

**DEPARTMENT OF
ELECTRONICS &
INFORMATION TECHNOLOGY
(DEITY)**

**TENDER DOCUMENT
FOR
ANNUAL REPAIR &
MAINTENANCE
OF CIVIL WORKS**

TENDER NOTICE

Sealed Tenders are invited from reputed agencies under two-bid systems for Annual Repair and Maintenance Services of Civil Works for a period of one year at the following site:-

**Department of Electronics & Information Technology
Electronics Niketan, 6 CGO Complex, New Delhi**

The summary of the Tender is as under:-

Name of Work	Cost of Tender Document	Cost of Earnest Money Deposit	Sale of Tender Document	Last date of tender submission	Tender Opening date and time
Annual Repair and Maintenance Services of Civil works of Electronics, Niketan Building 6 CGO Complex, Lodhi Road New Delhi	Rs. 2000/- (Non-refundable) By Demand Draft in Favour of PAO, DeitY	Rs. 1.30 Lakhs	On any working day from 23.10.2015 To 13/11/15 between 10.00 AM to 4.00 PM	16/11/2015 up to 1.00 PM	16/11/2015 at 3.00 PM

The tender form can be purchased from the Engineering Branch of the Department of Electronics & Information Technology by making a payment of prescribed fee through demand draft/banker's cheque payable in favour of "PAO, DeitY" payable at Delhi Tender document can also be downloaded from the DeitY website www.mit.gov.in under "Tenders" tab and may be submitted along with prescribed tender form fee by stipulated date & time. Duly filled and sealed tenders are to be dropped in the tender box available in Room no.2040. The interested parties may remain present during opening of the tenders.

Joint Director (Bldg.)

Department of Electronics & Information Technology

No.2(3)2015-Engg.

Dated: 21.10.2015

All tenderers are requested to read this tender document carefully including all terms and conditions.

This tender documents consists of the following:

- I. Notice Inviting Tender
- II. Eligibility Criteria
- III. General Scope of Service
- IV. General Instructions to Tendereres'
- V. Other Instructions to Bidders
- VI. General (Commercial) Conditions to Contract
- VII. Special Conditions of Contract
- VIII. Technical Bid with prescribed formats
- IX. Undertaking
- X. Checklist
- XI. Financial bids (to be submitted in separate envelope)

(Joint Director (Bldg.)
Department of Electronics & Information Technology

NOTICE INVITING TENDER

Department of Electronics & Information Technology, Delhi invites sealed Tenders from reputed agencies under two-bid systems for Annual Repair and Maintenance Services as per following details: -

Sl. No	Description	Details
1	Name of Work	Annual Repair and Maintenance Services of Civil works
2	Sites of Work:	Department of Electronics & Information Technology Electronics Niketan 6 CGO Complex New Delhi - 110 003.
3	Estimated Cost:	Rs. 65.00 Lakhs (Rupees Sixty Five Lakhs only)
4	Period of Contract:	Twelve (12) Months
5	Earnest Money Deposit:	Rs. 1.30 Lakhs/- (Rupees One Lakh and Thirty Thousands only) to be deposited along with bid, through Demand Draft favoring PAO, DeitY at Delhi. Please note that Bids received without the EMD will not be considered and will be summarily rejected.
6	Cost of Tender:	Rs. 2,000/- (Non-refundable) by Demand Draft in favor of 'PAO, DeitY payable at Delhi. In case tender form is downloaded from the website, Demand Draft towards cost of tender must be enclosed with bids in separate cover. It is made clear that bids received without the cost of tender will not be considered and summarily rejected.
7	Date of submission of Tender:	Up to 1:00 PM on 16/11/2015 the tender is to be dropped in the tender box kept in room no.2040 at 2 nd floor, Electronics Niketan, 6 CGO Complex, Lodhi Road, New Delhi.
8	Date of opening of Tender:	The tenders shall be opened in the presence of the tenderers who choose to be present on 16/11/2015 at 3.00 PM. in the Conference Room, 2 nd floor, Department of Electronics & Information Technology, Electronics Niketan, 6 CGO Complex, Lodhi Road, New Delhi. In case, 16/11/2015 is declared a public holiday, tenders shall be received & opened as per above schedule on next working day.
9	Tender Document:	Tender document containing terms & conditions can be obtained in person from the Engineering Section Branch of Department of Electronics & Information Technology, Electronics Niketan, 6 CGO Complex, New Delhi on submission of a demand draft/Banker's Cheque of Rs. 2000/- (non-refundable) in favour of "PAO DeitY" payable at Delhi on all working days (except Saturday & Sunday and closed/Public Holidays) between 10.00 AM to 4.00 PM w.e.f. 23/10/2015 to 13/11/2015 .

		<p style="text-align: center;">OR</p> <p>The tender document can be downloaded from the website www.mit.gov.in and the cost of tender document can be deposited through a separate demand draft of Rs. 2000/- payable at Delhi in favour of the “PAO, DeitY” towards cost of tender while submitting the tender.</p>
10	<p>Minimum Eligibility Criteria:</p>	<p>The Tenderers should have and submit:</p> <p>(a) EMD in the form of Demand Draft/Banker’s Cheque for Rs. 1.30 Lakhs as detailed above.</p> <p>(b) Tender Document Cost in the form of bank demand draft / banker’s cheque of Rs. 2000/- in case the tender document has been downloaded from the website.</p> <p>(c) Copy of PAN/TAN/TIN,</p> <p>(d) Clause by Clause compliance demonstrating substantive responsiveness to the commercial condition by signing and stamping on all the pages of the original bid document.</p> <p>(e) Labour License under the Contractor Labour Act (R&A, Act 1970),</p> <p>(f) Certificate of Incorporation/ Registration of Firm Certificate/ Memorandum and Articles of Association/Partnership Deed/ Proprietorship Deed/ Declaration of Proprietorship etc in support of legal entity of the Tenderer, as the case may be,</p> <p>(g) Copy of Income Tax Return for last three Financial Years i.e. 2014-15, 2013-14 and 2012-13,</p> <p>(h) Copy of Service Tax Certificate,</p> <p>(i) Copy of Sales Tax/ VAT Certificate.</p> <p>(j) Sealed, Signed & Separate Technical Bid/Tender Form,</p> <p>(k) Sealed, Signed & Separate Price/Financial Bid Form,</p> <p>(l) Letter of Authorization to attend bid opening for representative, if any.</p> <p>(m) All the Formats forming part of this tender document duly filled,</p> <p>(n) Experience certificate of similar work / Agreement / Work Order and detail of running contracts as per the eligibility criteria laid down in tender document,</p> <p>(o) Satisfactory Certificate of similar nature of work,</p> <p>(p) Undertaking should be typed on agency letterhead as per Tender.</p> <p>(q) Annual Turnover of company during last three financial years i.e. 2014-15, 2013-14 and 2012-13 certified by Chartered Accountant.</p> <p>(r) ESI Registration Certificate.</p> <p>(s) EPF Registration Certificate.</p> <p>(t) Registered as Civil Contractor under the CPWD/ /MES/Railways/BRO and a valid documentary certificate to that effect</p> <p>(u) Affidavit certifying that the Agency has not been blacklisted by CPWD / MES / Railway/BRO</p> <p>(v) Copy of Solvency certificate from Bank.</p> <p>(w) Details of captive manpower in the prescribed format.</p>

<p>11</p> <p>11.1</p> <p>11.2</p> <p>12</p>	<p>Technical Eligibility criteria</p> <p>General Instruction</p>	<p><i>Experience of having successfully completed similar works during last 7 years as on 30/06/2014 should be either of the following in their respective organizations:-</i></p> <p><i>i. Three similar <u>completed works</u> costing not less than the amount <u>Rs. 26 Lakhs.</u></i></p> <p><i>Or</i></p> <p><i>ii. Two similar <u>completed works</u> costing not less than the amount equal to <u>Rs. 32.5 Lakhs.</u></i></p> <p><i>Or</i></p> <p><i>iii. One similar <u>completed work</u> costing not less than the amount equal to <u>Rs. 52 Lakhs.</u></i></p> <p><i>If contractor is not having required relevant experience from the concerned registered agency, in lieu thereof, the contractor must provide the document that he has participated in the respective registered department in at least three works of their tender of more than value of Rs.40.0 lakhs after their registration in the respective organizations. Only then the experience of having completed similar nature of work will be considered.</i></p> <p>One current ongoing civil ARMO works costing not less than the amount Rs.40.0 lakhs may also be furnished. Self attested copy of the Work Order/contract may be enclosed.</p> <p>All the documents and photocopies submitted by Tenderer / bidder should be attested, legible, signed and stamped by authorized signatory; otherwise the bid is likely to be rejected.</p>
<p>13</p> <p>14</p>	<p>Details of work of Scope</p> <p>Bid/Tender Validity</p>	<p>The Contractor is required to carry out civil repair works with complete finishing as per approved estimate and guideline of JD(Bldg.)/DeitY.</p> <p>Detailed scope of work has been placed in Part-III of this tender document.</p> <p>The prices quoted shall remain valid for 90 days from the date of opening of the Bid and in respect of accepted bid the prices quoted shall remain valid for 180 days.</p>
<p>15.</p> <p>16</p>	<p>Performance Security Deposit</p> <p>Annual Turnover</p>	<p>The bidder shall furnish a Performance Security for an amount equal to Rs. 3.25 Lakhs through a Demand Draft/Banker's Cheque in favour of "PAO" DeitY. The performance security can be forfeited to recover any amount, which is payable by the contractor on account of any clause arising out of the contract. It will be released after successful & satisfactory completion of the Contract and Defect Liability Period. No interest shall be paid on this performance security deposit.</p> <p><u>Average Annual Financial Turnover during the last 3 years, ending 31st March of the previous financial year, should be more than <u>Rs. 19.5 Lakhs.</u></u></p>

PART-II

ELIGIBILITY CRITERIA

1. The bidder must be registered with CPWD/ MES/Railways/BRO as Civil Contractor in appropriate categories.
2. *Experience of having successfully completed similar works during last 7 years as on 30/06/2015 should be either of the following in their respective organizations:-*
 - i. *Three similar completed works costing not less than amount Rs. 26 Lakhs.*

Or

Two similar completed works costing not less than amount, Rs. 32.50 Lakhs.

