

**Institute for Defence Studies and Analyses
No. 1 Development Enclave, New Delhi-110010**

No. IDSA/A/957/18

Dated: 22 Oct 2018

To,

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SUBJECT: QUOTATION FOR RENOVATION WORK AT KITCHEN (CANTEEN AREA)

Dear Sir(s),

Quotations are invited for the work as per description given at Annexure-A. Terms & Conditions of the order shall be as follows: -

1. Time Schedule

The work shall be completed within 20 days from the date of award of work. A sum of Rs 500 per day will be charged for delay in completion of work. Estate Manager's, decision in this regard shall be final and binding.

2. Execution of Work

The work shall be executed in best workman like manner, to the entire satisfaction of the Estate Manager.

3. Unit Price

Unit rates quoted for the work shall be deemed to include for all material , labour, tools and accessories, as required for proper execution of work complete in all respects. Any missing minor details which are not spelt out in the description of items but are required for proper completion of work shall be deemed to have been taken into account in the quoted rates. The rates shall also include for transportation including price escalations, contractor's overheads and profits except GST if any. Nothing extra shall be admissible on any such account.

4. Approval of Material and Workmanship

The materials which stand rejected shall be removed from the site forthwith and replaced with approved materials at no extra cost.

5. Defect Liability

The work completed shall have defect liability period of 6 months from the certified date of completion. The contractor shall re-do the work, wherein defects have developed during this period under the direction of the Estate Manager, at no extra cost.

6. Delivery of Materials/Items and Completion

Inspection of the finished work will be carried out by the representative of IDSA. On completion, items/materials supplied shall be delivered to the Unit/Users as indicated at Annexure 'A'. These shall be accompanied with delivery challans, if required indicating description of items/materials, their sizes and quantity. Delivery challans shall be got signed by the user's/Unit's representative(s) in token of having received the item/material and submitted to Estate Manager, along with claims for payments/bills by the suppliers/agencies. The work shall be completed to the entire satisfaction of the Estate Manager. On completion of the work, the contractor shall inform the Estate Manager in writing with the date of physical completion of work for final approval for issue of completion certificate.

7. Submission of quotation

Annexure 'A' to the quotation duly quoted and signed on all pages along with this letter in token of the acceptance of terms and conditions mentioned herein-before, should be submitted in sealed covers duly marked "quotation for Renovation work at Kitchen (Canteen Area)" addressed to Estate Manager, IDSA, so as to reach on or before 1500 hrs on **12th Nov 2018**. Late quotation received after the last date shall not be entertained.

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

9. **Payment Terms: Payment will be made on actual work basis & 100%** payment will be released after completion of work and Security deposit will be released on completion of defect liability period.

10. **Security Money/Performance Security** – The successful bidder shall furnish Performance Security in the form of DD /pay Order/BG/FDR favoring IDSA, Payable at New Delhi, an amount in INR equal to 10% of Bid amount.

11. Eligibility:

- (i) Bidder should have satisfactorily completed **one similar works** in Central Autonomous Body/Central PSU/ Central Undertaking Body/ /Educational Institute). Works value is not less than 3 lakhs.
- (ii) Firm should produce completion certificate of such works or organization /Autonomous body or should have undertaken in field of aforesaid work.

12. Standard force majeure conditions shall apply.

13. No additional payment will be made for minor civil works which are required to be done during painting like filling of putty, repair of walls (minor etc). This should be deemed as apart of painting work.

14. Contractors are advised to inspect the site physically and calculate the volume of work and requirement of work itself. IDSA will hold no responsibility for wrong calculation or not understanding the work, before quoting the amount for said work.

Additional Conditions

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

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

Please acknowledge.

Yours sincerely,

(Hemant Kumar)
Estate Manager

22/10/18

Form of Quotation

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

To,

IDSA

No 1, Development Enclave

Rao Tularam Marg, New Delhi-110010.

Sir,

Name of work : Renovation work at Kitchen (Canteen Area)

1. Having visited the site condition and examined the conditions of contract, specifications and schedule of quantities for the above named work, we offer to undertake and complete the whole of subject work in conformity with the said conditions of the contract and schedule of quantities of this quotation.
2. We undertake to complete and deliver the whole of the work comprised in the contract within the time limit.
3. We have independently considered the amount of liquidated damages shown in the appendix hereto and agree that it represents a fair estimates of loss likely to be suffered by you in the event of the works not being completed properly.
4. Unless and until a formal agreement is prepared and executed, this quotation together with your written acceptance thereof shall constitute a binding contract between us.
5. We understand that if our quotation is accepted, we are to be jointly and severally responsible for the due performance of the contract.

Dated Day of

Signature.....In the capacity of

Duly authorized to sign for and on behalf of.....

Name and address of the tenderer.

(IN BLOCK CAPITALS)

Sub : FINANCIAL BID - RENOVATION WORK AT KITCHEN (CANTEEN AREA)"

| Sl. No. | Description of works/Items | Unit | Qty | Rate (Rs) | Amount (Rs) |
|---------|--|------|-------|-----------|-------------|
| 1 | Dismantling tile work in floors and roofs laid in cement mortar including stacking material within 50 metres lead. | Sqm | 30.00 | | |
| 2 | Providing and fixing 1st quality ceramic glazed of size 300x300 mm size wall tiles thickness not below 8 mm conforming to IS: 15622, of approved make of Somany, Kajaria or Nitco, in all colours, shades except burgundy, bottle green, black of any size as approved by Engineer-in-Charge, in skirting, risers of steps and dados, over 12 mm thick bed of cement mortar 1:3 (1 cement : 3 coarse sand) and jointing with grey cement slurry @ 3.3kg per sqm, including pointing in white cement mixed with pigment of matching shade complete. | Sqm | 30.00 | | |
| 3 | Providing and fixing black flamed finish Granite stone flooring in required design and patterns, in linear as well as curvilinear portions of the building all complete as per the drawings with 18 mm thick stone slab over 20 mm average thick base of cement cement mortar 1:4 laid and jointed with cement slurry and pointing with white cement slurry admixed with pigment of matching shade including rubbing, curing and polishing etc.all complete as specified and as directed by the Engineer -in-Charge. | Sqm | 2.87 | | |

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|--------------------------------|--|-----|--------|--|--|
| 4 | Providing and applying white cement based putty of average thickness 1 mm, of approved brand and manufacturer, over the plastered wall surface to prepare the surface even and smooth complete. | Sqm | 80.00 | | |
| 5 | Distempering with two or more coats 1st quality acrylic distemper, having VOC (Volatile Organic Compound) content less than 50 grams/ litre, of approved brand (JK,Birla) and manufacture, including applying additional coats wherever required, to achieve even shade and colour. | Sqm | 200.00 | | |
| 6 | Dismantling of loose plaster and applying Dr fixit URP with cement in the ratio of 1:1 and then repair the surface and applying two coat of URP with cement in the ratio of 1:2 for damp and seepage area. | Sqm | 60.00 | | |
| Total | | | | | |
| Total amount in words:- | | | | | |

Signature of Bidder with stamp

Note:- 1.If any discrepancy in amount is noticed in figure and words, higher of the two would be considered.
2.Rates should be exclusive of GST.