

THE STATE TRADING CORPORATION OF INDIA LTD.:NEW DELHI
JAWAHAR VYAPAR BHAWAN, TOLSTOY MARG, NEW DELHI
(A GOVT. OF INDIA ENTERPRISES)

**6th Floor Annexe, Jawahar Vyapar Bhawan, Tolstoy Marg, New
Delhi-110001.**

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E-Tender Notice

STC/CO/GAD/BLD/ 01063/2017

Dt.04.04.2018.

Name of work: AMC for maintenance of 141 nos. flats/quarters, building/compound wall etc. for civil, sanitary/plumbing, internal water supply, Electrical installation including operation of DG Sets and 3 nos. lifts in STC Housing Colony, and 8 nos. flats at AGVC, New Delhi.

1. REQUEST FOR QUOTATION (RFQ).

STC invites **WORKS CONTRACT** for the subject work, online bids (E-Tender) under two bid system (Technical & Financial) from the contractors who have executed similar type of works in CPWD, PWD, MCD, DDA, P&T, PSU's, Semi-Govt. departments, MNC's. Documents from clients to be attached. The works completed satisfactory by the party should not be less than **Rs. 24.24 lakhs per annum in single award or having two similar works not less than Rs.15.15 lakhs or three similar works not less than Rs. 12.12 lakhs each per annum during the last seven years on or before March, 2018.**

The agencies/parties interested in responding to this RFQ must submit their bids online using e-Procurement portal of NIC (eprocure.gov.in) in the prescribed formats along with all necessary documents and information requested herein.

The tender may be submitted latest by 03.00 PM on **26.04.2018.**

Financial bids for only those **bidders** will be opened who are declared qualified in technical evaluation. The date and time for opening of financial bids shall be separately notified on NIC's e-Procurement Portal (eprocure.gov.in). STC may seek any further clarifications or documents as felt necessary but not obliged to do so.

All details regarding the subject RFQ are available on websites:

www.stclimited.co.in and www.tenders.gov.in and www.eprocure.gov.in/eprocure. Any changes/ modifications/ corrigendum in connection with this RFQ will be intimated through one or more of these websites only. Prospective **bidders** are therefore requested to visit above mentioned websites regularly to keep themselves updated. STC shall not be liable to send any individual information or issue a public notice.

2. ELECTRONICS SUBMISSION OF BIDS

- i. **Bids** against this RFQ shall be received only electronically through the e-Procurement Portal of NIC (eprocure.gov.in). No bids shall be accepted in hard copy or in any other form.
- ii. For submission of e-bids, **bidders** are required to get themselves registered with eprocure.gov.in website using Digital Signature Certificate (DSC) essentially having signing certificate.
- iii. The details of EMD (Digital/online mode) uploaded during bid submission should tally with the amount received as required; otherwise, the bid is liable to be rejected.
- iv. The **bidders** are required to upload online soft copies of the following:
 - Technical Bid (prepared on Company's Letter head);
 - Copy of PAN No., TIN No. & GST No.
 - Scanned copy of (Digital/online mode) submitted towards Tender Document Cost of **Rs. 1050/-** as mentioned in Technical Bid.
 - Scanned copy of (Digital/online mode) submitted towards Earnest Money Deposit of **Rs. 60,500/-** as mentioned in Technical Bid.
 - Financial Bid (prepared on Company's Letter head).
 - The documents submitted offline shall not be considered.

For any queries relating to the process of online bid submission or queries relating to CPP Portal (eprocure.gov.in), Bidder may contact CPP Portal Helpdesk on Tel No's.:1800-3070-2232, 91-7878007972 and 91-7878007973.

3. EARNEST MONEY DEPOSIT (EMD)

- (a) All **bidders** are requested to furnish an EMD of **Rs. 60,500/- (Rupees sixty thousand five hundred only)**. The interest-free Earnest Money Deposit only through digital/online mode in Indusind Bank, Bank details are given hereunder:-

Name of the bank: Indusind Bank, Barakhamba Road,
New Delhi 110001.

Name of the beneficiary: The State Trading Corporation of
India Ltd., New Delhi -110 001.

Account NO. : 200000550077.

IFSC : INDB0000005.

Demand Draft/Banker's Cheque in the form of hard copy shall not be accepted.

- (b) The **bidders** who are registered with either NSIC or MSME are exempted from submitting the EMD. However, in place of EMD the tenderer will have to submit Registration/Exemption certificate.
- (c) Tender for which EMD is not received (other than the exempted cases) in the prescribed manner shall be rejected summarily.
- (d) STC shall not be responsible for non-receipt/non-delivery/delayed receipt of the EMD due to any reason whatsoever. EMD shall not carry any interest.
- (e) EMD shall not carry any interest and EMD of **unsuccessful bidder** shall be returned after Award of Contract to the **Successful bidder**. EMD of the **successful bidder** shall remain with STC as Security Deposit and shall be refunded after expiry of the contract.