Or

One similar completed work costing not less than amount Rs. 52 Lakhs.
 - ii. *if contractor is not having required relevant experience from the concerned registered agency, in lieu thereof, the contractor must be provide the documentary proof that he has participated in the respective registered department in atleast three works of their tender of more than value of Rs.40 lakhs after their registration in the respective organizations only then the experience of having completed work of similar nature in other departments will be considered.*
 - iii. *Atleast one ongoing civil ARMO works costing more than Rs40.0 lakhs may also be furnished. Self attested copy of the Work order/contract alongwith schedule of work may be enclosed.*
3. The similar nature of works means that the applicant should have completed the Repair and Maintenance of building civil works including water supply, sanitary installation, plumbing and drainage work.
4. The tenderer would be required to establish his office within the site of the work in the space provided by the Department of Electronics & Information Technology, New Delhi.
5. Average Annual Financial Turnover during the last 3 years, ending 31st March of the previous financial year, should be more than Rs. 19.5 Lakhs.
6. The tenderer must be registered with the following statutory authorities and must also furnish attested copies of supporting documents:-
 - a. ESIC, EPF, INCOME TAX and SERVICE TAX
 - b. Labour License under Contract Labour for ARMO Works (Civil) (R & A) Act 1970
 - c. Any other registration, which is mandatory for such agencies stipulated by concerned authorities from time to time.
7. The following documents must be submitted along with tender:-
 - a. Audited Balance Sheets of last three years i.e. 2014-15, 2013-14 and 2012-2013 along with Income and Expenditure statement / Profit & Loss Account & Audit reports.
 - b. Income tax returns of last three years with Income Tax Clearance certificate upto ending of March 2015.

- c. ESIC, EPF & Service Tax upto date (upto 30.6.2015) payment details receipts for the last three years
8. The Tenderer should have sufficient employees on its rolls specifically trained for the stipulated work. A Full list of the employees, viz., name, age, employee code, designation and experience in the field of Civil works, PF, ESI details etc. should be attached with the Technical Bid. Document in support of Service tax, ESI, EPF deductions and details of the health and safety measures, the tenderer takes for his workers should also be attached with the technical bid.
 9. The tenderer should have at least 21 Nos. of captive manpower on his payroll on the day of filing the tender. The tenders having captive manpower less than 21 will be rejected. Details of captive manpower should be submitted in the prescribed format along with Technical Bid. In this regard a labour license must be enclosed for the engaged labourers for this purpose (i.e. providing ARMO Works (Civil) under the Contract Labour.
 10. Firm should have ISO 9001-2008 certificate for the quality of maintenance of building.
 11. Solvency certificate from the bank of atleast value of Rs.32.5 lakhs
 12. DeitY reserves the right to withdraw/relax the eligibility criteria. However, no relaxation will be given as far as statutory requirements are concerned, explicitly or implicitly.

GENERAL SCOPE OF SERVICES

Repair and maintenance of civil works of Electronics Niketan building of DeitY will include but will not be limited to:

1. Attending blockage of drain pipes, gully traps and manholes.
2. Attending the leakage from taps and valves, sanitary fixtures, fixtures for water supply.
3. Cleaning of shafts and keeping the same functional.
4. Attending rectification of malfunctioning fittings on doors and windows.
5. Occasional replacement of broken glass panes of doors and windows.
6. Attending rectification of wall plaster and floors in patchwork.
7. Periodical white washing, colour washing, painting and external painting etc.
8. Occasional replacement of water supply fittings/sanitary fixtures.
9. Periodical cleaning of over-head tanks, underground tanks etc.
10. Testing of water for physical, chemical and bacteriological analysis.
11. Changing of fly proof mesh in doors, windows and ventilators.
12. Only Class-A Brick, fine & coarse sand, reputed brand of cement bag & TMT steel bars should be used as materials.
13. All materials shall be tested in lab wherever necessary and the certificate will be provided by agency and submitted at the time of the billing.
14. It will be the responsibility of the Agency to always keep the construction site clean.
15. Agency will maintain Manpower Muster Roll & Wage Register.
16. Whenever and wherever required, Agency will provide the Civil Engineer at site.
17. Agency will provide Uniform, Identity Cards, Name bearing Plates etc to each and every deployed Staff.
18. All Tools & tackles, Plants, machineries, equipments and materials required to carry out the Civil work at site shall be provided by the Agency at his own cost.
19. The Agency shall have to display on signboard, Facility Manager/Engineer/Supervisor's name to be contacted with Telephone Nos, in case in emergency or urgent work required.
20. The agency shall be responsible to depute their supervisor on working site to meet Joint Director(Bldg.)/Engineer/any other official.
21. The agency shall provide materials (Civil) as per ISI norms and quality mentioned.
22. The agency should ensure all safety precautions for its labourers.
23. Any other works as and when directed by the authorized person from DeitY other than mentioned above falling under the domain of Civil Works.
24. Contractor's scope of works will be execution of maintenance works, minor works, external works of the entire campus as per the details below:

25. CIVIL MAINTENANCE

Repair / replacement in existing concrete / plaster / masonry work, wood work, sewerage work, steel work, plumbing work, road work, painting work, flooring work, roofing work, and interior decoration works; removal of chokages , seepage, leakage , dampness; clearing malba, debris, wild vegetation, excavation of earth for miscellaneous purposes etc., and various preventive maintenance works as ordered by DEITY as per complaints recorded in complaints register and work orders given by DEITY from time to time.

26. MINOR CIVIL WORK

Addition / alterations / renovations in existing Civil works or execution of new minor civil works involving concrete work (including RCC), Brick work , structural steel work, plumbing work , wood work , earth works , site grading (including soling, sand filling, moorum filling etc.,) , road work , plastering , interior decoration and finishing work .

27. MAN POWER DEPLOYMENT BY CONTRACTOR

(Routine Maintenance and External cleaning Gang)

1.	Mason (skilled)	: 1 No.
2.	Carpenter(skilled)	: 2 No.
3.	Plumber(skilled)	: 2 No.
4.	Painter (skilled)	: 1 No.
5.	Helper (Unskilled)	: 4 Nos.
6.	Sewerman (semiskilled)	: 1 No.
7.	Supervisor (Graduate)	: 1 No.
8.	Enquiry Clerk (Matriculate level)	: 1 no.

Total Manpower = 13 Nos.

Note :-

- 1) The above regular gang will be brought by the contractor on regular basis. Any extra Labour required beyond the above referred regular gang will be brought by Contractor as per the needs of the works and permission from JD(Bldg.).
- 2) In case of non competence of workers observed during execution of works, Contractor will have to replace them as per the instructions of JD(Bldg.).
- 3) Supervisor appointed by the Contractor should be a Diploma in Civil Engg. with atleast two years site experience or a Graduate with adequate site experience and should be engaged after JD(Bldg.) clearance. He will receive all instructions and input from DeitY, maintain all records of maintenance and minor works, get the works executed to the satisfaction of DeitY, prepare the bills and also provide any technical help to DeitY whenever needed. Supervisor minimum wages will not be less than the min. wages announced by Delhi Govt. for 'Graduates and above' category.
- 4) Contractor will also keep an experienced supervisor from his side to procure and organize material, labour, tools & tackles at site required for execution of the works given by DeitY. (Supervisor mentioned in the manpower list will not be disturbed for these works and will be required to stay full time at site only). He will also assist the main supervisor in case of overload of works and will control the site in case of his absence. Wages for this supervisor will be taken into account by the contractor under his overheads. No separate payment will be made to contractor in this regard..

28. SPECIFICATIONS

Detailed specifications of various items of work and standards of workmanship will be as per CPWD norms and relevant I. S. Codes, unless noted otherwise. All materials to be used by contractor will be I.S.I. marked and of makes approved by JD(Bldg.). Wherever ISI mark is not applicable, material will be got approved by JD(Bldg.) before incorporation in the work. Wherever required, manufacturer's specifications and / or JD(Bldg.) instructions will also be followed for special products.

Accepted

(I have carefully read all the contents of Technical bid and sign each page as token of acceptance)

(Signature of bidder)

Name(Authorised signatory)-----

Seal of Company

Note:- Entire NIT (except Price bid) is to be attached with 'Technical bid (Part-A)' duly signed & stamped by the bidder

GENERAL INSTRUCTIONS TO TENDERERS

1. All the interested parties are advised to go through this tender document carefully as it may contain some terms and condition, which may be different from other similar tenders.
2. Eligible and willing agencies may visit the sites to get assess the work on any working day between 2.00 AM to 05.00 PM on any working day by taking due permission from the Joint Director (Bld.), DeitY, Delhi.
3. Sale of Tender form will begin from **23/10/2015 from 10.00 AM onwards**.
4. Last date of submission of tenders is **16/11/2015 up to 1.00 PM**.
5. The Tender will be opened at **3.00 PM on 16/11/2015** at 2nd floor, Conference Room, Department of Electronics & Information Technology, Electronics Niketan, CGO Complex, New Delhi in the presence of the authorized representatives of the tenderers, who wish to be present at that time.
Any clarification regarding the tender may be sought atleast three days in advance before the
6. closing date.
7. The Tenders are to be submitted as per two-bid system i.e. Technical bid and Financial Bid.
8. **TECHNICAL BID** should contain the supporting documents in support of the eligibility criteria, experience, satisfactory performance, undertaking as per instructions, work plan and list of the equipments, tools and tackles required for the job.
9. **FINANCIAL BID** should by typed quoting all relevant rates for the items / services to be provided as per instructions given in the tender document. The tenderer shall quote for all the items of Financial Bid, failing which the bid shall be considered non-responsive, incomplete and will be summarily rejected.
10. Rates for all the items shall be quoted in the **FINANCIAL BID** of this tender form and the amount for each item should be worked out and requisite totals be given. Special care should be taken to write the rates in figures as well as in words in such a way that interpolation is not possible. The total amount should be written both in figures and in words. In case of any dispute, rates appearing in words shall be treated final.
11. Both the bids should be submitted in two separate sealed envelopes super scribed as **“TECHNICAL BID FOR ANNUAL REPAIR & MAINTENANCE OF CIVIL WORK”** and **“FINANCIAL BID FOR ANNUAL REPAIR & MAINTENANCE OF CIVIL WORK”**.
12. Earnest Money Deposit to the tune of **Rs. 1.30 Lakhs** in the form of Demand Draft or Bankers“ Cheque only of any scheduled bank bearing a date after the date of advertisement shall accompany the **TECHNICAL BID**. All sealed envelopes should be put in a third sealed envelope and should be super scribed **“TENDER FOR ANNUAL REPAIR & MAINTENANCE OF CIVIL WORK”**. Sealed tenders should be addressed to the Joint Director (Bldg), Department of Electronics & Information Technology, Electronics Niketan, 6 CGO Complex, New Delhi.
13. The completely filled Tender should be dropped in the Tender Box kept in room no.2040 by the stipulated date and time.
14. Tender submitted or received after the closing date and time will not be considered. Also, **in the absence of EMD, the tender will be summarily rejected. No other mode or adjustment against any Old Security Deposit or EMD will be allowed in lieu of EMD of this tender. Also, in case of tender document downloaded from website, in the absence of tender document fee, the tender will be summarily rejected.**
15. Tender form shall be completed in all respect. Incomplete tender or conditional tenders shall be treated as invalid and will be summarily rejected.

