

**TENDER DOCUMENTS FOR  
ANNUAL CIVIL MAINTENANCE  
AND MINOR WORKS CONTRACT  
(2014-15)**

**Tender Enquiry No: IUAC/NIT/01/MKG/2014-15  
Date of opening: 04/04/2014**

**INTER UNIVERSITY ACCELERATOR CENTRE  
ARUNA ASAF ALI MARG  
POST BOX NO. 10502  
NEW DELHI-110067**

# **CONTENTS**

<b>S.NO.</b>	<b>Description</b>	<b>Page No.</b>
	<b>TECHNICAL BID(Part-A)</b>	
1.	Tender Notice	3
2.	Conditions for submission of tender	4-5
3.	Terms of payment	6-8
4.	General Terms and conditions relating to work	9-12
5.	Scope of work	13
6.	Manpower deployment by contractor	14
7.	Specifications	15
	<b><u>PRICE BID(Part-B)</u></b>	
8.	Annexure-I Schedule of rates for Routine Labour Gang	17-18
9.	Annexure-II List of routine tools & tackles to be kept by workmen	19
10.	Annexure-III Schedule of rates for Extra labour	20
11	Annexure-IV Schedule of rates for Materials in maintenance works	21
12.	Annexure-V Schedule of rates for Minor works	22
13.	Annexure-VI Schedule of rates for Annual preventive maintenance works	23-25

**(1)**

**TENDER NOTICE**

**(No. IUAC/NIT/ 01 / MKG /2014-2015)**

**Sealed tenders are invited by Inter-University Accelerator Centre( IUAC) for the following work:**

<b>Name of the work</b>	<b>: Annual Civil Maintenance &amp; Minor works contract</b>
<b>Estimated Value</b>	<b>: Rs. 50 Lakh</b>
<b>Earnest Money</b>	<b>: Rs. 1,00,000/-in the form of D.D</b>
<b>Last Date and Time of Submission of Tender</b>	<b>: 04 /04/ 2014 at 3p.m.</b>
<b>Date &amp; Time for opening of Tender (Technical bid</b>	<b>: 04/04 / 2014 at 3.30 p.m.</b>
<b>Date &amp; Time for Opening of Price bid</b>	<b>: To be intimated later on to technically prequalified bidders</b>
<b>Address for submission of tender</b>	<b>:Administrative Officer(S&amp;P), IUAC Aruna Asaf Ali Marg Post Box: 10 502 New Delhi-110067.</b>
<b>Place of Opening of the Tender</b>	<b>:IUAC Committee Room (222)</b>

IUAC has a total plot area of 25 acres out of which built up area (or ground coverage) is about 15000 sq.m. and total covered area of all floors is around 25,000 sqm. Centre has an Academic or laboratory complex, a housing complex and a hostel complex. The present contract will cover the maintenance work of this whole complex as well as execution of minor civil works with each work not exceeding Rs.50,000/=

(2)

## **CONDITIONS FOR SUBMISSION OF TENDER**

1. **Submission of Tender:** Tenders should be submitted in sealed envelopes in two Parts separately, i.e. “Technical bid” (Part-A) and “Price bid” (Part-B). Both the parts should be further sealed in an envelope super-scribing NIT No & name of work, due date for opening, bidder’s name & address. The tender duly filled in may be sent to above mentioned address either by post or hand delivered in the **tender box kept in the area near west side entrance, after ensuring that due entries are made by receptionist in the register kept at the counter. It should not be handed over to any employee of the Centre. No tender shall be accepted later than the time schedule specified above.**
2. **Technical Bid (Part-A)** : Under this bid, the bidder should submit the following information which is required for pre-qualification :-
  - 1) Earnest Money Deposit.
  - 2) Registration certificates of P.F., E.S.I, Service Tax.& VAT, copy of last year PF statement of his workers
  - 3) Copy of work order of at least one similar Annual Civil Maintenance Contract executed successfully and client’s completion certificate of amount not less than **Rs. 40 lakhs for single AMC, Rs. 25 lakh each for two AMCs, Rs 20 lakhs each for three AMCs** in past 5(five) years, in premises of reputed Public Ltd. Companies, Public Sector and other Govt. Institutions.
  - 4) Entire NIT (except Price bid) duly signed & stamped by the bidder.
3. **Price Bid (Part-B)** : In this bid the bidder will fill the rates as asked in Annexures I to VI. It is mandatory on bidder to quote all item rates as asked for in the Annexures. Failure to adhere to this condition will lead to rejection of tender. The bidders should quote unconditional rates, neatly written without any overwriting and duly signed & stamped on all pages
4. **Earnest Money:** An earnest money of **Rs 1,00,000/-** has to be enclosed along with the tender documents. The EMD shall be only in the form of Bank Draft in favour of ‘Inter-University Accelerator Centre’ payable at New Delhi. No Cheque or Cash shall be accepted as EMD. The refund of EMD to the technically disqualified & parties other than the lowest three bidders onwards shall be made within 15 days from the date of opening of price bid. The refund of EMD of the first three lowest bidders shall be made after award of work and site mobilization by the successful bidder. No interest on E.M.D refund will be paid. Earnest money of the successful bidder shall be adjusted towards security deposit.
4. **Validity of Tender:** Tender shall be valid for our acceptance without any change in rates and NIT conditions for a period of **90** days from the date of opening of price bid.
5. **Terms & conditions, Scope of Work** : Detailed scope of work , terms and conditions, specifications, Terms of payment etc. are enclosed with this NIT. These should be carefully studied before quoting rates.

