication will be entertained in this regard. The EPF, ESIC, Gratuity, Bonus & service charge/profit etc. Minimum wages are mandatory and should be as per the latest notification of Govt. of NCT Delhi at the time of opening of financial bid.
 - (i) The contractor should ensure payment of existing minimum wages as per Minimum wages Act. **as revised from time to time to the staff deployed by him.** Non-adhering to the said Act will result in cancellation of contract, forfeiture of Performance Bank Guarantee (PBG) and appropriate administrative action.
 - (ii) The amount of EPF, ESI, Gratuity and Bonus shall be quoted strictly as per prescribed government rates. However, payment for this statutory obligation will be made with monthly bills on production of documentary evidence to the effect that the same has been deposited by the contractor in the concerned account of the individual deployed by him. The contractor shall also abide by the provisions of Child Labour (Prohibition and Regulation) Act, 1986.
 - (iii) It shall be the responsibility of the contractor to issue employment cards to each member of his staff as per the prescribed format and to maintain the muster roll, wage register and other documents as provided for in Contract Labour Act 1971.
 - (iv) The contractor shall arrange for such facilities as provided for in the Contract Labour Act for the welfare and health of the staff members employed for the work.

- (v) **Responsibility for payment of wages** – The Contractor shall pay to the personnel deployed at such rates which should not be less than the minimum wage prescribed for respective category plus admissible EPF(including EDLI), ESI , Gratuity & Bonus calculated at the prevailing rates as per rules.
- (vi) In order to safeguard against the possible underpayment to the work-force by giving them less than what are mandatorily and statutorily required to be paid, it is mandatory that the **Contractor shall disburse the wages every month by 7th through the ECS.** (Electronic cash transfer) only.
- (vii) **Wage Increase:** Wages to be paid to the workers shall not be less than that notified by Chief Labour Commissioner, Ministry of Labour and Employment, Government of NCT Delhi from time to time.

4. The proposal shall clearly indicate the cost including manpower, material, garbage disposal, all statutory components and service charge along with complete details. Also the brand of material to be supplied must be in accordance with the terms & conditions of the tender document.

5. The manpower deployed should be indicated in scope of work while quoting their rates. The working hours of each staffs shall be in accordance with the labour legislation and shift details as mentioned at Para 9.

6. **Submission of Tender:** The technical Bid and the Financial Bid shall have to be submitted online at GeM, 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 & Financial bid formats without any ambiguity.

7. **Opening of Tenders:** Financial bids of technically qualified bidder will be opened online on GeM portal by the committee constituted by the Institute.

8. **Duration Of contract:** The contract shall be initially valid for **One year** from date of signing of contract.MP-IDSA reserves the right to extend the validity of contract for another two years maximum as mutually agreed upon subject to satisfactory performance. The amount for yearly extension period shall be subsequently revised based on the statutory obligations based on latest minimum wage prevalent therein NCT Delhi, as per minimum wages of Govt. Of NCT of Delhi as may be agreed to. The contract can be cancelled unilaterally giving 1 (one) month notice by the Institute in case service is not rendered satisfactorily. If the contractor also does not want to continue, he has to give 3 (three) months' notice to Institute. However in this case, his name shall be put in holiday list for another 03 years. Decision of the institute shall be final & binding to decide reasonability.

9. **Working Hours:** Eight hours per day, excluding lunch break. Generally, the **working will be 0730 hrs to 1730 hrs daily**, unless specified otherwise by the Estate Cell. There may be a requirement of flexible work hour for a few personnel, if there is any major event at the institute. The same will be pre-intimated to the supervisor, by the institute.

Shift schedule will be as under:-
General Shift:-9:30AM to 5:30PM
A- Shift -7AM to 3PM
B- Shift -3PM to 11PM
C- Shift -11PM to 7AM

10. **Uniform.** The staff deployed by the contractor shall be in distinct/neat uniform consisting of shirt/trouser/shoes with logo of firm embossed. In order to maintain neat and clean uniforms at all times, at least two sets of summer uniforms are to be issued to each employee per annum and also, warm clothing(uniform), at least one set, should be issued for winter. In addition to this **Electrician should wear yellow color, Carpenter should wear Blue color, Plumber should wear Green color & Helper should wear black color safety jacket on approved uniforms.**

11. Contractor is fully responsible for acts & deed for his employees, he has hired during the contract period. Contractor has to submit a declaration on 100 Rs. Stamp that he is fully responsible for acts & deeds of his employees. He personally knows each & every workers including his past records. At any stage if any suspicious behaviors is noticed by Institute the person shall be replaced immediately. Contractor will ensure that all workers employed by him are with the latest **police verification from** the parental police station of employee as well as from the present residential address police station of the persons deployed within thirty days (30) from the date of Award of Work and Certificate of each employee will be submitted to MP-IDSA for Security and issue of entry passes.

12. **Earnest Money Deposit:** Bidders are required to submit Earnest Money Deposit (EMD) along with their bids. While submitting the bid, the vendor shall deposit Earnest Money of Rs. 1,44,000/- by demand draft / PO favoring "Manohar Parrikar Institute for Defence Studies and Analyses" 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 without any interest after expiry of the final bid validity and latest on or before the 30th day after the award of the contract. The Bid Security 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 submitted by those Bidders who are registered with MSME. 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.

13. **Clarification regarding contents of the Bids:** During evaluation and comparison of bids, the Institution may, at its discretion, ask the bidder for clarification of his bid. The request for clarification will be given in writing and no change in prices or substance of the bid will be sought, offered or permitted. No post-bid clarification on the initiative of the bidder will be entertained. Clarification regarding tender document & work may be sought before submitting the quotations. No letters will be entertained after opening the bids / last date of submission of tender. Firms who communicate after opening of the bids, their bids will be rejected.

13.1 Clarification of Bids/Shortfall Documents of the Manual for Procurement of Goods 2017, issued by Ministry of Finance, Department of Expenditure, during

evaluation and comparison of bids, the purchaser may, at his discretion, ask the bidder for clarifications on the bid. The request for clarification shall be given asking the tenderer to respond by a specified date. If the tenderer does not comply or respond by the date, his tender will be liable to be rejected. Depending on the outcome, such tenders are to be ignored or considered further. No change in prices or substance of the bid shall be sought, offered or permitted. No post bid clarification at the initiative of the bidder shall be entertained. The shortfall information / documents should be sought only in case of historical documents which pre-existed at the time of the tender opening and which have not undergone change since then. So far as the submission of documents is concerned with regard to qualification criteria, after submission of the tender, only related shortfall documents should be asked for and considered. **For example, if the bidder has submitted a supply order without its completion / performance certificate, the certificate can be asked for and considered.**

14. Right to Acceptance or Rejection of Tenders: Canvassing by the Bidder in any form, unsolicited letter and post tender correction may invoke summary rejection with forfeiture of EMD. Conditional tenders will be rejected. **MP-IDSA reserves the right to reject any or all the tenders without assigning any reason whatsoever and the decision of the management shall be final and binding on all the bidders.**

14.1 The tender is liable to be rejected inter-alia:-

- a) If it is not in conformity with the instructions mentioned in the tender.
- b) If it is not properly signed by the bidder.
- c) If it is received after the expiry of the due date and time.
- d) If it is not accompanied by the requisite EMD and proper documents.
- e) A list of approximate manpower available with the firm with qualification must be enclosed along with the tender papers.

14.2 This office reserves the right to: -

- a) Accept / Reject any of the tender in full or part thereof.
- b) Revise the requirement at the time of placing the order.
- c) Add, modify, relax or waive any of the conditions stipulated in the tender specification wherever deemed necessary.

15. Performance Guarantee. The Bidder shall be required to furnish a Performance Guarantee by way of Bank Guarantee through a public sector bank or a private sector bank authorized to **make BG's/FDR for a sum equal to 10% of contract value.** Performance Bank Guarantee shall be valid up to 90 days beyond the satisfactory completion of contract period.

16. The above security deposit shall be retained during the period stated in the work order and shall be refunded without any interest, in case no claim is pending towards the Institute. It may be noted that Institute shall keep the Security Deposit for TRUE Diligent and faithful performance of the terms and conditions and shall be liable to be forfeited, if the terms & conditions of the tender document / agreement are violated.

17. **Payment terms:** The selected vendor shall submit the bills alongwith the required certificates of statutory components, **on a monthly basis**. The bills, if found in order in all respects, will be processed for release of payment within 30 days after receiving of the bills. Bills should consist of following documentary evidence for processing:-

- (i) Complete attendance details with muster rolls as per Labour Act.
- (ii) Proof of payment of wages for the current month as per the Minimum wages notified.
- (iii) ESIC, EPF, bonus, etc payment copy of the current month.
- (iv) GST payment copy & B2B Invoice summary of the current month.
- (v) All payment will be made subject to Tax Deduction at source, if applicable as per rules.
- (vi) Payment details of employee along with bank transfer or cheque payment detail. MP-IDSA reserves the right to deduct amount from the bill towards compensation for unsatisfactory service or less attendance or non-payment of compliance like EPF, ESIC etc.as provided under the contract.
- (vii) **MP-IDSA shall pay the amount on the basis of the number of staff actually deployed by contractor.** No other claim on whatever account shall be entertained by MP-IDSA.Only biometric attendance system shall be considered valid attendance claim.
- (viii) **Over payments And Under Payments:** If as a result of post payment audit or otherwise any overpayment is detected in respect of any work done or alleged to have been done by the agency under the tender, it shall be recovered by the Institute from the agency. Similarly, if any underpayment is discovered, the amount shall be duly paid to the agency by the Institute.
- (ix) **Gratuity payment shall be made on completion of contract period on producing of Gratuity payment transfer details to each eligible employee as per prevailing rules.**

18. The selected vendor shall not accept any directions / instructions either verbal or written from any staff member of the Institute unless the same are issued by the Assistant Director or the authorized official with regard to work assigned to the vendor.

19. It is explicitly made clear that the housekeepers may be required to shift the Institute's movable property including the furniture and fixtures etc, if required.

20. The services are required to be offered by the vendor on all days of the year **except Republic day, Independence Day, Gandhi Jayanti & Holi. However, one day weekly off by rotation will be given individually (among the existing manpower) as per labour law, preferably on Saturday / Sunday, in batches.**

21. **Termination of Contract:** The agreement / work order can be terminated by MP-IDSA. The contract can be cancelled/terminated unilaterally giving 1 (one) month notice by the Institute in case service is not rendered satisfactorily. If the contractor also does not want to continue, he has to give 3 (three) months' notice to Institute, failing which the security deposit shall stand forfeited. During the period of such notice, the performance of work shall not hamper and both parties continue to abide by their respective obligations. On termination of the contract for any reason whatsoever, the selected

vendor will remove their personnel and material immediately from the premises of MP-IDSA.

22. The firm should not have been blacklisted / debarred in any manner from any Govt. Department. A declaration on a stamp paper duly signed by notary of Rs. 100/- should be uploaded/attached with the technical bid as per Annexure III.

23. In case of any dispute, the matter will be referred to the sole arbitratorship appointed by Director General, MP-IDSA or his nominee and his decision will be final and binding to both the parties.

