

F. NO. NADT/ P & E/AD (Infra)/Work Approval above Rs. One lakh/2017-18 DATED: 05/09/2017

CORRIGENDUM

With reference to **the Bid document** for the work of Civil and Electrical Maintenance of Vikramshila, Indashala, Akshaya, ATC and 33 KV Substation buildings in NADT campus, Nagpur, under open tender document No. NADT/ P & E/AD (Infra)/Work Approval above Rs. One lakh/2017-18 dated 05/09/2017 **may be treated as invalid** due to inadvertent typing mistake 46 pages were uploaded and now the bid should be read as under:

TENDER DOCUMENT TWO-BIDS SYSTEM

FOR CIVIL AND ELECTRICAL MAINTENANCE OF
VIKRAMSHILA, INDASHALA, AKSHAYA, ATC AND
33 KV SUBSTATION BUILDINGS LOCATED

AT

NADT, NAGPUR

OPEN TENDER NO. NADT/P & E/ AD(INFRA)/
WORK APPROVAL ABOVE RS. ONE LAKH/2017-18

DATED: 05/09/2017



NATIONAL ACADEMY OF DIRECT TAXES

MINISTRY OF FINANCE,
GOVERNMENT OF INDIA

CHHINDWARA ROAD, NAGPUR-440030

(MAHARASHTRA)

Tel: 0712-2581489

Visit us at : www.nadt.gov.in

NATIONAL ACADEMY OF DIRECT TAXES
CHHINDWARA ROAD, NAGPUR-440030 (MAHARASHTRA)
Visit us at www.nadt.gov.in

OPEN TENDER ENQUIRY

BRIEF INFORMATION OF BID DOCUMENT	
Name of Work	Providing for the work of Civil and Electrical Maintenance of Vikramshila, Indashala, Akshaya, ATC and 33 KV Substation buildings in NADT campus, Nagpur.
Issue date & time of sale of tender	05/09/2017 to 21/09/2017 on working days Timing: 10:00 A.M. to 5:00 P.M.
Last Date & Time for receipt of Bid	21/09/2017 up to 05:00 P.M.
Date and Time of Opening of Bid	22/09/2017 at 03:00 P.M
Place of Opening the Tender	Conference Hall, Administrative Building, NADT, Nagpur-440030
Officers from whom the tender documents can be obtained and submitted.	Dy. Director (Infra.), NADT Chhindwara Road, Nagpur-440030, (Maharashtra)

NATIONAL ACADEMY OF DIRECT TAXES
CHHINDWARA ROAD, NAGPUR-440030 (MAHARASHTRA)

SECTION-I
NOTICE INVITING TENDER

Earnest Money Deposit: Rs.1,00,000/- (Rs. One Lakh only)
Tender Document Cost : Rs. 500/- (Rs. Five Hundred only)
Performance Guarantee : 10% of the bid value accepted by the Tender Committee.

Start Date : 1st October 2017 (6 Months).

On behalf of the President of India, sealed tenders are invited by the Pr. DG (Trg.), National Academy of Direct Taxes, Nagpur, under Two Bid System i.e. Technical Bid and Financial Bid from reputed, experienced and financially sound Companies/Firms/Proprietary concerns/Agencies for **Civil and Electrical Maintenance of Vikramshila, Indashala, Akshaya, ATC and 33 KV Substation buildings** located at **National Academy of Direct Taxes, Chhindwara Raod, Nagpur 440 030 (Maharashtra)** for a period of **Six Months** which is further extendable for six months (minimum one month, maximum 6 months) subject to satisfactory services, and at the sole discretion of NADT. **The estimated cost of the project is Rs. 21,89,676 for six months/-**

Tender document shall be sold from 5th September'2017 to 21st September'2017 on any working days during 10 a.m. to 5.00 p.m. The tender notice and documents can be downloaded from the website www.nadt.gov.in, and www.incometaxindia.gov.in. and cpp.gov.in or <https://eprocure.gov.in>. The last date for submission of tender document shall be 21st September'2017 till 5.00 p.m. The Technical Bid shall be opened on 22nd September'2017 at 3.00 p.m. The presentation of the Vendors having requisite qualification shall be made after that. The Financial bid of technically qualifying firms shall be opened either in September'2017 or at a mutually agreed date and time thereafter.

The scope of work and other conditions of the tender are as follows:

1. Scope of Work :

General scope of work: This is a 24 by 7 work to be executed in three shifts. It shall be the responsibility of the Vendor to ensure that necessary manpower is available at any time during the day. One Supervisor, in general shift, along with plumbers, electricians and helpers in three shifts shall be responsible for the complete repair and maintenance, as stipulated in the scope of work, and shall ensure uninterrupted supply of water and electricity in all parts of building. All necessary works shall be executed by the Vendor towards proper operations and maintenance of the above

