

## INDEX

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**The State Trading Corporation Of India Ltd.**

**(A Public Sector Undertaking, G.O.I. )**

**NOTICE INVITING TENDER**

1. Bids are invited from competent firms as per Pre Qualifying Criteria of bid document, in two part bidding process, for the work of Comprehensive routine, breakdown Maintenance of Electrical & Mechanical equipment installed in Jawahar Vyapar Bhawan, Including Electrical Installation, DG sets, Exhaust fans & Motors, sump pumps, Water supply station, Underground Tube well system, Water Softening System, Fire Fighting System, Sanitary & Plumbing & Plumbing System, Lift Operations, Public Address System and all other allied works associated with it , in Jawahar Vyapar Bhawan, Connaught Place , Delhi

**2. Office of issue** : Chief Manger (Elect.).

BP& M Division, STC of India Ltd.. Delhi or may be

downloaded from [www.stc.gov.in](http://www.stc.gov.in) or from [www.tenders.gov.in](http://www.tenders.gov.in)

**3. Estimated cost** : **Rs 130 Lakhs**

**4. Tender document fee** : **Rs. 1000.00**( including VAT)

**5. Last Date of issue of tender from STC** ...08.02.2016 up to 5: 00 P.M

**6. Date and time of deposition the of tender**

**documents in the tender box in STC reception :** 09.02.2016 up to 3:00 P.M.

**7. Date and time of opening**

**of tender ( Technical Bid-I)** : 09.02.2016 ...at 3.30 P.M.

**8. Venue of opening** : Office of chief Manager-E, Basement –I, JVB

**9. Date and time of opening**

**of Price Bid of tender ( Part-II)** : Shall be intimated later to the successful bidders in technical bid.

**10. Amount of earnest money**

to be deposited (EMD) ( By DD/ Banker's Cheque) :**Rs. 2.60 lakhs**

**11. Documents needed for participation in tender:** - The bidder has to submit the self-attested photocopies of the documents required as stipulated in the tender document , at the time of submission of bid and all other documents as required in tender document. STC reserves the right to verify the authenticity of the documents

submitted through the originals on or before bid evaluation. Partial/ fake submission of the documents shall call rejection of the bid at any time of the evaluation or during the contract period.

**12.**The tender shall be submitted by super scribing the name of the work in the following manner:

Technical Bid (Envelope – I) : EMD (demand draft/banker’s cheque)along with duly signed & stamped tender documents and other supporting documents of the bidders for technical bid

Price Bid (Envelope – II ) : ‘Price Bid” Shall contain prices duly signed and filled in

All pages of tender documents shall be duly signed and stamped. It is to be noted that the sealed envelope containing Price Bid (Envelope-II) shall contain only the prices without any conditions whatsoever.

Both the envelopes ( I & II) to be put in a third envelope super scribing “Tender for carrying out the works for Comprehensive routine, breakdown Maintenance of Mechanical & Electrical equipment installed in Jawahar Vyapar Bhawan, “

Any Deviation from Pre-Qualifying Requirement( PQR ) or other tender conditions shall result into technical disqualification.

**14.** All the tender documents should be signed by the bidder as a token of acceptance and shall be submitted to STC .

**15.** This tender documents contains 54( Fifty four) Pages comprising General terms and conditions, Section B , Section C ( Scope of work and scope of supply), Data Supplied by Contractor ,Price Bid, Pre Qualifying Requirement, Performa 1,2,3,

**16.** If the dates mentioned above happens a Holiday in STC, the next working day shall be considered as mentioned date.

**17.** Tenders have to be dropped in the tender box put at the reception area of STC, at Jawahar Vyapar Bhawan,1-Tosltoy Marg , Connaught Place ,New Delhi. No other form of submission shall be accepted.

Tender Document Sold to:- .....

Signature

(R.K. Avasthi- (Chief Manager- Elect.)

