

THE STATE TRADING CORPORATION OF INDIA LIMITED
JAWAHAR VYAPAR BHAWAN – TOLSTOY MARG, NEW DELHI

NOTICE INVITING TENDER

Ref: STC/HC/AMC/MAINT/2015-16/2

Date: 10.08.2015

Subject: AMC for maintenance of 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.

I, **S.C.DASS, Dy. General Manager (Civil)** of **THE STATE TRADING CORPORATION OF INDIA LTD.,** having Regd. Office at **JAWAHAR VYAPAR BHAWAN, 1, TOLSTOY MARG, NEW DELHI – 110 001,** hereby invite tender for the above work

1. The tender copies can be had from **Office of the Dy. General Manager (Civil) 6th floor (Annexe), The State Trading Corporation of India Ltd., Jawahar Vyapar Bhawan, Tolstoy Marg, New Delhi – 110 001,** during working hours from **22.09.2015 to 12.10.2015** on all working day between 10 A.M. and 4.00 P.M. on payment of a non-refundable cost of Tender Documents of **Rs.1,575/- (Rupees one thousand five hundred seventy five only)** including VAT in the form of Demand Draft/banker's cheque in favour of **STATE TRADING CORPORATION OF INDIA LTD, PAYABLE AT NEW DELHI.**
2. The tender duly filled in, signed & sealed and super scribed "Maintenance of Building/compound walls etc. for civil, sanitary/ plumbing, internal water supply, Electrical Installation and Operation of DG Set and 3 nos. lifts in STC Housing Colony, Mehrauli Road and 8 nos. of flats at Asian Games Village Complex, New Delhi" and addressed to **THE STATE TRADING CORPORATION OF INDIA LTD.,** should be dropped in the Tender Box kept on the Reception of **JAWAHAR VYAPAR BHAWAN, GROUND FLOOR, TOLSTOY MARG, NEW DELHI – 110 001,** not later than 3.00 PM on **13.10.2015** under any circumstances, and the tenders will be opened on same day at 3.30 pm at Ground floor, Reception office, Jawahar Vyapar Bhawan, New Delhi,, in presence of Contractors or their authorized representatives if they wish to be present.
3. Tender sent by Courier or by post shall not be entertained for consideration.

(S.C.DASS)
DY. GENERAL MANAGER – CIVIL
For and on behalf of State Trading Corporation of India Ltd.

THE STATE TRADING CORPORATION OF INDIA LIMITED
JAWAHAR VYAPAR BHAWAN, TOLSTOY MARG, NEW DELHI

Date : 10.08.2015

TENDER NOTICE

STC invites sealed item rate tenders from enlisted contractors of appropriate class of CPWD, MES, CPSU and other Govt. agency having experience in repair & maintenance of buildings etc. with valid electrical license for a minimum period of three (3) years as on 2014-15. The tenderer/contractor should have satisfactorily completed at least three works each of Rs. 12,12,800/- excluding Service Tax or two works each of Rs. 15,16,000/- excluding Service Tax or one work of Rs. 24,25,600/- excluding Service Tax, of estimated cost in similar nature of work during the last seven year ending on 31.07.2015. The tenderer/contractor should also have EPF, ESI, TIN, PAN and Service Tax Registration Number. The tenders are invited for the following works:

Description of work	Site of Work	E.M.D.
1) Operation & Electrical Installation, Maintenance in STC colony and AGVC including necessary repair in the 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 including operation and maintenance of AMF Panel etc. as required	STC Housing Colony at Mehrauli Road and 8 nos. of flats at Asian Games Village Complex, New Delhi.	Rs. 60,000/- by way of Bank Draft in favor of STC of India Ltd. New Delhi
2) Repairs & Maintenance of Building/ compound walls etc. for civil, sanitary/ plumbing, internal water supply.		

Tender Documents will be issued at a cost of **Rs. 1,575/- (Rupees one thousand five hundred seventy five only)** each non-refundable. The same can be obtained from Shri S C Dass, Dy. General Manager (C), 6th.Floor (Annexe), STC, Jawahar Vyapar Bhawan, New Delhi, on any working day up to **12.10.2015 (1600 Hrs.)**. Tender documents can also be downloaded from STC's website (www.stc.gov.in)/Govt. website and the same should accompany with a demand draft of **Rs. 1575/-** in favour of The STC of India Limited, payable at New Delhi, towards cost of tender documents. Cheque shall not be accepted.