buildings. For the purpose of this tender document, the Supervisor has been considered as Highly Skilled worker, Electrician and Plumbers have been considered as Skilled works and Helpers have been considered as Semi-skilled/ un-skilled workers, as mentioned in Order **Dated 20/04/2017 Order No. F.No. 1/ 13(3)/20 17-LS-II of the office of the Chief Labour Commissioner, New Delhi, Ministry of Labour and Employment, government of India.** The Bidders are expected to prepare their bids considering the minimum wages with VDA mentioned in the said order. In addition, EPF @13.16% and ESIC @ 4.75 % are to be paid to the workers. As per computation of this office, per day rate of a highly skilled worker is Rs.837/- ; Skilled worker is Rs. 770/- ; Semiskilled worker is Rs. 699/- , and unskilled worker is Rs. 632/- (Minimum wages + VDA + EPF + ESIC). The GST component has been taken at 18% in this tender. It may please be noted that bids are to be prepared considering work of 30 days. However, no worker shall be employed for more than 8 hours a day and for more than 26 days a month, as per the Government of India norms. Bidders shall ensure additional manpower for the purpose. All payment to workers shall be made to their bank accounts. Taxes actually paid shall be billed to NADT.

Materials and consumables are to be procured by Vendor for utilization in maintenance works. These shall be billed in addition to the cost of work specified in the tender. Successful Vendor shall at the commencement of work inform NADT of the requirement of materials and consumables and shall obtain a financial approval for utilization of the same. Reimbursements shall be made in the monthly bills, limited to the material utilized in the maintenance works, on production of original bills of purchase and cartage. NADT shall provide a suitable room to store the materials so procured. Any material billed to NADTs account shall be the property of NADT even beyond the work duration.

Specific Scope of works:

(A)Water supply, Plumbing for Vikramshila, Indashala, Akshaya and ATC & 33 KV Substation: Operation & routine Maintenance, including cleaning wherever required of all Internal & External plumbing fittings, Sewage lines, Flush & Domestic Water circulation, Activities like Preventive maintenance of all water lines, Pumps, sanitary fittings and arresting leakages, greasing of pumps, Replacing damaged Wash basins, Urinals , Taps , Sockets , bends, bottle-trap, gate-valves, non-return valves etc. of all rooms, all floors, all common areas, all toilets, the scope of work is considering entire building as per installation. Plumber shall be responsible for coordination with CPWD for water supply in all NBCC Constructed buildings.

Plumber: Plumbers and helpers in Morning, afternoon and Night shifts; There can be common Multi-skilled helpers for electrician and plumber in each shift. The plumbers and electricians are expected to support each other in engineering maintenance works.

Exclusions: White washing/painting of Interior and exterior of buildings; Carpenter work; Repairs to plant and machinery owned by NADT shall be paid by NADT separately. Original Equipment Maintenance shall be carried out separately by NADT.

Inclusion: Cleaning of all water tanks connected to these buildings in February/ March 2018 with a professional agency. Coordination for OEM maintenance shall be the duty of the supervisor and the technicians. Any other activity requiring work of plumber which is not specifically mentioned in the scope of work but is generally understood to be requiring work of carpenter and plumber shall be performed by the Vendor as and when directed by Officer in Charge. At any point of time, during urgency and emergency, NADT shall be free to utilize the services of the technicians, at the discretion of Officer in charge, for similar work in any other part of NADT Cleaning of all water tanks in February/March 2018 with a professional agency.

(B) Electrical works for Vikramshila, Indashala, Akshaya, ATC and 33 KV SS 90 KLD STP setup: Operation & routine Maintenance of all Internal Electrical installations works i.e. Light Fixtures, Floor Power & Ltg panels, Lift Panels, sub mains, cables , Point wiring, Power-Point wiring , Switch boards(Power/Ltg) , Buzzers , Bell push, Industrial Power Sockets, Cables, all Floor-wise DBs , Mcbs, etc. of all rooms, all floors, all common areas, all staircases as per installation in the buildings complete as required. Work includes operation & maintenance of Bollard lights, step lights, street light poles and Garden lights around buildings. Work also includes operation & maintenance of 380kVA DG set placed at Vikramshila Basement. Provision for 24 Hour operations is required. In case of operations of auditorium beyond normal office hours, necessary support shall be provided. The NADT library, housed in ATC, shall ordinarily function everyday till 9 p.m.

Electricians and helpers: Electricians and Helpers to be there in three shifts. Helpers are interchangeably usable for other jobs of support to plumber, any other work, etc.

Exclusions: Materials, including diesel, to be provided by NADT as per requirement, as mentioned in the General scope of work. Repair and maintenance of Equipments in Mess, other than routine faults generally understood to be curable by any general electrician; Water purifiers,

televisions, electric kettles, etc. to be separately repaired by NADT. Original Equipment Maintenance shall be carried out separately by NADT.

Inclusion: Coordination for OEM maintenance shall be the duty of the supervisor and the technicians. Any other activity requiring work of plumber which is not specifically mentioned in the scope of work but is generally understood to be requiring work of carpenter and plumber shall be performed by the Vendor as and when directed by Officer in Charge. At any point of time, during urgency and emergency, NADT shall be free to utilize the services of the technicians, at the discretion of Officer in charge, for similar work in any other part of NADT.

