

**INTER-UNIVERSITY ACCELERATOR CENTRE**

**(An Autonomous Centre of UGC)**

**Aruna Asaf Ali Marg, New Delhi-110 067**

**NOTICE INVITING E-TENDER**

***TENDER NO: IUAC/NIT/05/HAR/2020-21***

***Dated: 17/06/2020***

**Instructions for Online Bid Submission:**

Inter-University Accelerator Centre (IUAC), invites online bids through e-Procurement Portal under two bid system, viz., Technical and Financial bids, from eligible and experienced parties for the work/supply of “**Annual Contract for Day to day Up-keep and Maintenance of Civil Works at IUAC.**”

Tender Documents may be downloaded from Central Public Procurement Portal <http://eprocure.gov.in/eprocure/app> and [www.iuac.res.in](http://www.iuac.res.in)

Aspiring Bidders who have not enrolled/registered in e-Procurement Portal should enroll/register before participating through the website <http://eprocure.gov.in/eprocure/app>.

Bids shall be submitted online only at CPPP website: <http://eprocure.gov.in/eprocure/app>. Tenderers/Contractors are advised to follow the instructions provided in the e-procurement portal. Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.

IUAC reserves the right to accept / reject any/all tenders in part/full without assigning any reasons thereof.

Bidder has to select the payment option as “online” to pay the tender fee and EMD as applicable by going to link: <https://services.sabpaisa.in/pages/iuac.html>. The Earnest Money Deposit and tender fee shall be in the form of online payment and it should be deposited before the bid opening. Bidders registered with MSME/NSIC are exempted from payments of EMD & tender fee. Copy of valid registration certificate should be uploaded in the website with technical bid.

Bidders are requested to note that they should necessarily submit their financial bids in the format provided and no other format is acceptable. If the price bid has been given as a standard BOQ format with the tender document, then the same is to be downloaded and to be filled and submit it online without modifying the format. If the BOQ file is found to be modified by the bidder, the bid will be rejected.

Any Corrigendum/Amendments in respect of above tender shall be issued on IUAC website [www.iuac.res.in](http://www.iuac.res.in) and website <https://eprocure.gov.in> only. Bidders should take into account any corrigendum published on the tender document before submitting their bids.

## E-TENDER DOCUMENT

Name of Work	<b><u>“Annual Contract for Day to day Up-keep and Maintenance of Civil Works at IUAC”.</u></b>
Tender No.	IUAC/NIT/05/HAR/2020-21
Tender Value/Estimate	Rs. 70,00,000 /- (Rupees Seventy lacs ) per Annum
Earnest Money Deposit	Rs. 1,40,000 /-(Rupees One lacs forty thousand only) in the form of D.D.
Tender Document Fee	500.00
Bid Submission End Date	09/07/2020 at 3.00 p.m.
Technical Bid Opening Date	10/07/2020 at 3.30 p.m.
Price Bid Opening Date	To be intimated later.
Contact Person	Mrs. Ranju Rishi, Administrative Officer (S&P) e-mail: <a href="mailto:ranju@iuac.res.in">ranju@iuac.res.in</a> Phone: 011-24126018 & 24126022  & Mr. Harshwardhan, Civil Wing (for site visit/ related query only) e-mail: <a href="mailto:harsh@iuac.res.in">harsh@iuac.res.in</a> Phone: 011-24126018 & 24126022 (Ext. 325)

**(I) GENERAL CONDITIONS FOR SUBMISSION OF TENDER**

1. **Submission of Tender:** Tenders should be uploaded in two Parts i.e. “Technical bid” (Part-A) and “Price bid” (Part-B). No other mode of submission will be accepted.
2. **Technical Bid (Part-A)** : In this bid, the bidder shall upload the scanned copies of the following documents essentially required for Technical Qualification:

- (i) Covering letter on Company’s letter head
- (ii) Company Profile mentioning organizational set up, list of plants, tools & Machinery etc.
- (iii) Proof of online Earnest Money Deposit ( as applicable) .
- (iv) Copies of Registration certificates of PAN, E.P.F., E.S.I & GST
- (v) Copy of latest EPF statement of present workers
- (vi) Copies of work orders and completion certificates for ‘AMC (Civil) related Works ‘successfully executed during the last 7 years for Public Ltd. Companies, Public Sector and other Govt. Institutions in the following manner:
  - (a) Three similar completed works, each of value not less than Rs. 28 lakhs per annum  
OR
  - (b) Two similar completed works, each of value not less than Rs. 35 lakhs per annum  
OR
  - (c) One similar completed work of value not less than Rs. 56 lakhs per annum.(Note: The work order and completion certificate should be for the same work i.e. AMC civil related works)

- (vii) **Tender acceptance letter (as per Annexure VIII of tender document) on bidder’s letter head** duly signed & stamped by the bidder as acceptance of all terms & condition of tender.

IUAC reserves the right to visit the working sites mentioned by bidders as proof of experience to ascertain the quality of service rendered. The bidder will have to arrange for such visit.

- (viii) Contractors who have worked at IUAC and whose performance has not been satisfactory consistently may not be technically qualified. This shall be applicable to on-going as well as previous contractors who have worked in the last 7 years. Agency must submit the satisfactory certification from client(s).

**3. Price Bid (Part-B)** : In this bid the bidder will quote his rate in the standard BOQ format as per in Annexure I and % rates should be quoted in the PDF format as per Annexure IV & V of technical bid .It is mandatory on bidder to quote rates of all items as asked for in the annexures .

**4. Earnest Money:** An earnest money deposit (EMD) of Rs. 1,40,000/- (Rupees One lacs forty thousand only) has to be submitted before opening of the technical bid (Part-A). Bidder has to select the payment option as “online” to pay the tender fee and EMD as applicable by going to link: <https://services.sabpaisa.in/pages/iuac.html>. The Earnest Money Deposit and tender fee shall be in the form of online payment and it should be deposited before the bid opening. No Cheque/Cash shall be accepted as EMD. The refund of EMD to the technically disqualified & lowest 4th bidders onwards shall be made within 15 days from the date of opening of price bid. The refund of EMD of the 2<sup>nd</sup> & 3<sup>rd</sup> lowest bidders shall be made after award of work and site mobilization by the successful bidder. The EMD of the successful lowest bidder (L1) shall be held back as security deposit and will be released after submission of S.D in form of Bank Guarantee.