Tender documents complete in all respect in sealed cover can be deposited in the Tender Box available between 10.30 AM to 3.00 PM on **13.10.2015** at the Reception of Jawahar Vyapar Bhawan at Ground Floor and the same shall be opened on **13.10.2015** at 3.30 PM at Reception office, Jawahar Vyapar Bhawan, New Delhi, in the presence of contractor or his/their authorized representative, if they wish to be present.

Tender received without EMD will be rejected. No interest on EMD will be payable by STC.

STC reserves its right to accept or reject any tender without assigning any reason whatsoever.

(S.C.DASS)
DY. GENERAL MANAGER – CIVIL

THE STATE TRADING CORPORATION OF INDIA LTD. NEW DELHI

TERMS & CONDITIONS

1. The eligibility criteria for the intended tenderers are that they must be registered with govt. agencies like CPWD, MES, CPSUs, DDA, MCD of appropriate class having valid electrical license from Delhi Govt or other state capital.
2. The tenderer shall submit a list of works completed in all respects along with attested copies of certificate/testimonials of their satisfactory completion of the work(s) from the employer/organization for past 7 years.
3. The tenderer/contractor must submit the copy of Audited Annual Accounts for the last (3) three years i.e. 2012-13; 2013-14 and 2014-15 in support of their experience/turnover.
4. The tenderers are advised to inspect and examine the site and their surroundings and satisfy themselves before submitting their tenders so as to know the form and nature of work involved, the means and access to the site, the accommodation they may require and in general shall themselves obtain all necessary information as to the risks involved, contingencies and other circumstances which may influence and affect their tender in any manner. The tenderer shall be deemed to have the full knowledge of the site, whether he inspects it or not and no extra charges/cost (except as provided in Clause 15(a) of Terms & Conditions) reimbursement claim shall be allowed.
5. The tenderer shall be deemed to have read NIT (Notice Inviting Tender) and all other documents carefully and shall have made him aware of the scope and specifications of the work to be done by employing skilled/unskilled workmen as required and of conditions as specified or otherwise in the tender documents.
6. The tenderer should quote the rates in figures as well as in words. In the event of discrepancy between description in word and figures quoted by the tenderer, the description in words shall prevail and the tendered rate/amount shall be corrected accordingly.
7. The tender for the work shall be put in tender box kept at Reception at Ground Floor, Jawahar Vyapar Bhawan, New Delhi on **13.10.2015** from **10.30 AM to 3.00 PM**. The submission of tender by Registered Post or post by Courier shall not be considered. Tenders not being dropped in the tender box shall be summarily rejected.
8. The tender shall be accompanied by earnest money of Rs.60,000/-. The earnest money should be deposited by way of a demand draft on any Nationalized Bank in favour of The STC of India Ltd., New Delhi. Tenders not accompanied by a requisite Demand Draft shall be rejected. Cheque shall not be accepted.
9. The successful tenderer shall deposit 10% of the total contract value as Security Deposit. The earnest money of the successful tenderer will be adjusted against Security Deposit and the balance amount has to be deposited within 15 days of the acceptance of the tender. The Security Deposit will be refunded without interest after satisfactory completion of the contract. Earnest money of the unsuccessful tenderer shall be refunded without interest after finalization of tender.
10. Contract period for the work shall be 12 (twelve) calendar months from the date of handing over of site for maintenance. The contract period can however be extended for further period of one 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.. However, STC reserves the right to terminate the contract during the currency of the contract by giving one month's notice in writing. The decision of STC in this regard shall be final and binding on the contractor.

