

Tender Document for AMC for 'Day to Day Maintenance and operation of E&M Installation, Water Supply and Miscellaneous Building Maintenance work'

(Two Bid System)

MEMORANDUM OF WORK IN BRIEF

| | | |
|-----------|--|---|
| 1 | Name of work | Maintenance & day to operation of Electrical & Mechanical Installations , Water Supply & Misc. Building maintenance work , fittings, fixtures in Residential, Institutional and Utility area. |
| 2. | Earnest Money | Rs 50,000/- |
| 3. | Validity period | 90 days |
| 4. | Security Deposit | 10 % of Annual contract value |
| 5. | Period of Contract | One year |
| 6. | Last date of Submission of Tender | On or before 31.05.2017-1500 Hrs |
| 7 | Cost of Tender document | Free of cost |
| 8. | Mode of Sending | a. In sealed cover by Speed post/Hand Delivery. b. Tender sent by ordinary post will be rejected out rightly |
| 9. | Description essential to be made on sealed cover | 1. Name of work and Tender No, name of Bidder. 2. Last date of receiving Tender by IDSA. |

Signature of bidder

Name :

Hemant kumar

Estate Manager, IDSA

Company seal

Date:

Institute for Defence Studies and Analyses
No. 1, Development Enclave, Rao Tula Ram Marg, New Delhi-110010

TENDER DOCUMENT FOR MAINTENANCE & Day to day operation and of E&M Installations, Water Supply & Misc. Building maintenance work .

LAST DATE OF SUBMISSION: 31st May , 2017 UP TO 1500 HRS

Tender No.IDSA /A.M.C./0118 / 2017

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Subject: maintenance and Day to day operation of E&M Installations, Water Supply & Misc. building maintenance work .

Dear Sir(s),

Sealed Tenders in two bid system i.e., Technical along with EMD, financial separate, are hereby invited for the work of “ Annual Maintenance Contract (AMC) for day to day operation and maintenance of E&M Installation, Water supply and Misc. building maintenance work in IDSA. .Detail of work as per scope/specifications of works given in Appendix-‘A’ enclosed. Conditions of the order shall be as follows:

I. Tenderers are advised to go through this tender document carefully as well as visit the Institute’s premises at No.1 Development Enclave, Rao

Tula Ram Marg, New Delhi 110010 and acquaint themselves both the site condition and present conditions of building and fittings etc. before submission of tender.

II. The duly filled and sealed tender documents including complete set of supporting documents in two separate envelopes as indicated below, shall be submitted to the Estate Manager at the address indicated above.

Envelope 1

Complete set of Tender document part I as issued, duly filled and signed by the tenderer on all pages (Including Annexures) along with all supporting documents, etc. and earnest money deposit of Rs 50,000/- in form of demand draft in favor of IDSA, Payable at New Delhi. EMD will not bear any interest. Cheques in lieu of DD will not be accepted.

Envelope 2

1. The Complete set of Tender document part II (price bid-Annexure III) duly signed by the tenders.
2. The offer shall be valid for a period of 90 days from the last date for submission of tender.

General Conditions of Tender

1. Scope of work

Maintenance and day to day operation of E&M Installation, Water Supply & misc. building maintenance work as per appendix A and all as per direction of Engineering In charge /Estate manager.

2. Deployment of Staff

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

| | |
|-------------------------------------|----------|
| Supervisor /Sr. Technician -Skilled | - 01 No. |
| Pump Operator-Semi skilled | -02 Nos. |
| Electrician –Semi skilled | -03 Nos. |
| Carpenter –Semiskilled | -01 No. |

| | |
|-------------------------------|----------|
| Plumber –Semiskilled | -01 No. |
| Lift operator (semi skilled) | -02 Nos. |
| Helper –unskilled | -02 Nos. |

.....
12 Nos.

Contract is service based, Contractor has to supply this man power on daily basis (including Saturday/Sundays and Holidays whenever required.. However one day off in rotation will be given for each worker. In case of absenteeism , payment will be deducted from contractors bill and suitable penalty will be imposed .

2.2: Deployment on as per demand: The contractor has to arrange following technician as per demand. The wages for as per demand will be given as per Delhi Govt. Minimum wages act.

- (i) Welder - 01 No.
- (ii) False ceiling repair technician - 01 No.
- (iii) Aluminum Window doors technician - 01 No.