Bidders registered with MSME/NSIC are exempted from payments of EMD & tender fee. Copy of valid registration certificate should be uploaded in the website with technical bid.

**5. Exemption from EMD:** Companies registered with National Small scale Industries Corporation (NSIC) and Micro Small & Medium Enterprises (MSME) of similar nature of works will be given relaxation as per Govt. rules. Copy of exemption certificate shall be uploaded.

**6. Validity of Tender:** Tender shall be valid for our acceptance without any change in rates and NIT conditions for a period of **90** days from the date of opening of price bid.

**7. Terms & conditions, Scope of Work:** Detailed scope of work, terms and conditions, specifications, Terms of payment etc. are enclosed with this NIT. These should be carefully studied before quoting rates.

**8. Deviations:** No deviation from the stipulated terms and conditions will be allowed.

**9. Contractor to Acquaint himself with Site Conditions:** Contractor shall acquaint himself fully with the site conditions and the working environment of IUAC before quoting his rates. No Compensation on account of any site difficulties will be entertained, at a later date, after award of the work. Arrangement for site visit can be made by contacting Mrs. Ranju Rishi , A.O (S & P ), Phone No. 011-24126018 & 24126022

**10. Correspondence:** All the correspondence in respect of tender/contractual obligation shall be made to A.O.(S&P), IUAC, Aruna Asaf Ali Marg, New Delhi-110067.

**11. Director, IUAC reserves the right to accept or reject any tender without assigning any reason and does not bind himself to accept the lowest tender.**

Tender once submitted will remain with the centre and will not be returned to the bidders.

## **(II) TERMS OF PAYMENT**

### **1. MAINTENANCE WORKS (Including External Cleaning)**

For routine maintenance manpower employed by contractor, he will be paid as per Lump sum price quoted by him for the full manpower (see Annexure-I). Contractor will maintain name wise manpower attendance register of regular manpower and enclose the copy of it along with monthly maintenance bill. Wages of manpower those who are absent or on leave will be suitably deducted as per the present wages. IUAC will have the right to deduct suitable amount from the manpower component, if it feels that manpower has been underutilized or misutilized. Same terms and conditions shall be applicable in case if Contractor has been asked to provide additional manpower as per Annexure – V.

In case of materials procured by contractor, payment of materials (see Annexure - V for material list) will be made to contractor on the basis of DSR 2018 rates over/below percentage quoted by him in Annexure-IV. For those materials which are not appearing in DSR 2018, the same will be paid on the basis of submission of original cash memo/bills of reputed suppliers. Over the basic rate and GST mentioned in cash memo/bill, the contractor will be given 10 % extra. This extra percentage will cover cartage, wastage and all other overheads & unforeseen expenses in addition to contractor's overhead & profit. IUAC has the right to verify market rates with respect to cash memo/ bills submitted by the contractor and shall make payment based on the least market price rather than cash memo/bills in case of any discrepancy. Submission of Material Inward Challan(s) duly entered in IUAC main gate security is MUST for all the material including those on DSR basis.

Note: This contract will be mainly a labour contract where most of the material (except for some material listed in Annexure- V) required in maintenance work execution will be provided by IUAC. In certain situations, the contractor may be asked to arrange material as specified in Annexure - V or otherwise and it will be mandatory on the part of contractor to supply the same. Payment for such supplies will be made as per the above mentioned clause(s).

2. For hiring of specialized equipments /machines (not covered in routine tools & tackles mentioned in Annexure - II) contractor will be paid hire charges as per cash memo/bill from the hiring agency and will be paid 10% extra over the charges shown in cash memo/bill to cover his overhead and profit. Cash memo/Bill should clearly indicate hourly/daily rate of machine and the number of hours/days machine has been used. However, Concerned Engineer or the higher authorities in IUAC has the right to verify the rates of cash memo/bill from the market and in case of any doubt he can make payments after suitable deductions from the rates of cash memo / bill. Cost of routine tools and tackles will be assumed to be covered in labour rates quoted by the contractor.

3. For any specialized work if contractor has to engage a specialized agency (only after due approval from IUAC authorities) then he will be paid as per the actual cash memo/ bill of the party plus 10% over and above to cover his overheads and profit. However, Engineer has the right to verify the rates of cash Memo/bill from the market and in case of any doubt he can make payments after suitable deductions from the rates of cash memo / bill.

4. For very small items of works of irregular and patchy type where measurement is

difficult, a lump sum payment towards materials cost may be paid as certified by Engineer up to a maximum limit of Rs. 200/- for each item of work.

5. **SECURITY DEPOSIT**

On award of work, the contractor shall furnish a Bank Guarantee equivalent to one month's contract value valid for the entire contract duration plus 2 months (i.e., 14 months). In case of extension of contract after the first year, fresh bank guarantee for the new contract value and extended period has to be submitted.