16. Each page of the Tender document and papers submitted alongside, should be numbered, signed and stamped by the authorized signatory as a token of acceptance of the terms and conditions laid down by the DeitY.
17. All entries in the Tender form should be legible and filled clearly. Any overwriting or correction which is unavoidable has to be signed by the authorized signatory. The rates quoted in the price bid should be clearly typed and handwritten price bids will not be considered and summarily rejected.
18. The Technical Bid will be scrutinized by the Technical Evaluation Committee (TEC) as constituted by the DeitY to check all requisite and relevant documents and their authenticity. The Tenderers, whose Technical Bids are accepted will be informed about the date and time of opening the Financial Bids.
19. The financial bid of the tenderers, who qualify in the technical bid, will be opened in the presence of only those successful tenderers, who choose to attend the opening of financial bid.
20. The Earnest Money Deposit will be refunded to the unsuccessful tenderer only after finalization of the contract. In case of the successful tenderer EMD will be refunded after receipt of the performance security deposit. **No interest will be paid on the EMD.**
21. The prices quoted shall remain valid for 90 days from the date of opening of the Bid and in respect of accepted bid the prices quoted shall remain valid for 180 days.
22. No Tenderer will be allowed to withdraw his tender after submission during the bid validity period (180 days). In case the tenderer does not honour his bid, the EMD submitted by the tendering firm would stand forfeited.
23. ***DeitY reserves the right to accept or reject any tender or all tenders or part of tender without assigning any reason whatsoever.***
24. **Award of Work:**(i) The selection of the agency will be at the sole discretion of the DeitY who reserves its right to accept or reject any or all the proposals without assigning any reason whatsoever, (ii) Upon evaluation of offers the notification on award of contract will be intimated to the successful tenderer.
25. The contract with the agency, which does not provide proof of payment of statutory dues /levies, will be terminated right away by giving one month's written notice.
26. **Rates quoted shall be deemed to be inclusive of cost of manpower, material, machinery, tools and plants, all taxes, duties and levies, insurance etc. No escalation of whatsoever nature, shall be payable in future due to any revision/amendment in any act/statute governing this contract.**
27. Sales tax, Purchase tax, Service tax or any other tax, labour-cess, in respect of the contract, shall be payable by the contractor and **DeitY, will not entertain any claim whatsoever in respect of the same.**
28. Rates quoted by the agency shall also be inclusive of Cess on the work done as applicable on the building & other construction workers welfare act 1966 due to the introduction of "The building & other construction works (Regulation of Employment & Conditions of Services) Act 1966".

29. In case the successful Tenderer declines the offer of Contract, for whatsoever reason(s), his EMD will be forfeited.
30. A formal contract shall be entered into with the successful tenderer. In this contract, the successful tenderer shall be defined as Contractor.
31. The successful tenderer will have to deposit the Performance Security Deposit of **Rs. 3.25 Lakhs** in the form of Demand Draft, of any scheduled bank, drawn in favour of "PAO, DeitY" payable at Delhi and commence the work within 15 days of acceptance of tender otherwise the contract may be cancelled and EMD will be forfeited. The Performance Security can be forfeited to recover any amount, which is payable by the contractor on account of any clause arising out of the contract. It will be released after sixty days from the date of successful & satisfactory completion of the Contract and Defect Liability Period. No interest shall be paid on Performance Security Deposit.
32. An agreement between Successful Bidder & DeitY will be entered into on **Rs. 100/- Non Judicial Stamp Paper**. Stamp value will be borne by the successful bidder.
33. Canvassing, whether directly or indirectly, in connection with tenders is strictly prohibited and the tenders submitted by the contractors who resort to canvassing will be liable to rejection.
34. DeitY reserves the right to withdraw/relax/modify any of the terms and conditions mentioned in this tender document if it is felt necessary in the benefit of the Department.
35. These instructions shall form a part of the contract document.

OTHER INSTRUCTIONS TO BIDDERS

1. DEFINITIONS

- (a) "The Purchaser" means the Department of Electronics & Information Technology (DeitY), New Delhi.
- (b) "The Bidder" means the individual or firm who participates in this tender and submits its bid.
- (c) "The Supplier" means the individual or firm providing/supplying the services/goods under the contract.
- (d) "The Services/Goods" means all the services/stores/materials, which the Supplier is required to supply to the Purchaser under the contract.
- (e) "The Advance Work Order" means the intention of Purchaser to place the Work Order on the bidder.
- (f) "The Work Order" means the order placed by the Purchaser on the Supplier signed by the Purchaser including all attachments and appendices thereto and all documents incorporated by reference therein. The Work Order shall be deemed as "Contract" appearing in the document.
- (g) "The Contract Price" means the price payable to the Supplier under the Work Order for the full and proper performance of its contractual obligations.

2. COST OF BIDDING

The bidder shall bear all costs associated with the preparation and submission of the bid. The Purchaser, will in no case, be responsible or liable for these costs, regardless of the conduct or outcome of the bidding process.

3. BID FORM

The bidder shall complete the Tender/Bid Form and the appropriate Price Schedule furnished in the Bid Documents, indicating the goods to be supplied, a brief description of the goods and quantity.

4. BID DOCUMENTS

4.1 The goods required, bidding procedures and contract terms are prescribed in the Bid Documents. The Bid Documents include:

- I. Notice Inviting Tender
- II. Eligibility Criteria
- III. General Scope of Services
- IV. General Instructions to Tenderers
- V. General Instruction to Bidders
- VI. General (Commercial) Conditions of Contract
- VII. Special Conditions of Contract
- IX. Undertaking
- X. Checklist

XI. Financial Bid (to be submitted in separate envelope)

4.2 The Bidder is expected to examine all the instructions, forms, terms and specifications in this Tender Document. Failure to furnish all information required as per the Bid Documents or submission of bids not substantially responsive to the Bid Documents in every respect will be at the bidder's risk and may result in rejection of the bid.

5. CLARIFICATION ON BID DOCUMENTS

5.1 A prospective bidder, requiring any clarification of the Bid Documents shall notify the Purchaser in writing or by e-mail/Fax at the Purchaser's mailing address indicated in the Invitation for Bids at least 3 days prior to closing of the tender. The Purchaser shall clarify the same.

6. AMENDMENT OF BID DOCUMENTS

6.1 At any time, prior to the date of submission of bids, the Purchaser may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective Bidder, modify the bid documents by amendments.

6.2 The amendments shall be notified in writing or by Fax or by E-mail to all prospective bidders on the address intimated at the time of purchase of bid document from the purchaser and these amendments will be binding on them.

6.3 In order to afford prospective bidders reasonable time in which to take the amendments into account in preparing their bids, the Purchaser may, at its discretion, extend the deadline for the submission of bids suitably.

7. BID PRICES

7.1 The bidder shall give the total composite price inclusive of all statutory levies and taxes. The offer shall be firm and in Indian Rupees.

7.2 Prices indicated in the Financial Bid on the Price Schedule shall be entered in the following manner:

(i) The price of the goods / work shall be quoted as total unit price for each individual work/item.

(ii) The bidder shall quote only one price for each work/item.

(iii) The total price for each individual work/item shall be entered after multiplying the quantity with total unit price.

7.3 The prices quoted shall remain valid for 90 days from the date of opening of the Bid and in respect of accepted bid the prices quoted shall remain valid for 180 days.

7.4 "DISCOUNT", if any, offered by the bidders shall not be considered at the time of evaluation of price bids by the Evaluation Committee. Bidders desiring to offer discount shall therefore modify their offers, suitably while quoting and shall quote clearly net price taking all such factors like Discount, free supply, etc. into account.

7.5 The price approved by the Department of Electronics & Information Technology (DeitY), New Delhi for Contract will be inclusive of levies and taxes, packing, forwarding, freight, insurance etc as mentioned in Para 7.1 above.

8. DOCUMENTS ESTABLISHING CONFORMITY TO BID DOCUMENTS:

8.1 The documentary evidence in conformity with the Bid Documents may be in the form of literature and data and the bidder shall furnish a clause-by-clause compliance on the DeitY's Technical specifications and commercial conditions demonstrating substantial responsiveness to the Technical Specification and commercial conditions in the form of signing & stamping all the pages of the original bid document by the authorized person/persons. In Case of deviations a statement of deviations and exceptions to the provision of the Technical Specifications and commercial conditions shall be given by the bidder. A bid without clause-by- clause conformity shall not be considered.

9. FORMATS AND SIGNING OF BIDS

9.1 The copy of the Bid shall be typed or printed and all the pages be numbered consecutively and shall be signed and stamped by the bidder or a person or persons duly authorized to bind the bidder to the contract. The letter of authorization shall be accompanied with written power-of-attorney. All pages of the original bid shall be signed and stamped by the person or persons authorized for signing the bid. The bids submitted shall be sealed properly.

