

**TENDER**  
**FOR**  
**RENOVATION OF NSIC OFFICE BUILDING**  
**AT SECTOR 18**  
**NOIDA**



**THE NATIONAL SMALL INDUSTRIES**  
**CORPORATION LTD.**  
*(A Government of India Enterprise)*  
**III-B/118, Sector-18,**  
**Shopping Complex, Noida-201301**  
**Website: <http://www.nsic.co.in>.**

**THE NATIONAL SMALL INDUSTRIES CORPORATION LTD.  
(A GOVERNMENT OF INDIA ENTERPRISES)  
III-B/118, Sector-18, Shopping Complex, Noida**

Ref: NSIC/NOIDA/ADMN/123/2010

Date: 29-9-2010

M/s. -----  
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**Sub: Renovation of NSIC office at sector-18, Noida**

Sir,

Tender documents in respect of the above mentioned works containing 29 pages as detailed on page 4 (Index) are forwarded herewith. ***Please note that tender is to be delivered in the office of the Sr. Branch Manager, NSIC Ltd., III-B/118, Sector-18, Shopping Complex, Noida-201301(UP) up to 3.00 P.M. on 30/9/2010***

The Tender should be signed on each page, dated and witnessed in all places provided for in the documents; all other papers should be initialed.

The tender should be accompanied by Earnest Money Deposit in the form of demand draft as mentioned in Appendix. Tenders without earnest money deposit shall be summarily rejected. The tenders will be opened at 3.30 P.M. on 19.10.2010

The person, signing the tender on behalf of company/firm or on behalf of another person shall attach with tender a certified copy of proper authority/power of attorney on a non-judicial stamp paper of requisite value duly executed in his favour by such person, company/firm and must state specifically that he has authority to sign such tenders for and on behalf of such person or company/firm as the case may be, and in all matters pertaining to the contract including arbitration clause.

This letter shall form part of the **“CONTRACT”** and must be signed and returned along with the tender documents.

**Yours faithfully**

**Encl. ---- Pages**

**Ashwini Jha  
Sr. Branch Manager  
NSIC Ltd., B. O. Noida**

**Signature of the Contractor with stamp**

## **TENDER NOTICE FOR RENOVATION OF NSIC OFFICE AT SECTOR-18 NOIDA**

**TENDER NOTICE NO** Ref: NSIC/NOIDA/ADMN/123/2010

Date: 29-9-2010

Sealed item rate tenders are hereby invited on behalf of NSIC Ltd. from experienced Contractors

S. No.	Name of the work	Estimated cost Rs. (Lacs)	EMD (Rs)	Completion Time	Issue of Blank Tender Document	Last Date of Submission Tender
1.	Renovation of NSIC Office building at Sector 18, Noida.	13.52 lacs	27000	60 days	29/9/2010	19/10/2010

1. Blank tender documents (non-transferable) for above work shall be issued from 29-9-2010 to 18-10-2010 on working days from the address given below on payment of required tender fee of Rs.500/- (Rupees Two thousand only) (non-refundable) in cash/DD in favour of "NSIC Ltd.", payable at Noida. The bidders may also download the tender documents from the website however a separate demand draft of Rs500/- in favour of NSIC Ltd. payable at Noida is to be enclosed alongwith the technical bid towards the cost of tender documents.
2. The tenderers should have completed minimum two works of similar nature (office/institutional/commercial complex) of minimum value of Rs 7.00 Lacs each or one single work of value of Rs.14.00 lacs in their name, during last five years. Photocopies of the completion certificates/award letters should be submitted along with the tender. Completion certificate issued by the reputed organization / MNC shall also be accepted. In case of certificates issued by the private party, copies of TDS should also be enclosed.
3. Work of similar nature means "Civil Works in building including providing and fixing of floor tiles, false ceiling, anodized/ powder coated aluminium partition & glazed window works, granite/ stone work, steel fabrication works, RCC/ CC/ Brickwork, plastering, painting, water supply and sanitary works etc."
4. While applying for the tender document, the intending tenderers shall furnish proof of, experience certificates, works completed/awarded, valid work contract tax /sales tax/ VAT/TIN as applicable.
5. The tender issuing authority reserves the right to issue or refuse to issue the tender document to any party without assigning any reason thereof and tenderer shall meet all requisite terms and conditions in participating tenders.
6. Tenders not accompanied by Earnest Money Deposit and tender cost in the prescribed form shall be summarily rejected.
7. NSIC reserves the right to reject all or any tender wholly or partly without assigning any reason whatsoever.

**Ashwini Jha**  
**Sr. Branch Manager**  
**NSIC Ltd., B.O.Noida**

**THE NATIONAL SMALL INDUSTRIES CORPORATION LTD.**  
**(A GOVERNMENT OF INDIA ENTERPRISES)**  
**III-B/118, Sector-18, Shopping Complex, Noida**  
**Tel. (0120) – 2514336, 37**

Ref: Ref: NSIC/NOIDA/ADMN/123/2010

Date: 29-9-2010

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## **INSTRUCTIONS TO TENDERERS**

### **1.0 GENERAL**

Tenderers are advised to acquaint themselves fully with the description of work, scope of services, time schedule and terms and conditions including all the provisions of the Tender Document before framing up their tender.

### **2.0 SITE PARTICULARS**

Tenderers are advised to inspect and examine the site and its surroundings and satisfy themselves before submitting their tenders as to site conditions, means of access to the site.

### **3.0 SUBMISSION OF TENDER**

The expression "Tender Notice" referred to in the Tender Documents shall be deemed to include any Notice / Letter Inviting Tender with respect to the work forming the subject matter of the documents and vice-versa.

The tender complete in all respects shall be submitted along with Earnest Money as stipulated in the Notice / Letter Inviting Tender ONLY. Tenders without Earnest Money Deposit will be out rightly rejected.