Ph. 011-23462400, 8743828102 ,Email : avasthi\_raj@rediffmail.com

State Trading Corporation of India Ltd.

**(Application For Purchase of Tender)**

**1. Technical bid opening Date** : Dt.....

Comprehensive routine, breakdown Maintenance of Electrical & Mechanical equipment installed in Jawahar Vyapar Bhawan, Including Electrical Installation, DG sets, Exhaust fans & Motors, sump pumps, Water supply station, Underground Tube well system, Water Softening System, Fire Fighting System, Sanitary & Plumbing & Plumbing System, Lift Operations, Public Address System and all other allied works in Jawahar Vyapar Bhawan, Connaught Place, Delhi

**3. Name and Address of the Firm** ... ..

.....

**4. Copy of Similar Past work orders** Enclosed : Yes/No (Copies Enclosed)

**5. Annual turnover of last three 03 (FY) years 2014-15Rs**.....

2013-14Rs.....

2012-13Rs.....)

**6. Average Annual turnover of last three 03 FY years = Rs**.....

**7. Service tax No.** : .....

**8. P.F No.** :.....

**9. PAN No.** .....

**10. TIN No.** .....

**10. Labour License.** ...:.....

**11. TAN No** . .....

**11 Satisfactory performance certificates** ..... ..

**12. Electrical License No.** .....

**13. Non- Black-listing certificate, Affidavits enclosed:**.....

**14. Other affidavits/ forms filled and signed** .....

Name and Signature of Contractor (With seal)

Chief Manager -Electrical

## **DEFINITIONS**

1. "Application" shall mean the request submitted by interested parties for obtaining the bid document.
2. "BID/Tender" shall mean documents issued by STC to the prospective Bidder.
3. "Bid Security/Earnest Money/EMD" shall mean the amount to be deposited by the Bidder with the Bid.
4. "Bid Validity" shall mean the period for which the Bids shall remain valid.
5. "Bidder" shall mean the party participating in the Bidding process pursuant to and in accordance with the terms of this document.
6. "Contract Agreement" shall mean the agreement to be signed between the Successful bidder and the nominee of the competent authority on behalf of STC.
7. "Contract Price" shall mean the financial bid of the Successful Bidder as accepted by the STC.
8. "Date of commencement of work" shall mean the date of start as communicated by Letter of intent or work order.
9. "Defects Liability Period/Maintenance Period" means the period after completion of the contract during which the STC or his authorized representative/Engineer-in-charge will notify to the Contractor any defect noticed in the work and the contractor is liable for, replacing or repair the same as provided under the Terms of the Contract/ Tender Document. Proof of dispatch of letter notifying the defect/intimating the representative of Contractor at site on the last date of Defect Liability period will make the contractor liable for rectifying all such defects.
10. "Engineer in Charge (EIC)" means the authorized representative nominated by STC.
11. "Tender Evaluation Committee" shall mean the committee constituted by STC for the evaluation of the bids.
12. "Letter of Award/Notification of Award" shall mean the letter issued by the STC to the successful bidder inviting him to sign the contract agreement.

13. "STC" shall mean the State Trading Corporation of India Limited with its registered office at Jawahar Vyapar Bhawan, 1-Tolstoy Marg, Janpath, New Delhi – 110 001, or their nominee/assignee. Word "STC" has also been used for State Trading Corporation of India Limited.
14. "Performance Security/Performance Guarantee" shall mean the amount to be paid by the successful bidder as per relevant clause mentioned in the tender document.
15. "Work" means Comprehensive routine, breakdown Maintenance of Mechanical & Electrical equipment installed in Jawahar Vyapar Bhawan, Including, Electrical Installation, DG sets, Exhaust fans & Motors, sump pumps, Water supply station, Underground Tube well system, Water Softening System, Fire Fighting System, Sanitary & Plumbing System, Public Address System and all other ancillary systems
16. "Site" shall mean the place where the works under the Contract are to be carried out and the details of which are provided in this document.
17. "Successful Bidder" shall mean the bidder who has been declared technically qualified and the bid has been accepted by competent authority of STC. The successful bidder has to sign the contract agreement.
18. "Scheduled Banks" mean Scheduled Commercial Banks of Govt. of India.
19. Order placing authority means: - The officer who is issuing or Placing detailed work order to the firm.

