

HABITAT SERVICES CENTRE

Hudco Place, Andrews Ganj, August Kranti Marg, New Delhi-110049.

Phone: 41012223, 26257036, 41754100

website: www.hscdelhi.in

Ref.HSC/HB/R&M/139/2019/1250

Dated : 11.11.2019

Sealed tenders on item rate basis are invited by the Executive Director, Habitat Services Centre (HSC), Hudco Place, Andrews Ganj, New Delhi-110049 from GST registered and specialized, technically sound & financially capable Firms/Contractors who have worked with Govt. departments/PSUs/FIs/Corporate having satisfactorily completed similar electrical works (either of the following) during the last 3 years ending last day of month previous to the one in which applications are invited :

- (a) Three similar completed works each costing not less than the amount equal to 40% of the estimated cost.
- OR
- (b) Two similar completed works each costing not less than the amount equal to 50% of the estimated cost.
- OR
- (c) One similar completed work costing not less than the amount equal to 80% of the estimated cost.

Note : Similar works means electrical works.

Name of work : Fixing & replacing old ceiling lights with new LED lights at HUDCO Bhawan, IHC, Lodhi Road, New Delhi

Estimated Cost : Rs.2,40,000/-

Completion period : 45 days

Earnest Money : Rs.4,800/-

Cost of Tender : Rs.1,000/- (Non-refundable)

**Issue of Tender Documents & Inspection of site: w.e.f. 11.11.2019 to 16.11.2019
(11 AM to 4.00 PM)**

Last date of Receipt of Tender upto 3.00 PM : On 18.11.2019

Date of Opening of Tenders at 3.30 PM : On 18.11.2019

Instructions: Tender Documents with terms and conditions can be collected from the office of Executive Director, Habitat Services Centre, Hudco Place, Andrews Ganj, New Delhi-110049 on payment of Rs.1,000/- in cash (**non-refundable**). The tender documents are also available on website of Habitat Services Centre (HSC) www.hscdelhi.in. In case the Tender Documents are down loaded from website, the cost of Tender document will be paid separately in the form of Pay Order in favour of Habitat Services Centre payable at New Delhi and is to be submitted along with the tender. Tenders should be submitted in two separate sealed envelopes i.e. Part-I Technical Bid, Part-2 Financial/Price Bid. The tenders shall be opened on the last date of receipt of tenders at 3.30 p.m., unless intimated otherwise.

Details are also available on HSC's Website: www.hscdelhi.in.

The tenderer should visit the website regularly for corrigendum/amendment, if any.

Sd/-
Executive Director

SECTION-I

NOTICE INVITING TENDER

Sealed tenders on item rate basis are invited by the Executive Director, Habitat Services Centre (HSC), Hudco Place, Andrews Ganj, New Delhi-110049 from GST registered and specialized, technically sound & financially capable Firms/Contractors who have worked with Govt. departments/PSUs/FIs/Corporate having satisfactorily completed similar electrical works (either of the following) during the last 3 years ending last day of month previous to the one in which applications are invited :

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(c) One similar completed work costing not less than the amount equal to 80% of the estimated cost.

Note : Similar works means electrical works.

Name of work : Fixing & replacing old ceiling lights with new LED lights at HUDCO Bhawan, IHC, Lodhi Road, New Delhi

Terms & Conditions :

1. The dates for issue, receipt and opening of NIT are as under :

Issue of tender documents from HSC office and inspection of site	: 11.11.2019 to 16.11.2019 Between (11 AM to 4 PM)
Receipt of Tenders upto 3 PM	: On 18.11.2019
Opening of Tenders at 3.30 PM	: On 18.11.2019

2. **Mode of submission of Tender**

2.1 Tender offer shall be in TWO PARTS and in TWO SEPARATE SEALED ENVELOPES (duly super scribed with name, reference number of tender, due date and time) containing the required documents described in detail hereunder :