4. PARTICULAR OF FLAT'S SPECIFICATIONS

The work consists of the following flats in STC Housing Colony, New Delhi-110017 and AGVC, New Delhi (at 4 Km. distance) consisting of the following:

STC HOUSING COLONY:

TYPE	NO. OF BLOCKS	FLAT PER BLOCK	NO. OF STOREYS	TOTAL NO. OF QUARTERS
'C'	3	26	4	78
'D'	3	21	8	63

ASIAN GAMES VILLAGE COMPLEX:

TYPE	BLOCK	FLAT PER BLOCK	FLAT NO.
Duplex	"A"	3	A-37 to A-39
Duplex	"B"	5	B-256 to B-260

5. SCOPE OF WORK - ELECTRICAL

The maintenance services related to the Electrical works for the above shall include the following:

(A) OPERATION OF LIFTS IN BLOCK D-I, D-II & D-III IN STC HOUSING COLONY:

- i) The lifts shall be operated by employing trained lift operators round the clock (the maintenance of the lift being the direct responsibility of M/s. OTIS Elevators (India) Ltd., New Delhi).
- ii) Co-ordination for renewal of license for operation of lifts from time to time as required with Delhi Administration/Govt. agency as applicable.

(B) MAINTENANCE OF ELECTRICAL INSTALLATIONS:

- i) Day to day maintenance of Internal and External consisting electrical wiring like 3 Phase cable, control switch gears, protection devices, all fast moving items like, insulation tape, chokes in common services, bulb/tubes/CFL/ switches, plugs 5 amp and 15 amp, boundary, light fittings, flood lights pertaining to STC property only. Liaisoning with BSES to maintain the compound and street lighting including distribution panels, rectification thereof.

- ii) Day to day cleaning of Lifts (3 nos.) including operation round the clock in 3 shifts (6.00 AM to 2.00 PM) (2.00 PM to 10.00 PM) and (10.00 PM to 6.00 AM). The lift operators deployed by contractor shall also operator DG Set of 62 KVA installed in D-Block simultaneously. The Log Book of DG Sets shall be maintained and which shall be provided by the firm. Co-ordination with OEM in case of malfunctioning or any breakdown in lifts including pursuance with the Lift Inspector to renew the lift license well in time. The payment made to the Lift Inspector's office shall be reimbursed on production of the receipt. Any lapse on the part of OTIS or lift company, reporting thereof is the absolute responsibility of the contractor. Stabilized electric supply to the equipment will be the contractor's responsibility.
- iii) Replacement of fuses, tube, switches, protection devices for common services like staircase of every block, aviation lighting, yard lighting, Meta light fittings etc. and including wiring thereof, lifts machine room light points, fans points, exhaust fan, repair, and protective device repair/replacement ceiling fan repair, garage, street light points, and power points will also be the responsibility of contractor.
- iv) Maintenance and repair of switches, starters in all the building.
- v) All kind of maintenance pertaining to electrical nature in dormitories like repair of geyser, replacement of tube light, replacement/repair of damaged tubes, bulbs, electric heater, at no extra cost to STC including maintenance and repair of tube well installed by STC, if any in STC colony and AGVC.
- vi) All kind of maintenance pertaining to electrical for all type of flats of STC colony and AGVC including fixtures like tube, bulb, CFL etc. oiling and greasing of fan/wall fan, replacement of bearing and copper winding will be replaced by the occupants at his own cost. However, services will be given by the contractor free of cost under AMC.
- vii) Collection of electricity bills from BSES in respect of common service electrical meters, maintenance viz-a-viz to ensure make continuity of the earthing from BSES in all the panel provided by them;
- viii) Daily checking of various types of firefighting equipment at common services of various blocks in STC colony and ensure proper reporting about the condition of the

equipment to enable STC to take appropriate action in rectification of the same;

- ix) The contractor shall maintain the Common services as well as lighting in Machine Room, Staircase boundary, common gallery, yard, garage, gate and park etc as required at site. Apart from this, the repair of electrical fittings and other allied work like wiring, switch, socket, chokes, halogen tubes, mercury tubes, igniter, holders, reflectors, glass, will be carried out by the contractor for which no labour charges will be made to the contractor.
- x) The contractor will maintain a flat-wise register for the repair carried out in the individual flat and items replaced like switches/socket/power socket, etc.
- xi) The duties of Electrician/DG Operator-cum-Lift Operator can be interchanged by the Site Incharge depending upon urgent requirement. However there will be no extra cost to STC.

(C) ANY OTHER WORKS

- (i) Any other work of repairs and maintenance nature shall also be assigned to the contractor by Engineer-in-Charge or his representative.
- (ii) In this contract, STC shall supply all the materials required except consumable. Contractor shall supply the desired manpower as well as consumable stipulated for maintenance purpose.

6. SCOPE OF WORK - CIVIL

(A) CIVIL & BUILDING WORKS:

All repairs and maintenance works in respect of all buildings in occupation of the STC in STC Housing Colony and Asian Games Village Complex, New Delhi.