6. **MATERIAL ESCALATION**

No material escalation will be given to contractor for the initial contract period (i.e. one year from the date of award of contract). However, if the contract is renewed for further period, the escalation will be calculated as below:

$$\% \text{ Escalation} = \frac{B-A}{A} \times 100$$

Where A= Whole sale price index on the date of tender opening

B= Whole sale price index at the end of first year( for calculating escalation of 2<sup>nd</sup> year)/Wholesale price index at the end of 2<sup>nd</sup> year(for calculating escalation of 3<sup>rd</sup> year)

### **(III) GENERAL TERMS AND CONDITIONS RELATING TO WORK**

1. Contractor will be given a rent free Office and store space where his supervisor and other staff will normally sit and place their tools & tackles and materials. However all furniture, stationery etc. required for carrying out his office works & the storage arrangement for storing his materials will be organized by the Contractor at his cost.
2. Contractor will keep at site at all times all essential tools and tackles required for execution of routine maintenance jobs as attached with Annexure – II. In case any worker is found to be working without proper tools & tackles, Engineer will be within his right to stop the work or levy some penalty.
3. Contractor will efficiently utilize his maintenance gang and cleaning gang and ensure that there is no idle period. For occasional need of additional helpers required for a short duration, Contractor will try to utilize his sweepers instead of bringing manpower from outside.
4. Each workman (of regular gang) will have to attend his duty regularly. In case of absence of any worker deduction will be made from the contractor's bill at the rate of daily wages of the worker. If a workman is absent for more than two (2) days, Contractor should immediately make alternative arrangement by bringing in additional manpower.
5. Following Holidays will be applicable to the manpower under the contract :-
  - a) **Sundays**
  - b) **3 National Holidays (26<sup>th</sup> Jan., 15<sup>th</sup> Aug. & 2<sup>nd</sup> Oct.)**

The working time will be from 9.00 A.M. To 5.30 P.M.

In addition to the above, any special mandatory holidays as declared by Govt. of India/ Govt. of Delhi (applicable for site labour) from time to time should also be given to the manpower.

6. All maintenance complaints should normally be attended within 2 days. In case of tedious / tricky complaints, time taken should not exceed 7 days. Complaints having some special problems, which can't be done within 7 days, the complainant should be informed by giving a note indicating the date when the complaint is likely to be completed. In case of complaints / jobs where the occupant has to observe some precautions, he should be duly informed about this in writing after taking approval of Engineer. In case of unreasonable delay the penalty clause will be apply.
7. All the materials brought by the contractor shall be ISI marked (wherever applicable) and of reputed & approved makes and their makes / brands / colour / finish will be approved by Engineer before providing in the work. A list of suggested makes for some materials is attached at Annexure-VI
8. Contractor shall ensure that at all times sufficient quantity of various materials under his scope (as given in Annexure-V) required for routine maintenance are available in the store provided by client to contractor for the said purpose, so that all complaints can be speedily

attended. Contractor should devise an efficient arrangement for procuring materials (under his scope) speedily from market as and when requirement arises.

9. No jhuggis or temporary structure will be built by the contractor inside IUAC campus for his workers without IUAC permission. Contractor's persons shall normally come in the morning and go back in the evening.
10. Any maintenance work done will be guaranteed by contractor for a minimum period of 6 months from the date of completion. Any defect arising in the work in guarantee period due to faulty workmanship and faulty materials (if supplied by contractor) will be rectified by contractor at his own cost.
11. Contractor will be provided an intercom telephone, free of cost, for internal call facility inside IUAC.
12. If any employee or worker of the contractor on the works appears to be negligent in his duties or incompetent or to behave in an improperly manner, such person shall be immediately removed from the works by the contractor on the request of the engineer and suitable replacement will be provided at the earliest.
13. Cleaning/Clearing of waste material/ debris etc. from the repair/work site will be the responsibility of the Contractor. Non compliance of this will also lead to imposition of suitable fine as decided by IUAC, which will be deducted from contractors bill.
14. If the works have not been properly carried out in respect of layout, levels, quality of materials, workmanship etc., they shall be rectified, repaired or replaced by Contractor to the entire satisfaction of engineer. IUAC can withhold part or full amount of money in respect of works not properly carried out or partly done till the time proper rectification is done or the part work is completed. Contractor's responsibility for correction of improperly executed work shall not be invalidated by reason of any prior approval or partial or full payment made to the Contractor in respect of that work. IUAC shall have the right to deduct suitably for earlier executed improper work in the subsequent bill.
15. Contract will be awarded initially for a period of one year. However, the contract may be renewed for successive years (maximum to the extent of two (2) extensions) depending upon the performance of the contractor in the previous year on the same terms and conditions and by mutual agreement. There is no binding on centre to renew the contract after first year.
16. Contractor shall ensure safe storage of his materials inside the store. Any damage occurred to the materials under the custody of the contractor in the store, due to whatsoever reasons shall be entirely borne by contractor and such damaged materials shall not be incorporated in work.
17. IUAC can make suitable additions, alterations in the sketches / drgs./ instructions given to contractor if so required. Contractor will have no claims on account of this. He will carry out all these changes in accordance with the General conditions of contract and same term of payment as applicable for original works.
18. Contractor will take personal interest to ensure that all the works given by the centre are



attended and completed by their staff in a satisfactory manner as acceptable to IUAC. Contractor will meet IUAC engineer regularly to ensure that there are no complaints from IUAC side and will speedily sort out all the problems communicated by IUAC Engineer to him.

19. **Labour Laws:** The contractor will follow all labour laws / acts of Central Govt., Local Govt. applicable from time to time. He should maintain proper attendance register and record of wages paid to the workers and these documents should be submitted to IUAC while raising their monthly bills and whenever asked. He will obtain necessary Labour licence required for engaging labour at site. It will be solely contractor's responsibility to face any consequences arising out of non compliance of various labour laws. If IUAC has to incur some expenditure due to nonpayment of wages to the labourers or non compliance of various labour laws by contractor, the same will be recovered from contractor's bill along with 10% departmental charges.
20. **Labour Safety:** Contractor shall undertake all necessary safety precautions during the execution of work as laid down in relevant I.S codes and CPWD safety manuals. In case of injury to any person, contractor shall always have the arrangement to take him to hospital for treatment at his own cost in addition to first aid box always available at site. Contractor will be fully responsible for any repercussions which may arise as a result of any violation of safety norms on his part.  