11. The tenderer shall submit the tender complete in all respects as per terms & conditions laid down in this tender notice and attach documents as per Annexure. Conditional tender will be rejected.
12. STC reserves the right to accept or reject any or all tender without assigning any reason whatsoever. The tenderer shall be bound to perform the contract; otherwise the earnest money/security deposit shall be forfeited.
13. The rates quoted by the tenderer shall be valid for acceptance for a period of three months i.e. 90 days from the date of closing of tenders.
14. Payment to the contractor shall be released by STC on the basis of the work done and amount certified by the Site Office Incharge. The Contractor shall submit the bills in duplicate, giving complete description of item of work done strictly as per schedule of quantities attached.
15. The contractor shall take adequate insurance policies at his cost towards third party and under the Workmen Compensation Act. The policies should be in the joint name of STC and the contractor with STC's name appearing first. These policies shall be submitted by the contractor in original to STC along with premium receipt immediately. The policies will be valid till completion of work/contract period.
16. The contractor shall be required to comply with the provisions of all statutory laws including labour laws, Employees Provident Fund Act/ESI CLR & A Act 1976 etc. as applicable to the workers to be deployed by the contractor to do the job. The contractor will be required to maintain proper record of Provident Fund deducted and paid to the Govt. Account in the prescribed manner and produce the same to STC whenever asked for.
17. The contractor must have the P.F.Code No. from the P.F.Commissioner's E.S.I. Code, PAN and Service Tax Registration Certificate, TIN.
18. The tenderer shall seal the tender in two envelopes duly marking on the envelopes as under :-
 - (A) First envelope shall be marked "Technical Bid" along with the following details over the envelope.
 - (i) EMD of Rs. 60,000/- and cost of tender i.e. Rs. 1575/- separately, in case the tender is downloaded from website.
 - (ii) Tender document – Pages 1 to 16.
 - (iii) The bidder has to produce self attested certificate in this regard.
 - (iv) Name, Telephone nos. and address of the contractor.
 - (B) Second envelopes marked as "Financial Bid" for
 - (i) Tender document – Pages 17 & 18.
 - (ii) Name, Telephone nos. and address of the contractor.
19. The first envelope shall contain the Technical Bid, Earnest Money Deposit and all the pre-qualification documents required for eligibility experience & qualification whereas the second envelop shall contain only the Financial Bid clearly marked in bold letters as 'FINANCIAL BID'. First envelop shall be opened on **13.10.2015 at 3.30 PM** and the second envelope containing "FINANCIAL BID" of only those tenderers who have qualified in the technical bid shall be opened after pre-qualification of the tenderers. The date and time of opening the price bids shall be intimated to the pre-qualified tenderers later.

(S.C.DASS)
DY. GENERAL MANAGER – CIVIL

GENERAL CONDITIONS

1. Water/Electricity required for carrying out repairs/maintenance works and for contractors site offices shall be provided free of cost.
2. Materials which are not covered in the terms and conditions of the contract and are required for repairs/maintenance work shall be issued at site 'Free of cost' unless otherwise specifically provided. In case, the Corporation is not in a position to issue/arrange the required materials fully or partly and orders the contractor to procure the materials through his/their own arrangement, in that case of cartage of materials to site, plus 10% as contractor's overheads and profits. For this purpose, the contractor shall produce original purchase vouchers/bills for verification and record.
3. Winches, tools, chain pulley blocks, welding machine, ladder, jhulla, pressure pumps, lawn mower, shrub cutter, sprayers etc. required for repair/services shall be arranged by the contractor at his cost and contractor's quoted rates shall be included for this.
4. The contractor shall be responsible for the safe custody of the equipment, machinery, structures and installations of The STC of India Ltd., which is maintaining/operating. He shall make good any losses/damage to the same caused by him or his employee's negligence. He shall also be responsible for the pilferage of the components or the equipment's/machinery which are being operated/maintained by him.
5. The work shall be carried out as per the specifications in the tender and in the absence thereof, as per CPWD specifications as amended up to date. In case of any clarification about the specifications to be followed/adopted for a particular item, the decision of Engineer-in-Charge shall be final and binding.
6. The contractor's personnel shall be polite, courteous and well behaved.
7. The contractor's personnel accepting any tips/ gifts etc. from the residents shall be removed from the premises and not allowed to work in the STC housing colony and Asiad Village Games Complex thereafter.
8. The contractor shall verify and cause to be justified through local police and antecedents of the personnel to be deployed. He will submit their names present and permanent residential address and two copies of passport size photographs before they are allowed to start the work in the Colony and Asiad Village.
9. The contractor will issue identity cards to his employees bearing employees' photographs, names and addresses duly verified by authorized official of STC to all his employees, which they will display while on duty.
10. The contractor if so directed by the Engineer-in-charge, immediately transfer from the works any person deployed and such person shall not be deployed again on the work.
11. The contractor shall not assign the work. If the contractor does so, the contract shall be terminated without any notice and his security deposit shall be forfeited.
12. The contractor shall comply with the provisions of Delhi Shop & Establishment Act, Minimum Wages Act, Bonus Act, and Statutory Estt. Act, Employees State Insurance Act, Workmen's Compensation Act, Payment of Wages Act, Contract Labour (Regulation & Abolition) Act, Industrial Dispute Act, Employees Provident Fund Act and all other rules & regulations as applicable at any time and shall keep STC indemnified from acts of commission, faults, breaches and/or any claims, demand, loss, injury and excess due to contractor's failure to fulfill any obligations under the said acts/enactment. The contractor will have to maintain the relevant statutory records and submit the same to STC for inspection as and when required. The contractor will be responsible to deposit PF/ESI contribution/Service Tax/VAT regularly on the total