- i) All repairs and maintenance works in respect of all civil works in the Housing Colony and Asian Games Village Complex.
- ii) Earth work in trenches and filling for CI/GI pipes.
- iii) Repair/replacement of cement/mosaic or any other flooring and polishing etc. complete (as required in patches) not exceeding 3.0 sqm. in each patch.
- iv) Removing seepage problems, including repairs to damages by such seepage.
- v) Repairs to damaged plaster on outside and inside faces of walls, doors/windows/ventilators/jambs/sills etc. as required by re-plastering upto 2.5 sqm., in each patch.

(B) MAINTENANCE OF SANITARY & WATER SUPPLINSTALLATIONS

- i) Replacement of washers of bib cocks, pillar cocks, stop cocks etc. of various sizes.
- ii) Removal and replacement of bib cocks, pillar cocks, stop cocks of various sizes.
- iii) Repairing and replacing the flushing cistern along with necessary fittings.
- iv) Repairing/replacing CI/GI direct/down take pipe lines of any dia including fittings up to 40ft. length at one location including necessary scaffolding at all height and level, excavation making good damages to the walls, flooring etc. complete inside the colony and Asian Games Village Complex.
- v) Cleaning and disinfection of water storage tanks using chlorine tablets once in 3 months.
- vi) To clean choked sanitary and sewerage pipes of all sizes and makes, house drains, gully traps, inspection chambers up to the 1st. manholes of the flats/buildings.
- vii) Replacing decayed/damaged water supply pipe lines serving the blocks and internal w/c lines and fittings of all sizes, housing drain, gully traps, inspection chambers, manholes etc. complete.
- viii) Attending to all complaints regarding leakage overflow, non-functioning etc. of all drainage lines inside and outside the building including gully traps, manholes etc. (up to 1st. manhole only).
- ix) Welding repairs to steel windows/ventilators/steel door frames and grills.
- x) Repairing and replacing sanitary wares such as wash basins, sinks, EWC/IWC or P-Trap/bend, waste water lines, flushing cisterns etc.
- xi) Attending to any other items of work as directed by Engineer-Incharge or his representative required for smooth and efficient operation of water supply and drainage system sanitary installation.
- xii) The contractor will maintain a flat-wise register for the replacement of sanitary/ plumbing and civil items carried out in the individual flat.

- (C)** The work consists of carrying out the complete repairs as stated above and such allied works and maintenance in respect of all services mentioned above indicated by Engineer-Incharge or his

representative from time to time by providing labour, skilled and unskilled and tools and such other implements, scaffolding etc. All the material required for repair/replacement/maintenance shall be given by the contractor mentioned under S.No. 7,8 & 9 below.

- (i) It is desired that the **bidder** should have their office in the vicinity of the Housing Colony so that in case of non-attendance/improper attendance of the work by their staff, the contractor is easily approachable. In any case, the successful **bidder** shall be allotted space as available in the Housing Colony for operating their site office free of charge. In addition, no charges shall be levied for water/electricity, if made available in the office space.
- (ii) The electrical complaints shall be attended from 08.00 hours to 22.00 hours on all days including all holidays whereas other complaints shall be attended between 09.30 hours to 17.30 hours on all working days i.e. Monday to Saturday.
- iii) The successful bidder shall carry out the work in stages, where required to cause minimum disturbance to the residents of the colony/persons using the buildings. He shall be responsible for any damage to the equipment and structure, injury to persons of the colony during the progress of work and he will be liable to pay such compensation as may be decided by the **Head of the Department (Admn.)** in respect of such damage to persons, equipment.

The following materials and tools & plants will be provided by the contractor for electrical & civil maintenance for which no extra amount will be payable by the Corporation.

7. CONSUMABLE MATERIAL:

1. Fuse wire and insulation tapes (electric works). Various types of screws, small pieces of wire, fan rubber, fan hook, quarter pin etc.
2. Sutli & Safeda and Washers required in sanitary & plumbing works.
3. Grease required for ceiling fans, exhaust fans, water pumps and rolling shutters.
4. Lime/bleaching power/potassium permanganate/chlorine tablets required for disinfection of water tanks.
6. Welding electrodes.
7. Julla and Rope.
8. Scaffolding arrangement at site.

9. Double ladder (ghori), 20 Feet height ladder.

8. TOOLS AND PLANTS:

1. Chisel, small hammer, big hammer, vice, die set etc.
2. Gas/Electric welding machine, Hammer Drill Machine
3. Rubber Hand Gloves, Helmet, Safety Belts etc.
4. Pliers, pipe wrenches, pipe vice, pressure pumps etc. and any other tools required to carry out the maintenance work.