6. **Deviations:** No deviation from the stipulated terms and conditions will be allowed.
7. **Contractor to Acquaint himself with Site Conditions :** Contractor shall acquaint himself fully with the site conditions and the, working environment of IUAC before quoting his rates. No Compensation on account of any site difficulties will be entertained, at a later date, after award of the work. Arrangement for site visit can be made by contacting Mr. M.K.Gupta, (In-charge(Civil), M-9891988230) or Mr. Harshwardhan(J.E.Civil, M-9910681788)
8. **Correspondence :** All the correspondence in respect of tender/contractual obligation shall be made to A.O.(S&P), IUAC, Aruna Asaf Ali Marg, New Delhi-110067.
9. **Tender documents duly signed** :-Each page of the tender document shall be stamped and signed by the tenderer as a token of having examined the same before filling the rates. Tenderer shall also submit his covering letter along with complete tender documents duly filled with all enclosures.
10. **Corrections in the Tender** All figures shall be clearly and legibly written in the tender and with the same pen and ink. Erasing and overwriting is not allowed. If unavoidable, any correction should be done after cutting the previous figure and properly signing it. Any deletions or additions done should also be duly supported by signature. Use of white fluid for correction is also not allowed.
11. **Tender submission by a firm** In the event of tender being submitted by a firm or company (i.e. not by an individual), it must be signed by an authorized signatory. Proof (legal) of authorization should be submitted.
12. **All Rates to be filled** Bidder shall fill rates of all the items and no item should be left blank. Failure to fill rates of some items may lead to rejection of tender and it will be assumed that contractor is not interested to do these works.
13. **Director, IUAC, reserves the right to accept or reject any tender without assigning any reason and does not bind himself to accept the lowest tender.**
14. Tender once submitted will remain with the centre and will not be returned to the bidders.

### (3)

## **TERMS OF PAYMENT**

#### **1. MAINTENANCE WORKS ( including External Cleaning )**

For routine maintenance gang employed by contractor, contractor will be paid as per Lumpsum price quoted by contractor for the full gang (see Annexure-I).

Contractor will maintain name wise workmen attendance register of regular gang and enclose the copy of it with monthly maintenance bill. Wages of absent workers will be suitably deducted.

For extra labour required in maintenance on casual basis, contractor will be paid on the basis of extra percentage quoted by him over minimum daily statutory wages in Annexure- III. IUAC will have the right to deduct suitable amount from this extra labour, if it feels that labour has been overutilized or misutilized. Contractor will maintain name wise workmen attendance register for extra labour also and enclose the copy of it with monthly maintenance bill.

Payment of materials in maintenance works will be made to contractor on the basis of DSR 2013 rates plus extra percentage quoted by him in Annexure-IV. Those materials not appearing in DSR 2013 will be paid on the basis of cash memo/bills of authorized suppliers. Over the basic rate and VAT/Sales tax mentioned in cash memo/bill, the contractor will be given 10 % extra. This extra percentage will cover cartage, wastage and all other overheads & unforeseen expenses in addition to contractor's profit. IUAC has the right to verify market rates with respect to cash memo/ bills brought by the contractor and can make payment based on the least market price rather than cash memo/bills.

#### **2. MINOR WORKS**

For additional minor works relating to additions, alterations, renovations in existing works, Contractor will be issued separate work orders time to time. Payment will be made to him for various items of these works on item rate basis as per DSR 2013 item rates after adding the percentage quoted by him in Annexure-V. For items not appearing in DSR 2013, they will be treated extra items and their rates will be decided as sum of the following three factors:

- i) Material rate as per DSR 2013 or cash memo(if rate not available in DSR)
- ii) Labour rate - 30% of (i)
- iii) Overhead & profit(incl. tools & tackles) -15% of (i)+(ii)

In case material is supplied by IUAC, then only labour payment will be made to contractor at the rate of 30% of corresponding DSR item rate. If item is not available in DSR, then the same will be calculated as extra item as per the formula mentioned above. In case of pure labour work, contractor will be paid for the actual labour and the procedure for payment will be same as for extra labour in 'Maintenance Works' mentioned above.

