



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

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IDSA/A/BM/VOL-1/2021

Date: 23 Jan 2024

**SUBJECT: TERM CONTRACT FOR MISCELLANEOUS BUILDING MAINTENANCE  
WORK INCLUDING PAINTING/WHITEWASHING**

Online bids are invited under **single bid** system from bonafide and experienced Firm/ Contractor for “Term Contract For Miscellaneous Building Maintenance Work Including Painting /Whitewashing” 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 <https://www.gem.gov.in>, [www.idsa.in](http://www.idsa.in) and <https://eprocure.gov.in/epublish>. The interested bidders are advised to register themselves with e-procurement Portal at - **GeM** to participate in the e-Tender. The bidders should download and then upload duly signed tender form and their bids along with scanned copies of all the relevant certificates, documents etc. in support of their technical bids on the **GeM**, latest by **14 Feb 2024** by 1500 hrs. Hard copies of the relevant documents also to be submitted along with (1) Demand Draft for Rs. **20000/- (Rupees Twenty thousand only)** in favour of “**MP-IDSA**” payable at **New Delhi** as Earnest Money Deposit, all pages signed and stamped, which shall be submitted in sealed envelope and 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, 14 Feb 2024** duly mentioning on top right hand corner of the sealed envelope “ **Term Contract For Miscellaneous Building Maintenance Work Including Painting/Whitewashing**”.

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 on GeM portal. Bidder may be present during the opening of bids as per notified date and time. No separate communication shall be made by the institute in this regards

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.

Bidder who has downloaded the tender /quotation from the Central Public Procurement Portal (CPPP) website <https://eprocure.gov.in/epublish/app>, MP-IDSA website and GeM portal shall not tamper/modify the tender /quotation form including downloaded price bid template in any manner. In case if the same is found to be tempered/modified in any manner, tender will be completely rejected and EMD would be forfeited and Bidder is liable to be banned from doing business with MP-IDSA.

**Critical Dates of Tender:**

(i) Publish Date & Time	23/01/2024, 11:00 hrs
(ii) Document Download Start Date & Time	23/01/2024, 11:30 hrs
(iii) Bid Submission Start Date & Time	23/01/2024, 12:00 hrs
(iv) Bid Submission End Date & Time	14/02/2024, 15:00 hrs
(v) Offline submission, EMD, and other supporting documents	14/02/2024, 15:00 hrs
(vi) Bid Opening Date & Time	14/02/2024, 15:30 hrs
(vii) Cost of Tender	Free of cost

**Note :**

1. Contractor shall inspect the Campus & assess its requirement before bidding the tender.
2. Bidders may note that bid shall only be accepted through online mode. Kindly ensure that bid format should remain vacant, while submitting hardcopies of signed documents, otherwise financial bid shall be considered as "invalid".
3. Bidder may be present during the opening of bids as per notified date and time. No separate communication shall be made by the institute in this regards

**Corrigendum / addendum / modification to this tender, if any, will be notified through <https://gem.gov.in>, [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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**TERM CONTRACT FOR MISCELLANEOUS BUILDING MAINTENANCE WORK  
INCLUDING PAINTING/WHITEWASHING**

**MEMORANDUM OF WORK IN BRIEF**

1	Name of work	Term contract for Miscellaneous building Maintenance work including painting/whitewashing .
2.	Cost of Document	Free of Cost
3	Earnest Money	Rs.20,000/-
4	Estimated Value	Rs.10,00,000/- including GST
5.	Validity period	90 days
6	Security Deposit	Rs. 50000/- fixed
7.	Publish Date & Time	23.01.2024 by 1100 hrs
8.	Submission Date & Time	23.01.2024 by 1130 hrs
9.	Site visit	From 23.01.2024 on all working day between 1030 hrs to 1530 hrs till bid submission end date.
10.	Tender Submission End Date	14.02.2024 by 1500 hrs.
11.	Tender Opening Date	14.02.2024 by 1530 hrs.
12.	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: **TERM CONTRACT FOR MISCELLANEOUS BUILDING MAINTENANCE WORK INCLUDING PAINTING AND WHITEWASHING**