All the employees of the contractor will have to be covered under insurance against any personal accident and IUAC will not be liable for payment of any compensation on that account.
21. **Water and Electricity:** Water and electricity will be provided to the contractor free of cost at specified points. However, any further extension required beyond the point will be done by contractor at his own cost. If contractor is found to be misusing / mishandling / wasting the IUAC water & electricity, a suitable deduction will be made in the contractor's bill as considered reasonable by IUAC.
22. No material belonging to the contractor whether consumable or non-consumable should be brought inside the IUAC campus without proper entry at the main gate nor any material should be taken out without proper gate pass issued by the IUAC.
23. Manpower deployed by the contractor at our site for carrying out contracted works is strictly prohibited being associated with any other works on the campus.
24. Successful Bidder has to submit Police verification report of all the employees deployed by him at site to IUAC.
25. All contractors' workers are compulsorily required to wear uniform, safety shoes and caps as mentioned in Annexure- II under Safety tools.
26. **Bids of the parties submitting the quotations will be evaluated based on the rates quoted and amount arrived at in BOQ I & II of the Price Bids.**
27. **Termination of Contract:-** The Director, IUAC reserves the right to terminate the contract on account of poor workmanship, failure to mobilize site within-ten (10) days, non-compliance of set norms/ specifications for the works, delay in progress of work, violation of any contract provisions by the contractor. In such cases, the Bank Guarantee equivalent

to one month's contract value held with Centre and the EMD will be forfeited by IUAC. The contract can also be terminated at the request of either party with 2 months notice period or else to pay 2 months contract value in-lieu of the notice period.

**28. Any dispute arising out of this contract will be subject to jurisdiction of New Delhi /Delhi.**

AMC (CIVIL) IUAC

#### **(IV) DETAILED SCOPE OF WORK**

IUAC has a total plot area of 25 acres out of which built up area (or ground coverage) is about 15000 sqm. The total covered area of all floors is around 25,000 sqm. Centre has an Academic or laboratory complex, a housing complex and a hostel/guest house complex. The present contract will cover the maintenance work of this whole complex as per detail given in tender.

Contractor's Scope of Work will be execution of routine civil maintenance works, external cleaning works of the entire campus (which includes academic and residential areas of Phase I and Phase II) and preventive maintenance works as per the details below:

##### **1. ROUTINE CIVIL MAINTENANCE WORKS**

Repair / replacement in existing concrete / plaster / masonry work, wood work, sewerage work, steel work, plumbing work, road work, painting work, flooring work, roofing work, and interior decoration works, removal of chokages, seepage, leakage, dampness, clearing malba, debris, wild vegetation, excavation of earth for miscellaneous purposes including electrical and mechanical works & back filling of same earth after completion of job etc., as per complaints recorded in complaints register. Minor Addition / alterations / renovations in existing Civil works involving concrete work (including RCC), Brick work , structural steel work , plumbing work , wood work, earth works, site grading (including soling, sand filling, morum filling etc.), road work , plastering , interior decoration and finishing work .

##### **2. EXTERNAL CLEANING WORKS**

Cleaning of roads, storm water canal, open storm water drain passing inside the campus, drains, walkways, plinth protection, surrounding areas of buildings, roofs of buildings, Clearing of road side garbage bins at regular intervals, Daily cleaning of the 3nos.Public Toilets (incl. W.C., Washbasin, Urinals, Floor & wall tiles) including cleaning materials like Vim, Acid, soap, scrubber; Daily cleaning of External drinking water sinks at various locations (3 nos.) including cleaning material like Vim, Scrubber etc.

##### **3. Preventive Maintenance Works**

- (I) Weekly cleaning of IUAC Garbage bins including disposal of garbage outside IUAC boundary at MCD authorized locations
- (II) Cleaning of storm water drains in the entire campus after opening their covers including disposal of malba outside the campus. (Average width of drain –2' Average depth of drain-2.5') in month of June of every year

#### **LIST OF BUILDINGS IN THE CENTRE**

1. Main Lab.cum Administrative Building
2. Utility building-I
3. Utility building-II
4. Utility building-III
5. Engineering building
6. LEIB building

7. Substation Building
8. Helium Compressor building
9. Beam Hall-I, II & III
10. Generator Building
11. Hostels, Dining Hall, Guest House blocks
12. Flatlet 1&2 block
13. Ph-I Housing complex
14. Ph-II Housing complex
15. Auditorium Block
16. Miscellaneous small buildings & structures

**(V) MINIMUM MAN POWER TO BE DEPLOYED BY CONTRACTOR**

**(Routine / Preventive Maintenance and External Cleaning Manpower)**

S. No	Manpower Name	Wage Category	Total No.
1	Mason	Skilled	1
2	Carpenter	Skilled	2
3	Plumber	Skilled	1
4	Fitter cum welder	Skilled	1
5	Painter	Skilled	1
6	Helper	Unskilled	5
7	Sewerman	Semi -skilled	1
8	Sweepers	Unskilled	9
9	Supervisor	Graduate & above	1
	<b>Total</b>		<b>22</b>

**Note :-**

- 1) The above regular manpower will be deployed by the contractor on regular basis. Any extra Labour required beyond the above referred regular manpower will be deployed by Contractor as per the needs of the works and with prior permission from Engineer or higher authorities of IUAC. **In case of extra labour other than regular manpower, the payment for extra labour to be made as per Annexure V.**
- 2) In case of non competence of any worker observed during execution of works, Contractor will have to replace them as per the instructions of Engineer.
- 3) Supervisor appointed by the Contractor should be a 3 years Full Time Diploma in Civil Engg. Qualified Or an art/science /commerce Graduate with minimum 4 years relevant site experience and should be engaged after Engineer's clearance. He will receive all instructions and input from IUAC Engineer, maintain all records of maintenance, get the works executed to the satisfaction of IUAC, prepare the bills and also provide any technical help to IUAC engineer when ever asked for. Supervisor minimum wages shall never be less than the min. wages announced by Delhi Govt. for 'Graduates and above' category.

