



# National Power Training Institute

An ISO 9001: 2000 & ISO 14001: 2004 Organization  
(Ministry of Power, Govt. of India)

## TENDER DOCUMENT

EMPANELMENT OF AGENCIES FOR ANNUAL CIVIL WORKS  
IN  
NPTI COMPLEX, SECTOR-33, FARIDABAD

Tender Enquiry No. : NPTI/CO/Purch/TE-25/Civil/2014

Dated:-

NPTI Complex, Sector-33, Faridabad – 121 003  
Phone No. 0129-2275448  
Fax No. 0129-2277412  
Website: [www.npti.in](http://www.npti.in)

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**SECTION-1  
LETTER OF INVITATION**

**LETTER OF INVITATION**

**Tender Enquiry No. : NPTI/CO/Purch/TE-25/Civil/2014**

**Dated:-**

**To**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Subject: - Empanelment of Agencies for Annual Civil Works in NPTI Complex,  
Sector-33, Faridabad -reg.**

Dear Sir,

1. National Power Training Institute, (hereinafter called "NPTI"), is a National Apex Body of the Govt. of India, Ministry of Power. NPTI invites Bid for Empanelment of Agencies for Annual Civil Works in NPTI Complex, Sector-33, Faridabad (Haryana).
2. The Tender Documents include the following:
  1. Section 1 - Letter of Invitation
  2. Section 2 - Notice Inviting Tender
  3. Section 3 - Instruction to Bidders
  4. Section 4 - Conditions of Contract
  5. Section 5 - Scope of Work
  6. Section 6 - Pre-qualification Bid
  7. Section 7 - Financial Bid
3. The Bid shall be received in NPTI (Corporate Office), Faridabad, up to 3.30 PM on 29.10.2014 and shall be opened on the same day at 4.00 PM in the presence of bidders, who choose to be present.

Thanking You

Yours faithfully

**(S.N. Pandey)**  
**A.P. (Purchase)**  
Tele Fax No: 0129-2275448  
E-mail: snpandey@npti.in

**SECTION-2**  
**NOTICE INVITING TENDER**

**NATIONAL POWER TRAINING INSTITUTE**  
**(Ministry of Power, Govt. of India)**  
**NPTI Complex, Sector-33, Faridabad – 121 003**  
**Tele Fax No. 0129-2275448**  
**Website: [www.npti.in](http://www.npti.in)**

**DOMESTIC COMPETITIVE BIDDING**  
**(Through call of open Tenders)**

TENDER ENQUIRY NO. NPTI/CO/Purch/TE-25/Civil/2014

Dated: .....

|   |   |
|---|---|
| <b>Name of Work</b>   | Empanelment of Agencies for Annual Civil Works in NPTI Complex, Faridabad   |
| <b>Estimated Value of Work</b>                                  | Rs. 38 Lakhs/- (per annum)  |
| <b>EMD</b>  | Rs. 38000/-   |
| <b>Period of Contract</b>                                       | Initially 3 years extendable for another 1 year   |
| <b>Date of Issue of Tender Document</b>                         | 07.10.2014  |
| <b>Last Date &amp; Time for receipt of Bid</b>                  | 29.10.2014 up to 3.30 PM  |
| <b>Time and Date of Opening of Bid</b>                          | 29.10.2014 at 4.00 PM   |
| <b>Place of Opening of Bid</b>                                  | NPTI (CO), Faridabad  |
| <b>Officers from whom the tender documents can be obtained.</b> | A.P. (Purchase), NPTI, Faridabad  |
| <b>To whom the tender documents can be submitted.</b>           | Bids shall be sent to A.P. (Purchase) NPTI (CO), Faridabad or to be dropped in Tender Box kept in the office of Dy. Director (Admn) of NPTI (CO), Sector-33, Faridabad within due date and time |
| <b>Cost of Bid Document</b>                                     | Rs. 500/- (non refundable)  |
| <b>Tenders addressed to</b>                                     | A.P. (Purchase), NPTI, Sector – 33, Faridabad.  |

**Note:**

- 1( a) The bid documents can be obtained from A.P. (Purchase), NPTI (Corporate Office), Faridabad from 07.10.2014 to 29.10.2014 on working days on payment of Rs. 500/- towards the cost of bid documents, payable through Demand Draft/Bankers Cheque or by Cash deposited to Accounts Section.
- 1( b) The bid documents can be downloaded from NPTI's website [www.npti.in](http://www.npti.in) / [www.tenders.gov.in](http://www.tenders.gov.in) and in such case, the bidder should enclose Demand Draft / Bankers cheque amounting to Rs. 500/- (Five hundred only) towards cost of bid documents and submit the same along with EMD in the envelope superscribed as "Pre-Qualification Bid".

1( c) The Demand Draft / Bankers Cheque is to be drawn in favour of National Power Training Institute, payable at Faridabad

**(S.N. Pandey)**  
**A.P. (Purchase)**  
National Power Training Institute (CO)  
Sector- 33, Faridabad  
Haryana-121003

**SECTION-3  
INSTRUCTION TO BIDDERS**



## INSTRUCTION TO BIDDERS

- 1.0** National Power Training Institute (NPTI) is an autonomous institute under Ministry of Power, Govt. of India, and is National Apex Body for Human Resource Development in Power Sector for the past four decades. NPTI invites 'Sealed Bids' for Empanelment of Agencies for Annual Civil Works in NPTI Complex, Sector – 33, Faridabad. The contract period will initially be for a period of three years extendable on satisfactory performance and mutual consent on same terms and conditions on yearly basis by another one year.
- 2.0** The bids are to be submitted in two parts - one sealed envelope superscribed as '**Pre-qualification bid**' giving details in the format given as per **Section – 6** and the second sealed envelope superscribed as '**Financial Bid**' in the format given at **Section - 7**. The two sealed envelopes as above will be placed in another sealed envelope superscribed as '**Bid for Empanelment of Agencies for Annual Civil Works in NPTI Complex, Sector – 33, Faridabad**' and not to be opened before 16.00 Hrs on **29.10.2014**. The bid shall be signed by a person duly authorized on behalf of the Contract Agencies and shall be dropped in the Tender Box placed at NPTI Office premises at NPTI Complex, Sector-33, Faridabad-121003, Haryana.
- 3.0** The sealed proposal shall be received by NPTI up to the due date given and any proposal received after the prescribed deadline shall not be considered. The Pre-qualification proposal will be opened on the same date in the presence of the representatives of the firms present. **Date of opening of financial proposal of such firms who meets the prescribed Pre-qualification criteria will be notified separately.**
- 4.0** **Rs. 38000/- (Rupees Thirty Eight Thousand Only)** as earnest money should accompany in the form of bank draft / banker's cheque in favour of NPTI payable on any scheduled bank payable at Faridabad along with Pre-qualification bid.
- 5.0** Bids not accompanied with the requisite amount of EMD shall not be considered and price bid of such bidders shall not be opened.
- 6.0** No interest shall be payable by NPTI on EMD.
- 6.0** The EMD shall be forfeited:
- 6.1** If the bidder withdraws his bid during the period of bid validity.

- 6.2** In the case of successful bidder, if he fails to furnish the required Performance Guarantee within the specified time limit.
- 7.0** EMDs of all the bidders shall be returned after finalization of contract. NPTI reserves the right, without prejudice to any other remedies, to reject the bid forthwith if the bidder has engaged in corrupt or fraudulent practices or is found to have misrepresented the facts or has provided false information/documentation.
- 8.0** NPTI reserves the right to accept/reject any or all the offers/bids without assigning any reason thereof.
- 9.0** Bids shall be valid for acceptance for a period of 180 days from the date of opening.
- 10.0** NPTI is not responsible for any postal delay in receipt of the application. Receipt of tender documents etc. It is the responsibility of tenderer to make sure that the tender is received in time.
- 11.0** The contractor has to inform contact Telephone No., Fax No., E-mail etc. and the person to be contacted in case of contingency.

## **12.0 CONCILIATION/ ARBITRATION**

- 12.0** If any dispute (s) or difference (s) of any kind whatsoever arise between the Parties, the parties hereto shall negotiate with a view to its amicable resolution and settlement through a committee appointed by Director General, NPTI.
- 12.1** In the event no amicable resolution or settlement is reached between the parties within 30 days after receipt of notice by one party, then the disputes or differences are detailed above shall be referred to and settled as per Arbitration and Conciliation Act, 1996 and Laws of India as amended or enacted from time to time.
- 12.2** The venue of the arbitration shall be Faridabad, India. The fee & other charges of Arbitrator shall be determined by the arbitrator in terms of the Act and shall be shared equally between the parties.
- 12.3** The arbitrator will give the speaking and the reasoned Award.

## **13.0 FORCE MAJEURE**

The terms and conditions mentioned in this inquiry letter shall be subject to Force Majeure which mean and shall include the following –

- i) Any war or hostilities

- ii) Any riot or civil commotion
- iii) Any earthquake, flood, tempest, lightning or other natural physical disaster impossibility of the use of any Railway, Post, Airport, Shipping services or other means of transport.
- iv) Any strike or lockout (only those exceeding 10 continuous days in duration) affecting the performance of contractor's / NPTI obligation.

**14.0 TERMS OF PAYMENT**

Project Division will release payment on monthly basis within a fortnight after receipt of bill and certification that the services provided during the month are satisfactory.

