

TENDER DOCUMENT FOR
Providing & fixing false ceiling in VIP Room, Interview Room
adjacent to the Conference Room and Green Room adjacent to the
Auditorium C.V. Mess
AT
INDIRA GANDHI NATIONAL CENTRE FOR THE ARTS
NEW DELHI

List of documents :

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INDIRA GANDHI NATIONAL CENTRE FOR THE ARTS,
NEW DELHI-110001

INDIRA GANDHI NATIONAL CENTRE FOR THE ARTS

NOTICE INVITING TENDER

Name of Work: Providing & fixing false ceiling in VIP Room, Interview Room adjacent to the Conference Room and Green Room adjacent to the Auditorium C.V. Mess, IGNCA.

NIT No.: 22/IGNCA/SD/EMU/2018-19

Name of Work	:	Providing & fixing false ceiling in VIP Room, Interview Room adjacent to the Conference Room and Green Room adjacent to the Auditorium C.V. Mess, IGNCA, New Delhi – 110001.
Estimated Cost	:	Rs.1,97,863/-
Earnest Money (2% of the Estimated Cost)	:	Rs.3,957/- (to be returned after receiving performance guarantee.
Security Deposit	:	2.5% of tendered value will be deducted from each running bill.
Performance Guarantee	:	5% of the tendered value of the work (to be returned after successful completion of work). In case of maintenance of building and services 2.5% of P.G. will be converted in security deposit. These makes security deposit as 5% of Tender value which will be returned after three months of completion. Provided no defect apparent in the work/services, if defect not rectified by the agency, these will get rectified from the security deposit and decision of Engineer-in-charge and Chief Engineer will be final and binding.
Time Allowed	:	07 Days
Date of release of Tender	:	14.08.2018 at 04:00 PM
Last Date and Time of receipt	:	17.08.2018 at 03:00 PM
Date and Time of opening of tender	:	17.08.2018 at 04:00 PM

Indira Gandhi National Centre for the Arts, New Delhi invites **PERCENTAGE RATE tender** from approved and eligible contractor of appropriate civil/composite category for the following work

1. **CPWD registered contractors** enlisted in appropriate category.
2. Those of appropriate list of **MES, Central Govt. and other state Govt. Departments** dealing with buildings and road and other experienced contractors who satisfy the criteria of execution of similar works i.e. 3 no. works each of value not less than 40% of estimated cost put to tender or 2 no. works each of value not less than 60% of estimated cost put to tender or 1 no. work of value not less than 80% of the estimated cost put to tender during the last 7 years ending previous month.
3. The tender form can be obtained from the Estate Management Unit, Indira Gandhi National Center for the Arts, New Delhi-110001 from **14.08.2018 to 17.08.2018** between **10.00 AM to 02:00 PM** or can also be downloaded from www.ignca.nic.in.
4. Security Money should be deposited in the form of Demand Draft in favor of IGNCA payable at New Delhi is also to be submitted along with tender.
5. **Submission of Tender:**
The tender to be submitted in two separate envelopes, each envelope shall be sealed and mentioned the name of the work and envelope number.
6. **Envelope No. 1 shall contain the following: (Documents of Eligibility)**
 - a. **Earnest Money deposit** of **Rs. 3,957/-** in the form of demand draft only in favor of IGNCA payable at New Delhi.
 - b. **G.S.T.** Registration certificate.
 - c. Copy of **PAN Card** issued by Income Tax Department.
 - d. Valid **CPWD Registration certificate** or empanel list of **MES, Central Govt. and other state Govt. Departments** or experience certificate of **E.E.** or equal rank officer for execution of similar works i.e. 3 no. works each of value not less than 40% of estimated cost put to tender or 2 no. works each of value not less than 60% of estimated cost put to tender or 1 no. work of value not less than 80% of the estimated cost put to tender the last 7 years ending previous month.
 - e. **Declaration.**
7. **Envelope No. 2(Financial Bid)**
 - a. It shall contain only financial bid duly filled in and signed by the tenderer. Price quoted by agency should be all inclusive (GST etc.) and shall remain firm and be valid till stipulated contract period.
 - b. Tender duly filled in and signed and sealed, addressed shall be dropped in the Tender Box in the office of The Under Secretary, Estate Management Unit, IGNCA, New Delhi-110001 by **03:00PM of dt.17.08.2018**.
8. Tenders received late on account of any reason whatsoever will not be entertained.