24. Institute also reserves the absolute right to alter / modify the scope of work, terms and conditions.

25. If any overpayment is observed post audit with respect to the work done by the agency under the contract, it shall be recovered by the Institute from the agency. If any underpayment is discovered, the difference of amount shall be duly paid to the agency by the Institute.

26. Evaluation of Technical & Financial Bid (Wages, Service Charges, Materials & Uniforms)

(a) The bidder should have the experience of completion of similar works in any of the Govt. Department /Autonomous Institutes/public sec. undertakings of the Govt. of NCT of Delhi in last three consecutive years.

(b) **The technical evaluation is purely based on Annexure I.**

(c) Lowest bidder shall be evaluated considering total quoted amount shall include minimum wages for one year as per scope of work which may include the various components like materials ,Cost of Uniforms, Shoes,gloves etc. per year for all staff and all statutory components like EPF,ESIC, Bonus Gratuity & Service charge/profit etc. **(Minimum Service Charges for all Manpower based Outsourcing services as per latest order published by Ministry of Finance)** of as per regulations.

(e) **Bids, offering rates which are lower than the minimum wages (as applicable for NCT of Delhi) for the relevant category shall be rejected.** Final decision in this regard is liaised with Committee. The successful bidder will be the one who emerges overall L-1 out of responsive bids. Quoting less , below minimum wages & other statutory compliances will be rejected at first instance. No Communication will be entertained in this regard. **Latest notification w.r. t statutory requirements will be applicable at the time of submission of bid.**

(f) Merely becoming the lowest bidder, prior to Financial Bid scrutiny will not give any right to the lowest bidder to claim that he is successful in the bidding process. The successful bidder (L-1) shall be decided only after due procedure.

(g) The Competent Authority reserves the right to reject any or all the bids, amend/withdraw any terms and conditions in the Tender document or to cancel

the Tender without assigning any reason and the decision of the competent authority in this regard shall be final and binding.

(j) In case of a tie between L-1 Bidders, the two or more firms offer the same overall rates, successful bidders will be the one whose turnover is higher than the other competitor (s) for last three financial years.

(h) The Competent Authority has reserves the right to award full contract or any part (splitting of contract) to any successful agency (ies) at its discretion which shall be binding on the bidders.

(j) Bidders are required to upload "Item wise price breakup of quoted amount" on GeM portal as per format at **Annexure VII falling which the financial bid will be rejected, no communication in this regard shall be accepted.** The L1 bidder will be determined on the basis of the evaluation method as detailed in the **Annexure VII (Price Bid Format).**

27. Discrepancies in Price Bid:

(i) If, in the price structure quoted by a bidder, there is discrepancy between the unit price and the total price (which is obtained by multiplying the unit price by the quantity), the unit price shall prevail and the total price corrected accordingly, unless the Institute feels that the bidder has made a mistake in placing the decimal point in the unit price, in which case the total price as quoted shall prevail over the unit price and the unit price corrected accordingly.

(ii) If there is an error in a total price, which has been worked out through addition and/or subtraction of subtotals, the subtotals shall prevail and the total corrected, and

(iii) If there is a discrepancy between the amount expressed in words and figures, the amount in words shall prevail. If the bidder does not agree to the observation of the Institute, the tender is liable to be ignored.

28. The vendor has to arrange cleaning of bee hives / red flies or nests whenever appeared in any part of the building area of MP-IDSA premises. No additional payment will be made in this regard. All tools and materials shall be arranged by the contractor.

29. **Penalty:** For convenience various penalties enforceable on breach of contract terms & conditions are summarized as under:-

(i) The contractor should ensure to maintain adequate number of manpower as mentioned in NIT. In case of shortage of manpower, the deduction will be made on daily wages basis from the total monthly bill amount.

(ii) Apart from above deduction, additional penalty 2 times(double) equal to per worker per day will be deducted for the shortage beyond 20 workers in a month.

(iii) Not wearing of approved uniform while on duty Rs. 2000/-per person/incident. The penalty amounts shall double at the end of every three such defaults.

(iv) Found chit-chatting, mobile chatting, smoking, chewing pan, unwarranted loitering in corridors etc. Rs. 1000/-per person/incident. The penalty amounts shall double at the end of every three such defaults.

29.1 In addition to the penalty mentioned above, the following penalties may also be imposed on the Contractor.

29.2 In case the Contractor fails:-

a) To commence/execute the work as stipulated in the agreement, or

b) if the performance continues to be unsatisfactory even after giving it a notice for putting the things in order for satisfactory performance by specified date as mentioned in the notice, or

c) if he does not meet the statutory requirements of the **contract & delay in supply of materials** after giving it a notice for putting the things in order to meet the statutory requirements by specified date as mentioned in notice, Institute reserves the right to impose the penalty as detailed below: -

i. For delay upto 1 weeks from the date of first notice, penalty will be imposed at the rate of 20% of the daily contract value calculated for each day of delay for a period upto maximum 2 weeks" time for any of the defaults mentioned above.

ii. For delay beyond 1 weeks and upto 4 weeks from the date of first notice , penalty will be imposed at the rate of 30% of the daily contract value calculated for each day of delay in addition of penalty at point (i).

iii. For delay beyond 4 weeks from the date of first notice the department in addition to imposing penalties at the rate as mentioned in (i) & (ii) above, reserves the right to cancel the contract and get the job carried out from other sources. The additional financial implication in this regard, if any, may be recovered from the defaulting Contractor. The Contractor may also be black listed for a period up to maximum 3 years and his performance security deposit may be forfeited, if so warranted.

iv. The Institute may forfeit the performance security of the contractor in case of any of the defaults.

30. Before imposing any of the above penalties, the contractor shall be given a proper notice /show cause notice by the Institute before taking a decision for imposing penalty and communicate to him the decision so taken. If no reply received within the stipulated time given in the notice department will proceed with the imposition of penalty.

31. **Force Majeure.** Should any Force Majeure circumstances arise, each of the contracting party shall be excused for the non-fulfilment or for the delayed fulfilment of any of its contractual obligations, if the affected party within (01 day) of its occurrence informs the other party in writing. Force Majeure shall mean fires, floods, natural disasters or other acts, that are unanticipated or unforeseeable, and not brought about at the instance of the party claiming to be affected by such event, or which, if anticipated or foreseeable, could not be avoided or provided for, and which has caused the non-performance or delay in performance, such as war, turmoil, strikes, sabotage, explosions, quarantine restriction beyond the control of either party. A party claiming Force Majeure shall exercise reasonable diligence to seek to overcome the Force Majeure event and to mitigate the effects thereof on the performance of its obligations under this Work order.

32. **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 their own cost and responsibility. 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.

33. **Jurisdiction of Court.** The courts at Delhi / New Delhi shall have the exclusive jurisdiction to try all disputes, if any, arising out of this agreement between the parties.

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

35. **Mode of Selection** : Tender will be awarded on least cost basis as per standard guidelines of GFR . The eligible bidder who emerges as lowest bidder in price bid shall be awarded the work. However Rate contract (Annexure-IV to VI) shall be decided after due negotiation.

36. In terms of Para 8(J)(D)of RTI Act 2005 and Office memorandum No:8/2/2010-IR dated 27 April 2010 of Ministry of Personnel (Department of Personnel & Training) w.r.t displaying of information to all other bidders/third party would harm the competitive position.

Col.Chetan Gurbax(Retd)
Assistant Director(Admin)

List of Inventories

1. List of Inventories

Day to Day Operation & Maintenance of E & M Installation, Water Supply and Misc. building Maintenance work including Fire alarm cum firefighting system as per scope of work and all as per direction of Engineering In charge /Estate manager.

Sl. No.	Description of works
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. Water tank cleaning – on monthly basis.
ii)	Monoblock Pump – 06 Nos. running and servicing
iii)	Distribution on Water Pipe line Network
iv)	RO water Plants.-02 Nos including entering with Non comprehensive AMC with OEMs and supply of filter and maintain internal servicing report by pump operator
1.3	<u>Misc. Building Maintenance</u>
i)	Other petty repairs including cost of all T&P, brushes, brooms, lines, ladder etc. as required for the work, complete all as directed by the Engineer-in-Charge/Project Engineer/Estate Manager. Misc building work including minor plastering work/ building drain pipes, cleaning etc all complete.

FIRE FIGHTING AND FIRE ALARM SYSTEM

Sl. No.	Description of works
1.4	<u>Fire Fighting System Comprising of:</u>
i)	2850 RPM Single Stage centrifugal type pump set – 02 Nos. (Pump House)-75 HP operation & maintenance
ii)	1800 RPM Single Stage centrifugal type pump set – 01 No.(Pump House) -15 HP , operation & maintenance
iii)	900 RPM Single Stage centrifugal type pump set – 01 Nos.(Institute building)-12.5 HP, operation & maintenance
iv)	450 RPM Single Stage centrifugal type pump set – 06 Nos. (Block A&B) – 7.5 HP - operation & maintenance
1.5	<u>Hose Cabinet Internal :-</u>
i)	Including 1 No. 63 mm gate valve, 2 No. 15 meters each 63 mm RRL hose,-82 Nos. Also contains 1 No. 20 mm dia, 36.5 meter long Rubber hose reel-51 No. , operation & maintenance
ii)	External Hydrant including 2 Nos. 15 Mts 63 mm dia RRL hose with and coupling including Gate valve and branch pipe – 07 Nos. , operation & maintenance
iii)	Instantaneous fire brigade draw off connection-1 Nos including Pressure tank , MS Pipe .- operation & maintenance
1.6	<u>Sprinkler System</u>
i)	15 mm sprinkler – 360 Nos. (Basement) ,operation & maintenance
ii)	Air Cushion tank – 09 Nos.
iii)	Fire pump panel comprising of 400 Amp MCCB incoming – 01 No.(Pump House), operation & maintenance
iv)	Down Comer panel comprising of 100 A incoming – 01 No. (office)
v)	Down comer panel of 63 A capacity outdoor Lap – 06 Nos.(A&B Block)
vi)	Cable of 3 – ½ Core 120, 25, 10, 6 Sq mm – 1700 RM, operation & maintenance

Sl. No.	Description of works
vii)	Cable Tray of 150 size – 70 RM
viii)	Pressure Switch – 10 Nos.
ix)	Bleach Chamber – 04 Nos.
x)	Two way fire brigade inlet with 100 mm sluice valve – 08 Nos.
xi)	Four – way fire brigade inlet with 100 mn dia sluice valve – 02 No.
xii)	M. S. piping of sizes 200, 150, 100, 80, 65, 50, 40, 32, 25 mm dia Including specials such as sluice valves, M.R. Valves, Return duets, Gate valves etc. – 3480 RM Approx. (RM- Running Metres.)
1.7	<u>6 Loop Addressable type fire alarm system comprising of</u>
i)	Loop panel – 01 No.
ii)	Ionization/photocell type smoke detector – 359 No.
iii)	Heat detector – 04 Nos. operation & maintenance
iv)	Response Indicator – 231 Nos. operation & maintenance
v)	Manual break glass units – 33 Nos. operation & maintenance

2. Deployment of Staff

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

Supervisor /Sr. Technician -Skilled-01 No.
Pump Operator-Semi skilled -03 Nos.(for 24x7 Hrs, three shifts)
Electrician –Semi skilled -03 Nos.(for 24x7 Hrs, three shifts)
Carpenter –Semiskilled -01 No.
Plumber –Semiskilled -01 No.
Fire Technician – Semiskilled - 03 Nos(for 24x7 Hrs, three shifts)
Helper/MTS –unskilled -02 Nos.