9.2 The bid shall contain no interlineations, erasures or overwriting except as necessary to correct errors made by the bidder in which case such corrections shall be signed by the person or persons authorized for signing the bid.

10. SUBMISSION OF BIDS

10.1 **SEALING AND MARKING OF BIDS:** The bidder shall submit both **TECHNICAL BID** and **FINANCIAL BID** in two separate envelopes and put them in third bigger envelop, which should bear the name "**TENDER FOR ANNUAL REPAIR & MAINTENANCE OF CIVIL WORK**".

10.2 (a) the sealed envelope shall be addressed to the Purchaser at the following address:

To,

**The Joint Director (Bldg.)
Department of Electronics & Information Technology
Electronics Niketan
6 CGO Complex,
New Delhi 110 003.**

(b) All the envelope shall bear the Tender name, the tender number and the words „DO NOT OPEN BEFORE“ (due date & time).

(c) The envelope shall indicate the name and address of the bidders to enable the bid to be returned unopened in case it is declared "late" or rejected.

(d) Tender may be dropped in the Tender box timely. The responsibility for ensuring that the tenders are delivered in time would rest with the bidder.

11. LATE BIDS

11.1 Any bid received by the Purchaser after the deadline for submission of bids prescribed by the Purchaser, shall be rejected and returned unopened to the bidder.

12. MODIFICATION AND WITHDRAWAL OF BIDS

No Modification/withdrawal shall be allowed after submission of bids.

13. OPENING OF BIDS

13.1 The purchaser shall open bids in the presence of bidders or their authorized representatives who chose to attend on opening date and time. The bidder's representatives, who are present, shall sign in an attendance register. Authority letter to this effect shall be submitted by the representative before they are allowed to participate in bid opening.

13.2 The Bidder's names, documents submitted and such other details will be announced at the time of opening of bids, if the purchaser considers it appropriate.

13.3 The date fixed for opening of bids, if subsequently declared as holiday by the Deity, the revised date of schedule will be notified. However, in absence of such notification, the bids will be opened in the next working day, time and venue remaining unaltered.

14. CLARIFICATION OF BIDS:

14.1 To assist in the examination, evaluation and comparison of bids the Purchaser may, at its discretion ask the bidder for the clarification of its bid. The request for clarification and the response shall be in writing. However, no post bid clarification at the initiative of the bidder shall be entertained.

15. TECHNICAL EVALUATION:

Purchaser shall evaluate the bids to determine whether they are complete, whether any computational errors have been made, whether required sureties/documents have been furnished/submitted, whether the documents have been properly signed and whether the bids are in order.

16. EVALUATION AND COMPARISON OF SUBSTANTIALLY RESPONSIVE BIDS:

16.1 The purchaser shall evaluate in detail and compare the bids previously determined to be substantially responsive bids.

16.2 Arithmetical errors shall be rectified on the following basis. If there is a discrepancy between the unit price and total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail and the total price shall be corrected by the Purchaser. If there is a discrepancy between words and figures, the amount in words shall prevail. If the Supplier does not accept the correction of the errors, his bid shall be rejected.

16.3 The evaluation and comparison of responsive bids shall be done on the price of the works / items offered inclusive of Levies & Taxes i.e., Sales Tax, VAT & Excise Duty, packing, forwarding, freight and insurance etc. as indicated in the Financial Bid Document.

16.4 The evaluation shall be done to find out L-1(lowest bidder) of total Cost.

16.5 The Purchaser may waive any minor infirmity or non-conformity or irregularity in a bid which does not constitute a material deviation, provided such waiver does not prejudice or affect the relative ranking of any bidder.

17. PLACEMENT OF ORDER

The Purchaser shall consider placement of work order to the bidder whose offer has been found technically, commercially and financially acceptable. The Purchaser reserves the right to accept counter offer price(s) against price(s) quoted by any bidder.

18. PURCHASER'S RIGHT TO ACCEPT ANY BID AND TO REJECT ANY OR ALL BIDS

The Purchaser reserves the right to accept or reject all or any bid, and to annul the bidding process at any time prior to award of contract without assigning any reason whatsoever and without thereby incurring any liability to the affected bidder or bidders on the grounds for the Purchaser's action.

19. SIGNING OF CONTRACT:

The issue of firm Work Order and Signing of agreement with Competent Authority of DeitY, and Signing of Contract Form shall constitute the award of contract to the bidder.

20. ANNULMENT OF AWARD:

20.1 Failure of the successful bidder to comply with the requirement of the tender shall constitute sufficient ground for the annulment of the award and forfeiture of the bid security in which event the tender shall be cancelled and DeitY may call for new bids.

20.2 Purchaser reserves the right to disqualify/blacklist a supplier for a suitable period who habitually failed to perform as per the agreement/contract in time and satisfactorily.

21. **RATE CONTRACT:** Signing of this contract shall make contractor in addition to execution of the award liable to supply these items and execute work contracts as and when awarded for similar items separately by the Department at the same rates and terms and conditions.

GENERAL (COMMERCIAL) CONDITIONS OF CONTRACT

DEFINITIONS AND INTERPRETATION

1. **Definitions:** In the Contract (as hereinafter defined) the following words and expressions shall have the meanings hereby assigned to them except where the context otherwise requires:

- i) **“Employer”** means the Department of Electronics & Information Technology (DeitY), New Delhi and the legal successors in title to DeitY;
- ii) **“Engineer”** means the person appointed by DeitY to act as Engineer for the purposes of the Contract;
- iii) **“Contractor”** means an individual or firms (proprietary or partnership) whether incorporated or not that has entered into contract (with the employer) and shall include his/its heirs, legal representatives, successors and assigns. Changes in the constitution of the firm, if any shall be immediately notified to the employer, in writing and approval obtained for continued performance of the contract;
- iv) **“Contract”** means these conditions, the Specification, the Bill of Quantities, the Tender, the Letter of acceptance, the Contract Agreement (if completed) and such further documents as may be expressly incorporated in the letter of Acceptance or Contract /Agreement (if completed);
- v) **“Specification”** means the specification of the Works included in the Contract and any modification thereof;
- vi) **“Drawings”** means all the completion drawings, calculations and technical information of a like nature provided by the Engineer to be Contractor under the Contract and all drawings, calculations, samples, patterns, models, Repair and Repair and Maintenance manuals and other technical information of a like nature submitted by the Contractor and approved by the Engineer;
- vii) **“Bill of Quantities”** means the priced and completed bill of quantities forming part of the tender.
- viii) **“Tender”** means the Contractor’s priced offer to the Employer for the execution and completion of the works and the remedying of any defects therein in accordance with the provisions of the Contract, as accepted by the Letter of Acceptance. The word Tender is synonymous with “Bid” and the words “Tender Documents” with “Bidding Documents”
- ix) **“Letter of Acceptance”** means the formal acceptance of the tender by DeitY;
- x) **“Contract Agreement”** means the contract agreement (if any) referred to in Sub Clause;
- xi) **“Appendix to Tender”** means the appendix comprised in the form of Tender annexed to these Conditions;
- xii) **“Commencement Date”** means the date upon which the Contractor receives the notice to commence the works;
- xiii) **“Time for completion”** means the time period for which the contract of Repair and operation and Maintenance has been awarded by the employer to the contractor.
- xiv) **“Retention Money”** means the aggregate of all monies retained by the Employer;
- xv) **“Works”** means the Permanent Works and the Temporary Works or either of them to be executed in accordance with the contract;
“Site/Sites” means the places provided by the Employer for Repair and Maintenance of DeitY, Electronics Niketan, New Delhi;
- xvi) **“Cost”** means all expenditure properly incurred or to be incurred, whether on or off the site, including over head and other charges but does not include any allowance for profit.

2. ENGINEER

The Engineer shall carry out the duties specified in the Contract.

3. **Custody and Supply of Drawings and Documents:** The Drawings and documents related with this contract shall remain in the sole custody of the Employer/Engineer, but copies as required thereof as per availability in the record shall be provided to the Contractor free solely for the purpose of this contract.

4. **Sufficiency of Tender:** The Contractor shall be deemed to have based his Tender on the data made available by the employer and on his own inspection and examination of this site conditions.

5. **Contractor's Employees:** The Contractor shall provide on the site qualified and experienced technical staff only for the Repair and Maintenance Works and the remedying of any defects therein. The contractor should submit documents in support of qualification and experience of the employees. These may be called for inspection at any time by the Employer to ensure actual deployment as per the Bid Document. The minimum staff shall be as per description mentioned in Financial Bid.

6. **Employer / Engineer at Liberty to object:** The Employer / Engineer shall be at liberty to object to and require the contractor to remove forthwith from the Works, any person, provided by the contractor who, in the opinion of the Employer / Engineer, misconducts himself, or is incompetent or negligent in the proper performance of his duties, or whose presence on Site is otherwise considered by the Employer / Engineer to be undesirable, and such person shall not be again allowed upon the Works without the consent of the Employer / Engineer. Any person, so removed from the works shall be replaced immediately by a qualified person approved by the Employer / Engineer.

7. **Safety, Security and Protection for the Environment:** The Contractor shall, throughout the execution and completion of the Works and the remedying of any defects therein:

i) Have full regard for the safety of all persons entitled to be upon the Site and keep the Site (so far as the same is under his control) and the Works (so far as the same are not completed or occupied by the Employer) in an orderly state appropriate to the avoidance of danger to such persons, and

ii) Provide and maintain at his own cost all lights, guards, fencing, warning signs and watching, when and where necessary or required, by the Engineer or by any duly constituted authority for the protection of the Works or for the safety and convenience of the public or others, and

iii) Take all reasonable steps to protect the environment on and off the Site and to avoid damage or nuisance to persons or to property of the public or others resulting from pollution, noise or other causes arising as a consequence of his methods or Repair.

8. **Insurance of work by the Contractor for his liability:** i) During the Repair and Maintenance period for loss or damage to property and life arising from a cause for which contractor is responsible. ii) For loss or damage occasioned by the Contractor in the course of any Repairs carried out by him for the purpose of complying with his obligations. It shall be responsibility of contractor to notify the Insurance Company of any change in the nature and extent of the works and to ensure the adequacy of the Insurance cover at all times during the period of contract.

