

(MDIG/Estate/2023-24/dated **05<sup>th</sup> Sept 2023**)

**Management Development Institute Gurgaon  
Mehrauli Road, Sukhrali, Gurugram-122007**

**TENDER DOCUMENT**

for

**“Engagement of agencies for providing Item Rate Contract Services  
for Whitewashing, Painting, Civil & Carpentry Maintenance works at  
Management Development Institute Gurgaon”**

Last Date for submission of filled tender to MDI Gurgaon: **21<sup>th</sup> Sept 2023 by 3 p.m.**

Pre-Bid meeting will be held on **11th Sept 2023 (Monday) at 2:30PM** at MDI Gurgaon

**(Tender document is to be submitted in original in sealed covers, duly filled and signed in blue/black colour ink on all pages by Authorized Signatory/Proprietor with Company's seal stamped on each page).**

## **CONTENTS OF TENDER DOCUMENT**

<b>Section No.</b>	<b>Description of Contents</b>	<b>Page No.</b>
<b>I</b>	Notice Inviting Tender	<b>3</b>
<b>II</b>	Important Information related to Tender	<b>4-5</b>
<b>III</b>	Instruction for Bidders	<b>6-10</b>
<b>IV</b>	Scope of Work	<b>11-13</b>
<b>V</b>	Terms and Conditions of Contract	<b>14-16</b>
<b>VI</b>	Bidder Details Form	<b>17-18</b>
<b>VII</b>	Undertaking by the Bidder	<b>19</b>
<b>VIII</b>	Self-Declaration for Non-Black Listing	<b>20</b>
<b>Annexure I (A, B &amp;C)</b>	Rate Quotation-Item Rate Contract (To be placed in separate envelope of financial bid)	<b>21-30</b>
<b>Annexure II</b>	Check List for bidder (To be attached with technical bid)	<b>31</b>

**The bidders are requested to enclose an Index Table on first page of the Technical Bid along with enclosures giving details about - Sl. No., Particulars, and Page Nos. from-to, so that during scrutiny of the documents no document is left overlooked by the Institute.**

## PART-I

### NOTICE INVITING TENDER

#### **“ENGAGEMENT OF AGENCY FOR PROVIDING ITEM RATE CONTRACT SERVICES FOR WHITEWASHING, PAINTING, CIVIL & CARPENTRY MAINTETANCE WORKS AT MANAGEMENT DEVELOPEMENT INSTITUTE GURGAON”.**

Management Development Institute (MDI) Gurgaon, (hereinafter referred to as the "Institute") established in 1972, is a top-ranking business school in India with the vision to be a 'Global Business School', a center of excellence in management education, high-quality research, executive management development programmes, and value-added consultancy. The institute integrates knowledge, research, industry experience and international exposure to offer comprehensive programs. It is the first Indian Business School and second in Asia to be accredited by 'Association of MBAs' (AMBA), UK. Various surveys have consistently ranked MDI amongst the top 10 B-Schools of the country. The Post Graduates Programmes in Management offered by MDI are recognized and accredited by the All-India Council for Technical Education (AICTE). MDI Gurgaon endeavors to be a plastic free campus. Also, MDI Gurgaon follows the waste segregation at source as per the directions of Govt. of India from time to time and vendor has to necessarily adopt the same.

The Institute invites bids from the interested eligible and reputed vendors in **“Two Bid System”** consisting of **“Technical Bid and Financial Bid (Item Rate Contract)”** as mentioned hereunder, strictly in the format attached, for engaging agency for **“Engagement of agency for providing Item Rate Contract Services for Whitewashing, Painting, Civil & Carpentry Maintenance works at Management Development Institute Gurgaon”** for a period of three years from the date of commencement of services. However, the vendor's performance during the year will be evaluated/ assessed on completion of each year by MDI Gurgaon. On satisfactory performance the contract will be continued for the next year. However, the Institute, at its discretion, at any time can alter/reduce/modify the scope of work without citing any reasons to the bidder/vendor.

Interested eligible bidders should submit bids in two separate envelopes duly superscribed as **“Technical Bid”** and **“ Financial Bid (Item Rate Contract)”**. Both these bids should be put in one big envelope superscribed **“Engagement of agency for providing Item Rate Contract Services for Whitewashing, Painting, Civil & Carpentry Maintenance works at Management Development Institute Gurgaon”**.

Tender form can be downloaded from Management Development Institute Gurgaon website: <https://mdi.ac.in> from **05<sup>th</sup> Sept 2023** onwards and the same is duly filled along with enclosures be submitted in physical form through speed post /by hand latest by **21<sup>th</sup> Sept 2023 up to 3:00 PM**. Any bid received after the last date and time for bid submission will not be accepted and will be summarily rejected.

## PART-II

### IMPORTANT INFORMATION RELATED TO TENDER

Sl. No.	Information	Dates
1.	Date/Time of Publishing of Tender	<b>5th Sept 2023, 10 a.m. onwards</b> <a href="https://www.mdi.ac.in/infrastructure/tenders.html">https://www.mdi.ac.in/infrastructure/tenders.html</a>
2.	Date/Time of Pre-Bid Meeting (for Clarification)	<b>11th Sept 2023 / 2:30PM</b> (at MDI Gurgaon). <b>Bidders are requested to depute only one person to attend the meeting.</b>
3.	Date/Time of closing of Tender	<b>21th Sept 2023/ 3:00 PM</b>
4.	EMD Amount (Refundable to unsuccessful Bidder)	Rs. 50,000/- is to be paid through a Demand Draft in favour of "Management Development Institute Society", payable at Gurgaon. The DD has to be attached with the application form, without which the bid would not be considered valid.
5.	Period of validity of Tender	<b>180 days from the date of closing of Tender</b>
6.	Address for pre-bid and communication	C E (Physical Infrastructure Department), Management Development Institute Mehrauli Road, Sukhrali, Gurgaon-122007 (Haryana) Contact no.: 0124-4560517 (9.30 AM to 5.30 PM on working days Mon-Fri), e-mail <a href="mailto:dsrawat@mdi.ac.in">dsrawat@mdi.ac.in</a>
7.	Term of Contract	The contract shall be valid for a total period of three years from the date of commencement of services. However, the vendor's performance during the year will be evaluated/ assessed on completion of each year by MDI Gurgaon. On satisfactory performance the contract will be continued for the next year.

1. Sealed Bids are invited under two bid system from reputed, well established and financially sound service providers to provide **for Item Rate Contract Services for Whitewashing, Painting, Civil & Carpentry Maintenance works** at MDI Gurgaon. The instruction for Bidders is enclosed as Part-III; Scope of work in Part-IV. Terms & Condition of the tender is enclosed as Part-V, Bidder's details format is enclosed as Part-VI. Undertaking by the Bidder as Part-VII and Self Declaration by Bidder at Part-VIII.

2. The bids duly filled in all respect enclosing necessary documents may be addressed to Chief Administrative Officer (Institutional Services), Management Development Institute Mehrauli Road, Sukhrali, Gurgaon-122007 (Haryana) so as to reach on or before **21<sup>st</sup> Sept 2023 / 3:00 PM**.
3. The address and contact numbers for sending Bids or seeking clarifications regarding this Tender are given below:
  - a. **Bids queries to be addressed to:** CE, Physical Infrastructure, Management Development Institute Gurgaon, Contact no.: 0124-4560517 (9.30 AM to 5.30 PM on working days Mon-Fri), e-mail dsrawat@mdi.ac.in.
  - b. **Postal address for submitting the Bids:** Chief Administrative Officer (Institutional Services), Management Development Institute Gurgaon, Mehrauli Road, Sukhrali, Gurgaon-122007 Haryana
4. Tenders should be accompanied by Bid Security for an amount of Rs. 50,000/- (Rupees Fifty Thousand Only) submitted in the form of Demand Draft in favour of "Management Development Institute Society", payable at Gurgaon.
5. Tenders received after the last date and time (i. e. **21<sup>th</sup> Sept 2023 at 3:00 PM**) will not be considered.
6. MDI Gurgaon reserves the right to either accept or reject any or all of the tenders without assigning any reason whatsoever and decision of Director, MDI Gurgaon shall be final and binding.

