



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

Email: [pktiwari.idsa@gov.in](mailto:pktiwari.idsa@gov.in)

IDSA/A/726/2009/VOL-I

Date: 04 Dec 2023

**ONLINE E-TENDER FOR Special repair work on first floor A wing (Civil Maintenance work) AT MP-IDSA**

Online bids are invited under single bid system from bonafide and experienced Firm/ Contractor for "Special repair work on first floor "A" wing (Civil Maintenance work)" 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 online from the date of tender publication at [www.idsa.in](http://www.idsa.in) and <https://eprocure.gov.in/epublish>. The bidders should upload duly signed tender form and their bids along with scanned copies of all the relevant certificates, documents etc. in support of their **bids on the GeM**, latest by **20 Dec 2023** by 1500 hrs also hard copies of the relevant documents to be submitted along with (1) Demand Draft for Rs. **12000/- (Rupees Twelve 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, 20 Dec 2023** duly mentioning on top right hand corner of the sealed envelope "**EMD and any other supporting documents for "Special repair work on first floor A wing (Civil Maintenance work)"**".

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 GeM 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	04/12/2023, 11:00 hrs
(ii) Document Download Start Date & Time	04/12/2023, 11:30 hrs
(iii) Bid Submission Start Date & Time	04/12/2023, 12:00 hrs
(iv) Bid Submission End Date & Time	20/12/2023, 15:00 hrs
(v) Offline submission, EMD, and other supporting documents	20/12/2023, 15:00 hrs
(vi) Bid Opening Date & Time	20/12/2023, 15:30 hrs
(vii) Cost of Tender	Free of cost

**Note : : Contractor may inspect the Campus & assess its requirement before bidding the tender. Corrigendum / addendum / modification to this tender, if any, will be notified through GeM, [www.idsa.in](http://www.idsa.in) and <https://eprocure.gov.in/epublish> only.**



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

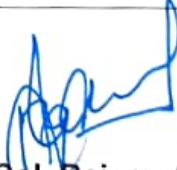


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**SPECIAL REPAIR WORK ON FIRST FLOOR A WING (CIVIL MAINTENANCE WORK)**

**MEMORANDUM OF WORK IN BRIEF**

1	<b>Name of work</b>	Special repair work on first floor A wing (Civil Maintenance work)
2.	Cost of Document	Free of Cost
3	Estimated Cost	5.84 Lakhs including GST
4	Earnest Money	Rs.12,000/-
5.	Validity period	90 days
6.	Publish Date & Time	04.12.2023 by 1100 hrs
7.	Submission Start Date & Time	04.12.2023 by 1130 hrs
8.	Site visit	04.12.2023 on all working day between 1030 hrs to 1530 hrs till submission end date.
9.	Tender Submission End Date	20.12.2023by 1500 hrs.
10.	Tender Opening Date	20.12.2023 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**

**SUBJECT: SPECIAL REPAIR WORK ON FIRST FLOOR A WING (CIVIL MAINTENANCE WORK)**

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 45 days from the date of award. A sum of Rs 500 per day will be charged for delay in completion of work. Director General ,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 except GST if any. Nothing extra shall be admissible on any such account.
4. **Approval of Material/Samples:** Successful Bidder shall have to get advance sample approved from buyer for PVC Panel and false ceiling. Such sample should be submitted within 5 days of the order which institute will approve within 2 clear working days indicating complete list of modification required in the advance sample. If there is delay from buyer side in approval of advance sample – the delivery period shall be re- fixed for the period of delay in sample approval. All samples required for such approval shall be supplied by the contractor free of cost.  
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 12 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 GeM 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 submitted in sealed covers duly

marked "Tender for "Special repair work on first floor A wing (Civil Maintenance work)" addressed to Assistant Director, MP-IDSA, so as to reach on or before 1500 hrs on **20 Dec 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. 12000/-** 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:** The Bidder shall be required to furnish a Performance Guarantee by way of Bank Guarantee/FDR through a public sector bank or a private sector bank authorized to provide for a sum equal to **10%** of contract value. Performance Bank Guarantee shall be valid up to 90 days beyond the defect liability period **to cover the defects liability for a period of one year from the date of completion**. 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.