1.3 Before deployment contractor has to submit CVs of his employees to be deputed , only those persons will be cleared by Estate Manager (IDSA) will be accepted . Selection of applicants will be done through Interview /onsite practical test conducted by Estate Manager . Decision of Estate Manager will be final and binding . IDSA also reserve the right to relax educational qualification if experience of staff is in the accordance to the scope of work as defined above Minimum Qualification of deployed staff : The minimum Qualification of deployed staff will be as under :

- (a) Sr. Technician/Supervisor : Diploma in Electrical/mechanical Engineering 3 years or ITI with 7 years of experience
- (b) Technician/Electrician : ITI with 5 years' experience .
- (c) Carpenter/Plumber : Suitable experience of trade with 5 years' experience .

(d) Helpers : Minimum 8th class passed .

2.3: No additional payment shall be made on any account if contractor keep more staff at site for completing the pending work or if the minimum strength is not able to perform satisfactorily as per contractual provision .

Any indecent behavior /suspicious activities of the staff employed shall be viewed seriously and a suitable penalty shall be levied on the contractor. The contractor is also required to submit list of workers with Photo ID, educational qualifications, address proof etc. before deputing the worker.

Contractor shall be solely responsible for the credential /acts of his staff/workers.

Contractor is required to submit daily labour report duly signed by Asst. Care taker/Care taker of the Institute. Contractor is required to make timely payment (before 10th of every month) to his staff including various statutory authorities. The Institute reserve the right to check the same.

IDSA reserve the right to reject the deployment of any person(s) by the contractor and contractor shall cease to deploy any such person/persons forthwith, upon receipt instruction in writing from the Institute. No claim shall be entertained on account of any such rejection.

2. Compliance with all statutory requirements & Safety Management

The contractor shall adopt all necessary safety requirements and shall adhere to requirements of all applicable laws , statutory rules and Regulations and Executive orders issued by various Government /Statutory /regulatory authorities from time to time , including and not limited to labour laws , sanitation and health and security requirement ,

shall all the requisite permissions and licenses from the authorities concerned within a period of 30 days from acceptance of the bid, failing which the Director General , IDSA would be entitled to reject the accepted bid.

The Contractor will Initiate and maintain safety management programme to protect contractor's employee from hazards through procedures, practices and regular inspection of the work area, material equipment, information and training necessary for safe work performance.

IDSA will not responsible for any hazard/accident during operation and maintenance during the contract.

4. Consumables :

(a) The following consumables shall be supplied by the contractor as a part of the contract and no extra payment shall be made by the Institute for these Items

1. Lubricating Oil
2. Grease
3. M Seal
4. Taflon tape/Dhaga /Safeda
5. PVC Insulation Tape
6. Screws/nut/Bolts/Washers
7. Welding Rod.
8. Emery Paper.
9. Old Dhoti/cotton waste.
10. PVC Fisher.
11. Chemical for RO Plant

(b) The Other consumables /spare parts /accessories /fittings/fixtures apart from the aforesaid list shall be purchased by the contractor from Authorized dealer and the cost of same shall be reimbursed at actual on production of the original bills by the contractor (plus) 10 % as service

charge and the relevant payment shall be made along with monthly payment.

(a) The Engineering In charge reserve the right to reject any consumables which do not confirm to the correct standard/quality

(d) A register shall be maintained to record the consumption of the items mentioned in clause 4(b), if any with the approval of the Engineering In charge.

(e) The contractor shall always keep all required tools/equipment to maintain the operation of the plant including welding set/box spanner/Multi Meter/Tong Tester etc. The list of such equipment will be handed over to Engineering In charge.

6. **Routine maintenance/ Preventive Maintenance** : The contractor shall do the preventive maintenance as per schedule of OEM. No extra labour payment will be made for such works.

7. **Major repairs/Overhauling** : Any major repairs /overhauling that may be required shall brought to the notice of the Engineering In charge in writing immediately upon the said requirement of repair/overhaul coming to light. The Engineering In charge shall cause such repairs /Overhaul where necessary or authorize the contractor to carry out such repairs /Overhaul. In the latter case, the payment for the same shall be pre-approved by the Director General IDSA/Estate Manager in writing shall be paid out to the contractor along with the monthly payment.

8. **Emergency Telephone Nos** : The Contractor shall provide an Emergency Telephone No for normal and odd hours operation with a maximum of two Hour response Time during any breakdown to essential utility services like cable fault , burst water mains etc.