(C E)

Physical Infrastructure

## **PART-III**

### **INSTRUCTIONS FOR BIDDERS**

1. **Scope of Services:** The Scope of Services is given in Part IV.
2. **Eligibility Criteria:**
  - a) Should be registered with the appropriate government authorities as a service provider agency/company and should be in existence for not less than Five years before 31/03/2023.
  - b) Should be providing similar kind of services for five years during the last five financial years (i.e., providing services for **Whitewashing, Painting, Civil & Carpentry Maintenance works** in (Regulatory bodies, Large Educational /Research Institutions, Universities, Schools, Colleges, Public or Private Sector Companies / Undertakings, Autonomous Bodies etc.).
  - c) Must have a valid license (as on bid submission date) for providing the above-mentioned services as stipulated in the relevant provisions.
  - d) Must have achieved minimum Average Annual Turnover of Rs. **50 Lakh** during last three completed financial years.
  - e) Should have their own Bank Account.
  - f) Should be registered with Income Tax and GST departments.
  - g) Should be registered with appropriate authorities under Employees Provident Fund and Employees State Insurance Acts or any other regulatory authorities including under the Contract Labour (Regulation and Abolition Act) and should be in compliance with applicable Act/laws. Should hold a valid License for running the agency/ services.
  - h) The agency or any of its partners /directors etc. should not have been black listed/ debarred by any of the government agencies/Private company or department or should not have been found guilty of commission of acts of moral turpitude or convicted for any economic offence or for violation of any labour laws etc. by any court or any authority appointed to enforce any labour laws or regulations including by PF/ESI authorities.
  - i) The Tenderer should have minimum five years' experience in doing similar nature of work and have successfully completed the same. In support of this, tenderer should submit the copy of such work orders along with satisfactory completion certificates issued from at least five or more clients.
  - j) Should have successfully completed at least ONE similar work of annual value equal to Rs. 10 Lakh(s) or more from any Public Sector Company / Public Sector Bank / Central or State Government Undertaking / Autonomous Institute / Corporate Establishment / Educational Institution / Schools/Private Sector, Companies or organization during the last three years. Attach Certificate of Experience and Satisfactory Completion of work awarded from concerned Establishments/Companies and Balance Sheet in support of requirement.
3. **Documents required in support of eligibility and Qualification:**

The Tenderer should submit the following documents along with Technical Bid:

  - a) Self-Attested copy of Telephone bill/Electricity Bill/Registered Lease Deed indicating the address evidencing its location in such territory in the last 2 years.
  - b) Self-attested copy of Certificate of Incorporation in respect of the applicant organization issued by the appropriate authority.
  - c) Self-attested copy of valid license for providing services for providing services for

whitewashing & painting works.

- d) Self-attested copy of valid registration certificate of Labour Department / EPFO / ESIC etc., as may be required.
- e) Statement of average annual turnover of last three years, in support of eligibility criteria mentioned above, from a registered practicing Chartered Accountant.
- f) EMD of required amount as specified in this tender document.
- g) Self-attested copy of GST registration certificate and PAN.
- h) Self-attested copies of work Orders and Client's Satisfactory Certificates.
- i) Declaration for not having been blacklisted by any State Government or by Government of India as per the format in this tender document.

#### **4. Tender Validity**

The validity period of the bid will be **180** days from the date of opening of tender documents, which may be extended by the bidders for such period as may be requested by MDI Gurgaon. A proposal valid for a shorter period may be rejected as non-responsive.

#### **5. Bid Security /Earnest Money Deposit (EMD)**

- a. The interested bidders may submit the tender document complete in all respects along with earnest Money Deposit (EMD) of Rs. 50,000/- (Rupees fifty thousand Only) in the form of a Demand Draft from a commercial bank, in favour of "Management Development Institute Society", payable at Gurgaon".
- b. Any Tender not accompanied by Bid Security shall be summarily rejected and not considered at all.
- c. Bid Security of unsuccessful bidders will be returned without any interest within 30 days after finalization of tender.
- d. Bid Security of the successful bidder shall be returned on receipt of Performance Security Deposit, after signing the contract.
- e. Bid Security shall be forfeited if the bidder withdraws his bid during the validity period of Tender.
- f. The Earnest Money shall be forfeited if
  - (i) The Bidder/Tenderer withdraws his Tender during the validity period of Tender.
  - (ii) The Successful Bidder/Tenderer fails to comply with all the terms and conditions of the Tender Document during the currency of the contract.
  - (iii) The Successful Bidder/Tenderer fails to comply with the rules and regulations set forth by Government such as PF, ESI, Minimum Wages and other statutory requirements.

#### **6. Preparation and Submission of Bids:**

- a) Tenders are to be submitted as per two bid system i.e.- Technical Bid and Financial Bid.
- b) All entries in the tender form should be legible and filled clearly.
- c) Tender should be type written and every correction and interlineations in the bid should be attested with full signature by the tenderer, failing which the bid will be treated as ineligible. Corrections done with correction fluid should also be duly attested.
- d) All documents/papers should be numbered, signed and sealed by the Tenderer on each page.

- e) Technical Bid should contain all the documents required and EMD as specified in relevant paras. Technical Bid should also contain Tender Form, Declaration Form, with all other details required in the tender documents.
- f) Financial Bid should only contain the Price Schedule duly filled as per format given. No overwriting, corrections, interlineations etc. are permitted in the Financial Bid. If found, bid shall liable to be rejected.
- g) The rates should be quoted for the services to be provided as per instructions given in the tender document.

Both the bids (Technical and Financial-Item Rate contract) separately sealed in envelopes superscribing as Technical Bid and Financial Bid, respectively. Both the sealed envelopes should be put in a third sealed envelope and should be super scribed as **“Providing Item Rate Contract Services for Whitewashing, Painting, Civil & Carpentry Maintenance works at Management Development Institute Gurgaon”**.

**7. Bid Submission:**

Sealed Tenders should be addressed and submitted along with requisite documents at **Chief Administrative Officer (Institutional Services), MDI Gurgaon, Mehrauli Road, Sukhrali, Gurgaon-122007** Haryana latest by **21th Sept 2023 by 3:00P.M.** through Speed Post/By Hand only.

**8. Late Bids:**

Tender submitted or received after the closing date and time will not be considered. The bidders shall ensure that timelines are adhered to and any bids received later than the specified time and date shall not be entertained.

**9. Opening of Tenders:**

The Tenders shall be opened at the scheduled date, time and venue as may be decided by MDI Gurgaon, by the committee constituted by the competent authority of MDI Gurgaon.

**10. Evaluation of Tenders:**

- a) The committee constituted by the competent authority of MDI Gurgaon shall evaluate the Technical Bids with reference to technical requirements and various other commercial criteria given in the Tender Document. All eligibility conditions have to be satisfied on the date of submission of bid and not later.
- b) The bid of the bidders who submit their bid in the proper format and with the required EMD will be evaluated. The bids of the non-conforming bidders shall be rejected without further evaluation.
- c) Any conditional bids received shall not be considered and will be summarily rejected in very first instance without any recourse to the bidder and shall not be evaluated.
- d) MDI Gurgaon may seek such clarification/information/document as may be required for it to satisfy the eligibility of the bidders. Failure on the part of the bidder to submit such information within the stipulated time may entail cancellation of the bid of such bidder. MDI Gurgaon Committee at its own discretion may visit any of the premises of the client(s) as per list provided by you and make quality assessment of the services provided, at its own expense.
- e) **Only Technically qualified bids shall be further considered for opening and evaluation of financial bids.**



Sr. No	Technical Criteria	Tenderer to tick the appropriate column		Provide proof in support, If YES
		YES	NO	
1	Self-attested copy of Certificate of Incorporation in respect of the applicant organization issued by the appropriate authority	YES	NO	
2	Self-attested copy of valid registration certificate of Labour Department.	YES	NO	
3	Self-attested copy of valid registration certificate of / EPFO / ESIC etc., as may be required for above mention works.	YES	NO	
4	Self-attested copy of GST registration certificate and PAN Card.	YES	NO	
5	EMD of required amount as specified in this tender document (Rs.50,000/-)	YES	NO	
6	Must have achieved minimum Average Annual Turnover of Rs. 50 Lakh during last three completed financial years (2020-21,2021-22,2022-23) in similar works and which is <b>CA Certified copy attached</b> only.	YES	NO	
7	Self-attested copies of work Orders and Client's Satisfactory Certificates.	YES	NO	
8	Declaration for not having been blacklisted by any State Government or by Government of India as per the format in this tender document	YES	NO	

#### 11. Award of Contract:

- a. MDI Gurgaon may award the contract to the successful bidder whose bid is found to be responsive and who is eligible and qualified to perform the contract as per terms and conditions of the Tender document.
- b. MDI Gurgaon will communicate to the successful bidder that its proposal has been accepted and will issue "Letter of Award".
- c. The successful bidder will be required to execute an Agreement with MDI Gurgaon.
- d. Failure of the successful bidder to comply with the requirements of the above clauses shall constitute sufficient grounds for annulment of the award and forfeiture of EMD.