***Tenders shall be submitted in Two sealed envelopes Super scribing as following: -***

#### ***I) Technical Bid***

Name of work :

Tender no. :

Due date & time of opening :

Addressed to : Sr.Branch Manager  
III-B/118, Sector-18  
Shopping Complex, Noida-201301

From:

Name & address of the tenderer

This envelope shall contain the following: -

EMD in the form of Demand Draft drawn on a scheduled/nationalized bank in favour of 'NSIC LTD' payable at Noida be accepted.

Details of the two similar nature of works and minimum value of Rs 7.00 Lacs or one single work of value of Rs. 14.00 lacs executed by the bidder during last five years,

Valid registration with Sales Tax department for Work Contract Tax/VAT/TIN.

#### **II) Price Bid**

This envelope containing shall contain the tender document with **PRICES and amount duly filled by the party against the each item prescribed in the Schedule of quantity of**

**tender document** and no conditions (i.e. deviations / assumptions / stipulations / clarifications / comments / any other request) whatsoever and the conditional offers will be rejected.

#### **4.0 ABNORMAL RATES**

If it is noticed that the unit rates quoted by the Tenderer for any items are unusually high or unusually low, it will be sufficient cause for rejection of the tender unless the Corporation is convinced about the reasonableness of the unit rates on scrutiny of the analysis for such unit rate to be furnished by the tenderer on demand.

#### **6.0 DEVIATIONS TO TENDER CLAUSES:**

**Tenderers are advised to submit the tenders strictly based on the terms and conditions and specification contained in the Tender Documents and not to stipulate any deviations. Conditional tenders are liable to be rejected.**

#### **7.0 VALIDITY OF OFFER**

Tender submitted by tenderers shall remain valid for acceptance for a minimum period of 120 days from the date of opening of the tenders.

#### **9.0 AWARD OF WORK**

Corporation reserves the right to split the job into two or more parts and to award the work to separate agencies/contractors. Work shall be awarded to the lowest bidder, subject to the work experience and fulfillment of other terms & conditions and specifications.

#### **10.0 ACCEPTANCE / REJECTION OF TENDER**

- i) Corporation does not bind itself to accept the lowest tender.
- ii) Corporation also reserves the right to accept or reject any tender in part or full without assigning any reason whatsoever.
- iii) Corporation also reserves the absolute right to reject any or all the tenders at any time solely based on the past unsatisfactory performance by the bidder(s) the opinion/decision of NSIC regarding the same shall be final and conclusive.

#### **12.0 CORRECTIONS**

No corrections or overwriting will be entertained in schedule of rates by using correcting fluid. All correction in the schedule of rate should be initialed.

#### **13.0 FIRM RATES**

**The rates quoted by bidder shall remain firm till completion of all works even during the extended period, if any, on any account what so ever. It is provided that the contractor shall not change any of the rates, quoted in the tender till the completion of work.**

**Ashwini Jha  
Sr. Branch Manager  
NSIC Ltd., B.O.Noida**

## GENERAL CONDITIONS OF CONTRACT

1. Where the context so requires, words importing the singular only also include the plural and vice versa.
2. Corporation shall mean 'The National Small Industries Corporation Ltd. (A Government of India Enterprise) "NSIC Ltd., III-B/118, Sector-18, Shopping Complex, Noida-201301 and shall include their legal representatives, successors and permitted assigns.
3. The Contractor is required to approach the Corporation for execution of agreement for the said work as per the prescribed proforma to be provided by the Corporation on a non-judicial stamp paper of Rs.100/- within 10 days from the issue of the letter of award.

**4. Contract Documents:**

The Contractor shall be provided, free of charge, one certified true copy of the Contract Documents and of all further drawings, which may be issued during the progress of the Works. He shall keep these Documents on the Site in good order.

**5. Works to be carried out:**

The work to be carried out under the Contract shall, except as otherwise provided in these conditions, include all labour, materials, taxes tools, plant, equipment and transport which may be required in preparation of and for and in the full and entire execution and completion of the works.

**6. Inspection of Site:**

The Contractor shall inspect and examine the Site and its surrounding and shall satisfy himself before submitting his tender as to the nature of the Site, the quantities and nature of works and material necessary for the completion of the Works and the means of access to the Site, the accommodation he may require and in general shall himself obtain all necessary information as to risks, contingencies and other circumstances which may influence or affect this tender.

**7. Sufficiency of Tender:**

The Contractor shall be deemed to have satisfied himself before tendering as to the Correctness and sufficiency of his tender for the works and of the rates and prices quoted in the Schedule of Quantities, which rates and prices shall except as otherwise provided, cover all his obligations under the contract and all matters and things necessary for the proper completion and maintenance of the Works.

8. Any error in description, quantity or rate in Schedule of Quantities or any omission there from shall not vitiate the Contract or release the Contractor from the execution of the whole or any part of the Works comprised therein according to drawings and specifications or from any of his obligations under the Contract.

In the event of an error occurring in the amount column of Schedule of Quantities as a result of wrong extension of the unit rate and quantity the unit rate shall be regarded as firm and extension shall be amended on the basis of the rate.

All errors in totaling in the amount column and in carrying forward totals shall be corrected.

**9. Security Deposit:**

Total security deposit shall be 10 % of the accepted tender cost and shall be deposited/deducted by/from the contractor as following: -

**a). Initial Security Deposit:**

Contractor will deposit initially a two and half percent (2.5%) of the accepted tender cost as an initial security deposit within ten (10) days of receipt of the letter of intent/notification of acceptance of the tender by him. The earnest money deposited shall be converted into initial security deposit.

**b). Balance Security Deposit**

Balance seven and half per cent (7.5%) will be recovered in installments through deductions at the rate of ten per cent (10%) of the value of each running account bill till total security Deposit amount is collected, after which no further deduction from Bills will be made on this account.

- 9.1 All compensation or other sums of money payable by the contractor under the terms of this Contract or any other Contract or any other account whatsoever may be deducted from the security deposit.
- 9.2 Refund *of Security deposit*: Security deposit refundable to the Contractor worked out on the basis of the value of work completed shall be refunded to the Contractor on the Engineer-In-Charge certifying in writing that the work has been completed satisfactorily after defect liability period of 12 months.
- 9.3 No interest shall be payable to the contractor on the Security Deposit furnished/recovered from the contractor, by the Corporation.

