INVITATION TO QUOTATIONS AND INSTRUCTIONS CONTAINING TERMS AND CONDITIONS GOVERNING CONTRACT FOR THE ANNUAL REPAIRS AND MAINTENANCE OF CIVIL WORKS AT ICAR'S, NASC COMPLEX, NEW DELHI - 110 012

A  Last date of receipt of quotation in office is 10th June, 2013. Up to 4.00 P.M

B  Quotation to be opened at 4.30 PM on 10th June, 2013.

C  The Quotation document available at our web site www.icar.org.in

Eligibility criteria or Quotation: - The agency should be PSU/Govt. U/T/State/Central PWO and having license working for civil works issued from appropriate authority

NOTE:

1. The Secretary, Indian Council of Agricultural Research, Krishi Bhavan, New Delhi may at his/her discretion, extend this date by a fortnight and such extension shall be binding on Tenderers.

2. If the date fixed for opening of quotations is subsequently declared a holiday the quotations will be opened on the next working day following the holiday but there will be no change in the time for opening indicated above.
From: Deputy Secretary (GAC),
Indian Council of Agricultural Research,
Krishi Bhawan,
New Delhi – 110001

To

______________________
______________________
______________________
______________________

INVOICE TO QUOTATIONS AND INSTRUCTIONS CONTAINING TERMS AND CONDITIONS GOVERNING CONTRACT FOR THE ANNUAL REPAIRS AND MAINTENANCE OF CIVIL WORKS AT ICAR’S, NASC COMPLEX, NEW DELHI – 110012

Dear Sir(s),

Sealed Quotations are hereby invited on behalf of the Secretary, Indian Council of Agricultural Research, New Delhi for contract for ANNUAL REPAIRS AND MAINTENANCE OF CIVIL WORKS AT NASC COMPLEX, DEV PRAKASH SHASTRI MARG, NEW DELHI-110012

The terms and conditions of the contract which will govern any contract made are those contained in the General conditions of contract applicable to the contracts placed by the ICAR and by the Research Institutes of the Council and the special terms and conditions detailed in the Quotations forms and its schedules. Please submit your rates in the Quotations form if you are in a position to furnish the requisite services in accordance with the requirements stated in the attached schedules.

1. The Tenderer is being permitted to give Quotations in consideration of the stipulations on his part that after submitting his Quotations, he will not resile from his offer or modify the terms and conditions thereof.

2. The Schedules of the Quotations form should be returned intact and pages should not be detached. In the event of the space provided on the schedule form being insufficient for the required purpose, additional pages may be added. Each additional page must be numbered consecutively and be signed in full by the Tenderer. In such cases reference to the additional pages must be made in the Quotations form. If any modification of the schedule is considered necessary it should be communicated by means of a separate letter along with the Quotations. Overwriting/erasing in rates to be quoted by the Tenderer will not be allowed otherwise the Quotations may be rejected.
3. The Quotations are liable to be ignored if complete information as required is not given therein or if the particular asked for in the schedules to the Quotations is not fully filled in.

4. If Tenderer does not accept the offer, after issue of letter of award by ICAR within 15 days, the offer made shall be deemed to be withdrawn.

5. The original copy of the Quotations is to be enclosed in double cover. The Inner cover should be sealed. The outer cover should be superscribed “ANNUAL REPAIRS AND MAINTENANCE OF CIVIL WORKS AT NASC COMPLEX, DEV PRAKASH SHASTRI MARG, NEW DELHI. "with address of this office and the Tenderer shall place two envelops clearly marked containing of technical bid All Quotations should be sent by Registered Post. Quotations to be hand delivered should be put in the Quotations box, which will be kept in the Estate Office of the ICAR at NASC Complex, Dev Prakash Shastri Marg, New Delhi-110012 not later than 4:00 PM on 10th June, 2013.

6. The rates quoted by each agency for service contract in Quotations be given both in words and figures failing which the same is liable to be rejected. You are at liberty to be present or to authorize a representative to be present at the time of opening of the Quotations. The name and address of the representative who would be attending the opening of the Quotations on your behalf should be indicated in your Quotations. Please also state the name and address of your permanent representative, if any.

7. The Council does not pledge itself to accept the lowest or any other Quotations and also reserve to itself the right of accepting the Quotations in whole or in part of the Quotations. You are however at liberty to Quotations for the whole or any portion or to state in the Quotations that the rates quoted shall apply only if the Quotations are considered fully. Other conditional Quotations will not be accepted.

8. The 5% amount of the running bill will be deducted towards security deposit and the same will be released after successful completion of the contract. No interest will be paid on the said security Deposit as per the tender.

9. Service tax or any other tax applicable or made applicable after awarding the contract in respect of this contract shall be payable by Contractor/ Agency and ICAR will not entertain any claim whatsoever in this respect. Service Tax will be paid on PMC charges.