9. INSTRUMENTS:

1. Tong Tester
2. Multi Meter
3. Earth Tester
4. Megger
5. Desk Lamp etc.

Besides above, any other tools, plants and instruments required for proper maintenance of the flat shall be provided by the contractor at his own cost. Any failure in this regard shall attract penalty to compensate for the damages, losses, inconvenience caused, if any.

10. OTHER TERMS & CONDITIONS:

- (i) All electrical/civil dismantled materials shall be deposited by the contractor with the Site Incharge or a representative of STC nominated by him.
- (ii) The contractor shall provide all the necessary staging and scaffolding ladders, ropes etc. at his cost for execution of all the works. The contracting agency is to ensure necessary precautions as required and as per Engineering Practice for works such as for road repairs, repairs in water mains, plumbing/glazing work in upper storey external periodical items of work. Nothing extra shall be payable to contractor for ensuring adequate safety precautions and the quoted rates shall be deemed to be inclusive of the same.
- (iii) The contractor shall engage following category and number of qualified manpower to carry out the maintenance of civil works satisfactorily in the STC Housing Colony and STC flats at Asiad Village Complex.

11. EXPERIENCED MANPOWER REQUIRED FOR ELECTRICAL / CIVIL WORKS

Technical Manpower will be deployed by the contractor for the maintenance of Internal and External/Underground electrical wiring, daily operation of DG Set 62 KVA, operation of lifts round the clock etc;.sanitary & plumbing, masonry, carpentry, glazing, drainage works as required:

SL.NO.	DESIGNATION	CATEGORY	EXPERIENCE
01	Electrician	Skilled	ITI or License wiremen with 5 years experience
02	Lift Operators-cum-DG Operator	Semi Skilled	Having 5 years experience
03	Helpers	Un-skilled	Well conversant with nature of maintenance work
04	Mason-cum-Carpenter	Skilled	Having 5 years experience
05	Plumber	Skilled	Having 5 years experience
06	Sewer man	Unskilled	Having 5 years experience

Note:

- (i) The minimum manpower required at site is 09 nos. (2 nos. Electrician, 3 nos. Lift /DG Set Operator, 1 no. Mason-cum-Carpenter, 1 no. Plumber, 1 no. Sewer man, 1 no. Helper) for operation and maintenance of STC Housing Colony/AGVC flats for on full day basis. However, extra manpower require in maintenance of civil/electrical works will be arranged by the contractor at his own cost like Supervisor, Welder, Bandhani etc.
- (ii) The Successful bidder on award of work will submit the detail of manpower along with their original academic and experience certificates to be deployed in STC Housing works to the Site Incharge.
- (iii) The duties of Electrician/DG Operator-cum-Lift Operator can be interchanged by the Site In-charge depending upon urgent requirement. However there will be no extra cost to STC.

12. BEHAVIOUR AND DISCIPLINE OF CONTRACTOR'S STAFF:

- a) The contractor shall verify the character and antecedents of the personnel to be employed. He will submit their names, photographs, present and permanent residential addresses before they are allowed to start the work in the premises.
- b) The contractor will issue Identity Cards bearing their names to all his employees, which they will display while on duty without any extra cost to STC.
- c) The contractor's personnel shall be polite, courteous, well behaved and shall refrain from demanding/accepting tips etc. from the occupants. They shall be removed from the premises and will not be allowed to work in the STC housing colony, if any complaint is received in this regard from any occupant/employee.

13. SPECIAL TERMS & CONDITIONS

All the above workers will be required to mark their daily attendance in the Register to be kept with the Site Incharge, STC. Further, in case of any already engaged labour is found absentee, the contractor shall make alternative worker/labour to replace the absentee so that manpower in number is not reduced. If no alternate arrangements are made by the contractor, a penalty @ Rs.500/- (Rupees Five hundred only) per day per absentee will be imposed upon the contractor till the absentee manpower is replaced/positioned. It is also to be noted that in case of **any delay** (specified in claus No. 18) in attending to the complaints by the contractor, STC reserves the right to impose a penalty of Rs.1000/- per day in delaying or get the work carried out through any other agency at the risk & cost of the contractor and the expenditure thereto plus 20% of that expenditure will be recovered from the contractor's payment/Security Deposit. If the amount of recoveries exceed 10% of the contract value at any time/month during the course of contract, the contract is liable to be terminated. The decision of **Head of the Department (Admin.)** in this regard shall be final and binding on the contractor. The tender should clearly indicate the number of workers that will be engaged by the contractor.

- (a) The validity of this contract will be for a period of one year from date of commencement extendable for another year at the sole discretion of STC on the same rates, terms & conditions, subject to satisfactory performance of the obligations under the contract by the contractor. If,

however, the performance is not found to be satisfactory during the contract period, the contract can be terminated at any time by serving 15 days notice in writing.

