



CSIR-HUMAN RESOURCE DEVELOPMENT CENTRE

(Council of Scientific & Industrial Research)

Sector 19, Central Govt. Enclave, Kamla Nehru Nagar

Post Bag No.10, GHAZIABAD - 201 002 (UP), India

NOTICE INVITING TENDER

1. Item rate sealed tenders are invited for “**Annual maintenance contract for civil works at HRDC, Ghaziabad**” Estimated cost of the work is **Rs. 7, 68,424/- (Rupees seven lakh sixty eight thousand four hundred twenty four only)** based on CPWD DSR-2012 & market rates. The Earnest money of **Rs. 15,370/- (Rupees fifteen thousand three hundred seventy only)**, will have to be deposited by the tenderer along with the tender documents in the shape of demand draft of a schedule bank, in favour of **HRDC, Ghaziabad**. The completion time of work is **twelve months**.
2. Contractors working with CPWD, MES, Railways, Post & Telegraph Department, State PWD's, Semi- Government Organization and / or from those who have worked for CSIR or its laboratories/Institutes and have successfully carried out minimum **one/two/three** similar or civil works of amounting 80% / 60% / 40% value of estimated cost i.e. **Rs.6,14,739/- / Rs. 4,61,054/- / Rs. 3,07,370/-** respectively or above in a single contract during last five years, need apply with proof of fulfilling the above conditions along-with attested copies of **TIN registration certificate of U.P./ NCT Delhi, work completion certificates, PAN Card, ESI & PF certificates**, while making request for issue of tender documents.
3. Tenders would be issued from **19.03.2013 to 28.03.2013** from the office of the **Controller of Administration, Human Resource Development Centre, Sector-19, Kamla Nehru Nagar, Ghaziabad** during office hours on payment of **Rs. 500/-** in cash or demand draft in favour of **HRDC, Ghaziabad**. The last date for receipt of tender on or before **01.04.2013** upto **3.00 PM** and will be opened at **3.30 PM** on the same day.
4. Detailed NIT can be seen at website www.tenderhome.com and www.csirhrdc.res.in

Controller of Administration

CSIR-HUMAN RESOURCE DEVELOPMENT CENTER, GHAZIABAD

(COUNCIL OF SCIENTIFIC AND INDUSTRIAL RESEARCH)

***** DETAILED NOTICE INVITING TENDERS*****

1. Item rate sealed tenders are hereby invited for **“Annual maintenance contract for civil works at HRDC, Ghaziabad”** from contractors working with CPWD, MES, Railway, Post & Telegraph Dept., State PWD,s Semi- Govt Organization and / or from those who have worked for CSIR or its laboratories / Institutes and have successfully carried out minimum one / two / three works of similar nature of amounting 80% / 60% / 40% value of estimated cost i.e. **Rs. 6,14,739/- / Rs. 4,61,054/ Rs. 3,07,370/-** respectively or above in single contract during the last five years. The tenderers are required to produce proof of fulfilling these conditions along with attested copies of their registration for **TIN registration certificate of U.P. / NCT, Delhi, works completion certificate, PAN card, ESI & PF certificate**, while making request for issue of tender documents.
2. The Estimated cost of the work is **Rs. 7, 68,424/- (Rupees seven lakh sixty eight thousand four hundred twenty four only)** based on CPWD DSR–2012 & market rates.
3. Time for carrying out the work will be **twelve months** and the date of commencement shall be reckoned from the **tenth days** of issue of award letter.
4. Complete Contract documents to be complied with by the tenderer whose tender may be accepted can be seen in the Office of the **Executive Engineer, HRDC, Sector-19, Central Govt. Enclave, Kamla Nehru Nagar, Ghaziabad.**
5. Tenders should be on the specified form (Non transferable) which may be obtained from the Office of the **Executive Engineer, HRDC, Sector-19, Central Govt. Enclave, Kamla Nehru Nagar, Ghaziabad** during office hours on payment of **Rs 500/- Rupees Five hundred only)** except Saturday & Sunday in Cash or as Demand Draft (Non- refundable) of a schedule bank drawn in favour of **HRDC, Ghaziabad**. Sale of tenders shall be from **19.03.2013** to **28.03.2013** up to **3.00 P.M.**
6. Tenders should be submitted in double sealed covers superscribed with the name of the work, date and time of opening written both on the inner and outer envelopes. The last date for receipt of tender is upto **3.00 P.M. on 01.04.2013** and will be opened at **3.30 PM** on the same day in the Office of the **Executive Engineer, HRDC, Sector-19, Central Govt. Enclave, Kamla Nehru Nagar, Ghaziabad**. Tenders should be dropped in the tender box before the closing date and time indicated. In case these are sent by post these should be sent by Regd. Post/Speed post addressed to the **Executive Engineer, Human Resource Development Centre, Sector-19, Central Govt. Enclave, Kamla Nehru Nagar, Ghaziabad -201002**. Tenderers are to ensure that they post the tender well in advance so as to reach before the closing time and date indicated.
7. The Earnest Money amounting to **Rs. 15,370/- (Rupees fifteen thousand three hundred seventy only)** in the form of Demand Draft or pay order of a schedule bank and drawn in favour of **HRDC, Ghaziabad** should accompany the tender. Tenders received without or insufficient earnest money will be invalid.
8. Earnest money will be forfeited if the contractor fails to commence the work as per letter of award. If any tenderer withdraws his tender within the validity period or makes any modification in terms and conditions of the tender which are not acceptable to the Department, then CSIR/HRDC, Ghaziabad shall without prejudice to any right or remedy, be at liberty to forfeit 50 % (fifty percent) of the Earnest Money absolutely.
9. The Employer does not bind himself to accept the lowest or any tender and 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 rates quoted.