10. Secretary, ICAR reserves the right to reduce or terminate the period of contract or to extend its duration in the interest of the Council, for any reasons, not mandatory to be communicated to the Tenderer.

11. Decision of Secretary, ICAR shall be final for any aspect of the contract and binding to all parties. Disputes arising, if any on the contract will be settled at his/her level by mutual consultation and in case of failure of settlement dispute shall be referred to the sole arbitrator to be appointed by the Secretary, ICAR. The decision of the sole Arbitrator so appointed shall be final and binding on the parties. Arbitration proceedings shall be governed by the Arbitration & Constitution Act, 1996.

12. Acceptance by the Council will be communicated by FAX/Telegram, Express letter or any other form of communication. Formal letter of acceptance and work order of the
Quotations will be forwarded as soon as possible, but the earlier instructions in the FAX/Telegram/Express letter etc. should be acted upon immediately.

13. **All agencies are advised to visit the site at first instance to ascertain the quantum of work before quoting their rates in general cost plus basis. Agencies quote only percentage over and above on actual work done. The detail may please see at financial bid.**

14. **1/3** of the total cost/amount of contract will be released to the agency as a mobilization advance. Monthly account adjustment must be submitted to the ICAR with supporting zerox copies of sub contract awarded by the agency. Other expenditure details must be submitted by the working agency to the ICAR. The adjustment amount will be reimbursed by the ICAR after proper scrutinizing the bills of the agency.

15. **Proper records of the dismantled/Unserviceable materials will be maintained by the Agency and all he dismantled/unserviceable materials will be disposed off by the agency itself. The necessary disposal items amount will be adjusted in the final bills.**

16. **An amount of Rs. 3,00,000/- (Rupees Three lakhs only) as a performance Guarantee may be deported in form of DD/Pay order BG/FDR etc. to Secretary ICAR, New Delhi for successful agency.**

17. The council does not pledge itself to accept the lowest or any other tender and also reserves to itself the right of accepting the tender in whole or in part. Conditional tender will not be accepted.

18. The contact will be initially for a period of two year extendable for a further period of upto three years on a year-to-year basis subject to satisfactory performance of agency and its willingness to continue.

19. Other than the maintenance/ special repair work etc. other similar types of work may be entrusted to the agency on same rates, terms and condition PMC basis.

20. The agency may carry out the work as per the standard practice after award of the works. However, the agency needs to seek the concurrence/ approval of the Engg-in-Charge before commencing the work and selection of materials / process etc.

21. Successful Tenderer will have to enter into a detailed contract agreement with ICAR on non-judicial stamp paper of Rs. 100/- for work.

Yours faithfully,

Deputy Secretary (GAC),
Indian Council of Agricultural Research,
Krishi Bhawan,
New Delhi – 110001
QUOTATIONS AND INSTRUCTIONS CONTAINING TERMS AND CONDITIONS GOVERNING CONTRACT FOR THE ANNUAL REPAIRS AND MAINTENANCE OF CIVIL WORKS AT ICAR’S, NASC COMPLEX, NEW DELHI. – 110 012

Full Name & Address of the Tenderer in addition to Post Box No., if any, should be quoted in all communications to this office:

Telephone No.: 
Telegraphic Address/FAX/Cellular No.: 
E-Mail address: 

From: ______________________________________

_____________________________________

To: Deputy Secretary (GAC),
Indian Council of Agricultural Research,
Krishi Bhawan,
New Delhi – 110001

I / We have read all the particulars regarding the General information and other terms and conditions of the contract for ANNUAL REPAIRS AND MAINTENANCE OF CIVIL WORKS AT NASC COMPLEX, DEV PRAKASH SHASTRI MARG, NEW DELHI and agree to provide the services as detailed in the schedule herein or to such portion thereof as you may specify in the acceptance of the Quotation at the rates given in Schedule-I to this Quotation and I/we agree to hold this offer open till 90 days. The rates quoted will be valid for a period of one year in the event of award of the Contract. I/We shall be bound by a communication acceptance dispatched within the prescribed time.

2. I/We have understood these terms and conditions for the contract and shall provide the best services strictly in accordance with these requirements.

3. The following pages have been added to and from a part of this Quotation ___________. The Schedules-I & II to accompany this Quotation are at pages ________________

4. Every page so attached with this Quotation bears my signature and the office seal.

Yours faithfully

Dated:

Signature & Seal of the Tenderer
Telephone No. Office
Resi.
Mobile
SCHEDULE – 1

SCHEDULE TO QUOTATIONS

PART – I

1. Name of the Firm/Agency

2. Full address with Post Box No.
   And Telephone No. if any

3. Constitution of the Firm/
   Agency (Attached copy)

   Indian Companies Act, 1956

   Indian Partnership Act, 1932
   (Please give names of partners)

   Any other Act, if not, the owners

4. For Partnership firms whether
   registered under the Indian
   Partnership Act, 1932, please
   state further whether by the
   partnership agreement to arbitration
   has been conferred on the partner
   who has signed the Quotation.

   i) If answer to the above is in negative
      whether there is any general power
      of attorney executed by all the
      partners of the firm authorizing the
      partner who has signed the Quotations
      to refer dispute condemning business
      of the partnership to arbitration.

   ii) If the answer to above is in point one
       and two the affirmative please furnish
       a copy of either the partnership
       agreement or the general power of
       attorney as the case may be. The copy
       should be attested by a Notary Public
       or its execution would be admitted by
       affidavit on a properly stamped paper
5. Name and Full Address of your Banker’s.