9. Similar work means **Building works.**
10. Time of Completion of work is **07 Days.**
11. The Institute discourages the stipulation of any condition by the tenders. The conditional tenders will be liable to be rejected.
12. **Opening of Tender:** Envelope No. 1(Eligibility Bid) shall be opened at **04.00 PM on 17.08.2018.** Financial bid will be opened only of those bidders who have qualified as per eligibility criteria in the presence of bidder who will be present.
13. The competent authority, IGNCA does not bind himself to accept the lowest or any other tender, and reserves to himself the authority to reject any or all of the tenders received without the assignment of a reason. All tenders, in which any of the prescribed conditions are not fulfilled or any condition including that of conditional rebate is put forth by the tenderer, shall be summarily rejected.
14. The competent authority, IGNCA reserves to himself the right of accepting the whole or any part of the tender and the tenderer shall be bound to perform the same at the rate quoted.
15. No advance payment will be permissible under the Institute's rule.
16. Tender will be valid for 30 days.

Terms and Conditions:

1. Enlistment of the contractors should be valid on the last date of submission of tenders.
2. In case only the last date of submission of tender is extended, the enlistment of contractor should be valid on the original date of submission of tenders.
3. Tender documents shall be considered valid of only these contractors who will submit the copies of the following documents along with the tender as per the Eligibility Bid.
4. **Similar work means Building works.**
5. In case your services are not found satisfactory, this contract can be terminated and complete security deposit and performance guarantee will be forfeited.
6. The contractor shall submit an irrevocable **Performance Guarantee of 5% (Five percent)** of the tendered amount in addition to other deposits mentioned elsewhere in the contract for his proper performance of the contract agreement. The Performance Guarantee shall be initially valid up to the stipulated date of completion plus 60 days beyond that. In case the time for completion of work gets enlarged, the contractor shall get the validity of Performance Guarantee extended to cover such enlarged time for completion of work. After recording of the completion certificate for the work by the competent authority, the performance guarantee shall be returned to the contractor, without any interest. However, in case of contracts involving maintenance of building and services/any other work after construction of same building and services/other work, then 50% of Performance Guarantee shall be retained as Security Deposit. The same shall be returned after three months from the date of completion.
7. **The person/persons whose tender(s) may be accepted (hereinafter called the contractor) shall permit Government at the time of making any payment to him for work done under the contract to deduct a sum at the rate of 2.5% of the gross amount of each running and final bill till the sum deducted will amount to security deposit of 2.5% of the tendered value of the work.** Such deductions will be made and held by Government by way of Security Deposit unless he/they has/have deposited the amount of Security at the rate mentioned above in cash or in the form of Government Securities or fixed deposit receipts. In case a fixed deposit receipt of any Bank is furnished by the contractor to the Government as part of the security deposit and the Bank is unable to make payment against the said fixed deposit receipt, the loss caused thereby shall fall on the contractor and the contractor shall forthwith on demand furnish additional security to the Government to make good the deficit. The security shall be returned after three months of satisfactory completion of work, subjected to no deflection observe in the work.
8. The bidder shall have to follow all relevant rule in respect of labor for minimum wages payment, labor welfare rates and safety rules.
9. No escalation will be given on any ground what so ever may be the reason. The rate quoted in the tender shall remain firm and be valid till the stipulated contract period and should include all charges and Taxes.
10. The payment shall be made through **RTGS** directly in account of the labor.