2.1.1 **PART-I (Technical Bid) shall consist of :**

- (i) Pay Order favouring Habitat Services Centre payable at New Delhi towards tender document charges if downloaded from the website or copy of receipt of documents purchased from HSC Office.
- (ii) Pay Order towards EMD favouring Habitat Services Centre payable at New Delhi.
- (iii) Self certified copies of registration for PF, ESI, PAN and GST.
- (iv) Form of Eligibility (**as per Annexure-I**) alongwith details of completed work of similar nature during last three years, ending last day of the month previous to the one in which application are invited with amount and client's addresses (Form A).
- (v) Attested copy of certificate issued by the officer of the Client Deptt. of the rank of Executive Engineer or equivalent for each work, indicating Nature of Work, amount and date of completion.
- (vi) Original tender documents including this NIT with Contractor's endorsement and company seal/stamp on each page thereof, in token of their acceptance to the terms and conditions.
- (vii) Acceptance letter for un-conditional acceptance of the tender conditions as per format given at **Annexure-II**.

- (viii) An affidavit duly notarized on Rs.100/- non-judicial stamp paper that the tenderer was Never blacklisted/delisted by any Government Organisation (Central/State) and Central Public Enterprises.
- (ix) Copy of valid electrical contractor license.

2.2.2 PART-II (Financial/Price Bid) shall consist of :

- (i) Schedule of Quantities.

2.2.3 If the tenderer chooses to submit both the two envelopes mentioned above by keeping them in one envelope, they can do so; but the Main Envelope should be marked as Tender Bid- Part-I & II.

2.2.4 HSC shall not be responsible for any delay including postal delay in submitting your sealed offer. As such, any request for accepting offer, after the due date and time shall not be entertained.

2.2.5 Tender Opening :

- (i) Tenders shall be opened in the office of Executive Director, Habitat Services Centre, Hudco Place, Andrews Ganj, New Delhi at 3.30 PM on the last date of receipt of tenders i.e. **18.11.2019**, unless indicated otherwise.
- (ii) Tender Envelopes No.1 consisting of Technical Bid shall be opened as per schedule in the presence of those tenderers or their authorized representatives (on production of Authorization Letter to that effect from the officer signing the tender offer) who may like to be present.
- (iii) The Envelope No.2 consisting of Part-II (Financial/Price Bid) of offer shall be opened only of technically qualified bidders on the same day or as may be decided and intimated by HSC to successful tenderers of Part-1.

2.3 Tenderers are advised not to deviate from tender conditions. Tender bids with conditions/ deviations shall be liable for rejection.

2.4 A tender which does not fulfil all or any of the terms and conditions contained in this tender or contains conditions not covered and / or contemplated in this tender, shall be liable to be rejected.

2.5 Canvassing directly or indirectly, in connection with the tenders is strictly prohibited and the tenders submitted by the tenderers who resort to canvassing in any form shall be liable to rejection.

3. The Executive Director, HSC is not bound to accept the lowest or any other tender, and reserves the right to reject any or all the tenders received without assigning reasons. Tenders not satisfying the prescribed conditions or found incomplete in any way are liable to be rejected.

4. The tenderers are advised to see the site, and familiarize themselves with the working conditions and description of work, before submitting tender.

5. The bidders are advised to take utmost care while filling rate and amount in Price Bid. Total rated amount in figure and words have to be quoted as specified. Initial signature on every cutting and overwriting must be made.

6. **The price bid should be filled in both in figures & words in appropriate column.**