7. Any other relevant information

PART – II

8. Name and Address of the firm’s representative and whether the firm would be representing at the opening of the Quotations

9. Name of the Permanent Representative to be Visiting NASC Complex, PUSA

Date: ________________

Place: ________________

AUTHORISED SIGNATORY

Please add supplementary pages to be numbered wherever needed by the Tenderer.
General Terms And Condition :-

1. The Contractor/Agency shall be responsible for all injury and accident to persons Employed by him while on duty. It is desirable that all employees are covered Under an insurance cover.

2. The Agency/Contractor/Agency shall provide two set of uniforms to its employees and ensure that they wear them at all times and maintain them clean. The firm’s name on pocket & words CONTRACTOR/ AGENCY WORKER on the back of upper should be inscribed.

3. All employees of the Agency/Contractor/Agency shall be issued Identity Cards bearing their photographs. Photographs for identity cards shall be provided by the Agency/Contractor/Agency at their own cost. The ID Cards will be issued by the Contractor/Agency. These will be countersigned by ICAR representative.

4. It would be responsibility of Contractor/Agency to arrange all permissions/approvals from all local bodies/statutory bodies.

5. The Agency/Contractor/Agency will be responsible for all the staff supplied, verification of their antecedents through Special Branch, Delhi police and a certificate to this effect be furnished by the Agency/Contractor/Agency to the Institute before deployment of the staff. The Agency/Contractor/Agency should maintain proper record/document of the same. These documents are required to be produced to the council whenever required.

6. That no right, much less a legal right shall vest in the Contractor/Agency workers to claim/have employment or otherwise seek absorption in the Council nor the Contractor/Agency workers shall have any right whatsoever to claim the benefits and/or emoluments that may be permissible or paid to the employees of the Council. The workers will remain the employees of the Agency/Contractor/Agencies and this should be the solely responsibility of the Agency to make it clear to their workers before deputing on work at the Council.

7. The Contractor/Agency will take day to day instructions from the supervisory staff of the Council and shall maintain diary for the same.

8. If the Agency/Contractor/Agency fails to implement the schedule of services to the satisfaction of the Engineer-in-Charge of the Council on any day in any part of the said campuses, shall be penalized by imposing a fine as mentioned in the tender for breach of contract. The penalty shall continue for successive days till the Agency/Contractor/Agency gets a certificate from the officer In-charge and such penalty shall be recovered from the bill of the Contractor/Agency. The decision of Engineer-in-Charge shall be final and binding of the Contractor/Agency/agency.

9. The Agency/Contractor/Agency shall give the ARMO (C) services on all days of the month including gazette holidays i.e. round the period of contract as work specified in Annexure I. There will be no separate payment for three National Holidays i.e. Republic Day, Independence Day and Gandhi Jayanti and the same is to be included in the daily/monthly charge claim in tender by the Contractor/Agency.
10. None of the employees of the Agency /Contractor/ Agency shall enter into any kind of private work at the complex.

11. Minimum wages shall be paid by the Agency /Contractor/ Agency at the rate fixed by Delhi Govt. from time to time. Arrears, if due as a result of increase in minimum wages would be reimbursed to the Contractor/ Agency on submission of proof of actual payment to the worker. In case of half yearly increase in Minimum wages /VDA by the Govt. of NCT of Delhi, the Contractor/ Agency/Agency will submit copy of gazette notification to the Council and the same will be revised as the case may be.

12. The Agency / Contractor/ Agency shall abide by all laws of the land including Labour Laws, Company Act, tax deduction liabilities, Welfare measure of its employees and all other obligations that enjoin in such cases and are not essentially enumerated and defined herein. Though any such onus shall be the exclusive responsibility of the Contractor/ Agency, and it shall not involve the council in any way whatsoever.

13. In case of any dereliction of duty, gross neglect an unintended damage caused by the Contractor/ Agency/Agency or its staff or otherwise any harm done to the council its properties its designated officials or other employees, the Contractor/ Agency shall be liable to make good the loss or pay compensation, refund expenditure on Legal / judicial proceedings as well as pay penalty which the Secretary, ICAR may deem fit.