**15.0 CONTRACT PERFORMANCE GUARANTEE**

In the event of selection, the successful Bidder will be required to submit the Contract Performance Guarantee in the form of a Bank Guarantee (BG) equivalent to 5% of the total contract value of one year, within fifteen days of receipt of the Letter of Award from NPTI. The format for submission of BG is attached at **Appendix-1B**.

**16.0 AWARD OF CONTRACT**

**16.0** The bids will be first evaluated on the parameters indicated in QR as per details given at **Section-6**. Financial bids of such bidders who meet the qualifying requirements shall be opened. NPTI proposes to empanel two agencies. The Letter of Award shall be issued to technically and commercially responsive lowest evaluated bidder. The sum total of all items shall be calculated and the bidders will be arranged in the order of the ascending rates on the basis of sum total of all items. Lowest rate for each item shall be determined on the basis of lowest rates quoted by all qualified bidders. Thereafter the first 02 bidders shall be asked to match the lowest rate of each item. Any bidder who does not agree to the lowest rate of each item shall not be considered and chance will be offered to the next bidder in sequence.

Agencies are supplying manpower only for executing similar nature works are not eligible for this contract.

**17.0 QUALIFYING REQUIREMENTS FOR BIDDERS**

| <b>Sr. No</b> | <b>Description</b>                        | <b>Documents to be attached</b> |
|---------------|---|---------------------------------|
| 1.            | The Agency should have Income Tax PAN No. | Attach copy of PAN card         |

|    |  |   |
|----|--|---|
| 2. | The Agency should have TIN No.   | Attach copy of TIN No.                                      |
| 3. | The firm/agency should be registered with Service Tax Department   | Attach copy of Registration certificate                     |
| 4. | The firm/agency must have Provident Fund Account No. in their name   | Attach copy of Registration certificate                     |
| 5. | The firm/agency must have ESI No. in their name.   | Attach copy of Registration certificate                     |
| 6. | <p>The bidder must have successfully completed similar works/services during last three years ending 30<sup>th</sup> September 2014 with either of the following:</p> <p>a. Three similar completed works costing not less than the amount equal to 40% of the Annual estimated cost.</p> <p style="text-align: center;">or</p> <p>b. Two similar completed works costing not less than the amount equal to 50% of the Annual estimated cost.</p> <p style="text-align: center;">or</p> <p>c. One similar completed work costing not less than the amount equal to 80% of the Annual estimated cost.</p> | Attach copy of Work Order and Bill / Completion Certificate |
| 7. | <p>The Average Annual Financial turnover during the last 3 years, ending 31<sup>st</sup> March, 2014 should be at least 30% of the estimated cost.</p> <p>(Please enclosed copies of audited balance sheet)</p>  | (Attach Copy of Audited Balance Sheet)                      |

**ADDRESS FOR SUBMISSION OF BID;**

**S.N. Pandey**

**A.P. (Purchase)**

NATIONAL POWER TRAINING INSTITUTE

NPTI Complex, Sector –33, Faridabad – 121 003

INDIA Telefax: 0129-2275448

**SECTION-4**  
**CONDITIONS OF CONTRACT**

## CONDITIONS OF CONTRACT

### **1.0 EVALUATION OF BIDS**

- 1.1** National Power Training Institute will determine the substantial responsiveness of each bid with reference to bid terms and conditions. For this purpose a substantially responsive bid is one, which conforms to all the terms and conditions of the bid documents without material deviations.
- 1.2** NPTI's determination of bidder's responsiveness will be on the basis of contents of the bid itself without recourse to extrinsic evidence. If a bid is not substantially responsive, it would be liable to be rejected and may not substantially be made responsive by the bidder by correction of the non-conformity. All decisions by NPTI on the evaluation of bids will be final and binding on the Bidders and is not subject to any scrutiny.

### **2.0 TERMINATION OF CONTRACT**

NPTI reserves the right for termination of the contract at any time by giving one month written notice, if the services are found unsatisfactory and NPTI also has the right to award the contract to any other agency.

### **3.0 RATES AND PRICES**

- 3.1** Bidders should quote the rates in the format given at Section-7. Incomplete bids will summarily be rejected. All corrections and alterations in the entries of tender papers will be signed in full by the Bidder with date. No erasing or over-writings are permissible.
- 3.2** The rates have to be quoted both in figure and in words, in case if there is any ambiguity the rate in words will be considered.
- 3.3** In case of variation in quoted rate per unit & total cost of any item, the figure indicated in rate/unit column will be considered.
- 3.4** Service tax as applicable will be paid extra as per on actual basis.
- 3.5** The rates quoted shall be full and final and shall be valid for a contract period of three years initially and for extended period if any.
- 3.6** All statutory duties and taxes (including excise and customs) VAT and other may be clearly specified. Price quoted shall be firm and any variation in rates, prices or terms during validity of the offer shall require forfeiture of the EMD.
- 3.7** The contract period will initially be for a period of three years extendable on satisfactory performance and mutual consent on same terms and conditions

on yearly basis by another one year. Rates of 4<sup>th</sup> year will be same as rate of 3<sup>rd</sup> year.

#### **4.0 APPLICABLE LAW AND JURISDICTION**

- 4.1** All matters connected with this shall be governed by the Indian law both substantive and procedural, for the time being in force and shall be subject to the exclusive jurisdiction of Indian Courts at Faridabad (Haryana).
- 4.2** No alternative offer shall be considered.
- 4.3** NPTI reserves the right to annul the bidding process at any time prior to award of contract including rejection of any or all bids after the same have been received, without thereby incurring any liability to the affected bidder or any obligation to inform the affected bidder/s on the ground of NPTI's action.
- 4.4** NPTI reserves the right to accept/reject any bid and to cancel the bidding process at any time and reject all bids, at any time prior to placement of order, without thereby incurring any liability.
- 4.5** The labourers employed for specified work shall have to be paid not less than minimum wages prescribed time to time by Haryana Government/Local Administration. All labourers employed on works should be insured under the Workman's Compensation Act. No labourer below the age of 18 years will be employed by the contractor.
- 4.6** Before submission of bills by the contractor to NPTI for payment against the jobs carried out by him a certificate will have to be submitted by the contractor of having paid in full to the workers employed by him.
- 4.7** The contractor shall have to obtain ESI & EPF number from Central Provident Fund Commissioner & related Office for the labour engaged by him as required under the law and they have to fulfill all the required relevant laws for the engagement of labour.
- 4.8** The contractor has to maintain all the relevant register/records as per the laws related with labour engagement etc. An affidavit on a non-judicial stamp paper of appropriate value of the effect that the contractor will be entirely responsible for full filling all the statutory obligations under different statutes like Workmen Compensation Act., Contract Labour (Regulation & Abolition) Act, ESI Act, PF Act, Bonus Act, Gratuity Act for the workers employed by him on the job, will be submitted by the contractor before execution of the contract agreement. The workers employed by the contractor will not be treated as the employees of the NPTI for any purpose whatsoever.
- 4.9** The contract or must ensure that his employees wear clean clothes as per

prescribed uniform and maintain all type of cleanliness while attending the specified work. The staff must wear name badges.

- 4.10** It shall be the responsibility of the contractor to comply with the provision of the various Labour Laws. The contractor shall faithfully discharge all the liabilities under the labour laws. The contractor shall indemnify the NPTI against the claims arising out of non-fulfilment of obligations by him under the various labour laws.
- 4.11** The NPTI authorities shall have the right at all reasonable times to visit and inspect the property and if upon inspection it appears that any damage will fully caused by the contractor is required to be got repaired, the NPTI may direct the contractor to execute the same and upon his failing to do so within reasonable time the NPTI may execute it at the risk, cost and expense of the contractor.
- 4.12** Payment will be made as per the actual work done basis.
- 4.13** All services mentioned in schedule of work shall be verified by the Officer / Incharge, NPTI.
- 4.14** Bidders should quote the rate item wise in all respective items over financial bid, lump sum rate group wise will not acceptable. Any deviation in this matter will be treated as conditional offer and the same will be rejected.

## **5.0 SECURITY RULES:**

- 5.1** The contractor and their employees will have to follow the security rules as may be imposed from time to time and if the contractor and or their employees are found to be reluctant to follow the rules/instructions, the NPTI will have the right to prohibit entry of such employees into the NPTI Complex and the contract is liable to be cancelled forthwith if the Contractor himself is involved in breach of any clause of the agreement particularly of security/Safety.
- 5.2** The contractor has to take all precautionary/safety measures towards fire, hazards, etc., any loss on account of this will be made good from him. In case of default it will be recovered from security deposit amount and or contract is subject to termination.
- 5.3** In case, if the agency wish to offer some rebate. It must be unconditional. Only un-conditional rebate so offered by the agency will be considered.



- 5.4 The quantities indicated in the schedule are subjected to variation depending on the site condition.
- 5.5 Just by quoting the lowest rate does not entitle the agency for the award, the decision on rate reasonability fixed by NPTI will be final and binding.
- 5.6 Competent Authority of NPTI reserves the right to accept or reject any or all the tenders without assigning any reason and also reserves the right to distribute the work with more than one agency
- 5.7 It is the responsibility of the agency to submit the tender within specified date and time and NPTI is not bound to entertain the tender received late due to any reason.