(All pages to be submitted duly signed with seal in token of acceptance.)

Chief Manger (Elect.)  
State Trading Corporation of India Ltd.

**PROFORMA – I**  
**Letter for submission of bid**

From:-----

To

The Chief Manager  
Building Project and maintenance Division ,  
STC of India Ltd..  
Jawhar Vyapar Bhawan  
1,Tolstoy Marg, New delhi-110001.

Reference Bid no.....

Sir,

1. I have examined the conditions as incorporated in the Tender documents for the Execution of work and having visited and examined the site of said work, I/we the undersigned, offer to execute the said works in conformity with the conditions of tender,
2. Should this tender be accepted I/We undertake to commence the work within seven (7) days of issue of the Letter of intent for the said work and further undertake to perform whole of the work comprised in the contract for a period of 12 months within the period specified under tender documents.
3. I/We agree to abide by this tender for a period of **90 days** from the date of opening of Bid or such extended period as may be mutually agreed as prescribed in Instruction to Bidders and shall remain binding upon us .
4. A sum of Rs. 2,60,000/- (Rs. Two Lakhs sixty thousand only) towards Earnest money Deposit in the form of Demand Draft/ Pay Order/ Banker's Cheque Bearing No. \_\_\_\_\_ Drawn on \_\_\_\_\_ Dated \_\_\_\_\_ in terms of the Instruction to Bidders enclosed with Technical Bid.

5. Unless and until an agreement is prepared and executed, this bid together with STC's written acceptance thereof shall constitute a binding contract between us.

6. We understand that STC is not bound to accept the lowest bid and that STC reserve the right to accept or reject any bid, and/or to annul the bidding process and reject all bids, at any time prior to award of contract, without thereby incurring any liability from the affected bidder or bidders nor shall STC have any obligations to inform the affected bidders of the grounds for STC's action.

7. Name of the representative of the firm to sign:

(a)-----(b)-----

Or

Name of person having power of attorney to sign the contract **(certified true copy of the Power of attorney should be attached)**

Yours Faithfully,

Signature of the Bidder

Permanent address -----

Local address:-----

Note : The contractor is to fill up the blanks in above form before signing & submitting the bid.

8. This application is made with full understanding that:

(a) Bids submitted by bidders will be subject to verification of all information furnished for pre-qualification during the bidding process.

(b) STC reserves the right to amend the scope and value of any contracts bid under this work.

**Signature of Authorized representative of the bidder.**



**PROFORMA - 2**  
**Letter for Unconditional acceptance of Bid Conditions**

**No.**

**Date:**

The Chief Manager( E)  
Building Project and Maintenance Division  
The State trading Corporation of India Ltd.  
Jawahar Vyapar Bhawan,  
Tolstoy Marg,  
New Delhi-110001.

**Subject: Unconditional acceptance of Bid Conditions for tender No:-**

.....  
Dear Sir,

1. I/We have read and examined and understood all the conditions in the bid documents for the subject work and we hereby unconditionally accept the bid conditions entirely for the said work.

2 I/we hereby submit our bid and undertake to keep it valid for a period of 90 days from the date of opening of bid

3. I/we undertake to execute the above items strictly in accordance with the requirements and particulars /Specifications stipulated in the bid documents.

4. I/we hereby further undertake that during the said period:

4.1. I/we shall not vary/alter or revoke my /our bid during the validity period of Bid.

4.2. I/we have quoted for the complete scope of the said work

4.3. I/we undertake to abide by the terms and conditions as stipulated in STC bid documents and as amended thereafter before award of work.