12. Each Bidder/Tenderer shall submit only one tender either by himself or as a partner in joint venture or as a member of consortium. If a bidder/tenderer or if any of the partners in a joint venture or any one of the members of the consortium participate in more than one bid, the bids are liable to be rejected.

#### 13. Effectiveness and Duration of Contract

The contract shall come into effect on the date of signing the contract by both the parties. The contract shall be valid for a period of three years from the date of commencement of services. However, the vendor's performance during the year will be evaluated/ assessed on completion of each year by MDI Gurgaon. On satisfactory performance the contract will be continued for the next year. The contract can be extended for further period on the same terms and conditions if both the parties agreed to that.

14. The Competent Authority of MDI Gurgaon reserves the right to cancel all bids or discontinue this tender process, without assigning any reason at any time prior to signing of agreement with the successful bidder.
15. The bidder will be bound by the details furnished by him/her to MDI Gurgaon while submitting the tender or at subsequent stage. In case, any of such documents furnished if found to be false at any stage, it would be deemed to be a breach of terms of contract making him/her liable for legal action besides termination of contract.
16. This document does not constitute nor should it be interpreted as an offer or invitation for the appointment of the Service Provider agency/ vendor described herein.
17. This document is meant to provide information only and upon the express understanding that recipients will use it only for the purposes set out above. No representation or warranty, expressed or implied, is or will be made as to the reliability, accuracy or the completeness of any of the information contained herein. While this document has been prepared in good faith, neither MDI Gurgaon, nor any of their officers or subscribers make any representation or warranty or shall have any responsibility or liability whatsoever in respect of any statements or omissions here from. Any liability is accordingly and expressly disclaimed by MDI Gurgaon and any of their officers or subscribers even if any loss or damage is caused by any act or omission on the part of MDI Gurgaon or any of their officers or subscribers, whether negligent or otherwise.
18. By acceptance of this document, the recipient agrees that any information herewith will be superseded by any subsequent written information on the same subject made available to the recipient by or on behalf of MDI Gurgaon. MDI Gurgaon and any of their respective officers or subscribers undertake no obligation, among others, to provide the recipient with access to any additional information or to update this document or to correct any inaccuracies therein which may become apparent, and they reserve the right, at any time and without advance notice, to change the procedure for the selection of or any part of the interest or terminate negotiations or the due diligence process prior to the signing of any binding agreement.
19. This document constitutes no form of commitment on the part of MDI Gurgaon. Furthermore, this document confers neither the right nor an expectation on any party to participate in the proposed Service Provider selection process.
20. When any proposal is submitted pursuant to this Tender, it shall be presumed by MDI Gurgaon that the bidder has fully ascertained and ensured about its eligibility to render service as given in the document, in the event of the same being selected ultimately to act as such, under the respective governing laws and regulatory regime and that there is no statutory or regulatory prohibition or impediment to acting as such Service Provider and it has the necessary approvals and permissions and further suffers no disability in law or otherwise to act as such.
21. MDI Gurgaon reserves the right to vary/alter/amend the eligibility criteria for the Service provider at any time, in its discretion, before the last date of submission of proposals.
22. The Service providers shall comply with and abide by such directions that MDI Gurgaon may issue from time to time.
23. The proposal and all correspondence and documents shall be written in English. All proposals and accompanying documents received within the stipulated time shall become the property of MDI Gurgaon.
24. The proposal shall be valid for a period of six months from the date of opening of proposals. A proposal valid for a shorter period may be rejected as non-responsive.
25. Any matter relating to the appointment of Service Provider agency or the procedure for the appointment of Service Provider agency shall be governed by the Laws of Union of India and state of Haryana from time-to-time Disputes, if any arising under the said process shall be subject to the exclusive jurisdiction of courts at Gurgaon.

## **Part-IV**

### **SCOPE OF WORK**

#### **“Engagement of agency for providing Item Rate Contract Services for Whitewashing, Painting, Civil & Carpentry Maintenance works at Management Development Institute Gurgaon”**

1. The Institute has approximately 35.11 Acres Campus at Gurgaon – Haryana for imparting training to the post graduate students, the participants representing Government, Public and Private Sector organizations. The Institute is housed in the premises located at the Mehrauli – Gurgaon Road with facilities like Academic Block, Computer Centre, Library, Executives Hostel, Lecture / Conference Halls, Auditorium, Syndicate Room, Class Rooms, Director’s Bungalow, Residential Buildings Residential Area, Student Hostels, Gym, common/open area, Pump house, AC Plant, service stations, DG set rooms, Security Gates, Roads around Campus, Pathways, Lawn Tennis, Badminton Court, Car Parking Areas etc.

Institute requires the services of eligible agency who has adequate experience and trained manpower, necessary tools and equipment’s for “Providing Rate Contract Services for Whitewashing, Painting, Civil & Carpentry Maintenance works on job work on the terms and Conditions set out hereinafter, for purposes of providing upkeep and maintain of these services at the Institute’s Campus.

The intended bidders are advised to undertake a survey of the Institute premises and satisfy themselves about the scope of work before submitting their rates in prescribed format enclosed as Annexure I. In general, intended bidders shall themselves obtain all necessary information as to risks, contingencies and other circumstances which may influence or affect their quote. A quote once submitted shall be deemed to have been submitted with full knowledge of aforesaid factors.

2. The engaged agency shall be responsible for the standard works for whitewashing & painting services as per details given below: -
  - 2.1 It shall be responsibility of the engaged agency for providing and arranging services of qualified staff required for carrying out whitewashing, painting, Civil & Carpentry Maintenance work as per requirement of the Institute from time to time.
  - 2.2 The Institute will not provide any accommodation to the agency staff.
  - 2.3 Necessary equipment, testing appliances, tools, safety belt, helmets, square folding, ladders etc for carrying out the work shall be procured by the agency at its own cost.
  - 2.4 Running payment against the work done not exceeding 80% of the value of work could be considered on submission of the bill and depending upon the progress of work.
  - 2.5 The work shall be executed as per MDI/CPWD specification and the mode of measurement shall be the same as of CPWD.
  - 2.6 Good quality spirit (Asian only) shall be used for the spirit polishing to be got approved from the Institute before use.
  - 2.7 First quality paints manufactured by the following company shall be used and shall only be brought to the site in sealed containers. The engaged agency should also ensure that only the required quantities of materials should be brought to the Campus.
    - i. Paint – Asian/Berger/Dulux (Preference Asian Paint)
    - ii. Primer- Asian paints.
    - iii. Snowcem- Acrocem.
    - iv. Distemper- Asian/Berger/Dulux (Preference Asian distemper)