Total - 14 Nos.

Contract is Service based .Contractor has to deploy these personnel on daily basis (including Saturdays / Sundays and holidays or whenever required), failing which an amount equal to payable to each worker daily , will be deducted from Contractor's bill for every default. However one day weekly off by rotation should be granted to each worker in each category. Suitable relievers for shifts staff shall be provided by service provider in case of round the clock operation services ie Electrician, Pump operator, Fire pump operator .

No additional payment shall be made on any account if contractor keeps 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 action shall be taken. The contractor is also required to submit list of workers with Photo ID, educational qualifications, address proof etc before deputing the worker.

3. **Minimum Qualification of deployed staff.** The minimum qualification of deployed staff will be as under :

(a) **Sr Technician** : Diploma in Electrical / Mechanical / Refrigeration Engineering with minimum 03 years experience or Diploma from ITI with 05 years of experience under the same scope of work as defined above.

(b) **Electrician / Plant Operator** : At least 03 year experience in relevant trade , must have well versed with trade . Should have passed trade test to be conducted by Estate Cell. The experience certificate should be well documented/certified.

(c.) **Plumber**: At least 03 year experience in relevant trade, must have well versed with trade . Should have passed trade test to be conducted by Estate Cell. The experience certificate should be well documented/certified.

(d) **Carpenter**: At least 03 year experience in relevant trade , must have well versed with trade . Should have passed trade test to be conducted by Estate Cell. The experience certificate should be well documented/certified.

(e.) **Fire Technician** : Must be well versed with fire fighting system ,must have knowledge of fire detection,Fire alarm system , sprinkler system alongwith knowledge of fire extinguishers and pumps . Should have possess minimum experience of three years and should be documented and certified. certificate course fire operators shall be preferred for deployment .

(f) **Helpers/MTS** : Minimum 8th class Pass.

3.1 Job Responsibility and Charter of Duties

Sr No	Position	Job Responsibility
1.	Supervisor	Must be experienced enough to control a team of 12-15 technicians . Sound knowledge of electrical field and working knowledge of plumbing, carpentering , lifts etc . Should be knowledge of spares/specifications for smooth functioning of service .Must have knowledge of logbook filling and complaint system . Supervisor 's main job is to ensure that Institute's services and work under his control must run smoothly . All scheduled maintenance work shall be completed on time . Complaint must be attended smoothly
2.	Electrician	Must have knowledge of equipments, appliances, wiring and complaint should be attended as soon as received . Electrician should be able to diagnosis the fault and able to remove it. His reporting shall be to his Supervisor .
3.	Plumber	Must have knowledge of plumbing work . Must be able to work on GI, CPVC, PPR lines. He must have knowledge of prevention of leakage in supply lines and drainage system . knowledge of laying of new pipeline is desirable.
4.	Carpenter	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, wood polish, varnish , mirrors etc. The work includes minor addition/alternation in existing wooden structures as directed by Estate Team
5.	Pump Operator	Lift the water from Pump House to respective tanks of RO water and normal water . Operate the RO water machine . Ensure that all tanks should be filled with sufficient water and overflow should be avoided . Routine maintenance of RO plant and Pump machine including cleaning of Overhead tanks on regular Intervals i.e Monthly/quarterly /half yearly/Yearly and maintain service record in register.

6.	Helpers/MTS	Help the technicians to carry out their jobs , cleaning the service station .
7	Fire Technician	Must be well versed with fire fighting system ,must have knowledge of fire detection , sprinkler system alongwith knowledge of fire extinguishers and pumps . Should have possess minimum experience of three years and should be documented and certified also maintain the register for items installed and their location with service due date.

3.2 The charter of duties for firemen deployed by the contractor shall be as follows:-

- (i) Checking and ensuring that all firefighting water tanks should be filled with sufficient water .-Daily
- (ii) Cleaning of fire extinguishers and removal the low pressure cylinder (if any)
-Daily.
- (iii) Ensure that fire fighting extinguishers are kept at designated points at campus , are properly filled with chemicals , are refilled as per designated schedule and ready for use at all times
- (iv) Ensure that all down comer pumps should remain functional. Switching operation of each pump-weekly and record in register
- (v) Conduct firefighting drills -Fortnightly and record in register
- (vi) Cleaning of Fire Panels-Daily . and record in register
- (vii) Testing of Fire Detector 'smoke test' -monthly and record in register
- (viii) Testing of Sprinkler 'temperature test'-monthly and record in register,
Ensure efficacy of sprinklerand smoke detectors etc
- (ix) Any breakdown noticed, inform the engineering incharge for further direction.
- (x) Remain vigilant and inform the Engineering incharge about potential fire danger .
- (xi) Removal of fire cylinders and refitting after refilling and record in register.
- (xii) Usage of fire fire suit and tools

4. Before deployment, contractor has to submit CVs of his employees to be deputed, Only those persons who will be cleared by the Estate Cell would appointed for the site. Selection of applicants will be done through interviews / on site work practical test conducted by Estate Cell. Decision of the Institute in this matter will be final and binding.

5. All employees of the contractor shall wear neat and clean Uniform with name badge and firm name on pocket. Contractor shall also provide safety shoes to his workers. Contractor shall provide two sets of summer and one set of winter uniform to his workers.

6. Tools and tackles :

(a) The contractor is required to make arrangement to provide each **Electrician with the tool plants** (like insulation tapes, screw drivers, cutting pliers, test lamps with holders etc.) to carry out the subject work. The contractor should keep the following minimum testing equipment's in the building. **No extra payment shall be made by the Institute for undermentioned Items.:-**

SNo	Tools Name	SNo	Tools Name
(i)	Megger -1000/1500 Volts	(ii)	Crimping tool kit (16-400 MM)
(iii)	Ratchet Set – 4 -14 mm	(iv)	Tool kit {D – Spanner, Ring Spanner (5-40 No's each)}.
(v)	Pliers, tester & test lamps	(vi)	Earth tester
(vii)	AC Clamp Power meter	(viii)	High voltage safety gloves- 10 Pairs
(ix)	Torch & Emergency light-02 Pcs	(x)	Electrical screw driver set, Bearing puller set & Nose player
	(xi) Tong tester (xiv) Multi meter (xv) Dielectric Grease/Compound (xvi) Contact Lubricant-20w40 castrol (xvii) Taflon tape/Dhaga /Safeda (xix) . PVC Insulation Tape (xx) Welding rod (All type and size) (xxi) Welding Machine 3 in 1 multiprocessing (xxii) Hi-pod 11 Kv	(xii)	Standard First Aid Supplies (Electrical Injury Focused) Burn Care: Hydrogel burn dressings/gel, sterile gauze, non-adherent pads. Wound Care: Antiseptic wipes, plasters, bandages, scissors. Resuscitation: Disposable CPR face shield/valve, possibly an Ambu bag. General: Thermal blankets, eyewash, gloves for rescuer
(xxii)	Grease-AP3 Castrol /M Seal	(xxiii)	Screws/nut/Bolts/Washers

(xxiv)	Emery Paper	(xxv)	Wood Polish and varnish
(xxvi)	Rust click	(xxvii)	Battery Thimble
(xxviii)	BOSCH MS4091C - 91-Piece Drilling & Driving Mixed Bit Set - Ideal for Applications in Wood, Metal, & Masonry		

Plus any other tool required for smooth functioning of work .

The Bidder shall also provide following necessary tools/equipments for smooth working of **plumbing work:-**

SNo	Tools Name	SNo	Tools Name
(i)	2 nos. pipe wrenches (big)	(ii)	1 nos. pipe wrench (small)
(iii)	Adjustable spanner	(iv)	Water pliers
(v)	Chain wrench	(vi)	Trowel
(vii)	Spanners of various types and size	(viii)	Screw drivers
(ix)	Cutting pliers	(x)	Monkey pliers
(xi)	Threading-die set all sizes	(xii)	Leg-vice
(xiii)	Safety belts with helmet and 40 mtrs rope	(xiv)	Jhula for maintenance in shaft
(xv)	Pressure pump for blockage opening	(xvi)	Drain Cleaning Machine Line 19.05 mm (3/4 Inch) Pipe Diameter
(xvii)	Dead Plug -100 pcs	(xviii)	Thread/ Bondtite -30 pcs
18	Bench press upto 3" pipe	19.	Thread cutter upto 3"

Plus any other tool required for smooth functioning of work .

The Bidder shall also provide following necessary tools/equipments for smooth working of **carpenter:-**

Hammer (claw / ball peen)	Measuring tape
Hand saw (rip saw, crosscut saw)	Steel rule
Chisel (flat, bevel-edge)	Try square
Mallet (wooden/rubber)	Combination square
Block plane / Jack plane	Spirit level
Screwdrivers (flat & Phillips)	Plumb bob
Wood rasp / file	Marking gauge
Utility knife	Chalk line
Nail set	Pencil / marker
Circular saw	Sliding bevel
Jigsaw	Angle grinder
Table saw	Orbital / belt sander
Power drill / impact driver	Nail gun
Electric planer	Drill machine

Router	Sandpaper (various grits)
C-clamp / G-clamp	Sanding block
Bar clamp	Paint brush
Bench vice	Putty knife / scraper
Woodworking bench	Wood filler
Screw gun	Polishing cloth
Spanner set	Dust mask / respirator
Safety goggles	Safety gloves
Ear protection	Apron
Aluminium ladder all size - 04 Nos.	
All types of nails, screws, PVC fishers	

24. **Any other tool require to complete the maintenance work will also be provided by the bidder.** All tools should be provided by service provider by his own arrangement as required within 12 hrs thereafter penalty should be charged as per penalty clause.

(b) **List of spares:** In addition to items listed above, spares under rate contract list to be supplied by the firm throughout the contract period as per Annexure IV to VI. Payment for spares under rate contract shall be made after actual consumption and verified by Estate Cell .

(c) The Estate Cell reserves the right to reject any consumables which do not conform to the correct specification /quality.

(d) A register shall be maintained to record the consumption of the items mentioned in clause 6 (b) if any with the approval of the Estate Cell.

(e) **Tools :** The contractor shall always keep all the required tools/equipment to maintain the operation of all services including welding set/box spanner etc and the list of the said tools / equipment as per para 6 (a). No extra payment will be paid for the said tools / equipment.

(f) The Other Consumables (apart from para 6 (b)) /spare parts /accessories /fittings/fixtures apart from the aforesaid list shall be purchased by the contractor from open market after getting prior approval from MP-IDSA and the cost of same shall be reimbursed as per latest DSR or actual rate on production of the original bills by the contractor plus 3.85 % as service charges and the relevant payment shall be made alongwith Monthly payment. The item replaced should have a minimum warranty of 6 months and should be of reputed brand and ISI marked.