2. I/We have not enclosed any condition/deviation to conditions of Bid documents in the envelope containing Price Bid.

I/we agree that in an event of conditional bid , the bid is liable to be rejected without assigning any reason whatsoever and the Earnest Money deposit is liable to be forfeited.

3. This undertaking is in consideration of STC agreeing to open mybid, considering and evaluating the same for the purpose of award of work in terms of provision of bid documents.

I submit EMD of Rs..... through Bank draft/ Banker”  
cheque No. ----- dated ----- issued by -----  
----- (Name of Bank) along with the Technical Bid.

Signature along with seal of the company of the signatory duly authorized to sign the Bid  
on behalf of the Firm)

Name -----

Designation-----

Name of Company-----

Date and Postal address-----

Witness:

Signature\_\_\_\_\_

Date\_\_\_\_\_

Name and address & Telephone No.\_\_\_\_\_

**PROFORMA - 3**

**Performa for submission of past contractual performance/declaration by the bidder**

(Affidavit on non-judicial stamp paper of Rs. 10/- duly attested by Notary/Magistrate)

This is to certify that We, M/s. \_\_\_\_\_ in submission of this offer confirm that

1. We have not made any misleading or false representation in the forms, statements and attachments in proof of the Pre-Qualification requirements.
2. We do not have records of poor performance such as abandoning the work, not properly completing the contract, inordinate delays in completion, litigation history or financial failures etc.
3. Our business has never been banned/ Blacklisted by any Central/State Govt. department/Public Sector Undertakings or Enterprises of Central /State Govt.
4. We have submitted all the supporting documents and furnished the relevant details as per the prescribed format.
5. The information and documents submitted with the tender by us are correct and we are fully responsible for the correctness of the information and documents submitted by us.
6. We have not submitted fraudulent document/information either in present or past tenders.

Signature of Authorized representative of the tender

Tenderer's stamp

## General Contract Conditions      Section "A"

### **INSTRUCTION TO BIDDERS:-**

DEFINITION: - The term 'Corporation' wherever appearing in this specification would mean State Trading Corporation of India Ltd. and shall include the nominated person authorized to place an order this specification.

#### **1.0 PREPARTION OF TENDER:-**

1.01 Before submission of the tender, the Bidders are requested to have themselves fully conversant with the "Pre-Qualification Requirement "specification, nature of work, the site conditions and general conditions of contract etc., so that, no ambiguity arises at a later date in this respect. They may visit the site for seeing the actual working conditions and the nature of work.

1.02 Only such firms need to submit bids whichmeets the eligibility criteria as laid down in the tender documents and which can submit satisfactory evidence in that regard.

1.03 The Corporation reserves the right to revise , amend or cancel the tender documents prior to the date notified for opening to the tenders & also the right to postpone the date for presentation and opening of tender without assigning any reason.

1.04 The terminated/debarred/ Black listed bidders from any Govt./Semi Govt./ /PSUs/. are not allowed to participate in the tender. **The bidder has to produce self-attested certificate in this regard.** If the Bidder deliberately furnishes wrong information in his tender, the bid would be liable to be rejected out rightlyat any stage and the security deposit and/or EMD/ Dues to STC, shall be forfeited

1.05 Tender document are not transferable.JV (Joint Ventures) firms are not allowed to participate in the tender.

1.06 Not more than one tender for the work shall be submitted by one contractor or one firm of contractor.

1.07 The Corporation shall not be liable for expenses incurred by the Bidder in the preparation of the tender whether his tender is accepted or not.

1.08. Bids containing any alterations/cuttings/marks of eraser etc even if accompanied by signature shall be liable to be rejected on such grounds.