9. Damage to Persons and Property:

The Contractor shall, except if and so far as the Contract provides otherwise, indemnify the Employer against all losses and claims in respect of:

(a) Death of or injury to any person, or

(b) Loss or damage to any property (other than the Works): Which may arise out of or in consequence of the Repair and Maintenance of the Works and the remedying of any defects therein, and against all claims, proceedings, damages, costs, charges and expenses whatsoever in respect thereof.

10. Accident or injury to Workmen:

The Employer shall not be liable for or in respect of any damages or compensation payable to any workman for death or injury resulting from any act or default of the contractor. The Contractor shall indemnify and keep indemnified the Employer against all such damages and compensation and expenses whatsoever in respect thereof or in relation thereto.

11. Evidence and Terms of Insurance

The Contractor shall take appropriate insurance to cover his work, workers and staff employed by him, fully. The contractor shall provide evidence to the Employer after the respective insurance have been taken prior to the start of work at the Site that insurance required under the Contract have been effected.

12. Compliance with Statutes, Regulations etc.:

The Contractor shall conform in all respects, including by replying to all notices and the paying of all fees, with the provision of:

- a) Any national or State Statute, ordinance, or other law, or any regulation, or bye-law of any local or other duly constituted authority in relation to the execution and completion of the works and the remedying of any defects therein, and
- b) The rules and regulations of all public bodies and companies whose property or rights are affected or may be affected in any way by the works, and the Contractor shall keep the Employer indemnified against all penalties and liability of every kind for breach of any such provision.
- c) Any changes required for approval due to revision of the local laws.

12. Time for completion:

The Repair and Maintenance work shall be for a period of One year or as mentioned in the letter of commencement and shall start from the date issue of letter commencement and shall stand terminated after the expiry of One Year.

13. Extension of Time for Completion:

The Repair and Maintenance contract may be extended on the written mutual consent of both Employer and Contractor for a further period may be up to three years. However, employer reserve it's right to terminate the Repair and Maintenance contract by giving 30 days notice at any time during the currency of the contract if the services of the agency are not satisfactory as per the opinion of employer or its representative.

14. Force Majeure

If, at any time, during the continuance of this contract, the performance in whole or in part by either party of any obligation under this contract is prevented or delayed by reasons of any war or hostility, acts of the public enemy, civil commotion, sabotage, fires, floods, explosions, epidemics, quarantine restrictions, strikes, lockouts or act of God (hereinafter referred to as events) provided notice of happenings of any such eventuality is given by either party to the other within 21 days from the date of occurrence thereof, neither party shall by reason of such event be entitled to terminate this contract nor shall either party have any claim for damages against other in respect of such non-performance or delay in performance, and services under the contract shall be resumed as soon as practicable after

such an event come to an end or cease to exist, and the decision of the Employer as to whether the services have been so resumed or not shall be final and conclusive. Further if the performance in whole or part of any obligation under this contract is prevented or delayed by reasons of any such event for a period exceeding 30 days, either party may, at its option, terminate the contract.

15. Defect identification and its rectifications:

Agency shall immediately attend the defects and complaints noticed/reported at site. The agency shall provide and develop a system for regular Repair and Maintenance of all the services which includes defect identification and its immediate rectification so, that services are not affected. It shall be the sole responsibility of the Repair and Maintenance agency that all the services are kept in functional condition round the clock during the currency of the contract. **Defect Liability period shall be 12 months from the date of completion of work under BOQ measurable works. The contractor shall rectify at his own expenses any defect in the work carried out by him during this period. On failure of the contractor to do so, the same shall be completed by the employer at the risk and cost of the contractor.**

15. Liquidated damages for delay:

If the Contractor fails to attend any complaint or defect in due course of time and if in the opinion of engineer delay is on the part of Repair and Maintenance agency, the employer can impose liquidated damages on the contractor as detailed in the particular conditions.

17. Contractor's failure to carry out Instructions:

In case of default on the part of the Contractor in carrying out defect / rectification / repair / maintenance works, the Employer shall be entitled to employ and pay other persons to carry out the same and if such work, in the opinion of the Engineer, the Contractor was liable to do at his own cost under the Contract, then all costs including penalty for delay in attending to the complaint consequent thereon or incidental thereto shall be determined by the Engineer and shall be recoverable from the Contractor by the Employer, and may be deducted by the Employer from any monies due or to become due to the Contractor.

18. Instructions for Variations:

(a) Quantities given in the BOQ / Bid are estimated quantities. The quantity of any particular item may vary to any extent. Variation in quantity in particular items or total exclusion of certain items of BOQ from the work executed or overall cost, does not entitle contractor to claim any extra cost.

(b) Notice to be given by the contractor for execution of Planned civil works:-

It shall be duty of the contractor to give notice of at least three working days for execution of planned civil Works like whitewashing, painting, replacement of window glass panes which is other than day to day maintenance jobs so that prior sanction may be obtained to start the work and also to check the quality of materials to be used. If no notice is given, the work executed will not be considered for payment.

MEASUREMENT

19. Works to be measured for BOQ items

The Engineer shall determine the measurement of the value of actual work done in accordance with the Contract and the Contractor shall be paid accordingly. No part payment / rate shall be made for any part of BOQ items not fully executed. Engineer shall be at liberty to decide the breakup of lump Sum items and to decide the part rate for any particular item.

20. Method of Measurement

The works shall be measured net, notwithstanding any general or local custom, except where otherwise provided in the Contract.

21. CERTIFICATES AND PAYMENTS

Monthly Statements/Bills:

The contractor shall submit a bill in 3 copies to the Engineer by 7th day of each month for the work executed up-to the end of previous month in tabulated form approved by the Engineer, showing the amounts to which the Contractor Considers himself to be entitled. The bill must be supported with the documents. While submitting the bill for the next month, the Contractor must file a certificate certifying the following along with ESI contribution sheet downloaded from ESIC Insurance Portal:-

- a. Wages of workers were credited to their bank accounts on _____ (Acknowledgment by bank enclosed).
- b. ESI Contribution relating to workers amounting to Rs. _____ was deposited on _____ (Copy of Challan enclosed with contribution sheet).
- c. EPF Contribution relating to workers amounting to Rs. _____ was deposited on _____ (copy of the Challan enclosed with contribution sheet).
- d. We are complying with all statutory Labour Laws including Minimum Wage Act.

The payment would be made on monthly basis on verification of attendance sheets, wage register, monthly ESIC/EPF/Service Tax challan, and documents in support of salary disbursement through ECS. The contractor can also disburse the monthly wages to his persons in the premises of DeitY. DeitY may at its discretion depute its representative to witness the payment. Workers of contractors should get the wages on the seventh day of each month. The payment of wages shall not be linked to the payment of bill by DeitY. If the contractor fails to provide proof of payment of statutory dues, his contract shall be terminated after serving one month's notice.

It may also be noted that cash payment made to the workers will be considered as no payment at all and such disbursement will be disallowed from the Monthly Bill of the Contractor.

22. Deduction of Income Tax:

The amount to be deducted towards the advance income tax shall be at the rate applicable.

23. Monthly Payments:

After submission of monthly bill complete in all respects by the contractor, Engineer shall check the bill with the help of contractor and certify for payment within 10 days and then Employer will process the Bill.

24. Performance Guarantee:

The Contractor shall submit Performance Security Deposit amounting to **Rs. 3.25 Lakhs** in the shape of Demand Draft / Banker's Cheque for proper performance of the contract in favour of "PAO, DeitY" payable at Delhi. The performance security can be forfeited to recover any amount, which is payable by the contractor on account of any clause arising out of the contract. It will be released after 60 days from the date of successful & satisfactory completion of the Contract and Defect Liability Period eriod. No interest shall be paid on Performance Security Deposit.

25. Correction of certificates:

The Engineer may make any correction or modification in any previous payment Certificate, which has been issued by him, and shall have authority, if any work is not being carried out to his satisfaction, to omit or reduce the value of such work in any Payment Certificate.

26. Final Certificates:

Within 28 days after receipt of the Final Statement, and the written discharge, the Engineer shall issue to the employer (with a copy to the Contractor) a Final Certificate stating: a). The amount which, in the opinion of the Engineer, is finally due under the contract, and b). After giving credit to the Employer for all amounts previously paid by the Employer and for all sums to which the Employer is entitled under the Contract.

Based on the certificates, the Employer will process the bills as per the conditions laid down in this contract.

27. Default of Contractor

27.1 If the performance of the contractor is not found satisfactory or if the contractor fails to meet/fulfill any of the terms/conditions/obligations laid down in this tender document as well as the agreement, Contractor shall be served a notice to take corrective action within 7 days. If the contractor fails to rectify or conform (to be decided by the employer), the employer shall be at liberty to terminate the contract without any further notice.

27.2 If the Contractor leaves this Contract during its currency, it will be treated as "Default" by the Contractor and will be terminated immediately. In such event, Performance Security Deposit shall be forfeited in full and Contractor shall be blacklisted by the Employer.

28. Risk Clause

28.1 In the event of termination due to default of Contractor, the employer shall be at liberty to get the work executed through other means at the cost, risk and responsibilities of Contractor and excess expenditure incurred on account of this will be recovered by the Employer from the Contractor's Performance Security Deposit or pending bills or by raising a separate recovery claim.

28.2 Contractor and its staff shall take proper and reasonable precautions to preserve from loss, destructions, waste or misuse the areas of responsibility given to them by the Hospital, and shall not knowingly lend to any person or company any of the effects or assets of the Department, under its control.

28.3 In the event of loss/damage of building, equipments etc. of the employer due to negligence/carelessness of Contractor staff, then the Contractor shall compensate the loss to Employer.

28.4 In the event of termination of the contract, employer shall be at liberty to get balance work done at the risk and cost of the contractor and due payment of the contractor, if any, shall be released after the completion of whole of the works.

29. Termination For Insolvency:

The Employer may at any time terminate the Contract by giving written notice to the Contractor, without compensation to the supplier, if the supplier becomes bankrupt or otherwise insolvent as declared by the competent court provided that such termination will not prejudice or affect any right of action or remedy, which has accrued or will accrue thereafter to the purchaser.

