



MANOHAR PARRIKAR INSTITUTE FOR  
DEFENCE STUDIES AND ANALYSES  
मनोहर पर्रिकर रक्षा अध्ययन एवं विश्लेषण संस्थान

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

Ph. No., 26717983 Ext:305/312

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MP-IDSA/EM/BM/GLASS FILM/2003

Date: Sep 2023

**ONLINE E-TENDER FOR SUPPLY AND INSTALLATION OF SUN CONTROL WINDOW FILM AT MP-IDSA**

Online bids are invited under single bid system from bonafide and experienced Firm/ Contractor for “supply and installation of sun control window film” at MP-IDSA premises located at No. 1 Development Enclave, Rao Tula Ram Marg, Delhi Cantt, New Delhi - 110 010 as per details given in formats.

Detailed Tender Documents are available on line from the date of tender publication at <https://www.mstcecommerce.com>, [www.idsa.in](http://www.idsa.in) and <https://www.eprocure.gov.in/epublish/app>. The interested bidders are advised to register themselves with e-procurement Portal at - <https://www.mstcecommerce.com>, latest by **10 Oct 2023** by 1500 hrs also hard copies of the relevant documents to be submitted along with (1) Demand Draft for Rs. **10000/- (Rupees Ten thousand only)** in favour of “**MP-IDSA**” payable at **New Delhi** as Earnest Money Deposit and (2) all documents signed and stamped, which shall be submitted in sealed cover addressed to the **Assistant Director, MP-Institute for Defence Studies and Analyses**, may be sent at the Institute’s address mentioned above either by Speed Post / By hand delivery at Tender Box kept at the reception office, should reach on or before **1500 hrs, 10 Oct 2023** duly mentioning on top right hand corner of the sealed envelope “**EMD and any other supporting documents for “supply and installation of sun control window film”**”.

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

**The bids shall only be opened online** in presence of the bidders or their authorized representative, not more than one person, may be present at the time of opening of the bids, if they desire. **All quotation should be submitted on the MSTC e-portal.**

MP-IDSA reserves the right to accept or reject any or all quotations including the lowest bidder without assigning any reason at its sole discretion and the decision of the MP-IDSA will be final and binding to all concerned.

**Critical Dates of Tender:**

(i) Publish Date & Time	18/09/2023, 11:00 hrs
(ii) Document Download Start Date & Time	18/09/2023, 11:30 hrs
(iii) Bid Submission Start Date & Time	18/09/2023, 12:00 hrs
(iv) Bid Submission End Date & Time	10/10/2023, 15:00 hrs
(v) Offline submission, EMD, and other supporting documents	10/10/2023, 15:00 hrs
(vi) Bid Opening Date & Time	10/10/2023, 15:30 hrs
(vii) Cost of Tender	Free of cost

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

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

**Col. Rajeev Agarwal (Retd.)  
Assistant Director (Admin)**



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supply and installation of sun control window film

**MEMORANDUM OF WORK IN BRIEF**

1	<b>Name of work</b>	supply and installation of sun control window film
2.	Cost of Document	Free of Cost
3	Estimated Cost	Rs.5.2/-Lakhs including GST
4	Earnest Money	Rs.10,000/-
5.	Validity period	90 days
6.	Publish Date & Time	18.09.2023 by 1100 hrs
7.	Submission Start Date & Time	18.09.2023 by 1130 hrs
8.	Site visit	18.09.2023 on all working day between 1030 hrs to 1530 hrs till submission end date.
9.	Tender Submission End Date	10.10.2023 by 1500 hrs.
10.	Tender Opening Date	10.10.2023 by 1530 hrs.
11.	Mode of Sending	EMD and relevant documents of In sealed cover by Speed post/Hand Delivery in the tender box kept at reception.

**Col. Rajeev Agarwal (Retd.)  
Assistant Director (Admin)**

**Signature of bidder**

**Name :**

**Company seal**

**Date**

**Process of E-tender:**

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

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

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

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

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

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

**Bidding in e-tender:-**

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

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

**c) System Requirement:**

i) Windows 7 Operating System and above

ii) Internet Explorer (IE-7)and above Internet browser.

iii) Signing type digital signature

iv) Java Runtime Environment 8 update 191(windows X86 offline) and above software to be downloaded and installed in the system.

To enable ALL active X controls and disables "use pop up blocker" under Tools Internet Options→ custom level

## **SUBJECT: SUPPLY AND INSTALLATION OF SUN CONTROL WINDOW FILM**

Online bids are invited for the work as mentioned above and scope of work and terms & Conditions of the order shall be as follows: -

1. **Time Schedule:** The work shall be completed within 60 days from the date of award. It shall be 0.5% per week of delay limited to 10% of accepted tender cost. This shall be calculated on per day basis for each day of delay. MP-IDSA, 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 Institute.

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

4. **Approval of Material and Workmanship:** The materials which stand rejected shall be removed from the site forthwith and replaced with approved materials at no extra cost.