9. **Log Book** : Log book shall be maintained by the contractor in

conformity with the Estate Manager Performa for the consumption of consumables mentioned in clause 4(b), which shall signed by the Estate manager/Engineering In charge (daily, weekly, monthly) after physical verification of the consumption/consumables.

The contractor has to bear the cost of all stationary, telephone etc. required to proper execution and maintenance of record for the work. If found using IDSA's material, Institute may recover an appropriate amount from the contractor's bill.

10. EARNEST MONEY DEPOSIT :

The bidder shall furnish, as part of its Tender, Earnest money Deposit for the amount as indicated in the invitation for tender

10.1 The EMD shall be denominated in Indian Rupees and shall be in one of the following forms

(A) A demand draft / pay order in favor of "IDSA, Payable at New Delhi Of any Nationalized Bank valid for 90 days.

10.2 Any Tender without EMD will be rejected by the Institute as non-responsive.

10.3 Unsuccessful Bidder's Earnest Money will be discharged/returned as early as possible after the signing of the contract . .

10.4 The successful Bidder's Earnest Money will be discharged upon the Bidder signing the Contract and furnishing the performance/security deposit.

10.5 No interest will paid on Earnest Money deposit.

11. SECURITY DEPOSIT :

11.1 On receipt of the order, the successful bidder shall furnish (10% of the total contract value per annum)security deposit in accordance with the conditions of contract, in the form acceptable to the Institute.

11.2 Failure of the successful bidder to comply with requirement of above clause shall constitute sufficient grounds for forfeiture of the EMD, in which event the IDSA may make the award to the next evaluated bidder.

11.3: No Interest will be payable on Security Deposit.

12. Period of Contract

(a) The contract shall be valid for a period of 1 year commencing from the date of award of contract. However IDSA reserve its right to review and terminate the same before completion of said period giving one month notice. The rate quoted shall be valid for period of one year without any increase.

(b) It is however open to IDSA to extend the tenure of the contract beyond the existing term of 12 months on such terms and condition as may be mutually decided between the parties

13. Termination of contract :

(a) The contract can be terminated by the contractor serving 3 months prior notice in writing .

(b) Termination or expiry of the contract shall be without prejudice to any rights and remedies of the Institute and the contractor accrued before such termination or expiration and nothing in the contract shall prejudice the right of either party to recover any amount outstanding at such termination or expiry.

(c) At the end of contract period , or upon termination thereof, the contractor shall forthwith deliver to the institute upon request , all the institutes property (including but not limited to the material, documents, information, access keys) relating to the contract of any permitted supplier or sub-contractor and in default of compliance with this clause the Institute may recover possession thereof and the contractor grants a license to the Institute or its appointed agents to enter (for the purpose of such recovery) any premises of the contractor or its permitted supplier or sub-contractor where any such items may be held.

(d) Additionally, the contractor shall give a written undertaking that he has not retained any property belongs to the Institute and in particular

shall undertake that he has not made any duplicate keys of access keys which are still in his possession or in possession of his employees and that he shall indemnify the Institute in the event of any losses attributable to such acts /omission on the part of contractor and /or his employees, agents etc.

(e) If the contractor fails to perform any of the obligations under this contract and if Institute is dissatisfied with the services, the Institute shall forfeit the security deposit and terminate the premises within a period of one month of written notice. Bank should not be held liable for any cost, damage, expenses or any loss whatsoever that the contractor may suffer on being served with the winding up notice. The contractor is required to give 3 months' notice in case he does not want to continue with the contract.

14. Rates

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

- a. Expenses towards boarding, lodging of mechanics/technicians, electricians, skilled and unskilled labour, any other labour, tools and plants as required for proper operation and maintenance of work, complete in all respects.
- b. Price escalation.
- c. Contractor's overheads and Profit.

Nothing extra shall be admissible on any such account.

15. SUBMISSION OF TENDER:

15.1 The Tenderers shall submit seal the tender in one sealed envelope.

15.2 Tenderers are requested to submit documents in two separate sealed envelopes as per procedure given here under :-

(A) The sealed envelope A (Technical Bid, and EMD Cover) containing two sealed covers namely cover I and II.

(i) Cover – I (EMD)

It will contain only demand draft, or pay order payable at New Delhi.

(ii) Cover – II (Technical Cover)

It will contain eligibility criteria and technical bid.