14. The duration of the contact shall be initially two years and extendable up to maximum three years on same, terms & conditions if the performance of agency is found satisfactory. The contract can be terminated even earlier by giving notice in writing on account of any of the following reasons:-
   1. On account unsatisfactory performance
   2. Breach of contract clauses
   3. Persistently neglect to carry out his obligations under the contract

When the agency has made himself liable for action under any of the cases aforesaid, the engineer-in-charge on behalf of Council, New Delhi shall determine the contract as aforesaid (of which termination notice in writing to the contactor under the hand of the Engineer –in-charge shall be conclusive evidence ) upon such determination, the security money deposit shall be liable to be forfeited and shall be absolutely at the disposal of the Council, New Delhi. In the event of above courses being adopted by engineer-in-charge, the agency shall have no claim to compensation for any loss sustained by him by reasons of having employed personnel or purchased T&P for the work.

15. The agency shall in no case pay his employees less than the minimum mandatory rates per day / month as announced by Govt. of Delhi from time to time. The payment should be made by cheque in the presence of authorized Council representative and a record of that should be kept in a Register which may be examined by the Council at any time. In case the Contractor/ Agency/Agency fails to make timely payments to its employees or at the minimum rates, the Council shall pay the employees of the Contractor/ Agency directly and suitable deductions shall be made from the amount to be paid to the Contractor/ Agency's employees. The Contractor/ Agency/Agency shall make payments to his employees with details on Pay Slips which should be given to his employees at the time of payment and copy of the PAY SLIPS to be submitted to Council New Delhi every month for records.
16. No employees of the Contractor/ Agency/Agency shall work for more than 27 days in a month. Contractor/ Agency/Agency may be asked to change/ replace the workers after every six months.

17. Contractor/ Agency/ will apply to the Labour Commissioner for obtaining a Labour License as applicable and will submit a copy of license to officer-In-charge.

18. The Contractor/ Agency would sign and give an undertaking as per proforma every month for compliance of the provision of Contract Labour Act. Rule and other Law as applicable.

19. The council can increase or decrease the manpower requirement. The increase/decrease in manpower would accordingly affect the billing on pro-rata basis.

20. A Separate challan must be submitted for the payments of ESI & EPF of its employees deployed only at the NASC.

21. Staff deployed should not be changed frequently due to security reasons. If any rotation of the Staff is required on account of Labour Laws, this may be done with prior intimation to the Engineer in-charge.

22. NASC Complex is a ‘NO SMOKING ZONE’ The Contractor/ Agency should ensure that his employees DO NOT SMOKE while working in the NASC Complex. They will also not indulge in drinking alcohol or any other intoxicants. They will not consume drugs and eat pan/ khaini /tobacco etc. they will not play cards or indulge in gambling on complex.

23. ESI/EPF/Service Tax shall be reimbursed by the council form time to time.

24. The Contractor/ Agency shall keep himself fully informed of all acts and laws of the Central and State Government, all orders, decrees of statutory bodies, tribunals having any jurisdiction or authority, which in any manner may affect their engaged or employed and anything related to carry out the work. All the rules & regulations & byelaws laid down by the local bodies and any other statutory bodies shall be adhered to, by the Contractor/ Agency, during the execution of work.

25. The Agency will discharge all legal obligations of their employees in respect of wages of their employees in respect of wages of the service conditions & shall comply with all the rules & regulations & provisions of Law in force that may be applicable to them time to time Viz statutory obligations under contract labour (Regulation & Abolition) Act 1970, minimum wages act worker’s compensation Act, EFP & MP act, industrial dispute etc. The AR&MO Agency will indemnity & keep in demnified the Council from any claim, loss or damage that may be caused to the council on account of the AR&MO Agencies failure to comply with their obligations under the various laws towards their staff /employees employed by them or any loss or damage to Ist party due to acts/ omissions of second party. The Ist party i.e. council shall not be liable to pay any increase in minimum wages notified by Govt. from time to time to second i.e. AR&MO agency during the contract.

26. The work of ANNUAL REPAIRS AND MAINTENANCE OF CIVIL WORKS AT NASC COMPLEX, DEV PRAKASH SHASTRI MARG, NEW DELHI shall have to be undertaken with out causing any damage to the ICAR properties. In case, any damage is caused by the workers deployed by the Contractor/ Agency to do the work of maintenance of AR&MO at NASC complex. The same shall be made good by the Contractor/ Agency. The agency shall
also have to ensure that there is no theft of goods/materials of the moveable/immovable property at NASC Complex. In case any such theft occurs, the responsibility for the same shall rest with the agency and the agency shall have to make good the loss caused to the ICAR on account of such theft.

27. The agency may sublet the work as per the departmental procedure with the prior written permission of the ICAR.

28. All essential tools/plants for AR&MO services personnel like ladder, scrap folding, extra electrical arrangements etc will be provided by the agency at its own cost.

29. The agency shall employ good and reliable persons with robust health and clean record preferably within the age group of 21 to 20 years. In case any of the personnel so provided is not found suitable, the council shall have the right to ask for their replacement without giving any reasons therefore and the agency shall on receipt of a written communication will have to replace such persons immediately.

