



MANOHAR PARRIKAR INSTITUTE FOR
DEFENCE STUDIES AND ANALYSES
मनोहर पर्रिकर रक्षा अध्ययन एवं विश्लेषण संस्थान

MP-INSTITUTE FOR DEFENCE STUDIES AND ANALYSES

No 1 Development Enclave, Rao Tula Ram Marg,
Delhi Cantt, New Delhi – 110 010
Ph. No., 26145352 Extn.7305/7312
Email: pktiwari.idsa@gov.in

File No: MP-IDSA/EM/BM/RUBBER BEADING/2025-26

Dated: 4 Jul 2025

**BOQ BID FOR SPECIAL REPAIR WORK –REPLACEMENT OF RUBBER
BEADING OF ALUMINIUM WINDOWS AND DOORS WITH ALLIED WORK AT
MP-IDSA**

Online bids are invited under **Single bid** system from bonafide and experienced Firm/ Contractor for **“Special repair work –Replacement of Rubber beading of Aluminium windows and Doors with allied 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 <https://www.gem.gov.in>. 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 **31 Jul 2025** by 1500 hrs. Hard copies of the relevant documents also to be submitted along with (1) Demand Draft for Rs. **17000/- (Rupees Seventeen 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, 31 July 2025** duly mentioning on top right hand corner of the sealed envelope **“Special repair work –Replacement of Rubber beading from Aluminium windows and Doors with allied 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 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 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	10/07/2025, 11:00 hrs
(ii) Document Download Start Date & Time	10/07/2025, 11:30 hrs
(iii) Bid Submission Start Date & Time	10/07/2025, 12:00 hrs
(iv) Bid Submission End Date & Time	31/07/2025, 15:00 hrs
(v) Offline submission, EMD, and other supporting documents	31/07/2025, 15:00 hrs
(vi) Bid Opening Date & Time	31/07/2025, 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".

Corrigendum / addendum / modification to this tender, if any, will be notified through <https://gem.gov.in>, www.idsa.in only.


Col. Chetan Gurbax (Retd.)
Assistant Director (Admin)



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**SPECIAL REPAIR WORK –REPLACEMENT OF RUBBER BEADING OF
ALUMINIUM WINDOWS AND DOORS WITH ALLIED WORK**

MEMORANDUM OF WORK IN BRIEF

1	Name of work	Special repair work –Replacement of Rubber beading from Aluminium windows and Doors with allied work
2.	Cost of Document	Free of Cost
3	Earnest Money	Rs.17,000/-
4	Estimated Value	Rs.8,19,363/- including GST
5.	Validity period	90 days
6	Security Deposit	10% of contract Value
7.	Publish Date & Time	10.07.2025 by 1100 hrs
8.	Submission Date & Time	10.07.2025 by 1130 hrs
9.	Site visit	From 10.06.2025 on all working day between 1030 hrs to 1530 hrs till bid submission end date.
10.	Tender Submission End Date	31.07.2025 by 1500 hrs.
11.	Tender Opening Date	31.07.2025 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. Chetan Gurbax (Retd.)
Assistant Director (Admin)

Signature of bidder

Name :

Company seal

Date

Subject: **Special repair work –Replacement of Rubber beading from Aluminium windows and Doors with allied work**

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. **Time Schedule:** The work shall be completed within 90 days from the date of award. Any delay in completion of work a suitable penalty as per defect liabilities clause. Assistant Director, 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, 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:** All materials used shall be high graded, free from defects and imperfection, recent manufacture & unused. Materials shall conform to the latest specifications of BIS, where applicable & it should be as per institute type/specification. All work shall be performed and completed in accordance with the best shop practice.
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:** Completion period of work shall be 60 days. 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 **31 July 2025**.

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. 17000/-** 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 10% of 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 two months beyond the defect liabilities period (12 months). 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.
- h. No Interim payment shall be done as per the payment terms for respective work orders.

13. Materials as per BIS (IS: 11149 - 1984) & Scope of work –

(i) Marking on materials supply by firm - The following details shall be clearly indicated on every gasket for any identification:-

(a) Manufacturer's name b) Type of gasket and c) Date of manufacture

(ii) Details scope of work is placed below which includes the following:-

Sno	Nature of Work	Unit	Qty
1	Providing and fixing of 5mm fix window Rubber and 5mm door rubber in Aluminium window and door. Types of rubber beading Nitrile (NBR), Neoprene, Silicone and Viton etc. to be used. The rates includes cost of glass broken during work	RMtr	4750
2	Providing and fixing of Aluminium 14 Gauge biding for window	RMtr	300
3	Providing and fixing of Aluminium handle	No.	100
4	Providing and fixing of Aluminium stay	No.	100
5	Providing and fixing of silicon for door and windows for safety from water.	No.	50

Note:-

- (i) Any minor work 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 is expected to train his labour to carry out the work in peaceful manner without any disturbance to occupants.
- (v) 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.
- (vi) 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. 4 Lakhs per annum for the last three years. One similar nature of work where the agency is currently carrying out or completed between Mar 2022-Mar 2025 the said scope of services should not be less than Rs.4 Lakhs per annum.

- i) Experience of having successfully completed similar works during

last 3 financial year ending 31 Mar 2025 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.
Or
- b. Two similar completed annual works costing not less than the amount equal to 75% of the estimated cost.
Or
- c. One similar completed annual work costing not less than the amount equal to 100% of the estimated cost.

(ii) **Firm registered office must be in Delhi NCR (Proof required as latest Electricity bill/water bill or lease agreement only) .**

(iii) Copy of valid PAN

a) In case of limited/Pvt. Limited company- PAN should be in the name of company.

b) In case of partnership firm- PAN should be of firm only.

c) In case of sole proprietor firm- PAN should be either of sole proprietor or firm & in such case an affidavit is also to be submitted for sole proprietor of the firm.