(B) The sealed envelope-B (Price Bid cover) it will contain price schedule bid in which the prices are to be quoted by the bidder . No condition will be accepted along with the price bid. Tenderers has to Quote their rates in prescribed format otherwise their tender will be liable to be rejected.

15.3 The envelope shall be addressed at the following:-

Office of the Estate Manager
Institute for Defence Studies and Analyses
No. 1, Development Enclave
Rao Tula Ram Marg
New Delhi-110010

16. OPENING OF TENDERS :

The financial bids will be opened after scrutinizing the technical bids of the bidders by the tender committee . Financial bids will be opened in the in presence of technical qualified bidders.

17. IDSA reserves the right to change, alter or to waive and technical or commercial terms, conditions and qualifications. IDSA also reserves the right to reject all or any tender. IDSA reserve right for changes/relaxation in eligibility criteria at any time.

18. SIGNING OF CONTRACT:

On receipt of the order, the successful bidder has to execute the necessary contract agreement with IDSA as per the prevailing rules and regulations of the Institute, along with security deposit.

19. Mode of payment

Payment shall be made on monthly Basis on production of bills in duplicate duly verified by Estate Manager.

20. Electricity and Water

Electricity and water require for carrying out the work shall be supplied by the Institute free of charges.

21. Liability to Damage

The contractor at his own cost, shall make good all the damages, losses, burns outs etc. which may be attributable to nay fault/negligence faulty operation. Inadequate preventive maintenance and / or mishandling of plants and equipment. The decision of Director General, IDSA in this regard hall be final and binding.

22. Handing/Taking Over

The Contractor shall on receipt of work order take over the plants in serviceable and running condition. Similarly on expiry of period of the contract, he shall hand over all the plants in serviceable / running condition to the Institute. All the repairs/ Maintenance required for the purpose shall be carried out by the contractor at his own cost.

23. Equipment/Installations

Regular/Preventive/ Periodical upkeep, Maintenance & Servicing of all equipment/ installations etc. shall be carried out as per manufacturer's instructions and as per directions of the Engineer-in-Charge/Estate Manager.

24. INDEMNITY

- a. The Contractor shall indemnify, and keep indemnified, the Institute fully against all claims, proceedings, actions, damages, legal costs, expenses and any other liabilities whatsoever arising out of, in respect of or in connection with the Contract including in respect of nay death or personal injury, loss of or damage to property, financial loss arising from fault/negligence, faulty operation, inadequate maintenance, mishandling of plant and equipment and/or any advice given or omitted to be given by the Contractor/his employees/ agents and/or representatives, or and y other loss

which is caused directly or indirectly by nay act or omission of the Contractor/his employees/agents and/or representatives.

- b. The decision of the Director General, IDSA in this regard shall be final and binding.

25. Dispute Resolution: Disputes, if any with regard to the interpretation, execution and /or implementation of these terms and conditions shall vest exclusively in the Director General, IDSA whose decision shall be final and binding upon the parties. Disputes, if any with regard to the decision of the Director General, IDSA in the regard, shall be referred to Arbitration at the hands of a sole Arbitrator to be appointed by IDSA shall all proceedings in this regard shall be subject to the sole and exclusive jurisdiction of Courts of Courts of competent jurisdiction at New Delhi.

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

26. Penalty Clause : Non availability of manpower or their absence will attract a penalty as under :
 Supervisor : Rs 800/- per day/shift
 Electrician : Rs 500/-per day/shift.

27.Standard force-majeure conditions would apply.

28.The rates will be firm throughout the contract period , irrespective of any change of any kind . Contractor should have foreseen all type of increased liabilities during the contract period .

Kindly Acknowledge.

Hemant Kumar
 Estate Manager

Appendix “A”**TENDER DOCUMENT FOR OPERATION AND
MAINTENANCE OF Day to day operation and Maintenance of
E&M Installation, Water Supply & Misc Building maintenance work
at IDSA**

