

Sir,

Sealed tenders are invited for providing and fixing of C.P. teak wood partitioning/door with chowkhat frame and Vaccum glass on 3rd floor in Core-4, SCOPE Complex, Lodhi Road, New Delhi.

1. Nature & Scope of works

- a) Dismantling of existing structure & its disposal and removal of malba and providing/fabrication and fixing of C.P. teak wood doors with chowkhat frame and Vaccum glass as per the approved drawing/design and specifications indicated in Annexure-I, on 3rd floor lobby in the office of Rural Electrification Corporation Ltd., at Core-4, SCOPE Complex, Lodhi Road, New Delhi.
- b) Time for carrying out the work will be 15 days from the date of placement of order.

2. Earnest Money

The tender should accompany with earnest money equivalent to 2.5% of the quoted value of works in the form of demand draft drawn in favour of RURAL ELECTRIFICATION CORPORATION LTD. payable at New Delhi.

3. Qualifying Criteria

- i) Turn over of the company: The minimum turn over of the company should be 50 lakhs.
- ii) Bidder should submit income tax return of last three years.
- iii) Bidder should have at least 10 no.of regular staff functioning as designer, carpenter etc.
- iv) Bidder should have executed at least 3 work contracts in Govt./PSUs worth Rs.5 lakhs and above.

(Firms not meeting the above qualifying criteria shall be rejected.)

4. PENALTY CLAUSE

Time is of immense importance in the project and the contractor must stick to the finalised schedule. Delay in progress may result in the liquidated damages, as below:

- a. Delay of 1 day - 0.5% of the total contract price.
 - b. Delay of 2 days - 1.0% of the total contract price.
 - c. Delay of 3 days - 2.0% of the total contract price.
 - d. Subsequent delays - 2.0% per day subject to maximum of 10% of the total contract price.
5. If the contractor fails to complete the works within reasonable time, the Corporation will be at liberty to get the work completed from any other source at the expense of the contractor. The Corporation may consider allowing additional time if the reasons for delay are beyond the control of contractor. Here the contractor must keep in mind that he may have to work on holidays even to complete the job.
 6. Canvassing in connection with the tenders is prohibited and the tenders submitted by the contractor who resort to canvassing are liable for rejection.
 7. Tender submitted shall remain valid for 90 days from the date of opening of tenders for the purpose of acceptance and award of work. Validity beyond 90 days from the date of opening shall be by mutual consent.
 8. The tenderer shall quote rates strictly as per schedule of prices given at Annexure-I. He shall also mention the total amount in both figures and words.
 9. The tenderer should see drawings and in case of doubt obtain required clarifications from the “**RURAL ELECTRIFICATION CORPORATION LTD**” as no claim whatsoever will be entertained for any alleged ignorance thereof. The Corporation reserves the right to make last minute changes in the design. The payment shall be made on actual basis.
 10. Before tendering, the tenderer shall inspect the site to fully acquaint himself about the conditions 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 Corporation in any circumstances.
 11. Earnest money will be forfeited if the contractor fails to commence the work as per letter of award. If any tenderer withdraws this tender within the validity period or makes any modification in terms and conditions of the tender which are not acceptable to the Corporation, then “**RURAL ELECTRIFICATION CORPORATION LTD**” shall without prejudice to any right or remedy, be at liberty to forfeit 50% (fifty percent) of the Earnest Money absolutely.
 12. Except writing rates and amount, the tenderer should not write any conditions or make any changes, additions, alterations and modifications in the form of tender.
 13. Rates quoted should be inclusive of all taxes (e.g. Sales Tax, service tax and/or other taxes) in respect of the contract and the Corporation will not entertain any claim during the period of contract due to increase in labour/material costs, etc.

