



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: estatecell.MP-IDS@yaho.com

MP-IDS/A/BM/VOL-1/2021

Date: 15 Feb 2022

QUOTATION FOR JOINTS FILLING WORKS ON COURTYARD AREA

Quotations are invited under single bid system from bonafide and experienced Firm/ Contractor for "**Joins Filling Works On Courtyard Area**" at MP-IDS 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 from the date of tender publication at www.idsa.in. The bidders should download and then send duly signed tender form and their bids along with scanned copies of all the relevant certificates, documents etc. in support of their, latest by **24th Feb 2022** by 1500 hrs. Hard copies of the relevant documents to be submitted along with (1) Demand Draft for Rs. **3100/- (Rupees Three thousand one hundred only)** in favour of "**IDS**" 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, 24th Feb 2022** duly mentioning on top right hand corner of the sealed envelope "**EMD and any other supporting documents for "Joins Filling Works On Courtyard Area"**".

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 be opened 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.

MP-IDS 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-IDS will be final and binding to all concerned.

Critical Dates of Tender:

(i) Publish Date & Time	16/02/2022, 11:00 hrs
(ii) Document Download Start Date & Time	16/02/2022, 11:30 hrs
(iii) Bid Submission Start Date & Time	16/02/2022, 12:00 hrs
(iv) Bid Submission End Date & Time	24/02/2022, 15:00 hrs
(v) Offline submission, EMD, and other supporting documents	24/02/2022, 15:00 hrs
(vi) Bid Opening Date & Time	24/02/2022, 15:30 hrs
(vii) Cost of Tender	Free of cost

Note : Contractor may inspect the Campus & assess its requirement before bidding the tender.


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



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QUOTATION FOR JOINTS FILLING WORKS ON COURTYARD AREA
MEMORANDUM OF WORK IN BRIEF

1	Name of work	Joints Filling Works On Courtyard Area
2.	Cost of Document	Free of Cost
3	Earnest Money	Rs.3100/-
4.	Validity period	30 days
7.	Publish Date & Time	16.02.2022 by 1100 hrs
8.	Submission Start Date & Time	16.02.2022by 1130 hrs
9.	Site visit	16.02.2021 on all working day between 1100 hrs to 1530 hrs till submission end date.
10.	Tender Submission End Date	24.02.2021 by 1500 hrs.
11.	Tender Opening Date	24.02.2021 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.

Signature of bidder

Name :

Company seal

Date



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JOINTS FILLING WORKS ON COURTYARD AREA

Quotation 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 20 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 work completed shall have defect liability period of 06 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. Delivery of Materials/Items and Completion:** 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 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:** Quotation shall be 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 "quotation for "Joints Filling Works On Courtyard Area" addressed to Assistant Director, MP-IDSA, so as to reach on or before

1500 hrs on 24th Feb 2022.

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

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. 3100/-** 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 :** On receipt of the Letter of intent (LOI), the successful bidder shall furnish 3% of the contract value 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 fifteen days beyond the defect liability period.

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 Joints Filling Works On Courtyard Area is Given below:-

- (i) Grouting the joints of flooring tiles having joints of 3 mm width, using epoxy grout mix of 0.70 kg of organic coated filler of desired shade (0.10 kg of hardener and 0.20 kg of resin per kg), including filling / grouting and finishing complete as per direction of Engineer-in-charge. Total area for work is **1047 Sqm.**
- (ii) Any minor work like applying cement based putty observe during painting required to be completed without any extra cost.
- (iii) Cleaning of stain marks before start fresh work.
- (iv) All fitting must be covered while performing work.
- (v) Contractor needs to show the solution to representative of MP-IDSA before starting the work.
- (vi) Contractor is expected to train his labour to carry out the work in peaceful manner without any disturbance to employees of the Institute.
- (vii) Removal and disposal of waste materials and debris away from the Institute campus, is the responsibility of the contractor.
- (viii) 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.
- (ix) 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.
- (x) The contractor shall be paid on the basis of the actual quantity of completed work as per the scope of work.

14. Eligibility:

- (i) Bidder should have satisfactorily completed **one similar work** in Central Autonomous Body/Central PSU/ Central Undertaking Body/ /Educational Institute). One work value should be of 1.25 lakhs or two work value should be more than 90 thousand or three work value should be more than 60000 thousand.
- (ii) Firm should produce completion certificate of such works from organization /Autonomous body.
- (iii) Definition of similar work: Firm must be in the field of civil engineering, installation, Commissioning and repair etc.

15. Pre-qualification sheet:-

Sno	Parameter	Page No.	Document attached (Yes/NO)
(a)	Work order		
(b)	Completion certificate		
(c)	Balance Sheet last two financial years		
(d)	PAN & GST Number		
(e)	Income tax return for last two financial years		

- 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. 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. Night stay shall not be permitted.

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: Joints Filling Works On Courtyard Area.

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.

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)

Annexure I

Financial Bid

JOINTS FILLING WORKS ON COURTYARD AREA

To be filled properly, reasonably. The rates should be filled in prescribed format including GST.

Sl o	Description	Area (Sqm)	Rate per (Sqm) in Rs.	Total Amount (Rs)
(1)	Grouting the joints of flooring tiles having joints of 3 mm width, using epoxy grout mix of 0.70 kg of organic coated filler of desired shade (0.10 kg of hardener and 0.20 kg of resin per kg), including filling / grouting and finishing complete	1047		
Grand Total				

Total amount in words: _____

Signature of Bidder with stamp

Note: -

1. The amount quoted should be inclusive of GST. Conditional Tenders will be rejected.
2. 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.