



TENDER
FOR
REPAIRING & STRENGTHENING
OF
ROOM NO. 25-26 OF OFFICE BUILDING

Tender No: - NTSC/OK/CM/28/2011-12

NSIC Technical Services Centre
The National Small Industries Corporation Ltd.
(A Government of India Enterprise)
Okhla Industrial Estate Phase-III
Near Kalkaji Mandir
New Delhi-110020

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NSIC Technical Services Centre
The National Small Industries Corporation Ltd.
(A Government of India Enterprise)
Okhla Industrial Estate, Phase-III
New Delhi-110020

Ref: - NTSC/OK/CM/28/2011-12

Date: 15-6-2012

M/s. -----

Sub: Repairing & strengthening of room no. 25-26 of office building at NTSC Okhla

Sir,

Tender documents in respect of the above mentioned works containing 09 pages are forwarded herewith. ***Please note that tender is to be delivered in the office of the General Manager, NSIC Technical Services Centre, Okhla Industrial Estate, Phase-III, New Delhi-110020 on 26-6-2012 up to 3.00 P.M.***

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 4.30 P.M. on 26-6-2012.**

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. 09 Pages

**General Manager
NTSC, Okhla**

Signature of the Contractor with stamp

Tender notice for Repairing & strengthening of room no. 25-26 of office building at NTSC Okhla

Ref: - NTSC/OK/CM/28/2011-12

Date: 15-6-2012

Sealed item rate tenders are hereby invited on behalf of General Manager, NTSC, Okhla 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 Of Tender |
|--------|---|---------------------------|----------|-----------------|--------------------------------|-----------------------------------|
| 1. | Repairing & strengthening of room no. 25-26 of office building at NTSC Okhla. | 2.15 lacs | 5000/- | 30 days | From 15-6-2012 to 25-6-2012 | 26-6-2012 upto 3.00 PM |

1. Blank tender documents (non-transferable) for above work shall be issued from 15-6-2012 to 25-6-2012 on working days from the address given above on payment of required tender fee of Rs.500/- (Rupees five hundred only) (non-refundable) in cash/DD in favour of "NSIC Ltd.- A/c NTSC", payable at New Delhi . The bidders may also download the tender documents from the website however a separate demand draft of Rs. 500/- in favour of "NSIC Ltd.-A/c NTSC" payable at New Delhi is to be enclosed along-with the tender towards the cost of tender documents.
2. The tenderers should have completed minimum one work of similar nature of minimum value of Rs 3 lacs during last seven 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 and development Works of the building/ 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 PAN, 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.
6. Tenders not accompanied by Earnest Money Deposit and tender cost in the prescribed form shall be summarily rejected.
7. General Manager, NTSC, Okhla reserves the right to reject all or any tender wholly or partly without assigning any reason whatsoever.

**General Manager
NTSC, Okhla**

INSTRUCTIONS TO TENDERERS

1.0 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.

2.0 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 a sealed envelope Super scribing as follows: -
"Tender for Repairing & strengthening of room no. 25-26 of office building at NTSC Okhla."

This envelope shall contain the following: -

- i) EMD in the form of Demand Draft drawn on a scheduled/nationalized bank in favour of "NSIC Ltd.- A/c NTSC" payable at New Delhi.
- ii) Details of minimum one work of similar nature of minimum value of Rs 3.00 lacs in their name during last seven years.
- iii) Valid registration with Sales Tax department for Work Contract Tax/VAT/TIN.
- iv) 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.

3.0 Essentially qualifying criteria

Tenderer should submit the following documents with the Tender.

- 1.) EMD in requisite form
- 2.) Tender cost in requisite form if tender is downloaded from NSIC website.
- 3.) Experience certificates /completion certificates.

It may please be noted that in the absence of any above requirement offer shall not be considered.

**General Manager
NTSC, Okhla**

GENERAL CONDITIONS OF CONTRACT

1. Where the context so requires, words importing the singular only also include the plural and vice versa.
2. NTSC Okhla shall mean 'NSIC Technical Services Centre', Okhla Industrial Estate, Phase-III, New Delhi-110020 and shall include their legal representatives, successors and permitted assigns.
3. The Contractor is required to approach the General Manager, NTSC Okhla for execution of agreement for the said work as per the prescribed Performa to be provided by the NTSC Okhla 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 works 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. **Security Deposit:**

- 7.1 Total security deposit shall be 10 % of the accepted tender cost and shall be deposited by the contractor within ten (10) days of receipt of the letter of intent/notification of acceptance of the tender by him. The earnest money already deposited shall be converted into security deposit.
- 7.2 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.
- 7.3 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.
- 7.4 No interest shall be payable to the contractor on the Security Deposit furnished/recovered from the contractor, by NTSC, Okhla.

8.0 Time and Extension for Delay:

- 8.1 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 10th day after the date on which NTSC, Okhla issues written orders to commence the work or from the date of handing over of the site, which ever is earlier
- 8.2 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.

9.0 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 NTSC, Okhla.