#### **3. For hiring of specialized equipments /machines (not covered in routine tools**

& tackles mentioned in Annexure II) contractor will be paid hire charges as per cash memos/bill from the hiring agency and will be paid 10% extra over the charges shown in cash memo/bill to cover his overhead and profit. Cash memo/Bill should clearly indicate hourly/daily rate of machine and the number of hours/days machine has been used. However Engineer has the right to verify the rates of cash memo/bill from the market and in case of any doubt he can make payments after suitable deductions from the rates of cash memo / bill. Cost of routine tools and tackles will be assumed to be covered in labour rates quoted by the contractor.

4. If a work is got done by the contractor by a specialized agency because of the special nature of work, he will be paid as per the cash memo/ bill of the party plus 10% over it to cover his overheads and profits. However Engineer has the right to verify the rates of cash memo/bill from the market and in case of any doubt he can make payments after suitable deductions from the rates of cash memo / bill.
5. In case IUAC specifically asks contractor to do some emergency work on Sundays, holidays or beyond scheduled working hours, contractor will be paid double the rate of labour wages on prorata basis. In case the Contractor works on his own on holidays & after office hours to complete an earlier given work in stipulated time, contractor will be paid at his usual rates.
6. For very small items of works of irregular and patchy type where measurement is difficult, a lumpsum payment towards materials cost may be paid as certified by Engineer upto a maximum limit of Rs. 200/- for each item of work.

7. **SECURITY DEPOSIT**

Earnest money deposited by the contractor will act as security deposit for the entire contract period which will be released to contractor only after successful completion of contract period and clearance of site as certified by IUAC engineer.

8. **LABOUR ESCALATION**

For labour engaged in Maintenance works, Contractor will be given increased wages on the basis of increase in statutory minimum wages as announced by Delhi Govt. time to time in accordance with the price factors quoted by him in Annexure-I & III. Contractor will regularly submit relevant wages documents as a proof of payment of higher minimum wages to his workers whenever such wages get revised by Delhi Govt.

For Minor works which are paid on the basis of DSR item rates, labour escalation will be calculated by the following formula considering labour component of the work as 30%.

$$\text{Labour escalation in minor works} = \text{Work value} \times 0.30 \times (L_1 - L_0 / L_0)$$

Where  $L_1$  = Min. statutory labour wages for unskilled labour on the date of completion of work

$L_0$  = Min. statutory labour wages for unskilled labour on the date of tender opening

## 9. MATERIAL ESCALATION

No material escalation will be given to contractor for the initial contract period (i.e. one year from the date of award of contract). However, if the contract is renewed for further period, the escalation will be calculated as below:

$$\% \text{ Escalation} = \frac{B-A}{A} \times 100$$

Where A= Whole sale price index on the date of tender opening

B= Whole sale price index at the end of first year( for calculating escalation of 2<sup>nd</sup> year)/Wholesale price index at the end of 2<sup>nd</sup> year(for calculating escalation of 3<sup>rd</sup> year)

For calculating escalation of material in Minor works, the material component will be taken as 70% of work value.



**(4)**

**GENERAL TERMS AND CONDITIONS RELATING TO WORK**

1. Contractor will be given a rent free Office and store space where his supervisor and other staff will normally sit and place their tools & tackles and materials. However all furniture, stationery etc. required for carrying out his office works & the storage arrangement for storing his materials will be organized by the Contractor at his cost.
2. Contractor will keep at site at all times all essential tools and tackles required for execution of routine maintenance jobs as attached with Annexure – I. In case any worker is found to be working without proper tools & tackles, Engineer will be within his right to stop the work or levy some penalty.
3. Contractor will efficiently utilize his maintenance gang and cleaning gang and ensure that there is no idle period For occasional need of additional helpers required for a short duration, Contractor will try to utilize his sweepers instead of bringing manpower from outside.. Contractor will not utilize his maintenance gang personnel in the execution of minor works.
4. Each workman ( of regular gang ) will have to attend his duty regularly. In case of absence of any worker deduction will be made from the contractor's bill at the rate of daily wages of the worker. If a workman is absent for more than two (2) days, Contractor should immediately make alternative arrangement by bringing additional manpower.
5. Following Holidays will be provided to the Contractor :-
  - a) All Sundays ;      b) 3 National Holidays (26<sup>th</sup> Jan., 15 th Aug. & 2<sup>nd</sup> Oct.)
  - c) International Labour day( 1<sup>st</sup> May)The working time will be from 9.00 A.M. To 5.30 P.M.
6. All maintenance complaints should normally be attended within 2 days. In case of tedious / tricky complaints, time taken should not exceed 7 days. Complaints having some special problems, which can't be done within 7 days, the complainant should be informed by giving a note indicating the date when the complaint is likely to be completed. In case of complaints / jobs where the occupant has to observe some precautions , he should be duly informed about this in writing after taking approval of Engineer.
7. All the materials brought by the contractor shall be ISI marked (wherever applicable) and of reputed & approved makes and their makes / brands / colour / finish will be approved by Engineer before providing in the work. A list of suggested makes for some materials can be taken from the concerned Engineer.
8. All minor works awarded to the Contractor will carry a penalty for delay which will depend upon the value of work & urgency of work and will be mentioned in each work order.