7. The rates quoted by the Contractor shall be taken as net and nothing extra shall be paid on any account.
8. Water and electricity shall be provided at site, however 2% of value of work executed shall be deducted from the contractor's bill.
9. The tender shall be accompanied by an earnest money of **Rs.4,800/- (Rupees Four Thousand Eight Hundred only) and Rs.1,000/- (Rupees One Thousand only)** as tender document cost in the form of Demand Draft / Pay Order drawn on any scheduled bank issued in favour of **“Habitat Services Centre” payable at New Delhi**. On the acceptance of the offer, the earnest money amount of successful tenderer will be held as part of initial security deposit for the due and faithful performance of the contract.
10. No bidder is exempted from EMD and Tender Fees. In case the tender fees & EMD will not be deposited by them, their bids will be rejected.
11. Any damage done by the Contractor or his labour to the existing structure/fittings/fixtures shall have to be made good by the Contractor, at his own cost.
12. Validity for acceptance of the tender will remain open for 90 days from the date of opening of the tender. If any tenderer withdraws his offer before the said period or makes any unacceptable modifications in the terms and conditions of the tender, Habitat Services Centre, without prejudice to any other right or remedy, shall be at liberty to forfeit 100% of the aforesaid earnest money.
13. The time allowed for completion of work is 45 days which shall be reckoned from the 7th day after the date of issue of award letter.
14. The work will have to be carried out as per the latest CPWD specifications, and to the entire satisfaction of Engineer-in-charge.
15. **Safety Code** : Contractor will ensure implementation of Safety Code **and other Statutory rules** as per General Conditions of contract **and other Statutory rules conditions for CPWD works** in all cases during execution. HSC will not be held responsible for any mishap/damages of any kind.
16. India Habitat Centre (IHC), Lodhi Road, New Delhi, is the lessee of the entire complex of IHC and is responsible for maintaining the Common area, Operation & Maintenance of common services i.e. HVAC, DG set, Sub-stations, Water, Sewerage lines, Electricity, Fire Fighting etc. and security of the complex. The approval of IHC would be required for bringing in and taking out the construction material.
17. With reference repair/renovation works being taken up by various institution in the complex IHC has issued specific guidelines vide letter dated 25th June, 2012 which given at **Annexure-III**.
18. The Contractor shall strictly comply with the guidelines issued by IHC and obtain all necessary permissions, guidance from IHC as stipulated. Assistance, if any, required shall be got arranged by Habitat Services Centre (HSC). The Contractor shall intimate all such requirements well in advance so as to avoid any delay in completion of work.
19. Site clearance shall be done simultaneously. No malba or debris will be left on site.
20. The contractor shall submit an undertaking alongwith the bill as per Annexure-IV.

SECTION – II

GENERAL CONDITIONS & CLAUSES OF CONTRACT

1. **Security Deposit** : Security Deposit @5% of the bills (excluding taxes) shall be deducted from each running payment made to the Contractor. The Earnest Money deposited at the time of submission of tenders shall be set off against the Security Deposit due. The Security Deposit will be released after Defect Liability period. All compensations or other sums of money payable by the Contractor under the terms of this contract may be deducted from his security deposit, or from any sums which may be due to or may become due to the Contractor.
2. **Compensation for delay** : If the work is delayed by the Contractor beyond the stipulated date of completion, penalty shall be imposed @ **1.5%** of the value of work for each days delay on prorata basis, subject to a maximum of 10% of the amount of work award.
3. **Extension of Time** : Time is essence of this Contract. The Contractor may seek extension of time for completing the work, if such extension is required for reasons beyond the control of the Contractor like exceptionally adverse climatic conditions etc. In such an event, the Contractor shall make a written request to the Engineer-in-charge of HSC as soon as possible after the reason for extension becomes apparent to him. The request made shall give full details of the causes leading to the request and shall also indicate the manner in which the work is proposed to be regulated with the utmost expedition so as to cause minimum delay with reference to the original Time and progress chart. Final decision on grant of extension of time, on the request of the Contractor for completing the work shall be at sole discretion of HSC.
4. **Measurements of work done** :
 - (a) The mode of measurement for the entire work shall be in accordance with C.P.W.D. as amended upto date.
 - (b) Actual work done & recorded in measurement book will be paid, as per the percentage quoted in the price bid.
5. Any extra, deviated / substituted item if required, to be executed at site, will be done only with prior approval of HSC.
6. The Income Tax shall be deducted as per the prevailing rate of Income Tax Act, 1961 as amended from time to time and any other Statutory Taxes such as Building and Other Construction Workers Welfare Cess etc. will be payable by the Contractor.
7. **Submission / Payment of Bills** :
 - (a) The Contractor shall submit bills for the work done along with details of measurements to be verified / checked by the Engineer-in-charge of HSC or his authorized representative for payment. Any non-schedule items outside bills of quantities are to be listed and billed separately as annexure to the main bill at approved rates or after approval on accepted rates.
 - (b) **RA Bill** : No RA bill will be paid to the contractor.
 - (c) No advance on any account shall be paid.