**10 Deviations/Variations Extent and Pricing**

The Engineer-in-charge shall have power (i) to make alteration, in omissions from, additions to, or substitutions for the original specifications, drawings, designs and instructions that may appear to him to be necessary or advisable during the progress of the work, and (ii) to omit a part of the works in case of non-availability of a portion of the site or for any other reasons and the contractor shall be bound to carry out the works in accordance with any instructions given to him in writing signed by the Engineer-in Charge and such alterations, omissions, additions or substitutions shall form part of the contract as if originally provided therein and any altered, additional or substituted work which the contractor may be directed to do in the manner specified above as part of the works, shall be carried out by the contractor on the same conditions in all respects including price on which he agreed to do the main work except as hereafter provided.

- 10.1 The time for completion of the works shall, in the event of any deviations resulting in additional cost over the tendered value sum being ordered, be extended if requested by the contractor, as follows:



- i) In the proportion which the additional cost of the altered, additional or substituted work, bears to the original tendered value plus
- ii) 25% of the time calculated in (i) above or such further additional time as may be considered reasonable by the Engineer-in-Charge.

## 10.2 **Deviation, Extra Items and Pricing**

In the case of extra item(s) (items that are completely new, and are in addition to the items contained in the contract), the contractor may within fifteen days of receipt of order or occurrence of the items(s) claim rates, supported by proper analysis, for the work and the engineer-in-charge shall within one month of the receipt of the claims supported by analysis, after giving consideration to the analysis of the rates submitted by the contractor, determine the rates on the basis of the market rates and the contractor shall be paid in accordance with the rates so determined.

In the case of substituted items (items that are taken up with partial substitution or in lieu of items of work in the contract), the rate for the agreement item (to be substituted) and substituted item shall also be determined in the manner as mentioned in the following para.

### **Deviation substituted items, pricing**

- a) If the market rate for the substituted item so determined is more than the market rate of the agreement item (to be substituted), the rate payable to the contractor for the substituted item shall be the rate for the agreement item (to be substituted) so increased to the extent of the difference between the market rates of substituted item and the agreement item (to be substituted).
- b) If the market rate for the substituted item so determined is less than the market rate of the agreement item (to be substituted), the rate payable to the contractor for the substituted item shall be the rate for the agreement item (to be substituted) so decreased to the extent of the difference between the market rates of substituted item and the agreement item (to be substituted).

### **Deviation, Deviated Quantities, Pricing**

In the case of contract items, substituted items, contract cum substituted items, which exceed the limits laid down in Appendix (page # 18 of the tender document), the contractor may within fifteen days of receipt of order or occurrence of the excess, claim revision of the rates, supported by proper analysis for the work in excess of the above mentioned limits, provided that if the rates so claimed are in excess of the rates specified in the schedule of quantities, the Engineer-in-Charge shall within one month of receipt of the claims supported by analysis, after giving consideration to the analysis of the rates submitted by the contractor, determine the rates on the basis of the market rates and the contractor shall be paid in accordance with the rates so determined.

**10.3.** The provisions of the preceding paragraph shall also apply to the decrease in the rates of items for the work in excess of the limits laid down in Appendix, and the Engineer-in-Charge shall after giving notice to the contractor within one month of occurrence of the excess and after taking into consideration any reply received from him within fifteen days of the receipt of the notice, revised the rates for the work in question within one month of the expiry of the said period of fifteen days having regard to the market rates.

**11.0 Time and Extension for Delay:**

11.1 The time allowed for execution of the works as specified in the Appendix or the extended time in accordance with these conditions shall be the essence of the Contract. The execution of the works shall commence from the 10<sup>th</sup> day after the date on which the Corporation issues written orders to commence the work or from the date of handing over of the site, whichever is earlier

11.2 As soon as possible after the Contract is concluded the Engineer-in-Charge and the Contractor shall agree upon a Time and Progress Chart. The Chart shall be prepared in direct relation to the time stated in the Contract documents for completion of items of the works.

11.3 If the work be delayed by

(a) Force majeure or

(b) Abnormally bad weather or

(c) Serious loss or damage by fire, or

(d) Civil commotion, local combination of workmen strike or lockout, affecting any of the trades employed on the work, or

(e) Delay on the part of other contractors or tradesmen engaged by Corporation in executing work not forming part of the contract, or

(f) Any other cause, which, in the absolute discretion of the authority mentioned in Appendix, is beyond the Contractor's control;

11.4 Then upon the happening of any such event causing delay, the Contractor shall immediately give notice thereof in writing to the Engineer-in-Charge but shall nevertheless use constantly his best endeavors to prevent or make good the delay and shall do all that may be reasonably required to the satisfaction of the Engineer-in-Charge to proceed with the Works.

**12** The Contractor shall arrange, at his own expense, all tools, plant and equipment hereafter referred to as (T & P) labour, P.O.L. & electricity required for execution of the work.

**13 FORCE MAJEURE**

Any delays in or failure of the performance of either party herein shall not constitute default hereunder or give rise to any claim for damages, if any, to the extent such delays or failure of performance is caused by occurrences such as Act of god or the public

enemy; expropriation or confiscation of facilities by Government authorities, or in compliance with any order or request of any Governmental authorities or due acts of war, rebellion or sabotage or fires, floods, explosions, riots or illegal joint strikes of all the workers of all the contractors.

#### **14. MATERIALS**

All materials to be provided by the Contractor shall be in conformity with the specifications laid down in the contract and the Contractor shall, if requested by the Engineer-in-Charge, furnish proof to the satisfaction of Engineer-in-Charge in this regard.