9. Contractor shall ensure that at all times sufficient quantity of various materials required for routine maintenance are available in the store provided by client to contractor for the said purpose , so that all complaints can be speedily attended. Contractor should devise an efficient arrangement for procuring materials speedily from market as and when requirement arises.
10. No jhuggis or temporary structure will be built by the contractor inside IUAC campus for his workers without IUAC permission. Contractor's persons shall normally come in the morning and go back in the evening.
11. Any maintenance or minor work (especially for material supplied by contractor) done will be guaranteed by contractor for a minimum period of 6 months from the date of completion. Any defect arising in the work in guarantee period due to faulty workmanship and faulty materials will be rectified by contractor at his own cost.
12. Contractor will be provided an intercom telephone, free of cost, for internal call facility inside IUAC. For external call facility, contractor may place a request with IUAC which may provide the same on chargeable basis, if feasible.
13. If any employee or worker of the contractor on the works appears to be negligent in his duties or incompetent or to behave in an improperly manner, such person shall be immediately removed from the works by the contractor on the request of the engineer and suitable replacement will be provided at the earliest.
14. If the works have not been properly carried out in respect of layout, levels, quality of materials, workmanship etc., they shall be rectified, repaired or replaced by Contractor to the entire satisfaction of engineer. IUAC can withhold part or full amount of money in respect of works not properly carried out or partly done till the time proper rectification is done or the part work is completed.

Contractor's responsibility for correction of improperly executed work shall not be invalidated by reason of any prior approval or partial or full payment made to the Contractor in respect of that work. IUAC shall have the right to deduct suitably for earlier executed improper work in the subsequent bill.
15. **Contract will be initially for a period of one year but may be renewed further depending upon the performance of the contractor on the same terms and conditions and considering due escalation on material and labour as mentioned in Terms of Payment**
16. Contractor shall ensure safe storage of his materials inside the store. Any damage occurred to the materials under the custody of the contractor in the store, due to whatsoever reasons shall be entirely borne by contractor and such damaged materials shall not be incorporated in work.

17. IUAC can make suitable additions, alterations in the sketches / drgs./ instructions given to contractor if so required. Contractor will have no claims on account of this. He will carry out all these changes in accordance with the General conditions of contract and same term of payment as applicable for original works.
18. Contractor will take personal interest to ensure that all the works given by the centre are attended and completed by their staff in a satisfactory manner as acceptable to IUAC. Contractor will meet IUAC engineer regularly to ensure that there are no complaints from IUAC side and will speedily sort out all the problems communicated by IUAC Engineer to him.
19. **Labour Laws:** The contractor will follow all labour laws / acts of Central Govt., Local Govt. applicable from time to time. He should maintain proper attendance register and record of wages paid to the workers and these documents should be submitted to IUAC while raising their monthly bills and whenever asked. He will obtain necessary Labour licence required for engaging labour at site.
- It will be solely contractor's responsibility to face any consequences arising out of non compliance of various labour laws.
- If IUAC has to incur some expenditure due to non payment of wages to the labourers or non compliance of various labour laws by contractor, the same will be recovered from contractor's bill alongwith 10% departmental charges.
20. **Labour Safety:** Contractor shall undertake all necessary safety precautions during the execution of work as laid down in relevant I.S codes and CPWD safety manuals. In case of injury to any person, contractor shall always have the arrangement to take him to hospital for treatment at his own cost in addition to first aid box always available at site. Contractor will be fully responsible for any repercussions which may arise as a result of any violation of safety norms on his part.
- All the employees of the contractor will have to be covered under insurance against any personal accident and IUAC will not be liable for payment of any compensation on that account.**
21. **Water and Electricity :** Water and electricity will be provided to the contractor free of cost at specified points. However, any further extension required beyond the point will be done by contractor at his own cost. If contractor is found to be misusing / mishandling wasting the IUAC water & electricity, a suitable deduction will be made in the contractor's bill as considered reasonable by IUAC.
22. Manpower deployed by the contractor at our site for carrying out contracted works is strictly prohibited being associated with any other works on the campus.
23. Contractor will submit necessary documents of their workers to nearby Police Station for Police verification and submit acknowledgement of the same to IUAC.
24. All contractor's workers are compulsorily required to wear Apron/Safety jackets, safety shoes and caps as mentioned in Annexure-II under Safety tools. Contractor must take this into account while filling rates for labour in Annexure-I.