14. The Corporation does not bind itself to accept the lowest or any tender and reserves to itself the right to accept the whole or any part of the tender and the tenderer shall be bound to perform the same at the rates quoted.
15. TERMS OF PAYMENT:
Payments will be made on completion of the entire work as per details given in quotation on actual basis on satisfactory completion of the works and within 30 days from the date of submission of bills by the successful bidder/contractor and on fulfilling all the terms & conditions/statutory requirements. No request for the running payments will be entertained by the Corporation.
16. **DEFECT LIABILITY:** Twelve months from the date of completion as certified by Rural Electrification Corporation (REC), A security deposit equivalent to 10% of the value of the works, as per final bill, in the form of bank guarantee which shall be discharged after one year of successful completion of the work to cover the Defect Liability Period for one year. In case the contractor fails to submit the bank guarantee at the time of submission of the bill, an amount equal to 10% of the total bill will be deducted from the bill amount towards security deposit for one year by the Corporation. No interest shall accrue on the amount of security deposit.
17. No "ESCALATION" will be allowed in this contract.
18. The successful contractor shall be responsible for payment of all statutory abilities/requirements.
19. Contractors should note that the wood work is to be executed off site and masonry/polishing work in the building which is occupied and is in use. The contractor will have to execute work without hampering the office working. He may also have to work during off office hours and Saturdays and Sundays.
20. The tenders completed in all respects should reach the undersigned by 3.00pm on 20.04.05 (Wednesday). The tenders received after the due date/time will not be considered and will liable to be rejected. The tenders will be opened on 20.04.05 (Wednesday) at 4.00 PM in the chamber of the undersigned.
21. General terms & conditions of the contract applicable to this work are detailed in Annexure-III. You are requested to study thoroughly all the terms and conditions contained therein before submitting your comprehensive offer/quotation. Bidder should sign all pages of terms and conditions and submit along the bid.

Yours faithfully,

(Prashant Atreya)
Joint Chief (Admn.)
Tel.: 24365371

ANNEXURE-I

SCHEDULE OF WORKS AND SPECIFICATIONS

Sl. No	Item Specification	Unit	Qty.	Rate	Amount
1.	Dismantling brick masonry/steel windows, etc. and proper jambs, corners and final finish as per original texture and finish in the room.	No.	3		
2.	Providing & fixing 3 nos. .C.P.Teak doors/partitions of with chowkhat(Frame)section 5"x2.5"(C.P.Teak wood) with vacuum glass with 4/15/5mm glass plain/Gr./reflective.(Glass make – Modi)	Sq.Ft.	205		
3.	Providing and fixing heavy Brass handles, Chitkani	Nos.	6 Nos.		
4.	Providing and fixing round brass lock Godrej/Plaza/Harrison	Nos.	3 Nos.		
6.	Providing and fixing door closure (heavy duty) Make – SANDU/EVERITE	Nos.	3 Nos.		
7.	Lacor/melamine Polishing on chowkhat and door frame with existing decor.	Lump sum			

Total amount in words Rupees_____

Date

Authorised Signatory with seal

Details of the Applicant

1. Name of the firm/applicant:
2. Address of the firm/applicant with Telephone no and E-mail
3. Year of establishment:
4. Date and year of commencement of work.
5. Legal status of the applicant.
6. Turn over of the company:
7. PAN No :
8. Copy of the ITR of last three financial year
9. Details of key Professionals/technical staff associated with the firm (Name, Age, Qualifications & Experience etc)
10. Past Experience details(Name of Client and address, Name of work, Total duration of work, Total amount of work)
11. Was the applicant ever required to suspend the project for a period of more than six months continuously after commencement of work? If so, give the name of the project and reasons of suspension of project.
12. Has the applicant, ever been debarred/blacklisted for competing in any organization at any time? If so, give details.
13. Has the applicant, ever been convicted by a court of law? If so, give details.
14. Any other information considered necessary but not included above.
15. EMD Details.

Date

(Signature of Applicant)