30. The workers should be able to communicate in Hindi and also in English if possible. Should perform per shift/per day.

31. They should not leave their point unless and until the reliever comes for shift duties, supervisor/JE (civil) will maintain all the registers, which are kept at site office.

32. They have to verify all the office building/blocks free from vegetation/plants at all time.

33. Changing of Supervisor/staff should be intimated to this office.

34. All maintenance staff shall be available in the complex from 9.00 A.M to 6.00 P.M including Saturday, Sundays and Closed holidays. No extra cost shall be payable for the emergent work attended by the agency. The staff shall be sufficient/experienced to carry out the day-to-day and other maintenance work and should not be suffer due to inadequacy of staff.

35. The acceptance of a Quotations will rest with the Secretary/ICAR who does not bind himself to accept the lowest Quotation, and reserves to himself the authority to reject any or all of the Quotations received, without the assignment of any reason. All Quotations in which any of the prescribed conditions are not fulfilled or are incomplete in any respect are liable to be rejected.

36. If the Contractor/Agency withdraws his offer or abandons the work after award of work and after taking over possession of site then they will be debarred from Quotatining in ICAR and her institutions the fresh Quotation will be called or next lower Tenderer will be offered the job. In case of work abandoned by the Contractor/Agency the left out work will be got executed at his risk and cost through another agency.

37. Necessary material required for maintenance/repair work shall be procured by Contractor/Agency in sufficient quantities and shall be made available always in the Store.

38. All breakdown calls/complaints received during normal working hours should be attended to as early as possible. No complaints should be left and not postponed to next day.
39. The Service report containing nature of the complaints, nature of the fault and attended, parts replaced and customer remarks/signature should be prepared by the Contractor/ Agency. The cost of printing of the booklet will be borne by the Contractor/ Agency. The office should approve the model of service report. The Contractor/ Agency shall provide day/week/monthly report stating the nature of complaints/work done at the end. The model of the format will be given by us.

40. Traveling/daily allowances shall not be payable to the Contractor/ Agency, its representatives, officials and consultants engaged by it for their visit to construction site, offices of local authorities, Employer’s office or any other place in Delhi.

41. The staff provided by the Contractor/ Agency to the office is in case found to be indulging in any undesirable or unfair activities in the premises of the office, the Contractor/ Agency will solely be responsible for all the consequences apart from the liberty of office to lodge complaints before appropriate authorities.

42. The Contractor/ Agency shall ensure that none of their employees will be a member of any of The Employees Unions(s) of the Central Union of Government employees, or take any interest in its activities.

43. The Contractor/ Agency shall strictly comply with the terms and conditions of agreement. In Case of violation of any of the terms, the agreement shall be liable for cancellation immediately and SD will be forfeited.

44. Time of completion of work shall be strictly followed by Contractor/ Agency.

45. The Contractor/ Agency desires an extension of time for completion of work on the grounds of his having been unavoidable hindered in its execution or any other ground, he shall apply in writing to Officer-in-charge within 2 days of date of hindrance on account of which he desires such extension as aforesaid and Engineer-in-charge shall if in his opinion (which shall be final) reasonable grounds be shown thereof authorize such extension of time, if may in his opinion be necessary or proper.

46. Where splashing and dropping from white washing, colour washing, painting etc. on walls, doors, roofs windows etc. shall be removed and surface cleaned simultaneously with the completion of these items of work in individual rooms, quarters or premises etc. If Contractor/ Agency fails to comply this requirements then officer-in-charge shall got this Work departmentally or through another agency at his risk and cost.

47. Officer-in-charge shall have full powers to remove such materials brought by Contractor/ Agency at site which are not as per specifications at the risk and cost of Contractor/ Agency.

48. Contractor/ Agency shall provide at his own cost all the, tools and plants, appliances, ladders, scaffolding for work whether original, altered or substituted and whether included in the specifications or other documents found part of contract. Contractor/ Agency shall also supply such materials which are required for taking measurements or examination at any time and form time to time of work. Failing of which these shall be provided at the expense of Contractor/ Agency.

49. No labour below the age of 18 years shall be employed by the Contractor/ Agency as per Govt. rules enforced from time to time.
50. Secretary/ICAR shall have the right to deduct from the money due to the Contractor/Agency any sum required or estimated to be required for making good the loss suffered by a worker or workers by reason or on non-fulfillment of the condition of contract for the benefits of the workers, nonpayment of wages or of deductions made from his or their wages which are not justified by their terms of contract non observation of regulations.

51. All works to be executed under the contract shall be executed under the direction and subjected to approval in all respects of Engineer-in-charge who shall be entitled to direct at what point or points and in what manner they are to be commenced and from time to time carried on.

52. The decision of Secretary/ICAR regarding the quantum of reduction as well as justification thereof in respect of rates for sub-standard work which may be decided to be accepted will be final and would not be open to arbitration.