- v. Enamel paint - Asian/Begzer/Dulux (Preference Asian Paint)
- 2.8 Only notional quantities have been indicated in the schedule of quantities enclosed. The quantity of works to be executed would vary according to the actual requirement. The payment shall be made as per the actual quantity of work done at the rates quoted by the bidders in the schedule of Quantities enclosed.
- 2.9 The splashes of whitewash, painting, distemper and water proof cement painting shall be cleaned by the engaged agency at his own cost and no extra payment will be admissible for the same.
- 2.10 The dismantled mulba/rubbish, etc. shall be disposed of outside the Campus at a suitable dumping ground at no extra cost within a week of completion of work or it would be got done by the Institute at cost of the engaged agency and the said amount shall be deducted from the bills of the agency
- 2.11 Wherever the rooms are occupied, the maintenance/repair works should be organized without causing inconvenience to the occupants. No claim on account of non-availability of rooms shall be entertained and the work shall be carried out as per the rooms made available to the engaged agency, from time to time. Whitewashing/ distemping etc. shall be taken up by putting polythene or other covers so as to protect the furniture from any splashes/damages. The floors would be thoroughly cleaned and any splashes/spots shall be washed and removed.
- 2.12 The items of work as and when ordered shall be taken up at short notice and should be completed within the time frame fixed by the Institute.
- 2.13 Institute shall have the full liberty to get any job or part of the job or any items executed through any other agency without reference to the bidders and no claim on this account shall be entertained by the Institute.
- 2.14 The rates of extra works, if executed shall be based on CPWD schedule of Rates and for items not covered therein shall be worked out as per prevailing market rates added with 15% contractor's profit and overheads for which a rate analysis shall have to be submitted by the contractor which would be subject to the approval of the Institute.
- 2.15 The engaged agency shall be responsible for any mishap/accident and liability under workman compensation Act, if any, falling thereof, shall be entirely bidders and the Institute shall in no way be responsible for the same.
- 2.16 In case the assigned work is not completed within the time frame, the Institute shall be at liberty to charge damages from the agency
- 2.17 The work/job done would be inspected by the Officer/staff of Estate Dept. of Institute and any defect in the work done/under specification, etc., shall be rectified by the contractor immediately, at his cost and to the satisfaction of the Institute.
- 2.18 The engaged agency if need so arises shall remove one or more labour/supervisor from the premises of the Institute, at the direction of the Institute.
- 2.19 TDS/WCT shall be deducted from the running bills as per rules prevailing in Haryana State.
- 2.20 The engaged agency should also comply with existing rules & regulations for contract labours applicable in Haryana State.
- 2.21 The engaged agency shall be solely responsible for the all-statutory payments to his Workers /employees and submit record of compliance thereof to MDI.

- 2.22 The engaged agency shall take all safety precautions for the safety of his employees and the Institute shall not be, in any way, liable for any damage/ liability on account of any mishap or negligence of the agency.
- 2.23 The engaged agency shall ensure effective works throughout the year with due diligence under advice and directions of Institute.
3. It shall be the duty and responsibility of the contractor to ensure that the employees engaged for the work are physically fit and free from all communicable contagious, infectious and other diseases. If any employee(s) is / are found to be suffering from any disease or if any employee(s) commit any misconduct or misbehavior, the contractor shall be required to remove such employee(s) immediately at the request of the Institute, without demur and without questioning the decision in this respect and restrain the entry of such individuals in the Campus precincts.
  4. The agency shall submit to MDI bill invoice for payment on completion of works. The Institute shall make payment within 25 clear days after proper verification / scrutiny of the claims of the agency.
  5. The agency shall all the time ensure to follow the Work Safety Policy.
  6. If there arises any dispute relating to this contract the same shall be referred to sole arbitration, the Director of the Institute whose decision shall be final and binding on both the parties i.e. Institute and the contractor.
  7. The rates quoted and accepted shall remain unchanged for a period of three years from the date of receipt of work order / taking over the operational charge.
  8. No upward revision in rate on any ground whatsoever shall be allowed during currency of the contract. Rate quoted should clearly mention all taxes and levies etc.
  9. Income tax recovery as per rates prescribed by the Government of India from time to time will be made from each monthly bill. Service Tax/ GST/Sales Tax / VAT / WCT, if payable, shall be paid as applicable from time to time but the contractor should hold a valid license / registration number for the same.
  10. In case of MDI being called upon by any statutory authority for any purpose relating to the matters of the services being provided by the engaged agency, the agency shall be solely responsible to bear all costs that MDI may have to incur on account of such infringement by the agency or indemnify MDI for any such loss in total including the legal expenses incurred thereof.

#### **TERMINATION**

11. If for any reason the agency is not in a position to render the service as required under this agreement or to maintain the service standard(s) required from the agency the Institute shall be entitled to terminate the arrangement by serving one months' notice to the agency and the agency shall also have the right to terminate the arrangement by giving three months' notice in writing so as to enable the Institute to make alternative arrangement(s).

#### **NOTICE AND ADDRESS**

12. Director, MDI Gurgaon will be the sole arbitrator in the event of any dispute.
13. The Institute has unfettered right hereunder to terminate the arrangement at any time without assigning any reason whatsoever. The jurisdiction for dispute(s) if any shall be Gurgaon.
14. The Institute reserves the right to reject any or all quotes without assigning any reason (s) thereof.

## **Part-V**

### **TERMS AND CONDITIONS OF CONTRACT**

The contract shall tentatively commence from **01<sup>st</sup> October 2023** and shall continue for a period of total three years unless, it is curtailed or terminated by MDI Gurgaon owing to deficiency of service OR sub-standard quality of services, breach of contract, Non-compliance with any relevant labour laws, or change in requirements of MDI Gurgaon or for any other reasons as stipulated in the contract to be entered into with successful bidder/ engaged agency.

1. The contract will be for a total period of three years from the date of commencement of services. However, the vendor's performance during the year will be evaluated/ assessed on completion of each year by MDI Gurgaon. Based on the satisfactory performance only the services will be continued in the next year.
2. The representative of the engaged agency in person, will meet the Committee of the Institute for interaction and feedback related issues, minimum on a quarterly basis or as intimated.
3. Agency will provide onsite professionally qualified and dedicated staff as given in scope of work. The agency staff will wear uniform in blue color and carry identity card and company badges (to be provided by the agency on its own expenses).
4. The contracting agency shall not be allowed to transfer, assign, pledge or sub contract its rights and liabilities under this contract to any other agency without the prior written consent of MDI Gurgaon.
5. MDI Gurgaon reserves right to terminate the contract during initial period also after giving a one month's notice to the selected agency.
6. The agency shall not employ any person below the age of 18 yrs. and above the age of 50 years. Employment of child labour will lead to the termination of the contract.
7. The staff deployed for the work by the engaged agency shall be the employees of the agency at all times. All statutory liabilities will be paid by the engaged agency such as ESI, PF, Workmen's Compensation Act, etc. The staff deployed by the agency should be properly trained and have requisite experience and skills.
8. The agency shall engage only such staff and supervisors, whose antecedents and health have been thoroughly verified, including character and police verification and other formalities. The agency shall be fully responsible for the conduct of his staff.
9. The agency at all times should indemnify MDI Gurgaon against all claims, damages or compensation under the provisions of payment of wages Act 1936, Minimum wages Act 1948, Employer's Liability Act 1938, Workmen Compensation Act 1923, Industrial Disputes Act 1947, Maternity Benefit Act 1961 or any modification thereof or any other law relating thereof and rules made hereunder from time to time in this regard. Payment of minimum wages, notified by the appropriate government, shall be ensured all the time.
10. The agency will provide the PI department of MDI Gurgaon a list of all personnel along with their credentials so deployed with permanent and present address along with their latest photographs
11. It shall be responsibility of the agency to issue the employment card / photo / identity card to the workers and maintain the muster roll, the wage register and other registers as provided in the Contract Labour (Regulation & Abolition) Act. Agency has to ensure that all its employees deployed in MDI GURGAON invariably wear ID card during office hours.
12. The agency shall replace within twenty-four hours any of its personnel, if they are unacceptable to the Authority because of any risk, incompetence, conflict of interest and breach of

confidentiality or misconduct on the part of the staff of the agency, upon receiving written notice from the Authority. Notwithstanding the above, the Authority shall have the right to ask to change / replace the personnel at any point of time without assigning any reason.