- 4) Contractor will also provide a nodal person from his side to procure and arrange material, labour, tools & tackles at site as and when required. (Supervisor mentioned in the manpower list will not be disturbed for these works). He will also take charge of the site during the absence of main supervisor .Expenditure for the nodal person should be taken into account by the contractor under his overheads. No separate payment will be made to contractor in this regard. Contractor will intimate the name and tel. no of this person to IUAC right at award of work and any change will also be promptly communicated to IUAC. In case of emergency /overload requirement the contractor may also be asked for the service of nodal person as a supervisor for short period and payment will be done separately for this according to the number of days.

**(VI) SPECIFICATIONS**

Detailed specifications of various items of work and standards of workmanship will be as per CPWD norms and relevant I. S. Codes, unless noted otherwise. All materials to be used by contractor will be I.S.I. marked and of makes as per approved list of makes (REFER ANNEXURE-VII). Wherever ISI mark is not applicable and make not mentioned in approved list, approval of Engineer must be obtained before procurement of material. Wherever required, manufacturer's specifications and / or Engineer's instructions will also be followed for special products.

Accepted

(I have carefully read all the contents of Technical bid from page 1 to 18 and signed each page as a token of acceptance)

(Signature of bidder)

Name (Authorized signatory) -----

Seal of Company

**ANNEXURE – I**

**SCHEDULE OF RATES FOR ROUTINE MAINTENANCE MANPOWER**

\_(Total monthly cost for deployment of routine/ preventive maintenance & cleaning manpower).

Pl. Read item no. 6 (Manpower deployment) and ‘3’ (Terms of Payment) and below mentioned notes carefully before filling your quote)

S.N.	Description	Percentage (%)	Amount
1.	<b>Minimum statutory wages</b> (6 no. skilled, 1 no. semiskilled, 14 no. unskilled, 1 no. Supervisor) (Based on minimum wages as on 22/10/2019)	N.A.	<b>351647.....(A)</b>
2.	<b>E.P.F. (maximum wage ceiling considered as Rs. 15000 )</b>	13.00 % of ‘A’(12%+1 % Admn. charges)	<b>42612.00</b>
3.	<b>E.S.I.</b>	3.25 % of ‘A’	<b>11429.00</b>
4.	<b>Routine Tools &amp; Tackles</b> (as listed in Annexure-II)	(Amount per month to be filled by bidder in the next column)	_____ (to be filled by bidder in price bid –part-B)
5.	<b>Safety Tools , Uniform and safety shoes etc.,</b> (as listed in Annexure-III)	(Amount per month to be filled by bidder in the next column)	_____ (to be filled by bidder in price bid part-B)
6.	<b>Overhead &amp; Profit</b>	( Amount per month to be filled by bidder in the next column)	_____ (to be filled by bidder in price bid part-B )
7.	<b>Total (1+2+3+4+5+6)</b>		<b>In Words -----</b> (to be filled by bidder in price bid part-B)

**Signature-**

**Name-**

**Seal of company-**

## NOTES:

1. The wages considered in s.no.1 of Annexure-I is based on the prevailing minimum wages fixed by the labour department, Govt. of Delhi applicable as on 22-10-2019. Bidder is required to fill the amount only at S.No. 4,5 ,6 & 7 in the price bid (**Separate web link is provided for price bid**)

**GST & Labour Cess will be paid extra to contractor as per Govt. norms after submission of actual documentary evidence of depositing the same to Govt.**

**Bonus to be paid to manpower as per the applicable labour laws and the same will be re-imbursed by IUAC upon submission of documentary evidence.**

2. **If any new labour is inserted in the Routine Maintenance Gang at a later stage, his remuneration will be decided based on the factors (S. No 1 to 3 in Annexure - 1) mentioned in the above cost break up proportionately.**

3. If contractor wishes to pay more than the minimum wages to his manpower payment (beyond minimum wages), he should take this into account in his overhead & profit component.

4. Routine tools & tackles associated with each category of labour for which contractor has to fill the rates above are mentioned in Annexure II .These rates will also cover minor fixing accessories ( if in a small qty ,which is not measurable ) such as nails, screws, nuts, bolts, washers, wooden gittis, plastic rawl plugs, routine adhesives (gum, fevicol, M-Seal), yarn (suta), white lead (Safeda), Binding wire (16gauge), sand paper, Dhotis, lubricating oil for moving parts, jute rope (sutli) etc. For specialized equipment / machines, Contractor will be paid hire charges as mentioned in 'Terms of Payment'. For any lapse in keeping proper tools & tackles as listed in Annexure-II, suitable deduction can be done in payment of labour wages as deemed fit by Engineer.

5. Labour for which payment will be made to Contractor will mean only the labour directly associated with a particular work. Labour associated with procurement of material from market and its loading, unloading, handling and storing at site should be covered automatically in material part.

6. Percentage factors for E.P.F, ESI, as written in the above table are prevailing at present. If any change is made in these by Government, the same will be applicable for payment to Contractor.

7. The monthly wages to be paid to the personnel shall never be less than the minimum wages decided by the labour department of Govt. of Delhi from time to time in addition to benefits like EPF/ESI calculated on total monthly wages (not on any part of wage). In case of revision in wage by Labour Department of Govt. of Delhi from time to time, the difference shall be paid on submission of paid wage sheet.

8. The contractor will disburse the monthly wages to his persons through NEFT / RTGS on 1<sup>st</sup> date of every month However, IUAC reserves the right to make payment of wages to contractor's persons directly in the event of receipt of any complaint from his person(s) regarding delayed payment or non-payment of wages and recover the amount so paid along with 10% overheads from the contractor's bill. Delay in making monthly wages to his staff working at IUAC will be considered as disqualification on contractor's part and this will lead to termination of the contract. In such a case, IUAC's decision will be final.