10. Canvassing in connection with the tender is prohibited and the tender submitted by the tenderer who resort to canvassing are liable for rejection.
11. The tenderer shall not be permitted to tender for works in the concerned unit of CSIR in which a relative is posted in the grade between Controller of Administration and Junior Engineer (both inclusive). He shall also intimate the names of persons who are working with him in any capacity or subsequently employed by him and whose relatives are as mentioned above.

NOTE:

- A person shall be deemed to be a relative of another if, and only if, (a) they are members of a Hindu undivided family; or (b) they are husband and wife; or (c) the one is related to the other in the following manner: Father, Mother (including step mother), Son (including step son), Son's wife, Daughter (including step daughter), Father's father, Son's son, son's wife, Son's daughter, Son's daughter's husband, Daughter's husband, Daughter's son, Daughter's son's wife, Daughter's daughter, Daughter's husband, Brother (including step brother), Brother's wife, Sister (including step sister), Sister's husband.
12. Tender submitted shall remain valid for 90 days from the date of opening for the purpose of acceptance and award of work, validity beyond 90 days from the date of opening shall be by mutual consent.
 13. The tenderer shall quote rates both in figures and words. He shall also workout the amount for each item of work and writes in both figures and words. On check if there are differences between the rates quoted by the tenderer in words and in figures or in the amount worked out by him, the following procedure shall be followed:
 - i) When there is a difference between the rates in figures and in words, the rates which correspond to the amounts worked out by the tenderer, shall be taken as correct.
 - ii) When the amount of as item is not worked out by the tenderer or it does not correspond with the rate written either in figures or in words, the rate quoted by the tenderer in words shall be taken as correct.
 - iii) When the rate quoted by the tenderer in figures and in words tallies but the amount is not worked out correctly the rate quoted by the tenderer shall be taken as correct and not the amount.
 14. The tenderer should see drawings and in case of doubt obtain required particulars, which may in any way influence his tender from the Engineer as no claim whatsoever will be entertained for any alleged ignorance thereof.
 15. Before tendering, the tenderer shall inspect the site to fully acquaint himself about the condition in regard to accessibility of site, nature and extent of ground, working condition of site and locality including stacking of materials, installations of tools and plants (T&P) etc., conditions affecting accommodations and movement of labour etc. required for the satisfactory execution of the work contract. No claim whatsoever on such account shall be entertained by the Employer in any circumstances.
 16. Except writing rates and amount, the tenderer should not write any conditions or make any changes, additions, alterations and modifications in the printed form of tenders. Tenderers who are desirous to offer rebate the same should be brought out separately in the covering letter and submitted along with the tender.
 17. Some of the provisions of General Conditions of Contract are given below. Interpretation however shall be as given in the General Conditions of Contract.