25. Contractor will try to finish all Civil maint. Complaints lodged within a week. If any complaint is likely to be delayed beyond this time due to some genuine reason, he will intimate the complainant through a slip designed for this purpose. If there is an unreasonable delay in some complaint, Engineer has the right to deduct suitable amount as penalty.
26. **Bids of the parties submitting the quotations will be evaluated based on the rates quoted and amount arrived at in Annexure-I, III, IV, V, VI of the Price bids.**
27. **Termination of Contract:-** The Director, IUAC reserves the right to terminate the contract on account of poor workmanship, failure to mobilize site within-**ten (10)**--days, non-compliance of set norms/ specifications for the works, delay in progress of work, violation of any contract provisions by the contractor. The contract can also be terminated at the request of either party with 2 month notice or in lieu of 2 months wages for maintenance gang.
28. **Any dispute arising out of this contract will be subject to jurisdiction of New Delhi /Delhi.**

**(5)**

**SCOPE OF WORK**

Contractor's scope of works will be execution of maintenance works, minor works, external cleaning works of the entire campus(which includes academic and residential areas of Phase I and Phase II as per the details below:

**1. CIVIL MAINTENANCE**

Repair / replacement in existing concrete / plaster / masonry work, wood work, sewerage work, steel work, plumbing work, road work, painting work, flooring work, roofing work, and interior decoration works; removal of chokages , seepage, leakage , dampness; clearing malba, debris, wild vegetation, excavation of earth for miscellaneous purposes etc., and various preventive maintenance works as ordered by IUAC as per complaints recorded in complaints register and work orders given by IUAC and as per Annexure VI of this tender.

**2. MINOR CIVIL WORK**

Addition / alterations / renovations in existing Civil works or execution of new minor civil works involving concrete work (including RCC), Brick work , structural steel work , plumbing work , wood work , earth works , site grading (including soling, sand filling, moorum filling etc., ) , road work , plastering , interior decoration and finishing work .

**3. EXTERNAL CLEANING**

Cleaning of roads , storm water canal , drains , walkways , plinth protection , surrounding areas of buildings , roofs of buildings , Clearing of road side garbage bins at regular intervals, Daily cleaning of the 3no.Public Toilets ( incl. W.C., Washbasin, Urinals, Floor & wall tiles) including cleaning materials like Vim, Acid, soap, scrubber; Daily cleaning of External drinking water sinks at various locations(3 nos.) including cleaning material like Vim, Scrubber etc.

**LIST OF BUILDINGS IN THE CENTRE**

1. Main Lab.cum Adminisrative Building
2. Utility building-I
3. Utility building-II
4. Utility building-III
5. Engineering building
6. LEIB building
7. Substation Building
8. Helium Compressor building
9. Beam Hall-I, II & III
10. Generator Building
11. Hostels, Dining Hall, Guest House blocks
12. Flatlets block
13. Ph-I Housing complex
14. Ph-II Housing complex
15. Miscellaneous small buildings & structures

(6)  
**MAN POWER DEPLOYMENT BY CONTRACTOR**

**(Routine Maintenance and External cleaning Gang)**

1.	Mason (skilled)	: 1 No.
2.	Carpenter(skilled)	: 2 No.
3.	Plumber(skilled)	: 1 No.
4.	Fitter cum welder(skilled)	: 1 No.
5.	Painter (skilled)	: 1 No.
6.	Helper (Unskilled )	: 5 Nos.
7.	Sewerman (semiskilled)	: 1 No.
8.	Sweepers (unskilled)	: 9 Nos.
9.	Supervisor	: 1 No.

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**Total Manpower = 22 Nos.**  
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**Note :-**

- 1) The above regular gang will be brought by the contractor on regular basis. Any extra Labour required beyond the above referred regular gang will be brought by Contractor as per the needs of the works and permission from engineer.
- 2) In case of non competence of workers observed during execution of works, Contractor will have to replace them as per the instructions of Engineer.
- 3) Supervisor appointed by the Contractor should be a Diploma in Civil Engg. with some site experience or a Graduate with adequate site experience and should be engaged after Engineer's clearance. He will receive all instructions and input from IUAC, maintain all records of maintenance and minor works, get the works executed to the satisfaction of IUAC, prepare the bills and also provide any technical help to IUAC engineer when needed. Supervisor minimum wages will not be less than the min. wages announced by Delhi Govt. for 'Graduates and above' category.
- 4) Contractor will also keep an experienced supervisor from his side to procure and organize material, labour, tools & tackles at site required for execution of the works given by IUAC . (Supervisor mentioned in the manpower list will not be disturbed for these works and will be required to stay full time at site only). He will also assist the main supervisor in case of overload of works and will control the site in case of his absence. Wages for this supervisor will be taken into account by the contractor under his overheads. No separate payment will be made to contractor in this regard..