- (d) No escalation on any account shall be paid.
 - (e) All payments to the Contractor will be made through e-payment mode/Account Payee Cheque.
8. **Contractor to keep site clean:** During the progress of work the Contractor shall keep the site reasonably free from all unnecessary obstructions. The existing roads or water courses or pipes, electrical lines and conduits except those which are concurrent with the subject work's requirement shall not be blocked, cut through, altered, diverted or obstructed in any way by the Contractor, except with the permission of the Engineer-in-charge in writing. All water which may accumulate on the site during the progress of the works, or in floor, trenches and excavations, shall be removed promptly from the site to the satisfaction of the Engineer-in-charge and at the Contractor's expenses.
 9. **Materials Plant & Machinery:** No material shall be issued by HSC and the Contractor shall have to arrange all the materials at his own cost. The rates indicated against each item in the schedule of Quantities shall be deemed to compensate for all minor constructional details which are not specifically mentioned, but are fairly and obviously intended and are essential for the full and final completion of the works and the Contractor is not entitled to make any extra claims on this account. **The Contractor shall at his own expenses, provide all the materials, scaffolding, welding machine etc., tools and tackles required for the work.** The tenderer shall be responsible for arranging and maintaining at his own cost all materials, tools & tackles, facilities for workers and all other services required for executing the work unless otherwise specifically provided for in the contract documents.
 10. Work to be executed as per specifications, drawings, orders: The work will have to be carried out as per the latest CPWD specifications, where not specified and to the entire satisfaction of Engineer-in-charge.
 11. All doubts/clarifications require if any, in the terms and conditions, technical specifications specified in this document including those not specifically indicated therein and Labour Laws, safety norms, quality assurance etc. shall be as per latest CPWD norms/guidelines.
 12. **Suspension / Cancellation of Works:** The Engineer-in-charge shall have the right to require the discontinuance of the work in whole or in part for such time as may be necessary, should any condition of work or whether other contingencies make it desirable to do so in order that the works shall be well and properly executed. Extension of time shall be granted to the Contractor for discontinuance of work so required provided entire work was ordered to be suspended. No other claim in this respect for compensation or otherwise, however, shall be admitted.
 13. **Deviation / Variation in Quantities of Work:** Quantities of work done may increase or decrease as per the site conditions. As a result of variations ordered, the quantities of individual items of work done, omitted, altered and substituted could vary without any price adjustment. However, overall contract sum shall not be varied by more than plus or minus 25% (twenty five percent). In case the amount of variations ordered (algebraic sum) exceeds 25% (twenty five percent) of the contract sum, the work ordered in excess of the maximum deviation limit shall be priced as per CPWD guidelines.