30. TERMS OF PAYMENT

30.1 MAINTENANCE WORKS

For routine maintenance gang employed by contractor, contractor will be paid as per Lumpsum price quoted by contractor for the full gang (see Annexure-I). Contractor will maintain name wise workmen attendance register of regular gang and enclose the copy of it with monthly maintenance bill. Wages of absent workers will be suitably deducted.

For extra labour required in maintenance on casual basis, contractor will be paid on the basis of extra percentage quoted by him over minimum daily statutory wages in Annexure- III. DEITY will have the right to deduct suitable amount from this extra labour, if it feels that labour has been overutilized or misutilized. Contractor will maintain name wise workmen attendance register for extra labour also and enclose the copy of it with monthly maintenance bill.

Payment of materials in maintenance works will be made to contractor on the basis of DSR 2014 rates plus extra percentage quoted by him in Annexure-IV. Those materials not appearing in DSR 2014 will be paid on the basis of cash memo/bills of authorized suppliers. Over the basic rate and VAT/Sales tax mentioned in cash memo/bill, the contractor will be given 10 % extra. This extra percentage will cover cartage, wastage and all other overheads & unforeseen expenses in addition to contractor's profit. DEITY has the right to verify market rates with respect to cash memo/ bills brought by the contractor and can make payment based on the least market price rather than cash memo/bills.

30.2 MINOR WORKS

For additional minor works relating to additions, alterations, renovations in existing works, Contractor will be issued separate work orders time to time. Payment will be made to him for various items of these works on item rate basis as per DSR 2014 item rates after adding the percentage quoted by him in Annexure-V. For items not appearing in DSR 2014, they will be treated extra items and their rates will be decided as sum of the following three factors:

- i) Material rate as per DSR 2014 or cash memo (if rate not available in DSR)
- ii) Labour rate - 30% of (i)
- iii) Overhead & profit (incl. tools & tackles) -15% of (i)+(ii)

In case material is supplied by DEITY, then only labour payment will be made to contractor at the rate of 30% of corresponding DSR item rate. If item is not available in DSR, then the same will be calculated as extra item as per the formula mentioned above. In case of pure labour work, contractor will be paid for the actual labour and the procedure for payment will be same as for extra labour in 'Maintenance Works' mentioned above.

31. For hiring of specialized equipments /machines (not covered in routine tools & tackles mentioned in Annexure II) contractor will be paid hire charges as per cash memos/bill from the hiring agency and will be paid 10% extra over the charges shown in cash memo/bill to cover his overhead and profit. Cash memo/Bill should clearly indicate hourly/daily rate of machine and the

number of hours/days machine has been used. However JD(Bldg.)/DeitY has the right to verify the rates of cash memo/bill from the market and in case of any doubt he can make payments after suitable deductions from the rates of cash memo / bill. Cost of routine tools and tackles will be assumed to be covered in labour rates quoted by the contractor.

32. If a work is got done by the contractor by a specialized agency because of the special nature of work, he will be paid as per the cash memo/ bill of the party plus 10% over it to cover his overheads and profits. However Engineer has the right to verify the rates of cash memo/bill from the market and in case of any doubt he can make payments after suitable deductions from the rates of cash memo / bill.

33. In case JD(Bldg.)/DeitY specifically asks contractor to do some emergency work on Sundays, holidays or beyond scheduled working hours, contractor will be paid the rate of labour wages on prorata basis. In case the Contractor works on his own on holidays & after office hours to complete an earlier given work in stipulated time, contractor will be paid at his usual rates.

34. For very small items of works of irregular and patchy type where measurement is difficult, a lumpsum payment towards materials cost may be paid as certified by JD(Bldg.)/DeitY upto a maximum limit of Rs. 200/- for each item of work.

35. SECURITY DEPOSIT

Earnest money deposited by the contractor will act as security deposit for the entire contract period which will be released to contractor only after successful completion of contract period and clearance of site as certified by JD(Bldg.).

36. Each workman (of regular gang) will have to attend his duty regularly. In case of absence of any worker deduction will be made from the contractor's bill at the rate of daily wages of the worker. If a workman is absent for more than two (2) days, Contractor should immediately make alternative arrangement by bringing additional manpower.

37. Following Holidays will be provided to the Contractor :-

- a) All Sundays ;
- b) 3 National Holidays (26th Jan., 15 th Aug. & 2nd Oct.)
- c) International Labour day(1st May)

The working time will be from 8.30 A.M. To 5.30 P.M. including one hour lunch break.

38. All maintenance complaints should normally be attended within the same day. In case of tedious / tricky complaints, time taken should not exceed 3 days. Complaints having some special problems, which can't be done within 3 days, the complainant should be informed by giving a note indicating the date when the complaint is likely to be completed. In case of complaints / jobs where the occupant has to observe some precautions , he should be duly informed about this in writing after taking approval of JD(Bldg.).

38. All the materials brought by the contractor shall be ISI marked (wherever applicable) and of reputed & approved makes and their makes / brands / colour / finish will be approved by Engineer before providing in the work. A list of suggested makes for some materials can be taken from the concerned JD(Bldg.).

39. Any maintenance or minor work (especially for material supplied by contractor) done will be guaranteed by contractor for a minimum period of 6 months from the date of completion. Any defect arising in the work in guarantee period due to faulty workmanship and faulty materials will be rectified by contractor at his own cost.
40. If any employee or worker of the contractor on the works appears to be negligent in his duties or incompetent or to behave in an improperly manner, such person shall be immediately removed from the works by the contractor on the request of the engineer and suitable replacement will be provided at the earliest.
41. **Labour Safety:** Contractor shall undertake all necessary safety precautions during the execution of work as laid down in relevant I.S codes and CPWD safety manuals. In case of injury to any person, contractor shall always have the arrangement to take him to hospital for treatment at his own cost in addition to first aid box always available at site. Contractor will be fully responsible for any repercussions which may arise as a result of any violation of safety norms on his part.
- All the employees of the contractor will have to be covered under insurance against any personal accident and DeitY will not be liable for payment of any compensation on that account.**
42. Manpower deployed by the contractor at our site for carrying out contracted works is strictly prohibited being associated with any other works on the campus.
43. Contractor will submit necessary documents of their workers to nearby Police Station for Police verification and submit acknowledgement of the same to DeitY.
44. All contractor's workers are compulsorily required to wear Apron/Safety jackets, safety shoes and caps as mentioned in Annexure-II under Safety tools. Contractor must take this into account while filling rates for labour in Annexure-I.

SPECIAL CONDITIONS OF CONTRACT

1. CPWD norms and specifications shall be followed. Wherever, the same are not available, Engineering practice as directed by the Engineer / DeitY shall be followed.
2. The materials shall be got approved prior to its use for ARM from the Engineer In-charge of the DeitY, Delhi. The material shall be in original packing from the manufacturer clearly indicating manufacturing date, expiry date & price etc. Any item found defective should be replaced free of cost to the satisfaction of DeitY authorities.
3. Complaints shall be made in the format prescribed by the DeitY Administration.
4. A complaint register in the format prescribed by the DeitY Administration shall be maintained in the Office of the contractor where all complaints received shall be documented.
5. All Repair and Maintenance related complaints shall be attended within two hour failing which a recovery of **Rs. 500 per event per day** shall be made from the subsequent payment of the contractor.
6. The Sewer man shall ensure that all lines are maintained in a clean condition by carrying out preventive cleaning.
7. As the work will have to be carried out in building and area in use the contractor shall ensure:-
 - a) That the normal functioning of Employer is not effected as far as possible.
 - b) That the work is carried out in an orderly manner without noise and obstruction to flow of traffic.
 - c) That all rubbish etc. is disposed off at the earliest and the place is left clean and orderly at the end of each day's work.
 - d) The Contractor shall ensure that his Repair and Maintenance staff is qualified and licensed for their part of work. He shall be responsible for their conduct. The staff should behave in a courteous manner. The contractor shall be held responsible for any loss or damage to Employees' State Insurance Corporation property.
 - e) The contractor shall ensure safety of his workers and others at site of work and shall be responsible for any consequence arising out of execution of the Repair and Maintenance work.
 - f) When instructed to do so, the contractor shall ensure proper record keeping and storing of irreparable/dismantled material.

8. Water and electricity shall be made available free of cost at nearby source of work. The contractor has to make his own arrangement for use of the same including extending temporarily lines etc. The responsibility to follow relevant rules, regulations and loss in the regard shall be entirely that of the contractor. Any shortcomings, loss or damages due to this regard shall be borne entirely by contractor.
9. Award of contract will be issued after the bidder selected is found to be technically and financially acceptable to DeitY, Delhi.
10. The agreement shall be in force for a period of twelve months. However, it may be extended for further period but not beyond 36 months on the same price/ terms and conditions if services found satisfactory by giving one week's notice in writing to the contractor, if decided upon to do so by DeitY, Delhi
11. The Bid Security/Performance Security deposit of the bidder would be forfeited, in case he refuses to honor the letter of intent/Work Order issued by the DeitY, Delhi for supply of the materials or work.
12. Selected bidder has to execute an agreement in a non-judicial bond paper of value of not less than Rs.100/-(Hundred rupees only) for ARM services, as per the intent of the DeitY, Delhi Cost on this account shall be borne by the bidder.
13. The service clerk & the skilled worker should be facilitated with mobile phone to contact on urgent basis & their numbers should be displayed at various places and forwarded to DeitY Administration.
14. The worker should be issued identity cards after getting due verification. Uniform should be worn by the worker having monogram of the firm.
15. The contractor shall have to attend the local bodies like NDMC, MCD, Police, CPWD, Labour officer and all other government authorities to fulfill all the requirements of the Contract.
16. The workers on duty after 5.30 PM will have to be available at the service center created by the contractor & should have mobile phone. **DeitY may, at any point of time, verify physical presence of workers and in case of absence of any of the workers, Rs. 500/- will be levied as penalty for each instance.**
17. **Contractor will ensure that the payment to the worker is being made in accordance with the minimum wages circulated by the Central Government from time to time and conditions made in this tender document.**
18. The rate of any item not available in the attached BOQ shall be derived from the latest Delhi Schedule of Rates circulated by CPWD by applying the prevailing cost index of the period of execution of the item. However, any item not available in the DSR may be derived from market rate of the period of execution which should be lowest market rate.
19. **The contractor, to whom the work is awarded, will execute the work himself. He will not be allowed to sublet the work to any other agency or sub-contract it.**

20. Water should be tested from a Govt. approved lab on the quarterly basis and report must be submitted to the employer.
21. Contractor's Supervisor (Civil Engineer) should be available at the site to supervise the works and co-ordinate with the Engineer/DeitY officials.
22. All tools & tackles, plants, machineries, equipments and materials to carry out the ARM work at site shall have to be provided by the contractor at his/her own cost.
23. The agency shall have to display on notice board in DeitY, its name along with the Supervisor's name to be contacted with telephone nos. for lodging the complaints.

