

F.No.7/2(3)/2009-SD/S&S-EMU

INDIRA GANDHI NATIONAL CENTRE FOR THE ARTS
SUTRADHARA DIVISION
(S&S/EMU SECTION)

New Delhi, the 14th December, 2009

Quotation No.55

NOTICE INVITING QUOTATIONS

**Name of work:-Annual Repair and Maintenance of IGNCA Office Building Complex
(Day to Day Civil Maintenance Works)**

Sealed item rate quotation are invited on behalf of Indira Gandhi National Centre for the Arts(IGNCA) from contractors registered in appropriate class with NDMC, CPWD, PWD etc. for the above cited work. The quotations shall be in two parts viz TECHNICAL BID and PRICE BID.

TECHNICAL BID

The following document will be submitted in technical bid in a sealed envelop superscribed in bold letter TECHNICAL BID. The name of work, the name of bidder and date of opening shall also be written on the envelope.

Earnest Money as per item No.6 of terms and condition

All the eligibility certificates

VAT Registration Certificate

PAN/TIN number document

ESI No.

PRICE BID

The PRICE BID shall be given in schedule of quantities format of N.I.T. and placed in other sealed envelope duly superscribed in bold as PRICE BID. The name of work, the name of bidder and date of opening shall also be written on the envelope.

Both of these envelopes shall be placed in third sealed envelop and superscribed in bold TECHNICAL and PRICE BID. The name of work, the name of bidder and date of opening should be written on the envelope.

The quotation shall be addressed in the name of Shri D.S. GAUR, Under Secretary(A), C.V. Mess Building, IGNCA, Janpath and dropped in the tender box placed in the S&S Section.

The important information regarding N.I.Q./N.I.T. is as follows:-

S. No	Name of work	Cost of quotation form	Probable amount of contract(Rs.)	Earnest Money @2% of quotation amount	Last date of issue of quotation form	Date & Time of receipt of quotation form	Date & Time of Opening of quotation	Period of start of work
1.	Comprehensive day to day civil repair and main-tenance work of IGNCA building complex, Consisting of C.V. mess, No.3 and No.5 building at Dr. R.P.Road, New Delhi as per Terms and condition and scope of work given in tender document	100/-	6,28,104/- per year	12,562/-	05.01.10 up to 5.00 p.m.	06.01.10 up to 3.30 p.m.	06.01.10 at 4.00 p.m.	12 months

(D.S. GAUR)
Under Secretary(A)

TERMS AND CONDITIONS

A. GENERAL INFORMATION

Indira Gandhi National Centre for the Arts(IGNCA) is constituted as an Autonomous Trust by Govt. of India and is at present attached with Ministry of Tourism and Culture. The registered office of IGNCA is at Central Vista Mess (C.V. Mess) Building, Janpath, New Delhi.

THE N.I.Q. is for Comprehensive Maintenance of IGNCA office building complex consisting of 3 buildings VIZ. The old building at C.V. Mess Building and building at No.3, Dr.R.P.Road and One New Building at No.5, Dr. R.P.Road, New Delhi.

B. CRITERIA OF ELIGIBILITY

- (i) The quotationer should have satisfactorily completed the similar work during the last 5 years in either of the following ways. The should be certified by an officer not below the rank of Executive Engineer.
 - (a) Three work each costing not less than Rs.2,51,242/-
 - (b) Two work each costing not less than Rs.3,76,862/-
 - © One work costing not less than Rs.5,02,483/-
- (ii) The bidder should be a registered contractor of CPWD/NDMC/DDA/DPWD in appropriate class, self attested copy of valid Registration Certificate should be attached with technical bid.
- (iii) The bidder should have an average financial turn over of Rs.10.00 Lacs per year in Engineering works during the last immediate three year. The turn over should be certified by Chartered Accountant.
- (iv) The bidders performance Certificate for each similar work in the last five year, and works in hand, from client department should be submitted.

(C) EVALUATION CRITERIA TO QUALIFY TECHNICAL BIDS

The details submitted by the bidders in the Eligibility Criteria will be evaluated in the following manner and the qualifying marks shall be 70%. The total marks shall 100.