| Sl. No. | Description of works |
|----------------|---|
| 1. | <u>TENDER DOCUMENT FOR Day to Day OPERATION AND MAINTENANCE of E&M Installations, Water Supply & Misc. Building maintenance work at IDSA</u> |
| 1.1 | <u>External / Internal Electrification</u> |
| i) | MCC Panel for HV AC System – 01 No. |
| ii) | MCC Panel for Various AHU – 01 Lot. |
| iii) | Power & Control cabling of various size from 105 Sq.mm to 300 Sq.mm. |
| iv) | LT Panel comprising of ACB up to 800 A incoming and outgoing with various rating from 20A to 400 A MCCB/MCB etc. including office A,B and library block, UPS Panel, Residential Panel, Meter board, DB/s utility panel etc. |
| v) | AREA lighting of the Complex. |
| vi) | Internal electrification of all building. |
| 1.2 | <u>External / Internal Water Supply System</u> |
| i) | External/Internal water Supply System/ Plumbing including regular cleaning of water tank and sump etc. for the complex. |
| ii) | Monobloc Pump – 06 Nos. |

| Sl. No. | Description of works |
|------------|--|
| iii) | Distribution on Pipe line Network |
| iv) | RO Plants. |
| 1.3 | <u>Misc. Building Maintenance</u> |
| i) | <p>Labour to carry out miscellaneous repair work to doors, windows, cupboards, partitions and other similar articles, such as casing and adjusting of door/window shutters, changing damaged or un-workable hardware items, changing glass panes, painting and polishing etc. and other petty repairs including cost of all T&P, brushes, brooms, lines, ladder plus scaffolding etc. as required for the work, complete all as directed by the Engineer-in-Charge/Project Engineer/Estate Manager.</p> <p>Misc. building work including minor plastering work/ building drain pipes cleaning etc. all complete.</p> |

Eligibility Criteria and Technical Bid :-

1.. The following documents & information should be attached with Tender Documents :

1.1 Certified copy of work executed of similar nature by the firm in support of experience in a tabular form. Kindly mention area of the building.

1.2 Details of works in hand.

1.3 Certified copy of Audited balance sheet of last three years.

1.4 Income tax return for last three years.

1.5 Certified copy of certificate of the client/owner regarding satisfactory performance of works.

1.6. Registration No with Sales tax/Service tax Deptt. with latest challans

1.1 Pan No of Partners/Firm.

1.2 PF and ESI registration along with latest challans.

1.3 Man Power Details.

1. Eligibility Criteria :-

1.4 Minimum 3 years' experience of having successfully completed works of similar nature (as mentioned in scope of work), registered with CPWD/PWD/Railways/MES/P&T & any Other Govt. organization (Firms should have experience of building maintenance services of big Housing society /Colonies/Residential apartments with various maintenance services like plumbing, carpentering, water supply, electricity maintenance. The area of building maintained by contractor should not be less than 3 Acres)

1.5 Average turn over during last three years ending 31st March 2016 should not be less than Rs 30 lakhs.

1.6 Should have fulfill all statutory requirement .

2 Firms satisfying above criteria should submit their application along with proofs in sealed envelope duly subscribed the name of work in with an account payee demand draft of a scheduled bank as earnest money in favour of IDSA, payable at Delhi.

PREQUALIFICATION OF CONTRACTOR
Basic information

| | | |
|----|--|--|
| 1. | a) Name of the applicant / organisation b) Address of the Registered Office c) Address of office at Delhi (with Phone Nos Fax Nos & Email ID & Contact Person) | |
| 2. | Year of establishment | |
| 3. | Type of the organisation (Whether sole proprietorship, Partnership, Private Ltd. Or Ltd. Co. etc.) (Enclosed certified copies of documents as evidence) | |
| 4. | Name & qualification of the Proprietor / Partners / Directors of the Organisation/Firm a) b) c) Enclose certified copies of document as evidence | |
| 5. | Details of registration – Whether partnership firm, Company, etc. Name of Registering Authority, Date and Registration number. Enclose certified copies of document as evidence | |
| 6. | Whether registered with Government / Semi- | |

| | | |
|-----|--|--|
| | Government / Institute Authorities of any other Public Organisation and if so, in which class and since when? (Enclose certified copies of document as evidence) | |
| 7. | No. of years of experience in the field and details of work in any other field. | |
| 8. | Address of Delhi office through which the proposed work of the Institute will be handled and the Name & Designation of officer in charge. | |
| 9. | Yearly turnover of the organisation during last 3 years (year wise) and furnish audited balance sheet and Profit & Loss A/c (Audited) for the last -3- years. | |
| 10. | Name & Address of PF office (where registration carried out, also mention year of registration, also enclose last challans of PF) | |
| 11. | Enclose copy of latest income tax clearance certificate alongwith Copies of ITR for last 3 years. | |
| 12. | PAN No/VAT No/SERVICE TAX No. | |
| 13. | Details of registration for ESI. (Enclose latest ESI challan) | |
| 14. | Detailed description and value of works done (Proforma 1) and works on hand (Proforma 2) | |
| 15. | Details of Key Personnel Permanently employed (Proforma – 3) | |

