

# **HABITAT SERVICES CENTRE**

Hudco Place, Andrews Ganj, August Kranti Marg, New Delhi-110049.  
Phone: 41012223, 41754100, 26257036 website: hscdelhi.in

Ref.HSC/AG/FF/86/2019/957

Dated : 16.08.2019

## **NOTICE INVITING TENDER**

Sealed bid rates in a sealed envelope for providing Consultancy Service are invited by Executive Director, Habitat Services Centre (HSC), Hudco Place, Andrews Ganj, New Delhi-110049 from specialized and technically sound Consultants/experts who are having at least five years consultancy experience in the design, construction, supervision and commissioning of fire fighting and fire prevention works and have completed similar assignments (either of the following) during the last five years ending 31.03.2019.

(a) Three similar completed works each costing not less than the amount equal to 40% of the estimated cost.

OR

(b) Two similar 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.

**Name of work : Consultancy and Inspection of Fire Fighting System at August Kranti Bhawan, Bhikaji Cama Place, New Delhi and HUDCO Place, Andrews Ganj, New Delhi.**

**Estimated Cost : Rs.3.00 lakhs**

**Completion period : Two months**

**Earnest Money : Rs.3,000/-**

**Cost of Tender : Rs.500/- (Non-refundable)**

**Issue of Tender Documents**

**& Inspection of site**

**: w.e.f. 17.08.2019 to 27.08.2019  
(11 M to 4.00 PM)**

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**Last date of Receipt of Tender upto 3.00 PM : 28.08.2019**

**Date of Opening of Tenders at 3.30 PM : On 28.08.2019**

**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.500/- in cash (**non-refundable**). The tender documents are also available on website of Habitat Services Centre (HSC) [www.hscdelhi.in](http://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](http://www.hscdelhi.in).

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

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## **TERMS AND CONDITIONS**

1. The Executive Director, Habitat Services Centre reserves the right to accept/reject any application for issue of tender documents without assigning any reason and his decision shall be final in this regard. Non-acceptance of any tender shall not make the Consultant liable for compensation or damages.
2. The Consultant must go through the tender documents and acquaint themselves with the installations, site conditions fully and obtain all necessary information **by inspecting the installations at site before submitting the offer**. The Consultant shall be deemed to have full knowledge of the installations, whether inspected or not and submission of the tender by the tenderer shall imply that he has fully acquainted themselves with the site conditions and read NIT and tender documents and no extra charges consequent to any misunderstanding or otherwise shall be allowed.

### **3. Mode of submission of Tender**

- 3.1 The 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 hereafter.

#### **3.2 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) Company's Profile.
- (iv) Original tender documents comprising Conditions of Contract including this NIT without indicating any rates and/or amount of offer at any place, with Consultant's endorsement and Company seal/stamp on each page thereof in token of acceptance to the terms and conditions.
- (v). List of completed works of similar nature during last 5 years with cost of work, fee received and completion certificate of clients.
- (vi). Copies of registration of GST & PAN.

#### **3.3 PART-II (Financial/Price Bid) shall consist of :**

- (i) Price Bid duly filled in.

- 3.4 The bids shall be in two separate sealed envelopes i.e. Technical bid & Financial Bid.

- 3.5 Finally these two envelopes should be keep in a big envelope superscribed with words "Consultancy services for Fire Fighting System at August Kranti Bhawan, Bhikaji Cama Place and HUDCO Place, Andrews Ganj, New Delhi.

### 3.6 **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.
  - (ii) 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) Financial/Price Bid shall be opened only of technically qualified bidders.
4. Tenderers are advised not to deviate from tender conditions. Tender bids with conditions / deviations shall be liable for rejection.
  5. The rates shall be quoted neatly both in figures and words. In case of any discrepancy in the rates quoted in words and figures, rates quoted in words shall prevail.
  6. Erasures/over writings or other changes in the tender documents while quoting rates shall bear the initials of the person signing the tender.
  7. Tender documents shall be signed and stamped by an authorized signatory. Power of Attorney in favour of authorized signatory shall be furnished with the tender.
  8. The tenderer shall sign at the bottom right hand corner of every page of the tender documents.
  9. The tender for the work shall remain valid for a period of thirty (60) days from the date of its opening.
  10. The time allowed for completion of work is two months which shall be reckoned from the 7<sup>th</sup> day after the date of issue of award letter..
  11. The tender shall be accompanied by an earnest money of Rs.3,000/- (Rupees Three Thousand only) and Rs.500/- (Rupees Five Hundred 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.
  12. No bidder is exempted from tender fees (Non-refundable) and EMD. In case the tender fees and EMD will not be deposited by the bidders, their bids will be rejected.