13. **Scope of work** – The scope of work for Special repair work on first floor A wing (Civil Maintenance work) is tabulate below:-

Sno	Description	Unit	Area
(a)	<b>Fixing New False ceiling</b> :Providing and Fixing 15 mm thick densified tegular edged eco friendly light weight calcium silicate false ceiling tiles of approved texture of size 595 x 595 mm in true horizontal level, suspended on inter locking metal	SQM	121

	<p>grid of hot dipped galvanised steel sections (galvanising @ 120 grams per sqm including both side) consisting of main 'T' runner suitably spaced at joints to get required length and of size 24x38 mm made from 0.33 mm thick (minimum) sheet, spaced 1200 mm centre to centre, and cross "T" of size 24x28 mm made out of 0.33 mm (Minimum) sheet, 1200 mm long spaced between main 'T' at 600 mm centre to centre to form a grid of 1200x600 mm and secondary cross 'T' of length 600 mm and size 24 x28 mm made of 0.33 mm thick (Minimum) sheet to be inter locked at middle of the 1200x 600 mm panel to form grid of size 600x600 mm, resting on periphery walls /partitions on a Perimeter wall angle pre-coated. This includes dismantling of existing false ceiling and disposal of waste/damage materials from site.</p>		
(b)	<p><b>LED Light:</b> Supply, Installation, Testing &amp; Commissioning of the following LED Light Fixtures with driver , heat dissipating element all necessary accessories including wiring.(A) 12 W LED Recess Mounted Square Light(LCTLRN-36-FO-CDL crompton)</p>	NOS	10
(c)	<p><b>Removing white or colour wash</b> by scrapping and sand papering and preparing the surface smooth including necessary repairs to scratches etc. all complete.</p>	SQM	140
(d)	<p><b>Putty work:</b> Providing and applying white cement based putty of average thickness 1 mm, of approved brand and</p>	SQM	140

	manufacturer, over the plastered wall surface to prepare the surface even and smooth complete. Thereafter, <b>Applying priming</b> coats with primer of approved brand and manufacture, having low VOC (Volatile Organic Compound ) content. With water thinnable cement primer on wall surface having VOC content less than 50 grams/litre		
(e)	<b>Distemping</b> with 1st quality acrylic distemper (ready mixed) having VOC (Volatile Organic Compound ) content less than 50 gram/ litre, of approved brand and manufacturer including applying additional coats wherever required to achieve even shade and colour Old work (one or more coats)	SQM	140
(f)	<b>French spirit polishing :</b> One or more coats on existing wood in the corridor	SQM	59
(g)	<b>PVC Panel:</b> Providing and fixing 5MM PVC paneling on wall with moulded/ectruded beading of approved colour and shade as directed by user	SQM	60

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.
- (vi) Any minor work like applying cement based putty observe during painting required to be completed without any extra cost.
- (vii) The work includes crack repair of the wall with specialized chemicals wherever required.

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. 20 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.

**Definition of Similar Work:** Civil work including building maintenance or new building in any Government/PSU/Autonomous Body/Educational Institutions/ private org. In case of private org., the TDS deduction proof has to be forwarded.

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 & GST Number		
(e)	EMD		
(f)	Bidder shall mandatorily visit the site and condition before quoting		

16. **Liability to Damage:** Contractor shall be fully responsible for safety & security to his workers. Contractor has to give written undertaking that he will be fully responsible



for any accident/misshaping occurred during the work & he will indemnify MP-IDSA in case of any accident.

**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. Substantially responsive financial bids will be checked for any arithmetic errors.

