



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.idsa@yahoo.com

IDSA/A/BM/VOL-1/2021

Date: 04 June 2021

**SUBJECT: TERM CONTRACT FOR MISCELLANEOUS BUILDING MAINTENANCE
WORK INCLUDING PAINTING/WHITEWASHING**

Online bids are invited under single bid system from bonafide and experienced Firm/ Contractor for “TERM CONTRACT FOR MISCELLANEOUS BUILDING MAINTENANCE WORK INCLUDING PAINTING /WHITEWASHING” 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.mstcecommerce.com>, www.idsa.in and <https://www.eprocure.gov.in/epublish/app>. The interested bidders are advised to register themselves with e-procurement Portal at - <https://www.mstcecommerce.com> 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 and financial bids on the <https://www.mstcecommerce.com>, latest by 21st June 2021 by 1500 hrs. Hard copies of the relevant documents also to be submitted along with (1) Demand Draft for Rs. 10000/- (Rupees Ten thousand only) in favour of “IDSA” 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, 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, 21st June 2021 duly mentioning on top right hand corner of the sealed envelope “**EMD and any other supporting documents for “TERM CONTRACT FOR MISCELLANEOUS BUILDING MAINTENANCE WORK INCLUDING PAINTING/WHITEWASHING”** .

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 in presence of the bidders or their authorized representative, not more than one person, may be present at the time of opening of the bids, if they desire. No manual bids will be accepted. All quotation should be submitted on the E-procurement portal.


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 IDSA will be final and binding to all concerned.

Critical Dates of Tender:

(i) Publish Date & Time	04/06/2021, 11:00 hrs
(ii) Document Download Start Date & Time	04/06/2021, 11:30 hrs
(iii) Bid Submission Start Date & Time	04/06/2021, 12:00 hrs
(iv) Bid Submission End Date & Time	21/06/2021, 15:00 hrs
(v) Offline submission, EMD, and other supporting documents	21/06/2021, 15:00 hrs
(vi) Bid Opening Date & Time	21/06/2021, 15:30 hrs
(vii) Cost of Tender	Free of cost

Note : Contractor may inspect the Campus & assess its requirement before bidding the tender. Bidders are also advised to go through e-tendering process; which is attached as Appendix I.

Corrigendum / addendum / modification to this tender, if any, will be notified through <https://www.mstcecommerce.com>, www.idsa.in and <https://eprocure.gov.in/epublish/app> only.


04/6/2021
Col. Rajeev Agarwal (Retd.)
Assistant Director (Admin)



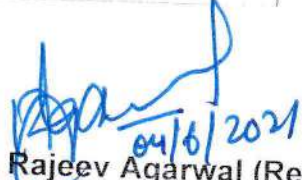
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DEFENCE STUDIES AND ANALYSES

मनोहर पर्रिकर रक्षा अध्ययन एवं विश्लेषण संस्थान

**TENDER FOR MISCLLANEOUS BUILDING MAINTENANCE WORK ON LIBRARY
ROOF**

MEMORANDUM OF WORK IN BRIEF

1	Name of work	Term contract for Miscellaneous building Maintenance work including painting/whitewashing .
2.	Cost of Document	Free of Cost
3	Earnest Money	Rs.10,000/-
4.	Validity period	30 days
7.	Publish Date & Time	04.06.2021 by 1100 hrs
8.	Submission Date & Time	04.06. 2021 by 1130 hrs
9.	Site visit	From 04.06.2021 on all working day between 1030 hrs to 1530 hrs till submission end date.
10.	Tender Submission End Date	21.06.2021 by 1500 hrs.
11.	Tender Opening Date	21.06.2021 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.


04/6/2021
Col. Rajeev Agarwal (Retd.)
Assistant Director (Admin)

Signature of bidder
Name :

Company seal
Date

Process of E-tender:

Registration: The process involves bidder's registration with MSTC e-procurement portal free of cost. Only after registration, the bidder(s) can submit his/their bids electronically. Electronic Bidding for submission of Technical Bid as well as Commercial Bid will be done over the internet. The Bidder should possess Class III signing type digital certificate. Bidders shall make their own arrangement for bidding from a P.C. connected with Internet. MSTC or IDSA is not responsible for making such arrangement. (Bids will not be recorded without Digital Signature). At <https://www.mstcecommerce.com>

- 1). Bidders are required to register themselves online with <https://www.mstcecommerce.com>
- 2). Bidders will receive a system generated mail confirming their registration in their email which has been provided during filling the registration form. In case of any clarification, please contact MSTC, (before the scheduled time of the e-tender).