11. Completion time may be extended by the competent authority if delay is not attributed to the agency.
12. Payments will be made after successful completion of the award work, the bills are only be cleared after producing satisfactory report signed by Engineer-in-charge.
13. No escalation on account of increase of labor wages or material is admissible.
14. No reimbursement is admissible on account of levy of any tax etc.
15. Contractor/Bidder shall quote rate inclusive of all taxes and nothing is payable extra on this account.
16. All disputes are subject to Delhi jurisdiction only.
17. If contractor or his worker damage any property of the IGNCA, the recovery will be made from the contractor.
18. If the contractor fails to maintain the required progress or to complete the work and clear the site on or before the contract or extended date of completion, he shall, without prejudice to any other right or remedy available under the law to the Government on account of such breach, pay as agreed compensation the amount calculated at the rates stipulated below as the authority (whose decision in writing shall be final and binding) may decide on the amount of tendered value of the work for every completed day/month (as applicable) that the progress remains below or that the work remains incomplete. This will also apply to items or group of items for which a separate period of completion has been specified.
 - (i) **Compensation @ 1.5 % per month of delay for delay of work** to be computed on per day basis Provided always that the total amount of compensation for delay to be paid under this Condition shall not exceed 10% of the Tendered Value of work or of the Tendered Value of the item or group of items of work for which a separate period of completion is originally given.
19. Suitable scaffolds should be provided for workmen for all works that cannot safely be done from the ground, or from solid construction except such short period work as can be done safely from ladders. When a ladder is used, an extra mazdoor shall be engaged for holding the ladder and if the ladder is used for carrying materials as well suitable footholds and hand-hold shall be provided on the ladder and the ladder shall be given an inclination not steeper than $\frac{1}{4}$ to $1\frac{1}{4}$ horizontal and 1 vertical.)
20. Excavation and Trenching - All trenches 1.2 m. (4ft.) or more in depth, shall at all times be supplied with at least one ladder for each 30 m. (100 ft.) in length or fraction thereof, Ladder shall extend from bottom of the trench to at least 90 cm. (3ft.) above the surface of the ground. The side of the trenches which are 1.5 m. (5ft.) or more in depth shall be stepped back to give suitable slope or securely held by timber bracing, so as to avoid the danger of sides collapsing. The excavated materials shall not be placed within 1.5 m. (5ft.) of the edges of the trench or half of the depth of the trench whichever is more. Cutting shall be done from top to bottom. Under no circumstances, undermining or undercutting shall be done.

21. Demolition - Before any demolition work is commenced and also during the progress of the work,
- (i) All roads and open areas adjacent to the work site shall either be closed or suitably protected.
 - (ii) No electric cable or apparatus which is liable to be a source of danger or a cable or apparatus used by the operator shall remain electrically charged.
 - (iii) All practical steps shall be taken to prevent danger to persons employed from risk of fire or explosion or flooding. No floor, roof or other part of the building shall be so overloaded with debris or materials as to render it unsafe.
22. The Contractor shall not employ men and women below the age of 18 years on the work of painting with products containing lead in any form. Wherever men above the age of 18 are employed on the work of lead painting, the following precaution should be taken:-
- (a) No paint containing lead or lead products shall be used except in the form of paste or readymade paint.
 - (b) Suitable face masks should be supplied for use by the workers when paint is applied in the form of spray or a surface having lead paint is dry rubbed and scrapped.
 - (c) Overalls shall be supplied by the contractors to the workmen and adequate facilities shall be provided to enable the working painters to wash during and on the cessation of work.
23. The contractor shall treat all materials obtained during dismantling of a structure, excavation of the site for a work, etc. as Government's property and such materials shall be disposed off to the best advantage of Government according to the instructions in writing issued by the Engineer-in-Charge.
24. The contractor shall comply with all the provisions of the Minimum Wages Act, 1948, and Contract Labour (Regulation and Abolition) Act, 1970, amended from time to time and rules framed thereunder and other labour laws affecting contract labour that may be brought into force from time to time.
25. Scaffolding of staging more than 3.6 m (12ft.) above the ground or floor, swung or suspended from an overhead support or erected with stationary support shall have a guard rail properly attached or bolted, braced and otherwise secured at least 90 cm. (3ft.) high above the floor or platform of such scaffolding or staging and extending along the entire length of the outside and ends thereof with only such opening as may be necessary for the delivery of materials. Such scaffolding or staging shall be so fastened as to prevent it from swaying from the building or structure.
26. Working platforms, gangways and stairways should be so constructed that they should not sag unduly or unequally, and if the height of the platform or the gangway or the stairway is more than 3.6 m (12ft.) above ground level or floor level, they should be closely boarded, should have adequate width and should be suitably fastened as described in (2) above.
27. Every opening in the floor of a building or in a working platform shall be provided with suitable means to prevent the fall of person or materials by providing suitable fencing or railing whose minimum height shall be 90 cm. (3ft.).
28. Safe means of access shall be provided to all working platforms and other working places. Every ladder shall be securely fixed. No portable single ladder shall be over 9m. (30ft.) in length while the width between side rails in rung ladder shall in no case be less than 29 cm. (11½") for ladder upto and including 3 m. (10 ft.) in length. For longer ladders, this width should be increased at least ¼" for each additional 30 cm. (1 foot) of length. Uniform step spacing of not more than 30 cm shall be kept. Adequate precautions shall be