Office Seal

TERMS & CONDITIONS OF CONTRACT

1. The Corporation reserves the right to reject or cancel any or all the tenders received without assigning any reason whatsoever.
2. This is an item rate contract. The item-rate quoted is deemed to be an all-inclusive rate, including all material, labour, cartage, hardware, accessories, tools & plants, scaffolding & strutting, overheads, supervision, traveling & co-ordination, fabrication, profits, existing government taxes & levies etc. needed for the successful completion of the works.
3. The quantities mentioned in this tender may vary. However the contractor shall be paid on the actual executed quantity.
4. During the progress of the work, the contractor shall be responsible to keep the site free from all unnecessary obstructions & shall keep the site clean.
5. A list of workers to execute the works shall be available to the Corporation and prior permission may be required from Corporation to enter the premises.
6. The contractors must visit the site to satisfy themselves about the local conditions & site restrictions, physical etc. if any, before commencement. Failure to visit the site shall not, under any circumstances whatsoever, at a later date, constitute a ground for mitigation of the terms of this contract.
7. The contractor may be asked to execute certain extra works beyond the scope of the said drawings. The rates & measurements for the same shall be certified by the corporation as per their price analysis with 15% overheads & profits. However, before execution of such jobs, the contractor must bring this to the notice of the corporation in writing. If the contractor fails to do so, the decision of the corporation shall be final & binding.
8. All prevalent tax and insurance deductions shall be applicable. Any new deductions, if introduced by the government during the course of the works, shall also be done at source.
9. The successful contractor shall not be permitted to sub-contract the works in part or in full to any other party. He must follow all prevailing laws regarding labour, their insurance's, material insurance's etc.
10. Water and power, as required for the works shall be supplied to the contractor at one point on the site, free of cost.
11. The contractor shall indemnify the Corporation against any discrepancy/ liability regarding labour/ dealers/ manufactures/ neighboring areas/buildings etc.
12. During the course of execution of works the contractor shall take care that no old material shall be made use of. The salvage material shall be collected at the given location of the building and not left here & there in the office. The salvage will be the property of the client & disposal at their restriction.
13. At the time of handing over, a defect list, if any, shall be prepared and the same rectified by the contractor for which a mutually agreeable time shall be fixed. (Not more than 15 days). In case the contractor fails to complete the same within this time, the handing over date shall be deemed to be the date on which the total works are complete.

14. The enclosed drawings / sketches are only suggestive. For execution, detailed drawings and instruction of the Corporation/architect shall be followed.
15. The scope of work and the working methodology must be fully understood. As the work has to happen in a running office, proper planning in co-ordination with the Corporation has to be maintained as shifting of running staff shall have to be precise and accurately followed. The contractor has to ensure that the company does not have loss of working man-hours.
16. All works shall be carried out as per the specification/ instruction/ drawing and details of the Corporation.
17. The contractor shall appoint a supervisor of works, who should be available on the site for the complete duration of the project, and should be capable of implementing instructions & executing on behalf of the contractor.
18. The contractor shall make his own arrangements for the required liability for insurance & safety of his labour and shall fulfill the requirement all mandatory employee welfare schemes as required by law.
19. All materials brought to the site shall be as per specification and necessary approvals. The Corporation shall be at liberty to carry out tests / verify materials brought to site. The cost of such tests shall be borne by the contractor. The Corporation reserves the right to reject any sub-standard material and the contractor shall not claim any extra time or money/damage for such rejections.
20. All measurements shall be as per market norms & shall be certified by the Corporation. Clarifications regarding the same if any for all items should be taken from the Corporation before filing this tender. Misinterpretation of the same shall, under no circumstances whatsoever, at a later date constitute a ground for mitigation of any terms of this contract. The Corporation's decision in the mode of measurement shall be final and binding.
21. If the progress of the works does not match the quality required by the Corporation, in terms of materials or workmanship, or in progress against time, the Corporation reserves the right to terminate the contract at any time and / or get it executed by some other party or get it executed in part / balance on the contractor's cost.
22. Any modification carried out for expediting or ease of works at the request of the contractor and approval of the Corporation shall not be taken as a basis for claiming extra.
23. The Corporation shall be the arbitrator for discrepancies in this contract, if any. The Corporation's decisions in regard to the contract shall be final and binding.
24. The Corporation will not be, in any way, liable for non-performance by you either in whole or part of any contract or for any delay in performance thereof in consequence of strike, shortage of labour or combination of workmen or the lockout, breakdown or accidents to machinery or the Railway to supply sufficient wagons to carry essential materials to and finished products from the works and causes of whatever nature.
25. The contract shall be deemed to have been entered into at Delhi and causes of action in relation to the contract will therefore, be deemed to have arisen within the jurisdiction of Delhi Court.