5. **Defect Liability:** The work completed shall have defect liability period of 24 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 cell, at no extra cost.

6 **Completion Of Work:** On completion of the work, the contractor shall inform the Estate cell in writing with the date of physical completion of work for final approval for issue of completion certificate. Inspection of the finished work will be carried out by the representative of MP-IDSA.

7. No material will be issued by the department. All materials for the work as per scope of work if required will be procured/arranged by the contractor at his own cost.

8. **Submission of Bid:** Bid shall be uploaded on MSTC e-portal and Annexure I to the tender 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 uploaded on portal and submitted in sealed covers duly marked "Tender for "supply and installation of sun control window film" addressed to Assistant Director, MP-IDSA, so as to reach on or before 1500 hrs on **10 Oct 2023**.

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

10. **Earnest Money Deposit:** Bidders shall deposit Earnest Money Deposit (EMD) along with their bids. While submitting the bid, the vendor shall deposit Earnest Money of **Rs. 10000/-** by demand draft “**MP-IDSA**” payable at **New Delhi**. No other mode of remittance shall be accepted. EMD is to remain valid for a period of 90 days beyond the final bid is accepted. EMD of the unsuccessful bidders will be returned to them at the earliest latest on or before the 30th day after the award of the work. The EMD of the successful bidder would be returned, without any interest whatsoever, after the receipt of Performance Security from them as called for in the contract. EMD is not required to be deposited by those Bidders who are registered MSME, etc. The EMD will be forfeited if the bidder withdraws or amends, impairs or derogates from the tender in any respect within the validity period of their tender. The bidders found without EMD are liable for outright rejection.

11. **Security Deposit:** After deduction of 10% of contract value, which shall be kept as performance security deposit to cover the defects liability for a period of two years from the date of completion which shall be returned back on completion of defects liability period. During this period, If any defect is found the same shall be got rectified immediately by the contractor. No extra payment will be made.

12. **Payment Terms:** Payment will be made on actual measurement basis & 100% payment will be released after satisfactory completion of work. All statutory deductions like TDS, GST as applicable rules shall be made from the due payment of the bidder. No payment shall be made in advance nor will any loan from any bank or financial institution be recommended on the basis of the order of award of work.

13. **Scope of work** – The scope of work for supply and installation of sun control window film is tabulate below:-

Sno	Description	Unit	Area
(a)	Supply and installation of Sun Control film for window at Office building B wing & Guest House flats window. <b>Sun Control Film performance must match with parameters and same shall be tested on completion of installation i.e Transmittance (TR-49%), Reflectance exterior/interior (26/24 %), IR rejection 780 to 2500 nm 82% , UV Blocked @ 300 to 380 nm - &gt;99%, Total Solar energy rejected -56%, fade reduction factor-55% and warranty of sun control film of 5 years from date of installation.</b>	SQM	200

Note:-

- (i) All fitting must be covered while performing work.
- (ii) Contractor needs to show the materials before start the work to representative of MP-IDSA.
- (iii) Contractor is expected to train his labour to carry out the work in peaceful manner without any disturbance to residents.
- (iv) The contractor has to make arrangements for cleaning the work site every day and on completion of the work from the work area at his cost.
- (v) The contractor shall be paid on the basis of the actual quantity of completed work as per the scope of work.

#### 14. Eligibility Criteria: -

- (i) Average Annual financial turnover during the last 3 years, ending 31st March of the previous financial year, should be at least Rs. 15 Lakhs per annum.
- ii) Experience of having successfully completed similar works during last 3 years ending last day of month previous financial year 2022-23 to the one in which applications are invited should be either of the following: -
  - a. Three similar completed works costing not less than the amount equal to 40% of the estimated cost.  
or
  - b. Two similar completed works costing not less than the amount equal to 75% of the estimated cost.  
or
  - c. One similar completed work costing not less than the amount equal to 100% of the estimated cost.
- (iii) For MSME registered bidder: Declaration of Udyog Aadhaar Memorandum (UAM) number by the MSME vendors on GeM portal should be made. The MSE bidders who fail to submit UAM number will not be able to avail the benefits available to MSEs as contained in Public Procurement Policy for MSEs.
- (iv) MSME bidders under relevant category need not to deposit EMD.

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

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

Sno	Parameter	Page No.	Document attached (Yes/NO)
(a)	Work order		
(b)	Completion certificate		
(c)	ITR last 3 years		
(d)	PAN		
(e)	EMD		
(f)	Annual turnover last 3 years		
(g)	Firm GST registration number have valid HSN code w.r.t the similar nature of work		

16. **Code of Integrity:** All the bidders shall have to observe the highest standard of ethics and should not indulge in any of the prohibited practices, either directly or indirectly, at any stage during the procurement processes or during execution of resultant contracts. No official of a procuring entity or a bidder shall act in contravention of the codes which includes making offer, solicitation or acceptance of bribe, reward or gift or any material benefit, either directly or indirectly, in exchange for an unfair advantage in the procurement process. The bidders shall have to avoid the following prohibited practices such as (i) Corrupt practice, (ii) Fraudulent practice, (iii) Anti-competitive practice, (iv) Coercive practice, (v) Conflict of interest and (vi) Obstructive practice.