**Department of Electronics & Information
Technology
ELECTRONICS NIKETAN, 6 CGO COMPLEX
NEW DELHI – 110 003.**

**ANNUAL REPAIR & MAINTENANCE (ARM)
OF CIVIL WORKS**

**TECHNICAL
BID**

TECHNICAL BID

DETAILS OF TENDERER

NAME OF WORK: Annual Repair and Maintenance Services of (Civil) works at Department of Electronics & Information Technology, Electronics Niketan, 6 CGO Complex, Lodhi Road, New Delhi – 110 003.

1 NAME OF TENDERING COMPANY / FIRM / TENDERER:

2 NATURE OF FIRM:

3 NAME OF OWNER / DIRECTORS:

4 FULL PARTICULARS OF OFFICE:

(a) Address:

(b) Telephone No.: _____

(c) Fax No.: _____

(d) E-Mail Address. _____

5 FULL PARTICULARS OF THE BANKERS OF COMPANY / FIRM /.

(a) Name of the Bank:

(b) Address of the Bank:

(c) Telephone No. _____

6 REGISTRATION DETAILS:

(a) PAN / GIR No. _____

(b) Service Tax Registration No. _____

(c) E.P.F. Registration No. _____

(d) E.S.I. Registration No. _____

(e) Labour License No. _____

(f) Details of Registration as Civil Contractor with
CPWD/MES/Railways/BRO _____

(f) Any other registrations/licenses which are mandatory for such agencies stipulated by
Concerned Authorities

7 DETAILS OF EARNEST MONEY DEPOSIT:

(a) Amount (Rs.): _____

(b) D.D. / B.C. No. and Date: _____

(c) Drawn on Bank: _____

(d) Valid up to: _____

8 Total Turn Over of three preceding years

2014-15 _____ 2013-14 _____ 2012-13 _____

9 Total Nos. of Captive Manpower as on the day of filing the tender _____

10 Detail of ISO certificate
11 Detail of Solvency certificate

The above format is to be used to provide requisite details

Date:

Name:

Place:

Seal:

Signature of Tenderer

FORMAT-I
(To be used with Technical Bid)

WORK EXPERIENCE

(Use separate sheet for each work)

(Experience of Annual Repair and Maintenance Services of Civil works completed and ongoing Contracts as per the eligibility criteria)

1.	Project title and Location	
2.	Name of the Client and Address	
3.	Describe area of Participation (Specific Work done/Services rendered by the applicant)	
4.	Period of Work Done/Services rendered for the project	
5.	Total cost of work	
6.	Date of start of the work and the present status	
7.	Any other details	

NOTE:

Supporting documents like work order along with scope of work, satisfactory certificate etc. from the clients in support of each of the above projects to be furnished.

Signature of Contractor

FORMAT-II

(To be submitted with Technical bid)

DETAILS OF THE EXISTING ONGOING CONTRACTS

Sr. No.	Name and Address of the Organization, Name, Designation and Contact Telephone / Fax No. of the Officer concerned	Details of regarding the Contract	Value of Contract (Rs.)	Duration of Contract	
				From	To
				DD/MM/YYYY	DD/MM/YYYY
A					
B					
C					
	Additional information, If any				

The above format may be used to provide requisite details.

Signature of Tenderer

Date:

Name:

Place:

Seal:

(TO BE TYPED ON BIDDER'S LETTER HEAD)

UNDERTAKING

To,

**The Joint Director (Bldg.)
Department of Electronics & Information Technology
Electronics Niketan
6 CGO Complex,
New Delhi – 110 003.**

Subject: Tender for providing of Annual Repair and Maintenance Services of (Civil) works at Department of Electronics & Information Technolog, Electronics Niketan 6 CGO Complex, New Delhi – 110 003.

Sir,

1. I/We hereby agree to abide by all terms and conditions laid down in tender document.
2. This is to certify that I/We before signing this bid have read and fully understood all the terms and conditions and instructions contained therein and undertake myself/ourselves abide by the said terms and conditions.
3. I/We abide by the provisions of Income Tax return/and other statutory provisions like Service tax, TIN number, from time to time.
4. I/We do hereby undertake that execution of work of Annual Repair and Maintenance Services of (Civil) works at **Department of Electronics & Information Technolog, Electronics Niketan 6 CGO Complex, Lodhi Road, New Delhi** shall be ensured by our Agency, as well as any other assignment considered by the **Department of Electronics & Information Technolog, Electronics Niketan, 6 CGO Complex, New Delhi**

(Signature of the Bidder)

Name and Address of the Bidder:

Telephone No:

CHECK LIST OF THE DOCUMENTS TO BE SUBMITTED WITH THE TENDER

Confirm the enclosure of all the below listed documents without which tenderer may not be eligible to participate in the tender.

S. No.	Items	Confirm (Yes/No)
1.	Earnest Money Deposit (EMD)	
2.	Tender form with completely filled Technical bid and Financial bid, with all pages serially numbered, signed and stamped along with supporting documents	
3.	Audited Balance sheet of last three years with details of annual turnover and profit & loss account etc. (2014-15, 2013-14 & 2012-13)	
4.	Income tax returns of last three years. (2014-15, 2013-14 & 2012-13)	
5.	Attested Photo copy of PAN Card	
6.	ESI Registration certificate copy with last three year payment details.	
7.	EPF Registration certificate copy with last three year payment details.	
8.	Service Tax registration certificate with details of the last payment.	
9.	Registration certificate under central labour law authorities. Copy of valid labour license for AMRO Civil Works.	
10.	Documents in support of completed and ongoing contracts along with their values in support of the experience and financial credibility as per the eligibility criteria.	
11.	Undertaking as per part-IX	
12.	Document in support of Civil Contractor Registration with the CPWD/MES/Railways/BRO (Eligibility criteria as per Part II)	
13.	Captive Manpower details in format III of Technical Bid.	
14.	Copy of ISO Certificate	
15.	Copy of Solvency certificate	

Date:

Place:

Signature

Full Name:

Company's Seal:

**Department of Electronics & Information
Technology**

**ANNUAL REPAIR & MAINTENANCE (ARM)
OF CIVIL WORKS**

FINANCIAL BID

ANNEXURE – I

SCHEDULE OF RATES FOR ROUTINE MAINTENANCE GANG

(Total monthly cost for employment of routine maintenance gang).

Pl. see Manpower deployment and Terms of Payment and below mentioned notes carefully before filling your quote

S.N.	Description	Percentage(%)	Amount
1.	Minimum statutory wages (6 no. skilled, 1 no. semiskilled, 4 no. unskilled, 2 no. supervisor (((one mat. & one graduate	N.A.	137072/-.....(A)
2.	P.F.	13.61 % of 'A'(12%+1.61% Admn. charges)	18655.49
3.	E.S.I.	4.75% of 'A'	6510.92
4.	Labour Cess	1% of 'A'	1370.72
5.	Tools & Tackles (incl. Safety tools as listed in Annexure-II)	(Amount per month to be filled by bidder in the next column)	_____ (to be filled by bidder)
6.	Overhead & Profit	(Amount per month to be filled by bidder in the next column	_____ (to be filled by bidder)
7	Total (1+2+3+4+5+6) For one month		_____ (to be filled by bidder)
8.	Total cost for 12 months		

Signature-

Name-

Seal of company-

NOTES :-

1. Bidder is required to fill the amount only at S.N. 5,6 & 7 in the above table. **Service Tax will be paid extra to contractor as per Govt. norms after submission of his documentary evidence of depositing the same to Govt.**

2. If any new labour is inserted in the Routine Maintenance Gang at a later stage, his remuneration will be decided based on the factors mentioned in the above cost break up proportionately.

3. If contractor wishes to give any more payment to a labourer beyond min.wages, he should take this into account in his overhead & profit component.

4. Routine tools & tackles associated with each category of labour for which contractor has to fill the rates above are mentioned in Annexure II .These rates will also cover minor fixing accessories (if not in large quantities) such as nails, screws, nuts, bolts, washers, wooden gittis, plastic rawl plugs, routine adhesives (gum, fevicol, M-Seal), yarn (suta), white lead (Safeda), Binding wire (16gauge), sand paper, Dhotis, lubricating oil for moving parts, jute rope (sutli) etc.

For specialized equipment / machines, Contractor will be paid hire charges as mentioned in 'Terms of Payment'.

For any lapse in keeping proper tools & tackles as listed in Annexure-II, suitable deduction can be done in payment of labour wages as deemed fit by JD(Bldg.).

5. Labour for which payment will be made to Contractor will mean only the labour directly associated with a particular work. Labour associated with procurement of material from market and its loading , unloading, handling and storing at site should be covered automatically in material part.

6. Percentage factors for E.P.F, ESI , Labour Cess as written in the above table are prevailing at present. If any change is made in these by Government, the same will be applicable for payment to Contractor.

7. The monthly wages to be paid to the personnel shall never be less than the minimum wages decided by the labour department of Govt. of Delhi from time to time in addition to benefits like EPF/ESI calculated on total monthly wages (not on any part of wage). In case of revision in wage by Labour Department of Govt. of Delhi from time to time, the difference shall be paid on submission of paid wage sheet.