7 . **Routine maintenance/ Preventive Maintenance:** The contractor shall do the preventive maintenance as per the respective schedule of the OEM's manual. No extra labour payment will be made for works such as LT cable joint etc .

8.. **Major repairs/Overhauling** : Any major repairs /overhauling that may be required shall brought to the notice of the Estate Cell in writing immediately upon the said requirement of repair/overhaul coming to light. The Estate Cell may authorize the

contractor to carry out such repairs /Overhaul. The payment for the same shall be made to the contractor alongwith the Monthly payment.

9. Emergency Telephone Nos: The Contractor shall provide an Emergency Telephone Number for normal and odd hours of operation with a maximum of two hours response time during any breakdown to essential utility services.

10. Log Book : Log book shall be maintained by the contractor in conformity with the Estate Manager's proforma for the consumption of consumables , which shall be signed by the Estate manager / AEM.(daily, weekly, monthly) after physical verification of the consumption/consumables. The contractor has to bear the cost of all stationary, telephone etc required for proper execution and maintenance of records for the work. If found using MP- IDSA's material, Institute may recover an appropriate amount from the contractor's bill.

11. Rates :Rates quoted for the work shall be inclusive of the following:

(i) Expenses towards boarding, lodging of mechanics / technicians, electricians, skilled, semiskilled and unskilled labour, any other labour, tools and plants as required for proper operation and maintenance of work, dress, shoes, and apron complete in all respect. However, night stay may be permitted to the critical technical staff on duty in the basement without burdening to Institute's resources.

(ii) Consumables as per para 6 (a).

(iii) Stationary/necessary registers /logbooks and telephone expense.

(iv) **Anticipated price escalations including increase in minimum wages during the first year. Contract amount shall be reviewed in 02nd year only based on prevailing minimum wages and other statutory obligations.**

(v) Contractor's overheads and Profit.

(vi) Breakdown calls of RO water plant-(02 Nos) and Non comprehensive AMC)

(vi) **Cost of spares (as per annexure-IV to VI) will be constant through out the contract period .**

(viii) Effect of inflation for 02nd year may be accommodated by the bidders accordingly for materials. Nothing extra shall be admissible on any such account.

(x) The firm should also keep in mind following factors before Quoting:-

(a) Each workman is entitled to get minimum wages/PF/ESI /Gratuity/ bonus as per latest notification of NCT Delhi and prevailing rules.

(b) Deduction by MP-IDSA : TDS and GST shall be deducted as per applicable rates .

- (xi) **List of Fire Extinguisher and their refilling by service provider, is given below:-**

<u>Sr No</u>	<u>Type of Fire Extinguishers</u>	<u>Volume /weight</u>	<u>Quantity</u>
1.	CO2 type Fire Extinguishers - IS No 15222	2 Kgs	8 Nos
2.	CO2 type fire extinguishers -IS No 15222	4.5 Kgs	65 Nos
3	Water Type with Gas Cartage in accordance with – IS No 4947	9 Litres	25 Nos
4	DCP (ABC)-IS 14609	2 Kgs	16 Nos
5.	DCP (ABC)-IS :14609	4 Kgs	5 Nos
6.	DCP (ABC)-IS 14609	5 Kgs	5 Nos
7.	DCP (ABC)-IS 14609	6 Kgs	1 No
8.	Clean Agent-IS 15693	4 Kgs	2 Nos
	Total		127 Nos

12. **Electricity and Water:** Electricity and water required for carrying out the work shall be supplied by the Institute free of charge.

13. **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, MP- IDSA in this regard shall be final and binding.

14. **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 apart from that any loss in fire equipment's listed above shall be charged as per market rates from their last bill amount.

15. **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.

Pre-qualification/Eligibility Criteria for Technical Evaluation

The following shall be minimum eligibility criteria for selection of bidders technically:-

a) Legal Valid Entity: The Bidder shall necessarily be a legal entity either in the form of a Limited Company or a Private Limited Company registered under the Companies Act, 1956 or a Partnership firm or Proprietorship firm.

b) Registration: The Bidder should be registered/comply with various statutory compliances like EPF/ESIC, GST & registered with Labour department and upload valid LIN (Labour Identification Number).

c) Financial Strength: The average annual turnover for last 3 years should not be less than 40 Lakhs. The Audited balance sheet & P/L account must be attached to probe the credentials.

d) Experience: The Bidder should have experience in providing similar nature of work experience involving (Similar work means Annual completed Contract (one year completed) for **"Day to Day Operation & Maintenance of E & M including Fire alarm cum firefighting system"**). Similar work without having component of Operation & maintenance of Electrical ,plumbing ,carpentry and firefighting shall not be considered for technical eligibility. Completion certificates for the above should clearly indicate the scope and nature of work carried out and the value of various components of work as executed, in order to confirm conformity to defined similar works only at least for last three years in Govt. /PSUs /Nationalised Banks/Reputed Organizations.

(i) The agency should have a minimum average turnover of Rs. 40 Lakhs per annum for the last three years.

(ii) Experience of having successfully completed similar works during last 3 financial year ending Mar 25 to the one in which applications are invited should be either of the following: -

(a) Three similar completed works costing not less than the amount equal to 40% of the estimated cost.

or

(b) Two similar completed works costing not less than the amount equal to 75% of the estimated cost.

or

(c) One similar completed work costing not less than the amount equal to 100% of the estimated cost.

(iii) **For MSME registered bidder:**

(a) If the bidder is a Micro or Small Enterprise as per latest definitions under MSME rules, the bidder shall be exempted from the requirement of "Bidder Turnover" criteria and "Experience Criteria" subject to meeting of quality and technical specifications. In case any bidder is seeking exemption from Turnover / Experience Criteria, the supporting documents to prove his eligibility for exemption must be uploaded for evaluation by the buyer.

(b) Purchase preference to Micro and Small Enterprises (MSEs):
Purchase preference to Micro and Small Enterprises (MSEs):
Purchase preference will be given to MSEs as defined in Public Procurement Policy for Micro and Small Enterprises (MSEs) Order, 2012 dated 23.03.2012 issued by Ministry of Micro, Small and Medium Enterprises and its subsequent Orders/ Notifications issued by concerned Ministry. If the bidder wants to avail the Purchase preference, the bidder must be the manufacturer of the offered product in case of bid for supply of goods. Traders are excluded from the purview of Public Procurement Policy for Micro and Small Enterprises. In respect of bid for Services, the bidder must be the Service provider of the offered Service. Relevant documentary evidence in this regard shall be uploaded along with the bid in respect of the offered product or service. If L-1 is not an MSE and MSE Seller(s) has/ have quoted price within L-1+15% of margin of purchase preference/ price band defined in relevant policy, such Seller shall be given opportunity to match L-1 price and contract will be awarded for percentage of 25% of total. In this case tender may be cancel view nature of work not allow to perform the work.

Sno	Parameter	Minimum Requirement	Document attached (Page No.)
(a)	Work order	At least one running/completed similar nature of work	
(b)	Completion certificate		
(c)	ITR last 3 years	Exempted	
(d)	PAN /GST	Required	
(e)	EMD	Exempted	
(f)	Average Annual turnover last 3 years	20 Lakh	
(g)	Firm GST registration number have valid HSN code w.r.t the similar nature of work	Required	
(h)	Operational Office Proof	Required	

	(Valid lease Agreement/latest Electricity bill /Telephone bill only)		
(i)	Clear track record certificate on Rs.100/- non judicial stamp paper as per Annexure III	Required	
(j)	All documents including GeM ATC must be signed and uploaded on Portal, without signature/stamp documents shall not be considered during evaluation.	Required	
(k)	EPF/ESIC /Labour registration	Required	
(l)	Must Signed INTEGRITY PACT (Appendix A)	Required	
(m)	Performa for no near relative (s) of the Contractor working in MP-IDSA as per Annexure	Required	
(n)	All Annexures duly signed and stamped	Required	
(o)	Valid Electrical Contractor License	Required	

(iv) Pre-Qualification Criteria can be relaxed as per prevailing norms for MSEs, MII and Startup companies subject to meeting quality and technical specification as mentioned at para (d) -iii.

- a) For MSE bidders and start-ups as recognized by DPIIT (Department for Promotion of Industry and Internal Trade)
- b) EMD is exempted as per EMD exemption clause available in GEM bid and GEM General T&C.
- c) Turnover is exempted as specified in the bid.
- d) Purchase Preference is given as specified in bid.

e) Turn over: The agency should have a minimum turnover of Rs. 40 lakhs. per annum for the last three years.

f) Clear Track Record: The firm must have clear track record from previous principle employers. The firm must not be black listed or debarred from any Govt. Dept/Public undertaking/Autonomous body (certificate as per Annexure III). An Affidavit to this effect shall be given by the firm along with technical bid, failing which the bid shall be rejected. At any point of time even after issuing the work

order, the dubious record revealed or come to notice of the Institute, the contract shall be cancelled immediately and firm shall be blacklisted.

g) Operational Office in Delhi NCR. The firm must have operational Office with round the clock control room/back Office. The Office must have computer/phone for prompt communication. Bidder shall valid upload proof of Office premises like Electricity bill last three month/lease agreement copy.

h) All documents and Annexures/Appendix including GeM ATC must be signed and uploaded on Portal, without signature/stamp documents shall not be considered during evaluation.

i) **The applicant must hold valid Electrical Contractor License issued from the NCT of Delhi/ any other states. Copy of each issued license to be submitted. Certificate should be in force and not expired one.**

j) Calling For Additional Information: The Committee reserves the right to call for any additional information from the Tenderers apart from the details asked for in the tender, for finalization of the tender and this condition is binding on all the BIDDERS. Similarly the Committee also reserves the right to call for any information from the Tenderers for clarification or matching the information submitted in the bid proforma and various documents uploaded, for finalization of the tender and this condition is binding on all the BIDDERS.

(On Company Letter Head)

UNDERTAKING

To,
Assistant Director
MP-Institute for Defence Studies and Analyses
No 1 Development enclave,
Rao Tula Ram Marg, Delhi Cantt
New Delhi- 110010

Name of the tender: Annual Contract for Day to Day Operation & Maintenance of E & M Installation, Water Supply and Misc. building Maintenance work including Fire alarm cum firefighting system at MP-IDSA

Sir,

1. I/We hereby agree to abide by all terms and conditions laid down in tender document. Before signing this bid, I have read and fully understood all the terms, conditions and instructions contained therein and undertake myself/ourselves to abide by them.
2. I/We abide by the provisions of Minimum Wages Act, Contract Labour Act and other statutory provisions and any other charges applicable from time to time. I/We shall pay the wages to the personnel deployed as per Minimum Wages Act as amended by the Government of NCT Delhi from time to time and shall be fully responsible for any violation.
3. I/We have not been blacklisted by any Govt. / PSU / autonomous body of any state as well as central Govt.
4. I/we understand the rule that in terms of Para 8(J)(D) of RTI Act 2005 and Office memorandum No:8/2/2010-IR dated 27 April 2010 of Ministry of Personnel (Department of Personnel & Training) w.r.t displaying of information to all other bidders/third party would harm the competitive position.
5. I/We understand that the Pre Bid meeting as per NIT shall be mandatorily and same shall be adhere. If not attending pre bid meeting, our bid shall not be considered for technical evaluation also submit/upload the item wise price breakup of quoted amount" on GeM portal as per format at **Annexure VII is mandatory , falling which the financial bid will be rejected, no communication in this regard shall be accepted.** The L1 bidder will be determined on the basis of the evaluation method as per detailed in the **Annexure VII** (Price Bid Format).