#### **15. Labour:**

a.) The Contractor shall employ its labour in sufficient numbers to maintain the required rate of progress and of quality to ensure workmanship of the degree specified in the Contract and to the satisfaction of the Engineer-in-Charge. The Contractor shall not employ in connection with the Works any person who has not completed eighteen years of age.

b.) All the workers or employees deployed by the contractors shall consider the employees of contractor and corporation shall not have any liability what so ever in nature in regard to such workers/employees.

c.) The Contractor shall pay to labour employed by him directly wages not less than fair wages as per Minimum Wages Act. Fair Wage' means wages, which shall include wages for weekly day of rest and other allowances whether for time or piece work, after taking into consideration prevailing market rates for similar employment in the neighborhood but shall not be less than the minimum rates of wages fixed under the payment of Minimum Wages Act.

d.) The Contractor shall in respect of labour employed by him or his sub-contractor comply with or cause to be complied with the Contractor Labour Regulation in regard to all matters provided therein.

e.) The Contractor shall comply with the provisions of the payment of Wages Act, 1936, Minimum Wages Act, 1948, Employers' Liability Act, 1938. Workmen's Compensation Act, 1923, Industrial Disputes Act, 1947, Maternity Benefit Act, 1970 or any modification thereof or any other law relating thereto and rules made there under from time to time.

f) The Contractor shall indemnify and keep indemnified the Corporation against:

- i) Any claim arising out of third party loss/ damage to life or property caused by/ during execution of the work.
- ii) Any claim arising out of loss/ damage to the workmen engaged by the contractor during execution of the work.
- iii) Any claim due to non-compliance of applicable PF/ Labour laws, ESI regulations etc.

**16 Inspection and Approval:**

All work embracing more than process shall be subject to examination and approval at each stage thereof and the Contractor shall give due notice to the Engineer-in-Charge or his authorized representative when each stage is ready. The Engineer-in-Charge or his representative shall have powers at any time to inspect and examine any part of the Works and the contractor shall give such facilities as may be required for such inspection and examination.

**17 Liquidated Damages for Delay**

Time is essence of the contract. In case the CONTRACTOR fails to complete the whole work within the stipulated period, and clear the site he shall be liable to pay liquidated damages @ 0.5% (One Half of one percent only) of the value of contract per week and or part thereof of the delay subject to a maximum of 10% (ten percent only) of the value of the contract. The amount of Compensation may be adjusted or set-off against any sum payable to the Contractor under this or any other contract with the Corporation.

**18 Instruction and Notices:**

18.1 Subject as otherwise provided in this contract, all notices to be given on behalf of the Corporation and all other actions to be taken on its behalf may be given or taken by the Engineer-in-Charge or any officer for the time being entrusted with the functions, duties and powers of the Engineer-in-Charge.

18.2 All instructions, notices and communications, etc., under the contract shall be given in writing and if sent by registered post to the last known place of abode or business of the Contractor shall be deemed to have been served on the date when in the ordinary course of post these would have been delivered to him.

**18.3 Foreclosure of Contract in Full or in Part due to Abandonment or Reduction in Scope of Work.**

If at any time after acceptance of the tender the Corporation shall decide to abandon or reduce the scope of the works for any reason whatsoever and hence not require the whole or any part of the Works to be carried out the Engineer-in-Charge shall give notice in writing to that effect to the Contractor and Contractor shall have no claim to any payment of compensation or otherwise whatsoever, on account of any profit or advantage which he might have derived from the execution of the works in full but which he did not derive in consequence of the foreclosure of the whole or part of the works.

18.4 The Contractor shall be paid at Contract rates full amount for works executed at Site as certified by the Engineer-in-Charge.

**19 Cancellation of Contract in Full or in Part:**

If the Contractor:

a. At any time makes defaults in proceeding with the Works with due negligence and continues to do so even after a notice in writing of 7 days from the Engineer-in-Charge; or

- b. Commits default in complying with any of the terms and conditions of Contract and does not remedy it or take effective steps to remedy it within 7 days after a notice in writing is given to him in that behalf by the Engineer-in-Charge; or
- c. Fails to complete the works or items of work on or before the date(s) of completion, and does not complete them within the period specified in a notice given in writing in that behalf by the Engineer-in-Charge; or
- d. Violates any of the terms and conditions stipulated in this agreement
- e. Being a company, passes a resolution or the Court makes an order for liquidation of its affairs, or a receiver or manager on behalf of the debenture holders is appointed or circumstances shall arise which entitle the Court or debenture holders to appoint a receiver or manager; or

**20 Liability for Damage, Defects or Imperfections and Rectification thereof:**

If the Contractor or his workmen or employees shall injure or destroy any part of the building in which they may be working or any building, road, fence, etc. contiguous to the premises on which the work or any part of it is being executed, or if any damage shall happen to the work while in progress the Contractor shall upon receipt of a notice in writing in that behalf make the same good at his own expense. In case of repairs and maintenance works, splashes and dropping from white washing, painting, etc. shall be removed and surfaces cleaned simultaneously with completion of these items of work in individual rooms, cabins or premises, etc. where the work is done, without waiting for completion of all other items of work in the contract. In case the Contractor fails to comply with the requirements of this condition, the Engineer-in-Charge shall have the right to get the work done by other means at the cost of the Contractor. Before taking such action, however, the Engineer-in-Charge shall give three days notice in writing to the Contractor.

**21 Urgent Works:**

If any Urgent work (in respect whereof the decision of the Engineer-in-Charge shall be final and binding) becomes necessary and Contractor is unable or unwilling at once to carry it out, the Engineer-in-Charge may by his own or other workpeople carry it out, as he may consider necessary. If the urgent work shall be such as the Contractor is liable under the contract to carry out at his expenses, the expenses incurred on it by the Corporation shall be recoverable from the Contractor and be adjusted or set off against any sum payable to him.

**22 VALUATION AND PAYMENT:**

Records and Measurement:

- 22.1 The Engineer-in-Charge shall accept as otherwise stated ascertain and determine by measurement the value in accordance with the contract work done in accordance therewith.