(7)

### **SPECIFICATIONS**

Detailed specifications of various items of work and standards of workmanship will be as per CPWD norms and relevant I. S. Codes, unless noted otherwise. All materials to be used by contractor will be I.S.I. marked and of makes approved by Engineer. Wherever ISI mark is not applicable, material will be got approved by Engineer before incorporation in the work. Wherever required, manufacturer's specifications and / or Engineer's instructions will also be followed for special products.

Accepted

(I have carefully read all the contents of Technical bid from page 1 to 15 and signed each page as a token of acceptance)

( Signature of bidder )

Name(Authorised signatory)-----

-

Seal of Company

Note:- Entire NIT (except Price bid) from page 1 to 15 is to be attached with 'Technical bid (Part-A)' duly signed & stamped by the bidder

**PRICE BID**  
(Part-B)



**ANNEXURE – I**

**SCHEDULE OF RATES FOR ROUTINE MAINTENANCE GANG**

\_ (Total monthly cost for employment of routine maintenance & cleaning gang).

**Pl. see main clauses ‘7’(Manpower deployment) and ‘3’(Terms of Payment) and below mentioned notes carefully before filling your quote)**

<b>S.N.</b>	<b>Description</b>	<b>Percentage(%)</b>	<b>Amount</b>
1.	<b>Minimum statutory wages</b> (6 no. skilled, 1 no. semiskilled, 14 no. unskilled, 1 no. supervisor)	N.A.	191620.....(A)
2.	<b>P.F.</b>	13.61 % of ‘A’(12%+1.61% Admn. charges)	26079.48
3.	<b>E.S.I.</b>	4.75% of ‘A’	9101.95
4.	<b>Labour Cess</b>	1% of ‘A’	1916.20
5.	<b>Tools &amp; Tackles</b> (incl. Safety tools as listed in Annexure-II)	(Amount per month to be filled by bidder in the next column)	_____ (to be filled by bidder)
6.	<b>Overhead &amp; Profit</b>	( Amount per month to be filled by bidder in the next column	_____ (to be filled by bidder)
7	<b>Total</b> (1+2+3+4+5+6)		_____ (to be filled by bidder)

**Signature-**

**Name-**

**Seal of company-**

**NOTES :-**

1. Bidder is required to fill the amount only at S.N. 5,6 & 7 in the above table. **Service Tax will be paid extra to contractor as per Govt. norms after submission of his documentary evidence of depositing the same to Govt.**

2. If any new labour is inserted in the Routine Maintenance Gang at a later stage, his remuneration will be decided based on the factors mentioned in the above cost break up proportionately.

3. If contractor wishes to give any more payment to a labourer beyond min.wages, he should take this into account in his overhead & profit component.

4. Routine tools & tackles associated with each category of labour for which contractor has to fill the rates above are mentioned in Annexure II .These rates will also cover minor fixing accessories ( if not in large quantities) such as nails, screws, nuts, bolts, washers, wooden gittis, plastic rawl plugs, routine adhesives (gum, fevicol, M-Seal), yarn (suta), white lead (Safeda), Binding wire (16gauge), sand paper, Dhotis, lubricating oil for moving parts, jute rope (sutli) etc.

For specialized equipment / machines, Contractor will be paid hire charges as mentioned in 'Terms of Payment'.

For any lapse in keeping proper tools & tackles as listed in Annexure-II, suitable deduction can be done in payment of labour wages as deemed fit by Engineer.

5. Labour for which payment will be made to Contractor will mean only the labour directly associated with a particular work. Labour associated with procurement of material from market and its loading , unloading, handling and storing at site should be covered automatically in material part.

6. Percentage factors for E.P.F, ESI , Labour Cess as written in the above table are prevailing at present. If any change is made in these by Government, the same will be applicable for payment to Contractor.

7. The monthly wages to be paid to the personnel shall never be less than the minimum wages decided by the labour department of Govt. of Delhi from time to time in addition to benefits like EPF/ESI calculated on total monthly wages (not on any part of wage). In case of revision in wage by Labour Department of Govt. of Delhi from time to time, the difference shall be paid on submission of paid wage sheet.