(Signature of the Bidder)
Name and Address of the Bidder.

Telephone No

Form of Tender

(Note : the appendix forms part of the tender)

To,

MP-IDSA

No 1, Developmant Enclave

Rao Tularam Marg, New Delhi-110010.

Sir,

Name of work : Day to day operation and maintenance of E&M Installation, Water Supply and Miscellaneous building maintenance work at MP-IDSA

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 or obtain a guarantee from a scheduled bank to be jointly and severally bound by us 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.
9. If we get contract we shall pay minimum wages and all other statutory requirements to our workers revised time to time and that will be responsibility of ours.

Name and Signature of contractor with seal

.....

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)

Non Blacklisted Certificate

(To be provided on A Rs.100/-non-judicial stamp paper duly notarized and it shall not be older more than 6 months from date of submission of bid)

I hereby certify that the above firm neither blacklisted by any Central/State Government/Public Undertaking/Institute nor is any criminal case registered/pending against the firm or its owner/partners anywhere in India. I also certify that the above information is true and correct in any every respect and in any case, at a later date it is found that any details provided above are incorrect, any contract given to the above firm may be summarily terminated and the firm blacklisted.

Date:

Authorized Signatory

Place:

Name:

Designation:

Contact No.

Email ID:

Annexure III Part (A)

CERTIFICATE
(PERFORMA FOR NO NEAR RELATIVE (S) OF THE
CONTRACTOR WORKING IN MP-IDSA)

(To be executed on Rs.10/- Stamp paper & attested by Public Notary/Executive Magistrate by the bidder)

I S/O
Sh.....

R/o..... Hereby certify that none of my relative (s) as defined in the tender document is/are employed in MP-IDSA as per detail given below. In case at any stage, it is found that the information given by me is false/incorrect, DoT shall have the absolute right to take any action as deemed fit, without any prior intimation to me.

Signature of the Tenderer with seal

The near relative (s) means: -

- a) Members of a Hindu Undivided family;
- b) They are husband and wife.
- c) The one is related to the other in manner as father, mother, son(s) & son's wife (daughter-in-law), Daughter (s) & daughter's husband (son-in-law) brother (s) and brother's wife, sister (s) sister's husband (brother-in-law)

In case of proprietorship firm, certificate will be given by the proprietor, and in case of partnership firm, certificate will be given by all the partners and in case of Ltd. Company by all the Directors of the company or company secretary on behalf of all directors). Any breach of these conditions by the company or firm or any other person, the tender/work will be cancelled and earnest money/security deposit will be forfeited at any stage whenever it is so noticed. The department will not pay any damages to the company or firm or the concerned person. The company or firm or the persons will also be debarred for further participation in the concerned unit.

Signature of the Tenderer with seal

Annexure III Part (B)

**DECLARATION
(FOR EPF & Misc provisions Act 1952/ The Code on Wages, 2019)
(To be given on Company/Firm/Contactor Letter Head)**

I(name of the contractor/agency)
hereby declare compliance towards conditions of the EPF and Misc provisions Act 1952/ and
authorize MP-IDSA to recover any payment that arises due to failure to comply with any of
the Labour legislations and statutory conditions viz., Labour, EPF,ESI, Gratuity & Bonus etc.,
or any other acts dealing with the same and all other acts mentioned in the tender document.

Place: Signature of tenderer/Authorized Signatory

Date :

Name of the Tenderer Seal of the Tenderer

APPENDIX 'A'

FORMAT FOR INTEGRITY PACT (To be given on Company Letter Head)

This Integrity Agreement is made at on this day of 2023. BETWEEN President of India represented through Director General MP-IDSA ,No.1Development Enclave, Rao Tula Ram Marg, Delhi Cantt – 110 010, 'OWNER', which expression shall unless repugnant to the meaning or context hereof include its Successors and permitted assigns) AND through (Hereinafter referred to as in M/s.) "Bidder/CONTRACTOR" and which expression shall unless repugnant to the meaning or context hereof include its successors and permitted assigns)

Preamble

WHEREAS the OWNER has floated the Tender for "Providing Arboriculture Services" (hereinafter referred to as "Tender") and intends to award, under laid down organizational procedure, contract for "Providing Arboriculture Services" hereinafter referred to as the "Contract".

AND WHEREAS the OWNER values full compliance with all relevant laws of the land, rules, regulations, economic use of resources and of fairness/transparency in its relation with its Bidder(s) and CONTRACTOR(s).

AND WHEREAS to meet the purpose aforesaid both the parties have agreed to enter into this Integrity Agreement (hereinafter referred to as "Integrity Pact" or "Pact"), the terms and conditions of which shall also be read as integral part and parcel of the Tender/Bid documents and Contract between the parties.

NOW, THEREFORE, in consideration of mutual covenants contained in this Pact, the parties hereby agree as follows and this Pact witnesses as under:

Clause 1: Commitment of the OWNER

The OWNER commits itself to take all measures necessary to prevent corruption and to observe the following principles: No employee of the OWNER, personally or through any of his/her family members, will in connection with the Tender, or the execution of the Contract, demand, take a promise for or accept, for self or third person, any material or immaterial benefit which the person is not legally entitled to.

The OWNER will, during the Tender process, treat all Bidder(s) with equity and reason. The OWNER will, in particular, before and during the Tender process, provide to all Bidder(s) the same information and will not provide to any Bidder(s) confidential / additional information through which the Bidder(s) could obtain an advantage in relation to the Tender process or the Contract execution.

The OWNER shall Endeavour to exclude from the Tender process any person, whose conduct in the past has been of biased nature.

If the OWNER obtains information on the conduct of any of its employees which is a criminal offence under the Indian Penal code (IPC)/Prevention of Corruption Act, 1988 (PC Act) or is in violation of the principles herein mentioned or if there be a substantive suspicion in this regard, the OWNER will inform the Chief Vigilance Officer and in addition can also initiate disciplinary actions as per its internal laid down policies and procedures.

Clause 2: Commitment of the Bidder(s)/CONTRACTOR(s)

It is required that each Bidder/CONTRACTOR (including their respective officers, employees & agents) adhere to the highest ethical standards, & report to the Government/Department all suspected acts of fraud or corruption or Coercion or Collusion of which it has knowledge or becomes aware, during the tendering process & throughout the negotiation or award of a contract.

The Bidder(s)/CONTRACTOR(s) commits himself to take all measures necessary to prevent corruption. He commits himself to observe the following principles during his participation in the Tender process and during the Contract execution:- The Bidder(s)/CONTRACTOR(s) will not, directly or through any other person or firm, offer, promise or give to any of the OWNER's employees involved in the Tender process or execution of the Contract or to any third person any material or other benefit which he/she is not legally entitled to, in order to obtain in exchange any advantage of any kind whatsoever during the Tender process or during the execution of the Contract.

The Bidder(s)/CONTRACTOR(s) will not enter with other Bidder(s) into any undisclosed agreement or understanding, whether formal or informal. This applies in particular to prices, specifications, certifications, subsidiary contracts, submission or non-submission of bids or any other actions to restrict competitiveness or to cartelize in the bidding process.

The Bidder(s)/CONTRACTOR(s) will not commit any offence under the relevant IPC/PC Act. Further the Bidder(s)/CONTRACTOR(s) will not use improperly, (for the purpose of competition or personal gain), or pass on to others, any information or documents provided by the OWNER as part of the business relationship, regarding plans, technical proposals & business details, including information contained or transmitted electronically.

The Bidder(s)/CONTRACTOR(s) will, when presenting his bid, disclose and all payments he has made, is committed to or intends to make to agents, brokers or any other intermediaries in connection with the award of the Contract.

The Bidder(s)/CONTRACTOR(s) will not instigate third persons to commit offences outlined above or be an accessory to such offences.

The Bidder(s)/CONTRACTOR(s) will not, directly or through any other person or firm indulge in fraudulent practice means a wilful misrepresentation or omission of facts or submission of fake/forged documents in order to induce public official to act in reliance thereof, with the purpose of obtaining unjust advantage by or causing damage to justified interest of others and/or to influence the procurement process to the detriment of the Government interests.

The Bidder(s)/CONTRACTOR(s) will not, directly or through any other person or firm use Coercive Practices (means the act of obtaining something, compelling an action or influencing a decision through intimidation, threat or the use of force directly or indirectly, where potential or actual injury may befall upon a person, his/her reputation or property to influence their participation in the tendering process).

Clause 3: Consequences of Breach

Without prejudice to any rights that may be available to the OWNER under law or the Contract or its established policies & laid down procedures, the OWNER shall have the following rights in case of breach of this Integrity Pact by the Bidder(s)/CONTRACTOR(s) & the Bidder/ CONTRACTOR accepts & undertakes to respect & uphold the Principal/OWNER's absolute right:

If the Bidder(s)/CONTRACTOR(s), either before award or during execution of Contract has committed a transgression through a violation of Clause 2 above or in any other form, such as to put his reliability or credibility in question, the OWNER after giving 14 days notice to the CONTRACTOR shall have powers to disqualify the Bidder(s)/CONTRACTOR(s) from the Tender process or terminate/ determine the Contract, if already executed or exclude the Bidder/ CONTRACTOR from future contract award processes. The imposition & duration of the exclusion will be determined by the severity of transgression & determined by the Principal/OWNER. Such exclusion may be forever or for a limited period as decided by the Principal/OWNER.

Forfeiture of EMD/Performance Guarantee/Security Deposit: If the OWNER has disqualified the Bidder(s) from the Tender process prior to the award of the Contract or terminated/ determined the Contract or has accrued the right to terminate/determine the Contract according to Clause 3(1), the OWNER apart from exercising any legal rights that may have accrued to the Principal/OWNER, may in its considered opinion forfeit the entire amount of Earnest Money Deposit, Performance Guarantee & Security Deposit of the Bidder/ Contractor.

Criminal Liability:

If the OWNER obtains knowledge of conduct of a Bidder or Contractor, or of an employee or a representative or an associate of a Bidder or Contractor which constitutes corruption within the meaning of Indian Penal code (IPC)/Prevention of Corruption Act, or if the OWNER has substantive suspicion in this regard, the OWNER will inform the same to law enforcing agencies for further investigation.

Clause 4: Previous Transgression

The Bidder declares that no previous transgressions occurred in the last 5 years with any other Company* in any country confirming to the anticorruption approach or with Central Government or State Government or any other Central/State Public Sector Enterprises in India that could justify his exclusion from the Tender process.