| | | |
|-----|---|--------------------------------------|
| 16. | Other infrastructural information to be used/referred for this work (Proforma-4) | |
| 17. | Furnish the names of organization, address, Tel. No., etc., you have completed the above mentioned jobs . | |
| 18. | Whether any Civil Suit / litigation arisen in contracts executed / being executed during the last 10 years. If yes, please furnish the name of the project, employer, Nature of work, Contract value, work order and brief details of litigation. Give name of court, place, status of pending litigation. | Attach a separate sheet if required. |
| 19. | Information relating to whether any litigation is pending before any Arbitrator for adjudication of any litigation or else any litigation was disposed off during the last ten years by an arbitrator. If so, the details of such litigation are required to be submitted. | |
| 20. | Have you ever been put on a holiday list or banned by any Public sector units? If so give details | |

I/We confirm that to the best of our knowledge the information is authentic and accept that any deliberate concealment will amount to disqualification at any stage.

DATE:
PLACE:

Sign.&Seal of the applicant

PROFORMA – 1**LIST OF Works EXECUTED BY THE ORGANISATION DURING THE LAST 5 Years**

| Sl. No. | Name of work with addresses | Name & full postal address of the owner. Specify | Contract Amount (Rs.) | Stipulated time of completion (Years) | Actual time of completion (years) | Any other relevant information. Actual amount of the work, if increased, give reasons | Enclose clients certificate for satisfactory completion. |
|---------|-----------------------------|--|-----------------------|---------------------------------------|-----------------------------------|--|--|
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 |
| | | | | | | | |

Notes:

1. Information has to be filled up specifically in this format. Please do not write remarks “As indicated in Brochure”.
2. Date shall be reckoned from the date of advertisement of the notice in newspapers.
3. For certificates, the issuing authority shall not be less than an Executive In Charge.

PROFORMA – 2**B) LIST OF IMPORTANT WORKS IN HAND**

| Sl. No. | Name of work with address | Name & full postal address of the owner. Specify whether Govt. undertaking along with name, address and contact nos. of 2-persons (Engineers or top officials of the organization) | Contract Amount (Rs.) with copy of Work Order & completion certificate from project in-charge | Stipulated time of completion (Years) | Present status of the project | Any other relevant information. |
|---------|---------------------------|--|---|---------------------------------------|-------------------------------|---------------------------------|
| 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| | | | | | | |

Notes:

- Information has to be filled up specifically in this format. Please do not write remarks “As indicated in Brochure”.

Performa – 3**DETAILS OF KEY PERSONNEL, GIVING DETAILS ABOUT THEIR TECHNICAL QUALIFICATION & EXPERIENCE INCLUDING THEIR IN HOUSE ESTABLISHMENT**

| Sr. No. | Name and designation | Age | Qualification | Experience | Nature of works handled | Name of the projects handled along with amounts | Date from which employed in your organization | Indicate details of experience for similar projects. |
|---------|----------------------|-----|---------------|------------|-------------------------|---|---|--|
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 |
| | | | | | | | | |

Notes:

1. Information has to be filled up specifically in this format. Please do not write remark “As indicated in Brochure”.
2. Indicate other points, if any, to show your technical and managerial competency to indicate any important point in your favour.

Performa 4**OTHER INFORMATION**

| Sr. No. | Particulars |
|----------------|---|
| I) | OFFICE INFRASTRUCTURE |
| II) | WORKSHOP FACILITIES A) Location B) Land Area C) Type of Structure D) Type of Facilities |
| III) | LIST OF MAJOR EQUIPMENT/INSTRUMENTS IN POSSESSION OF THE FIRM |

Note: Please furnish information in this Performa only. Do not write 'as per enclosed sheet/brochure'.

Annexure-II**Form of Tender**

(Note : the appendix forms part of the tender)

To,

IDSA

No 1, Development enclave

Rao Tula Rao Marg, New Delhi-110010.