### **SPECIAL CONDITIONS OF CONTRACT**

- 1.0 The person(s) whose tender may be accepted (here in after called for contractor) shall permit NPTI at the time of making any payment to him for work done and measured under the contract to deduct such sum at the rate of 10% of the gross value of the work done in each running bill as along with the amount of Earnest Money if any already deposited by the Contractor will amount to 10% of the cost of work put to tender subject to a maximum of Rs. 1 lakh unless he /they has / have deposit the full amount of security deposit in cash or in the form of Government securities of fixed Deposit Receipt of Guarantee bonds of any scheduled bank or the State Bank of India. In case a fixed deposit receipts of any Bank is furnished by the Contractor to the NPTI as part of the security deposit and the bank goes in to liquidation or for any reason is unable to make payment against the said fixed deposit receipt the loss caused thereby shall fall on the contractor and the contractor shall forthwith on demand furnish additional security to the NPTI to make good the deficit of such sum from the running bill as above mentioned.

Such deductions will be held by Government by way of Security Deposit. Provided always that the NPTI for this purpose shall be entitled to recover from the running bills at the rates mentioned above including earnest money, till the balance of the amount of security deposit is realized. All compensation or the other sums of money payable to the contractor under the terms of this contract may be deducted from or paid by the sale of a sufficient part of his security deposit or from the interest arising there from, of fresh any sums which may be due to or may become due to the contractor by NPTI or any account whatsoever and in the event of his security Deposit being reduced by reason on any such deductions of sale at aforesaid, the contractor shall within 10 days make good in cash or guarantee bonds executed in favour of the NPTI or fixed deposit receipt tendered by the State Bank of India or by

scheduled bank (in case of guarantee offered by scheduled banks, the amount shall be within the financial limits prescribed by the Reserve Bank of India) or Government Securities (if deposited for more than 12 months) endorsed in favour of the Engineer – Incharge, any sum or sums which may have been deducted from, or raised by sale of his security deposit or any part thereof. The security deposit shall be collected from the running bills of the contractor at the rates mentioned above the earnest money if deposited in cash at the time of tenders will be treated as part of the Security Deposit.

## **2.0 TIME OF COMPLETION**

- 2.1** The work shall throughout the stipulated period of the contract be proceeded with all due diligence and the contractor shall pay as compensation an amount equal to 1% of such small amount as the Director (whose decision in writing shall be final), may decide on the amount of the estimated cost of the whole work as shown in the tender for every day that the work remains uncommenced for unfinished after the proper dates. And further to ensure good progress during the execution of the work the contractor shall be bound in all cases in which the time allowed as per the time schedule submitted by the contractor is followed. The contractor shall comply with the said time schedule. In the event of the contractor failing as to comply with this condition, he shall be liable to pay as compensation on amount equal to one percent or such small amount as the Director (whose decision in writing shall be final) may decide on the said estimated cost of the whole work for every day that the due quantity of work remains incomplete provided always that the entire amount of compensation to be paid under the provision of this clauses shall not exceed 10% of the estimated cost of the work as shown in the tender.
- 2.2** If the agency fails to take up the work within stipulated period from the date of issue of letter of Intent the earnest money deposited by the agency will be forfeited without giving any further notice and the work awarded to other agency.
- 2.3** In the case of the work is delayed by the agency excepting reasons which are beyond the control like natural calamities etc. the contract will be terminated and the work will be executed at the risk and cost of the contractor.
- 2.4** The Engineer-in-charge may without prejudice to his right against the contractor in respect of any delay or inferior Workmanship or otherwise or any claims for damage in respect of any breaches of the contract and without prejudice to any rights or remedies under any of the provisions of this contract or otherwise and whether the date for completion has or has not elapsed by notice in writing absolutely determine the contract to any of the following case:

- 2.5** If the contractor having been given by the Engineer in-charge a notice in writing to rectify, reconstruct or replace any defective work or that the work is being performed in any inefficient or otherwise improper or unworkman like manner shall do it to comply with the requirement of such notice for a period of seven days thereafter or if the contractor shall delay or suspend the execution of the work so that either in the judgment of the Engineer Incharge (which shall be final and binding) he will be unable to secure completion of the work the date for completion or he has already failed to complete the work by that date.
- 2.6** If the contractor commits breach of any of the terms and conditions of this contract when the contractor has made himself liable for action under any of the case aforesaid the Engineer Incharge on behalf of NPTI shall have power:
- 2.7** To determine or rescind the contract as aforesaid (of which termination or rescission notice in writing to the contractor or under the hand of the Engineer Incharge shall be conclusive evidence upon such determination or rescission the security deposit of the contractor shall be liable to be forfeited and shall be absolutely at the disposal of NPTI.
- 2.8** To execute the left out work departmentally at the risk and cost of contractor through another outside agency in which case any expenses which may be incurred in excess of the sum which would have been paid to the original contractor of the work had been executed by him (of the amount of which excess the Certificate in writing of the Engineer Incharge shall be final and conclusive) shall be born and paid by the original contractor and may be deducted from the agency due to him.
- 2.9** In the event of any one or more of the above course being adopted by the Engineer Incharge the Contractor shall not claim to compensation for any loss sustained by him by reasons of his having purchased or procured any materials or entered in to any engagements or made any advance on account or with a view to the execution of the work or the performance of contract. And in case action is taken under the any of the provision aforesaid the contractor shall not be entitled to recover or be paid any sum. For any work thereof or actually performed under this contract unless and until the Engineer Incharge has certified in writing the performance of such work and the value payable in respect thereof and he shall only be entitled to be paid the value so certified.
- 2.10** The Engineer Incharge after giving notice in writing to the contractor take possession of (or at the discretion of Engineer Incharge which shall be final) use as on hire (the amount of the hire money being also in the final determination of the Engineer Incharge) all or any tools plant, materials and stores in or upon the works, or the site thereof, belonging to the contractor or procured by the contractor and intended to be used for the execution of the works any part thereof, paying or allowing for the same in account at the contractor rates or in the case of these not being applicable at current market rate to be certified by the engineer incharge by notice in writing may order the contractor or their authorized agent to remove such tools, plants, materials or

store from the premises within the specified time. In the event of contractor failing to comply with any such requisition the engineer incharge may remove them at the contractor expenses or sell them by auction or private sale on account of the contractor and expenses of any such shall be final and conclusive against the contractor.

- 2.11** If the contractor shall desire an extension of time for completion of the work on the grounds of his having been un-avoidably hindered in its execution or any other ground he shall apply in writing to the Engineer Incharge within 15 days of the date of hindrance on account which he desire such extension as aforesaid. The Engineer incharge at his discretion shall decide such extension whose decision shall be final and binding.
- 2.12** On completion of work the contractor shall furnish final completion drawings in three copies as per the actual work executed at site, before submission of final bill wherever required.
- 2.13** On completion of work the contractor have to clear the site free from unwanted materials, other tools and plants etc. within seven days from the date of completion failing which the work will be executed by NPTI at the risk & cost of the contractor.
- 2.14** The contractor has to submit the running bill during the progress of work however in the absence of detailed measurement the percentage decided by the Site Engineer or Engineer Incharge shall be paid on assessment of actual work completed.
- 2.15** No materials shall be supplied by the NPTI and therefore the contractor has to arrange all materials, equipments required for successful completion. However, whenever materials issued by NPTI, the item of work so executed shall be payable excluding in cost such materials issued to the agency.
- 2.16** The Engineer Incharge shall have full powers to require the removal from the premises of all materials which in his opinion are not in accordance with the specification and in case of default the Engineer Incharge shall be at liberty to employ other person to remove the same without being answerable or accountable at any loss or damage that may happen or advise to such materials. The Engineer Incharge shall also have full powers to require other proper material to be substituted thereof and in case of default the Engineer Incharge may cause the same to be supplied and all costs which may attend such removal and substitution to be borne by the contractor.
- 2.17** Work under this contract is payable to the contractor in nomenclature schedule items of DSR'2013 with applicable percentage of cost index declared by CPWD time to time. In case of publication of new DSR the same will be applicable from the date of issue of such DSR. In case any particular item is felt required by the client which broadly matching with nomenclature items, the market rate of that items will be considered as its basic rate. The difference of

market rate & basic rate indicated in DSR will be considered for payment by adding the difference in the rate mentioned in that nomenclature schedule item of DSR. No other difference in cost of component like labour, T&P etc. will be considered.

- 2.18** The contractor shall treat all materials obtained during dismantling as Government property and shall be handed over to NPTI.
- 2.19** Tendered rates are inclusive of all taxes and levies payable under the respective states and nothing extra shall be payable on any account.
- 2.20** The contractor shall execute the whole and every part of the work in the most substantial and workman like manner and both as regards materials and otherwise in every respect in strict accordance with the specifications. The contractor shall also confirm exactly fully and faithfully to the design / drawings and instructions in writing in respect of the work signed in the Engineer Incharge and the contractor.

### **3.0 ALTERATION IN SPECIFICATIONS AND DRAWINGS**

- 3.1** No alteration in specification and drawings approved by the NPTI is allowed on any account unless otherwise it is asked to in writing by engineer incharge of work to do so. However, any work which is essential but not inducted in the schedule for the successful completion of work have to executed by the contractor.
- 3.2** If it shall appear to the Engineer Incharge or his authorized subordinate incharge of the work that any work has been executed the unsound imperfect or unskillful workman ship or with materials of any inferior description or that any material or articles provided by him for the execution of the work are unsound or of a quality inferior to that contracted for or otherwise not in accordance with the contract the contractor shall on demand in writing which shall be made within 6 months / one year of the completion of work from the Engineer Incharge specifying the work materials or articles completed of notwithstanding that the same may have been passed, certified and paid forth with rectify or remove and reconstruct the work so specified in whole or in part as the case may require or as the case may be remove the materials or articles so specified and provide other proper and suitable materials or articles at his own proper charge and cost and in the event of his failing to do so within a period to be specified by the Engineer Incharge in his demand aforesaid then the contractor shall be liable to pay compensation at the rate of one percent on the estimated amount put to tender for every day not exceeding 10 days while his failure to do so shell continue and on the case any such failure the Engineer incharge may rectify or remove and re-execute in work or remove and replace with others, the materials or articles complained of as the case may be at the risk and expenses in all respect of the contractor.
- 3.3** All work under or in course of execution or executed in pursuance of the contract shall at all time be open to the inspect and supervision of the engineer

and his authorized subordinate.