8. The contractor will disburse the monthly wages to his persons on or before 10<sup>th</sup> of each month in the premises of the IUAC. The IUAC may at its discretion depute its representative to witness the payment. However, IUAC reserves the right to make payment of wages to contractor's persons directly in the event of receipt of any complaint from his person(s) regarding delayed payment or non-payment of wages and recover the amount so paid along with 10% overheads from the contractor's bill. Delay in making monthly wages to his staff working at IUAC will be considered as disqualification on contractor's part and this will lead to termination of the contract. In such a case, IUAC's decision will be final.

9. EPF and ESI numbers of manpower deployed at site by contractor should be furnished to IUAC along with the documentary evidence. EPF statement of all the manpower deployed by the contractor should be submitted to IUAC periodically or as and when asked for. Original ESI cards of employees should be shown to IUAC for verification and photocopies of the same to be submitted. On the expiry of contract, contractor has to submit the clearance certificate from all the manpower deployed by him indicating no dues towards wages, EPF settlement etc., Contractor has to sign the EPF settlement papers for the people who leave the organization while working at IUAC and also after completion of the contract in our presence in case of a complaint or a dispute between contractor and his workmen.

## **Annexure-II**

### **(A)List of routine Tools & Tackles required to be kept by Workmen:**

1. **Labour / Helper** - Pickaxe (Gainti), Kassi, Spade, Crow bar, Rammer, Basket.
2. **Mason** - Trowel, Try Square, Straight edge, Plumb bob, String (Nylon rope), Brick Hammer, Floats, Tamping rod, Hand Grinding Machine
3. **Carpenter** - Drilling Machine (Ordinary as well as hammer drilling), Planer, Saw, Screw Driver, Hammer, Chisels, Auger, Try Square, Scribing Knife, Marking Gauge and Marking Point, Piler, Glass cutting knife.
4. **Plumber & Fitter / Welder** - Pipe wrench, Pipe cutter, Pipe vice, Pipe die stock, Files, Plier bench vice, Caulking tools, Hacksaw, Screw driver, Spanners, Chisels, Hammers, Grinding machine, Welding machine, Eye shield, Pressure Pump (to open blockage in water pipes)
5. **Painter** - Brushes, Roller
6. **Sewerman** - Pusher rod, Brushes for cleaning, iron rod, Gumboots, Handgloves
7. **Sweeper** - Broom sticks, Brooms (both soft & hard), Basket or Bucket for dust & waste collection, cleaning material (Acid, Vim, Soap, Scrubber etc.)
8. **General Tools**  
Ladder, Gauge measure, Measuring Tapes (3 M, 15 M, 30 M), Measuring Box (40cm x 35cm x 25cm), Steel rule, Wooden Ballis & Planks, Scaffolding Steel pipes, Shuttering plates, Rubber pipes, Water level & Water level pipe, Spirit level, Grinding stone, Rickshaw / Trolley for moving materials at site. Shuttering and scaffolding materials, Jhoola(for working at heights),Cutter Machine (for cutting metal,wood,concrete & other flooring upto 2” thickness)

### **(B) List of General Safety tools (With minimum Qty) required to be kept by Contractor on site:**

First aid Box	—	1 Nos.
Safety belt with rope	-	4 Nos.
Protective Goggles	-	2 Nos.
Face Mask	-	1 Nos.
Handgloves	-	5 Nos
Helmets	-	3 Nos
Safety shoes (With socks)	-	24 Nos (For Each Worker)
Safety Jacket/Appron	-	24 nos (For Each Worker)
Caps/hats(for summer)	-	24 nos (For Each Worker)

**Note:** The tools & tackles mentioned above are only indicative. Contractor will bring more tools & tackles as required.

### **Annexure-III**

#### **SCHEDULE OF RATES FOR EXTRA LABOUR**

(Please read terms of payment (item no. 3 of Table of contents) carefully before quoting)

<b>S.NO.</b>	<b>DESCRIPTION OF ITEM</b>	<b>Approx. cost(Annual)</b>	<b>%(to be filled by bidder)</b>
1.	Extra % over the prevailing daily minimum wages for additional manpower	1 lakh	

**Note**:-Extra % quoted by Contractor should include all the factors over and above Minimum wages ( e.g. transport of labour, all types of taxes, Contractor's overhead & profit etc.). Nothing over and above this percentage will be paid to Contractor.

**Signature-**

**Name-**

**Seal of company-**

**Annexure – IV**

**SCHEDULE OF RATES FOR MATERIALS IN MAINTENANCE WORKS**

(Please read terms of payment (item no. 3 of Table of contents) carefully before quoting)

S.N.	Work Description	Approx. cost of Materials(annual)	%(to be filled by bidder)
1.	<b>Extra % over DSR 2013 material rates</b> (Rates quoted below DSR 2013 will not be accepted)	6 lakhs	

**Note:-** Extra % quoted by Contractor should include all the factors over and above DSR rates ( e.g. Cartage, Wastage, Excise, all types of taxes, Contractor's overhead & profit etc.). Nothing over and above this percentage will be paid to Contractor.

