

MANOHAR PARRIKAR INSTITUTE FOR
DEFENCE STUDIES AND ANALYSES

मनोहर परिकर 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

MP-IDSA/EM/ 2023-24/ PLAY STATION

Date: 06 Oct. 2023

BOQ BID ON GEM PORTAL FOR RELOCATION OF MULTI ACTIVITY PLAY STATION AT MP-IDSA CAMPUS

Online bids are invited under single bid system on GeM from bonafide and experienced Firm/ Contractor for “Relocation of Multi Activity Play Station at MP-IDSA Campus 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](https://eprocure.gov.in/epublish) and <https://eprocure.gov.in/epublish>. 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 **bids on the GeM**, latest by **28th Nov 2023** by 1500 hrs.

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 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. **No manual bids will be accepted. All quotation should be submitted on the GeM.**

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	08/11/2023, 11:00 hrs
(ii) Document Download Start Date & Time	08/11/2023, 11:30 hrs
(iii) Bid Submission Start Date & Time	08/11/2023, 12:00 hrs
(iv) Start date of seeking clarification	08/11/2023, 12:00 hrs
(v) End date of seeking clarification	28/11/2023, 14:00 hrs
(vi) Bid Submission End Date & Time	28/11/2023, 15:00 hrs
(vii) Offline submission, EMD, and other supporting documents	28/11/2023, 15:00 hrs
(viii) Bid Opening Date & Time	28/11/2023, 15:30 hrs
(ix) 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 and <https://eprocure.gov.in> / epublish only.



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



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**TENDER FOR RELOCATION OF MULTI ACTIVITY PLAY STATION
AT MP-IDSА CAMPUS
MEMORANDUM OF WORK IN BRIEF**

1	Name of work	Relocation of Multi Activity Play Station at MP-IDSА Campus
2.	Cost of Document	Free of Cost
3	Earnest Money	Nil
4	Estimated Value	Rs.64546/- including GST
5.	Validity period	60 days
6.	Publish Date & Time	08.11.2023 by 1100 hrs
7.	Submission Start Date & Time	08.11.2023 by 1130 hrs
8.	Site visit	08.11.2023 on all working day between 1030 hrs to 1530 hrs till submission end date.
9.	Tender Submission End Date	28.11.2023 by 1500 hrs.
10.	Tender Opening Date	28.11.2023 by 1530 hrs.

**Signature of bidder
Name :**

**Company seal
Date**



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RELOCATION OF MULTI ACTIVITY PLAY STATION AT MP-IDSA CAMPUS

Online bids on GeM, 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 30 days from the date of award. A sum of Rs 500/- per day will be charged for delay in completion of work. Director General, 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 including 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 materials & work of the contractor shall be under 1 (one) year's Defect Liability Period (DLP). Defect/s noticed during the defect liability period shall be rectified by the contractor without any cost to MP-IDSA, failing which the Security Deposit of the Contractor shall be forfeited. The contractor may also be debarred from any future tendering in the Institute. 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 quotation:** 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 "Relocation of Multi Activity Play Station at MP-IDSA Campus " addressed to Assistant Director, MP-IDSA, so as to reach on or before 1500 hrs on **28th Nov 2023**.

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

10. MP-IDSA shall not be responsible for any injury of loss to any worker of the contractor that may take place while on work. Any compensation or expenditure towards treatment for such injury or loss of the life shall be the sole responsibility of the contractor. The contractor is solely responsible for any damage or injury or accident that may occur to any of his personnel working under his contract. No claim whatsoever arises to MP-IDSA.

11. **Security Deposit: After deduction of 5% of contract value, which shall be kept as performance security deposit to cover the defects liability for a period of one year from the date of completion which shall be return 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:** 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 "Relocation of Multi Activity Play Station at MP-IDSA Campus" is placed at **Annexure I** .

Note:- (i) Cleaning of area before start fresh work.

(ii) All fitting must be covered while performing work.

(iii) Contractor is expected to train his labour to carry out the work in peaceful manner without any disturbance to employees of the Institute.

(iv) Removal and disposal of waste materials and debris away from the Institute campus, is the responsibility of the contractor.

(v) Fixture which are marked as 'Fixture to be retained and reused' are to be safely dismantled and re-fitted by the contractor within the scope of work, without any extra cost. Also, any damage to such fixture in removal/re-fitting will be at the cost of contractor.

(vi) 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.

(vii) The contractor shall be paid on the basis of the actual quantity of completed work as per the scope of work.

14. **Eligibility:**

(i) Average Annual financial turnover for civil works during the last three financial years, ending 31st March, 2023 should be at least Rs. 2.5

lakh. Experience of having successfully completed similar works during the last three years ending 31st Dec, 2023 should be either of the following.

- a) Three similar completed works each costing not less than the amount equal to Rs. 5 lakh each.
Or
b) Two similar completed works each costing not less than the amount equal to Rs. 3 lakh each.
Or
c) One similar completed work costing not less than the amount equal to Rs. 2 lakh.

(iii) Firm should produce completion certificate of such works from organization /Autonomous body.

Note:-Definition of Similar Work: Experience of Civil works 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)	PAN Copy		
(d)	GST Number		
(e)	Current Account details		

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 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 30 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-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 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.
- (J) During the work of relocation of play station, if any damage is noticed due to poor workmanship & negligence the same shall be recovered from the contractor's bill.

Director General, MP-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)

To,

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

Sir,

Name of work: Relocation of Multi Activity Play Station at MP-IDSA Campus

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 offered work includes work on height & we will use suitable precautions like Helmet (ISI Mark),ropes etc. Institute has full right to stop the work in case of non-availability of safety gadgets. No compensation shall be provided to us in case of any accident/ mishappening occurred.

Dated Day of

SignatureIn the capacity of
Duly authorized to sign for and on behalf of.....
Name and address of the tenderer.
(IN BLOCK CAPITALS)

Scope of work

Relocation of Multi Activity Play Station at MP-IDSA Campus

Sl. No.	Description of works/Items	Unit
1	Dismantling Multi Activity Play Station	01 Job
2	Re Installation of Multi Activity Play Station.	01 Job
3	Replacement of Bush	30 Nos
4	Slim Railing	20 Nos.
5	PVC Flag	1 No.
6	SS Nut Bolt (As required)	1 Job
7	Double Swing Chain	4 Nos.
8	Double Swing Clamp	4 Nos.

Annexure II

Financial Bid –

Relocation of Multi Activity Play Station at MP-IDSa Campus

To be filled properly, reasonably and upload on GeM. The rates should be filled in prescribed format Including GST.

Sn o	Description	Unit of Measure	Rate(Rs.)	Total Amount (Rs)
1	Dismantling Multi Activity Play Station	01 Job		
2	Re Installation of Multi Activity Play Station.	01 Job		
3	Replacement of Bush	30 Nos		
4	Slim Railing	20 Nos.		
5	PVC Flag	1 No.		
6	SS Nut Bolt (As required)	1 Job		
7	Double Swing Chain	4 Nos.		
8	Double Swing Clamp	4 Nos.		
Grand Total				

Total amount in words: _____

Signature of Bidder with stamp

Note: -

1. **The amount quoted should be including 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.