- 3.4** The contractor shall give not less than 7 days notice in writing to the engineer incharge of work before covering up or otherwise placing beyond the reach of measurement any work in order that the same may be measured before the same is so covered.
- 3.5** If the contractor or his working people or servants shall break, deface injure or destroy any part of building in which they may be working or premises, the same shall be rectified by the contractor within seven days from the date of receipt of letter from the department. In case or it is not attended within seven days the engineer incharge at his discretion can fix the cost of damage etc. and recover the same from contractor bill or security deposit.
- 3.6** The contractor shall provide at his own cost all materials, plant, tools. Appliances, implements, ladder, cordage, takle, scaffolding and temporary work requisite required for the proper execution of work and nothing shall be supplied by the department.
- 3.7** The contractor have to follow all the labour law including workman compensation Act 1923, contract Act, contract labour (Regulation and Abolition) Act, 1970 and Minimum Wages Act, 1948 and Minimum Wages Control Rule, 1950 and shall also comply with payment of wages act, 1948, employees Liability Act, 1938, Industrial Dispute Act, 1947 and Maternity benefits act 1961 & all these acts as amended time to time. The regulations aforesaid shall be deemed to be part of this contract and any breach thereof shall be deemed to be a breach of this contract.
- 3.8** The Engineer Incharge may requires the contractor to dismiss or remove from the site of the work any person or persons in the contractors employ upon the work who may be incompetent or mis –conduct lion set and the contractor shall comply forthwith such requirement.
- 3.9** It shall be the responsibility of the Contractor to see the place a free from all materials and not occupied by anybody unauthorized during construction and to hand over to the Engineer Incharge vacant possession of complete premise.
- 3.10** The contractor shall not be assigned or subject without the written approval of the Engineer Incharge. All works to be executed under the contract shall be executed under the direction and subject to the approval in all respect by the Engineer Incharge who shall be entitled to direct at what point or points and in what manner they are to be commenced and from time to time carried on.
- 3.11** In case of any class of work for which there is no such specification such work shall be carried out in accordance with the distinct specification and in the event of there being no distinct specification therein such case the work shall be carried out in all respect in accordance with instructions and requirements of the Engineer Incharge.

- 3.12** Whenever any claim or claims for payment of a sum of money arises out or under the contract against the contractor the Engineer Incharge of NPTI shall be entitled to withhold and also have a lien to retain such sum or sums in whole or in part from the security if any deposited by the contractor and for the purpose aforesaid the Engineer Incharge or NPTI shall be entitled to with hold the security.
- 3.13** Before starting the work the contractor shall submit the week wise completion schedule and will firmly adhere to throughout then work. If required by NPTI, contractor will have to complete and hand over the work in phase's manner.
- 3.14** Contractor shall maintain site order book and follow instructions of NPTI officers in to.
- 3.15** Contractor shall get tested all the material from recognized laboratories as per CPWD procedures or as directed by the Engineer Incharge

**SECTION-5  
SCOPE OF WORK**



## **SCOPE OF WORK**

### **1.0 CIVIL MAINTENANCE:**

#### **Annual Civil Works**

- A. Coverage:** All buildings i.e. Institutional & Residential existed in NPTI Complex, Sector – 33, Faridabad.
- B. Scope of Work :** Annual Civil works including periodical maintenance like painting, masonry, Roof treatment, Wood work , M.S. & Aluminum work, Earth work etc. as and when required.

### **2.0 REPAIR & MAINTENANCE**

- A. Coverage:** All kind of plumbing, masonry carpentry requirement related to minor maintenance of all fixtures inside the NPTI Complex, Sector-33, Faridabad
- B. Scope of Work:** Making necessary arrangement for receiving day to day complaints from resident and execution of civil repair / maintenance works and fittings / fixing of all types of fixtures in NPTI Complex. All type of civil repair and maintenance work like Masonry, Carpentry, Sanitary, Water supply and fittings, fixing of all types of fixtures to be attended / fixed immediately on the brief of daily complaints from the residents and as directed by Engineer in charge.

### **3.0 MAINTENANCE OF WATER SUPPLY AND STORM WATER DRAINS:**

- A. Coverage:**
  - 1. All plumbing installation within the common area of the building & inside buildings such as valves, taps, floats and other fittings of water supply and fire fittings system.
  - 2. All underground & overhead water system.
  - 3. Entire store water drainage system consisting of drainage & drain water pipe

**B. Scope of work**

1. Operation & minor maintenance of pumps
2. Maintain continuous water supply & efficient sewage discharge
3. Ensuring that the pressure of water supply for the fire fighting system is maintained at the required level.
4. Maintenance & operation of all electric pumps with all valves, taps & other plumbing sanitary fitting in the common areas.
5. Maintenance of all fixtures in common area & inside flat.
6. Checking of all storm water system before monsoon.
7. Maintenance of all garden hydrant system.

**4.0 GENERAL SCOPE & OTHER TERMS & CONDITIONS:**

- 4.1 The work involves maintenance work at the area around the building up to fencing wall including office premises such as any kind of civil maintenance work of the building which includes earth work, masonry work, concrete work, carpentry works, painting, repairing etc.
- 4.2 Maintenance of water tank, water pipe lines, drainage lines, toilet and washbasins, urinals, W/C, choke up of flushing tanks and flush lines, alteration of components, rectification of leakage, and repair of entire sewage system of the building, etc.
- 4.3 Check the availability of water in the water tanks and fill the tanks as when required.
- 4.4 Check the pressure of water supply in sanitation areas.
- 4.5 Check all the area for damaged false ceiling, floor carpet tiles, glazing and re fix wherever necessary.
- 4.6 Check the door and window closers for its functional aspect and change or re-fix the closers when required.

**4.7** Removal of any landslides/fallen trees or any part of structure there which is unwanted inside the fencing of premises/ repairs thereof

**4.8** The contractor shall provide following skilled persons in shifts.

|                           |                                 |
|---------------------------|---------------------------------|
| Plumber cum Pump Operator | : 3 persons (one in each shift) |
| Carpenter cum Glazer      | : 1 person in general shift     |
| Helper                    | : 2 persons in general shift    |

**4.9** One set of tools from the firm should be kept at office to look after the scope of the work as specified for routine maintenance works. The technicians must interact each other to carry out the operations without hindrance. The contractor shall arrange to provide alternate staff in case of absence of the regular staff.

**4.10** The necessary replacement materials will be supplied by the office at free of cost and the same should be collected from the office (or) the contractor shall arrange to supply any materials required at the earliest or latest within a day if the materials not available at office with prior approval. The cost of materials will be paid separately by analyzing the local market rate.

**4.11** The contractor shall also arrange to provide the service on Saturday, Sundays and other holidays in case of emergency.

**4.12** All breakdown calls/complaints received during normal working hours should be attended to as early as possible. No complaints should be left and not postponed to next day.

**4.13** The Service report containing nature of the complaints, nature of the fault and attended, parts replaced and customer remarks/signature should be prepared by the contractor. The cost of printing of the booklet will be borne by the contractor. The office should approve the model of service report. The contractor shall provide day/week/monthly report stating the nature of complaints/work done at the end. The model of the format will be given by us.

**4.14** The office will not take any responsibility in case of any accident/injury to the labourers during working. The firm shall take all safety measures and welfare of the labourer.

**4.15** The contractor shall provide proper uniform to staff consisting of full pants, shirts, shoes, badges/identity cards and shall ensure that their turnout is smart in all respect.

- 4.16** No sub contracting of any work or part of a work would be allowed.
- 4.17** The contractor shall compensate in full the loss sustained by this office on account of damage or theft of material during discharge of the activities.
- 4.18** The staff provided by the contractor to the office are in case found to be indulging in any undesirable or unfair activities in the premises of the office, the contractor will solely be responsible for all the consequences apart from the liberty of office to lodge complaints before appropriate authorities.
- 4.19** Any damage is caused to any equipment/or items available at the office premises due to negligence of the contractor, the amount so involved on this account shall be deducted from the payment due to contractor.
- 4.20** Unless otherwise specified the work will be executed at par with CPWD specification.
- 4.21** For any special items specification of the manufacturer has to be followed.
- 4.22** Quantity and quantum of works are indicative based upon previous experience. NPTI does not provide any guarantee regarding quantities & no minimum guarantee (in items of quantity) will be furnished to the contractor towards execution of this contract.
- 4.23** Payment will be made as per on actual measurement basis and mode of measurement will be followed as per IS code.

**SECTION-6**  
**PRE-QUALIFICATION BID**  
**(CONTENTS OF ENVELOPE - 1)**

## BID SUBMISSION FORM

Ref. No  
From: [Name, address and telephone nos. of the bidder]

Dated:

To,  
A.P. (Purchase)  
NPTI, Corporate Office  
Sector – 33, Faridabad  
Haryana.