8. The contractor will disburse the monthly wages to his persons on or before 7th of each month. However, DeitY reserves the right to make payment of wages to contractor's persons directly in the event of receipt of any complaint from his person(s) regarding delayed payment or non-payment of wages and recover the amount so paid along with 10% overheads from the contractor's bill. Delay in making monthly wages to his staff working at DEITY will be considered as disqualification on contractor's part and this will lead to termination of the contract. In such a case, DeitY's decision will be final.

9. EPF and ESI numbers of manpower deployed at site by contractor should be furnished to DeitY along with the documentary evidence. EPF statement of all the manpower deployed by the contractor should be submitted to DeitY periodically or as and when asked for. Original ESI cards of employees should be shown to DeitY for verification and photocopies of the same to be submitted. On the expiry of contract, contractor has to submit the clearance certificate from all the manpower deployed by him indicating no dues towards wages, EPF settlement etc., Contractor has to sign the EPF settlement papers for the people who leave the organization while working at DeitY and also after completion of the contract in our presence in case of a complaint or a dispute between contractor and his workmen.

Annexure-II

(A) List of routine Tools & Tackles required to be kept by Workmen:

1. **Labour / Helper** - Pickaxe (Gainti), Kassi, Spade, Crow bar, Rammer, Basket.
2. **Mason** - Trowel, Try Square, Straight edge, Plumb bob, String (Nylon rope), Brick Hammer, Floats, Tamping rod, Hand Grinding Machine
3. **Carpenter** - Drilling Machine (Ordinary as well as hammer drilling), Planer, Saw, Screw Driver, Hammer, Chisels, Auger, Try Square, Scribing Knife, Marking Gauge and Marking Point, Piler, Glass cutting knife.
4. **Plumber & Fitter / Welder** - Pipe wrench, Pipe cutter, Pipe vice, Pipe die stock, Files, Plier bench vice, Caulking tools, Hacksaw, Screw driver, Spanners, Chisels, Hammers, Grinding machine, Welding machine, Eye shield, Pressure Pump (to open blockage in water pipes)
5. **Painter** - Brushes, Roller
6. **Sewer man** - Pusher rod, Brushes for cleaning, iron rod, Gumboots, Handgloves
7. **Sweeper** - Broom sticks, Brooms (both soft & hard), Basket or Bucket for dust & waste collection, cleaning material (Acid, Vim, Soap, Scrubber etc.)
8. **General Tools**
Ladder, Gauge measure, Measuring Tapes (3 M, 15 M, 30 M), Measuring Box (40cm x 35cm x 25cm), Steel rule, Wooden Ballis & Planks, Scaffolding Steel pipes, Shuttering plates, Rubber pipes, Water level & Water level pipe, Spirit level, Grinding stone, Rickshaw / Trolley for moving materials at site. Shuttering and scaffolding materials, Jhoola(for working at heights),Cutter Machine (for cutting metal,wood,concrete & other flooring upto 2" thickness)

(B) List of General Safety tools (With minimum Qty) required to be kept by Contractor on site:

First aid Box	-	1 Nos.
Safety belt with rope	-	4 Nos.
Protective Goggles	-	2 Nos.
Face Mask	-	1 Nos.
Handgloves	-	5 Nos
Helmets	-	3 Nos
Safety shoes (With socks)	-	13 Nos (For Each Worker)
Safety Jacket/Apron	-	13 nos (For Each Worker)
Caps/hats(for summer)	-	13 nos (For Each Worker)

Note: The tools & tackles mentioned above are only indicative. Contractor will bring more tools & tackles as required.

Annexure-III

SCHEDULE OF RATES FOR EXTRA LABOUR

(Please read terms of payment (item no. 3 of Table of contents) carefully before quoting)

S.NO.	DESCRIPTION OF ITEM	Approx. cost(Annual)	%(to be filled by bidder)
1.	Extra % over the prevailing daily minimum wages for additional manpower	3 lakh	

Note:-Extra % quoted by Contractor should include all the factors over and above Minimum wages (e.g. transport of labour, all types of taxes, Contractor's overhead & profit etc.). Nothing over and above this percentage will be paid to Contractor.

Signature-

Name-

Seal of company-

Annexure – IV

SCHEDULE OF RATES FOR MATERIALS IN MAINTENANCE WORKS

(Please read terms of payment (item no. 3 of Table of contents) carefully before quoting)

S.N.	Work Description	Approx. cost of Materials(annual)	%(to be filled by bidder)
1.	Extra % over DSR 2014 material rates	12 lakhs	

Note:- Extra % quoted by Contractor should include all the factors over and above DSR rates (e.g. Cartage, Wastage, Excise, all types of taxes, Contractor's overhead & profit etc.). Nothing over and above this percentage will be paid to Contractor.

Signature-

Name-

Seal of company-

Annexure V

SCHEDULE OF RATES FOR MINOR WORKS

(Please read terms of payment (item no. 3 of Table of contents) carefully before quoting)

S.N.	Item Description	Approx. cost	% (to be filled by the bidder)
1.	Extra % over DSR 2014 item rates	16 lakhs	

Note:- Extra % quoted by Contractor should include all the factors over and above DSR rates (e.g. Cartage, Wastage, Excise, all types of taxes incl. VAT & Service Tax, Contractor's overhead & profit etc.). Nothing over and above this percentage will be paid to Contractor.

Signature-

Name-

Seal of company-

Annexure- VI
SCHEDULE OF RATES FOR ANNUAL PREVENTIVE MAINTENANCE WORKS

S. No	Item Description	Unit	Qty. (A)	Rate (B)	Frequency of work in a year (C)	Period of execution	Yearly amount (A)x(B)x(C)
1	Painting with enamel paint of pipe structure of various car/scooter parkings in DEITY(1 and more coats) (surface area of all the pipes to be measured for payment)	sq.m	450		1	January	
2	Painting of road speed breakers with road marking paint (1 & more coats)	sq.m	50		1	October	
3	Painting of road marking paint lines in parking areas (3" wide) with road marking paint (1 and more coats)	r.m.	3000		1	February	
4	Painting of steel road signboards with enamel paint (1 & more coats)	Sq.m	22		1	September	
5	Painting letters of road signboards with enamel paint (1 and more coats) letters of size 2-4 inch size	No. of letters	2300		1	September	
6	Painting of Kerb stones with 1 and more coats of enamel paint with alternate black and white colour (Average size of kerb stone – 6" wide and 8" height from road).	r.m.	1700		1	November	
7.	Whitewash with lime in basement/car parking area including colours and repairing of cement mortars	Sqm.	24000		1	February	
8	Painting of Pipe/steel structure/gates in DEITY Campus with 1 and more coats of enamel paint.(Actual surface area to be measured)	sqm	150		1	September	

S. No.	Item Description	Unit	Qty. (A)	Rate (B)	Frequency of work in a year (C)	Period of execution	Yearly amount (A)x(B)x
9	Cleaning of storm water drains in the entire campus after opening their covers including disposal of malba outside the campus including manholes. (Average width of drain -2' Average depth of drain-2.5')	r.m	1200		1	June	
10	Cleaning of sewage drain in the entire campus (with arrangement of automatic suction pump) incl.disposal of sewage and sullage mixed water outside the campus including manholes. (Average depth of drain = 2'-4')	r.m.	1200		1	June	
11	Cleaning of overhead water tanks twice in a year of size 3 mtr. X 1.5 mtr. X 1.5 mtr. covers including disposal of malba outside the campus.	No.	8		1	March	
12	Cleaning of overhead tank twice in a year (size 4 mtr. by 5 mtr. X 1.5 mtr.) covers including disposal of malba outside the campus.	Nos.	4		1	March	
13.	Cleaning of two underground tank of size 10 mtr. By 5 mtr. X 2 mtr.. -2 nos. 4 mtr. By 6 mtr. X 2 mtr. - nos. covers including disposal of malba outside the campus.	Job	1		1	March	
14.	Painting of DEITY boundary wall grills by enamel paint with 1 and more coats to give an even finish (Flat elevational area on one side) covers including disposal of malba outside the campus.	Sq.m.	3000		1	May	

S.No	Item Description	Unit	Qty. (A)	Rate (B)	Frequency of work in a year (C)	Period of execution	Yearly amount (A)x(B)x(C)
15	Polishing/painting on door plastic emulsion paint on wall enamel paint on false ceiling in toilet block areas. Bidder may inspect the toilet block area before quoting the rate after repairing and rectifying the seepage in the lobby and toilet block areas covers including disposal of malba outside the campus.	Nos.	40 blocks		1	May	
16.	Painting/whitewash of the staircase from basement to terrace after repairing with plastic emulsion paint including repairing of the surface where necessary and surface may be leveled – 8 nos. The bidder may inspect before quoting the rate.	Sqm.	3000		1	December	
17.	Painting with Oil bound distemper in the Fire Escape route area after repairing and necessary leveling the surface. – 4 nos. from ground to fourth terrace	Sqm.	1000		1	April	
18.	Whitewash/painting at the terrace area with the weather coat snowcem with cement and water proofing paint on the parapit/windows sunshade/window jams exposed to the outside of the building after necessary repair leveling etc. wherever necessary	Sqm.	2500		1	November	
19.	Whitewash and painting of pumphouse and surrounding area	Sqm.	1500		1	May	

Total =

NOTES : 1) Painting works mentioned above will include cleaning of the surface thoroughly before painting and removing the rust and putting primer whenever rust is found at no extra cost.

2) Contractor can also visit the site personally before quoting the rates to get a better idea of the works involved.

3) Rates to be filled in the above table are item rates and should include all the factors(Labour, Material, tools, Machines, material transport & carriage by vehicles, fuel etc.) including all taxes (VAT, Service Tax etc.) and duties if any. Nothing over and above these rates will be paid to contractor

Signature-

Name-

Seal of company-

ABSTRACT

Approximate estimate

Part	Description	Amount (Rs. in lakhs)
Annex.I Annex.III	Abstract of cost of routine Maintenance Staff/gang Abstract cost for extra labour	
Annexure IV Annex.V	Abstract cost for materials and maintenance works. Abstract cost for minor works	
Annex.VI	Abstract cost for annual maintenance preventive works.	
	Grand Total of Annex. I, III, IV, V & VI	

(Rupees _____)

-

_____ only)

Date:

Place:

**Signature of
Bidder**

Full Name:

Seal