Minimum Eligibility Criteria:

The following shall be the minimum eligibility criteria for selection of bidders technically:

- a. Registration : The bidder should be Income tax payer and should be registered with GST Department and also registered under the Employees Provident Fund Organization, Employees State Insurance Corporation.
- b. Turnover : The bidder should have minimum turnover of Rs.1 Cr in the Financial Year 2016-17; or a cumulative total of 2 Cr in three F.Ys. 2014-15; 2015-16; 2016-17.
- c. The bidder should have minimum experience of 3 years in the field of engineering/engineering maintenance/Civil and Electrical construction, and any other related area.
- d. The bidder should be able to give a 5-10 minutes presentation of his work before the Tender Committee as to how does he propose to undertake the work. The presentation should inter-alia specify the number of workers proposed to be engaged in three shifts, category of workers, etc.. Bidders are requested to undertake inspection of the premises before submitting bids. The decision of the tender committee in this regard shall be final. The minimum qualifying marks will be 80 out of 100.

The tender documents along with instruction and terms and conditions can be collected from the O/o. Deputy Director(Infra), NADT, Chhindwara Road, Nagpur-440 030 on payment of Rs. 500/- (Rupees Five Hundred only), towards application fee (non-refundable) in the form of DD drawn on a scheduled Bank drawn in favour of the ZAO, CBDT, Nagpur. The tender notice and documents can be downloaded from the website www.nadt.gov.in, and www.incometaxindia.gov.in., and cpp.gov.in or <https://eprocure.gov.in>. In such cases of downloaded documents, the application fee of Rs. 500/- should be submitted at the time of submission of the tender.

The interested and eligible Company/Firm/Concern/Contractor may submit their tender document complete in all respect along with Earnest Money

Deposit(EMD) of Rs. 1,00,000/- (Rs. One Lakh only) in the form of a Demand Draft/Banker's Cheque drawn in favour of the ZAO, CBDT, Nagpur and other requisite documents on or before 21st September'2017 in the Tender box kept in the office of the Deputy Director(Infra), NADT, Chhindwara Road, Nagpur-440 030. The tenders shall not be entertained after this deadline under any circumstances whatsoever.

The Technical bids shall be opened in the Conference Hall, Administration Building, **National Academy of Direct Taxes, Chhindwara Road, Nagpur 440 030 (Maharashtra) on 22nd September'2017 at 3.00 P.M.** by the Tender Committee of **NADT, Chhindwara Road, Nagpur 440 030 (Maharashtra)** in the presence of all the bidders who are present on the stipulated date and time. The bidders fulfilling the minimum eligibility criteria shall be required to make a presentation before the tender committee. The financial bids of qualifying vendor shall thereafter be opened by the Tender Committee.

The successful bidder shall deposit 10% of bid amount as Performance Guarantee.

The successful bidder shall commence the work within 5 days of receipt of work order and latest by 1st October'2017, whichever is earlier. The Supervisor, Electricians, Plumbers and helpers shall be suitable qualified and the Vendor shall submit a record of their Bio Data and Credentials with Officer In-Charge, NADT before commencement of their work in NADT.

The successful bidder/ Vendor shall sign a MOU with NADT within 10 days of award of work order.

The Supervisor, Electricians, Plumbers and Helpers, etc. shall for all purposes remain employees of the Vendor. They should be properly dressed in a Uniform and shall carry their Identity card at all times, countersigned by the Officer In-charge from NADT. The Vendor shall keep NADT indemnified at all times. NADT shall not be responsible for the conduct of the staff of the Vendor outside the National Academy campus. However, if any employee of the Vendor is found to be non-satisfactory, the Officer-In-Charge at NADT shall promptly direct the Vendor to replace such unruly employee with a suitable technically qualified employee of the Vendor.

The successful bidder shall open a local office in Nagpur if it does not exist.

This tender is extendable for further six months, at the same terms and conditions, except for the increase in minimum wages, at the sole discretion of NADT, and if considered necessary. NADT reserves the right to amend/withdraw any of the terms and conditions in the Tender Document or to reject any or all tenders without giving any notice or assigning any reason. The decision of the Additional Director General-I, NADT, Nagpur in this regard shall be final and binding on all.

Sd/-

(Dr. Upsen Dadaji Borkar,IRS)

Dy. Director (Infra) and Officer-in-Charge,
O/o Pr. DG (Trg.),NADT
NADT, Nagpur.

Section -II

INSTRUCTIONS TO BIDDERS

This Invitation for Bids is to reputed registered firms/ Companies/Concerns/Contractors (CPWD registered) in India capable of carrying out the subject work as per schedule and having experience in the field of engineering,/engineering maintenance/civil and electrical construction and other related area during the last 3 years preferably in government departments/Public Sector Units and should have a minimum turnover of more than Rs. 1 cr. In the Financial Year 2016-17 or a cumulative total of Rs. 2 cr. in the three F.Y.s, viz F.Y. 2014-15, 2015-16, 2016-17. The firm should have proper infrastructure to execute the said work at Nagpur. The bidder should be able to give a 5-10 minutes presentation of his work before the Tender Committee as to how does he propose to undertake the work. The presentation should inter-alia specify the number of workers proposed to be engaged in three shifts, category of workers, etc.. Bidders are requested to undertake inspection of the premises before submitting bids. The decision of the tender committee in this regard shall be final. The minimum qualifying marks will be 80 out of 100.