**Subject: Submission of Pre-qualification Bid for Empanelment of Agencies for Annual Civil Works at NPTI Complex, Sector – 33, Faridabad – reg.**

Dear Sir,

We, the undersigned, offer to provide the services in accordance with terms & conditions of Tender enquiry No. NPTI/CO/Purch/TE-25/Civil/2014. We are hereby submitting our bid.

We hereby declare that all the information and statements made in this bid are true and accept that any misinterpretation contained in it may lead to our disqualification.

The prices quoted by us are valid till six months from the date of submission of the quotation. We confirm that this bid will remain binding upon us and may be accepted by you at any time before the expiry date.

Prices have been arrived independently without consultation, communication, agreement or understanding (for the purpose of restricting competition) with any competitor.

We agree to bear all costs incurred by us in connection with the preparation and submission of the bid and to bear any further pre-contract costs.

We understand NPTI is not bound to accept the lowest or any bid or to give any reason for award, or for the rejection of any proposal.

I confirm that I have authority of [Insert Name of the Printer] to submit the bid on its behalf.

Yours sincerely

Authorized Signature [*In full and initials*]:

Name and Title of Signatory:

Name of Bidder:

Address:

Telephone (Office):

Telephone (Mobile):

Fax:

Email:

## GENERAL PARTICULARS/ DETAILS OF THE FIRM

| Sr. No. | Particulars  | Details to be filled up by the Bidder |
|---------|--|---------------------------------------|
| 1.      | Name of Agency   |                                       |
| 2.      | Type - Individual/Partnership/ Public limited / Pvt. Ltd<br>(Please enclose copy of Memorandum/Articles of Association/ Registration with Govt. Department): |                                       |
| 3.      | Name of contact person of the Agency   |                                       |
| 4.      | Designation of the contact person of the Agency  |                                       |
| 5.      | Contact details of contact person of the Agency  |                                       |
|         | (i). Mobile Number   |                                       |
|         | (ii). Landline Number  |                                       |
|         | (iii). Fax Number  |                                       |
|         | (iv). Email Address  |                                       |
| 6.      | Details of EMD / BG  |                                       |
|         | i) DD / BG No.   |                                       |
|         | ii) Amount in Rs.  |                                       |
|         | iii) Name of the issuing Bank  |                                       |
| 7.      | Details of Cost of Bid Document  |                                       |
|         | i) DD / Cash receipt No.   |                                       |
|         | ii) Amount in Rs.  |                                       |
|         | iii) Name of the issuing Bank (in case of DD)  |                                       |

Signature with stamp \_\_\_\_\_

Date \_\_\_\_\_

Full Name \_\_\_\_\_

Address \_\_\_\_\_

## QUALIFYING REQUIREMENTS

| S. No. | Particulars  | Enclose the necessary documents as proof, also specify item no./ pg. no. of technical bid where attached |
|--------|--|--|
| 1.     | The Agency should have Income Tax PAN No.  | PAN No _____<br><br>(Copy of certificate attached Yes/No)  |
| 2.     | The firm/agency should be registered with Service Tax Department   | S.T Reg. No _____<br><br>(Copy of certificate attached Yes/No)   |
| 3.     | The firm/agency must have Provident Fund Account No. in their name   | P.F Reg. No _____<br><br>(Copy of certificate attached Yes/No)   |
| 4.     | The firm/agency must have ESI No. in their name.   | ESI Reg. No _____<br><br>(Copy of certificate attached Yes/No)   |
| 5.     | <p>The bidder must have successfully completed similar works/services during last three years ending 30<sup>th</sup> September 2014 with either of the following:</p> <p>a. Three similar completed works costing not less than the amount equal to 40% of the Annual estimated cost.</p> <p style="text-align: center;">or</p> <p>b. Two similar completed works costing not less than the amount equal to 50% of the Annual estimated cost.</p> <p style="text-align: center;">or</p> <p>c. One similar completed work costing not less than the amount equal to 80% of the Annual estimated cost.</p> | Attach copy of Work Order and Bill / Completion Certificate  |

Signature with stamp \_\_\_\_\_

Date \_\_\_\_\_

Full Name \_\_\_\_\_

Address \_\_\_\_\_



|    |   |   |
|----|---|---|
| 6. | <p>The Average Annual Financial turnover during the last 3 years, ending 31<sup>st</sup> March, 2014 should be at least 30% of the estimated cost.</p> <p>(Please enclosed copies of audited balance sheet)</p> | <p>(Attach Copy of Audited Balance Sheet)</p> |
|----|---|---|

Signature with stamp \_\_\_\_\_

Date \_\_\_\_\_

Full Name \_\_\_\_\_

Address \_\_\_\_\_

**Note:** - Bidders not submitting the above information / documents at first instance run the risk of rejection.

| Experience of similar nature work in the field during last three Financial years |              |                    |                    |                      |                    |         |
|--|--------------|--------------------|--------------------|----------------------|--------------------|---------|
| Sr. No.  | Name of work | Name of the client | Cost (in Rs.) Lakh | Date of commencement | Date of completion | Remarks |
|  |              |                    |                    |                      |                    |         |
|  |              |                    |                    |                      |                    |         |
|  |              |                    |                    |                      |                    |         |
|  |              |                    |                    |                      |                    |         |
|  |              |                    |                    |                      |                    |         |
|  |              |                    |                    |                      |                    |         |

Signature with stamp \_\_\_\_\_

Date \_\_\_\_\_

Full Name \_\_\_\_\_

Address \_\_\_\_\_

**Note:** - Bidders not submitting the above information / documents at first instance run the risk of rejection.

**SECTION-7**

**FINANCIAL BID  
(Contents of Envelope -2)**

## BID SUBMISSION FORM

Ref. No  
From: [Name, address and telephone nos. of the bidder]

Dated:

To,  
A.P. (Purchase)  
NPTI, Corporate Office  
Sector – 33, Faridabad  
Haryana.

**Subject: Submission of Financial Bid for Empanelment of Agencies for Annual Civil Works in NPTI Complex, Sector – 33, Faridabad –reg.**

Dear Sir,

We, the undersigned, offer to provide the services in accordance with terms & conditions of Tender enquiry No. NPTI/CO/Purch/TE-25/Civil/2014. We are hereby submitting our bid.

We hereby declare that all the information and statements made in this bid are true and accept that any misinterpretation contained in it may lead to our disqualification.

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Prices have been arrived independently without consultation, communication, agreement or understanding (for the purpose of restricting competition) with any competitor.

We agree to bear all costs incurred by us in connection with the preparation and submission of the bid and to bear any further pre-contract costs.

We understand NPTI is not bound to accept the lowest or any bid or to give any reason for award, or for the rejection of any proposal.

I confirm that I have authority of [Insert Name of the Printer] to submit the bid on its behalf.

Yours sincerely

Authorized Signature [*In full and initials*]:

Name and Title of Signatory:

Name of Bidder:

Address:

Telephone (Office):

Telephone (Mobile):

Fax:

Email:

## FINANCIAL BID

### PART - A

| Sl. NO.<br>(A) | Item of work<br>(B)                                 | Estimate<br>(C)            | Rates quoted in % for 1 <sup>st</sup> year<br>(D)                 | Rates quoted in % for 2 <sup>nd</sup> year<br>(E)                 | Rates quoted in % for 3 <sup>rd</sup> year<br>(F)                 |
|----------------|---|----------------------------|---|---|---|
| 1.             | Schedule item of works based on DSR 2013 rates      | Rs.17.00 lakh for one year | .....above/<br>.....below<br>scheduled of<br>rates of DSR<br>2013 | .....above/<br>.....below<br>scheduled of<br>rates of DSR<br>2013 | .....above/<br>.....below<br>scheduled of<br>rates of DSR<br>2013 |
|                | <b>TOTAL OF PART - A</b>                            |                            |   |   |   |
|                | <b>Average of part (A)</b><br>$\frac{D + E + F}{3}$ |                            |   |   |   |

### PART - B

(Items not covered in DSR –2013)

| Sl. No. | Description of Item  | Unit | Qty. | Rate in Rs. | Cost  |
|---------|--|------|------|-------------|-------|
| 1       | Providing & fixing lining with 12 mm thick Duratek ply covered by 1 mm thick imbuldged type sunmica of approved shade and brand like marinolam or its equivalent, including cost of adhesive like fevicol or its equivalent, screws, nails and one coat of termite treatment chemical i.e. premise of Bayer make using kerosene oil as solvent etc. in all complete excluding frame work | sqm  | 5    | 2419        | 12095 |
| 2       | Providing & fixing lining with 12 mm thick Duratek ply covered by 1 mm thick plane type sunmica of approved shade and brand like marinolam or its equivalent, including cost of adhesive like fevicol or its equivalent, screws, nails and one coat of termite treatment chemical i.e. premise of Bayer make using kerosene oil as solvent etc. in all complete (excluding frame work    | sqm  | 5    | 2248        | 11242 |
| 3       | Providing and fixing exhaust fan of 12" size of Crompton make or its equivalent approved make fixed in position as direction of department concern   | each | 10   | 1671        | 16709 |
| 4       | Providing and fixing PVC Ball Cock Set in PVC Flushing Cistern including dismantling the same from cistern and PVC connection. Fixing the New PVC Ball Cock and re fixing the PVC connection pipe including all material   | each | 300  | 197         | 59070 |
| 5       | Writing of Sign Board  | sqft | 10   | 43          | 426   |
| 6       | Dismantling of old PVC Water Storage Tank and G.I. Tank Nipple complete of all G.I. fitting with over flow pipe etc. complete and disposal of tank from terrace to store.  | each | 15   | 210         | 3152  |