10.0 VALUATIONS AND PAYMENT:

- 10.1. 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.
- 10.2. All items having a financial value shall be entered in Measurement Book, etc. Prescribed by NTSC, Okhla so that a complete record is obtained of all work Performed under the contract.
- 10.3 100% Payments shall be released on satisfactory completion of the work.
- 10.4 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 increase/ decreased quantity of work as per the directions of Engineer-in-Charge, for which no extra claim over the tender rate will be considered. For releasing the payment upto estimated amount the General Manager is the approving authority.
- 10.5 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.
- 10.6 All statutory deductions as applicable like TDS, sales tax/ VAT shall be made from the due payment of the contractor.

SIGNATURE OF THE CONTRACTOR

**General Manager
NTSC, Okhla**

APPENDIX

- | | |
|--|---|
| 1. Competent Authority | General Manager, NTSC, Okhla or his Authorized executives |
| 2. Earnest money/Security deposit | |
| a) Estimated cost of the Works | Rs. 2.15 lacs |
| b) Earnest money | Rs. 5000/- in the form of DD / Pay order in favour of“NSICLtd.-A/c NTSC” |
| c) Security Deposit | 10% of the contract value. |
| 3. Time allowed for execution of work | 30 Days |
| 4. Authority competent to grant extension of time for any cause of delay which is beyond Contractors control | General Manager, NTSC, Okhla or his Authorized representative |
| 5. Liquidated Damaged | 0.5% (one half of one percent) per week subject to a Maximum 10% value of the contract |
| 6. Approving Authority for releasing the payment Up to the accepted tender cost. | General Manager, NTSC, Okhla, New Delhi |
| 7. Defect Liability Period | 12 months from the date of Completion of work. |
| 8. Authority competent to reduce Compensation | General Manager, NTSC, Okhla, or his authorized executive. |

Schedule

| S. No. | DESCRIPTION OF ITEM | UNIT | Qty | RATE (Rs.) | AMOUNT |
|--------|---|------|----------|------------|--------|
| 1 | Earth work in excavation by mechanical/ manual means in foundation trenches or drains (not exceeding 1.5 in width or 10 Sqm on plan) including dressing of sides and ramming of bottoms ,lift upto 1.5 m including getting out the excavated soil and disposal of surplus excavated soil as directed within a lead of 50 meter. for toe wall | Cum | 18.900 | | |
| 2 | P/I in position specified grade of cement concrete in foundation excluding the cost of centering and shuttering - all works up to plinth level in 1:2:4 (1 cement :2 coarse sand :4 graded stone aggregate 4.0 mm nominal size. | | | | |
| | i) PCC work in foundation | Cum | 0.836 | | |
| | ii) PCC over base plate | Cum | 6.120 | | |
| 3 | Structural steel work riveted, bolted or welded in built up section trusses and framed works including cutting hoisting ,fixing in position and applying a priming coat of approved steel primer all complete. | | | | |
| | ISMB 200 (vertical column) | kg | 1111.910 | | |
| | ISMB 200 (Inclined column) | kg | 225.552 | | |
| | MS Plate (900 x 750 x10) | kg | 423.900 | | |
| 4 | P/I in position specified grade of reinforced cement concrete excluding the cost of centering and shuttering finishing and reinforcement - all works up to plinth level in 1:2:4 (1 cement :12 coarse sand :4 graded stone aggregate 20 mm nominal size | | | | |
| | i) for repairing the strucrue from back side | cum | 2.000 | | |
| 5 | Repairs of plaster thickness of 12mm to 20mm in patches of area 2.5 Sq.meter and under including cutting the patch in proper shape raking out joints and preparing and plastering the surface of the walls complete including disposal of rubbish to the dumping ground within 50 meter lead with cement mortar 1:4 (1cement :4 fine sand) | | | | |
| | i) for repairing the cracks inside and from back side | sqm | 20.000 | | |

| | | | | | |
|----|--|-----|---------|-------|--|
| 6 | Centering and Shuttering including strutting propping etc. and removal of form work for foundation footing, bases of columns etc. for mass concrete. | | | | |
| | i) PCC Shuttering | sqm | 2.520 | | |
| | ii) Foundation shuttering | sqm | 19.800 | | |
| 7 | Distemping with 1st quality acrylic washable distemper (ready mixed) of approved manufacturer and of required shade and colour complete.as per manufacturer's specification.Two or more coats on new work. | | | | |
| | i) on walls | sqm | 192.150 | | |
| | ii) On roof and beams | sqm | 100.010 | | |
| 8 | Renewing glass panes, with putty and nails (panes of thickness 4 mm) | | | | |
| | i) For Room No - 26 | sqm | 6.600 | | |
| | ii) For Room No - 25 | sqm | 9.900 | | |
| 9 | Supplying and fixing new wooden fillets wherever necessary with 2nd class teak fillets. | m | 22.200 | | |
| 10 | Dismantling/cleaning/repair etc. | LS | - | | |
| | | | | Total | |

Total in words _____

Signature of bidder with stamp