SECTION – III

Other Terms and Conditions

1. A site order book and hindrance register will be kept in the Engineer-in-charges office and all day to day instructions to the Contractor will be written in that book. The Contractor or his representative shall report every day to see these instructions and sign them at the bottom in token of his having seen them for compliance.
2. The Contractor shall not allow his workmen to put up any unauthorized hutments, canteens or tea-shops, etc. on the site.
3. The Contractor shall provide and employ on the site in connection with the works only such efficient and competent Engineer and Supervisor and other skilled, semi-skilled and unskilled labour as are necessary for the proper supervision and timely execution of the works. Orders given to the Contractor's Engineer/Supervisor shall be considered to have the same force as if these had been given to the Contractor himself. Contractor should provide details of the Engineer/Supervisor deployed by him at site (Name, Address, Mobile No., e-mail etc.).
4. No interest shall be payable on any money due to the Contractor against earnest money, security deposit, interim or final bills or any other payments due under this contract.
5. The Contractor shall work only during the working hours or as approved/directed by the Engineer-in-charge unless he obtains the prior written approval of the Engineer-in-charge to do otherwise. If such approval is given, no liability in respect of any excess cost arising there from shall be borne by the HSC.
6. **Safety Measures:** During execution of work, unless otherwise specified, the Contractor shall at his own cost provide all the materials and execute all works necessary for the stability and safety of all structures and works and shall ensure that no damage, injury or loss is caused or is likely to be caused to any person or property including labours / workers of the Contractor, occupants / visitors and other users of the premises, as per CPWD norms.
 - a) In case of dismantling / demolition, the Contractor shall take necessary care not to damage the existing structure / materials while executing the proposed work, and any damage, if caused, should be rectified by the Contractor at his cost (within quoted amount) so as to restore the structure / materials as they existed earlier.
 - b) The Contractor shall not at any time do cause or permit anyone to do or cause any nuisance on the site or do anything which shall cause unnecessary disturbance or inconvenience to the Engineer-in-charge or to the owners, tenants or occupiers of other properties near the site and to the public generally.
 - c) **Safety Code:** Contractor will ensure implementation of Safety Code as per General Conditions of Contract for CPWD works in all cases during execution. HSC will not be held responsible for any mishap / damages of any kind. The Contractor is not exempted from the operation of any Act or Rule in the Republic of India.
 - d) The Contractor shall indemnify and keep indemnified HSC against all losses and claims for injuries or damage to any persons or any property whatsoever which may arise out of or in consequence of the construction and maintenance of the works and against all claims, demands, proceedings, damages, costs, charges and expenses whatsoever in respect of or in relation thereto will be borne by Contractor.
 - e) During progress of work in any thoroughfare; the Contractor shall make adequate provisions for the passage of traffic, for securing safe access to all person/vehicles in premises. The Contractor shall not create any nuisance disturbance to the nearby occupants of the building and other public.

7. In the event of any accident or failure occurring or being likely to occur in or in case of any urgent works which, in the opinion of the Engineer-in-charge, required immediate attention either during the work period or the defect liability period, the Engineer may direct the Contractor by written notice to take necessary remedial action and if the Contractor fails to take action as directed by the Engineer-in-charge within reasonable period subjected to maximum 3 days of such notice, the HSC may, by its own workmen or employing any other agency, make the necessary or precautionary works and recover the costs from the Contractor and be adjusted or set off against any sum payable to him.
8. All material to be provided by the Contractor shall be in conformity with the specifications laid down or referred to in the contract and the Contractor shall, if requested by the Engineer-in-charge, furnish proof, samples to the satisfaction of the Engineer-in-charge that the material so comply.
9. All materials and plant after immediately being brought by the Contractor upon the site or on the land occupied by the Contractor in connection with the works shall be deemed to be the property of the HSC and shall not be removed from the site without the prior written approval of Engineer-in-charge . Such of them as during the progress of the works are rejected by the Engineer-in-charge or are declared by him not needed for the execution of the works or such as on the grant of the Certificate of completion remain unused shall, immediately on such rejection, declaration or grant of completion certificate, cease to be deemed as the property of the HSC and the Contractor may then (but not before) remove them at his own cost from the site or the said land after obtaining written approval of the Engineer-in-charge. This clause shall neither in any way dismiss the liability of the Contractor nor shall the HSC be in any way answerable for any loss or damage which may happen to or in respect of any such materials or plant either by the same being lost, stolen, injured or destroyed due to fire, tempest, floods or otherwise.
10. If any work, be suspended by reasons of rain, strike, lock-outs, or other causes, the Contractor shall take all necessary precautions for the protection of works and shall at his own expense make good any damage arising from any of these causes.
11. As a part of the work included in this contract, the Contractor shall completely remove and satisfactorily dispose off all temporary works to the extent directed & shall satisfactorily dispose off all rubbish resulting from the operations under this contract and shall do all work necessary to restore the territory embraced within the site of his operations to at least as good order and conditions as at the beginning of the work under this contract.
12. No compensation for cancellation / reduction of works: If, at any time after the commencement of work, the HSC shall decide that the whole work or any specific part thereof is not required to be carried out, necessary notice in writing shall be given to the Contractor. The Contractor shall take immediate action to stop all activity relating to the cancelled work. The Contractor shall have no claim to any payment or compensation or otherwise whatsoever on account of any profit or advantage which he might have derived from the execution of work in full but which he did not derive in consequence of the foreclosure of the whole or part of the work.
13. The provision of an item in the bill of quantities will not entitle payment for the same in case it forms part of any other item as per specifications, special conditions of contract though the same may have not been specifically described in the description of the item(s).
14. The Contractor shall report to HSC on getting communication from HSC regarding any defect within 4 hours and get the same rectified within reasonable time as directed by Engineer-in-charge.
15. If Contractor fails to response, then the work will be carried out through other Agency under the risk and cost of the Contractor, and amount will be deducted from the subsequent Running Account Bill of the Contractor.