If the Bidder makes incorrect statement on this subject, he can be disqualified from the Tender process or action can be taken for banning of business dealings/holiday listing of the Bidder/Contractor as deemed fit by the OWNER.

If the Bidder/CONTRACTOR can prove that he has resorted/recouped the damage caused by him and has installed a suitable corruption prevention system, the OWNER may, at its own discretion, revoke the exclusion prematurely.

Clause 5: Equal Treatment of all Bidders/CONTRACTOR(s)/Sub CONTRACTOR(s)
The Bidder(s)/CONTRACTOR(s) undertake(s) to demand from all subcontractors a commitment in conformity with this Integrity Pact. The Bidder/CONTRACTOR shall be responsible for any violation(s) of the principles laid down in this agreement/Pact by any of its Sub-contractors/sub vendors.

The OWNER will enter into Pacts on identical terms as this one with all Bidders and Contractors.

The OWNER will disqualify Bidders, who do not submit, the duly signed Pact between the OWNER and the bidder, along with the Tender or violate its provisions at any stage of the Tender process, from the Tender process.

Clause 6- Duration of the Pact

This Pact begins when both the parties have legally signed it. It expires for the Contractor/Vendor 48 months after the completion of work under the contract or till the continuation of defect liability period, whichever is more and for all other bidders, till the Contract has been awarded. If any claim is made/lodged during the time, the same shall be binding and continue to be valid despite the lapse of this Pacts as specified above, unless it is discharged/determined by the Competent Authority.

Clause 7- Other Provisions

This Pact is subject to Indian Law, place of performance & jurisdiction is the Headquarters of the Division of the OWNER, who has floated the Tender. Changes and supplements need to be made in writing. Side agreements have not been made.

If the Contractor is a partnership or a consortium, this Pact must be signed by all the partners or by one or more partner holding power of attorney signed by all partners & consortium members. In case of a Company, the Pact must be signed by a representative duly authorized by board resolution. Should one or several provisions of this Pact turn out to be invalid; the remainder of this Pact remains valid. In this case, the parties will strive to come to an agreement to their original intentions. It is agreed term & condition that any dispute or difference arising between the parties with regard to the terms of this Integrity Agreement/Pact, any action taken by the OWNER in accordance with this Integrity Agreement/Pact or interpretation thereof shall not be subject to arbitration.

Clause 8 - Legal and Prior Rights

All rights and remedies of the parties hereto shall be in addition to all the other legal rights & remedies belonging to such parties under the Contract and/or law & the same shall be deemed to be cumulative & not alternative to such legal rights & remedies aforesaid. For the sake of brevity, both the parties agree that this Integrity Pact will have precedence

over the tender documents with regard any of the provisions covered under this Integrity Pact.

IN WITNESS WHEREOF the parties have signed and executed this Integrity Pact at the place and date first above mentioned in the presence of following witnesses:

.....
(For and on behalf of OWNER)
WITNESS

Shri.....

Shri.....

(For and on behalf of Bidder/CONTRACTOR)
WITNESS

M/s.....

M/s.....

List of items for Rate Contract

SNo	Description	unit	Approx. Quantity Required Annually	Rate	Amount	Remarks
1	Switch 1way-6 Amp	Nos	20			Anchor/Bajaj/Philips/Havells
2	Switch 2 way-6 Amp	Nos	10			Anchor/Bajaj/Philips/Havells
3	15 Amp switch (Anchor)	Nos	30			Anchor/Bajaj/Philips/Havells
4	10 Amp Switch (Roma)	Nos	24			Anchor/Bajaj/Philips/Havells
5	20 Amp Switch Roma	Nos	24			Anchor/Bajaj/Philips/Havells
6	15 Amp socket-Anchor	Nos	48			Anchor/Bajaj/Philips/Havells
7	15 Amp Top	Nos	24			Anchor/Bajaj/Philips/Havells
8	5 Amp socket-Roma	Nos	12			Anchor/Bajaj/Philips/Havells
9	05 Amp Soker-Anchor		12			Anchor/Bajaj/Philips/Havells
10	5/15 Amp plug	Nos	12			Anchor/Bajaj/Philips/Havells
11	Condensor 1.5 MFD	Nos	48			Anchor/Bajaj/Philips/Havells
12	Multiplug-5Amp/15	Nos	6			Anchor/Bajaj/Philips/Havells
13	Capacitor-2.5 mfd/3.15	Nos	60			Anchor/Bajaj/Philips/Havells
14	Bulb Holder	Nos	10			Anchor/Bajaj/Philips/Havells
15	Brass Bulb Holder	Nos	10			Anchor/Bajaj/Philips/Havells
16	Tee Cover - Round sheet	Nos	12			Anchor/Bajaj/Philips/Havells
17	Switch sheet 12 Model	Nos	6			Anchor/Bajaj/Philips/Havells
18	Switch Sheet 4 Model	Nos	6			Anchor/Bajaj/Philips/Havells
19	Switch sheet 3 Model	Nos	6			Anchor/Bajaj/Philips/Havells
20	Switch sheet 2 Model	Nos	6			Anchor/Bajaj/Philips/Havells
21	Switch sheet Roma	Nos	5			Anchor/Bajaj/Philips/Havells
22	Osram bulb/Bulb-40 w	Nos	20			Anchor/Bajaj/Philips/Havells
23	Threaded Bulb-15w	Nos	40			Anchor/Bajaj/Philips/Havells

24	International socket	Nos	10		Anchor/Bajaj/Philips/Havells
25	Geyser Element 2 KW	Nos	12		Anchor/Bajaj/Philips/Havells
26	Thermostat Geyser	Nos	12		Anchor/Bajaj/Philips/Havells
27	Geyser assembly-25 Litres (in +out pipes +coller)	Nos	10		Anchor/Bajaj/Philips/Havells
28	New Geyser Unit-25 Litres	No	5		Anchor/Bajaj/Philips/Havells
29	Indication lamp set-Geyser	Nos	24		Anchor/Bajaj/Philips/Havells
30	Geyser TanksSS	Nos	4		Anchor/Bajaj/Philips/Havells
31	Geyser tank Copper-25 Ltrs with coller	Nos	2		Anchor/Bajaj/Philips/Havells
32	Geyser Assembly-coller	Nos	4		Anchor/Bajaj/Philips/Havells
33	Philips 2' fitting LED (Batten)	Nos	4		Anchor/Bajaj/Philips/Havells
34	9W Tube Fitting LED-2'	Nos	6		Anchor/Bajaj/Philips/Havells
35	Tube for 2' fitting-20w	Nos	6		Anchor/Bajaj/Philips/Havells
36	Tube light starter-220V	Nos	250		Anchor/Bajaj/Philips/Havells
37	Tubelight Batten LED 36w/40w	Nos	200		Anchor/Bajaj/Philips/Havells
38	CFL-23w	Nos	6		Anchor/Bajaj/Philips/Havells
39	LED Bulb 15 watt-philips	Nos	24		Anchor/Bajaj/Philips/Havells
40	Call Bell -50 mtrs distance	Nos	12		Anchor/Bajaj/Philips/Havells
41	LED Tubelight 20 W-4'	Nos	100		Anchor/Bajaj/Philips/Havells
42	New Halogen LED 200 Watt	Nos	2		Anchor/Bajaj/Philips/Havells
43	Halogen tube 500w	Nos	1		Anchor/Bajaj/Philips/Havells
44	New Hologen 50W-LED		2		Bajaj/Philips/Havells
45	40/63 Amp Mcb Single Pole	Nos	6		Havells/Legrad/Hagger
46	MCB 25+32 Amp-SP	Nos	6		Havells/Legrad/Hagger
47	Wire 1.5mm2	Roll	10		Finolex/Havells/crompton
48	Wire .75mm2/1mm	Roll	10		Finolex/Havells/Crompton
49	Wire 2 core, 01 mm	Roll	10		Finolex/Havells/crompton

50	Wire 4 mm Kalinga	Roll	10			Finolex/Havells/crompton
51	wire 2.5MM2	Roll	10			Finolex/Havells/crompton
52	Flexible cable -4 mm2-3core	Roll	2			Finolex/Havells/crompton
53	Flexible cable - 2.5mm2-3 core	Roll	2			Finolex/Havells/crompton
54	Fan Regulator- Anchor	Nos	24			Anchor/Bajaj/Philips/Havells
55	Fan Regulator Roma	Nos	24			Anchor/Bajaj/Philips/Havells
56	Fan Regulator sheet	Nos	5			Anchor/Bajaj/Philips/Havells
57	Fan Hook	Nos	2			Standard
59	Combined Box 16A	Nos	24			Anchor/Bajaj/Philips/Havells
60	Combined Box 06 A	Nos	24			Anchor/Bajaj/Philips/Havells
61	Electronic Choke 36w	Nos	30			Anchor/Bajaj/Philips/Havells
62	Choke for 55w ceiling light- philips	Nos	2			Anchor/Bajaj/Philips/Havells
63	Electronic choke for sleek wall mounted light	Nos	2			Anchor/Bajaj/Philips/Havells
64	Rewinding of exhaust fan motor-9"	Nos	12			
65	Exhaust fan -15" Heavy Duty	Nos	10			Bajaj/Philips/Havells
66	Rewinding of exhaust fan motor-12"	Nos	4			Anchor/Bajaj/Philips/Havells
67	Rewinding of exhaust fan motor -18"	Nos	2			
68	Mounting rubber- 18"-exhaust fan	Nos	4			
69	Tpn 16 AMP	Nos	4			Havells/Hagger/Protec
70	Exhaust fan9/ 10"/12"(new)- Heavy Duty	Nos	4			Anchor/Bajaj/Philips/Havells/Cro mpton
71	Exhaust Fan- 18"(New)-heavy duty		1			Anchor/Bajaj/Philips/Havells/Cro mpton
72	Exhaust Fan- 24"(new)-Heavy duty		1			Anchor/Bajaj/Philips/Havells/Cro mpton
73	Ceiling fan - Havells-56"(1400 mm)	Nos	10			Anchor/Bajaj/Philips/Havells