13. 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 50% of the aforesaid earnest money.
14. This Notice Inviting Tender shall form part of the contract documents. The successful Tenderer, on acceptance of his tender by the competent authority, shall be required to sign the letter of award, the conditions of contract, specifications, enclosures etc. in token of his acceptance within 7 days from the date of issue of the award letter.

## **CONDITIONS OF CONTRACT**

### **1. TERMINATION OF CONTRACT**

HSC shall be at liberty to terminate the contract by giving seven days notice and without assigning any reasons.

### **2. CANCELLATION/TERMINATION OF**

**CONTRACT** If the Consultant :

- 3.1 At any time makes default in proceeding with the work with due diligence and continues to do so after notice in writing of 7 days from HSC or
- 3.2 Commits default in complying with any of the terms and conditions of the contract and does not remedy it or takes effective steps to remedy within 7 days of notice in writing or
- 3.3 Fails to complete the items of work as stipulated and does not complete within the period specified. HSC shall without any prejudice or any other right or remedy which shall have accrued or shall accrue thereafter to HSC cancel the contract within a period of 7 days reckoned from the date of issue of the first notice.

### **4. ARBITRATION**

Except where otherwise provided for in the contract, all questions 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 of 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 to be appointed by Executive Director, HSC.

### **5. LAWS GOVERNING THE CONTRACT**

This contract shall be governed by the Indian Laws in force.

### **6. INSTRUCTIONS AND NOTICES**

Subject as otherwise provided in this contract, all notice to be given on behalf of HSC and all other actions to be taken on its behalf may be given or taken by the officer-in-charge or any officers for the time being entrusted with the functions, duties and powers of the Officer-in-charge.

7. HSC shall absolutely no liability/responsibility whatsoever concerning the Consultant's employees for any reason.

## 8. INCOME TAX

The Income Tax shall be deducted as per the prevailing Income Tax Act, 1961 as amended from time to time

## 9. TERMS OF PAYMENT

The payment will be released as per details given below :

- (i) On submission of study report, BOQ, drawings etc.  
as per Scope of work (3 sets of each document) – 70%
- (ii) On completion of work by the contractor and  
submission of completion certificate by the Consultant – 30%.

10. **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 tender shall be set off against the Security Deposit due. The Security Deposit will be released after three months from actual date of satisfactory completion of the work. 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.
11. **Compensation for delay** : If the work is delayed by the Consultant 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.
12. **Extension of Time** : Time is essence of this Contract. The Consultant may seek extension of time for completing the work if such extension is required for reasons beyond the control of the Consultant like exceptionally adverse climatic conditions etc. In such an event, the Consultant 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 Consultant for completing the work shall be at sole discretion of HSC.
13. 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.

## **SCOPE OF WORK**

- (i) Study/checking of all existing fire safety arrangements/equipments including overhead and under ground water tanks in the building.
- (ii) Suggesting suitable arrangements Regarding up-gradation/overhauling as per National Building Code of India and all prevailing safety norms.
- (iii) Preparation of BOQ alongwith complete specification/make of the fire fighting equipments for as required for inviting tenders by HSC.
- (iv) Visit to site during execution of the work (as & when required).
- (v) Submission of final report and certificate after completion of work



**PRICE BID**

**Name of work : Consultancy and inspection of Fire Fighting System at August  
Kranti Bhawan, Bhikaji Cama Place, New Delhi and HUDCO  
Place, Andrews Ganj, New Delhi**

Fee for Fire Fighting System at August  
Kranti Bhawan, Bhikaji Cama Place, and  
HUDCO Place, Andrews Ganj, New Delhi **Rs.**\_\_\_\_\_

**Add : GST @ .....%** **Rs.**\_\_\_\_\_

**Grand Total** **Rs.**\_\_\_\_\_

(Amount in words.....)

Consultant Signature, date  
with rubber stamp