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.

d) If the selected bidder refuse to execute the work after award of work, his EMD will be forfeited.

e) Relevant documentary evidence shall be produced, if the bidder wants to avail the purchase preference of MSE/MII.

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

i) The work shall be completed within 45 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 and will be paid based on quoted unit price.
- (H) Bidder shall mandatorily visit the site and condition before quoting. After opening the bids no request will be entertained with regards to site conditions, security restrictions, etc.
- (I) It is purely responsibility of contractor to lift debris from the site. Payment of contractor shall only be cleared, if the work place found neat & clean.

*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:** Special repair work on first floor A wing (Civil Maintenance work)

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)

(Printed on letter head of firm)

**Annexure-II**

**DECLARATION ABOUT EXPERIENCE CERTIFICATE**

This is to certify that our firm..... is dealing with various organization of Central/State Govt./ institutes from..... years. We have fulfil all the job/supply/service order of respective department/ institutes within time limit with satisfactory.

(Name and address of the tendering firm) Seal & Sign of the tendering firm

(To be given on Company Letter Head)

**NON-BLACKLISTING CERTIFICATE**

We  
firm..... hereby certify that our  
suit/criminal case pending or contemplated against the Proprietor of the agency or any  
of its Directors on grounds of moral turpitude or for violations of any of the laws in-force.  
Also, that the firm/agency has never been black listed by any Government or semi  
Government authority during the last 03 years.

(Name and Signature of the Bidder, with Official Seal)

Financial Bid –

Special repair work on first floor A wing (Civil Maintenance work)

To be filled properly, reasonably and upload on GeM. 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)	<p><b>Fixing New False ceiling</b> :Providing and Fixing 15 mm thick densified tegular edged eco friendly light weight calcium silicate false ceiling tiles of approved texture of size 595 x 595 mm in true horizontal level, suspended on inter locking metal grid of hot dipped galvanised steel sections (galvanising @ 120 grams per sqm including both side) consisting of main 'T' runner suitably spaced at joints to get required length and of size 24x38 mm made from 0.33 mm thick (minimum) sheet, spaced 1200 mm centre to centre, and cross "T" of size 24x28 mm made out of 0.33 mm (Minimum) sheet, 1200 mm long spaced between main'T' at 600 mm centre to centre to form a grid of 1200x600 mm and secondary cross 'T' of length 600 mm and size 24 x28 mm made of 0.33 mm thick (Minimum) sheet to be inter locked at middle of the 1200x 600 mm panel to from grid of size 600x600 mm, resting on periphery walls /partitions on a Perimeter wall angle pre-coated. This includes dismantling of existing false ceiling and disposal of waste/damage materials from site.</p>	SQM	121		
(b)	Supply, Installation, Testing &	NOS	10		

	Commissioning of the following LED Light Fixtures with driver , heat dissipating element all necessary accessories including wiring.(A) 12 W LED Recess Mounted Square Light(LCTRLN-36-FO-CDL crompton)				
(c)	Removing white or colour wash by scrapping and sand papering and preparing the surface smooth including necessary repairs to scratches etc. all complete	SQM	140		
(d)	<b>Putty work:</b> 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. <b>Thereafter, Applying priming</b> coats with primer of approved brand and manufacture, having low VOC (Volatile Organic Compound ) content. With water thinnable cement primer on wall surface having VOC content less than 50 grams/litre	SQM	140		
(e)	Distempering with 1st quality acrylic distemper (ready mixed) having VOC (Volatile Organic Compound ) content less than 50 gram/ litre, of approved brand and manufacturer including applying additional coats wherever required to achieve even shade and colour Old work (one or more coats)	SQM	140		
(f)	French spirit polishing : One or more coats on existing wood in the corridor	SQM	59		
(g)	Providing and fixing 5MM PVC paneling on wall with moulded/ectruded beading of approved colour and shade as directed by user	SQM	60		



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.