74	Rewinding Of Pedestal Fan Motor	Nos	2		Anchor/Bajaj/Philips/Havells
75	Panel fan-6"	Nos	1		Anchor/Bajaj/Philips/Havells
76	5 Watt pls 2 Pin Holder	Nos	12		Anchor/Bajaj/Philips/Havells
77	CFL 5W-Holder type	Nos	10		Anchor/Bajaj/Philips/Havells
78	LED 8Watt/11w Threaded /Non threaded-warm/day light	Nos	24		Anchor/Bajaj/Philips/Havells
79	LED-5W-Threaded/Non threaded-warm light/day light	Nos	10		Anchor/Bajaj/Philips/Havells
80	9 Watt LED bulb threaded/non threaded-warm light/day light	Nos	100		Anchor/Bajaj/Philips/Havells
81	PLS tube 11w-2pin	Nos	100		Anchor/Bajaj/Philips/Havells
82	11w CFL 2 Pin Yellow	Nos	20		Anchor/Bajaj/Philips/Havells
83	14W holder type CFL philips	Nos	20		Anchor/Bajaj/Philips/Havells
84	11 W PLS 4 pin (osram)	NOS	17		Anchor/Bajaj/Philips/Havells
85	CFL 18 W 2 pin	Nos	8		Anchor/Bajaj/Philips/Havells
86	CFL 18w 2 Pin warm-yellow	Nos	9		Anchor/Bajaj/Philips/Havells
87	CFL 18 W 4 pin	Nos	6		Anchor/Bajaj/Philips/Havells
88	CFL 18 w threaded(Small threaded)	Nos	4		Anchor/Bajaj/Philips/Havells
89	CFL 18 w threaded(Big threaded)	Nos	6		Anchor/Bajaj/Philips/Havells
90	CFL 20W -warm light	Nos	4		Anchor/Bajaj/Philips/Havells
91	CFL 20 W holder type	Nos	6		Anchor/Bajaj/Philips/Havells
92	CFL 26 w 4 Pin	Nos	4		Anchor/Bajaj/Philips/Havells
93	CFL 26w 4 Pin - yellow	Nos	4		Anchor/Bajaj/Philips/Havells
94	Power strip 4+1	Nos	6		Anchor/Bajaj/Philips/Havells
95	Telephone Clip	Nos	100		Anchor/Bajaj/Philips/Havells
96	Telephone wire-4pair	Roll	2		Anchor/Bajaj/Philips/Havells
97	PVC wiring pipe-Round 1/2"/3/4"/1"	RM	100		Std

98	PVC shaddle- 1/2"/3/4"/1"	Nos	100			Std
99	PVC batten- 1/2"/3/4"/1"	R M	100			Std
100	Rewinding of ceiling fan	Nos	6			Anchor/Bajaj/Philips/Havells
101	Bearing 6201	Nos	24			Anchor/Bajaj/Philips/Havells
102	Bearing 6202	Nos	24			Anchor/Bajaj/Philips/Havells
103	Battery 9V	Nos	6			Anchor/Bajaj/Philips/Havells
104	MCB 100 Amp	Nos	1			Anchor/Bajaj/Philips/Havells
105	MCB 6 amp-sp- Havells	Nos	12			Anchor/Bajaj/Philips/Havells
106	MCB 4 Pole(TPN) 25 32 40 63 Amp (2 each)	Nos	8			Anchor/Bajaj/Philips/Havells
107	Flexible pipe 20 mm	Roll	1			Anchor/Bajaj/Philips/Havells
108	Fountain Light	Nos	4			Anchor/Bajaj/Philips/Havells/Std
109	20 Amp socket (Roma)	No	12			Anchor/Bajaj/Philips/Havells/Std
110	Bed Switch	Nos	12			Anchor/Bajaj/Philips/Havells/Std
111	Bell Switch 06 Amp	No	4			Anchor/Bajaj/Philips/Havells/Std
112	Wall Mounted fan 400mm	Nos	2			Anchor/Bajaj/Philips/Havells/Std
113	Exhaust fan New -200/225/250- 300mm PVC	Nos	10			Anchor/Bajaj/Philips/Havells/Std
114	Exhaust fan blades MS	Nos	12			Anchor/Bajaj/Philips/Havells
115	Exhaust fan blades-PVC	Nos	6			Anchor/Bajaj/Philips/Havells
116	Exhaust fan Louver PVC-12"	Nos	12			Anchor/Bajaj/Philips/Havells
117	Wall mounted fan blade	Nos	5			Anchor/Bajaj/Philips/Havells
118	Recessed LED - 36 W Fitting 2 x2 feet	Nos	10			Anchor/Bajaj/Philips/Havells
119	Recessed LED- 24W Fitting 1 x1 feet	Nos	10			Anchor/Bajaj/Philips/Havells
120	LED Bulb 20w white/Threaded/ Non Threaded	Nos	20			Anchor/Bajaj/Philips/Havells
121	LED Bulb 20w Yellow/Threaded/ Non Threaded	Nos	20			Anchor/Bajaj/Philips/Havells

122	PVC box for wiring -4"/6"/8"	Nos	5			Std
123	Metal clad plug top 20 amp	Nos	01			Anchor/Bajaj/Philips/Havells
124	Bollard LED park light	Nos	02			Anchor/Bajaj/Philips/Havells
125	Repairing of geyser Assembly	Nos	01			Anchor/Bajaj/Philips/Havells
126	03 module sheet with base	Nos	01			Anchor/Bajaj/Philips/Havells
127	Tube light holder	Nos	10			Anchor/Bajaj/Philips/Havells
128	GI box 06 module	Nos	01			Anchor/Bajaj/Philips/Havells
129	Hylem sheet 4x4	Nos	01			Anchor/Bajaj/Philips/Havells
130	Switch sheet 06 module Roma	Nos	01			Anchor/Bajaj/Philips/Havells
131	Blank plate Roma06 Module	Nos	01			Anchor/Bajaj/Philips/Havells
132	Extension cord 4+1-16 Amp	Nos	01			Anchor/Bajaj/Philips/Havells
133	Extension cord- 4+1-6 Amp	Nos	01			Anchor/Bajaj/Philips/Havells
134	100w /60/40 w bulb holder type	Nos	10			Anchor/Bajaj/Philips/Havells
Total Amount						
	<u>Plumbing</u>		<u>Approx quantity Annually</u>	<u>Rate</u>	<u>Amount</u>	
1	PVC Connection	Nos	100			Parryware/Hindware
2	Flexible metal connection-18"	Nos	50			Parryware/Hindware
3	Flexible metal connection-24"	Nos	50			Parryware/Hindware/std
4	Waste pipe	Nos	50			Parryware/Hindware/std
5	Waste Coupling CPVC	Nos	50			Parryware/Hindware/std
6	Waste Coupling Brass	Nos	10			Parryware/Hindware/std
7	Sink waste assembly	Nos	10			Parryware/Hindware
8	Brass Phase-Size 3No,4No	Nos	50			Parryware/Hindware
9	Brass Phase -5 No,6	Nos	100			Parryware/Hindware
10	Brass phase threaded	Nos	10			Parryware/Hindware
11	Dead Plug - 1/2"/3/4",1"	Nos	500			
12	Steel Drain jali	Nos	50			Parryware/Hindware
13	RO Filter -20"	Nos	50			
14	White cement	Kg	50			Birla White/ACC

15	Paper roll Holder	Nos	12		Parryware/Hindware
16	Fastner-10x100	Nos	100		
17	Fastner-12x100		100		
18	Syphen+Handle-Toilet	Set	12		
19	Push Tap/ - 1/2"/3/4"	Nos	20		Parryware/Hindware
20	Filter-10"	Nos	24		
21	Gate Valve-3/4"-GM	Nos	10		Unik/L&T
22	Ball valve-3/4"-Brass	Nos	10		
23	Ball Valve-1/2"-GM	Nos	10		Unik/L&T/Saint
24	GM gate valve-32mm	Nos	1		Unik/L&T/Saint
25	Gate valve-50mm	Nos	02		Unik/L&T/Saint
26	Gate valve-65mm-GM	Nos	02		Unik/L&T
27	Parryware seat cover (white)	Nos	20		Parryware/Hindware
28	Parryware seat cover (Off white)	Nos	20		Parryware/Hindware
29	Parryware hinges	Nos	20		Parryware/Hindware
30	Geyser washer	Nos	100		
31	Jet spray	Nos	10		Parryware/Hindware ryware/
32	Ball cock-1"	Nos	10		Unik/std
33	Extn Nipple-1"	Nos	6		Unik/std
34	Extn Nipple-2"	Nos	6		Unik/std
35	GI Nipple-32mm	Nos	6		Unik/std
36	Float valve-15mm/20mm/25mm	Nos	6		Unik/std
37	GI Nipple -32mm	Nos	2		Unik/std
38	Cp Katori all sizes	Nos	12		Unik/std
39	Ext. Nipple 3" SS	Nos	10		Unik/std
40	Hex Nipple-1"ss	Nos	10		Unik/std
41	Hex Nipple -1.5" ss	nos	2		Unik/std
42	System washer	Nos	100		Unik/std
43	Urinal Jali-all sizes	Nos	12		Parryware/Hindware
44	PVC shower 4x4 with arm	Nos	12		Unik/std
45	Shower Chain	Nos	7		Parryware/Hindware
46	Shower with Chain	Nos	6		Parryware/Hindware

47	Cistern Tank with Flush system-5 Litre	Nos	1		Parryware/Hindware
48	Cistern Tank with Flush system-15 Litre (PVC)	Nos	1		Parryware/Hindware
49	Cistern Tank with Flush system-15 Litre Ceramic	nos	1		Parryware/Hindware
50	Wall Hung Bracket	Nos	1		Parryware/Hindware
51	Wash Basin(corner)	Nos	1		Parryware/Hindware
52	Wash basin - 22"x16"	Nos	1		Parryware/Hindware
53	Wash basin- 22*18	No	4		Parryware/Hindware/ceara
54	Sink Mixer	Nos	2		Parryware/Hindware
55	Angle Valve	Nos	3		Parryware/Hindware
56	Bib Cock-all type/sizes	Nos	6		Parryware/Hindware
57	Silicon tube	nos	24		Std
58	Black Cement	Kg	100		Binani/Ultra/Adani
59	Ball Cock/float valve For Cistern tank 1/2"	Nos	6		Std
60	WC Sheet 16"x20"	Nos	1		Parryware/Hindware
61	WC Sheet 18"x22"	Nos	01		Parryware/Hindware/cera
62	POP	Kg	10		
63	CVPV Pipe-1/2"	RM	10		Astral/syntax/supreme
64	CPVc Pipe-3/4"	RM	10		Astral/syntax/supreme
65	CPVC Pipe-1"	RM	10		Astral/syntax/supreme
66	CPVC pipe- 32mm	RM	10		Astral/syntax/supreme
67	CPVC pipe 40 Mm	RM	10		Astral/syntax/supreme
68	CPVC pipe-2"	RM	2		Astral/syntax/supreme
69	CPVC Nipple/socket- 1/2"	Nos	6		Astral/syntax/supreme
70	CPVC Nipple/socket- 3/4"	Nos	6		Astral/syntax/supreme
71	CPVC Nipple/socket-1/2"	Nos	6		Astral/syntax/supreme
72	CPV Nipple/socket- 32mm'	Nos	6		Astral/syntax/supreme