- (b) In case, the successful **bidder** does not commence the work by stipulated date in terms of Award Letter, STC shall without prejudice to any other right/remedy, be at liberty to forfeit the said EMD absolutely in addition to recovery of other damages/losses caused to STC on this account. The party shall also be Black Listed for participation in all subsequent tenders.
- (c) Any other work of repairs and maintenance nature may also be assigned to the contractor by Engineer-in-Charge or his representative.
- (d) The ex-employee of the Corporation i.e. STC is/are not permitted to participate in the tender/ quotation.
- (e) The terminated/de-barred/Black Listed bidder from any Govt./Semi-Govt./ Private/PSUs/MNCs etc. is not allowed to participate in the said tender. The bidder has to produce self attested certificate in this regard. If the bidder deliberately gives wrong information in his tender, the bid is liable to be rejected at any stage. Bidder falling in following criteria is also not allowed to participate in the tender-
 - (i). the firms who had submitted the wrong information in the STC tenders shall not be considered for participation.
 - (ii). the firms who had engaged in litigation/sent the legal notice to STC shall not be considered in participation in tender enquiry.
 - (iii). the firm who had not complied the statutory compliances shall not be considered in participation in tender enquiry.
 - (iv) the bidder who will submit any wrong/fake document, shall be debarred for a period of 03 years.
- (f) In case of any disputes, decision of Head of the Department (Admn.), STC will be binding on both the parties.

The contractor shall adhere to and abide by all local laws, acts, regulations laid down by the local Govt. Municipalities

etc. and STC shall be indemnified by the contractor of any responsibility in compliance of the terms and conditions of the contract.

The contractor shall be liable for any loss or damage of the materials, structure, fittings and fixtures which are broken/damaged due to negligence of his workmen.

Subject to the terms and conditions contained hereinabove the contract will remain in force for one year from the date of award of work.

14. The contractor shall have to pay to the workers engaged by him in connection with the work, wages not less than what is mentioned in Delhi Govt.'s latest Gazette notification or Central Government wages whichever is higher. The contractor shall release the wages of the workers through direct transfer to their respective bank accounts and no cash disbursement will be allowed.
15. If during the currency of contract period, wages of labour (restricted to 09 nos.) increases as a direct result of the coming into force of any fresh law or statutory rule or order or increase in D.A. rates as announced by the Delhi Govt. or any other Govt. agency and such increase become operative after the time of submission of tender, STC will reimburse such increase as per notification issued by any of the above agencies in this regard along with consequent increase in amount of employer's share of contribution towards EPF and ESI. No increase on any other account shall be allowed.
16. **The contractor shall provide the means of transport to their workers from STC Housing Colony (base station) to AGVC flats to avoid the wastage of time in to/fro, without any extra cost to STC because the AGVC flats are located at approximately at 4 km from STC housing colony.**
17. **GENERAL CONDITIONS**
 - (i) STC, reserves the right to accept, cancel or reject any or all the tenders without assigning any reasons thereof. No **bidder** shall have any cause of action/claim against STC for rejection of his proposal.
 - (ii) Each and every page of tender document must be duly signed and stamped by the **bidder** as a token of his/their

acceptance of the Terms & Conditions mentioned in the Tender Documents.

- (iii) The rates quoted in the tender should be firm and for all heights and levels except where it has been mentioned specifically. The rates shall be inclusive of all charges of scaffolding, tools & plants, labour and fluctuations in the market rates and inclusive all taxes except GST as applicable.
- (iv) Payment due to increase in wages as approved by the Central/NCDT Govt. will be released to the contractor only upon production of proof of disbursement of minimum wages to the workers during the currency of contract.
- (v) Bonus will be paid by the contractor to their employees/workers deployed in STC Housing Colony works for which no payment shall be reimbursed by STC to the contractor.
- (vi) The contractor will be fully responsible for any injury or accident to any person(s) employed by him during the execution of work or to the residents and, for any damage/loss caused to any structure or any part of the property due to the operation/negligence/default on the part of the contractor, the Contractor would be wholly liable to make good/repair the same at his own cost and expense.
- (vii) The contractor, at his own cost, shall obtain Third Party Insurance Policy & Workmen Compensation Policy in joint name of STC Of India Ltd., and contractor with STC's name appearing first for the appropriate value, which shall remain valid till the completion of work.
- (viii) The rates quoted by the **bidder** shall be valid for acceptance for a period of **75 days** from the date of opening of the tender.
- (ix) The **bidder** should not arrange witness on tender form, from a person who has tendered for the same work.
- (x) The contractor shall not assign, transfer and sublet or otherwise part with the work or any portion of the work to other contractor, without prior written approval of STC.