- 22.2 All items having a financial value shall be entered in Measurement Book, etc. prescribed by the Corporation so that a complete record is obtained of all work performed under the contract.
- 22.3 Payments against running bills may be released subject to value of work executed and measured being not less than Rs.5.00 lac.
- 22.4 Payment will be made on actual measurement as carried out at the site. The quantities given in the schedule of quantities are only approximate and contractor will have to carry out the work as per the increased/decreased quantity of work as per the directions of Engineer-in-Charge, for which no extra claim over and above the tender rate will be considered. For releasing the payment upto accepted tender amount the Sr.Branch Manager is the approving authority.
- 22.5 The Contractor shall, without extra charge, provide assistance with every appliance, labour and other things necessary for measurements. In regard to measurement, variation; the decision taken by the Engineer-in-charge shall be final.

**No escalation will be paid even in extended period, if any.**

- 22.6 All measurements shall be taken jointly by the Engineer-in-charge or his authorized representative and by the contractor or his authorized representative from time to time during the progress of the work and such measurements shall be signed and dated by the Engineer-in-charge and the parties. If the Contractor objects to any of the measurements recorded on behalf of the Corporation a note to that effect shall be made in the Measurement Book against the item object to and such note shall be signed and dated by all the parties engaged in taking the measurement. The decision of the Competent Authority on any such dispute or difference or interpretation shall be final and binding on both the parties and shall be beyond the scope of the settlement of disputes of Arbitration in respect of all contract items, substituted items, extra items and deviations.
- 22.7. All statutory deductions as applicable like TDS, sales tax/VAT shall be made from the due payment of the contractor.

### **23 Methods of Measurement:**

Except where any general or detailed description of the work in Quantities expressly shows to the contrary, Schedule of Quantities shall be deemed to have been prepared and measurements shall be taken in accordance with the procedure set forth in the Schedule of Rates / Specification notwithstanding any provision in the relevant Standard Method of Measurement or any general or local custom.

### **24 Income Tax/WCT/VAT**

- 24.1 Income tax including surcharge if any, at the prevailing rate shall be deducted from the Contractor's bills as per the provision of Income Tax Act.
- 24.2 The Contractor shall ascertain from the concerned commercial tax department regarding the applicability of Works Contract Tax / VAT/TIN. Necessary deductions will be made from the contractor's bill as applicable.

## **25 Carrying out part work at risk & cost of contractor**

The Engineer-in-charge without prejudice to any other right or remedy against the contractor which have either accrued or accrue thereafter to the Corporation, by a notice in writing to take the part work/ part incomplete work of any item(s) out of his hands and shall have powers to:

- (a) Take possession of the site and any materials, constructional plant, implements, stores, etc., thereon; and/or
- (b) Carry out the part work/ part incomplete work of any item(s) at the risk and cost of the contractor.

Any excess expenditure incurred or to be incurred by the Corporation in completing the part work/ part incomplete work of any item(s) or the excess loss of damages suffered or may be suffered by the Corporation as aforesaid without prejudice to any other right or remedy available to Corporation in law or as per agreement be recovered from any money due to the contractor on any account, and if such money is insufficient, the contractor shall be called upon in writing and shall be liable to pay the same within 30 days.

If the contractor fails to pay the required sum within the aforesaid period of 30 days, the Engineer-in-charge shall have the right to sell any or all of the contractors' unused materials, constructional plant, implements, temporary building at site etc. and adjust the proceeds of sale thereof towards the dues recoverable from the contractor under the contract and if thereafter there remains any balance outstanding, it shall be recovered in accordance with the provision of the contract.

In the event of above course being adopted by the Engineer-in-charge, the contractor shall have no claim to compensation for any loss sustained by him by reason of his having purchased or procured materials or entered into any engagements or made any advance on any account or with a view to the execution of the work or the performance of the contract.

## **26 ARBITRATION AND LAWS**

### **Arbitration:**

Except where otherwise provided for in the contract all questions and disputes relating to the meaning of the specifications, designs, drawings and instructions herein before mentioned and as to the quality of workmanship or materials used onto work or as to any other question, claim right matter or thing whatsoever in any way arising out of or relating to the contract, designs drawings, specifications, estimates, instructions, orders and these conditions or otherwise concerning the works, or the execution or failure to execute the same whether arising during the progress of the work or after the completion or abandonment thereof shall be referred to the sole arbitration of the Chairman-cum-Managing Director of the National Small Industries Corporation Ltd. and if the Chairman-cum-Managing Director is unable or unwilling to act, to the sole arbitration of some other person appointed by the Chairman cum Managing Director, National Small Industries Corporation Ltd. willing to act as such arbitrator. There will be no objection if the arbitrator so appointed is an employee of the National Small Industries Corporation Ltd. and that he had to deal with the matters to which the contract relates and that in the

course of his duties as such he had expressed views on all or any of the matters in dispute or difference. The arbitrator to whom the matter is originally referred being transferred or vacating his office or being unable to act for any reason as aforesaid at the time of such transfer, vacation of office or inability to act., Chairman and Managing Director, National Small Industries Corporation Ltd. shall appoint another person to act, as arbitrator in accordance with the terms of the Contract. It is also a term of this contract that no person other than a person appointed by C.M.D., National Small Industries Corporation LTD., as aforesaid should act as arbitrator and if for any reason, that is not possible, the matter is not to be referred to arbitration at all.

Subject as aforesaid the provision of the Indian Arbitration and Reconciliation Act, 1996, or any statutory modification or re-enactment thereof and the rules made thereunder and for the time being in force shall apply to the arbitration proceeding under this clause.

It is a term of the contract that the party invoking arbitration shall specify the dispute or disputes to be referred to arbitration under this clause together with the amount or amounts claimed in respect of each such dispute.

The arbitrators may from time to time with consent of this parties enlarge the time, for making and publishing the award.

The work under the contract shall, if reasonably possible continue during the arbitration proceedings and so payment due to payable to the Contractor shall be withheld on account of such proceedings.

The Arbitrator shall be deemed to have entered on the reference on the date he issued notice to both parties fixing the date of the first hearing. The Arbitrator shall give a separate award in respect of each dispute of difference referred to him.