13. MDI Gurgaon shall not be liable for any loss, damage, theft, burglary or robbery of any personal belongings, equipment or vehicles of the agency.
14. The agency shall be responsible for any damages done to the property of the Authority by the personnel so deployed. MDI Gurgaon will be free to recover it from the Security deposit given by the agency or from any other dues or recover as per loss / damaged.
15. The agency's personnel working in the MDI should be polite, cordial, positive and efficient while handling the assigned work and their actions should promote good will and enhance the image of the MDI. The agency shall be responsible for any act of indiscipline on the part of persons deployed by him.
16. The staff deployed by agency in MDI Gurgaon shall not claim any benefit, compensation, absorption or regularization of their services in MDI Gurgaon either under the provision of Industrial Disputes Act., 1947 or Contract Labour (Regulation & Abolition) Act, 1970. The agency shall have to obtain an undertaking from the deployed persons to the effect that the deployed person is the employee of the agency and shall submit the said undertaking to MDI Gurgaon. In the event of any litigation on the status of the deployed persons, MDI GURGAON shall not be a necessary party to such proceedings, however, in any event, either the deployed persons or to the order of the Court, MDI Gurgaon is made a party to such dispute, the agency shall take all steps to protect the interest of MDI GURGAON and the agency shall reimburse the expenditure that would have been borne by MDI GURGAON to defend itself, if so required.
17. The agency shall ensure that the person deployed are disciplined and shall enforce in prohibition of consumption of alcoholic drinks, paan, gutkha, smoking, loitering, use of mobile phones for entertainment purpose and shall not engage in gambling, satta or any immoral act.
18. The agency shall be solely responsible for making payment directly to the deployed staff.
19. If as a result of post payment audit any overpayment is detected in respect of any work done by the agency or alleged to have done by the agency under the tender, it shall be recovered by MDI Gurgaon from the agency.
20. The personnel deployed by the agency shall work under overall supervision & direction of the agency.
21. The agency will properly maintain muster roll of the person employed / engaged in connection with the work at the premises of MDI Gurgaon.
22. The agency will be solely responsible for making the payment directly to its deployed personnel; since there may be occasional delay in releasing payment by MDI Gurgaon to the agency due to contingencies, payment of wages to the deployed personnel by agency should not be linked with receiving of payment from MDI Gurgaon and shall be independent of the same.
23. The agency will ensure that staff engaged by him must receive their entitled wages on time.
24. For all intents and purposes, the agency shall be the "Employer" within the meaning of different labour Legislations in respect of personnel deployed by it. There shall be no claim by such deployed persons of any employment in MDI Gurgaon. The persons deployed by the agency in MDI Gurgaon shall be the employees of agency at all times and not have any stake or claims like employer and employee relationship against MDI Gurgaon.
25. The agency shall be solely responsible for the redressal of grievances if any of its staff deployed in MDI GURGAON. MDI Gurgaon shall, in no way, be responsible for settlement of such issues whatsoever.

26. MDI Gurgaon shall not be responsible for any financial loss or any liabilities arising out of accident or death to any of the staff deployed by agency in the course of their performing the functions / duties or for payment towards any compensation.
27. The agency will be responsible for compliance of all statutory provisions including Minimum Wages, Provident Fund, and Employees State Insurance, contract labour and any other applicable law in respect of the persons deployed by them in MDI Gurgaon. MDI Gurgaon shall have no liability in this regard. Payment of the bill will be made only after successful submission of statutory payment receipts.
28. The agency shall also be liable for depositing all taxes, levies, cess etc. on account of service rendered by it to MDI Gurgaon to the concerned tax collection authorities from time to time as per extant rules and regulations in the matter.
29. The agency shall maintain all statutory registers under the Law and submit periodical returns and statements. The agency shall produce the same, on demand, to the concerned authorities and to MDI Gurgaon or any other authority under Law.
30. The Tax Deduction at Source (T.D.S.) shall be done as per the provisions of Income Tax Act / Rules, as amended from time to time and a certificate to this effect shall be provided to the agency by MDI Gurgaon.
31. In case, the agency fails to comply with any statutory / taxation liability under appropriate law, and as a result thereof MDI Gurgaon is put to any loss / obligation, monetary or otherwise, MDI Gurgaon will be entitled to get itself reimbursed out of the outstanding bills or the Performance Security Deposit of the agency, to the extent of the loss or obligation in monetary terms or shall be entitled to recover the same by legal recourse.
32. In case of breach of any terms and conditions as specified in the contract and signed between the parties, the Performance Security Deposit deposited by the agency will be liable to be forfeited by MDI Gurgaon besides, annulment of the contract and other legal resource.
33. MDI Gurgaon reserves the right to withdraw / relax any of the terms and conditions mentioned above so as to overcome the problem encountered at a later stage for the smooth and timely provision of services.
34. MDI Gurgaon reserves the right to change/alter/modify/reduce the scope of work as per its discretion at any time before or during currency of the contract, without citing any reason whatsoever to the vendor.



**Part-VI**  
**BIDDER DETAILS FORM**  
**(On the agency letterhead only)**

**“Engagement of agency for providing Item Rate Contract Services for Whitewashing, Painting, Civil & Carpentry Maintenance works at Management Development Institute Gurgaon”**

S.No	Description	Information
1	Name of Tendering agency	
2	Date of Incorporation of Company (Attach ROC Registration certificate/, Registered Partnership Deed)/Firm	
3	Details of Earnest Money Deposit	DD No. .... date ..... of Rs. 50,000/- drawn on Bank ..... Payable at .....
4	Name of Director/ Partner	
5	Full Address of Registered Office: Telephone No.: FAX No.: E-Mail Address:	
6	Full address of Operating Branch/Office: Telephone No. FAX No. E-Mail Address	
7	Banker of the Service Provider (Attach certified copy of statement of A/c for the last three years)	
8	PAN No./GIR No. (Attach attested copy)	
9	GST Registration No (Attach attested copy)	
10	Employee Provident Fund Registration No.	
11	Employee State Insurance Registration No.:	

1. Exclusive income from the services provided only in line with the scope of works mentioned in the tender documents by the bidder for the three financial years in the format mentioned below duly certified by a Chartered Accountant (Attach separate sheet if space provided is insufficient).

Financial Year	Amount (Rs.)	Remarks, if any
2020-21		
2021-22		
2022-23		

2. Give details of the major **similar contracts handled by the bidder** during the last three years (i.e., 2020-21, 2021-22 and 2022-23) in the following format (if the space provided is insufficient, a separate sheet may be attached):

S.No	Name of the Client, Address, Telephone No.	Services Provided		Amount of Contract (INR)	Duration of Contract	
		Type of Services provided	No. of staff deployed		From	TO
1						
2						
3						

Submit at least three client's details, to whom services have been provided by the bidder in the past. The certificate should preferably be from Govt./PSU clients/reputed companies/educational institute etc. and a self-attested copy of the same should be submitted.

3. Additional information, if any. (Attach separate sheet, if required)

Signature of authorized person

Date: .....

Name: .....

Place: .....

Official Seal

**Part VII**

Date:...../...../.....

**UNDERTAKING BY THE BIDDER**  
**(On the agency letterhead only)**

Chief Administrative Officer (Admin.)  
Management Development Institute Gurgaon  
Mehrauli Road, Sukhrali Gurgaon-122007 (Haryana)

Dear Sir/Madam,

**Ref: Tender for “Engagement of agency for providing Item Rate Contract Services for Whitewashing, Painting, Civil & Carpentry Maintenance works at Management Development Institute Gurgaon”**

Having examined the Tender documents, the receipt of which is hereby duly acknowledged, we, the undersigned, offer to provide the services as required and outlined in the Tender.

To meet such requirements and to provide services as set out in the tender document, we attach hereto our response as required by the tender document, which constitutes our proposal. We undertake, if our proposal is accepted, to adhere to the terms and conditions put forward in the tender and the agreement to be entered with MDI Gurgaon. If our proposal is accepted, we will submit a Performance Bank Guarantee issued by a scheduled commercial bank in India as acceptable to MDI Gurgaon.