- (xi) No condition/deviation which is either additional or in modification of tender conditions shall be included in the bid/tender submitted by the **bidder**. If the tender contains any such condition or deviation from the tender conditions, the tender will be rejected. STC's decision in this regard shall be final and binding.
- (xii) In the event of the tender being submitted by a partnership firm, it must be signed separately by each partner thereof, and further it must also disclose that the firm is duly registered under the Indian Partnership Act, 1932.
- (xiii) The contractor upon award of the work shall comply with all the required statutory provision/regulations e.g. Payment of Wages Act, Minimum Wages Act, Employees Liability Act, Apprentice Act, Workmen's Compensation Act, Contractor's Labour (Regulation & Abolition) Act, Industrial Disputes Act, Maternity Benefit Act, etc. or any other laws relating thereto and the rules made there under from time to time and the rates made there under from time to time and also as per safety regulations at their own cost & risk. **The contractor shall indemnify STC from all losses and all claims of labour.**
- (xiv) The contractor shall commence the work by stipulated date in terms of award letter, in case, he fails to do so, the EMD shall stand forfeited and the party shall also be Black Listed for participating in all the subsequent tenders. The contractor shall in no **case sub-contract for the services**. If the contractor does so, the contract shall stand terminated without any notice and Security Deposit stand forfeited.
- (xv) The contractor shall be responsible for faithfully complying with the terms & conditions of this contract, failure of which will attract forfeiture of the contractor's EMD and Security Deposit as well as termination of the contract and getting the work done from any outside agency at their (contractor) risk and cost
- (xvi) The contractor shall be directly responsible for any/all disputes arising between him and his employees and keep the STC indemnified against all losses, claims and damages arising thereof.

- (xvii) The contractor shall comply with all instructions, verbal or in writing, given to him by the Site-in Charge of STC from time to time.
- (xviii) The contractor shall ensure to disburse the wages to the workers strictly through RTGS/NEFT latest by 7th of every calendar month and shall submit the documentary proof of disbursement to Site In-charge, whether he (contractor) receives payment from STC for the following month or not before claiming the bill.
- (xix) The payment due to the contractor under this contract shall be released by STC on monthly basis after disbursement of salary by the contractor **to workers**. The monthly bill of the contractor shall be supported by the following documents:
 - (a) Attendance sheet (in original) duly certified by Site Incharge, STC Housing Colony.
 - (b) Original Wages sheet for the respective month of all the workers/staff deployed showing their names, PF No., ESI No., deduction towards PF/ESI etc. and net payment.
 - (c) Separate challans in respect of deposit of PF/ESI along with a list giving the name, amount of PF (Employees share & Employer's share)/ESI in respect of each worker/staff, whose PF/ESI has been deposited in the respective Authority.
- (xx) The **bidders** are advised to inspect the site and satisfy themselves of site conditions before submitting their tenders. A **bidder** shall be deemed to have full knowledge of the site whether he inspects it or not and no extra charges consequent upon any misunderstanding or otherwise shall be allowed.

This notice of tender shall form a part of the agreement.

17. MONTHLY BILL PAYMENT:

The contractor shall submit a bill in duplicate strictly as per Bill of Quantity format in the first week of every month to the Site In charge for the Maintenance work carried out during the previous month. The bill must be supported with the following documents:-

Original Attendance Sheets along-with salary certificates, wages sheets of all the workers and staffs deployed duly signed and stamped by contractor, countersigned and verified by Site Incharge and/or authorized representative of STC. ECS Challans of PF and ESI deposit of individual of the workmen deployed of the respective month of the bill.

Bank Statement against the deposit of PF/ESI to the authorities on each and every time has been debited from their account.

The contractor shall submit bill once in every month.

18. PENALTY FOR DELAY IN ATTENDING COMPLAINTS

All the urgent nature of work will be attended by the contractor on the same date otherwise a penalty of Rs. 1000/- shall be levied by Site in charge and deducted from the upcoming monthly bill -

- No electrical supply in the flat, lifts, staircase.
- Faulty switch, socket, MCB etc.
- Sparking in wiring/point etc.
- Leakage from faulty bibcock, pillar cock fitting.
- No water supply in both WC and kitchen.
- Wastage of water from cistern and overhead tank due to overflow.
- Blockage of WC, GT, CI line in Kitchen etc.
- Replacement of broken glass, pane especially in winter season.
- Complaint of main door in locking arrangement.

Changing of EWC/IWC/P-Trap/bend/nahni trap, drainage pipe etc. in toilet and bath area, due to seepage/leakage of water from the ceiling or on approval of STC for changing of EWC /WC on medical ground of the allottee, is time bound work for which 4-5 days will be given to complete the work. Completing the job more than 5 days will attribute a penalty of Rs. 1000/- per day of delay in completing the work. However, any hindrance or fact arises at site of work which is beyond the control of the contractor, then contractor give the reason in writing for justifying the delay to site in charge to avoid any penalty.

19. JURISDICTION

Any dispute arising out of the terms of this document on the interpretation of any clause herein shall be settled by mutual discussions between the nominated authorities of the STC and the authorized representatives of the selected bidder. The Head of the Department (Admn.) will be final authority in

resolving such disputes and his decision will be binding on the agency. In case the decision as referred above is challenged the dispute will be referred to Courts of proper jurisdiction. Any dispute arising out of the contract agreement shall come under the jurisdiction of the Hon. Courts/Tribunals in New Delhi. All such disputes shall be settled in accordance with the laws of India.