**9.** EPF and ESI registration numbers of manpower deployed at site by contractor should be furnished to IUAC along with the documentary evidence. EPF statement of all the manpower deployed by the contractor should be submitted to IUAC invariably with the monthly bill submitted to IUAC failing which the bill will not be processed for payment. Original ESI cards of employees should be shown to IUAC for verification and photocopies of the same to be submitted. On the expiry of contract, contractor has to submit the clearance certificate from all the manpower deployed by him indicating no dues towards wages, EPF settlement etc. Contractor has to sign the EPF settlement papers for the people who leave the organization while working at IUAC and also after completion of the contract.

AMC (CIVIL) IUAC



## Annexure-II

### **(A) List of routine Tools & Tackles (required to be kept by Workmen during work) :**

1. **Labour / Helper** - Pickaxe (Gainti), Kassi, Spade, Crow bar, Rammer, Basket.
2. **Mason** - Trowel, Try Square, Straight edge, Plumb bob, String (Nylon rope), Brick Hammer, Floats, Tamping rod, Hand Grinding Machine
3. **Carpenter** - Drilling Machine (Ordinary as well as hammer drilling), Planer, Saw, Screw Driver, Hammer, Chisels, Auger, Try Square, Scribing Knife, Marking Gauge and Marking Point, cutting plier, Glass cutting knife.
4. **Plumber & Fitter / Welder** - Pipe wrench, Pipe cutter, Pipe vice, Pipe die stock, Files, Plier bench vice, Caulking tools, Hacksaw, Screw driver, Spanners, Chisels, Hammers, Grinding machine, Welding machine, Eye shield, Pressure Pump (to open blockage in water pipes).
5. **Painter** - Brushes, Roller
6. **Sewerman** - Pusher rod, Brushes for cleaning, iron rod, Gumboots, Hand gloves, sewage pump for clearing the blockage on need basis (Shall have to be arranged in least possible time, but not more than 6 hours or so).
7. **Sweeper** - Broom sticks, Brooms (both soft & hard), Basket or Bucket for dust & waste collection, cleaning material (Acid, Vim, Soap, Scrubber etc.)
8. **General Tools**

Ladder ( reach up to 18 feet height) , Gauge measure, Measuring Tapes (3 M, 15 M, 30 M), Measuring Box (40cm x 35cm x 25cm), Steel rule, Wooden Ballis & Planks, Scaffolding Steel pipes, Shuttering plates, Rubber pipes, Water level & Water level pipe, Spirit level, Grinding stone, Rickshaw / Trolley for moving materials at site. Shuttering and scaffolding materials, Jhoola (for working at heights), Cutter Machine (for cutting metal, wood, concrete & other flooring up to 2" thickness)

### ANNEXURE III

**List of General Safety tools (With minimum Qty) required to be kept by Contractor on site:**

<b>First aid Box</b>	-	<b>1 Nos.</b>	
<b>Safety belt with rope</b>	-	<b>4 Nos.</b>	
<b>Protective Goggles</b>	-	<b>2 Nos.</b>	
<b>Face Mask</b>	-	<b>1 Nos.</b>	
<b>Hand gloves</b>	-	<b>5 Nos</b>	
<b>Helmets</b>	-	<b>3 Nos</b>	
<b>Safety shoes (With socks)</b>	-	<b>22 pairs</b>	<b>( One per Each Worker)</b>
<b>Dress ( Paint –Shirt With logo)</b>	-	<b>44 pairs</b>	<b>( Two per Each Worker)</b>
<b>Caps/hats(for summer)</b>	-	<b>22 nos</b>	<b>( One per Each Worker)</b>

**Note:** The tools & tackles mentioned above are only indicative. Contractor will **arrange** more tools & tackles as required.

**Note :**

1. The contractor will provide one pair of **Safety Shoes** of Liberty make Art. No. 7198-01 (N) /Bata/Action make or Equivalent to each of the employee deployed at site including one pair of socks. The make/model no. of shoes should be got approved by us before procurement of the same. In the event of extension of contract after first year, fresh pair of safety shoes to be provided to each employee deployed at site. They are deemed to be included in contractor's scope and to be quoted separately as in item no. 5 of Annexure – I.
2. The contractor will provide 2 pairs of uniform to each of the employee deployed at site including stitching charges and 1 full Sweater for winter. The quality / colour of the uniform should be got approved by IUAC Engineer before procurement of the same. In the event of extension of contract after first year, fresh pair of uniform (2 pairs) plus 1 full sweater to be provided to each employee deployed at site. They are deemed to be included in contractor's scope and to be quoted separately as in item no. 5 of Annexure – I.

**Annexure – IV**

**SCHEDULE OF RATES FOR MATERIALS (provided by contractor as mentioned in Annexure – VI) IN MAINTENANCE WORKS**

(Please read terms of payment (item no. 3 of Table of contents) carefully before quoting)

<b>S.N.</b>	<b>Work Description</b>	<b>Approx. cost of Materials(annual)</b>	<b>%(to be filed by bidder)</b>
1.	<b>% over / below DSR 2018 material rates</b>	<b>6.00 lakhs</b>	

**Note:** - Extra % quoted by Contractor should include all the factors over and above DSR rates (e.g. Cartage, Wastage, Excise, all types of taxes, Contractor's overhead & profit etc.). Nothing over and above this percentage will be paid to Contractor.

**Signature-**

**Name-**

**Seal of company-**

**Annexure-V**  
**SCHEDULE OF RATES FOR EXTRA LABOUR**

(Please read terms of payment (item no. 3 of Table of contents) carefully before quoting)

<b>S. NO.</b>	<b>DESCRIPTION OF ITEM</b>	<b>Approx. cost (Annual)</b>	<b>%(to be filled by bidder)</b>
<b>1.</b>	<b>Extra % over the prevailing daily minimum wages for additional manpower</b>	<b>1.00 lakh</b>	

**Note:**-Extra % quoted by Contractor should include all the factors over and above Minimum wages (e.g. Transport of labour, all types of taxes, Contractor's overhead & profit etc.). Nothing over and above this percentage will be paid to Contractor.