MSTC Help Desk: 01123212357, 01123215163, 01123217850,033-22901004.

The technical Bid and the Price Bid shall have to be submitted online at <https://www.mstcecommerce.com> tenders will be opened electronically on specified date and time as given in the Tender. All entries in the tender should be entered in online Technical & Commercial Formats without any ambiguity. Information about tenders /corrigendum uploaded shall be sent by email only during the process till finalization of tender by IDSA. Hence, the bidders are required to ensure that their official email I.D. provided is valid and updated at the time of registration of bidder with MSTC (i.e. Agency). Bidders are also requested to ensure validity of their DSC (Digital Signature Certificate).

E-tender cannot be accessed after the due date and time mentioned in NIT.

Bidding in e-tender:-

- a) The process involves Electronic Bidding for submission of Technical and Commercial Bid.
- b) The bidder(s) can submit their Technical Bid and Commercial Bid through internet in MSTC website <https://www.mstcecommerce.com>

c) System Requirement:

- i) Windows 7 Operating System and above
- ii) Internet Explorer (IE-7)and above Internet browser.
- iii) Signing type digital signature
- iv) Java Runtime Environment 8 update 191(windows X86 offline) and above software to be downloaded and installed in the system.
To enable ALL active X controls and disables "use pop up blocker" under Tools Internet Options → custom level

Subject : **TERM CONTRACT FOR MISCELLANEOUS BUILDING MAINTENANCE WORK INCLUDING PAINTING AND WHITEWASHING**

Online Quotations are invited for the work as mentioned above and scope of work and terms & Conditions of the order shall be as follows: -

1. **Contract period** : The term contract period shall be a period of three years from date of award . Rates for three years shall remain firm irrespective of any change of all kind .
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 except GST, if any. 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 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 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. On completion, items/materials supplied shall be delivered to the Unit/Users as indicated at Appendix 'A'. These shall be accompanied with delivery challans, if required indicating description of items/materials, their sizes and quantity. Delivery challans shall be got signed by the user's/Unit's representative(s) in token of having received the item/material and submitted to Estate cell , along with claims for payments/bills by the suppliers/agencies. 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**: Appendix 'A' 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 MSTC Website on or before 1500 hrs on 21st June 2021.

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

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. 10000/- by demand draft "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 Rs 20,000 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. Earnest money deposit of successful bidder shall be adjusted as security deposit if bidders wishes so .

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 includes the following :-

- (i) All type of painting, whitewashing, polish etc .
- (ii) All type of minor civil repair work.
- (iii) The scope of work includes labour, material all tools and tackles .

Please note:- (i) Any minor work like requirement to apply cement based putty observed during painting, 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 needs to show the paint solution to representative of MP-IDSA before starting the work.
- (v) Contractor is expected to train his labour to carry out the work in peaceful manner without any disturbance to residents.
- (vi) 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.

(vii) 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:

(i) Bidder should have registered vendor and satisfactorily completed **one similar** nature of **work** in Central Autonomous Body/Central PSU/ Central Undertaking Body/ /Educational Institute.

(ii) Firm must have proof of filing of ITR of last 03 years .

(ii) Firm must have valid GST Registration.

(iv) Firm should produce completion certificate of similar works from organization /Autonomous body.

15. **Penalty** : The term contract is basically for painting and minor civil repairs . The work includes tiles replacement, water proofing of walls etc . The quantity may be small at times but refusal of work will be viewed seriously . Contractor has to start the work within three days after receiving order . After three days , delay in each day shall invite a penalty of Rs 500/- per day . Decision of Estate Manager /Engineering Incharge shall be final .

16. **Method of Selection** : L1 bidder shall be selected on the basis of Lowest bidder in grand total of price bid .

17. The paints, distemper, polish etc shall be procured from any one of the reputed following manufactures and approved for procurement and use under this contract . Some of such brands are listed below :-

- (i) Berger
- (ii) Asian paints
- (iii) Johnson & Nicolson
- (iv) Nerolac
- (v) Dulux

18. Before undertaking the painting /whitewashing work , the contractor will ensure thorough cleaning and scrapping of walls and ceiling and to do preliminary work such as filling up the holes and cuts with appropriate material to even the surfaces .