20. INDEMNITY

- (a) The Bidder will indemnify STC of all legal/other obligations of its professionals/employees/workers deployed for STC work.
- (b) STC also stand absolved of any liability on account of fraud or breach of trust caused by the Bidder's employees/workers deployed for the performance of work and also for any damages or compensation due to any dispute between the firm/company and its employees/workers.
- (c) STC shall also be indemnified from any act or any factual concealment causing thereby damages or any legal proceedings against STC by any third party or firm/company or deployed employees/workers.
- (d) The Bidder also undertake to keep STC harmless and indemnified from any loss or costs resultant from any decree obtained against the firm/company having tendency to be enforced against the STC or creating liability upon the STC. Also, the STC shall be indemnified, from any consequential action taken by STC in order to protect its interest or in order to defend any suit or legal action for itself or for on behalf of Bidder, to the extent of cost/legal expenses/interest imposed upon.

21. SECURITY DEPOSIT

- (a) The successful bidder shall be required to make an interest free Security Deposit calculated at the rate of 10% of the yearly bid amount accepted by STC by way of Digital/online mode only (detail as per S.No.3) before the commencement of the contract. After receipt of necessary security deposit, the Earnest Money of **Rs. 60,500/-** will be refunded to the successful **bidder**. The Security Deposit will be refunded after three months of expiry of the contract and after adjustment of dues, if any, on the recommendation of Site In-charge certifying the successful completion of the contract.

The following documents shall be submitted with the technical bid. The documents must be enclosed and arranged as per **following sequence** with the technical bid:-

S.No.	Documents required
i	Cost of tender document of Rs. 1050/- by way of Digital/online mode only (detail as per S.No.3).
ii	Earnest Money of Rs. 60,500/-by way of Digital/online mode only (detail as per S.No.3)
iii	Copy of audited sheet for the financial year (2014-15, 2015-16,2016-17).
iv	Copy of PAN No., TIN No. & GST No.
v	Copy of Registration with EPF and ESI authorities.
vi	Copy of required Experience Certificate (Satisfactory Completion Certificate) as per S.No. 1 Request for Quotation (RFQ).
vii	Certificate/undertaking that the firm has not been blacklisted/de-barred by any Govt./Semi-Govt/Private Entity/PSU/MNCs etc. and no police investigation is pending.
viii	Complete tender document (Page 1-18) Filled and duly signed & stamped on each page by the bidder in token of having understood and agreed to the terms and conditions mentioned.
ix	Copy of cross bank cheque showing the company bank account detail.
x	Documents to prove that the bidder is covered under MSME/NSIC.
xi	Certificate that the bidder/party is "KYC" compliant.

- Failure to submit all the required documents or submission of incomplete documents or not fulfilling the above requirements will render the quotation liable to rejection.
- STC, reserves the right to accept, cancel or reject any or all the tenders without assigning any reasons thereof. No **bidder** shall have any cause of action/claim against STC for rejection of his proposal.

- In case the selected party backs out of the contract midstream or does not provide service to the full satisfaction of STC, the security deposit/**EMD** shall stand forfeited.

JT. GENERAL MANAGER (CIVIL)
STC OF INDIA LTD.

AMC for maintenance of 141 nos. flats/quarters, building/compound wall etc. for civil, sanitary/plumbing, internal water supply, Electrical installation including operation of DG Sets and 3 nos. lifts in STC Housing Colony, and 8 nos. flats at AGVC, New Delhi.

PART – A: TECHNICAL BID

The Jt. General Manager (Civil),
Building Project & Maintenance Division,
STC of India Limited,
JawaharVyaparBhawan,
Tolstoy Marg,
New Delhi – 110001.

Sir,

With reference to your Tender No. STC/CO/GAD/BLD/01063/2017 dt. 04.04.2018, we submit below our Technical bid in response to the same.

1. Organization's Information:

Organization's Name:

Office Address : _____

Telephone: _____

Fax: _____

Emil: _____

Contact Person:

Name & Mob. No _____

Main line of Business: _____

2. We are enclosing the following:

S.No.	Documents required	
i	Cost of tender document of Rs. 1050/- by way of Digital/online	Yes/No

	mode only (detail as per S.No.3).	
ii	Earnest Money of Rs. 60,500/-by way of Digital/online mode only (detail as per S.No.3)	Yes/No
iii	Copy of audited sheet for the financial year (2014-15, 2015-16,2016-17).	Yes/No
iv	Copy of PAN No., TIN No. & GST No.	Yes/No
v	Copy of Registration with EPF and ESI authorities.	Yes/No
vi	Copy of required Experience Certificate (Satisfactory Completion Certificate) as per S.No. 1 Request for Quotation (RFQ).	Yes/No
vii	Certificate/undertaking that the firm has not been blacklisted/de-barred by any Govt./Semi-Govt/Private Entity/PSU/MNCs etc. and no police investigation is pending.	Yes/No
viii	Complete tender document (Page 1-20) Filled and duly signed & stamped on each page by the bidder in token of having understood and agreed to the terms and conditions mentioned.	Yes/No
ix	Copy of cross bank cheque showing the company bank account detail.	Yes/No
x	Documents to prove that the bidder is covered under MSME/NSIC.	Yes/No
xi	Certificate that the bidder/party is "KYC" compliant.	Yes/No