(vi) Declaration w.r.t. GST- A self-declaration that the bidder is not black listed by GST authorities.

(iv) Clear track record /non blacklist undertaking as per Annexure II

(v) For MSME Bidder:-

(a) If the bidder is a Micro or Small Enterprise as per latest definitions under MSME rules, the bidder shall be exempted from the requirement of "Bidder Turnover" criteria and "Experience Criteria" subject to meeting of quality and technical specifications. In case any bidder is seeking exemption from Turnover / Experience Criteria, the supporting documents to prove his eligibility for exemption must be uploaded for evaluation by the buyer.

(b) Purchase preference to Micro and Small Enterprises (MSEs):
Purchase preference to Micro and Small Enterprises (MSEs):
Purchase preference will be given to MSEs as defined in Public Procurement Policy for Micro and Small Enterprises (MSEs) Order, 2012 dated 23.03.2012 issued by Ministry of Micro, Small and Medium Enterprises and its subsequent Orders/ Notifications issued by concerned Ministry. If the bidder wants to avail the Purchase preference, the bidder must be the manufacturer of the offered product in case of bid for supply of goods. Traders are excluded from the purview of

Public Procurement Policy for Micro and Small Enterprises. In respect of bid for Services, the bidder must be the Service provider of the offered Service. Relevant documentary evidence in this regard shall be uploaded along with the bid in respect of the offered product or service. If L-1 is not an MSE and MSE Seller(s) has/ have quoted price within L-1+15% of margin of purchase preference/ price band defined in relevant policy, such Seller shall be given opportunity to match L-1 price and contract will be awarded for percentage of 25% of total. In this case tender may be cancel view nature of work not allow to perform the work.

For MSME Bidders:-

Sno	Parameter	For MSME	Page No.	Document attached (Yes/NO)
(a)	Work order	Exempted		
(b)	Completion certificate	Exempted		
(c)	ITR/Turn Over last 3 years	Exempted		
(d)	PAN & GST Number	Required		
(e)	EMD	Exempted		
(f)	Office Location must have in Delhi NCR (Proof Electrical bill/lease agreement)	Required		
(g)	Clear track record /non blacklist undertaking as per Annexure I	Required		

Note: (i) All documents must signed and uploaded on GeM.
(ii) Definition of Similar Work: Experience of Civil repair work in any Govt. office or large private sector company.

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

16. Force Majeure. Should any Force Majeure circumstances arise, each of the contracting party shall be excused for the non-fulfilment or for the delayed fulfilment of

any of its contractual obligations, if the affected party within (01 day) of its occurrence informs the other party in writing. Force Majeure shall mean fires, floods, natural disasters or other acts, that are unanticipated or unforeseeable, and not brought about at the instance of the party claiming to be affected by such event, or which, if anticipated or foreseeable, could not be avoided or provided for, and which has caused the non-performance or delay in performance, such as war, turmoil, strikes, sabotage, explosions, quarantine restriction beyond the control of either party. A party claiming Force Majeure shall exercise reasonable diligence to seek to overcome the Force Majeure event and to mitigate the effects thereof on the performance of its obligations under this Work order.

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 Director General ,MP-IDSA.

(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.

18. **Jurisdiction of Court.** The courts at Delhi / New Delhi shall have the exclusive jurisdiction to try all disputes, if any, arising out of this agreement between the parties.

Non Blacklisted Certificate

(To be provided on (Rs.100/-) -A non-judicial stamp paper duly notarized)

I hereby certify that the above firm neither blacklisted by any Central/State Government/Public Undertaking/Institute nor is any criminal case registered/pending against the firm or its owner/partners anywhere in India. I also certify that the above information is true and correct in any every respect and in any case, at a later date it is found that any details provided above are incorrect, any contract given to the above firm may be summarily terminated and the firm blacklisted.

Date:

Authorized Signatory

Place:

Name:

Designation:

Contact No.

Email ID:

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 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 and WCT 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 of furniture before quoting. After opening the bids no excuse will be entertained with regards to site conditions, security restrictions, etc.
- (I) Glass Breakage during work: Most care shall be adopted by the contractor during replacement of beading. If any glass broken during the replacement, the same specification glass shall be replaced by the contractor at his own cost& risk. No separate payment shall be made on this account.

Director General, 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 Chetan Gurbax(Retd)
Assistant Director (Admin)

Price Bid (Including GST)

Sno	Nature of Work	Unit	Qty	Rate	Amount(Rs)
(i)	Providing and fixing of 5mm fix window Rubber and 5mm door rubber in Aluminium window and door. Types rubber beading Nitrile (NBR), Neoprene, Silicone and Viton etc. to be used. The rates includes cost of glass broken during work	RMtr	4750		
(ii)	Providing and fixing of Aluminium 14 Gauge biding for window	RMtr	300		
(iii)	Providing and fixing of Aluminium handle	No	100		
(iv)	Providing and fixing of Aluminium stay	No	100		
(v)	Providing and fixing of silicon for door and windows for safety from water.	No	50		

Total:-

1. **The amount quoted should be inclusive of GST.** Conditional Quotes will be rejected.
2. If any discrepancy found in quoting the financial bid in words and figures, the higher quoted amount will be considered.
3. GST & TDS will be deducted as per rules from the quoted amount and may be catered for while quoting the rates.
4. Glass Breakage during work: Most care shall be adopted by the contractor during replacement of beading. If any glass broken during the replacement, the same specification glass shall be replaced by the contractor at his own cost& risk. No separate payment shall be made on this account.

Signature of the Bidder

Name and Telephone No

Name of the Agency with Seal