|    |  |            |     |      |       |
|----|--|------------|-----|------|-------|
| 7  | Providing and fixing G.I. Tee 15 to 25mm including dismantling the G.I. Pipe and Providing and fixing G.I. Tee including of all material etc. complete   | each       | 350 | 105  | 36575 |
| 8  | Providing and fixing 15mm brass gate valve with C.I. Wheel including dismantling the same from G.I. Pipe line and fixing the same pipe.  | each       | 50  | 319  | 15950 |
| 9  | Providing and fixing of G.I. Nipple 4" to 9" by 32mm to 50mm dia including dismantling the same from old G.I. pipe cutting and threading at site and fixing the same etc. complete   | each       | 250 | 136  | 34100 |
| 10 | Providing and fixing of G.I. Nipple 4" to 9" by 15mm to 25mm dia including dismantling the same from old G.I. pipe cutting and threading at site and fixing the same etc. complete   | each       | 250 | 86   | 21450 |
| 11 | Providing and fixing C.P. Pillar Cock for washbasin 15mm including dismantling the same from wash basin  | each       | 70  | 406  | 28413 |
| 12 | Providing and Fixing PVC Handle for PVC Flushing Cistern including dismantling the old handle from tank and providing and fixing new handle complete   | each       | 150 | 129  | 19305 |
| 13 | Providing and fixing G.I. Plug 15 to 25 mm including dismantling the old pipe fitting etc. complete.   | each       | 50  | 103  | 5170  |
| 14 | Providing and fixing Tank Nipple for PVC Tank including dismantling the pipe line for all side of unions, dismantling tank nipple from tank and re fixing all of connections after fixing of tank nipple complete including all material and labour    | each       | 20  | 153  | 3058  |
| 15 | Providing and fixing 20mm Gun Metal Gate Valve   | each       | 10  | 417  | 4169  |
| 16 | Providing and fixing Brass Face  | each       | 450 | 95   | 42570 |
| 17 | Providing and Fixing 100mm dia circular shape C.P. Grating Jali for Floor  | each       | 20  | 32   | 638   |
| 18 | Providing and fixing PVC Washer for Brass Bib Cock / Stop Cock   | each       | 450 | 26   | 11880 |
| 19 | Providing and fixing G.I. Socket 15 to 25 mm   | each       | 200 | 109  | 21780 |
| 20 | Cost for G.I. elbo 15 to 25mm including dismantling of old pipe and fixing of G.I. elbo complete with all labour and material  | each       | 200 | 117  | 23320 |
| 21 | Providing and fixing PVC partican wall of Rajshri Plastiwood make complete with manufacturer's specification with M.S. Frame   | per sq. ft | 15  | 349  | 5231  |
| 22 | Fixing of electric geyser with 10 mm fastener with nut & bolt complete with grouting including of all labour & material  | each       | 20  | 240  | 4796  |
| 23 | Providing & fixing agro mesh with necessary stitching complete including all by works and as directed  | per sqft   | 100 | 103  | 10340 |
| 24 | Seepage work in all floor complete with dismantling of existing flooring and dismantling of old pipe making provision for new pipe complete as required and as directed. G.I., C.I Materials, fittings will be paid separately through scheduled items | each       | 10  | 2971 | 29711 |

|    |   |            |      |      |       |
|----|---|------------|------|------|-------|
| 25 | Providing & fixing of approved make door eye complete including all by works, Labour materials and as directed  | each       | 30   | 146  | 4389  |
| 26 | Providing & fixing approved make Oval shape wash basin in granite slab, including cutting of granite and RCC with all material , labour etc and as directed   | each       | 2    | 2582 | 5163  |
| 27 | Providing & fixing approved make looking mirror with aluminum frame complete including all by works and as directed   | each       | 5    | 2056 | 10280 |
| 28 | Providing & fixing Aluminum Hanger (6 pin) with powder coating complete including all by works and as directed  | each       | 50   | 119  | 5940  |
| 29 | Repair of door closer with all labour and minor materials like screw etc.   | each       | 20   | 157  | 3146  |
| 30 | Repair of door windows and cupboard doors etc. with all minor materials , and labour complete   | each       | 150  | 160  | 23925 |
| 31 | Providing & fixing 1 mm thick aluminum sheet with screw etc all complete  | sqmt       | 10   | 426  | 4257  |
| 32 | Polishing the floor with polish of approved make and manufacturer after grinding the floor two or more cut to give an even bright and smooth surface including shifting furniture whenever necessary  | per sq. ft | 1000 | 7    | 6600  |
| 33 | repair of aluminum door shutter with all minor materials, and labour complete   | each       | 20   | 386  | 7722  |
| 34 | Providing & fixing 6 mm thick teak ply including nails, screw fevicol, T&P sundries and labour charges etc including all complete   | sq mtr     | 10   | 937  | 9372  |
| 35 | Providing and replacing wire mesh gauge/jali to the opening of exhaust fan including taking out old jali frame making holes, Providing and fixing stopples nails and refixing the same with T&P etc in all complete   | each       | 10   | 262  | 2618  |
| 36 | Repair of wooden door, window or cupboard shutter by easing only in order to operate smoothly   | each       | 150  | 68   | 10230 |
| 37 | Repair of M.S door, window or cupboard shutter by easing only in order to operate smoothly  | each       | 50   | 37   | 1870  |
| 38 | Providing and making steel work for frame work with 50 x 50 x 6 MS angle, existing damage false ceiling , covering with existing board where as available with fixing the same with dash fastener complete with dismantling of existing one with all by works complete with all materials and as directed | per sqft   | 150  | 86   | 12870 |
| 39 | Dismantling of existing false ceiling & refixing of usable ply board after execution of m.s frame work with making lighting out etc complete in all respect & as directed   | per sq mt  | 150  | 80   | 12045 |
| 40 | Providing & executing the cleaning works of water harvesting pit by removal of slabs, digging out the gravels from pit removal of silt ect complete and refilling etc with all by work and as directed  | each       | 3    | 6787 | 20361 |
| 41 | Providing and executing the tiles repairing works by dismantling & repairing of old tiles with all fixing materials and related by work complete and as directed . Cost of the new tiles will be paid separately.   | per sqft   | 50   | 30   | 1485  |

|    |  |          |    |      |       |
|----|--|----------|----|------|-------|
| 42 | Carriage of surplus materials one full load in tractor trolley with loading unloading complete all by works and as directed  | per trip | 50 | 462  | 23100 |
| 43 | Providing and making chase cutting 100 x 50 mm in floor wall for plumbing , electrical, data cabling works with all labour, T&P complete and as directed   | per mt   | 50 | 44   | 2200  |
| 44 | Providing and fixing frame work for fixing window A.C. complete with all by works labour and as directed   | each     | 5  | 882  | 4411  |
| 45 | Providing & fixing false ceiling with G I channel, Gypsum board including making lighting cutout fan, provision, ceiling mounted projection system including hangers as required from ceiling (RCC) with all materials labour complete and as directed       | per sqft | 10 | 84   | 836   |
| 46 | Dismantling carefully of false ceiling with wooden frame and ply board covering, staking the materials with all labour materials complete and as directed  | per sqft | 50 | 8    | 385   |
| 47 | Providing & fixing mirror optic light fittings FBS/236 of size 600 x 600 mm with 3 nos. 36 watt lamp CFL 36/86 of Philips make with dismantling of existing light carefully, making suitable wiring for new light complete with all by works and as directed | each     | 5  | 4507 | 22534 |
| 48 | Providing & Fixing Armstrong wooden flooring (Rose Wood Colour ) including the cost of foam and material complete as per drawing   | rft      | 10 | 208  | 2079  |
| 49 | Providing & Fixing Rose wood Armstrong profile all-round the wooden flooring including fixing proper on edges and floor etc. complete as per drawing   | sqft     | 15 | 153  | 2294  |
| 50 | Providing & Fixing Cup Board 25mm thick BWR water Proof Board for lockable shutters, shelves etc. with 25mm thick century board.   | sqft     | 10 | 290  | 2904  |
| 51 | Providing & Fixing Cup Board 19mm thick BWR water Proof Board for lockable shutters, shelves etc. with 19mm thick century board.   | sqft     | 10 | 257  | 2574  |
| 52 | Providing & Fixing 4mm thick BWR water Proof Ply including fixing with adhesive / nails etc. complete as per drawing   | sqft     | 10 | 123  | 1232  |
| 53 | Providing & Fixing Wall Lining with 9mm thick BWR water Proof Ply including fevicol/nails etc. complete as per drawing   | sqft     | 10 | 167  | 1672  |
| 54 | Providing & Fixing 1mm thick sunmica (marino/century) including fevicol nails labour etc. complete as per drawing  | sqft     | 15 | 111  | 1667  |
| 55 | Providing & Fixing 1.5mm thick sunmica (marino/century) including fevicol nails labour etc. complete as per drawing  | sqft     | 15 | 150  | 2244  |
| 56 | Providing & Fixing Stainless Steel Tower Bolt 200mm Long including Screw etc. complete   | each     | 5  | 213  | 1067  |
| 57 | Providing & Fixing Mortise lock make door set including cyl. 60mm B-1 mortise lock body cy-1, glass door handle, XIA Rose SS Complete including labour etc as per design   | each     | 1  | 6015 | 6015  |
| 58 | Providing & Fixing Brass Stopper including nails/screws etc. complete  | each     | 10 | 198  | 1980  |
| 59 | Providing & Fixing Stainless Steel 125mm long bearing type butt hinges including fixing with screws etc. complete  | each     | 10 | 164  | 1639  |