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|-----|--|---|------------------|
| (a) | Experience in similar works during last five year | - | Maximum 40 marks |
| (b) | Valid registration with specified Govt.department | - | Maximum 20 marks |
| © | Turn Over in immediate last 3 years | - | Maximum 20 marks |
| (d) | Performance Certificate in similar work in last
5 years | - | Maximum 20 marks |

(D) PENALTY PROVISIONS

1. In case the contractor fails to carryout the maintenance work as per the instructions of A.E.(Civil) shall be at liberty to get the work done from alternative source and r recommend for the recovery, from the contractors bill, at the rate which shall be double the cost of work done from other source.
2. The contractor shall make arrangements to ensure that all the maintenance complaint given in writing are attended by his workers within the same day failing which the recovery at the rate of Rs.200/- per complaint shall be levied and recovered from the contractor bill. The decision of the Competent Authority of IGNCA shall be final in the connection.
3. If the compliant is not of minor nature and need specialized handling then the contractor shall make arrangement to get the same done within 3 days of the date of complaint failing which the complaint shall be got attended by alternative arrangements and the recovery of the cost of work done shall be made at double the rate from the contractor's bill.
4. In case the contractors has genuine problem of attending to the complaints within stipulated period as per the provision of penalty clause No.1, 2 & 3 the contractor shall apply in writing to the Director(Admn.) for relaxation of the stipulated period and the decision of the Competent Authority of IGNCA, based on the recommendations of A.E.(Civil), shall be final.
5. If the contractor fails to complete the work for the stipulated period and stop the work in between then the security deposited with IGNCA shall be forfeited and the decision of the Competent Authority in this connection shall be final.

(D) MANNER OF PAYMENT

1. All the payments to the contractor shall be based on the monthly pre-receipted bills submitted by him on his printed Performa bearing the Pan/Tin No. etc. Supported with the certificates and details of work done by him on daily basis duly certified and verified by A.E.(Civil) of IGNCA or his authorized representative.
2. If the payment of his bills in not made within 15 days from the date of submission of the bill, the contractor can report the matter in writing directly to Director(Admn.).
3. In case his payment is delayed for m ore than 31 days from the date of submission of his bills the contractor can report the matter in writing directly to the Joint Secretary of IGNCA and if the payment is still delayed for more than 45 days than the contractor can report the matter in writing to Member Secretary of IGNCA.

(F) TERMS AND CONDITION AND SCOPE OF WORKS

1. The work shall be carried out as per relevant CPWD technical specification for civil works amended up to date.
2. The rate should be given in figures and in words in Annexure 'A' and will be inclusive of all taxes and cartage etc.
3. The quotation should be signed and stamped. It should be submitted in sealed envelope.
4. The Income Tax as per rules and water charges @ 1% will be deducted from the gross amount of contractor bill.
5. Conditional quotations will not be accepted.
6. The quotation must be accompanied with Earnest Money of Rs.12,562/- in the form of Accounts Payee Demand Draft in favour of Indira Gandhi National Centre for the Arts payable at New Delhi. Except the first lowest and second lowest bidder the EMD of the other bidder will be refunded on the same day. The EMD of 2nd lowest bidder shall be refunded after the award of work to the 1st lowest bidder. In the event of refusal to undertake the work by the first lowest bidder his earnest money shall be forfeited and the bid of 2nd lowest bidder shall be considered.
7. The period of contract is for 12 months from the date of award of work and the quoted rates shall remain firm during the period.
8. 5% security deposit will be deducted from every R.A. Bill of the contractor which will be refunded after six months of the successful complete of work, if there is no complaint from any side.
9. On the recommendation of the A.E.(Civil) the approval for execution of extra items will be considered.
10. The contract can be further extended on the existing terms and conditions on the mutual agreement of both the parties.
11. The validity period for accepting the quotation for the work shall remain open for 60 days from the date of opening of quotations. The earnest money shall be refunded if the award of work is not considered by IGNCA on account of any official reason.
12. In case of any dispute the decision of the Member Secretary, IGNCA will be final and binding.
13. The contractor shall ensure that the workers deployed by him for the work are directly employed by him. The Centre shall have nothing to do in the matters of payment of wages and emoluments to employees and their service conditions.

14. The worker deployed by contractor shall be dressed in uniform and they shall wear the I card issued to them by the contractor.
15. The worker shall be well behaved and the verification of their conduct and character is the responsibility of the contractor.
16. The contractor shall make correct and timely payment of wages, overtime and rest day wages to the workers deployed for the work as per the relevant regulations for the contract labour amended up to date.