Scope of work and volume of work

1. Manohar Parrikar Institute for Defence Studies and Analyses has shifted to its new Campus in Shankar Vihar Delhi Cantt in February 2007. The Brief area schedule of campus is given below :-

Area Schedule of MP- IDSA

Total Plot Area : 26304.85 Sq. M (6.5 Acre)

Total Covered Area on Ground floor : 6230.03 Sq. M

a. Office Cum library : 3837.62 Sq. M

b. Residential Area : 2392.41 Sq.M.

2. The office cum library area consists of approx. 100 office room . In addition to office rooms there are seminar halls, Auditorium and meeting places . The office building is having basement plus 04 storey .

3. Residential building (still+5) schedule is given as under :-

Sr No	Type of	Total Residential Area Inventory	Block A	Block B	Block C	Plinth area of each flat
1	1 BR	32	28	0	4*	50 sq Mtr
2.	2 BR	32	16	16	0	112 sq mtr
3.	3 BR	8	4	4	0	138 Sq Mtr
	Total	54	48	20	4	

*Plinth area 40 sq Mtr

In addition to above , Director General residence having plinth area of 347.34 Sq mtr is also inside the campus which was constructed in 2008.

4. The term contract is for periodic maintenance . Bidders may note that the work offered is "whenever required" type not in one lot . Hence this factor may please be considered before quoting.

5. The painting area schedule of each category is given as under :-
(For 02 or more coats)

Sr No	Type of Flat	Type of Paint					Remarks
		White washing	OBD	Syn . Enamel paint	Snowcem	French Sprit polish	
		Paint area per flat					
1	03 BR	125.98	263.45	156.84	21.31	2.52	
2	2 BR	121.3	218.08	135.62	18.31	2.52	
3	01 BR(A Block)	47.4	129.01	48.56	13.31	2.52	
4	01 BR (C Block)	39	125	22.56	15	0	
5.	DG Residence	0	1400	662	557	65	

6. The completion schedule of each category is given as under :-
(For 02 or more coats)

Sr No	Type of Flat	No of Days (for one painter & one helper)
1	03 BR	5
2	2 BR	4
3	01 BR(A Block)	3
4	01 BR (C Block)	3
5.	DG Residence	7

The above schedule is tentative & may vary owing to working hours , skills of work force and other factors .

Additional Conditions

- (A) All the Tools & Plants (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-IDSa campus due to security or any other reason(s). No Claim shall be entertained on this account.
 - a. Contractor will be fully responsible for security clearance for his employees. Valid government ID will be submitted to the estate team for necessary security clearance and issue of work pass before entry of worker(s) to the Campus
- (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 on campus .
- (G) Quantity of work can be increased or decreased depending upon the requirements.
- (H) Contractors are advised to Visit the site and condition before quoting their bids. After opening the bids, no excuse, will be entertained with regards to site conditions, security restrictions, etc.
- (I) Contractor needs to ensure safety of his workers at his own cost . IDSa shall not be responsible for any mishappening during the work
- (J) Distemper, paint and polishing material should be brought to the Institute in sealed packing only . The paint and distemper should be only "ISI" make .
- (K) After the day's work , the contractor shall arrange for cleaning /washing of splashes of white wash , paint etc from all affected surfaces around the area . Similarly all debris needs to clear after completion of work . No additional payment shall be made for this purpose .

Director General, 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,

04/01/2021
Col. Rajeev Agarwal (Retd.)
Assistant Director (Admin) .

Form of Quotation

(Note: the appendix forms the part of the Quotation)

(On Rs 10/- Stamp Paper)

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

Name of work: **TERM CONTRACT FOR MISCELLANEOUS BUILDING
MAINTENANCE WORK INCLUDING PAINTING AND WHITEWASHING**

1. Having visited the site condition and examined the conditions of contract, specifications and schedule of quantities for the above named work, we offer to undertake and complete the whole of subject work in conformity with the said conditions of the contract and schedule of quantities of this quotation.

2. We undertake to complete and deliver the whole of the work comprised in the contract within the time limit.

3. We have independently considered the amount of liquidated damages shown in the appendix hereto and agree that it represents fair estimates of loss likely to be suffered by you in the event of the works not being completed properly.

4. Unless and until a formal agreement is prepared and executed, this quotation together with your written acceptance thereof shall constitute a binding contract between us.

5. We understand that if our quotation is accepted, we are to be jointly and severally responsible for the due performance of the contract.

6. **We understand that the work may be on height and Sloppy surfaces hence we will provide all safety gears to our workers. In case of any accident happened during the work, MP-IDSA will not be responsible for the same.**

Dated Day of

Signature.....In the capacity of
Duly authorized to sign for and on behalf of.....