- 1 The National Academy of Direct Taxes, Nagpur, hereinafter will be referred to as **“NADT” or “Contractee”** and the successful bidder shall be referred to as the **“Contractor”**.
- 2 The Bidder is expected to examine all instructions, forms, terms & conditions, and specifications in the bidding documents.
- 3 Failure to furnish information required by the bidding document or submission of a bid not substantially responsive to the bidding document in every respect will result in rejection of the bid.
- 4 The bidder is required to fill up all the format as provided in Section-I of the Bid Document.
- 5 At any time prior to the deadline for submission of bids, the Contractee may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective bidder, modify the bidding document by a written amendment.

- 6 All prospective bidders who have given their mailing address at the time of obtaining the bid document will be notified of the amendment which will be binding. The amendment will also be available in the NADT website www.nadt.gov.in.
- 7 In order to allow prospective bidders reasonable time within which to take the amendment into account in preparing their bids, the Contractee, at its discretion, may extend the deadline for the submission of bids.
- 8 The bid prepared by the Bidder, as well as all correspondence and documents shall be written in English language.
- 9 The Bid should be submitted in the prescribed proforma given in Section-I of this document and its supporting documents and shall also include the following:
- a. Profile of the business concern in the proforma prescribed (Annexure-I)
 - b. Documentary evidence to prove condition mentioned in (1) above.
 - c. A copy of PAN card/P.A. Number
 - d. Copy of Sales Tax/VAT/Service Tax/ Registration Certificate./GST Registration No.
 - e. Documentary evidence for Technical bid.
 - f. Financial bid in a separately sealed envelope.
- 10 Prices shall be quoted in Indian rupees only.
- 11 **Sealing and Marking of Bids:**
- a. The Bid along with EMD instrument should be placed in one sealed envelope super-scribed “**Bid for the work of Civil and Electrical Maintenance of Vikramshila, Indashala, Akshaya, ATC and 33 KV Substation buildings in NADT campus, Nagpur.**” and should be addressed to the **Dy. Director (Infra.)**, National Academy of Direct Taxes, Chhindwara Road, Nagpur – 440030. The bidder’s name, telephone number and complete mailing address should be indicated on the cover of the outer envelope.
 - b. If the envelope is not sealed and marked as required, the Contractee will assume no responsibility for the bid’s misplacement or premature opening.
 - c. The Bid document submitted should be serially page numbered and contain the table of contents with page numbers.
 - d. The Financial bid shall be placed in a second sealed envelope.

12 **Deadline for Submission of Bids:**

Bids must be received by the Contractee at the address specified not later than the time and date specified in the notice Invitation for Bids.

13 **Modifications and Withdrawal of Bids:**

- a. The Bidder may modify or withdraw its bid after the bid's submission, provided that written notice of the modification or withdrawal is received by the contractee prior to the deadline prescribed for submission of bids.
- b. The Bidder's modification or withdrawal notice shall be prepared, marked and dispatched in a sealed envelope. A withdrawal notice should be through a signed confirmation by the bidder. The Contractee should receive it before the deadline for submission of bids.
- c. Bid withdrawn in the intervening period of the deadline for submission of bids and the expiry of the period of bid validity specified by the Bidder on the bid form will result in the Bidder's forfeiture of its EMD.

14 **Opening and Evaluation of Bids:**

- a. The Contractee will open all technical Bids on the appointed date, time and venue. Financial bids of only technically qualified bidders will be opened.
- b. During evaluation of the bids, the Contractee may, at its discretion, ask the Bidder for any clarification on its bid.
- c. No bidder shall contact the Contractee on any matter relating to its bid from the time of the bid opening to the time the work order is placed. If the Bidder wishes to bring additional information to the notice of the Contractee it should be done in writing.
- d. Any effort by a Bidder to influence the Contractee in its decisions on bid evaluation, bid comparison or purchase order decision will result in rejection of the bid.
- e. Arithmetical errors will be rectified on the following basis: - If there is a discrepancy between words and figures, the higher of the two shall be taken as the bid price. If there is any other discrepancy, the figure leading to the determination of the higher amount shall be adopted. If the bidder does not accept the correction of errors, as aforesaid, its bid will be rejected.
- f. The Contractee will award the contract to the Bidder whose bid has been determined to conform to technical parameters of the technical bid and one who had offered most competitive rates.

- 15 The Contractee reserves the right to accept or reject any bid, and to annul the bidding process and reject all bids at any time, without

thereby incurring any liability to the affected Bidder or Bidders or any obligations to inform the affected Bidder or bidders of the grounds for the Contractee's action.