We agree to abide by all the terms and conditions of the STC's tender document for **AMC for maintenance of 141 nos. flats/quarters, building/compound wall etc. for civil, sanitary/ plumbing, internal water supply, Electrical installation including operation of DG Sets and 3 nos. lifts in STC Housing Colony, and 8 nos. flats at AGVC, New Delhi.**

The offer is valid for 75days from the date of opening of tender.

Signature: _____

Name: _____

Rubber Stamp of the Organisation:

AMC for maintenance of 141 nos. flats/quarters, building/ compound wall etc. for civil, sanitary/plumbing, internal water supply, Electrical installation including operation of DG Sets and 3 nos. lifts in STC Housing Colony, and 8 nos. flats at AGVC, New Delhi.

PART – B: FINANCIAL BID

The Jt. General Manager (Civil),
Building Project & Maintenance Division,
STC of India Limited, Jawahar Vyapar Bhawan,
Tolstoy Marg, New Delhi – 110001.

Sir,

With reference to your Tender No. STC/CO/GAD/BLD/01063/2017 dt.04.04.2018 and our Technical Bid dated _____ submitted separately. We agree to all the terms and conditions specified in your tender and submit our Financial Bid as follows:

BILL OF QUANTITY

Name of work : AMC for maintenance of 141 nos. flats/quarters, building/compound wall etc. for civil, sanitary/plumbing, internal water supply, Electrical installation including operation of DG Sets and 3 nos. lifts in STC Housing Colony, and 8 nos. flats at AGVC, New Delhi.

SCOPE/DESCRIPTION OF WORK	RATE (RS.) PER MONTH	PERIOD	AMOUNT (RS.)
<p>ELECTRICAL WORKS</p> <p>Operation & Maintenance of Electrical Installation in STC Housing colony and AGVC including necessary repair like electrical wiring as per need and operation of 3 nos. Lifts in STC Colony 'D' Block OTIS make round the clock by deployment of skilled experienced technical manpower including necessary operation of DG Set 62 KVA capacity 'Kirloskar' make round the clock i/c operation and maintenance of AMF Panel etc. as required. The detail of type of flats covered under the maintenance are as follows :</p>		12 months	

<p><u>B) CIVIL WORKS</u></p> <p>Maintenance of building/compound walls etc. for Civil, Sanitary/Plumbing, internal water supply, glazing work for items as indicated herein below in respect of the following :-</p> <p>STC Housing Colony (for STC occupied blocks only) for 141 flats .</p> <p>(a) Type C” & “D” flats (b) Scooter garages in “D” type flats (c) Compound walls including gates & parapets for culverts. (ii) Asian Games Village Complex (for 8 Nos. STC flats A and B Type).</p> <p><u>Rate should inclusive of EPF, ESI & Bonus but exclude GST which shall be reimbursed on the production of proof of deposit thereof.</u></p> <p><u>NOTE :</u></p> <p>The following items are excluded from the scope of the above items :-</p> <p>(a) Periodical services to flats such as white /colour wash/distempering/snowcem painting etc. (b) Painting on steel windows/wooden doors, grills of flats etc. (c) Scavenging operations in STC/Asian Games Village Complex. (d) Replacement with new CI sanitary pipe/CI or PVC rain water pipe, GI pipe direct/down take pipe line with fittings on soil/on wall of any dia at a location more than one in 4 or 8 storey building. (e) Replacement of GI/CPVC up/down pipe line with fitting of any dia at a location more than one upto 4 or 8</p>			
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storey building. (f) Underground sewerage beyond 1 st . manhole from the flats/shaft. (g) Replastering and re-flooring more than 3.0 sqm. in area in one patch. (h) Repairs/replacement of kota stone/marble stone in flooring/skirting etc. (i) Repairs and maintenance of rolling shutters. (j) Structural strengthening of RCC member or wall etc. (k) Repair of bore well/submersible pump with control panel installed at STC site. (l) Repair and maintenance of DG/lift stabilizers/lifts.			
Total			
Rupees.....only)			

- Note: (1) Total must be mentioned in figure & words.
 (2) In case of any difference between figure & works, then the figured amount will be treated as correct.

(SIGNATURE OF BIDDER WITH SEAL)
 TELEPHON NO: _____
 FAX NO. _____
 EMAIL ID: _____

NOTE : Tender Participation Cost and Earnest Money have been submitted along with the Technical Bid.

Or

Exempted from paying tender participation cost and EMD as we are current member registered with MSME /NSIC.