17. **Evaluation & Award of work:** The bids will be evaluated as per the Eligibility criteria given at Clause 14 & 15 above. The bids which are found to be fulfilling the eligibility criteria shall only be considered for opening of Price-Bids. MP-IDSA may seek clarifications in the bids from the bidders during the evaluation process. The work will be awarded to the lowest responsive (L-1), evaluated bidder and Work- order will be issued to the firm. MP-IDSA may like to visit the similar completed works of the successful bidder before considering their bid/ award of work. Substantially responsive financial bids will be checked for any arithmetic errors. Arithmetic errors are to be rectified on the basis of the standard procedure as follows: -

- a) If there is a difference between the amount of rate in figure and in words of an item, and the total amount is worked out, then the rate which corresponds to the amount worked by the bidder shall be taken as correct.

b) If the bidder has not worked out the amount of an item, or the same does not correspond with the rates written either in figures or in words, then the rate quoted by him in words shall be taken as correct.

c) If the rate quoted by the bidder in figures and in words tallies, but the amount is not worked out correctly, the rate quoted by the contractor shall be taken as correct and not the amount.

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

- i) The work shall be completed within 60 days from the date of receipt of work order from MP-IDSA.
- ii) Due to an event, not attributable to the contractor, causing delay, occurs or a variation order is issued, which makes it impossible to complete the work by scheduled completion date, MP-IDSA may consider extending the completion date on the specific request of the contractor.

19. **Dispute Resolution.**

(a) Any dispute and or difference arising out of or relating to this contract will be resolved through joint discussion of the authorities' representatives of the concerned parties. However, if the disputes are not resolved by joint discussions, then the matter will be referred for adjudication to a sole Arbitrator appointed by the Principal Secretary / Secretary (of the Administrative Department), Government of NCT of Delhi.

(b) The award of the sole Arbitrator shall be final and binding on all the parties. The arbitration proceeding's shall be governed by Indian Arbitration and Conciliation Act 1996 as amended from time to time.

(c) The cost of Arbitration shall be borne by the respective parties in equal proportions. During the pendency of the arbitration proceeding and currency of contract, neither party shall be entitled to suspend the work/service to which the dispute relates on account of the arbitration and payment to the contractor shall continue to be made in terms of the contract. Arbitration proceedings will be held at Delhi/New Delhi only.

### **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 MP-IDSA campus due to security or any other reason(s). No Claim shall be entertained on this account.
- (D) The contractor shall personally responsible for violation of any guidelines and shall have to pay the fine /penalty imposed by appropriate authority. No claim on this account shall be entertained.
- (E) TDS & GST 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, MP-IDSA reserves the right to accept or reject the lowest or any offer or all offers without assigning any reasons thereto.*

Please acknowledge.

Yours sincerely,

**Col. Rajeev Agarwal (Retd.)  
Assistant Director (Admin)**

**Form of Tender**

**To,**

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

**Sir,**

**Name of work:** supply and installation of sun control window film

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 document hereto and agree that it represents fair estimates of loss likely to be suffered by you in the event of the works not being completed properly.
4. Unless and until a formal agreement is prepared and executed, this quotation together with your written acceptance thereof shall constitute a binding contract between us.
5. We understand that if our bid 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)

Financial Bid –

**SUPPLY AND INSTALLATION OF SUN CONTROL WINDOW FILM**

To be filled properly, reasonably and upload on MSTC e-portal. The rates should be filled in prescribed format inclusive of GST.

Sno	Description	Unit	Area (A)	Rate (Rs) (B)	Amount (Rs) (A)X (B)
(a)	Supply and installation of Sun Control film for window at Office building B wing & Guest House flats window. <b>Sun Control Film performance must match with parameters and same shall be tested on completion of installation i.e Transmittance (TR-49%),Reflectance exterior/interior (26/24 %),IR rejection 780 to 2500 nm 82% ,UV Blocked @ 300 to 380 nm - &gt;99%,Total Solar energy rejected -56%,fade reduction factor-55% and warranty of sun control film of 5 years from date of installation.</b>	SQM	200		
Grand Total					

Total amount in words: \_\_\_\_\_

Signature of Bidder with stamp

Note: -

1. **The amount quoted should be inclusive of GST.** Conditional Tenders will be rejected.
2. No Wastage shall be considered for measurement. The contractor shall include cost of supply & transportation of materials, labour, tools, etc. to the site.
3. If any discrepancy found in quoting the financial bid in words and figures, the higher quoted amount will be considered.
4. GST & TDS will be deducted as per rules from the quoted amount and may be catered for while quoting the rates.