16. The Contractor will have to execute the work, where other agencies are also working, according to the convenience of the other agencies, after fixing the programme with them.
17. Any damage done by the Contractor or his labour to the existing structure fitting / fixtures and any other property shall have to be made good by the Contractor, at his own cost.
18. **Rates of items :** Unless otherwise provided in the Schedule of Quantities, the rates tendered by the Contractor shall be inclusive of all leads & lifts to all heights & depths of the building & nothing extra shall be payable to him on this account.
19. Defective work, sub standard work or work not done according to specifications of the contract shall be liable for summary rejection and shall not be measured and paid for. This shall be without prejudice to taking any other action against the Contractor in accordance with the terms and conditions of the contract.
20. **Defect Liability Period**
Defect Liability period for the work would be of **one year** from the date of handing over the site. If any defect(s) arise during the defect liability period the same shall be attended/rectified/removes by the contractor, from its own sources and within a period of 5 days from the date of issue of notice by HSC. If the contractor fail to attend/rectified/remove the same within this period the same shall be carried out by HSC departmentally. The cost/expenditure so incurred by HSC alongwith 15% overheads, shall be recovered from the security deposit of the contractor.
21. **ARBITRATION :**
 - 21.1 Except where otherwise provided for in the contract, all question and disputes relating to the meaning of the specifications, and instructions herein before mentioned and as to the quality of workmanship or materials used on the work or as to any other question, claim, right, matter or thing whatsoever in any way arising out on or relating to the contract, specifications, instructions, orders or these conditions or otherwise concerning the works, or the execution or failure to execute the same whether arising during the progress of the work or after the completion or abandonment thereof shall be referred to the **Sole Arbitrator** as per updated Arbitration and Conciliation Act 1996.
 - 21.2 The Arbitrator may from time to time with consent of the parties enlarge the time for making and publishing the award.
 - 21.3 The work under the contract shall, if reasonably possible, continue during the arbitration proceedings, and no payment due or payable to the Contractor shall be withheld on account of such proceedings.
 - 21.4 The Arbitrator shall be deemed to have entered on the reference on the date, he issue notice to both the parties fixing the date of the first hearing. The Arbitrator shall give a separate & reasoned award in respect of each dispute.
 - 21.5 The venue of arbitration shall be within Delhi, such place, as may be fixed by the Arbitrator with his sole discretion within Delhi.
 - 21.6 The award of Arbitrator shall be final, conclusive and binding on all parties to this contract.
 - 21.7 The cost of arbitration shall be borne by the parties to the dispute as may be decided by the Arbitrator.

Form of Eligibility : Tender for the work of “ Fixing & replacing old ceiling lights with new LED lights at HUDCO Bhawan, IHC, Lodhi Road, New Delhi”

Detail of DD: No. Date , Name of Bank : _____ and amount furnished : _____

Name of Work:

- 1 Name of the Agency :
- 2 Nature of activities of the Organization :
- 3 Postal Address :
- 4 (i) Telephone No. (with STD Code No.) :
- 4 (ii). Name, designation and telephone No. of contact/authorised person :
- 5 Fax No. :
- 6 E- mail (for official communication) :
- 7 Legal status of the Individual/ proprietary Firm/Limited Company (Documents to be enclosed) :
8. Details of similar works executed during the last 3 years in Form ‘A’.
9. Copy of Registration Nos. of PF, ESI, GST & PAN :
10. Copy of valid electrical contractor license.
11. An affidavit duly notarized on Rs.100/- non-judicial stamp paper that the tenderer was Never blacklisted/delisted by any Government Organisation (Central/State) and Central Public Enterprises.
12. Any other information considered necessary but not included above.