53. All safety measures taken at site shall be borne by the Contractor/Agency without any extra payment. In the event of any accident/damage occurred at site due to natural calamity negligence on his part the same shall be the liability of the Contractor/Agency and nothing extra payment shall be claimed.

54. Engineer-in-charge shall mean as officer-in-charge or his authorized representative.

55. Contractor/Agency will apply for gate pass while taking out their personal stores from NASC Complex.

56. Contractor/Agency will not tamper cable, water lines of the campus. Any damage on account of this will be recovered from bill of Contractor/Agency.

57. Water & Electricity charges shall be deducted from monthly bills if the same are provided by ICAR at site as per the certificate of the Engineer-in-charge.

58. Proper store shall be maintained with all maintenance materials required for maintenance work. Necessary record in the regard will also be maintained and may be checked by ICAR from time to time.

59. The ARMO (Civil) for detailed estimate may be submitted by the agency for administrative approval and expenditure sanction on each year releasing the funds to the concern PSU as per the GFR.

60. The maintenance related bills/ vouchers may be got physically verified by the Engineer-in-charge in each case.

61. The ARMO (Civil) tender/other work tender BOQ document etc. may be got verified from Engineer-in-charge/ his representative before floating the tender.

62. The funds released to the concerned PSU for different kind of work under various head of accounts may be submitted for adjustment from time to time to the Engineer-in-charge, ICAR in all cases.
SPECIFICATIONS AND CONDITIONS

GENERAL

1. The Contractor/ Agency must get acquainted with the proposed site for the works and study specifications and conditions carefully before Quotationing. The work shall be executed as per programme approved by the Engineer-in-charge.

2. Periphery of works areas shall be the area shown in the layout plan of the scheme.

3. Specifications:

3.1 Specifications to be followed for execution of work shall be:

3.1.1 The entire work shall be done as per specifications CPWD Vol.I with correction slips up to date and CPWD specification Vol.II with up to date correction slips. However in case of any discrepancy in the description of any item as given in the schedule of quantities appended with the Quotation and the specifications relating to the relevant item as per specifications 2000 Vol.I & Specification 2000 Vol.II with due correction slips specified above, The former shall prevail. If the specifications for any items are not available in the CPWD specifications referred above, relevant I.S.I. Specifications shall be followed in case I.S.I. Specifications are also not available, the decision of the Engineer-in-charge shall be final. Whenever any reference to any Indian Standard Specifications occurs in the documents relating to this contract the same shall be inclusive of all the amendments issued thereto or revisions thereof if any, up to the date of receipt of Quotations.

3.1.2 Samples of all building materials doors and windows, fittings sanitary wares and other articles required for execution of works shall be got approved from the Engineer-in-charge. Articles manufactured by Firms of repute and approved by the Engineer-in-charge shall only be used Articles classified as First Quality by the manufacturer shall be used unless otherwise specified. Preference shall be given to those articles which bear I.S.I. Certification mark. In case articles bearing I.S.I. Certification mark are not available, the quality of samples brought by the Contractor/ Agency shall be judged by the standards laid down in the relevant I.S.I. Specifications. All materials and articles brought by the Contractor/ Agency to the site for use shall be conforming to the samples approved which shall be preserved till the completion of the work.

3.1.3 The work will be carried out in the manner complying in all respects with the requirements of relevant bylaws of the local body under the Jurisdiction of which the work is to be executed or as directed by the Engineer-in-charge.

3.1.4 The Contractor/ Agency should maintain the register for cement, paint and other registers as required by the Engineer-in-charge and these should be signed by the Contractor/ Agency or his authorized agent and the authorized nominee of officer-in-charge as authorized for the work.
3.1.5. The Contractor/ Agency shall fill such recesses, holes; openings, etc. as may be required for the electric and sanitary works and nothing extra shall be paid on this account.

3.1.6. The work of electrification, horticulture and other internal and external services may be carried out simultaneously by other agencies with the work being Quotation for against the enclosed contact documents. The Contractor/ Agency shall afford necessary facilities for the same.

No claim in the matter shall be entertained and nothing extra over the agreement rates shall be paid for the same for fixing, laying/burying in the work pipes, cables, conduits clamps boxes or hooks for fan clamps etc.

3.2. Materials bearing ISI mark shall be given first preference for incorporation in the work. Whenever ISI market materials are available, the same only shall be used. In cases where articles of different makes and designs bearing ISI Mark are Available in the market the decision of the Engineer-in-charge about a particular Make and design to be used in the work shall be final and binding. In case, where Articles with ISI mark are not available in the market, the quality shall have to Conform to the relevant ISI specifications.

3.3. Rates quoted by the Contractor/ Agency shall hold for work at all heights and depths. The Contractor/ Agency shall not be paid anything extra maintaining in good condition all the work executed till completion of the entire work; or on account of damage to the works caused by rains or other natural phenomena during the execution of works.