We agree for unconditional acceptance of all the terms and conditions set out in the tender document as also in the contract to be signed with MDI Gurgaon. We confirm that the information contained in this proposal or any part thereof, including its exhibits, schedules and other documents and instruments delivered or to be delivered to MDI Gurgaon are true, accurate and complete. This bid includes all information necessary to ensure that the statements therein do not in whole or in part mislead MDI Gurgaon as to any material fact." we understand that if at any point of time it is noticed/discovered by MDI Gurgaon that any information given by us is false or incorrect or misleading MDI Gurgaon shall have the right to take such necessary action as it may deem fit including cancellation of contract.

It is hereby confirmed that I/we are entitled to act on behalf of our corporation/company/firm/organization and empowered to sign this financial bid (attached) document as well as such other documents, which may be required in this connection.

Dated this Day of 2023 (Signature) (In the capacity of)

Duly authorized to sign the bid response for and behalf of:  
(Name and Address of Company)

(Seal/Stamp of bidder) Witness Signature:

Witness Name: .....

Witness Address: .....

**Part-VIII**  
**SELF-DECLARATION FOR NON-BLACK LISTING**  
**(On the agency letterhead only)**

Date:...../...../.....

Chief Administrative Officer (Institutional Services)  
Management Development Institute Gurgaon  
Mehrauli Road, Sukhrali, Gurgaon-122007 (Haryana)

Dear Sir/Madam,

In response to the Tender Document for Selection of agency for **“Engagement of agency for providing Item Rate Contract Services for Whitewashing, Painting, Civil & Carpentry Maintenance works at Management Development Institute Gurgaon”**, I / we hereby declare that presently our company / firm is not held ineligible for corrupt & fraudulent practices either indefinitely or for a particular period of time by any State / Central Government / PSU / Autonomous Body.

We further declare that presently our Company / firm ..... is not blacklisted or debarred and not declared ineligible for reasons other than corrupt & fraudulent practices by any State / Central Government / PSU / Autonomous Body on the date of Bid Submission including violation of relevant labour laws.

If this declaration is found to be incorrect then without prejudice to any other action that may be taken, our security deposit/EMD may be forfeited in full and the bid, if any to the extent accepted may be cancelled at any stage and the contract may be terminated and we shall be barred from bidding in future against any other tender.

Thanking you,

Place:.....

Date:.....

Signatures: .....

Name:.....

Official Seal

**(Rate Quotation-Item rate Contract)**

(To be printed on the letterhead of the Bid)

**CIVIL WORKS DETAILS-A**

S. No.	Description of Item	Qty	Unit	Rate (Rs.) Exclusive of GST	Amt (Rs.) Exclusive of GST
1	Repairs of plaster with cement mortar 1:4 (1 cement: 4 fine sand) upto 3 <sup>rd</sup> floor level including curing etc.	50	Sqm.		
2	Flush pointing with cement mortar 1:3 (1 cement: 3 fine sand) mixed with 5% crude oil by weight of cement for flat tile bricks on top of mud phaska	50	Sqm.		
3	Repairs to bathroom/toilet glazed/ceramic tiles not less than 5mm thick by careful dismantling, re-preparation of base with 2 coats of plaster and fixing tiles with white cement (tiles of make Johnson/Somany/Bell /Kajaria )				
a	Tiles of size 10cm x 10cm	10	M2		
b	Tiles of size 20cm x 20cm	10	M2		
c	Tiles of size 20cm x 10cm	20	M2		
d	Tiles of size 30cm x 30cm	50	M2		
e	Tiles of size 30cm x 20cm	30	M2		
f	Tiles of size 30cm x 45cm	20	M2		
g	Vitrified tiles 60cm x 60 cm x 8mm	30	M2		
h	Vitrified tiles 90 cm x 90 cm x 8mm	20	M2		
i	Vitrified tiles 600 cm x 120 cm	10	M2		
4	Rubbing, grinding and polishing of marble/kota stone/ mosaic flooring including the cost of oxalic acid crystals (tatri), detergent etc.				
a	By machine	300	Sqm		
b	By hand	100	Sqm		
5	Providing and laying kota stone in floors, over 20mm thick base laid over adjoined with grey cement slurry including rubbing and polishing with concrete 1:2:4 of 30mm thickness including jointing with grey cement mixed with pigment.	20	Sqm.		
6	Water proofing treatment on terrace with tap Crete coating and cement plaster 12mm thick over coating for protection of tap Crete coating wherever directed by Engineer-in-Charge and specifications as per manufacturer.	50	M2		
7	Brick work in cement mortar 1:6 (1 cement: 6 coarse sand) up to floor three level including the cost of scaffolding, curing etc.	20	Cum		
8	Extra for exposed brick work in cement mortar 1:6 (1 cement: 6 coarse sand) with machine made bricks of class designation 300 up to floor 3 level.	10	Cum		

S. No.	Description of Item	Qty	Unit	Rate (Rs.) Exclusive of GST	Amt (Rs.) Exclusive of GST
9	Half brick masonry works up to floor 3 level in cement mortar 1:4 (1 cement: 4 coarse sand) including the cost of scaffolding, curing etc. & reinforcement by providing/pacing in position 2nos. 6mm.steel bars after every three course of brick work.	10	Sqm.		
10	Brick on edge flooring with bricks of class designation 75 including cement slurry etc. complete with cement mortar 1:4 (1 cement: 4 fine sand).	10	Sqm.		
11	Providing and laying cement concrete in bed blocks foot path, foundation hold fasts etc.				
a	1:2:4 (1 cement: 2 coarse sands: 4 graded stone agg. 20mm)	5	Cum		
b	1:4:8 (1 cement: 4 coarse sands: 8 graded stone agg. 40mm size)	5	Cum		
c	1:5:10 (1 cement: 5 coarse sands: 10 graded stone agg. 40mm)	5	Cum		
12	Providing and laying C.C. coping/D.P.C. 1:2:4 40mm thick including rendering with cement plaster 1:3 (1 cement: 3 fine sand)	3	Sqm.		
13	Cement concrete flooring 1:2:4 (1 cement: 2 coarse sands: 4 stone aggregate) with a floating coat of neat cement (40mm thick).	20	Sqm.		
14	Earth work in excavation of foundation, trenches etc.	10	Cum		
15	Back filling available excavated earth including necessary compaction	8	Cum		
16	Filling in plinth with Jamuna sand under floors including watering, ramming, and consolidation and dressing complete.	10	M3		
17	Reinforced cement concrete work in suspended floors, roofs, landings, balconies etc. with 1:2:4 (1 cement: 2 coarse sands: 4 graded stone aggregate) excluding cost of shuttering and reinforcement up to floor three level.	5	Cum		
18	Reinforcement cement concrete work in lintels, beams, columns, pillar, piers, abutment etc. with 1:2:4 excluding shuttering and reinforcement up to floor 3 level.	5	Cum		
19	Centering and shuttering including stuffing propping etc.				
a	Foundation, footings, columns	20	Sqm		
b	Suspended floors, roofs landings lintels, beams etc.	20	Sqm		
20	Reinforcement for RCC works including cutting, bending, binding and placing in position with cold twisted bars.	50	Kg.		

