

No. 10/522/2013-CW&M

Dated: 14.05.2013

From:

The Director,  
National Physical Laboratory

To:

Sir,

Short term Item rate tenders are invited by the undersigned on behalf of Director, NPL for the work detailed below.

Sl. No.	Name of Work	Tender Cost Rs. (Non-refundable)	Estimated Cost Rs.	Earnest Money	Completion of time
1.	Round the clock operation of passenger lifts installed at M.S Building in NPL Colony	500/-	3,69,204/-	7,384/-	12 Months

1. General Condition of Contract can be seen in CW&M Section, Room No. 214, 2<sup>nd</sup> floor, Main Building NPL Campus.
2. The tenderer are required to produce credentials of having executed two or one similar works of 60% or 80% or above respectively of the estimated cost during last 5 years alongwith copies of registration, latest Sales Tax Clearance Certificate, valid electrical license and PAN No. while making request for the purchase of tender document .
3. The tender document for the work can be purchased on all working days between 1000 Hrs. to 1600 Hrs from 15.05.2013 to 28.05.2013 from the Office of Section Officer (Works), Room No. 214, 2<sup>nd</sup> Floor, Main Building NPL, New Delhi.
4. Interested parties can also download complete tender document for the work from our website [www.nplindia.org](http://www.nplindia.org). The tenderer while submitting the downloaded tender document shall ensure submission of all requisite document as mentioned in para 2 above alongwith separate pay orders towards non-refundable tender cost and EMD in favour of Director, NPL **in a separate cover indicating** " Pay Orders for Tender cost, EMD and credentials". Such tenders shall be opened only after the EMD, tender cost and credentials of the tenderer are found in order and satisfaction of the Tender Opening Committee.
5. The last date for submission of dully filled tender documents is 30.05.2013 up to 1430 Hrs. The tenders received will be opened on the same day at 1530 Hrs in the presence of tenderers or their authorized representatives, who may like to be present.
6. The rates quoted shall be valid for 90 days. The rates should be written both in figures as well as in words failing which the tender is liable to be rejected. **REBATE OFFERED, IF ANY SHOULD BE ON COVERING LETTER OF THE TENDER**

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7. The date of issue of pay order/banker's cheque in respect of tender cost and EMD should be after the date of issue of enquiry letter. Cheques will not be accepted.
8. Tender with any condition including conditional rebate, shall be rejected. However, tenders with unconditional rebate will be accepted.
9. Earnest money is liable to be forfeited if the contractor selected for award of work fails to submit (i) acceptance, (ii) performance security @ 5 % of award value, (iii) non-judicial stamp paper for Rs.50/- for drawal an agremment, (iv) sign formal agreement; or (v) fails to start the work within ten days from the date of issue of award letter.
10. Director, NPL reserves the right to accept, in part or in full, any or all the tenders received or to reject all the tenders received without assigning any reasons thereof.

**Yours faithfully,**

**(A.K. Handa)**

**Section Officer (W)**

**NATIONAL PHYSICAL LABORATORY  
DR. K.S. KRISHNAN MARG  
NEW DELHI -110 012**

**Name of work:** - Round the clock operation of passenger lifts installed at M.S Building in NPL Colony.

**CONTENTS**

Sl. NO.	DESCRIPTION	NO. OF PAGES
1	Contents	1
2	Notice Inviting Tenders	2-4
3	Schedule of quantities & summary	5- 6
4	Special Conditions, Additional Conditions and latest General Conditions of contract with amendments: can be seen in the Office Section Officer (Works), Room No.214.	

NOTE: Tenderer should confirm that they have received all the above papers. All the documents issued are to be returned duly signed by the tenderer while submitting his offer.

**TENDER ISSUED TO:**  
M/s. / Sh.

TENDER FEE: vide P.O. No.