- wages/payments of the workers/employees and shall submit the evidence of deposit in next month along with his bill for verification.
13. Wages, rates, holidays, hours of work and conditions of service of all the workmen of the contractor shall be determined by the contractor having due regard to those workmen obtaining in similar employment and these shall in no case be disadvantageous to the workmen of the contractor as compared to wages, rates, holidays, hours of work and conditions of labour, as are provided in any applicable labour laws or as may be specified in this behalf by the Labour Commission or any other competent authority.
 14. The contractor shall have to pay to the workers engaged by him in connection with the work, wages not less than **Delhi Admn. Or Central Govt. Minimum Wage whichever is higher in Latest Gazette notifications** in this regard. If during the currency of the contract period, wages of labour increases as direct result of the coming into force of any fresh law or statutory rules or order and such increase become operative after the submission of tender, STC will only be reimbursing to the contractor such increase as may be announced by the Govt. and no increase on service charges or profit will be payable in the case of **(17) nos. of workers** (including Supervisor), the min. requirement, to be deployed by the contractor for the job.
 15. (a) Payment due to increase in wages as approved by the Govt. will be released to the contractor only upon production of proof of disbursement of minimum wage to the workmen
(b) STC will have the right to withhold any payment due to the contractor in the event of any complaint received from personnel engaged by the Contractor about non-payment of their dues i.e. PF contributions and Minimum Wages etc.
 16. It shall be the duty of the contractor to ensure the disbursement of the wages and other payment to its workmen through RTGS only and cash disbursement will not be allowed by STC. However, the record of all payments made to the workmen will be made available to Site Incharge, and/or authorized representative of STC.
 17. For the above purpose, the contractor shall open or cause to be opened, Saving Bank Account in any nationalized bank for every worker and the Supervisor and shall remit the monthly emoluments and other dues payable to the workers and supervisor directly to these accounts by the 7th day of the month and submit photocopies of the documents duly accepted by the banks, to STC. Payment to the contractor shall be released only on receipt of these documents. No deviation shall be permitted.
 18. 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 there from.
 19. The contractor shall comply with all instructions, verbal (to be subsequently confirmed in writing) or in writing, given to him by the Site Engineer(s) of STC from time to time.
 20. The contractor shall be fully responsible for complying with the terms and conditions of the contract and in case of his default, Security Deposit and contractor's dues are liable for forfeiture, as well as termination of the contract and getting the work done from any outside agency at the risk and cost of the contractor.
 21. The contractor shall be responsible for any mishap/injury to persons or things and/or all structural and decorative on account of his negligence or default or his employee or his agent. This clause shall include inter- alia any damage to roads, streets etc. internal or external.
 22. The contractor shall indemnify the Corporation and hold it harmless in respect of all other any expenses arising out of such injury or damage to persons or property as aforesaid and also in respect of any claim made in respect of injury, damage under any act of the Govt. or otherwise and also in respect of any award or compensation or damages which may be passed consequent upon such claims.