Sir,

Name of work : -----

1. Having visited the site and examined the conditions of contract , specifications and schedule of quantities for the above named work , we offer to undertake and complete the whole of subject work in conformity with the said conditions of the contract , specifications and schedule of quantities of this tender documents or such other sum as may be ascertained in accordance with the said condition of contract.
2. We undertake to complete and deliver the whole of the works comprised in the contract within the time started in appendix hereto.
3. We have independently considered the amount of liquidated damages shown in the appendix hereto and agree that it represents fair estimates of loss likely to be suffered by you in the event of the works not being completed properly.
4. If our tender is accepted, we will remit the initial security deposit by demand draft or obtain a guarantee from a scheduled bank to be jointly and severally bound by us for the sum named in appendix hereto for initial security deposit. Third party insurance policy shall also be obtained from a insurance company approved by you.
5. We agree to abide by this tender for the period of one year from the

date fixed for receiving the same or agreed extended period and it shall remain binding upon us may be accepted at any time before the expiry of the period.

- 6. Unless and until a formal agreement is prepared and executed, this tender together with your written acceptance thereof shall constitute a binding contract between us.**
- 7. We understand that if our tender is accepted, we are to be jointly and severally responsible for the due performance of the contract.**
- 8. We understand that you are not bound to accept the lowest or any tender you may receive.**

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)

INSTRUCTIONS TO TENDERERS

1. EXAMINATION BY TENDERERS:

1.1. Prior to submitting the tender, each bidder must do following steps

- (a) Examine all instructions, eligibility criteria and specifications in the tendering document and also inspect the site.**
- (b) Visit the site & determine local conditions which may affect the work including prevailing wages & other pertinent cost factors.**
- (c) Familiarize himself with all central, state & local laws, taxes ordinance, rules, regulations & codes affecting the services including the cost of permits & licenses required for the work at site.**
- (d) Co-relate his observations, investigations & determinations with the requirement of the tender documents.**
- (e) No additional claim, discrepancy etc., shall be entertained after opening of the tender.**
- (f) Tenders should have regular touch branded supplier of various appliances of switches, sockets, CFL, Tube lights, choke, Taps, etc. for prompt supplies of these items.**

2. TENDER PRICES:

The Bidder shall fill in the prices in the schedules indicated in price schedule of the Tender Document. On opening the price bid the price shall be firm throughout the period of contract.

3. DOCUMENTS COMPRISING THE TENDER

3.1 The tenders prepared by the Bidder shall be in two envelopes comprising of the following components:

3.2 Bidder shall have to mention of the cover, Quotation for

- (1) Day to day maintenance of E&M Installation, water Supply and misc building maintenance work**
- (2) Name of Bidder.**

4. SPECIAL INSTRUCTION TO TENDERERS

4.1 If the bidder is found to have misled or made false representation in the form of any of the statements submitted in proof of the eligibility and qualification requirement, his bid shall be rejected and earnest money will be forfeited.

4.2. Conditions of the tender issued by IDSA must be duly signed & attached with the tender documents.

5. TENDER VALIDITY:

Tender shall remain valid for 90 days after the deadline for submission of tender opening. Any tender valid for a shorter period may be rejected by the Institute as non-responsive.

7. IDSA will not be responsible and will not pay for expenses which may have been incurred, losses or person or property suffered by any tenderer in connection with visits to and examination of the site and in preparation of his tender for submission.

8. IDSA reserves the right to adjust arithmetic or other errors in any tender in the way that considers suitable. Any adjustment so made by the IDSA shall be stated to the tenderer if the IDSA makes an offer to accept his tender.

9. IDSA does not bind to accept the lowest or any tender and has the right to refuse any tender without assigning any reason. IDSA also has the right to reissue the tender without tenders having the right to object against such re-issue.

Annexure-III

Price Bid**(To be separately sealed)**

| Sr No | Description | Total Amount Quoted/Annum (Rs) Exclusive of service tax. |
|-------|---|--|
| 1. | Annual Maintenance contract value for Day to day Operation and maintenance of E& M Installations, Water Supply and misc. building maintenance work. | |
| | | |

Amount in Words

(Rupees -----
-----)

Signature of the authorized representative of the bidder.

Date :

Seal .

1. Contractor should consider minimum wages , bid will be considered non responsive if found below minimum wages .
2. Minimum wages, PF & ESI are essential elements of each worker
3. Work Contract Tax will be deducted if applicable.
4. If any discrepancy found with the quoted amount in figures and words, higher of the two would be considered.