Dated \_\_\_\_\_ for Rs. 500/-

**Earnest Money Deposit:**

Pay order No. \_\_\_\_\_ dated \_\_\_\_\_

For Rs. \_\_\_\_\_

Issued by \_\_\_\_\_

**SIGNATURE OF THE OFFICER  
ISSUING TENDER**



**NATIONAL PHYSICAL LABORATORY**  
**DR. K.S. KRISHNAN MARG,**  
**NEW DELHI - 110 012**

1. Tenders are hereby invited for the work “**Round the clock operation of passenger lifts installed at M.S Building in NPL Colony**” from the contractors of appropriate class of CPWD, Railways, MES, Post & Telegraph Dept., State PWD’S, Semi Govt. Organizations or from those who have worked for CSIR or its Laboratories/Institutes or Central, State Govt/semi Govt/PSUs Organizations & with valid electrical licence applicable for electrical works successfully carried out preferably two or one similar works amounting to 60%, or 80% respectively of the estimated cost or above during last five years. The tenderers are required to produce proof of fulfilling these conditions along with copy of latest Sales Tax Clearance Certificates and PAN No. and **EARNEST MONEY DEPOSIT PAY ORDER** while making request for issue of tender document.
2. Estimated cost is **Rs. 3,69,204/-** (Rs. Three lakh sixty nine thousand two hundred four only) based on minimum wage of Govt of NCTDelhi.
3. Time for carrying out the work will be **12 Months** and the date of commencement shall be reckoned from the tenth day of issue of award letter.
4. Complete contract documents to be complied with by the tenderer whose tender may be accepted can be seen at the office of Section Officer (Works), NPL, Dr. K.S. Krishnan Marg, New Delhi - 110 012 on any working day.
5. Tenders should be on the specified form (Non-transferable) which may be obtained from the office of Section Officer (Works), Room No. 214, NPL during working hours on payment of **Rs. 500/-** (Rupees five hundred only) in the shape of Demand Draft/Pay order of a schedule Bank drawn in favour of Director, NPL (Non-refundable). Sale of tenders shall be from **15.05.2013 to 28.05.2013 (1000 Hrs to 1600 Hrs)**
6. Tenders should be submitted in wax sealed cover subscribed with the name of the work, date of opening written on the envelope. Tender will be received **upto 1430 Hrs on 30.05. 2013** and will be **opened on the same day at 1530 Hrs** in the office of Section Officer (Works), CW&M Section Room No. 214, NPL, Dr. K. S. Krishnan Marg, New Delhi - 110 012. Tender should be dropped in the tender box before the closing date and time indicated above. In case these are sent by Post these should be sent Regd. Post / Speed Post addressed to Section Officer, CW&M Section Room No. 214, NPL Tenderers are to ensure that they post the tender well in advance so as to reach before the closing time and date indicated.
7. The Earnest Money amounting to **Rs. 7,384/-** (Rs. Seven thousand three hundred eighty four only) in the shape of pay order issued by a schedule Bank and drawn in favour of Director, NPL should accompany the request letter.
8. The Employer does not bind himself to accept the lowest or any tender and reserves to himself the right of accepting the whole or any part of the tender and the tenderer shall be bound to perform the same at the rates quoted.
9. Canvassing in connection with the tenders is prohibited and the tenders submitted by the contractor who resort to canvassing are liable for rejection.

10. The tenderer shall not be permitted to tender for work in the concerned unit of CSIR in which a relative is posted in the grade between Controller of Administration and Junior Engineer (both inclusive). He shall also intimate the names of persons who are working with him in any capacity or subsequently employed by him and who are relatives as mentioned above.

**NOTE:** A person shall be deemed to be a relative of another if, and only if, (a) they are members of a Hindu undivided family; or (b) they are husband & wife, or (c) the one is related to the other in the following manner: Father, Mother (including step mother), son (including step son), Son's son's son. Son's son's wife, son's daughter, son's daughter's son's wife, daughter's daughter, daughter's daughter's husband, Brother (including step brother), Brother's wife, Sister (including step sister), Sister's husband.

11. Tender submitted shall remain valid for 90 days from the date of opening for the purpose of acceptance and award of work, validity beyond 90 days from the date of opening shall be by mutual consent.

12. The tenderer shall quote rates both in figures and words failing which, tender is liable to be rejected. On check if there are differences between the rates quoted by the tenderer in words and in figures or in the amount worked out by him, the following procedure shall be followed:

i) When there is a difference between the rates in figures and in words, the rates which correspond to the amounts worked out by the tenderer shall be taken as correct.

ii) When the amount of an item is not worked out by the tenderer or it does not correspond with the rate written either in figures or in words, the rate quoted by the tenderer in words shall be taken as correct.

iii) When the rate quoted by the tenderer in figures and in words tallies but the amount is not worked out correctly the rate quoted by the tenderer shall be taken as correct and not the amount.

13. The tenderer should see drawings and in case of doubt obtain required particulars, which may in any way influence his tender from the Engineer as no claim whatsoever will be entertained for any alleged ignorance thereof.