23. Some other agencies may also be working in the area. Contractor/his workmen shall not create hindrance in any way in the work being executed by such agencies. Further, he shall not attempt to delay the repair/maintenance work intentionally on the pretext of other agencies working in the Colony/Asiad Village Complex.
24. The contractor shall be required to execute an agreement with The State Trading Corporation of India Ltd., on non-judicial stamp paper of appropriate value as per the performa (to be given by STC). The cost of the stamp paper will be borne by the contractor.
25. It is intention of STC that all payments to the contractor shall be effected by EFT. All tenderers should confirm that they are agreeable to this and are prepared to sign any third party agreement as may be requested by the banks.
26. The requirement of registration in the Contract Labour (R&A) Act has to be complied with by the contractor/firm after award of work.
27. **Monthly 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 Incharge 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.
 - Details of defects/complaints attended and rectified within time
 - Details of complaints attended late.
 - PF and ESI documents having details of individual accounts of the workmen employed
 - Bank Statement and/or Bank Certificate certifying that the cheque made against the deposit of PF to the PF authorities on each and every time has been debited from their account. The PF/ESI deposition to the statutory authorities shall be made on exclusive challan for the workers engaged for STC work coving work force in STC Housing Colony/AGVC flats.
28. The ex-employee of the Corporation i.e. STC is/are not permitted to participate in the tender/ quotation.
29. 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.
30. In case of any disputes, decision of General Manager, STC (Admn.) will be binding on both the parties.

(S.C.DASS)
DY. GENERAL MANAGER – CIVIL

ANNEXURE

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

Tenderer is required to mention detail in this annexure and also submit the self attested copies of certificates of following documents along with the tender documents

- a. Valid registration from CPWD/MES, CPSU and other Govt. agency of appropriate class.
- b. Certificate for completion of work during the last seven (7) years ending on 31.07.2015 for at least three works each of value Rs. 12,12,800/- excluding Service Tax or two works each of value Rs. 15,16,000/- excluding Service Tax or one work of value Rs. 24,25,600/- excluding Service Tax.
- c. Valid Electrical Contractor's License of Delhi state or other state capital.
- d. Current Service Tax Registration.
- e. Current TIN No. Registration.
- f. Current PF and ESI Registration.
- g. Certificate in respect of non-termination/de-barred/Black Listed from any Govt./Semi-Govt./ Private/ PSUs/MNCs etc.

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

PARTICULAR SPECIFICATIONS

The work consists of the following jobs in STC Housing Colony consisting of the following

(A) 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

(B) 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

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) (2.10 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. Coordination 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, 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 except copper winding will be replaced by the occupants at his own cost. However, service 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 fire fighting 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. However, the material shall be supplied by STC free of cost to the contractor except insulation tape.
- (C)
- (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 material required except consumables. Contractor shall supply the desired manpower as well as consumables stipulated for maintenance purpose.

(D) MANPOWER REQUIRED FOR ELECTRICAL 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. as required:

SL.NO.	DESIGNATION	CATEGORY	QTY.	EXPERIENCE
01	Supervisor (Diploma Holder)	Non-technical Supervisory Graduate and above.	1 no	With 3 years experience in electrical field. And 15 years experience for other than Diploma Holder.
02	Electrician	Skilled	2 nos.	ITI or License wiremen with 5 years experience
03	Lift Operators-cum-DG Operator	Semi-skilled	7 nos.	Having 8 years experience
05	Helpers	Un-skilled	1 no.	Well conversant with nature of maintenance work
Total			11 nos.	

EXCLUSION

- 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. (the electrical items shall be provided by STC on demand free of cost to the contractor for replacement as per need).
- 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.

Details of civil works are as follows: -

(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 2 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/jamb/sills etc. as required by re-plastering upto 2.00 sqm., in each patch.

(B) MAINTENANCE OF SANITARY & WATER SUPPLY INSTALLATIONS

- i) Replacement of washers of bib cocks, pillar cocks, stop cocks etc. of various sizes.
- ii) Removal and replacement of bib cocks, pillar taps, 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 40 ft. length at one location including fittings up to 40 ft. 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. (upto 1st. manhole only).
- ix) Welding repairs to steel windows/ventilators/steel door frames.
- x) Repairing and replacing sanitary wares such as wash basins, sinks, EWC/IWC 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.

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. **Only materials required for the jobs will be provided by the Corporation free of cost except those mentioned/specified under (xii) below.**

- It is desired that the tenderer 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 tenderer 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.
- The electrical complaints shall be attended from 8.00 hours to 22.00 hours on all days including all holidays whereas other complaints shall be attended between 9.30 hours to 17.30 hours on all working days i.e. Monday to Saturday.