|    |  |      |    |      |       |
|----|--|------|----|------|-------|
| 60 | Providing & Fixing Stainless Steel sliding door bolt 300mm long including nut bolt etc. complete   | each | 10 | 443  | 4433  |
| 61 | Providing & Fixing Stainless Steel Telescopic Piano type hinges size 3/4" x 1/2" including fixing with S.S. Screws etc. complete   | each | 10 | 70   | 704   |
| 62 | Providing & Fixing 4mm thick Veneer including fixing with adhesive nails etc. complete as per drawing  | sqft | 5  | 289  | 1447  |
| 63 | Providing & Fixing Wall Lining with 6mm thick century ply including cost of adhesive like fevicol or its equivalent, screws, nails and one coat of termite treatment chemical in all respect complete      | sqft | 10 | 144  | 1441  |
| 64 | Providing & Fixing Wall Lining with 12mm thick century ply including cost of adhesive like fevicol or its equivalent, screws, nails and one coat of termite treatment chemical in all respect complete     | sqft | 10 | 193  | 1925  |
| 65 | Providing & Fixing / laying 20mm thick granite stone (lakha red) for counter, slab including cutting rounding of edges (half round) jointing of hanging portion with adhesive etc. complete as per drawing | sqft | 10 | 574  | 5742  |
| 66 | Providing & Fixing Stainless Steel Telescopic Runner (Doorma) make including fixing with drawer and cupboard with SS Screws etc. complete  | each | 5  | 766  | 3828  |
| 67 | Providing & Fixing 10 cm high rubber wood skirting including cutting, tempering making edge fixing with fevicol etc. complete  | rft  | 10 | 81   | 814   |
| 68 | Providing and fixing 100 mm dia machine cut acrylic sheet cover with screws etc complete in existing electrical point  | each | 10 | 39   | 385   |
| 69 | Providing and fixing PTMT (prayag make ) toilet paper holder   | each | 5  | 202  | 1012  |
| 70 | Providing and fixing PTMT (Prayag make ) Zet spray with 1.0 mtr long pipe etc complete   | each | 5  | 217  | 1084  |
| 71 | Providing and fixing 3.2 mm thick fiber glass sheet in roof with all materials, labour complete including gasket, hooks, fasteners etc. and as directed  | sqmt | 25 | 1395 | 34870 |
| 72 | Providing and fixing 12 mm thick clear toughen glass of assorted size with computer generated graphics as per instruction with all materials labour complete   | each | 1  | 8753 | 8753  |
| 73 | Providing & Fixing false Ceiling CFL Lights size 6" x 6" concealed light CFL 1 x 8V complete (standard Size)   | each | 5  | 614  | 3069  |
| 74 | Providing & Fixing false Ceiling CFL Lights size 6" x 6" concealed light CFL 1 x 8V complete (small size)  | each | 5  | 474  | 2371  |
| 75 | Providing & Fixing false Ceiling CFL Lights (Philips Make) size 1' x 1' with 2 No. CFL 2 x 11 V complete   | each | 4  | 1931 | 7722  |
| 76 | Providing & Fixing false Ceiling CFL Lights (Philips Make) size 2' x 1' with 2 No. CFL 2 x 36 V complete   | each | 4  | 2627 | 10507 |
| 77 | Supply and fixing ultra slim 1x 28 watt T5 Energy efficient fitting complete with all in built accessories such as tube, chock etc complete as required 1200 mm long                                       | each | 5  | 865  | 4323  |
| 78 | Supply and fixing ultra slim 1x 14 watt T5 Energy efficient fitting complete with all in built accessories such as tube, chock etc complete as required 600 mm long  | each | 5  | 719  | 3597  |

|    |   |      |    |      |       |
|----|---|------|----|------|-------|
| 79 | Supply and fixing following size / modules, GI box along with modular base & cover plate for modular switches in recess etc. as required 12 module with modular sheet   | each | 10 | 380  | 3795  |
| 80 | Supply and fixing following size / modules, GI box along with modular base & cover plate for modular switches in recess etc. as required 6 module with modular sheet    | each | 10 | 275  | 2750  |
| 81 | Supply and fixing following size / modules, GI box along with modular base & cover plate for modular switches in recess etc. as required 4 module with modular sheet    | each | 10 | 209  | 2090  |
| 82 | Supply and fixing following size / modules, GI box along with modular base & cover plate for modular switches in recess etc. as required 3 module with modular sheet    | each | 10 | 195  | 1947  |
| 83 | Supply and fixing following modular 5/6 amps switch on the existing modular plate and switch box including connection with required wiring etc as required              | each | 15 | 163  | 2442  |
| 84 | Supply and fixing following modular 5/6 amps call bell switch on the existing modular plate and switch box including connection with required wiring etc as required    | each | 10 | 224  | 2244  |
| 85 | Supply and fixing stepped type electronic fan regulator on the existing modular plate switch box including connection but excluding modular plate etc as required       | each | 20 | 506  | 10120 |
| 86 | Supply and fixing double pole MCB 32 amps with cover plate  | each | 10 | 725  | 7249  |
| 87 | Supply and fixing following modular 3 pin 5/6 amps socket outlet on the existing modular plate and switch box including connection with required wiring etc as required | each | 20 | 169  | 3388  |
| 88 | Providing and fixing powder coated wash basin bracket with all labour materials complete  | each | 10 | 195  | 1947  |
| 89 | Providing and making cornice work with POP in ceiling with all labour, materials, scaffolding etc complete and as directed  | rmt  | 50 | 120  | 5995  |
| 90 | Providing & fixing approved make, branded CP fittings of Prayag or equivalent make with all materials labour complete CP Bib cock long body                             | each | 10 | 754  | 7535  |
| 91 | Providing & fixing approved make, branded CP fittings of Prayag or equivalent make with all materials labour complete CP Angle valve                                    | each | 10 | 641  | 6413  |
| 92 | Providing & fixing approved make, branded CP fittings of Prayag or equivalent make with all materials labour complete CP Pillar cock                                    | each | 10 | 722  | 7216  |
| 93 | Providing & fixing approved make, branded CP fittings of Prayag or equivalent make with all materials labour complete CP pillar cock mixer                              | each | 10 | 2310 | 23100 |
| 94 | Providing & fixing approved make, branded CP fittings of Prayag or equivalent make with all materials labour complete Bib cock with flange                              | each | 10 | 699  | 6985  |
| 95 | Providing & fixing approved make, branded CP fittings of Prayag or equivalent make with all materials labour complete cancelled stop cock                               | each | 10 | 788  | 7876  |
| 96 | Providing & fixing approved make, branded CP fittings of Prayag or equivalent make with all materials labour complete 2 way bib cock                                    | each | 10 | 1045 | 10450 |

|     |   |      |        |      |       |
|-----|---|------|--------|------|-------|
| 97  | Providing & fixing approved make, branded CP fittings of Prayag or equivalent make with all materials labour complete CP toilet paper holder                          | each | 10     | 865  | 8646  |
| 98  | Repairing of rolling shutters with all materials, labour complete as directed (replacement of lock rail )   | rft  | 50     | 105  | 5225  |
| 99  | Repairing of rolling shutters with all materials, labour complete as directed (replacement of strips profile)   | sqft | 150    | 53   | 7920  |
| 100 | Repairing of rolling shutters with all materials, labour complete as directed (replacement of springs)  | each | 10     | 1045 | 10450 |
| 101 | Repairing of rolling shutters with all materials, labour complete as directed (replacement of Bush)   | each | 10     | 174  | 1738  |
| 102 | Repairing of rolling shutters with all materials, labour complete as directed (replacement of pulley)   | each | 10     | 174  | 1738  |
| 103 | Repairing of rolling shutters with all materials, labour complete as directed (replacement of crossing)   | kg   | 100    | 80   | 8030  |
| 104 | Repairing of rolling shutters with all materials, labour complete as directed (Major labour charges)  | each | 10     | 1571 | 15708 |
| 105 | Repairing of rolling shutters with all materials, labour complete as directed (Minor labour charges)  | each | 15     | 956  | 14339 |
| 106 | Providing & executing mirror polishing in existing hard flooring with all materials labour, machinery complete and as directed  | sqft | 350    | 22   | 7700  |
| 107 | Providing & making 9 mm thick toughen glass vision panel in door of size as per drawing including beading, polish complete with all labour, materials and as directed | sqft | 10     | 250  | 2497  |
| 108 | Cleaning of water storage tank with all labour materials complete as directed   | ltr. | 200000 | 0    | 37400 |
| 109 | Providing fixing PVC tank cover of any size   | each | 50     | 121  | 6050  |
| 110 | Providing fixing syphon washer  | each | 500    | 72   | 35750 |
| 111 | Providing fixing PVC long bend 600 mm   | each | 30     | 105  | 3135  |
| 112 | Providing fixing G.I Socket 40 mm dia   | each | 100    | 132  | 13200 |
| 113 | Polishing work with specialized nature matching with existing surface of auditorium, conference hall, furniture item with all materials labour completed as directed  | sqft | 100    | 308  | 30800 |
| 114 | Providing fixing syphon set complete  | each | 150    | 275  | 41250 |
| 115 | Providing fixing G.I elbow/socket/tee 32 to 50 mm   | each | 50     | 121  | 6050  |
| 116 | Providing fixing spout pipe of standard size  | each | 25     | 220  | 5500  |
| 117 | Providing fixing hand shower of approved make   | each | 5      | 990  | 4950  |
| 118 | Providing fixing tee, socket, elbow 50 mm   | each | 50     | 154  | 7700  |
| 119 | Providing fixing rectified wall tiles of approved make 800 x 450 mm   | sqmt | 50     | 1045 | 52250 |
| 120 | Providing and fixing PVC coated metallic 25 mm dia fancy curtain rod with all accessories terminal knob etc. as approved  | rft  | 500    | 66   | 33000 |
| 121 | Minor repair of chair wooden/ MS  | each | 300    | 55   | 16500 |
| 122 | Fixing of photo frame in wall of any size   | each | 50     | 110  | 5500  |
| 123 | Providing & fixing chapaka, kunda 100 mm S/S  | each | 50     | 55   | 2750  |
| 124 | Providing fixing central lock 3 lever heavy duty in MS door shutter   | each | 10     | 440  | 4400  |