The venue of arbitration shall be such place as may be fixed by the Arbitrator in sole discretion.

The award of the arbitrator shall be final, conclusive and binding on all parties to this contract.

The cost of arbitration shall be borne by the parties to the dispute, as may be decided by the arbitrator(s).

The Indian Laws shall govern this contract for the time being in force. The courts at New Delhi / Delhi only shall have the jurisdiction

**Ashwini Jha**  
**Sr. Branch Manager**  
**NSIC Ltd., B.O.Noida**

**SIGNATURE OF THE CONTRACTOR**



## FORM OF TENDER

To

Sr.Branch Manager  
NSIC Ltd.  
III-B/118, Sector-18  
Shopping Complex  
Noida-201301

I/We have read and examined the following documents relating to.....  
.....

### (Name of the Work)

- a). Notice inviting tender.
- b). Instructions to Tenderers
- c). Technical Specifications
- d). General Conditions of Contract including Contractors, Labour Regulations, Model Rules for Labour Welfare and Safety Code appended to these conditions together with the amendments thereto if any.
- e). Special Conditions of contracts if any.
- f). Bill of Quantities

I/We hereby tender for execution of the works referred to in the aforesaid documents upon the terms and conditions contained or referred to therein and in accordance in all respects with the specifications, designs, drawings and other relevant details at the rates contained in Schedule and within the period(s) of completion as stipulated in Appendix.

In consideration of I/We being invited to tender, I/We agree to keep the tender open for acceptance for 120 days from the due date of submission thereof and not to make any modifications in its terms and conditions which are not acceptable to the Corporation.

A sum of Rs 35,000/- is hereby forwarded as Earnest Money Deposit in the form of Demand Draft in favour of NSIC Ltd. payable at New Delhi . If I/We fail to keep the tender open as aforesaid of make any modifications in the terms and conditions of the tender which are not acceptable to the Corporation, I/We agree that the Corporation shall without prejudice to any other right or remedy, be at liberty to forfeit the said earnest money absolutely. Should this tender be accepted, I /We agree to abide by & fulfill all the terms conditions of aforesaid document

If after the tender is accepted, I/we fail to commence the execution of the work as provided in the conditions. I/We agree that Corporation shall without prejudice to any other right or remedy is at liberty to forfeit the said earnest money absolutely.

**Signature of contractor.....**  
**Duly authorised to sign the tender on behalf**  
**of the (in block capitals).....**

.....

Dated.....

Witness.....

Date.....

Address.....

.....

## APPENDIX

- |   |   |
|---|---|
| 1. Competent Authority  | C.M.D. NSIC or his<br>Authorised executives   |
| 2. Earnest money/Security deposit   |   |
| a) Estimated cost of the Works  | Rs. 13.52 Lacs  |
| b) Earnest money  | Rs 27,000/- in the form of<br>DD /Pay order in favour of<br>NSIC Ltd., Noida                    |
| c) Security Deposit   | 10% of the contract value.  |
| 3. Deviation limit for items of work  |   |
| Deviation limit beyond which clauses 10.2<br>& 10.3 shall apply for the building /<br>renovation work | 30%   |
| 4. Time allowed for execution of work   | 60 Days   |
| 5. Authority competent to decide if<br>“any other cause” of delay is beyond<br>Contractors control    | CMD, NSIC or his<br>authorised representative   |
| 6. Liquidated Damaged   | 0.5% (one half of one<br>percent) per week subject<br>to a Maximum 10% value of<br>the contract |
| 7. Approving Authority for releasing the payment<br>Upto the accepted tender cost.                    | SBM, NSIC, Noida  |
| 8. Defect Liability Period  | 12 months from the date<br>of Completion of work.   |
| 9. Authority competent to reduce<br>Compensation  | CMD NSIC or his<br>authorized executive.  |

## **SPECIAL CONDITONS**

1. During working at site, some restrictions may be imposed by Engineer-in-Charge/Security staff of Corporation or Local Authorities regarding safety and security etc., the contractor shall be bound to follow all such restrictions/instruction & nothing extra shall be payable on this account.
2. No compensation shall be payable to the contractor for any damage caused by rains lightning, wind, storm, floods Tornado, earth quakes or other natural calamities during the execution of work. He shall make good all such damages at his own cost; and no claim on this account will be entertained.
4. This Schedule of Quantities, however, is not a guarantee and is merely given as a rough guide and if the work costs more or less, tenderer will have no claim on that account.
5. The tender shall be based on general conditions of Contract and tenderers are required to quote their own rates against each item in schedule of quantities, which is enclosed. All rates shall remain firm for the contract period/extended contract period.
6. If the contractor fails to proceed with the work within the stipulated time as specified from the date of issue of letter of intent/letter to proceed with the work, the Corporation shall forfeit the earnest money deposited by him along with the tender.
7. All the works to be carried out in accordance with latest CPWD/ IS Specifications and as per the directions of Engineer-in-charge.

## **8. COST OF TESTS**

The contractor is bound to carry out the tests as per the CPWD guidelines for ascertaining the quality of the works executed/ materials used as and when directed by the Engineer-in-charge. The cost of preparing samples and carrying out tests for quality of material or workmanship will be borne by the contractor except for such exclusions as are specifically mentioned in the specifications laid down in the contract. The cost of all test carried out in Laboratories as directed by the Engineer-in-charge will be borne by the contractor.

## **9. DRAWING AND SPECIFICATIONS**

A copy of tender documents and all relevant drawings and specifications shall be obtained by the contractor and kept at site for reference.