taken to prevent danger from electrical equipment. No materials on any of the sites or work shall be so stacked or placed as to cause danger or inconvenience to any person or the public. The contractor shall provide all necessary fencing and lights to protect the public from accident and shall be bound to bear the expenses of defence of every suit, action or other proceedings at law that may be brought by any person for injury sustained owing to neglect of the above precautions and to pay any damages and cost which may be awarded in any such suit; action or proceedings to any such person or which may, with the consent of the contractor, be paid to compensate any claim by any such person.

29. These safety provisions should be brought to the notice of all concerned by display on a notice board at a prominent place at work spot. The person responsible for compliance of the safety code shall be named therein by the contractor.
30. In the case of Extra Item(s) being the schedule items (Delhi Schedule of Rates items), these shall be paid as per the schedule rate plus cost index (at the time of tender) plus/minus percentage above/ below quoted contract amount.

Under Secretary (EMU & S&S)

Envelope – 1

Technical Bid

Doc - II

The technical bid shall contain following information in a sealed cover super scribed “Technical Bid for **Providing & fixing false ceiling in VIP Room, Interview Room adjacent to the Conference Room and Green Room adjacent to the Auditorium C.V. Mess, IGNC, New Delhi – 110001.**”

It shall consist of the following documents/information:

1	Name Address Set up Status of organization	
2	Contact person with telephone	
3	Details of payment of Earnest Money Draft: In the form of Demand Draft	Earnest Money Draft: DD.Nos..... dt. Bank.....
4	Details of PAN card and GST of the Company (copy to be attached)	
5	Valid CPWD Registration certificate or empanel list of MES, Central Govt. and other state Govt. Departments or experience certificate of E.E. or equal rank officer for execution of similar works i.e. 3 no. works each of value not less than 40% of estimated cost put to tender or 2 no. works each of value not less than 60% of estimated cost put to tender or 1 no. work of value not less than 80% of the estimated cost put to tender the last 7 years ending previous month. (copy to be attached)	
7	Declaration draft (To be attached)	

Tender documents duly signed in all pages with seal.

Name :.....

Designation:.....

Company with Seal:.....

Address:.....

.....

Envelope - 1
Doc – III

DECLARATION REGARDING ACCEPTANCE OF
TERMS & CONDITIONS CONTAINED IN
THE TENDER DOCUMENT

To,

**The Under Secretary,
Estate Management Unit,
Indira Gandhi National Center for the Arts, New Delhi-110001**

Sir,

I have carefully gone through the Terms and Conditions contained in the Tender Document **Providing & fixing false ceiling in VIP Room, Interview Room adjacent to the Conference Room and Green Room adjacent to the Auditorium C.V. Mess, IGNCA, New Delhi – 110001.** I hereby declare that all the provisions of this Tender Document are acceptable to my Company. I further certify that I am an authorized signatory of my company and therefore competent to make this declaration.

I hereby declare that all the stated facts are true and correct to the best of my information, knowledge and belief.

Name :.....

Designation:.....

Company with Seal:.....

Address:.....

.....

Sub: - Tender for Providing & fixing false ceiling in VIP Room, Interview Room adjacent to the Conference Room and Green Room adjacent to the Auditorium C.V. Mess, IGNC, New Delhi – 110001

[illegible]

Percentage Rate **Below** :.....
Percentage Rate **At Par** :.....
Percentage Rate **Above** :.....

Name :.....
Designation :.....
Company with Seal :.....
Address :.....
:.....

Important Points to be read : -

- No vendor will include extra G.S.T on the estimated amount; all applicable taxes re included in the estimated amount.
- Only the blanks given above will be filled, if found unnecessary writings on BOQ sheet, the tender will be canceled.

(Sunil Goel)
Under Secretary (EMU)