3.4. The Contractor/ Agency shall be responsible for watch and ward of all the materials required for maintenance/repairs and nothing shall be paid to him for this.

3.5. 1. The generated malba/silt will be disposed off by the Contractor/ Agency to the nearest MCD dumping ground for which nothing extra will be paid.

2. Rates should be inclusive of all taxes. Nothing extra will be paid to the Contractor/ Agency.

LIQUIDATED DAMAGES CLAUSE:

1. An amount of Rs. 500/- will be levied as liquidated damages per day. Whenever and wherever it is found that the work is not up to the mark in colony. It will be brought to the notice of the supervisory staff of the firm by ICAR and if no action is taken within one hour liquidated damages clause will be invoked.

2. Any misconduct/misbehavior on the part of the manpower deployed by the agency will not be tolerated and such person will have to be replaced immediately.

3. If the required number of workers/supervisor are less than the minimum required as per, a penalty of Rs.500/- per worker per day will be deducted from the bill.

4. Risk Clause: ICAR reserves the right to discontinue the service at any time, if the services are found unsatisfactory by giving a show-cause to be replied within a week and also has the right to award the contract to any other agency at the risk
and cost of current agency and excess expenditure incurred on account of this can be recovered from S.D. or pending bills or by rising a separate claim.

5. The PSU staff including head any misconduct/ misbehavior on part of his duty may be replaced immediately.

Plinth area of NASC Complex

<table>
<thead>
<tr>
<th>Building specifications</th>
<th>Total Area</th>
<th>AC Area</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Residential building (Non-AC)</td>
<td>8122.25 Sq. Mtrs.</td>
<td>------</td>
</tr>
<tr>
<td>3. Office block</td>
<td>11921.83 Sq Mtrs.</td>
<td>5374.98 Sq Mtrs.</td>
</tr>
<tr>
<td>4. Symposia Hall</td>
<td>3226.00 Sq Mtrs.</td>
<td>3226.00 Sq Mtrs.</td>
</tr>
<tr>
<td>5. Museum</td>
<td>3208.63 Sq Mtrs.</td>
<td>3208.63 Sq Mtrs.</td>
</tr>
<tr>
<td>Total</td>
<td>34419.46 Sq Mtrs.</td>
<td>17482.00 Sq Mtrs.</td>
</tr>
</tbody>
</table>

Ceiling Cost estimate:

1. Men power for ARMO (C) shall be based on min. wages at + CP
2. Cost of Materials for maintenance work will be based on DSR 2012 + CI.
3. Cleaning of sewerage line and man holes of entire complex estimate will be based on DSR 2012 / MR’s +CI
4. Cleaning of OHT, sumps & UG Tanks etc. estimate will be based on DSR 2012/MR’s + CI
5. Internal finishing /misc. work etc estimate will be based on DSR 2012/MR’s +CI
6. All other civil nature work will be got executed on details estimate will be based on DSR 2012/MR’s +CI. Council will pay PMC charges on actual cost of the work as & when required
SCOPE OF THE WORK REQUIRED FOR AR & MO SERVICES FOR THE NASC COMPLEX FOR INTERNAL & EXTERNAL SERVICES:

The agency attended preventive maintenance/ day-to-day maintenance as per the schedule.

1. Attending of all plumbing system, carpentry, masonry work etc.
2. Attending of all tiles/bricks filling work wherever required.
3. Replacement of damage/missing of plumbing /sanitary fitting and fixtures.
4. Cleaning of all drinking water tanks quarterly as per CPWD specification and manual.
5. Cleaning of all sumps of drinking/raw/fire water tanks as per CPWD specification and manual.
6. Cleaning of all sewer lines/open drains as per time frame work as per CPWD specification and manual.
7. Repairs and restore of all plumbing external and internal system of the complex.
8. Repairs and restore of all sewer line internal and external system of the all building in the complex.
9. Repair and restore of all wooden work in the residential flats.
10. Repair and restore of all wooden work/interior work in the Symposia Hall/ Museum/International Guest House/ office in the office block etc.
11. Repair and restore of all wooden/steel furniture and filling of IGH/Museum and Symposia Hall including ICAR Property at NASC Complex.
12. Repair and restore of all footpath pavement, kerbs and boundary wall.
13. Repair and restore of all steel jalies, railing of stair case, and railing of boundary wall, open drain jalies etc.
14. Repair and restore of all open drains, sumps and tanks etc.
15. Repair and restore of all tiles in toilets, kitchens and cladding work.
16. Repair and restore of all existing false- ceiling in IGH, Museum, Symposia Hall and atrium portion etc.
17. Repair and restore of all civil nature works of whole complex
18. Repair and restore of all existing black carpet roads.
19. Repair and restore of all water supply system, if any emergency nature work must be attended on top priority.
20. Repair and restore of all finishing items like enamel paint, OBD, Dry distemper, Oil paint, snowcem paint etc. in all the building located in NASC Complex.
21. Repair and restore of all shafts, shaft pipes including replacement etc.
22. Repair and restore of all leakage problems/seepage etc. in all buildings and UG Parking.
23. Replacing of all broken glasses in the entire complex
24. Repair and restore all external cladding work of any type like grit wash, Dholpur Store, granite etc.
25. Repair and restore all aluminum door/windows work including replacing/repair to door/window handles, door locks replacing rubber packing, replacing broken window glasses panes, repair/replacing damages laminated boards, repair/replacing to other filling in door shutters etc.
26. Repair /restore to all inbuilt and loose furniture of wooden or steel in the Inter National Guest House.
27. Removal of all Malba generated through cleaning of drains / sewer lines, removal of vegetation and other type of maintenance work under taken by the agency.
28. Repair/restore of mud-phushka/ brick coba treatment or any other type of treatment taken over the terraces of all the buildings.
29. Repair and restore of Venetian blinds provided in all the building.
30. Repair and restore of poly carbonate domes etc.
31. Repair and restore of door closures of aluminum doors
32. Repair and restoration of signage of building.
33. Whitewash and other finishing works in underground parking, site office building and service block
34. Making the duplicate keys for door locks as and when required
35. Any other work civil work as per the site condition whenever required etc.
Details of Maintenance Services