Signature of Tenderer (s)
Stamp
Date :

ACCEPTANCE LETTER

I/We have read and examined the notice inviting Tender, applicable Specifications, Drawings & Designs, Conditions of Contract, General Conditions and other documents and Rules referred to in the conditions of contract and all other contents in the Tender document for the work of **Fixing & replacing old ceiling lights with new LED lights at HUDCO Bhawan, IHC, Lodhi Road, New Delhi**

I/We hereby read the Tender for the execution of the work specified and in accordance in all respects with the specifications, designs, drawings and instructions in writing referred to the Conditions of contract and with such materials as are provided for, by, and in respects in accordance with, such conditions so far as applicable. I/We have acquainted ourselves well with the site and the applicable work conditions and will comply with the same.

Demand Draft for Rs..... in favour of Habitat Services Centre, payable at New Delhi is hereby submitted as earnest money. If I/We, fail to commence the work specified I/We agree that the HSC or its successors in office shall without prejudice to any other right or remedy, be at liberty to forfeit the said earnest money absolutely. Otherwise the said earnest money shall be retained by him towards security deposit to execute all the works referred to in the Tender documents upon the terms and conditions contained or referred to therein and to carry out such deviations as may be ordered.

I/We hereby declare that I/We shall treat the Tender documents drawings and other records connected with the work as secret / confidential documents and shall not communicate information / knowledge derived therefrom to any person other than a person to whom I/We am/are authorised to communicate the same or use the information in any manner prejudicial to the safety of the State.

I/We agree that should I/We fail to commence the work specified in the above memorandum, any amount equal to the amount of the earnest money mentioned in the form of invitation of Tender shall be absolutely forfeited to HSC and the same may at the option of the competent authority on behalf of HSC, be recovered without prejudice to any other right or remedy available in law out of the deposit in so far as the same may extend in terms of this acceptance letter and in the event of any deficiency observed and pointed out to me/us, out of any other money due to me / us under this contract or otherwise.

Dated

Signature of Contractor
Stamp

PRICE BID

SCHEDULE OF QUANTITIES

**Name of work : Fixing & replacing old ceiling lights with new LED lights at HUDCO Bhawan,
IHC, Lodhi Road, New Delhi**

S.No.	Description	Qty.	Unit	Rate (Rs.)	Amount (Rs.)
1.	Taking out the existing lights (40 watt and 28 watt, 4 ft. length) and fixing the new light fixture in the existing POP false ceiling (Philips Make, Model No. RC375BLED15S/865 PSUW30L30PCV IN) including finishing of damaged surface with POP, Zypsum board and painting to the affected area complete to match with existing adjoining surface (LED light shall be provided by HUDCO).	400.00 Nos.	Each		
	Sub-total				
2.	Less : Credit for old removed light fixture (40 watt and 28 watt, 4 ft. length).	400.00 Nos.	Each		
	Total				

Amount in words : Rs._____

Amount in figures : Rs._____

Note :

1. Prospective bidders are requested to see the site before quoting the rates and clarification, if any, the bidder is requested to discuss with Shri Satish Chand, Engineer (Elect.), Mobile No.9717365650/9911994778.
2. GST (as applicable) time to time will be paid extra.
3. **Water and electricity shall be provided at site, however 2% of value of work executed shall be deducted from the contractor's bill.**
4. The bids will be accepted of only those bidders who are registered in GST.
5. The rates quoted by the bidder shall be inclusive of carriage of materials by mechanical transport including loading, unloading and staking.

Date :

Authorised Signatory

Stamp

UNDERTAKING BY THE CONTRACTOR

We have carefully gone through the various terms and conditions listed in the tender document for the work of **Fixing & replacing old ceiling lights with new LED lights at HUDCO Bhawan, IHC, Lodhi Road, New Delhi.** We agree to all these conditions. We are making this after carefully reading the conditions and understanding the same without any kind of pressure or influence from any source, whatsoever. We have well acquainted ourselves with the tasks required to be carried out, before making this offer. We hereby sign this undertaking in token of our acceptance of various conditions listed above.