14. Before tendering, the tenderer shall inspect the site to fully acquaint himself about the condition in regard to accessibility of site, nature and extent of ground, working condition of site and locality including stacking of materials, installations of tools and plants (T&P) etc., conditions affecting accommodations and movement of labour etc. required for the satisfactory execution of the work contract. No claim whatsoever on such account shall be entertained by the Employer in any circumstances.

15. Earnest money will be forfeited if the contractor fails to commence the work as per letter of award.

16. Except writing rates and amount, the tenderer should not write any conditions or make any changes, additions, alterations and modifications in the printed form of tenders. Tenderers who are desirous to offer rebate the same should be brought out separately in the covering letter and submitted along with the tender.

17. Some of the provisions of General Conditions of contract are given below. Interpretation however shall be as given in the General Conditions of contract.

- a) DEFECT LIABILITY PERIOD: **Twelve months** from the date of completion as certified by the Employer.
- b) MINIMUM VALUE OF WORK FOR THE INTERMEDIATE CERTIFICATE: **Rs. 30,767/-**
- c) SECURITY DEPOSIT; A sum @ 10% of the gross amount of the bill shall be deducted from each running bill of the contractor till the sum along with the sum already deposited as earnest money will amount to security deposit of 5% of the tendered value of the work. In addition, the contractor shall be required to deposit an amount equal to 5% of the tendered value of the contract as Performance Security within the period prescribed for commencement of work in the letter of award issued to him.
- d) COMPENSATION: Contractor shall pay as compensation an amount equal to one percent or such smaller amount as the Employer (whose decision in writing shall be final) may decide on the cost of the whole work as shown in the agreement for every week that the work remains uncompleted or unfinished or due quantity of work remains incomplete after the proper dates. Compensation to be paid shall not exceed ten percent of the estimated cost of the work as shown in the agreement.

18. Clauses No. 28 of conditions of contract i.e., "ESCALATION" will not be applicable in this contract.

19. The materials would be brought to site in one/two lots and would be used at site only after approval of Engineer-in-Charge.

20. Store to issue: NIL

(Contractor has to arrange Cement & Steel of the following brands:

(i) JK/Vikram/Shree/Birla Uttam and approved brands:

(ii) Steel-TMT/RANA/Rathi/Kamdhenu-TOR Steel or approved brand.

21. All tenderers should submit the proof of their registration with Sales Tax Department while tendering for works in N.C.T. of Delhi as per Works contract Act, 1999. Deduction of Sale Tax at the rate of 2% of payment will be made from their running / final bill on all works within N.C.T. of Delhi. It may be noted by the tenderers that the site of work is in restricted area and there will be curb on traffic movement in specified hours. This fact should be taken into account and no extra payment /claim in this regard shall be admissible.

22. If any tenderer withdraws his tender before expiry of the validity period, or before the issue of letter of acceptance, whichever is earlier, or makes any modification in the terms and conditions of the tender which are not acceptable to the department, then the Employer shall, without prejudice to any other right remedy, be at liberty to forfeit 50% of the earnest money absolutely. This provision would naturally apply only to the lowest tenderer once the earnest money of all the tenderers except that of the lowest is refunded .

23. In case of forfeiture of earnest money as prescribed above the tenderer shall not be allowed to participate in the retendering process of the work.

24. Tenders with any condition, including conditional rebates, shall be rejected. However, tenders with unconditional rebate will be acceptable.

**Signature of the Contractor  
with date**



**NATIONAL PHYSICAL LABORATORY**  
**Dr. K. S. Krishnan Marg**  
**New Delhi-110012**

**Sub:- Round the clock operation of passenger lifts installed at M.S Building in NPL Colony**

**SUMMARY SHEET**

Brought forward from Page No. 1

Rs.

\_\_\_\_\_  
TOTAL Rs.

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(In words Rupees \_\_\_\_\_)

**SIGNATURE OF THE CONTRACTOR**

NATIONAL PHYSICAL LABORATORY  
ABSTRACT OF QUANTITIES

Name of work:- Round the clock Operation of Passenger lifts installed at M.S. Bldg. in NPL Colony.

S.No.	Description	Qty.	Rate	Rate in Words	Unit	Amount
1.	Round the clock operation of lifts installed at Multi storey Building in NPL Colony by deputing three nos. lift operator round the clock (One in each shift) inclusive of all consumables such as old dhootis, vim etc. required for cleaning and dusting the lifts as required.	12 Months			per Month	
					Total	

Amount in Words:-----

Note:-

The payment will be made quarterly after rendering satisfactory services.

SIGNATURE OF THE CONTRACTOR

*Handwritten mark*