- 16 The "Bidder" as used in this document shall mean the one who has signed the tender document forms. He may be either the Principal Officer or the duly authorized representative in which case, the Bidder shall submit a certificate of authority. All certificates and documents (including any clarifications sought and any subsequent correspondences) shall, be furnished and signed by such representative or the Principal Officer.
- 17 The Bidder shall sign its bid with the exact name of the concern to which the contract is to be awarded.
- 18 The Bid document filed by the bidder shall be typed or written in indelible ink.
- 19 It will be the sole responsibility of the bidder alone to execute the entire contract on its award. No subcontracting, in any form will be permitted.
- 20 The bidder must obtain for himself on his own responsibility and at his own expenses, all the information which may be necessary for the purpose of filling the tender and for entering into a contract for the execution of the same and must inspect and examine the site of work and acquaint himself with all local laws, regulations and practice.
- 21 The Courts of India at Nagpur will have exclusive jurisdiction to determine any proceeding in relation to this contract.
- 22 Making misleading or false representation in the bid document will lead to disqualification of the Bidder at any stage.
- 23 Where the bid has been signed by the Authorized Representative on behalf of the concern, the bidder shall submit a Certificate of Authority and any other document consisting of adequate proof of the ability of the signatory to bind the bidder to the contract. (Contractee may out rightly reject any bid not supported by adequate proof of the signatory's authority).

Read and accepted.

Signature and stamp of
Bidder or Authorized Signatory

SECTION-III

TERMS OF CONTRACT

GENERAL TERMS AND CONDITIONS:

1. No alteration should be made in any of the **terms and conditions** of the bid document by scoring out. In the submitted bid, no variation in the conditions shall be admissible. Bids not complying with the terms and conditions listed in this section are liable to be ignored.
2. Every bidder shall deposit an **Earnest Money Deposit (EMD) of Rs.1,00,000/-** in the form Bankers Cheque/A/c Payee Demand Draft of a recognized bank in favour of '**ZAO, CBDT, Nagpur**'. The EMD shall be placed in sealed cover any bid not accompanied by the EMD will be summarily rejected. The EMD amount will be forfeited, if the successful bidder fails to accept the award of work within the time fixed by the Contractee and/or to sign the contract on terms contained in the bid document and/or for failing to furnish the Performance Bank Guarantee. The EMD of the successful Bidder will be refunded only after the furnishing of valid Performance Bank Guarantee. For the other Bidders, the EMD will be returned within 10 days of the completion of the evaluation of bids. No interest will be payable on this deposit.
3. The successful bidder will be required to deposit a **Performance Bank Guarantee @ 10%** of the value of the contract as security for due fulfillment of the contract. The Bank guarantee should be executed in the proforma in Annexure-II. It should be valid till the expiry of three months after the date of award of contract. The bank guarantee must be submitted within 21 days from date of issue of work order. This security shall be liable to forfeiture in the event of any breach or non-observance of the terms of the contract by the bidder during the pendency of the contract.
4. No bid will be considered unless and until all the pages / documents comprising the Bid are properly signed and stamped by the person/s authorized to do so.
5. In the event of bid being accepted, It will be converted into a contract, which will be governed by the terms and conditions given in the bid document. The instructions to bidders shall also form part of the contract.
6. The terms and conditions of contract given in **Section-III** along with the Instructions to Bidders in **Section II** should be signed and returned in the envelope while submitting bid, otherwise the tender will be rejected.

7. All above conditions will be enforced, unless written order of Contractee is obtained relaxing any specific conditioning any specific instance.
8. The Contractee does not bind itself to accept the lowest tender and reserves to itself the right to reject any or all tenders without assigning any reason, whatsoever.
9. Any change in the constitution of the concern of the Contractor shall be notified forthwith by the Contractor in writing to the Contractee and such change shall not relieve any former member of the concern from any liability under the contract. No new person shall be accepted into the concern by the Contractor in respect of this contract unless he/they agree to abide by all the terms and conditions of the contract.

SPECIFIC TERMS AND CONDITIONS OF THE CONTRACT

1. The Contractor shall Provide work of **Civil and Electrical Maintenance of Vikramshila, Indashala, Akshaya, ATC and 33 KV Substation buildings** located at **National Academy of Direct Taxes, Chhindwara Raod, Nagpur 440 030 (Maharashtra)**
2. No Mobilization advance will be given to the Contractor.
3. Payment under the contract will be made on **monthly basis** i.e. contract shall be made after Certificate of completion is given to the contractor and upon submission of bill. TDS will be made as per provisions of the Income Tax Act, 1961 on payments made.
4. The contractor shall indemnify Contractee against all costs, charges, expenses, actions, proceedings, demand and risks caused to or incurred by the contractor or its servants, agents or representatives by reason of or in connection with bonafide discharge of the functions and duties as specified in the contract.
5. In any case service not found satisfactory or not upto the mark the performance deposit shall be forfeited.
6. Failure by the service provider to comply with any of the statutory requirements during period of contract shall result in termination of the contract and subsequent qualification for participation in any future tender. Consumables which are to be used should be as approved by WHO.
7. The contractor shall deploy adequate, educated and trained manpower to carry our day to day works and maintain a register for each building, and submit the same on monthly basis along will bills for verification by NADT.