- The contractor 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 General Manager (Building Cell) in respect of such damage to persons, equipment.
- xii) 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.

MATERIAL:

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

TOOLS AND PLANTS:

1. Electric welding machine
2. Gas welding machine, Hammer Drill Machine
3. Scaffolding, Ladders, Jhulah, Ropes, Safety Belts etc.
4. Pliers, wrinches, pipewise, pressure pumps etc. and any other tools required to carry out the maintenance work.

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.

- (iii) All electrical/civil dismantled materials shall be deposited by the contractor with the representative of STC of the work.
- (iv) 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.
- (v) 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.

- (vi) 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.

MANPOWER REQUIRED FOR CIVIL WORKS

1	Plumber	Skilled	02 nos.
2	Mason	Skilled	01 no.
3	Sewerman	Unskilled	01 no.
4	Helper	Unskilled	02 nos.
Total			6 nos.

In addition to the above, the contractor shall engage a Diploma Holder or a person having at least 15 years experienced as a Supervisor in maintenance work and capable to supervise the work of above mentioned workers of the contractor. All the above, 17 (seventeen) number of workers (including the Supervisor) will be required to mark their daily attendance in the Register to be kept with the Site Incharge. 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 in attending to the complaints by the contractor, STC reserves the right to 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 execution, the contract is liable to be terminated. The decision of General Manager (Building Cell) or his authorized representative in this regard shall be final and binding on the contractor. The tender should clearly indicate the number of workers and supervisors that will be engaged by the contractor.

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.

- (vii) Besides the manpower indicated at Pre-page, the contractor shall be bound to engage other workman like glazier and welder as and when the work demands in addition to the regular labour (skilled and unskilled) at no extra cost to STC.
- (viii) 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.
- (ix) Subject to the terms and conditions contained hereinabove the contract will remain in force for one year from the date of award of work.
- (x) In consideration of the payments to be made by the Corporation to the contractor as here in above provided, the contractor shall carryout all the works properly as here in above.

- (xi) The monthly payment shall be reimbursed to the Contractor after receipt of bills thereof along with required documents by the office of Site Incharge.
- (xii) The contractor shall submit bill once in every month.
- (xiii) In case of any disputes or difference between the contractor and STC, decision of General Manager (Building Cell) STC shall be final and binding on both the parties.

(S.C.DASS)
DY. GENERAL MANAGER – CIVIL

FINANCIAL BID

THE STATE TRADING CORPORATION OF INDIA LIMITED
Jawahar Vyapar Bhawan, Tolstoy Marg, New Delhi

BILL OF QUANTITY

SCOPE/DESCRIPTION OF WORK	RATE (RS.) PER MONTH	PERIOD	AMOUNT (RS.)
<p><u>A) ELECTRICAL WORKS</u> 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> <p><u>B) CIVIL WORKS</u> Maintenance of building/compound walls etc. for Civil, Sanitary/Plumbing, internal water supply for items as indicated herein below in respect of the following :- STC Housing Colony (for STC occupied blocks only) for 141 STC occupied flats only. (a) Type C" & "D" flats (b) Scooter garages in "D" type flats (c) Compound including gates & parapets for culverts. (ii) Asian Games Village Complex (for 8 Nos. STC occupied flats only). <u>Rate should inclusive of EPF, ESI & Bonus but exclude Service Tax which shall be reimbursed on the production of proof of deposit thereof.</u></p> <p><u>NOTE :</u> The following items are excluded from the scope of the above items :- (a) Periodical services to flats such as white wash/colour wash/snowcem painting etc. (b) Painting on steel windows/wooden doors, grills etc.</p>		12 months	

(c) Scavenging operations in STC/Asian Games Village Complex. (d) Replacement with new or same GI pipe with fittings on soil/on wall, sanitary pipe/CI rain water pipe of any dia beyond 2 mtrs. Length at a location/point. (e) Replacement of GI pipe of any dia with fittings/beyond 40 ft. length at a location/point. (f) Underground sewerage beyond 1 st . manhole to the flats. (g) Replastering and reflooring more than 2.00 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) Overhauling and rewinding of ceiling fans/exhaust fans (to be paid separately). Addition of electric points for flats			
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(Rupees.....only)

(SIGNATURE OF THE TENDERER WITH SEAL)

ADDRESS _____

MOBILE NO. _____