**Signature**  
**Name**  
**Seal of company**

<b><u>ANNEXURE VI</u></b>	
<b><u>List of material to be provided by contractor under purview of AMC Contract</u></b>	
1	Brick & brick aggregate
2	Stone , Stone aggregate ,gravel etc.(all size)
3	Sand ,(all size)
4	All type of Cement (such as portland,OPC ,white etc.)
5	Block board for flush door etc. (all thickness and size)
6	Ply wood, decorative laminated (all type)
7	Hard drawn steel wire fabric
8	Wood, Ply/MDF board, Wood lipping etc (all type )
9	M.S /S.S Pipe ,Section , Reinforced Steel (TMT Bar) Nail, screw ,Nut bolt etc
10	C.I/G.I/Plastic/M.S pipe and accessories (such as clamp, band etc)
11	R.C.C Pipe and accessories etc
12	Float glass sheet (all size and thickness)
13	Aluminum/G.I Sheet /T-Section etc. (all size and thickness)
14	All type of stone for all work (such as Marble, Kota, Makarana Granite etc.)
15	All type of waterproofing ,anti-termite treatment chemical
16	Aluminums section /EPDM rubber etc.
17	Floor /wall tiles
18	Telescopic drawer channel
19	uPVC/PVC paneled door (all type, size and shape )
20	Reducer/Elbow /Coupling /Tee for plumbing purpose
	Other Misc. civil material (such as putty, thread, neel, gum, concrete readymade item in minor qty. which is required for execution of civil maint. Complaint

<b><u>Annexure VII</u></b>		
<b><u>LIST OF APPROVED MAKES FOR CIVIL WORKS</u></b>		
The materials of the following make of first/standard quality shall only be used in the work.		
1	Adhesive	Fevicol, Pidilite, Choksy, Araldite, Fosroc
2	Aluminium Composite Panel	Alucobond, Reynobond, Alpolic, Aludecor
3	Aluminium Fittings	IPSA, Everite, EBCO, ECIE, Hardwin Traders
4	Aluminium Sections	Indal / Hindalco / Jindal / Mahaveer
5	Ball Valves (brass)	Zoloto, IBP, ARCO
6	Bevelled edge mirror with PVC beading	Atul, Jolly, Modi Guard
7	Block Boards & Plywood	Kitply, Century, National, Novapan, Duro
8	Cement ( OPC ,PPC)	ACC, UltraTech, Vikram, Shree Cement, Ambuja, Jaypee Cement, Century Cement & J.K. Cement
9	Cement Paint, synthetic enamel paint,distemper, Epoxy Paint	ICI India Ltd., Berger Paint Ltd., Good Loss Nerolac Paint,Asian Paint Ltd., Jenson and Necholson India Ltd.,

	,primer	Shalimar Paint Ltd., Snowcem India Ltd.
10	C.C. Chequered tiles	NITCO, GEM, MODERN, HINDUSTAN
11	C.C. Kerb Stone	Nitco Prefab, K.K. Manhole, TERRAFIRMA, UNISTONE.
12	Cast Iron Pipes & Fittings as per IS : 3989	NECO, KAPILANSH, SKF, RIF, HIF, HEPL0
13	C.I. Cover & Manholes Cover	B.C., R.I.F., NECO
14	C.I. Double flanged sluice valves	Kirloskar, IVC, Burn
15	C.I. Doubled flanged non return valves	Kirloskar or equivalent
16	Ceramic glazed floor tiles	Nitco, Kajaria, Rak, H&R Johnson, Bell, Orient
17	Rectified Ceramic glazed wall tiles	Nitco, Kajaria, Rak, H&R Johnson, Bell, Orient
18	Centrifugal cast iron spun pipes and its accessories/ fittings	NECO, RIF, HIF, HEPCO
19	C.P. Brass Accessories	Kingston (ELTA), Prayag, Prima, Gem, Techno, Parko (ECO), Marc (Oriental), Jaquar (Continental)
20	C-PVC Pipe and Fittings	Prince, Supreme, Finolex, SFMC
21	EPDM Gaskets	Roop/ Anand
22	FRP Doors, FRP Chajja	SIMBA, FIPRE WAYS
23	Flush Door Block Board construction (IS-2202-Part-I)	Duro, National, Kitply, Century
24	Glass (Float / Sheet)	Modiguard, St. Gobain, TATA Continantal, HNG, ASAHI
25	Glass Mosaic Tiles	Pacific glass mosaic or equivalent
26	GI Pipes	Tata, Prakash Surya, Jindal Hissar
27	GI Fittings	Unik, , KS, RM
28	Gunmetal gate Valves /Non return valve	Leader, Sant, Zoloto, DRP
29	Lock / Latch	Godrej, Plaza, Harrison
30	Laminate	Green Laminate Century, Neo Nuxe, For Mica Merino
31	Masking Tapes	Sun control/ Wonder Polymer
32	Mild Steel Tubes / Pipes	TATA, SAIL, ISCO, JINDAL, PRAKASH SURYA
33	PTMT Fittings (IS-9763)	Prayag, Polytuf
34	Paving Tiles/Paver Block	Nitco, KK, TERRAFIRMA, UNISTONE, DALAL.
35	Plastic WC seat cover	Commander, Diplomat, Bestolite, Century.
36	Polycarbonate Sheet	M/s. Nu-Plast pipes & Profiles, MG Polyplast Industries
37	PVC Door / Shutter	Rajshri, Polywood, Polyline
38	PVC Water Tank	Sintex, Sheetal, Rotoplast, Polycon,
39	PVC Rain Water Pipes & Fittings	Prince, Supreme, Finolex, SFMC Pvt. Ltd. Genesis roofing Flex tuf Industries