8. After the award of work, the contractor shall submit the duty chart for routine work in addition to that the contractor have to attend (as and when required) the complaints any received. NADT will authorize one official to accompany and over see the work.
9. The contractor will be responsible for the security/insurance of their staff working at site and NADT will not be responsible in any manner in case of any accident / mis-happening
10. The period of contract shall be for a period six months. The period of contract can, however, be extended by renewing the agreement for a further period of six more months.
10. NADT reserves the right to terminate the contract, at any time in future, without assigning the contract any reasons and after give of a notice of maximum one week to the contractor.

ACKNOWLEDGEMENT

The Contractor acknowledges that he has made himself fully acquainted with all the conditions and circumstances under which the **work of Civil and Electrical Maintenance of Vikramshila, Indashala, Akshaya, ATC and 33 KV Substation buildings in NADT campus, Nagpur** is to be done as per the terms, clauses and conditions, specifications and other details of the contract. The Contractor shall not plead ignorance on any matter as an excuse for deficiency in service or failure to perform or with a view to asking for increase of any rates agreed to in the contract or to evading any of his obligations under the contract.

UNDERTAKING

I/We have read and understood all the terms and condition of all sections of the bid document. I/we hereby quote for **work of Civil and Electrical Maintenance of Vikramshila, Indashala, Akshaya, ATC and 33 KV Substation buildings in NADT campus, Nagpur** as per scope of work specified in the Section-IV of the bid document and as set forth in the terms and conditions of the contract, which will be binding upon me/us in the event of the acceptance of my/our tender.

I/We herewith enclose deposit of a sum of **Rs. 1,00,000/-** as earnest money and should I/we fail to execute an agreement embodying the said conditions and deposit Performance Guarantee in the proforma given in this bid

document within 03 days of the acceptance of my/our bid. I/we hereby agree that the above sum of earnest money shall be forfeited by **NADT**.
Read and accepted.

Signature and stamp of the Bidder
or Authorized signature

Date:

Place:

(The following shall be signed by the Contractor)

IN WITNESS THEREOF the parties have here-into set their hands on the dates indicated below:-

1. (In the case of a firm)
Signed By The Above Named Firm Of _____
Through _____ partner of the firm.

Signature

(Name & Address)

2. (In the case of a company)

**The seal of the _____ Company, Limited, was affixed
by the virtue of the resolution of the Board
No. _____ Dated _____ the _____ Day of
_____ 2017.**

Secretary's Signature _____

(i) Date _____

(in either case) in the presence of

1. Signature: _____

Address: _____

Description: _____

2. Signature: _____

Address: _____

Description: _____

Signed by: _____

Signature by: _____

On behalf of Director General, NADT, Nagpur.

(The Contractee)

SECTION-IV

SCOPE OF WORK

Work of Civil and Electrical Maintenance of Vikramshila, Indashala, Akshaya, ATC and 33 KV Substation buildings in NADT campus, Nagpur.

General scope of work: This is a 24 by 7 work to be executed in three shifts. It shall be the responsibility of the Vendor to ensure that necessary manpower is available at any time during the day. One Supervisor, in general shift, along with plumbers, electricians and helpers in three shifts shall be responsible for the complete repair and maintenance, as stipulated in the scope of work, and shall ensure uninterrupted supply of water and electricity in all parts of building. All necessary works shall be executed by the Vendor towards proper operations and maintenance of the above buildings. For the purpose of this tender document, the Supervisor has been considered as Highly Skilled worker, Electrician and Plumbers have been considered as Skilled works and Helpers have been considered as Semi-skilled/ un-skilled workers, as mentioned in Order **Dated 20/04/2017 Order No. F.No. 1/ 13(3)/20 17-LS-II of the office of the Chief Labour Commissioner, New Delhi, Ministry of Labour and Employment, government of India.** The Bidders are expected to prepare their bids considering the minimum wages with VDA mentioned in the said order. In addition, EPF @13.16% and ESIC @ 4.75 % are to be paid to the workers. As per computation of this office, per day rate of a highly skilled worker is Rs.837/- ; Skilled worker is Rs. 770/- ; Semiskilled worker is Rs. 699/- , and unskilled worker is Rs. 632/- (Minimum wages + VDA + EPF + ESIC). The GST component has been taken at 18% in this tender. It may please be noted that bids are to be prepared considering work of 30 days. However, no worker shall be employed for more than 8 hours a day and for more than 26 days a month, as per the Government of India norms. Bidders shall ensure additional manpower for the purpose. All payment to workers shall be made to their bank accounts. Taxes actually paid shall be billed to NADT.

Materials and consumables are to be procured by Vendor for utilization in maintenance works. These shall be billed in addition to the cost of work specified in the tender. Successful Vendor shall at the commencement of work inform NADT of the requirement of materials and consumables and shall obtain a financial approval for utilization of the same. Reimbursements

shall be made in the monthly bills, limited to the material utilized in the maintenance works, on production of original bills of purchase and cartage. NADT shall provide a suitable room to store the materials so procured. Any material billed to NADTs account shall be the property of NADT even beyond the work duration.