Name & signature of Contractor :

Address : _____

Seal of Agency _____

E-mail : _____

Phone No. (O) :

(R) : _____

(M) : _____

Place : _____

Dated : _____

PART-I

Form-A

List of completed works during last three years during the last 3 years ending last day of month previous to the one in which applications are invited

2016-17 (Rs)	2017-18 (Rs.)	2018-19 (Rs.)	2019-20
Description and Amount	Description and Amount	Description and Amount	Description and Amount

The Certificate from the client for works completed shall be enclosed.

Signature of the Contractor

Stamp

UNDERTAKING

Name of work : Fixing & replacing old ceiling lights with new LED lights at HUDCO Bhawan, IHC, Lodhi Road, New Delhi

This is to certify that :

1. The work is being carried out/completed by us satisfactorily as per the terms and conditions of the contract.
2. Provision of Payment of Wages Act 1936, Minimum Wages Act 1948, Employees Provident Fund & Misc. Provisions Act 1952, ESI Act 1948, Employees Liability Act 1938, Workmen's Compensation Act 1927, Industrial Dispute Act 1947 and Contract Labour (Regulation & Abolition) Act 1970 or any modifications thereof, or any other laws relating thereto and rules made there from time to time are being complied by us as per the terms and conditions of the contract.
3. We shall be responsible for any claim of wages/labour complaint of our worker, if any, for the subject work and the same will be settled by us.



भारत पर्यावास केन्द्र

लोधी रोड, नई दिल्ली - 110 003, भारत
दूरभाष : 24682001-05 फैक्स : 24682010**INDIA HABITAT CENTRE**Lodhi Road, New Delhi - 110 003 India
Phone : 24682001-05 Fax : 24682010
E-mail : info@indiahabitat.org

No.: IHC/6/46/ 237

25th Jun, 2012**The Members of all Allottee Institutions**

Sub: Renovation Works

Dear Sir/Madam,

It is learnt that the institutions, at IHC are renovating their offices at IHC either in part or in full. We would like to request the following:

1. All the services (mainly HVAC & Fire) are centralized, and would therefore needs to be coordinated with our office. Mainly for HVAC and Fire, since the lack of coordination will affect the performance adversely. The AHUs and the smoke detectors, have defined capacities and shall have to be taken care of while designing these services, for best efficiency.
2. It will be highly appreciated if the as Built Drawings for HVAC are shared with us, otherwise, it will be extremely difficult to maintain the HVAC services.
3. The working hours for all the works to be undertaken will only be from 8 pm to 8 am, except on Sunday and gazette holidays, where the works can be undertaken round the clock. While the work is going on, the HVAC will be closed, otherwise the duct will choke the AHU. In case the AHU is being shared by various offices, the supply to the office where the renovation in going on will be cut off, by IHC for the period of renovation.
4. The manpower so deployed for the renovation shall not use the Rest rooms on the floor, but shall use Rest rooms at either P1 or near cooling tower area. They will not be allowed to use the elevators either for themselves or for material.
5. The offices shall need to coordinate with our office for material storage and movement. In no case the material of any sort can be loaded in the elevators.
6. The contractors shall have to ensure that the manpower deployed by them have restricted movements and shall not be roaming around for no purpose. It will be preferred, if they are given the ID card,. The same is necessary for the safety and security of the building.
7. It will be the responsibly of the contactor to ensure that the manpower deployed by them obeys the instructions of the security staff deployed at IHC.
8. The malba/debris of the renovation shall have to be taken out on daily basis.
9. It is noticed that the contractor deployed for the works do leave behind the waste material and malba. Therefore NOC from our office must be taken up while clearing the final bill of the contractor/vendor. The same is required to certify that no material or Malba belonging to the respective contractor is lying in the premises.

Thanking you,

Yours sincerely,

R.K. Aggarwal
ADDL. GM (T)