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

1. **Contract period** : The term contract period shall be a period of two years (24 Months) from date of award . Rates for contract period shall remain firm irrespective of any change of all kind.
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, price escalations, contractor's overheads and profits including GST, removal of debris away from MP-IDSA campus 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 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 institute, at no extra cost. If the contractor fails to complete the works within the time frame (s) [work completion schedule] incorporated in the work order, Institute shall, under the contract deduct from the contract price, as liquidated damages, a sum equivalent to the 0.5% of the balance/remaining works [value of work (s) for which completion of activity/project/work is delayed] for each week of delay or part thereof until actual delivery, subject to a maximum deduction of 10% of the respective work order value. The contractor may apply for extension at least Ten (10) days prior to the date of completion with valid reasons beyond the control of contractor. (Applicable for respective work orders issued)
6. **Completion of work**: Inspection of the finished work will be carried out by the representative of MP-IDSA. The work shall be completed to the entire satisfaction of the Institute. 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.
7. No material (except water) will be issued by the Institute. 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 quotation:** Annexure 'II' 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 online on GeM Website on or before 1500 hrs on 14 Feb 2024.

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. 20000/- 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 30<sup>th</sup> 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:** On receipt of the Letter of Intent (LOI), the successful bidder shall furnish Rs 50,000 as security deposit in the form of Fixed Deposit Receipt from Nationalized Bank or Bank guarantee from Nationalised Bank. The Security deposit shall be valid for a period of three months beyond the contract period. Earnest money deposit of successful bidder shall be adjusted as security deposit if bidders wishes so.

12. **Payment Terms:**

- a. After satisfactory completion of the work, the contractor has to submit the detailed measurement sheets along with the bill in the prescribed format for payment.
- b. They have to make themselves available for taking final measurement failing which the company reserves the right to take final measurement at its own & no claim later on shall be entertained.
- c. Before submission of the bill the contractor should ensure the complete site clearance.
- d. Statutory deduction of taxes will be made at source.
- e. Bill for the work done shall be raised by the Contractor and submitted in prescribed format, the measurements should be submitted in MS excel in standard measurement format for verification which shall be verified and released by the institute after satisfactory completion of the job and certification as per the items description and satisfaction of the Concerned.
- f. Bill may be released within 30 working days from the submission of the bill subject to fulfilling the criteria as mentioned in clause (a) and (b) above.
- g. 100% amount of the certified bill value shall be released within 30 working



days after completion of work and on production of all required documents by the contractor for the respective work order.

f. For new work (Tiles replacement/bricks works/RCC/CC) 10% of certified bill value of respective work order shall be retained towards security deposit and shall be released after completion of DLP i.e. 12 months from the date of completion of work.

g. No Interim payment shall be done as per the payment terms for respective work orders

13. **Scope of work** – Details scope of work is placed at Annexure I which includes the following -

- (i) Any minor work like requirement to apply cement based putty observed during painting, will be required to be completed without any extra cost.
- (ii) Cleaning of stain marks before start fresh work.
- (iii) All fitting must be covered while performing work.
- (iv) Contractor needs to show the paint solution to representative of MP-IDSA before starting the work.
- (v) Contractor is expected to train his labour to carry out the work in peaceful manner without any disturbance to residents.
- (vi) The contractor has to make arrangements for cleaning the work site every day and on completion of the work disposed off all debris from the work area at his cost.
- (vii) The contractor shall be paid on the basis of the actual quantity of completed work as per the scope of work.

14. **Eligibility and Prequalification Requirements:** The firm should have a minimum average turnover of Rs. 20 Lakhs per annum for the last three years. One similar nature of work where the agency is currently carrying out the said scope of services should not be less than Rs. 10 Lakhs per annum.

- i) Experience of having successfully completed similar works during last 3 financial year ending 31 Mar 2023 to the one in which applications are invited should be either of the following: -
  - a. Three similar completed annual works costing not less than the amount equal to 40% of the estimated cost of Rs.10 lakhs.  
Or
  - b. Two similar completed annual works costing not less than the amount equal to 75% of the estimated cost of Rs.10 lakhs.  
Or
  - c. One similar completed annual work costing not less than the amount equal to 100% of the estimated cost of Rs.10 lakhs.

- (ii) 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.
- (iii) MSME bidders under relevant category need not to deposit EMD.