1. Engineering Services:- Junior Engineer (Civil) Two Shift, Diploma in Civil Engg. With Three years experience in concerned field. Preparing drawings, estimates, supervising measuring, quantities and coordinating duties performing at E&M Section and preparation of all works bills.

2. Supervising Services:- General Shift, Supervising Maintenance Work, maintaining work books and controlling WC staff etc.

3. Plumbing services: 2 Nos General shifts attending Minor /major plumbing and sanitation maintenance work.

4. Enquiry Office Services:- General Shift, Maintaining Store, various material register as per civil engineering Practice and complaint register etc.

5. Carpenter cum fitter services:- General shifts, attending all carpentry / fitting works including repair of all door locks and springs.

6. Sewerage services : 2 sewer men in general shifts attending all Sewerage works .

7. Masonry Services:- general Shifts attending all masonry works.

8. Painting Services:- one General shifts attending all painting works.

9. Helper services:- assisting 2 general shifts for plumber, and 1 shift to mason & One Shift to Painters.

Material: As per DSR, 2012+TP/CI amount is kept on monthly basis for misc nature material for day to day ARMO (Civil) works like building material/furnishing material, plumbing, fitting and fixture material, wood work material, finishing material like paints, sufficient quantities of all maintenance materials shall always be present in the store for maintenance.

1. Attending all welding nature complaints.

2. Every six months cleaning of choked sewer line by mechanically/manually for cleaning/partial de-silting of man hole/STP and de- choking of sewer line as per standard engg. Practice accordingly lump-sum provision may be made on monthly basis.

3. Every six months cleaning and chemically treatment of UG water tank over head tanks by following operation and as per direction of Engr.-in-charge. (tanks detail at area statement)

   a. Dewatering and silt cleaning
   b. Rubbing and washing the surface.
   c. Application of chemo line ‘R’ compound @ 0.70 kg/10 smt on surface.

Note: Armo (C) services for all existing offices/buildings in general for civil nature works at internal and external services.
FINANCIAL BID :-
Estimated cost Rs. 70.00 Lakhs /year (approx)

Last date for receipt of Quotation : 10th June, 2013 up to 4.00 PM

Date of opening of Financial Bid : 10th June, 2013 up to 4.30 PM at E&M Section, office Block, GF-I, NASC Complex, DPS Marg, PUSA, New Delhi-110012

To

Deputy Secretary (GAC),
Indian Council of Agricultural Research,
Estate & Maintenance Section,
NASC Complex, Office Block
DPS Marg, PUSA,
New Delhi – 48

Sir,

I/We wish to submit our Quotations for ANNUAL REPAIRS AND MAINTENANCE OF CIVIL WORKS AT NASC COMPLEX, DEV PRAKASH SHASTRI MARG, NEW DELHI- 110012 on the following rates.

<table>
<thead>
<tr>
<th>No.</th>
<th>Particulars</th>
<th>Rate of PMC Charges quoted by the Agency in percentage on actual cost</th>
</tr>
</thead>
</table>
| 1.  | ARMO (C) works at NASC Complex New Delhi preventive maintenance / day-to-day maintenance of Residential buildings & Non-Residential Buildings (Area statement enclosed) as per scope of work mentioned in the quotation document and Civil/ other related work at NASC complex, New Delhi. | Fig.............................................
In Words ...................... |

I/we agree to forfeit of the earnest money if I/We fail to comply with any of the terms and conditions in whole or in part laid down in the quotation form.

We have carefully read the terms and conditions of the quotation and are agreed to abide by these in letter and spirit.

Signature _________________

Name & Address of the Agency _________________

_______________________

_______________________