**Ashwini Jha**  
**Sr. Branch Manager**  
**NSIC Ltd., B.O.Noida**

## **SIGNATURE OF THE CONTRACTOR**

### Schedule of Quantities

#### A -Civil & Interior works

S.no.	Description of item	Unit	Qty	Rate ( Rs.)	Amount ( Rs.)
1.	P/f vitrified floor tiles of 600mmx600mm size of approved make colour and shade laid on with cement based high polymer modified quick set tile adhesive water based.	Sqft.	1684		
2.	Supply and fixing of Armstrong make false ceiling of Adore micro look tiles with sillihouted grid system having NRC 0.5 and RH 95 of approved shade and design.	Sqft.	1608		
3.	Supply and fixing of powder coated Aluminum glass doors windows and partitions with powder coated Aluminum frame and glass/ Nova pan board of 5 mm thick for cabins of approved make and shade complete with all necessary fittings for proper installation including handle, tower bolt, sliding system etc. as per direction of Engineer In-charge.	Sqft.	855		
5.	Supply and fixing of heavy duty hydraulic floor spring machine for toughened glass door of Sandhu or equivalent make.	Nos.	4		
6.	Dismantling of wooden partitions, brick work, false ceiling, grills flooring, aluminum windows and disposal of waste materials	LS			
7.	Painting walls with Texture paint of approved colour and shade two or more coats as per direction of Engineer In-charge.	Sqft.	2000		
8.	Fabrication and fixing of MS grills on windows	Kg.	250		
9.	4" thick brick work in super structure with 1:4 cement mortar (DSR rates with cost index)	Sqm.	38		
10	15 mm thick plaster on walls(DSR rates with cost index)	Sqm.	76		
				<b>Total of A</b>	

**Schedule B- Renovation of ladies and Gents, toilets**

<b>S N.</b>	<b>DESCRIPTION</b>	<b>UNIT</b>	<b>QTY</b>	<b>RATE (RS)</b>	<b>AMOUNT (RS)</b>
<b>A.</b>	<b>DSR items</b>				
1.	Applying one coat of cement primer of approved brand and manufacture wall and ceiling surface	Sqm	60 .00		
2.	Wall painting with two or more coats on old work with oil bond distemper paint of approved brand and manufacture to give an even shade etc. complete as per direction of Engineer-In-Charge	Sqm	60.00		
3.	French spirit polishing on wood work (one or more coat) on new wood work.	Sqm	22.00		
4.	Providing and laying anti skid ceramic floor tiles (thickens as per manufacturer's specification) size- 300 mm x 300 mm or more of 1 <sup>st</sup> quality conforming to IS:15622 in all colours, shades of approved make of NITCO or equivalent make laid on floor using cement based high polymer modified quick-set tile adhesive (water based conforming to IS:15477 using 5 kg adhesive per sqm of tile area in avg. 3 mm thickness. As per direction of Engineer-In-Charge	Sqm	20.00		
5.	PCC of 1:4:8 (1 Cement:4 Coarse sand : 8 coarse aggregate ) in base of floor.	Cum.	2.00		
6.	Providing and fixing 18 mm thick gang saw cut mirror polished (pre-moulded and pre-polished) machine cut Granite stone for wash hand basin of any colour and shade (area of slab over 0.5 sqm)laid over 20 mm thick base cement mortar (1:4) with joints treated with white cement mixed with matching pigment, epoxy touch ups including rubbing, cutting, moulding and polishing to edge to give high gloss finish etc. complete.	Sqm	4.00		
8.	Providing opening of required size and shape for wash basins in platform in granite stone work including necessary holes for pillar taps etc. including rubbing and polishing of cut edges etc. complete	each	2.00		

9.	Reinforced cement concrete work of 1:2:4 for wash hand basin platform excluding cost of shuttering, centering and reinforcement with 1:2:4 mix.	Cum	0.28		
10.	TMT Reinforcement for RCC work including straightening, cutting, bending, placing in position and binding all complete	Kg	40.00		
11.	Centering and shuttering including strutting, propping etc. and removal of form for wash hand basin platform	Sqm	4.00		
12	Providing and laying 1 <sup>st</sup> quality ceramic glazed wall tiles conforming to IS:15622 of approved make in approved colour and shade in wall dado over 12 mm thick bed of cement mortar 1:3 and jointing with grey cement slurry @3.3 kg per sqm including pointing in white cement mixed with pigment of matching shade complete.	Sqm	55.00		
13	Providing wood work in frames of doors/windows and fixed in position etc. complete in all respect. (Iind class Teak wood)	Cum.	0.35625		
14	Providing and fixing ISI MARKED flush doors (35mm TH) conforming to IS:2202(part-I) non-decorative type.	Sqm	10.00		
15	Providing and fixing glazed shutter for ventilator/windows using glass(4mm TH.) with 2 <sup>nd</sup> class Teak Wood (35mm TH.)	Sqm	6.56		
16	P/f MS grill of required size for ventilators	Kg.	60.00		
17	Providing and fixing bright finish brass barrel/ tower/ socket bolt (full covered) of approved quality manufactured from extruded section conforming to with cadmium plated screw:				
	(1)250mm. long x10mm. dia. Bolt	Each	4.00		
18	Providing and fixing Chromium plated brass Dtype handle of approved quality manufactured from extruded section confirming to I.S. specification complete:.				
	(ii)Size: 125 mm	Each	8.00		
19.	Supplying fitting and fixing Brass door stopper	Each	4.00		
20	Supplying fitting and fixing of “ Godrej make mortice lock with latch and keys 6 lever including all complete.	Each	4.00		
	<b>WATER SUPPLY &amp; SANITARY WORKS</b>				
21	Providing and fixing glazed SW pipe PVC sanitary pipe for sanitary.				
	100mm dia	Rmt	25.00		