15. **Penalty** : The term contract is basically for painting and minor civil repairs work . The work includes tiles replacement, water proofing of walls etc . The quantity may be small at times but refusal of work will be viewed seriously. Contractor has to start the work within three days after receiving order. After three days, delay in each day shall invite a penalty of Rs 500/- per day. Decision of institute shall be final.

16. **Method of Selection** : L1 bidder shall be selected on the basis of bid which found to be lowest in overall quoted amount.

17. The paints, distemper, polish etc shall be procured from any one of the reputed following manufactures and approved for procurement and use under this contract. Some of such approved brands are listed below:-

- (i) Cement:-ACC/Ambuja/UltraTech
- (ii) Tile: - Somany/Kazaria/Nitco/Varmora
- (iii) Paint : Berger/Asian/Nerolac
- (iv) Aluminium work:- Hindalco, Indal, Jindal
- (v) Water proof cement paint: Jenson, Berger, Asian, Nerolac

For other items (Not specified above) a pre-approval shall be obtain from Estate Cell by the Contractor.

18. Before undertaking the painting /whitewashing work , the contractor will ensure thorough cleaning and scrapping of walls and ceiling and to do preliminary work such as filling up the holes and cuts with appropriate material to even the surfaces .

**Scope of work and volume of work**

1. Manohar Parrikar Institute for Defence Studies and Analyses has shifted to its new Campus in Shankar Vihar Delhi Cantt in February 2007. The Brief area schedule of campus is given below :-

**Area Schedule of MP- IDSA:-**

Total Plot Area : 26304.85 Sq. M (6.5 Acre)

Total Covered Area on Ground floor : 6230.03 Sq. M

a. Office Cum library : 3837.62 Sq. M

b. Residential Area : 2392.41 Sq.M.

2. The office cum library area consists of approx. 100 office room. In addition to office rooms there are seminar halls, Auditorium and meeting places. The office building is having basement plus 04 story.

3. Residential building (stilt+5) schedule is given as under :-

Sr No	Type of	Total Residential Area Inventory	Block A	Block B	Block C	Plinth area of each flat
1	1 BR	32	28	0	4*	50 sq Mtr
2	2 BR	32	16	16	0	112 sq mtr
3	3 BR	8	4	4	0	138 Sq Mtr
	<b>Total</b>	<b>72</b>	<b>48</b>	<b>20</b>	<b>4</b>	

\*Plinth area 40 sq Mtr

In addition to above, Director General residence having plinth area of 347.34 Sqmtr is also inside the campus which was constructed in 2008.

4. The term contract is for periodic maintenance. Bidders may note that the work offered is "whenever required" type and not in one lot. Hence this factor may please be considered before quoting also consider any minor repair like plaster work, hole pass repair and waterproofing in flats or any painting area. .



5. The painting area schedule of each category is given as under:-  
(For 02 or more coats)

Sr No	Type of Flat	Type of Paint					Remarks
		White washing (Ceiling)	OBD (Wall)	Syn . Enamel paint (Fitting)	Snowcem (Balcony)	French Spirit polish	
		<b>Paint area per flat (Sqm)</b>					
1	03 BR	125.98	263.45	156.84	21.31	2.52	
2	2 BR	121.3	218.08	135.62	18.31	2.52	
3	01 BR (A Block)	47.4	129.01	48.56	13.31	2.52	
4	01 BR ( C Block)	39	125	22.56	15	0	
5	DG Residence	0	1400	662	557	65	
6	Office Room	0	85.86	-	--	-	

6. The completion schedule of each category is given as under:-  
(For 02 or more coats)

Sr No	Type of Flat	No of Days (for one painter & one helper )
1	03 BR	5
2	2 BR	4
3	01 BR(A Block)	3
4	01 BR ( C Block)	3
5	DG Residence	7
6	Office Room	2

The above schedule is tentative & may vary owing to working hours, skills of work force and other factors.

7. Item wise Rates:-

(i) The works to be executed shall be measured net and paid for the appropriate rate contained in CPWD- Delhi Scheduled of rates 2023 (DSR) , taking into account the specifications contained in Vol-I and Vol-II of DSR -2023  
CPWD (Central Public Works Department).  
*Published by*

(ii) The Percentage quoted – above/ at par/below the latest CPWD schedule

rates ,NCT of Delhi and is inclusive of all the materials, labour, transportation, insurance, loading/ unloading, contractors profit, applicable taxes including GST or any other inputs unless mentioned otherwise.