Specific Scope of works:

(A)Water supply, Plumbing for Vikramshila, Indashala, Akshaya and ATC & 33 KV Substation: Operation & routine Maintenance, including cleaning wherever required of all Internal & External plumbing fittings, Sewage lines, Flush & Domestic Water circulation, Activities like Preventive maintenance of all water lines, Pumps, sanitary fittings and arresting leakages, greasing of pumps, Replacing damaged Wash basins, Urinals , Taps , Sockets , bends, bottle-trap, gate-valves, non-return valves etc. of all rooms, all floors, all common areas, all toilets, the scope of work is considering entire building as per installation. Plumber shall be responsible for coordination with CPWD for water supply in all NBCC Constructed buildings.

Plumber: Plumbers and helpers in Morning, afternoon and Night shifts; There can be common Multi-skilled helpers for electrician and plumber in each shift. The plumbers and electricians are expected to support each other in engineering maintenance works.

Exclusions: White washing/painting of Interior and exterior of buildings; Carpenter work; Repairs to plant and machinery owned by NADT shall be paid by NADT separately. Original Equipment Maintenance shall be carried out separately by NADT.

Inclusion: Cleaning of all water tanks connected to these buildings in February/ March 2018 with a professional agency. Coordination for OEM maintenance shall be the duty of the supervisor and the technicians. Any other activity requiring work of plumber which is not specifically mentioned in the scope of work but is generally understood to be requiring work of carpenter and plumber shall be performed by the Vendor as and when directed by Officer in Charge. At any point of time, during urgency and emergency, NADT shall be free to utilize the services of the technicians, at the discretion of Officer in charge, for similar work in any other part of NADT Cleaning of all water tanks in February/March 2018 with a professional agency.

(B) Electrical works for Vikramshila, Indashala, Akshaya, ATC and 33 KV SS 90 KLD STP setup: Operation & routine Maintenance of all Internal Electrical installations works i.e. Light Fixtures, Floor Power & Ltg panels, Lift Panels, sub mains, cables , Point wiring, Power-Point wiring , Switch

boards(Power/Ltg) , Buzzers , Bell push, Industrial Power Sockets, Cables, all Floor-wise DBs , Mcbs, etc. of all rooms, all floors, all common areas, all staircases as per installation in the buildings complete as required. Work includes operation & maintenance of Bollard lights, step lights, street light poles and Garden lights around buildings. Work also includes operation & maintenance of 380kVA DG set placed at Vikramshila Basement. Provision for 24 Hour operations is required. In case of operations of auditorium beyond normal office hours, necessary support shall be provided. The NADT library, housed in ATC, shall ordinarily function everyday till 9 p.m.

Electricians and helpers: Electricians and Helpers to be there in three shifts. Helpers are interchangeably usable for other jobs of support to plumber, any other work, etc.

Exclusions: Materials, including diesel, to be provided by NADT as per requirement, as mentioned in the General scope of work. Repair and maintenance of Equipments in Mess, other than routine faults generally understood to be curable by any general electrician; Water purifiers, televisions, electric kettles, etc. to be separately repaired by NADT. Original Equipment Maintenance shall be carried out separately by NADT.

Inclusion: Coordination for OEM maintenance shall be the duty of the supervisor and the technicians. Any other activity requiring work of plumber which is not specifically mentioned in the scope of work but is generally understood to be requiring work of carpenter and plumber shall be performed by the Vendor as and when directed by Officer in Charge. At any point of time, during urgency and emergency, NADT shall be free to utilize the services of the technicians, at the discretion of Officer in charge, for similar work in any other part of NADT.

SECTION-V
FINANCIAL BID
SCOPE OF WORK

Work of Civil and Electrical Maintenance of Vikramshila, Indashala, Akshaya, ATC and 33 KV Substation buildings in NADT campus, Nagpur.

Chart-A

Sr. No	Worker	No. of workers	Charges for 30 days / 8hrs per day
1.	Electrician		
2	Plumber		
3	Helper		
4	Supervisor		
5	All Overheads (Uniform, mobile, Equipments, Clerical overheads and any other cost relating to manpower arrangements by the Bidder, etc.) and Contractor Profits.		
6	GST		
	Total		

Chart-B

Sr. No.	Nature of work	Rate/ Paise per litre
1	Rate for cleaning of all water tanks (Overhead/underground, etc.) through a professional agency.	
2.	GST	
	Total	

1. The above rates are as per specification terms & condition mentioned in the tender.
2. The rates are inclusive of all taxes and duties, insurances etc. what so ever.
3. The financial bid shall be evaluated on the basis of Chart 'A'. However, the successful bidder (L-1) has to compulsorily adopt the lowest quote amongst the qualified bidders of chart B.

(Signature of Tenderer)
with date & seal

SECTION-VI

TENDER FORM

(On the letter head of the concern submitting the bid)

To

The Pr. Director General (Trg)
National Academy of Direct Taxes,
Chhindwara Road,
Nagpur 440030

[Kind Attention: Deputy Director (Infra)]

Ref.: Tender No.

Dated

Sir,

1. I/We hereby offer to execute the work of **Work of Civil and Electrical Maintenance of Vikramshila, Indashala, Akshaya, ATC and 33 KV Substation buildings in NADT campus, Nagpur** as specified in Section IV of the Bid/tender document and agree to hold this offer open for a period of 20 days from the date of opening of the tender. I/we shall be bound by a communication of acceptance issued.