(G) THE SCOPE OF WORK

1. To carryout the civil maintenance works of the existing civil installation in all the three buildings of IGNCA viz. C.V. Mess Building, No.3 & No.5 Building at Dr. R.P. Road. As per the details given in the schedule of quantities of work at Annexure I.
2. The contractor shall procure all the materials, consumable and non-consumables, required for the day to day maintenance of existing civil installation for water supply and raw water supply system and hydrants, sanitary fittings, Overhead and underground tanks W.C. Pots & cistern, the AOS makes automatic water taps (DOPPLER) system, automatic Robo flushing system for urinal pots, CERA make accessories for water closets, urinal pots etc. Jaquar Bath and sanitary fittings in building at No.5 Dr. R.P. Road and material required for No.3 and C.V. Mess building for civil maintenance works complete as required.
3. For major repairs work and addition alteration Works including purchase of major accessories and materials IGNCA shall get the work done by call of quotations.
4. The contractor shall keep a stock of cast moving materials at site to attend to the maintenance complaint immediately and should keep arrangements to procure the required material immediately if the same is not available in stock. The accessories/Parts for Doppler water taps, Rodo flusing system and other connected accessories shall be of genuine AOS System.
5. The minimum manpower to be deployed by the contractor for day to day Civil Maintenance Works shall be as follows:-
 - (i) One Supervisor who shall be a qualified Civil Engineer (Minimum Diploma Holder, in Civil Engineering) who is to be deployed full time for 6 days in a week. He should have at least three years experience in similar type of works.
 - (ii) One highly skilled and experienced technician for repair and maintenance of sensor controlled automatic system for Doppler water taps of wash basins and Robo flush system for urinal pots and all accessories connected to these systems.
 - (iii) Two Skilled Technicians of multitrade capability for the works pertaining to plumbing, sanitary fitter, masson, carpentry trades. They should have at least 5 years

experience of carrying out similar works in a Govt. building or a reputed private office building.

- (iv) Three semi skilled/unskilled workman having experience of working with an helping the skilled and highly skilled technician. One of them shall also be capable of being used for office work.
- (v) The daily duty hours from Monday to Saturday shall be from 8.30 a.m. to 6 p.m. The Supervisor shall receive the complaints from the Caretaker Unit or from the Engineering wing of IGNCA or directly from the different offices of IGNCA. He shall keep on records of source of complaint, nature of complaint, date of complaint, date of rectification of complaint and material used to rectify the defect. A copy of these records in the form of a statement shall be submitted by him alongwith the R.A. Bills.
- (vi) Since the contractor shall replace the defective material at his cost therefore the dismantle material shall remain with him. For the major material or components provided by IGNCA the dismantle shall be returned to IGNCA.
- (vii) The contractor shall deploy labour for maintenance work for extra hour duty on working days, On Sundays and holidays if required for urgent works or during the various functions and programmes of IGNCA. They shall remain on duty till the end of the function/programme. The cost of such duties are deemed to be included in the contract amount and nothing extra on this account shall be paid by IGNCA.
- (viii) The Supervisor, the workmen and labour deployed for day to day Civil Maintenance works shall daily report to the A.E.(Civil) of IGNCA or his authorized representative. The daily report of maintenance work carried out shall be shown to A.E.(Civil) IGNCA and records produced to A.E.(Civil) when demanded. A.E.(Civil) IGNCA shall provide the technical guidance to carryout the civil maintenance works and shall have control over day to day civil maintenance works.
- (ix) The notice can also be viewed on IGNCA Website www.ignca.nic.in

(D.S. GAUR)
Under Secretary(A)

INDIRA GANDHI NATIONAL CENTRE FOR THE ARTS

**Name of work: Annual Repair and Maintenance works of IGNC A Office Building
Complex consisting of C.V. Mess, No.3 and No.5, Dr. R.P. Road, New
Delhi.**

Sub Head:- Day to Day Civil Maintenance Works.

SCHEDULE OF QUANTITIES

S.No.	Description of Items	Qty.	Unit	Rate	Amount(Rs.)
	Comprehensive day to day maintenance works of IGNC A building Complex consisting of C.V. Mess, No.3 and No.5 Dr. R.P. Road comprising of following works complete as required as per terms and conditions attached				
1.	Checking/repaired/replacement of water supply, sewerage, drainage and sanitary installations such as GI & CI pipe accessories sanitary fittings, taps bottle traps, gate value, ball valves, waste pipe, connection, Doppler automatic water tap system, Robo automatic flushing systems, floor trap, gully traps, manholes, drainage sewer pipe line, spouts, khuras onterrace etc. complete as required				
2.	Checking and repairing of raw water pipeline and hydrants in the lawns				
3.	Water supply installations in overhead and underground tanks including tank covers				
4.	Cleaning and clearing choked drains and sewerlines				
5.	Repair of doors and windows, chowkhat, door closers, carpentry repair works, providing, cutting and fixing glass panes repairing/replacement of door locks, bult hinges, tower bolts, sliding belts, handles etc. complete as required				

6.	Masonry cement plaster and cement concrete repair works to wall, floor ceilings, toilets, exhaust system, opening in walls etc. complete as required	12 months	Per months		
7.	Repairs to plumbing works including leakage works of minor nature	12 months	Per month		

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