- (iii) The prevailing published Schedule of rate 2023 of CPWD,NCT of Delhi as applicable on the date of award of work order shall be applicable for the work.
- (iv) The rates quoted shall remain <sup>firm</sup> for the duration of contract ~~the same~~ even <sup>if</sup> new rates are finalized/issued by the CPWD. No escalation shall be entertained over the quoted rates during the tenure of the contract.
- (v) The percentage is quoted with all awareness of the site conditions and after going through the tender documents in details.
- (vi) **The estimated cost of individual work order against item rate/SR shall not be exceed Rs.10 Lakhs is tentative and shall be liable to variation of 10% as a whole.**
- (vii) Certain items of works intended or required to be ordered which are neither covered under DSR or Non DSR items, can be included in the requisitions with approximate estimate thereof. These works shall be decided through tendering or mutual agreed rates as the case may be or quantum of work value.

### Additional Conditions

- (A) All the Tools & Plants (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 on campus .
- (G) Quantity of work can be increased or decreased depending upon the requirements.
- (H) Contractors are advised to Visit the site and condition before quoting their bids. After opening the bids, no excuse, will be entertained with regards to site conditions, security restrictions, etc.
- (I) Contractor needs to ensure safety of his workers at his own cost . IDSA shall not be responsible for any mishappening during the work
- (J) Distemper, paint and polishing material should be brought to the Institute in sealed packing only . The paint and distemper should be only "ISI" make .
- (K) After the day's work , the contractor shall arrange for cleaning /washing of splashes of white wash , paint etc from all affected surfaces around the area . Similarly all debris needs to clear after completion of work . No additional payment shall be made for this purpose .
- (L) Contractor will be fully responsible for security clearance for his employees. Valid government ID will be submitted to the estate team for necessary security clearance and issue of work pass before entry of worker(s) to the Campus

*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 Quotation**

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

( On Rs 10/- Stamp Paper )

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

**Name of work: TERM CONTRACT FOR MISCELLANEOUS BUILDING  
MAINTENANCE WORK INCLUDING PAINTING AND WHITEWASHING**

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 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.
6. **We understand that the work may be on height and Sloppy surfaces hence we will provide all safety gears to our workers. In case of any accident happened during the work, MP-IDSA will not be responsible for the same.**
7. We confirm that we will abide by all the tender terms & conditions, scope of work and we do not have any counter conditions.

Dated ..... Day of .....

Signature.....In the capacity of .....  
Duly authorized to sign for and on behalf of.....

Price Bid (Through online mode only)Subject: TERM CONTRACT FOR MISCELLANEOUS BUILDING MAINTENANCE WORK INCLUDING PAINTING AND WHITEWASHING

For Painting /Whitewashing rate quoted – For 02 for more coats on old work and new work including minor waterproofing and repair works in flats/office				
Sr No	Type of flat	No of Flats	Rate per flat/Room	Amount
1	03 BR	8		
2	02 BR	32		
3	01 BR (A) Block	28		
4	01 BR (c.) Block	4		
5	PG Residence	1		
6	Office Room	129		
7	Annual Item Rate Contract for the year 2024-2026 for Civil and Structural works at MP-ITSA premises.	<b>Percentage (Percentage above/ at par/below the rates quoted as per DSR - 2023 scheduled for an estimated annual work of amount Rs.10 Lakhs</b>		
Grand Total				

Signature of Bidder with stamp

Note -

- The amount quoted should be **Inclusive of GST**. Conditional Tenders will be rejected.
- No wastage shall be considered for measurement. The contractor shall include cost of supply & transportation of materials, labour, tools, etc. to the site.
- GST & TDS will be deducted as per rules from the quoted amount and may be catered for while quoting the rates.
- For Annual Item Rate Contract for the year 2024-2026 for Civil and Structural works at premises:- It is clearly indicate that '+' denotes above, '-' denotes below & '=' denotes at par to CPWD (SR). In case of discrepancy between the quoted percentage in words and figures with amount, the percentage rate quoted by the tender in words shall be taken as correct or whichever works out to be less. For example (Rs.1000000x30% (Below) =700000/-)