S. No.	Description of Item	Qty	Unit	Rate (Rs.) Exclusive of GST	Amt (Rs.) Exclusive of GST
21	Dismantling of old tiles (Ceramic/Vitrified) of floors/walls up to three floors level including disposal of melba outside the campus.	10	Sqm.		
22	12mm thick cement plaster in cm 1:6 (1 cement: 6 fine sand)	20	Sqm.		
23	20mm thick cement plaster in cm 1:4 (1 cement: 4 fine sand)	20	Sqm.		
24	15mm thick cement plaster in cm 1:6 (1 cement: 6 fine sand)	20	Sqm.		
25	6mm thick cement plaster in cm 1:3 (1 cement: 3 fine sand)	20	Sqm.		
26	Making plinth protection 50mm thick cement concrete 1:3:6 (1 cement: 3 coarse and: 3 graded stone aggregate) over 75mm bed of dry brick ballast 40mm nominal size and consolidated grouted with fine sand including finishing the top smooth.	20	Sqm.		
27	Making khurras 45 cm x 45 cm with average thickness 5 cm concrete 1: 2: 4 PVC sheet 1m x 1m x 400 micron finish with 12mm cement plaster including a coat of neat cement finish.	5	Each		
28	Cement plaster skirting with cement mortar 1:3 (1 cement: 3 coarse sand) with a floating coat of neat cement, 18mm thick	10	Sqm.		
29	RCC 1:1 1/2:3 (1 cement: 1 1/2 Coarse sand: 3 stone aggregate) up to floor level 40 mm thick excluding steel & shuttering	3	Sqm.		
30	Providing and fixing Vitreous China Indian WC of size 580mm (Orisapan)	1	Each		
31	Providing and fixing white Vitreous China pedestal type water closet (EWC)	1	Each		
32	Racking out existing joints of mud phaska and grout the joints with cement mortar 1:3 (1 cement: 3 fine sand)	50	Sqm.		
33	Providing and fixing of marble stone of 15mm thickness (Dungarpur/Rajnagar/Ambaji quality)	10	Sqm.		
34	Providing and fixing MS grills consisting of square bars and/or MS flats including embedding hold fasts in C.C. blocks and applying a coat of steel primer including welding at sites, if necessary.	50	KG		
35	Providing and fixing of aluminum sheet (mm 28 swg) on the door panels.	5	Sqm.		
36	Providing and fixing MS T-iron or angle iron chowkhats including the cost of hold fasts, embedding them in C.C. blocks complete including necessary repairs to walls and floors.	20	KG		
37	Dismantling of old plaster up to 3 <sup>rd</sup> floor level and disposal of melba outside the MDI Campus.	50	Sqm.		

S. No.	Description of Item	Qty	Unit	Rate (Rs.) Exclusive of GST	Amt (Rs.) Exclusive of GST
38	Dismantling of old pointing from roofs/walls and disposal of melba outside MDI Campus.	30	Sqm.		
39	Supplying with necessary T & P on daily wages -				
a	Carpenter (manpower per day rate)	1	Each		
b	Mason (manpower per day rate)	1	Each		
c	Beldar (manpower per day rate)	1	Each		
d	Welder with welding machine (manpower per day rate)	1	Each		
40	Supplying at site:				
a	Cement in 50 kgs. Bag	1	Bag		
b	Coarse/fine sand	100	Cft		
c	Bricks Ist Class table molded (1000 Nos.)	1	Nos.		
d	Bricks IInd Class table molded (1000 Nos.)	1	Nos.		
e	Jamuna sand	100	Cft		
f	Stone aggregate	100	Cft		
41	Dismantling of brick work and disposal of melba outside the premises/campus	5	M3		
42	Dismantling of RCC/CC inclusive disposal of melba outside from the campus	1	M3		
43	Making of hole in RCC 2"x4" size	2	each		
44	Repair of gypsum board false ceiling inclusive hanger/ GI channels/fasteners etc complete.	20	Sft		
45	Repair of Armstrong mineral fiber tiles falls ceiling inclusive hanger/GI channels/ fasteners etc complete.	20	Sft		
46	Repair of PVC Arm strong tiles flooring inclusive all required materials and dismantling of old damaged flooring inclusive disposal of malba outside from the campus.	20	Sft.		
47	Providing and laying of PVC Arm strong tiles flooring inclusive all required materials for the purpose, 2 mm thick. (Make-Armstrong/LG)	20	Sft.		
48	Providing and laying of PVC Arm strong tiles flooring inclusive all required materials for the purpose, 3 mm thick. (Make-Armstrong/LG)	20	Sft.		
49	Providing and fixing of counter scattting (Latk-4/6'') marble stone of 15 mm thickness (Dungarpur/Rajnagar /Ambaji quality)	5	RM		
	<b>Total (A)</b>				

Note- GST shall be paid extra, as applicable

Signature of authorized person

Date: .....

Name: .....

Place: .....

Official Seal



**(Rate Quotation-Item rate Contract)****(To be printed on the letterhead of the Bid)****WHITEWAHING & PAINTING WORKS (B)**

S. No.	Description of item	Qty	Unit	Rate (Rs.) Exclusive of GST	Amt (Rs.) Exclusive of GST
1	White washing with lime on old work (two or more coats) at gives an even shade using lime and DDL fevicol including removing old white wash, scraping and sand papering complete.	1250	M <sup>2</sup>	.	
2	White washing with lime on new work (three or more coats) to give an even shade.	250	M <sup>2</sup>		
3	Distemping with dry distemper of approved brand and manufacture (two or more coats) and of required shade to give an even shade. (Dry distemper - Asian/Berger/Dulux ) scraping and sand papering complete.				
a	New work (Two or more coats)	1500	M2		
b	Old work (Two or more coats)	500	M2		
4	Distemping with oil bound washable distemper of approved brand and manufacture to give an even shade, scraping, sand papering includes cost should include cement/primer, applying putty filling wherever required.				
a	Old work (Two or more coats)	1550	M2		
b	New Work (Two or more coats)	650	M2		
5	Applying one coat of solvent thin able distemper / cement primer of approved brand and manufacture on wall surface (cement Primer, Asian/Berger/Dulux).	230	M <sup>2</sup>		
6	Applying putty consisting of chalk mitti, varnish and safeda in the ratio 4:1:1 (4 Kg.: 1 litre 1 Kg.) on wall surface including sand papering, making the surface smooth to give presentable shade as per direction of Institute. (Putty consisting of 2 <sup>nd</sup> quality white paint also permitted.	30	Sqm.		
7	Exterior/interior wall painting with plastic /acrylic paint of approved brand and manufacture and to give an even shade (Asian/Berger/Dulux)	30	M <sup>2</sup>		
8	Finishing walls with water proofing cement paint (snowcem) of approved brand and manufacture and of required shade to give an even shade and curing with water (Super Snowcem/Acrocem/Indocem) including sand papering, scraping complete.				
a	New work (Two or more coats)	1050	M2		
b	Old work (One or more coats)	2050	M2		
9	Painting with synthetic enamel paint of approved brand and manufacture to give an even shade (wood or steel)				

S. No.	Description of item	Qty	Unit	Rate (Rs.) Exclusive of GST	Amt (Rs.) Exclusive of GST
	two or more coats (Asian/Berger/Dulux) including sand papering scraping.				
a	Doors, cup boards, pelmets and the like items.	1050	M2		
b	Wire gauged/section windows	130	M2		
c	Grills	100	M2		
10	Asian Spirit polishing on doors, partitions etc. (all wood work shall be washed with light detergent and dried before polishing in case of old work). Using white shallac and good quality spirit.				
a	Old work (one or more coats)	220	M2		
b	New work (two or more coats)	220	M2		
c	New work	220	M2		
11	Oiling with linseed oil-one or more coats on old work	100	M <sup>2</sup>		
12	Providing and applying spectrum textured wall finish as per the specification of manufacturers and of texture as approved by engineer-in-charge on external /circular /plain surfaced including scaffolding and preparatory work as required to complete the work.	250	M <sup>2</sup>		
13	Painting (one or more coats) on rain water, soil, waste, GI pipes and fitting and vent pipes including fittings-old work.				
a	15 -32 mm diameter pipes	25	Rmtr.		
b	32-50 mm diameter pipes	25	Rmtr.		
c	50-100 mm diameter pipes	25	Rmtr.		
d	100 - 150 mm diameter pipes	25	Rmtr.		
14	Painting of high-level cistern including telescopic pipe, overflow pipe, complete as directed.	30	Each		
15	Painting with aluminum paint of approved brand and manufacturer to give an even shade (two or more coats)	10	M <sup>2</sup>		
16	Painting street light poles with aluminum paint after scraping rust etc. (two coats)				
a	Street poles of height up to 12' (approx.)	10	Each		
b	Street poles of height of 25' (approx.)	10	Each		
c	Street poles of height of 35' (approx.)	5	Each		
17	Painting of ceiling fans with synthetic enamel painting	10	Each		
18	Painting of desert coolers	5	Each		
19	Painting of water coolers with synthetic enamel painting	5	Each		
20	Painting with apex paint of exterior walls etc.	50	M2		
21	Painting of road curb stone with waterproof road paint prescribed for road marking as per manufacturer	100	M2		
22	Painting of mark lines of badminton /tennis court with water proof road marking paint				
a	50 MM width	20	Mtr		
b	75 mm width	20	Mtr		
c	100 mm width	20	Mtr		
d	150 mm width	20	Mtr		