- a). **DEFECTS LIABILITY PERIOD:** Nil, due to maintenance work.
 - b). **MINIMUM VALUE OF WORK FOR THE INTERMEDIATE CERTIFICATE:** Rs sixty thousand intermediate certificate for a lesser amount can be admitted for payment at the discretion of the Engineer.
 - c). **SECURITY DEPOSIT:** A sum @ 10% of the gross amount of the bill shall be deducted from each running bill of the contractor till the sum along with the sum already deposited as earnest money, will amount to security deposit of 5% of tender value of the work. In addition, the contractor shall required to deposit an amount equal to 5% of the tendered value of the contract as performance Security within the period prescribed for commencement of work in the letter of award issued to him.
 - d). **COMPENSATION:** Contractor shall pay as compensation an amount equal to one percent or such smaller amount as the **Employer** (whose decision in writing shall be final) may decide on the cost of the whole work as shown in the agreement for every week that the work remains un commenced or unfinished or due quantity of work remains incomplete after the proper dates. Compensation to be paid shall not exceed ten percent of the estimated cost of the work as shown in the agreement.
18. **Stores to be issued:** No material and T & P will be issued by the department. Contractor has to arrange all required materials and T & P for this work.
19. **ADDITIONAL CONDITIONS OF CEMENT & STEEL**
- 19.1 **CONDITONS FOR CEMENT**
- 19.1.1 The contractor shall procure 33 grade (conforming to IS: 269) or 43 grade (conforming to IS: 8112) ordinary Portland cement, as required in the work, from reputed manufacturers of cement, having a production-capacity of one million tones per annum or more, such as ACC, L & T, J.P. Rewa, Vikram, Shri Cement, Birla Jute and Cement Corporation of India etc., as approved by Ministry of Industry, Government of India and holding license to use ISI certification mark for their product whose name shall be got approved from Engineer-in-charge. Supply of cement shall be taken in 50 kg. bags bearing manufacturer's name and ISI marking, samples of cement arranged by the contractor shall be taken by the Engineer-in-charge and got tested in accordance with provisions of relevant BIS codes. In case test results indicate that the cement arranged by contractor does not conform to the relevant BIS codes, the same shall stand rejected and shall be removed from the site by the contractor at his own cost within a week's time of written order from the Engineer-in-charge to do so.
- 19.1.2 The cement shall be brought at site in bulk supply of approximately 50 tones or as decided by the Engineer-in-charge.
- 19.1.3 The cement godown of the capacity to store a minimum of 2000 bags of cement shall be constructed by the contractor at site of work for which no extra payment shall be made. Double lock provisions shall be made to the door of the cement godown. The keys of one lock shall remain with the Engineer-in-charge or his authorized representative and the key of the other lock shall remain with the contractor. The contractor shall be responsible for the watch and ward and safety of the cement godown. The contractor shall facilitate the inspection of the cement godown by the Engineer-in-charge at any time.
- 19.1.4 The contractor shall supply free of charge the cement required for testing. The cost of tests shall be borne by the contractor.
- 19.1.5 The actual issue and consumption of cement on work shall be regulated and proper accounts maintained as provided in Clause 6 of the contract. The theoretical consumption of cement

shall be worked out as per procedure prescribed in Clause 6 of the contract and shall be governed by conditions laid therein.

- 19.1.6 Cement brought to site and cement remaining unused after completion of work shall not be removed from site without written permission of the Engineer-in-charge.

19.2 CONDITIONS FOR STEEL

- 19.2.1 The contractor shall procure steel reinforcement bars conforming to relevant BIS codes from reputed manufacturers as approved by the Engineer-in-charge. The contractor shall have to obtain and furnish test certificates to the Engineer-in-charge in respect of all supplies of steel brought by him to the site of work. Samples shall also be taken and got tested by the Engineer-in-charge as per the provisions in this regard in relevant BIS codes. In case the test results indicate that the steel arranged by the contractor does not conform to BIS codes, the same shall stand rejected and shall be removed from the site of work by the contractor at his cost within a week's time from written orders from the Engineer-in-charge to do so.
- 19.2.2 The steel reinforcement shall be brought to the site in bulk supply of 10 tones or more as decided by the Engineer-in-charge.
- 19.2.3 The steel reinforcement shall be stored by the contractor at site of work in such a way as to prevent distortion and corrosion and nothing extra shall be paid on this account. Bars of different sizes and lengths shall be stored separately to facilitate easy counting and checking.
- 19.2.4 For checking nominal mass, tensile strength, bend test, re-bend test etc. specimen of sufficient length shall be cut from each size of the bar at random at frequency not less than that specified below:

Size of bar	For consignment below 100 tones	For consignment over 100 tones
Under 10mm dia.	One sample for each 25 tones or part thereof.	One sample for each 40 tones or part thereof.
10 mm to 16 mm dia.	One sample for each 35 tones or part thereof.	One sample for each 45 tones or part thereof.
Over 16mm dia.	One sample for each 45 tones or part thereof.	One sample for each 50 tones or part thereof.