40	Pre- coated iron galvanized profile sheet and accessories	Lloydeck, Trackdeck, Multiclad, TATA, Bluescope, Dyna Roof
41	Particle Board/Pre-laminated particle board	Action Tesa, ECO Board, Bhutan Board, kitply, Duro
42	RCC pipes	IHP, Ashok Cement Pipe, K.K. , Pragati
43	Stoneware pipes & Gully trap	Perfect, Burn, Parry, Pragati, C&R
44	Structural Steel	Main-SAIL, TATA, RINL, JSW
45	Stainless Steel Section	Prism Engineers, JINDAL.
46	S.F.R.C./Precast RCC MH cover & Frame and gratings	KK Manholes & Gratings, SFP/Steel Fibre Product, Pragati
47	Stainless Steel Screws	Kundan/ Puja/ Atul
48	Stainless Steel Bolts/ Washers and Nuts	Kundan/ Puja/ Atul
49	Stainless Steel Pressure Plate Screws	Kundan/ Puja/ Atul
50	Stainless Steel sink	NEELKANTH, NIRALI, JAYNA, ALEX
51	Stainless Steel Wash-basin & WCs	Jayna, Neelkhant, Prayag
52	Steel Window, Pressed Steel Frames	San Harvic, Steel Man Industries, PD Industries, Metal Windows, Chandni Industries, Ganpati Udyog (Rajpura)
53	TMT Fe-500-D (Primary steel producers)	SAIL , TATA STEEL LTD., RINL, JINDAL STEEL & POWER LTD RATHI UDYOG ,KAMDHENU AND JSW STEEL LIMITED
54	TMT Fe-500-D (Secondary steel producers)	Rathi, Kamdhenu, Barnala, Doaba, Jyoti
55	Terrazzo tiles (precast)	NITCO, GEM, MODERN, HINDUSTAN
56	Tile Adhesive	CICO, PIDILITE, UNITILE
57	U-PVC Pipe and Fittings	Prince, Supreme, Finolex, SFMC
58	Vitreous China Sanitary wares	Parryware, Hindware, CERA, Johnson CERA.
59	Vitrified Tiles	Kajaria, RAK, H&R Johnson, Bell, Asian, Marbitto, Oreva
60	Wall Putty	JK Wall Putty, Birla Putty
61	Water proofing compound	CICO, FOSROC, IMPERMO, PIDILITE, SIKA,
62	White cement	Birla White, J.K. White or equivalent
63	Welding Electrodes	ESAB, Advani-orlikon, Weld Alloy
64	Weather silicon	Dow Corning / Wacker/ GE
65	<b>Any other item ( not listed above</b>	All items shall be as per relavand IS/CPWD Specification and prior approval from Engineer-in-Charge

ANNEXURE VIII

TENDER ACCEPTANCE LETTER (To be given on Company Letter Head)

Date: \_\_\_\_\_

To

The Administrative Officer (S&P)  
Inter-University Accelerator Centre  
Aruna Asaf Ali Marg  
New Delhi-110 067.

Sub: Acceptance of Terms & Conditions of Tender.

Tender Reference No: \_\_\_\_\_

Name of Tender / Work: \_\_\_\_\_

Dear Sir,

1. We have downloaded / obtained the tender document(s) for the above mentioned 'Tender/Work' from the web site(s) namely: as per your advertisement, given in the above mentioned website(s).
2. We hereby certify that we have read the entire terms and conditions of the tender documents from Page No. \_\_\_\_\_ to \_\_\_\_\_ (including all documents like annexure(s), schedule(s), etc .), which form part of the contract agreement and we shall abide hereby by the terms / conditions / clauses contained therein.
3. The corrigendum(s) issued from time to time by your department/ organizations too have also been taken into consideration, while submitting this acceptance letter.
4. We hereby unconditionally accept the tender conditions of above mentioned tender document(s) / corrigendum(s) in its totality / entirety.
5. We do hereby declare that our Firm has not been blacklisted/ debarred by any Govt. Department/ Public sector undertaking.
6. We certify that all information furnished by the our Firm is true & correct and in the event that the information is found to be incorrect/untrue or found violated, then your department/ organization shall without giving any notice or reason therefore or summarily reject the bid or terminate the contract, without prejudice to any other rights or remedy including the forfeiture of the full said earnest money deposit absolutely.

Yours Faithfully,  
(Signature of the Bidder, with  
Official Seal)



**PRICE BID (Part-B)**

<b>Bill of Quantity-I</b>					
<b>Name of Work- Annual Contract for Day to day Up-keep and Maintenance of Civil Works at IUAC</b>					
S.N.	Description of Item	Unit	Qty.	Rate	Amount
1	Monthly charge for Routine Tools & Tackles (as listed in Annexure-II)	Nos.	12		
2	Monthly charges for Safety Tools , Uniform and safety shoes etc.,(as listed in Annexure-III)	Nos.	12		
3	Overhead & Profit as mentioned in Annexure I	Nos.	12		
	<b>G.Total ( Excluding GST /Labour Cess as applicable )</b>				

<b>Bill of Quantity -II</b>					
<b>Name of Work- Annual Contract for Day to day Up-keep and Maintenance of Civil Works at IUAC</b>					
S.N.	Description of Item	Unit	Qty.	Rate	Amount
4	% over / below DSR 2018 material rates (see Annexure - IV for more details). Estimated Cost = 6 lacs including GST	Percentage	+/- 100		
5	Extra % over the prevailing daily minimum wages for additional manpower ( see Annexure- V for more details). Estimated Cost = 1 lac including GST	Percentage	100	`1	
	<b>G.Total</b>				

## Technical Committee Report

**Name of Work:** “ Annual Contract for Day to day Up-keep and Maintenance of Civil Works at IUAC”.

**NIT No. :** IUAC/NIT/05 /HAR/2020-21

**Indent No. :**

**Estimated Amount:** Rs. 70, 00,000/- (Seventy Lacs only)

Committee has gone through the tender papers. Comments given by members have been incorporated and finalized quotation papers (sh. 1 to ..... ) are enclosed herewith.

(Harshwardhan)

(A. J. Malyadri)

(Rajeev Mehta)

Harendra Singh

Ex. Engineer, NII

Sunil Kumar Sharma

Consulting Engineer, NIPGR

{A.O (S &P)}