S. No.	Description of item	Qty	Unit	Rate (Rs.) Exclusive of GST	Amt (Rs.) Exclusive of GST
23	Automotive painting on DG Set enclosure or other Machinery panel with Automotive Deco paint make – ICI or other reputed ISI Board	20	M2		
24	Painting with Apex Ultima paint brand Asian/Berger/Dulux	20	M2		
25	Painting with satin enamel paint (Asian/Berger/Dulux)	20	M2		
26	Painting/Polishing and cleaning of bricks: -				
a	Painting of DG set 500/1000 KVA with automotive paint	1	Each		
b	Painting of Transformer 500/2000 KVA with automotive paint	1	Each		
c	Lacquer Polishing in Single seater Sofa	1	Each		
d	Lacquer Polishing in Two-seater Sofa	1	Each		
e	Lacquer Polishing in Three-seater Sofa	1	Each		
f	Lacquer Polishing in wooden chair	1	Each		
g	Lacquer Polishing in Centre table	1	Each		
h	Automotive Deco/Enamel paint in Geysers, make – ICI or other reputed ISI Board	10	Each		
i	Blackened bricks cleaning of walls with cleaning agent/items without fading natural look of building.	100	Sft		
j	Painting with apex paint of exterior walls jams (Size-150 mm).	50	RM		
27	Painter for writing work on display boards, room numbers and other -Manpower per day (Without material)	1	Ecah		
	<b>Total (B)</b>				

Note- GST shall be paid extra, as applicable

Signature of authorized person

Date: .....

Name: .....

Place: .....

Official Seal

**(Rate Quotation-Item rate Contract)****(To be printed on the letterhead of the Bid)****CARPENTRY RELATED WORKS -C**

S. No.	Description of Item	Qty	Unit	Rate (Rs.) Exclusive of GST	Amt (Rs.) Exclusive of GST
1	Providing and fixing seasonal champ wood paneled door consisting of vertical styles 4" wide; top, middle & lower horizontal members 4", 6" & 8" respectively and using 1/2" thick water proof kit ply for paneling including the cost of MS butt hinges and beading.				
a	35 mm thick	10	Sqm		
b	38 mm thick	10	Sqm		
2	Providing and fixing phenol bonded flush door shutters core of block board construction with frame of 1 <sup>st</sup> class teak ply veneering on one face and commercial ply on the other or both sides with commercial ply faces complete as required with MS butt hinges.				
a	35mm thick	20	Sqm		
b	38mm thick	20	Sqm		
c	40 mm thick	20	Sqm		
3	Providing and fixing seasoned/champ wood door, jail, shutter consisting of vertical styles 4" wide; top, middle and lower horizontal members 4", 6" and 8" respectively and using good quality wire gauge as panels on beading etc. complete.	5	Sqm.		
4	Providing and fixing wooden chowkhats consisting of seasoned sal wood of standard sections length up to 7'-0" and width up to 4'-0" including embedding hold fasts in C.C. blocks and necessary repairs to wall and floors.				
a	Chowkhats with single rebate (100 mm x 75 mm section)	25	Rmtr		
b	Chowkhats with double rebate (125 mm x 75 mm section)	25	Rmtr		
5	Removal of broken glass panes in window/door and fixing new glass panes with putty up to height 25 mtr etc.				
a	4 mm thick	25	Sqm		
b	5 mm thick	20	Sqm		
c	6 mm thick	20	Sqm		

S. No.	Description of Item	Qty	Unit	Rate (Rs.) Exclusive of GST	Amt (Rs.) Exclusive of GST
6	Removal of broken glass panes in window/door and fixing new toughened glass panes- 4/5mm with rubber, side clip, aluminum strip with labour complete job up to height 25 mtr etc.	50	Sft		
7	Replacement/Change of window/door rubber, including removal of old rubber and fixing of new rubber with labour all inclusive.	50	Rmt		
8	Providing and fixing bright finished brass 100mm mortice latches and lock with 6 levers and a pair of lever handles with screws etc. (Harrison/Plaza)	2	Each		
9	Providing and fixing of Window/Door sun control film (removing of old film) as per specification (Make-3M/Garware)	50	Sft		
10	Providing & fixing of door machine with 3 years warranty inclusive labour (Make-Ozone/Dorma)	5	Nos		
11	Providing and fixing of a pair of aluminum handles with necessary screws				
A	100mm size	2	Each		
B	125mm size	2	Each		
12	Providing and fixing of a pair of aluminum tower bolts anodized with necessary screws.				
A	250 x 10mm	2	Each		
B	200 x 10mm	2	Each		
C	150 x 10mm	2	Each		
13	Providing and fixing bright finished hydraulic doors closer of approved quality with necessary screws etc. complete (ISI approved)	1	Each		
14	Providing and fixing of cupboards with teak wood/kail wood frame, ply board including Sunmica as per required shade.	20	Sqm.		
15	Providing and fixing wood work in frames of doors, windows and other frames				
A	<b><u>2<sup>nd</sup> class teak wood</u></b>				
A	Single rebate - 100mm x 75mm section	10	Mtr		
B	Double rebate - 125mm x 75mm section	10	Mtr		
B	<b><u>Champ wood/Hollock wood</u></b>				
A	Single rebate - 100mm x 75mm section	10	Mtr		
B	Double rebate - 125mm x 75mm section	10	Mtr		

S. No.	Description of Item	Qty	Unit	Rate (Rs.) Exclusive of GST	Amt (Rs.) Exclusive of GST
16	Providing and fixing aluminum door stopper with necessary screws etc.	2	Each		
17	Providing and fixing of aluminum sliding door bolts with necessary screws etc.				
A	200 mm length x 16mm	5	Each		
B	250 mm length x 16mm	5	Each		
C	300 mm length x 16mm	5	Each		
18	Providing and fixing MS chowkhats consisting of of standard sections length up to 7'-0" and width up to 4'-0" including embedding hold fasts in C.C. blocks and necessary repairs to wall and floors.	5	Each		
	<b>Total C</b>				
	<b>Grand Total (A+B+C) Exclusive GST</b>				

Note- GST shall be paid extra, as applicable

Signature of authorized person

Date: .....

Name: .....

Place: .....

Official Seal

**CHECK LIST FOR BIDDER**

Sl. No.	Details	Please mention if the document attached YES/NO
a.	Self-attested copy of Certificate of Incorporation in respect of the applicant organization issued by the appropriate authority.	
b.	Self-attested copy of valid registration certificate of Labour Department.	
c.	Self-attested copy of valid registration certificate of / EPFO / ESIC etc., as may be required for above mention works.	
d.	Self-attested copy of GST registration certificate and PAN Card.	
e.	EMD of required amount as specified in this tender document (Rs.50,000/-)	
f.	Must have achieved minimum Average Annual Turnover of Rs. 50 Lakh during last three completed financial years (2020-21,2021-22,2022-23) in similar works and which is <b>CA Certified copy attached only</b> .	
g.	Self-attested copies of work Orders and Client's Satisfactory Certificates.	
h.	Declaration for not having been blacklisted by any State Government or by Government of India as per the format in this tender document	
i.	Self-Attested copies of Telephone bill/Electricity Bill/Registered Lease Deed indicating the address evidencing its location in such territory from August 2021 to July 2023 (for 2 years).	
j.	EMD of the required amount as specified in this tender document.	
k.	Crossed Bank Account Cheque of the company.	
m.	Tender Document dully signed and official stamped on all the pages submitted in original with the Technical Bid.	

Signature of the authorized signatory:

Office Stamp