- 19.2.5 The contractor shall supply free of charge the steel required for testing. The cost of tests shall be borne by the contractor.
- 19.2.6 The actual issue and consumption of steel on work shall be regulated and proper accounts maintained as provided in Clause 6 of the contract. The theoretical consumption of steel shall be worked out as per procedure in Clause 6 of the contract and shall be governed by conditions laid therein.
- 19.2.7 Steel brought to site and steel remaining unused shall not be removed from site without the written permission of the Engineer-in-Charge.
20. Clauses No. 29 of Conditions of Contract for works i.e. **"ESCALATION"** will not be applicable in this contract.
21. All tenderers should submit the proof of their registration with the Sales Tax Department while tendering for works in N.C.T. of Delhi/ NCR as per Works Contract Act, 1999. Deduction of Sale Tax will be made from their running / final bill on all works as applicable within N.C.T. of Delhi/ NCR.
22. The contractor shall pay wages to the workers employed by him not less than the **minimum wages on or before 10th of every month.**

23. The payment will be made on the **Quarterly basis of pre-receipted bill**, after satisfactory completion of the work.
24. In case of any delay in processing of the bills, the contractor would be required to ensure the timely payment of its workers as per statutory labour laws and there should be no linkage between this payment and settlement of the contractor's bill from HRDC, Ghaziabad.
25. Contractor cannot claim any damage/s due to loss whatsoever incurred to his / their workers due to unforeseen reasons, which are beyond the control of HRDC (G).
26. In case the Contractor fails to execute/ perform the assigned works or a part thereof, HRDC shall be authorized to make suitable deductions as deemed fit by HRDC from the bills of the Contractor and damages shall be charged to the extent of loss incurred by HRDC. The decision of HRDC shall be final & binding on the Contractor.
27. Any loss sustained by the Centre by way of theft, pilferage or damages to the properties i.e. equipments, fittings, fixtures, furniture or instruments due to negligence or carelessness by the contractor or his workmen solely rest with contractor and shall be debitable to the account of the contractor. The assessed value of the damages shall be deducted from the bills. The decision of the Officer-in-Charge duly approved by In-Charge, HRDC in this regard shall be final and binding on the contractor.
28. For plumbing services, contractor should be depute minimum **one Plumber & one helper on regular basis** or as per direction of Engineer-in-Charge and normal working hours shall be **9.00 AM to 5.30 PM with 1.00PM to 1.30 PM lunch break**.
29. The services of employees of contractor should be made available in HRDC (G) on all days on **six day week** basis in a month
30. The personnel of contractor should observe only closed holidays in a calendar year.
31. The contractor shall be fully responsible for providing leave benefits, weekly offs, national & Festival holidays etc., to the personnel deployed and as when any of personnel comes late or proceeds on leave or absents himself/herself, it will be the prime responsibility of the contractor to provide a suitable substitute.
32. The contractor shall have to submit the EPF account number, ESI Card and also the proof of having deposited that amount of contribution claimed by him on account of ESI and EPF towards the manpower deployed at all the sites in their respective names, to the Engineer in-charge or the official authorized, before submitting the running bill / monthly bill onwards failing which the amount claimed towards ESI and EPF contribution will be withheld till submission of the required documents.
33. The contractor(s) shall provide identity cards to staff employed by him/them, which will be produced on demand by officers or other staff of HRDC designated for the purpose.
34. All the dismantled materials shall be returned to the department after repair/replacement with the new material.
35. The contractor shall supply the consumable material and provide all necessary T & P required for satisfactorily completion of job/s as per site requirements and will keep in his/ their own custody.
36. The department shall be liberty to discontinue the contract if the performance is found unsatisfactory or not in accordance with the above terms & conditions. Only one-month notice shall be served by the department and further no claim of any type shall be entertained from the contractor.

CSIR-HUMAN RESOURCE DEVELOPMENT CENTRE, GHAZIABAD

Annexure-I

Scope of work:

- **Day to day General maintenance of Sanitary & plumbing works etc.:**

- (a) To check and rectify the all faults as tapes, cocks and cisterns in toilets and bathrooms at Guest House, Trainees Hostels, Resi. Blocks, Faculty hostels etc and office campus toilets etc every day.
- (b) To check and rectify the water pipe lines, valves of any sizes in both campus.
- (c) To attend and rectify all type of complaints regarding water supply and sanitations in Guest house, Trainees hostels, Resi. Blocks, Faculty Hostels and office campus etc.
- (d) To attend / check the pump house all pipe lines and removing & re-fixing of all types of motors.
- (e) All work should be done as per direction of the Engineer-in-Charge.