22	Providing and fixing self cleaning trap (100mm dia.)	Nos	4.00		
23	Supplying, fitting & fixing GI pipes TATA make (B class medium) with all necessary accessories, specials viz. socket, bend, tee, union, cross, elbow ,nipple, long screw, reducing socket, reducing tees, short pieces etc. fitted with holder bats clamps, including cutting pipes, making threads, fitting, fixing etc. complete in all respect include cost of all necessary fittings as required, jointing material and two coats of painting with approved paint in any position above ground. (payment will be made on the center line measurement of the total pipe line . No separate payment will be made for accessories, specials.)				
	a)15mm nominal bore	Rmt	30.00		
	b) 40 mm nominal bore	Rmt.	30 Rmt		
24.	Providing and fixing white vitrious china pedestal type water closet (European type) with seat and lid 10 liter low level white vitrious china flushing cistern & CP flush bend with fittings & CI brackets , 40 mm flush bend over flow arrangement with specials of standard make and mosquito proof coupling of approved municipal design complete including painting of fittings and brackets cutting and making good the walls and floor where ever required of WC pan with ISI marked white solid plastic seat.	Nos.	2.00		
25	Providing and fixing white vitrious wash basin approx. size: 550x400 mm oval shape counter sunk as per design & drawing and manufacturer's specifications. (Make-Hindware, Parryware or equivalent) as approved by Engineer-In-Charge.	Nos	2.00		
26..	Providing and fixing white vitrious china flat back half stall urinal of size 580x380x350 mm with white PVC automatic flushing cistern with fittings, standard size CP brass flush pipe, spreaders with unions and clamps ( All in CP brass) with waste fittings as per IS 2556, CI trap including painting of fittings and making good the walls and floor of single half stall urinals with 5 liter PVC automatic flushing cistern.	Nos.	1.00		



27.	P/f of stainless steel A ISI 304( 18/8) kitchen sink as per IS 13983 with CI brackets CP brass chain with rubber plug , 40 mm including painting the fittings and brackets, cutting and making good the walls wherever required of 510x1040 mm bowl depth 250 mm with drain board.	Nos.	1.00		
28.	Providing and fixing Bottle Trap for washbasins as per design & drawing and manufacturer's specifications as approved by Engineer-In-Charge.	Each	5.00		
29	Providing and fixing C.P. half turn angle valve (make:Jaguar, Crabtree or any other equivalent make) for washbasins as per design & drawing and manufacturer's specifications as approved by Engineer-In-Charge.	Each	3.00		
30	Providing and fixing Angular half turn C.P. bib cock of 15 mm dia (make:Jaguar, Crabtree or any other equivalent make) .	Each	4.00		
31	Providing and fixing Soap Dispenser as per design & drawing and manufacturer's specifications.	Each	2.00		
31	P/f mirror of superior glass ( of approved quality ) and of required shape and size with plastic moulded frame of approved make and shade with 6 mm thick hard board backing in circular shape of 450 mm dia.	Nos.	2		
32.	Providing and fixing IS:3564 marked Aluminum die cast body tubular type universal hydraulic door closer with necessary accessories and screws etc. complete.	Each	4.00		
33.	Misc. works (such as: Dismantling/ chipping out of old sanitary fittings and fixtures, floor/wall tiles, brick wall etc.)	L.S.			
				<b>Total of B</b>	

### Schedule C-Work station & furniture

S.no.	Description of item	Unit	Qty	Rate (Rs.)	Amount (Rs.)
1.	Supply and fixing of L shaped modular workstations of size 1500x1500 mm with wooden table top and 1200 mm in height made of aluminum partitions duly powder coated with pre laminated 12 mm thick nova pan board / 5 mm thick glass . Work stations should have the provision to accommodate , UPS, CPU printer and other related accessories and also having proper computer , key boards , drawer, storage units etc. complete in all respect for sharing four persons	Nos.	20.00		
2.	Repair and Fabrications of wooden racks made of 19 mm thick wooden board laminated with sun mica of approved shade make and specifications complete with lock, handle and all necessary fittings including polish and painting.	Cft.	120.00		
				<b>Total of C</b>	

### Schedule D- Electrification Work

S.no.	Description of item	Unit	Qty	Rate (Rs.)	Amount (Rs.)
1.	Supply of light fixture size 2'x2' with 3x36 watt CFL complete fitting in all respect of Philips make.	Nos.	30		
2.	Light point wiring with 2x1.5 Sqmm Copper wire make : kalinga with conduit fitting 5 Amps. Switch on flat box make : Roma	Nos.	30		
3.	5 Amps. UPS point with 2x1.5 Sqmm copper wire with 0.75 earth wire with switch socket plate.	Nos.	54		
4.	Power point with 2x2.25 Sqmm with earth wire 0.75 Sqmm make : Kalinga make switch socket plate complete in all respect . make Roma.	Nos.	35		
5.	6 way TPN double door distribution box with 6-32 Amps. MCB with 40 Amps. TPN complete in all respect make havells / equivalent make.	Nos.	02		
6.	Telephone points with 4 pair wire conduit box box including installation plate conduit box complete fitting in all respect of roma make.	Per Point	28		
7.	Data wiring with CATE-6 cable IU single point including conduit box, plate installation charges complete in all respect. Mke : Roma	Per Point	27		
8.	Supply and installation of following I) Smoke detector make: Agni. II) Heat Detector make: Agni III) Hooters IV) MCP make: Agni V) Smoke/heat response remote indicator make: Agni VI) Automatic 3_Zone fire panel with 12 Volt battery Make: Agni	Nos. Nos. Nos. Nos. Nos. Nos.	12 0 03 03 09 01		
9.	Power point with 2x4.0 Sqmm with earth wire 0.75 Sqmm make: Kalinga with 32	Nos.	10		

	Amps. DP MCB including metal box with fitting, labour charges complete in all respect. Make : Havells				
10.	Electrical light wiring for smoke detector and heat detector ,hooters ,MCP etc. with 2x1.5 Sqmm copper fireless labour charges.	Meter	500		

## Abstract of cost

**1. Civil works ( A) ----- Rs.**

**2. Renovation of toilets ( B) -----Rs.**

**3. Work station & Furniture ( C) -----Rs.**

**4. Electrification work ( D) -----Rs.**

**Grand total ( A+B+C+D)-----Rs.**

**Ashwini Jha  
Sr. Branch Manager  
NSIC Ltd., B.O.Noida**

Signature of contractor.....

**Duly authorized to sign the tender on behalf  
of the (in block capitals).....**

.....

Dated.....

Witness.....

Date.....

Address.....

.....