

Institute for Defence Studies and Analyses
No. 1 Development Enclave, New Delhi-110010

No. IDSA/A/388//08

Dated: 14th January, 2019

To,

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Subject: Floor Grinding cum polishing work .

Dear Sir(s),

Quotations are invited for the work as per scope/specifications of works given in Appendix-‘A’ enclosed. Conditions of the work shall be as follows: -

1. Time Schedule

The work shall be completed within 15 days from the date of issue of work order. A sum of Rs 250 per day will be charged for delay in completion of work. Estate Manager IDSA’s decision in this regard shall be final and binding.

2. Execution of Work

The materials used and /or incorporated into the work shall be best available and strictly conforming to specifications, as mentioned in Appendix A . The job work shall be executed in best workman like manner according to standard engineering practices to the entire satisfaction of the Estate Manager .

3. Unit Price

Unit rates quoted for the work shall be deemed to include for all material , labour, tools & plants and accessories, as required for proper execution of work complete in all respects. Any missing minor details which are not spelt out in the description of items but are required for proper completion of job work, shall be deemed to have been taken into account in the quoted rates. The rates shall also include for all taxes excluding GST , transportation etc. including price escalations, contractor's overheads and profits. Nothing extra shall be admissible on any such account.

4. Approval of Material and Workmanship

All the material and workmanship shall be subject to the Estate Manager's, approval. The materials which stand rejected shall be removed from the site forthwith and replaced with approved materials at no extra cost. The site of work shall be cleared of all debris and un-used materials.

5. Delivery of Materials/Items and Completion

The work shall be completed to the entire satisfaction of the Estate Manager and shall be considered as complete only when certified as such by the Estate Manager . On completion of the work, the contractor shall inform the Estate Manager in writing with the date of physical completion of work for final approval and issues of completion certificate.

6. Defect Liability

The work completed shall have defect liability period of 3 months from the certified date of completion. The contractor shall rectify, re-do and/or replace all the components/item of works wherein defects have developed during this period under the direction of the Estate Manager at no extra cost.

7. Submission of quotation

Appendix 'A' to the quotation duly quoted and signed on all pages along with this letter in token of the acceptance of terms and conditions mentioned herein-before, should be submitted in sealed covers duly marked "Quotation for Floor grinding cum polishing work" addressed to Estate Manager, IDSA, so as to reach on or before 1500 hrs by 30th January 2019. No late quotation shall be entertained.

8. **EMD** : Earnest money deposit : The Firm has to deposit Rs 1000/- in form of demand draft as EMD. EMD of unsuccessful bidder will be returned immediately after issue of work order without any interest. Demand draft shall be made in favour of IDSA payable at New Delhi.

9. Payment Term :-

(i) 90% payment will be released after successfully completion of work and verified by the Estate Cell, IDSA.

(ii) 10% payment will be released after completion of Defect liability period.

10. Upon acceptance of bid, no sub letting/transfer would be allowed by the Contractor

11. Eligibility :

(i).. Bidder should have valid GST No .

(ii) Bidders should have valid PAN NO .

(ii). Bidders should have performed at least one similar nature of works in any Government Organization/Autonomous body . In case of Private sector the Job should be verifiable.

Additional Conditions

1. All the T& P is to be arranged by Contractor and nothing extra shall be paid on this account
- 2.. All the labour bye laws & regulations are to be followed by the contractor .
 1. The contractor shall make his own arrangement electric connections to equipment like drill machine etc.
 2. The Contractor shall be bound to follow the restrictions on the movement of labour , material imposed by IDSA or any other authority connected with site due to security or any other reason(s) . No Claim shall be entertained on this account .
 3. The Contractor shall take all precautions to avoid accidents by exhibiting necessary cautions boards, lights flags etc . He shall be responsible for all the damages , accidents , caused due to negligence.
 4. The contractor shall personally responsible for violation of any guidelines and shall have to pay the fine /penalty imposed by appropriate authority . No claim on this account shall be entertained .
 5. The rate quoted by the contractor shall be include with all lead lift and height and nothing extra shall be paid .
 6. TDS and WCT will be deducted as per applicable rules , if applicable .
 7. The contractor shall be fully responsible for safe custody of the material even if the material are under double lock system.
 8. Quantity can be increased or decreased depending upon site conditions .

12..Standard force-majeure conditions would be apply.

13..Contractors are advised to Visit the site before quoting . After opening the bids no excuse will be entertained with regards to site conditions , security restrictions etc.

Director General, IDSA reserves the right to accept or reject the lowest or any offer or all offers without assigning any reasons thereto.

Please acknowledge.

Yours sincerely,

(Hemant Kumar)
Estate Manager.

Form of Tender

(Note: the appendix forms part of the tender)

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

**Sir,
Name of work : -Floor Grinding cum polishing work -**

1. Having visited the site and examined the conditions of contract, specifications and schedule of quantities for the above named work, we offer to undertake and complete the whole of subject work in conformity with the said conditions of the contract, specifications and schedule of quantities of this tender documents or such other sum as may be ascertained in accordance with the said condition of contract.

- (a) We undertake to complete and deliver the whole of the works comprised in the contract within the time started in appendix hereto.
- (b) We have independently considered the amount of liquidated damages shown in the appendix hereto and agree that it represents a fair estimates of loss likely to be suffered by you in the event of the works not being completed properly.

.....6.-----

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

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

2. We understand that you are not bound to accept the lowest or any tender you may receive.

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Dated Day of

Signature.....In the capacity of

Duly authorized to sign for and on behalf of.....

Name and address of the tenderer.
(IN BLOCK CAPITALS)