|     |  |      |    |     |                |
|-----|--|------|----|-----|----------------|
| 125 | Providing & fixing SS wire mesh jali in door shutter, other places as required with approved quality | sqmt | 50 | 605 | 30250          |
|     | Providing fixing aluminum door shutter pivot   | each | 10 | 165 | 1650           |
|     |  |      |    |     | <b>1277895</b> |
|     | 1. For 1 <sup>st</sup> year .....% above/ ..... below over the cost noted above                      |      |    |     |                |
|     | 2. For 2 <sup>nd</sup> year .....% above/ ..... below over the cost noted above                      |      |    |     |                |
|     | 3. For 3 <sup>rd</sup> year .....% above/ ..... below over the cost noted above                      |      |    |     |                |
|     | 4. Average cost per year $\frac{1 + 2+3}{3}$   |      |    |     |                |
|     |  |      |    |     |                |

### **PART - C**

#### **LIST OF MANPOWER PROPOSED TO BE DEPLOYED FOR PUMP OPERATING, MINOR PLUMBING, AND MINOR CARPENTRY WORKS**

| Sl. No. | Category   | No. of Manpower | Rate per month for 1 <sup>st</sup> year (A) | Cost per month for 1 <sup>st</sup> year (A-I) | Rate per month for 2 <sup>nd</sup> year (B) | Cost per month for 2 <sup>nd</sup> year (B-I) | Rate per month for 3 <sup>rd</sup> year (C) | Cost per month for 3 <sup>rd</sup> year (C-I) |
|---------|--|-----------------|---|---|---|---|---|---|
| 1.      | Pump Operator cum Plumber  | 3               |   |   |   |   |   |   |
| 2.      | Carpenter cum Glazer   | 1               |   |   |   |   |   |   |
| 3.      | Helper   | 2               |   |   |   |   |   |   |
| 4.      | Total  | 6               |   |   |   |   |   |   |
| 5.      | Service charges, if any (please attach separate sheet for details)   |                 |   |   |   |   |   |   |
| 6.      | Taxes (Pl. specify)  |                 |   |   |   |   |   |   |
| 7.      | Total cost per year<br>$\sum A-I, \sum B-I$ &<br>$\sum C-I$          |                 |   |   |   |   |   |   |
| 8.      | Average cost for 3 years<br>$\sum A-I, \sum B-I$ &<br>$\sum C-I / 3$ |                 |   |   |   |   |   |   |
| 9.      | <b>Grand Total</b>   |                 |   |   |   |   |   |   |

**PART - D**

| Sl. NO. | Item of work   | Estimate    | Rates quoted in %                                       |
|---------|--|-------------|---|
| 1.      | Non Schedule item of works based on market rate analysis | Rs.95,000/- | .....% above/<br>.....%below<br>market rate<br>analysis |
|         | <b>TOTAL OF PART – D</b>                                 |             |   |

**Note: - Unit rates of following years should not be less than previous year's rate. Any bidder not meeting this requirement shall not be considered.**

**Sub Total:** Part – A      Rs. ....  
                  Part – B      Rs.....  
                  Part – C      Rs.....  
                  Part – D      Rs.....  
                  **Total**        **Rs.....**

I / we agree to execute the above said work at the work at the rate of cost of Rs.  
(Rupees .....)

**(Signature of the contractor with seal)**

**PROFORMA FORMAT FOR CONTRACT PERFORMANCE GUARANTEE**

Ref. No. \_\_\_\_\_

Dated: \_\_\_\_\_

Bank Guarantee No. \_\_\_\_\_

To,

National Power Training Institute  
NPTI Complex, Sector-33  
Faridabad – 121003, Haryana, India  
Tel: 0129-2255213, 2275475, Telefax: 0129-2277412

Dear Sirs,

1. In consideration of National Power Training Institute with its Registered Office at NPTI Complex, Sector 33, Faridabad – 121003, (hereinafter called the "Owner" which expression shall unless repugnant to the subject or context include its successors and assigns) having entered into a contract  
No.

\_\_\_\_\_ dated \_\_\_\_\_ (hereinafter called the Contract" which expression shall include all the amendments thereto) with M/s \_\_\_\_\_ having its registered /head office at \_\_\_\_\_ (hereinafter referred to as the 'Contractor') which expression shall, unless repugnant to the context or meaning hereof include all its successors, administrators, executors and assignees) and NPTI having agreed that the Contractor shall furnish to NPTI a performance guarantee for Indian Rupees for the faithful performance of the entire contract.

2. We (name of the bank) \_\_\_\_\_ registered under the laws of \_\_\_\_\_ having head/registered office at \_\_\_\_\_ (hereinafter referred to as "the Bank" , which expression shall, unless repugnant to the context or meaning thereof, include all its successors, administrators, executors and permitted assignees) do hereby guarantee and undertake to pay immediately on first demand in writing any/all moneys to the extent of Indian Rs./ (in words) \_\_\_\_\_ without any demur, reservation, contest or protest and/or protest and/or without any reference to the Contractor. Any such demand made by NPTI on the bank by serving a written notice shall be conclusive and binding, without any proof, on the bank as regards the amount due and payable, notwithstanding any dispute(s) pending before any Court, Tribunal, Arbitrator or any other matter or thing whatsoever, as liability under these presents being absolute and unequivocal and shall continue to be enforceable until it is discharged by NPTI in writing. This guarantee shall not be determined, discharged or affected by the liquidation, winding up, dissolution or insolvency of the Contractor and shall remain valid, binding and operative against the bank.
3. The Bank also agrees that NPTI at its option shall be entitled to enforce this Guarantee against the bank as a principal debtor, in the first instance, without proceeding against the Contractor and notwithstanding any security or other guarantee that NPTI may have in relation to the Contractor's liabilities.
4. The Bank further agrees that NPTI shall have the fullest liberty without our consent and without affecting in any manner our obligations hereunder to vary any of the terms and conditions of the said contract or to extend time for performance by the said Contractor(s) from time to time or to postpone for any time or from time to time exercise of any of the powers vested in NPTI against the said Contractor(s) and to forbear or enforce any of the terms and condition relating to the said agreement and we shall not be relieved from our liability by reason of any such variation, or extension being granted to the said Contractor(s) or for any forbearance, act or omission on the part of NPTI or any indulgence by NPTI to the said Contractor(s) or any such matter or thing whatsoever which under the law relating to sureties would, but for this provision, have effect of so relieving us.

5. The Bank further agrees that the Guarantee herein contained shall remain in full force during the period that is taken for the performance of the contract and all dues of NPTI under or by virtue of this contract have been fully paid and its claim satisfied or discharged or till NPTI discharges this guarantee in writing, whichever is earlier.
6. This Guarantee shall not be discharged by any change in our constitution, in the constitution of NPTI or that of the Contractor.
7. The bank confirms that this guarantee has been issued with observance of appropriate laws of the country of issue.
8. The Bank also agrees that this guarantee shall be governed and constructed in accordance with Indian Laws and subject to the exclusive jurisdiction of Indian Courts of the place from where the purchase order has been placed.
9. Notwithstanding anything contained hereinabove, our liability under this Guarantee is limited to Indian Rs. (in figures ) \_\_\_\_\_ (Indian Rupees/ in Words) \_\_\_\_\_ and our guarantee shall remain in force until \_\_\_\_\_ (indicate the date of expiry or bank guarantee, any claim under this Guarantee must be received by us before the expiry of this Bank Guarantee. If no such claim has been received by us by the said date, the rights of NPTI under this Guarantee will cease. However, if such a claim has been received by us within the said date, all the rights of NPTI under this Guarantee shall be valid and shall not cease until we have satisfied that claim.

In witness whereof, the Bank through its authorized officer has set its hand and stamp on this \_\_\_\_\_ day of \_\_\_\_\_ 2014 at \_\_\_\_\_

WITNESS NO 1

\_\_\_\_\_  
 (Signature)  
 Full name and official  
 Address (in legible letters)

\_\_\_\_\_  
 (Signature)  
 Full name, designation  
 Address (in legible letters) with

WITNESS NO. 2

\_\_\_\_\_  
 (Signature)  
 Full name and official  
 Address (in legible letters)

Attorney as per Power of  
 Attorney No \_\_\_\_\_  
 Dated \_\_\_\_\_