2. I/we have understood the Instructions to Bidders and Terms and Conditions of Contract as enclosed with the invitation to the tender and have thoroughly examined the Scope of work as mentioned in Section IV and agree to fully abide and fulfill all the terms and conditions of this contract as mentioned in this document.

3. Bankers cheque /Crossed Bank Drafts in favor of the **ZAO, CBDT, Nagpur** as mentioned below is enclosed towards Earnest Money Deposit :

(i) DD No. of _____ for **Rs. 1,00,000/-**

4. Certified that the bidder is:

A sole proprietorship firm and the person signing the bid documents is the sole proprietor/constituted attorney of the sole proprietor.

Or

A partnership firm, and the person signing the bid document is a partner of the firm and he has authority to refer to arbitration disputes concerning the business of the partnership by virtue of the partnership agreement/by virtue of general power of attorney.

Or

A company and the person signing the document is the constituted attorney.

(NOTE: Delete whatever is not applicable. All corrections/deletions should invariable be duly attested by the person authorized to sign the bid document).

5. I/We hereby further agree to complete the services as mentioned in notice inviting of tender

6. I/We hereby agree to pay GST, VAT, Income Tax, Work Contract Act, Octroi, duties, levied by the government, as prevailing from time to time, on such items for which the same are livable, and the rates quoted by me/us are inclusive of the same.

7. I/We understand that you are not bound to accept the lowest offer or bound to assign any reasons for rejecting our tender.

8. I / We do hereby undertake that, until a formal notification of award, this bid, together with your written acceptance thereof shall constitute a binding Order upon me/ us.

Yours faithfully,

(Signature of bidder)

Dated this ____ day of _____ of 201

Address _____

Telephone: _____

FAX _____

E-mail _____

Company Seal

ANNEXURE-1

PROFILE OF ORGANIZATION

1. Name of concern :
2. Status of the concern :
Proprietary/Partnership/Private/
(Support with documents) Govt./Others (Specify)

3. Postal Address :
4. Telephone :
5. Fax :
6. E-mail :
7. Web site :
8. Year of Establishment :
9. Activities/Services Offered :
10. PAN :
11. Total turnover for Financial Years : **FY 2014-15** _____
(Enclose audited final accounts) **FY 2015-16** _____
FY 2016-17 _____
12. Name of the Head of the .
Organization/Managing Director :

Date:

Place

Signature of Authorized Signatory

ANNEXURE-2

To
The President of India

WHEREAS

.....
(Name and address of the Contractor) (Hereinafter called "the supplier") has undertaken, in pursuance of contract no.
Dated to perform the work) (herein after called "the contract").

AND WHEREAS it has been stipulated by you in the said contract that the Contractor shall furnish you with a bank guarantee by a scheduled commercial bank recognized by you for the sum specified therein as security for compliance with its obligations in accordance with the contract;

AND WHEREAS we have agreed to give the Contractor such a bank guarantee:

NOW THEREFORE we hereby affirm that we are guarantors and responsible to you, on behalf of the Contractor, up to a total of
..... (Amount of the guarantee in words and figures), and we undertake to pay you, upon your first written demand declaring the supplier to be in default under the contract and without cavil or argument, any sum or sums within the limits of (amount of guarantee) as aforesaid, without your needing to prove or to show grounds or reasons for your demand or the sum specified therein.

We hereby waive the necessity of your demanding the said debt from the Contractor before presenting us with the demand.

We further agree that no change or addition to or other modification of the terms of the contract to be performed there under or of any of the contract documents which may be made between you and the Contractor shall in any way release us from any liability under this guarantee and we hereby waive notice of any such change, addition or modification.

This guarantee shall be valid until theday of....., 2017

.....
(Signature of the authorized officer of the Bank)

.....
Name and designation of the officer

.....
Seal, name & address of the Bank and address of the Branch
(Bank's common seal)

ANNEXURE-3

TECHNICAL BID

1. Name of the Company/Firm/Agency:

The Bidder Company/Firm/Agency should have been registered under the law as applicable (Attach relevant documents for Registration Details).

2. Details of company's past experience (Minimum three years in specified fields.

Sr. No.	Period (Year)	Name of the client with the value address and contract number	Contract
1			
2			
3			

4. The bidder should have minimum turnover of Rs.1 Cr in the Financial Year 2016-17; or a cumulative total of 2 Cr in three F.Ys. 2014-15; 2015-16; 2016-17.

(Enclose copies of necessary certificates/Licenses duly attested and authenticated, as proof)

5. I/We declare that no contract awarded to me has been cancelled during the period of past three years due to my fault/negligence.

Note: Any suppression of material facts or discrepancy in this respect will lead to disqualification of the tender or later on.

6. I/We certify that all the terms and conditions of the tender documents are acceptable to me/us.

Yours faithfully,

(Signature of bidder)

Dated this ____ day of _____ of 2017

Address

Telephone: _____

FAX _____

E-mail _____

Company Seal