73	CPVC Nipple/socket-40mm	Nos	6		Astral/syntax/supreme
74	CPVC Nipple/socket-50mm	Nos	6		Astral/syntax/supreme
75	CPVC Valve-1/2,3/4",1"	Nos	6		Astral/syntax/supreme
76	CPVC Valve-32mm	Nos	6		Astral/syntax/supreme
77	CPVC-Valve40mm	Nos	6		Astral/syntax/supreme
78	CPVC Valve-50mm	Nos	6		Astral/syntax/supreme
79	CPVC Tee-1/2,3/4",1"	Nos	6		Astral/syntax/supreme
80	CPVC Tee-32mm,40mm,50mm	Nos	6		Astral/syntax/supreme
81	CPVC union all sizes upto 50mm	Nos	6		Astral/syntax/supreme
82	CPVC FTA all sizes upto 50mm	Nos	6		Astral/syntax/supreme
83	CPVC brass elbow all sizes upto 50mm	Nos	6		Astral/syntax/supreme
84	Tap Katori SS all sizes	Nos	6		Astral/syntax/supreme
85	CPVC bush all sizes upto 50mm	Nos	6		Astral/syntax/supreme
86	Tap Katori all sizes	Nos	6		Astral/syntax/supreme
87	Bottle Trap	Nos	5		Astral/syntax/supreme
88	PVC Pipe75mm	Ft	20		Astral/syntax/supreme
89	PVC Elbow 75mm	Nos	5		Astral/syntax/supreme
90	PVC socket 75mm	Nos	2		Astral/syntax/supreme
91	PVC Tee 75mm	Nos	1		Astral/syntax/supreme
92	MS Clamp 75mm	Nos	5		Astral/syntax/supreme
93	PVC Tee-4"	Nos	1		Astral/syntax/supreme
94	Short bend for flush all sizes/type	Nos	02		Astral/syntax/supreme
95	Wash basin mixer	Nos	2		Astral/syntax/supreme
96	Wash basin Mixer phase-09 Nos	Nos	02		Astral/syntax/supreme
97	GI socket-1"	Nos	02		Astral/syntax/supreme
98	Sink Jali	Nos	01		Astral/syntax/supreme
99	Cistern fitting std-	Nos	01		Astral/syntax/supreme

100	GI Nipple 32mm	Nos	01			Std
101	Wash basin CP waste jail-all sizes	Nos	01			Std
102	Shower Mixer	Nos	01			Hundware/parryware//Jaguar/Cera
103	0.5 HP pressure pump	Nos	01			Kirloskar/crompton
104	Syphon set complete	Nos	01			

Total Amount

Carpentering

		Unit	Quantity			
1	Aldrop	Nos	4			
2	Drawer lock - Brsss (Godrej)	Nos	6			
3	Almera Lock-residence cupboard	Nos	12			
4	Drawer lock-iron	Nos	6			
5	Door Hinges	Nos	6			
6	Pipe cap-curtain	Nos	12			
7	Rubber for stopper	Nos	48			
8	Godrej lock/bathroom lock	Nos	12			
9	Harrison Lock	Nos	12			
10	Handle Almera-6"	Nos	10			
11	Handle Almera-4"	Nos	12			
12	Cupboard handle -3"	Nos	24			
13	Magic Eye	Nos	6			
14	Soap Dish-ss	Nos	6			
15	Glass Mirror-06mm-1.5'x2'	Nos	24			
16	Window Glass 2'x2.5'	Nos	6			
17	Tapper Mulding-1.5"-2"	Nos	250			
18	6mm Ply Board-8x4	Nos	3			
19	Wooden Board - 19mm-8x4	Nos	3			
20	Sunmica sheet-8x4	Nos	3			
21	Plywood Board - 12mm-8x4	Nos	5			

22	Pan wood Batta-1.5"x1.5"	Rft	25			
23	Kundi/kunda/tower bolt-4"	Nos	6			
24	Tower bolt 6"	Nos	6			
25	Doors-82x36	Nos	4			
26	Window Door-Window	Nos	1			
27	Aluminium sheet-2.5'x8'	Nos	2			
28	Margin/bidding-1.0"	Rft	250			
29	Margin Bidding-1.5"	R Ft	250			
30	Fevicol-SR-1kgx02	kg	02			
31	Fevicoal-SH-1kgx02	kg	02			
32	Wooden primer	Ltrs	2			
33	Wheel For Chair	Nos	24			
34	Door Stopper	Nos	100			
35	Door Closer	Nos	12			
36	Magner Catcher	Nos	40			
37	Ordinary Kabza/kabza strip	Nos	2			
38	Anti Termite Spray	Ltr	10			
39	Choukhat single paitam	Rft	20			
40	Combined Choukaht Double Paitam	Rft	25			
41	Araldite tube with hardner	Kg	1			
42	SS Mosquito net -50x4	Roll	1			
43	Enamel Paint-Black with Brush	Litres	5			
44	Enamel Paint White with Brush	Litres	5			
45	Aluminium Paint	Litres	5			
46	PO Red paint	Litres	10			
47	Enamel paint-Brown/sky blue	Litres	5			
48	Main door Brown handle	Nos	4			
49	Tarpin Oil	Litres				
50	Curtain Rode-1/2", 3/4", 1"	R Ft	100			

51	Curtain Rode Hook/bracket	Nos	20			
52	Wooden batta- 3"x1.5"	RFt	50			
53	Plain glass 6mm 15"x38"	Nos	01			
54	Plain glass- 14.5"x32.5"- 5mm	Nos	01			
55	Plain glass- 24.5"x28.5"- 5mm	Nos	01			
56	Gypsum sheet- 6x4	Nos	02			
57	Gypsum screw	Nos	50			
58	Heatex	kg	5			

Grand total of Annexure-IV

Annexure V

Refilling of existing fire extinguishers.

(The work includes pressure testing)

<u>Sr No</u>	<u>Type of Fire Extinguishers</u>	<u>Volume /weight</u>	<u>Quantity</u>	<u>Rate (Rs)</u>	<u>Amount including GST (Rs)</u>
1.	CO2- IS No 15222	2 Kgs	8 Nos		
2	CO2-IS No 15222	4.5 Kgs	65 Nos		
3	Water Type with Gas Cartage in accordance with – IS No 4947	9 Litres	25 Nos		
4	DCP (ABC)-IS 14609	2 Kgs	16 Nos		
5.	DCP (ABC)-IS :14609	4 Kgs	5 Nos		
6.	DCP (ABC)-IS 14609	5 Kgs	5 Nos		
7.	DCP (ABC)-IS 14609	6 Kgs	1 No		
8.	Clean Agent-IS 15693	4 Kgs	2 Nos		
9.	PVC Hose Pipe of Co2 cylinders-ID 10mm length 1 meter with horn		10 Nos		
10	PVC Hose Pipe of DCP-4.5/5 kg cylinders-ID 10mm length 0.5 meter		05 Nos		
10.	Brass Valve 15 mm for Co2 cylinders		4 Nos		
	Total Annexure V				

Annexure VI

(Supply of critical spares)

<u>Sr No</u>	<u>Description</u>	<u>Quantity</u>	<u>Rate (Rs)</u>	<u>Amount Including GST (Rs)</u>
1.	Smoke Detectors	20 Nos		
2	Heat Detectors	05 Nos		
3	Smoke Detector chip	20 Nos		
4	Manual Call point (MCP)	10 Nos		
5.	Manual call point glass	20 Nos		
6.	Special screws of smoke detectors with tool	600 Nos		
7.	Rubber beading for glass including fitting	100 Mtr		
8.	Glass for Fire Box-1mx0.5m including fitting	20 Nos		
9.	Rewinding of 12.5 Hp motor with replacement of bearing, shaft turning work/complete in all respect	1 Nos		
10	Rewinding of 7.5 HP motor with Replacement of bearing, shaft turning work /complete in all respect	01 Nos		
10.	Supply of Water-CO ₂ cylinders-09 Litres	4 Nos		
11.	SS Nozzle for fire hose	02 Nos		
12	63mm RRL Hose -15 Metre long with SS coupling on both ends	04 Nos		
	Total Annexure VI			

(Above total shall be reflected in price bid table)

1. Items to be supplied should be branded like :-

(a) In electrical switches /lights :- Anchor/Bajaj/Havells/Philips/Osram

(b) Switch gears :- L&T, Crompton Greaves, Havells

© Plumbing :- Unik, parryware /Hindware, Godrej

(d) Carpentering : Century , Modiguard, Godrej

(e) Wooden work:- Teakwood only.

2. if the above brand is not available for the items, decision of Estate Manager for equivalent alternate will be final .

3. For Any clarification bidders are requested to visit estate office for samples .

4. Items to be supplied should be standard and branded. Substandard items shall be rejected immediately.

5. The rates quoted will remain firm throughout the contract period .

6. payment shall be made on actual consumption basis .

7.. Spares should be readily available with the contractor immediately with a notice of requirement in 12 Hrs. **Delay will attract a penalty of Rs 2000/-per day on each occasion .**

8. A List of fast moving items shall be prepared , these items shall be readily available all the times , any shortfall shall attract a penalty of Rs 5000/- on each occasion .



MANOHAR PARRIKAR INSTITUTE FOR
DEFENCE STUDIES AND ANALYSES

मनोहर पर्रिकर रक्षा अध्ययन एवं विश्लेषण संस्थान

FINANCIAL BID

To be filled properly, rates should be filled in prescribed format only.

Online Price Bid (including GST)

Sno.	Category	Total Yearly wages of each category of worker including EPF, ESIC, Admin charge, Gratuity & Bonus etc (For 312 days in a Year considering 24,25,26 & 27 working days in a month) also for 24x7 duty shift (Rs.)
(i)	Annual Maintenance contract value for Day to day Operation and maintenance of Electrical & Mechanical Installation, Water Supply and miscellaneous building maintenance work including fire fighting as per minimum wages Inclusive of EPF, ESI, Gratuity and bonus (yearly basis) including consumables /cost of uniform as per scope of work	
(ii)	Total Material Cost as per Annexure IV	
(iii)	Total Material Cost as per Annexure V	
(iv)	Total Material Cost as per Annexure VI	
(v)	Non comprehensive maintenance of RO Plants including consumable as per scope of work	
Grand Total - (i+ii+iii+iv+v)		

Total Amount Quoted in words (Rupees)

Note. 1. The amount quoted should be inclusive of GST. Conditional Tenders will be rejected.

2. TDS & GST shall be deducted as per rules from the quoted amount and may be catered for while quoting the rates.

3. If any discrepancy found in quoting the financial bid in words and figures, the higher quoted amount will be considered.
4. **If a firm quotes 'NIL' service charge /consideration the bid shall be treated as unresponsive and will not be considered.**
5. Decimal value of amount shall be rounded off to nearest figure in total yearly contract amount.
6. Basic minimum Wages are as per latest Minimum Wages Gazette Notification ,NCT of Delhi.
7. All statutory components like EPF,EDLI,FPS & Admin charges are restricted to upper ceiling of Rs. 15000/-PM as per EPF Act. and Gratuity shall be calculated as per the latest prevailing rules.
8. ESIC & Bonus are calculated over minimum wages restricted to upper ceiling of Rs.21,000/-PM) shall be considered.
9. For all calculation, there shall be 26 working days in a month and a year of 12 months. The duty hours shall be 08 hours per days.
10. The bidders may inspect the site to acquaint themselves about the actual scope of work as mentioned in tender document.
11. Bidders are requested to note that they should necessarily submit their financial bids in the format provided and no other format is acceptable. 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 with their respective financial quotes. 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.**

Signature of the Bidder
Name of Contractor
Name of the Firm
Contact No.
Date
Seal:	