**Signature-**

**Name-**

**Seal of company-**

## **Annexure V**

### **SCHEDULE OF RATES FOR MINOR WORKS**

(Please read terms of payment (item no. 3 of Table of contents) carefully before quoting)

<b>S.N.</b>	<b>Item Description</b>	<b>Approx. cost</b>	<b>% (to be filled by the bidder)</b>
1.	<b>Extra % over DSR 2013 item rates</b> (Rates quoted below DSR 2013 item rates will not be accepted)	5 lakhs	

**Note:-** Extra % quoted by Contractor should include all the factors over and above DSR rates ( e.g. Cartage, Wastage, Excise, all types of taxes incl. VAT & Service Tax, Contractor's overhead & profit etc.). Nothing over and above this percentage will be paid to Contractor.

**Signature-**

**Name-**

**Seal of company-**

**Annexure- VI**  
**SCHEDULE OF RATES FOR ANNUAL PREVENTIVE MAINTENANCE WORKS**

S.No .	Item Description	Unit	Qty. (A)	Rate (B)	Frequency of work in a year (C)	Period of execution	Yearly amount (A)x(B)x(C)
1	Painting with enamel paint of pipe structure of various car/scooter parkings in IUAC(2 coats) (surface area of all the pipes to be measured for payment)	sq.m	655		1	January	
2	Painting of road speed breakers with road marking paint (2 coats)	sq.m	50		1	October	
3	Painting of road marking paint lines in parking areas (3" wide) with road marking paint (2 coats)	r.m.	1300		1	February	
4	Painting of steel road signboards with enamel paint (2 coats)	Sq.m	22		1	September	
5	Painting letters of road signboards with enamel paint (2 coats)	No. of letters	2300		1	September	
6	Painting of Kerb stones with 2 coats of enamel paint with alternate black and white colour (Average size of kerb stone – 6" wide and 8" height from road).	r.m.	2700		1	November	
7	Painting of railing over retaining walls with 2 coats of enamel paint. (Area mentioned is flat elevational area of railing on one side).	sq.m.	800		1	April	
8	Painting of Pipe Rack steel structure in IUAC Campus with 2 coats of enamel paint.(Actual surface area to be measured)	sqm	1000		1	September	

S.No .	Item Description	Unit	Qty. (A)	Rate (B)	Frequency of work in a year (C)	Period of execution	Yearly amount (A)x(B)x(C)
9	Cleaning of storm water drains in the entire campus after opening their covers including disposal of malba outside the campus. (Average width of drain –2’ Average depth of drain-2.5’)	r.m	1700		1	June	
10	Cleaning of sewage effluent tank with tractor tanker ( with arrangement of automatic suction pump ) incl.disposal of sewage and sullage mixed water outside the campus. (Average size of tank = 4.7 x 4.9 x 2.1 mtr )	Nos	1			June	
11	Cleaning of septic tanks by suction tankers and disposal of malba outside the campus (Approx volume of each septic tank = 143 cum)	No.	3		1	March	
12	Cleaning of storm water canal passing through IUAC campus (about 400m in length & average width and depth of drain is 4 mtr x 1.6 mtr ) of all malba, debris ,vegetation (including disposal of malba outside IUAC ). <u>Note : Contractor may see the site before quoting price.</u>	L.S.	L.S.		2	May & October	
13	Weekly cleaning of IUAC Garbage bins including disposal of garbage outside IUAC boundary at MCD authorized locations	No.	3		52	Weekly	
14.	Painting of IUAC boundary wall grills by enamel paint with 2 coats to give an even finish(Flat elevational area on one side)	Sq.m.	1000		1	May	



S.No .	ItemDescription	Unit	Qty. (A)	Rate (B)	Frequency of work in a year (C)	Period of execution	Yearly amount (A)x(B)x(C)
15	Polishing of staircase wooden hand railing top by applying two coats of French sprit polish including removal of stains and minor repairs(if any)	r.m.	140		1	May	

**Total =**

**NOTES :** 1) Painting works mentioned above will include cleaning of the surface thoroughly before painting and removing the rust and putting primer whenever rust is found at no extra cost.

2) Contractor can also visit the site personally before quoting the rates to get a better idea of the works involved.

3) Rates to be filled in the above table are item rates and should include all the factors(Labour, Material, tools, Machines, material transport & carriage by vehicles, fuel etc.) including all taxes (VAT, Service Tax etc.) and duties if any. Nothing over and above these rates will be paid to contractor

**Signature-**

**Name-**

**Seal of company-**