1.09 Successful L-1 bidder shall be decided on the basis of price of quoted in the price bids section

1.10 Tenders submitted by courier/post liable to be rejected.

1.11 Part Tender submitted shall be rejected. .

1.12 The tender is to be furnished in two parts i.e. PART-I (Techno-commercial bid)& PART-II (Price Bid); both parts in separate envelopes shall be submitted together in a bigger envelope. The first envelope super scribed "Part-I Techno-commercial Bid" should contain Technical and Commercial details as per requirement of Pre Qualifying requirement (Section-I ) accompanied by all documentary documents in support of pre-qualifying requirement / tender enquiry with separate envelopes containing EMD with details of EMD ( i.e. original DD/Original Bankers cheque ), Cost of tender document ( in case tender document is downloaded from website ) , tender document duly filled and signed by authorized signatory of the firm and second envelope be super scribed as "Price Bid" ,should contain "Part-II i;e Price Bid" only. Both the envelopes should be sealed separately. Both these envelopes containing Part-I and II should further be placed in one bigger size envelope (Main Envelop) super scribed name of work , Tender No. and address of the bidder.

1.13 The Part-I i.e. Techno-commercial Bid will be opened on the scheduled date and time in the presence of representatives of participant firms who choose to be present. Late received bids shall not be entertained.

1.14 The bidder whose Part-I (Techno- Commercial bid )bids have been found acceptable , shall be intimated through written communication and / or through telephonically as the case may be. The price bid of these technically qualified bidders shall be opened on the scheduled due date and time of opening in the presence of representatives of successful firms (in Part I) who choose to be present. Intimation regrading date, time of opening of price bid shall be intimated to the technically qualified bidders.

1.15 The Tender document shall contain the name, residence and place of business of persons submitting the tender. All signatures should be followed with the date.

1.16 STC reserves the right to accept or reject any bid, and/or to annul the bidding process and reject all bids, at any time prior to award the contract, without thereby incurring any liability from the affected bidder or bidders nor shall STC have any obligations to inform the affected bidder or bidders of the grounds for STC's action.

1.17 The copy of the tender can be obtained from the Chief Manager- Elect. Building cell, Corporate office, New Delhi by depositing the cost of the tender in the form of Crossed Bank Draft / Bankers Cheque payable to the State Trading Corporation of India Ltd payable at New Delhi or can be downloaded from [www.stc.co.in](http://www.stc.co.in) or from [www.tenders.gov.in](http://www.tenders.gov.in) The tender document downloaded from the website shall be accompanied with the cost of the tender document, EMD amount at the time of tender submission to the STC Office. If the dates mentioned in tender document happen to be Holiday in STC, the next working day shall be considered as mentioned date.

1.18 STC reserves the right to nominate or replace the Engineering in charge during the currency of contract period or during the tender process.

## **2.0 Earnest Money Cost of tender document:-**

2.01 Before submitting the tender, the Bidder shall deposit an amount as indicated on cover page as earnest money, the cost of tender document in the form of crossed bank draft / Bankers Cheque payable to the State Trading Corporation of India Ltd payable at New Delhi.

2.02 Any tender not accompanied with EMD, cost of tender document is liable to be rejected.

2.03 In case of unsuccessful bidders the earnest money will be refundable on application after award of work to the successful bidder.

2.04 Request for adjustment/appropriation of earnest money/deposits if any already lying with the Corporation in connection with some other tender/orders/works shall not be entertained.

2.05 No interest shall be payable on earnest money deposits.

2.06 Participation in the tender process without cost of tender document and/EMD shall be permitted only for those firms who are exempted /notified via any statutory/ Govt. body. Those firms should deposit the concerned notice /document showing exemption, along with the bid submission. Preferential purchase policy, as declared by the Govt. regarding MSMEs / kendriyaBhandar shall be followed.

### **3.0 General Terms:-**

3.01 Purchase /downloading from [www.stc.gov.in](http://www.stc.gov.in) or [www.tenders.gov.in](http://www.tenders.gov.in) of tender document by the bidder is essential for participation in the tender.

3.02 The Corporation is not liable to accept the lowest or any other bid and shall not assign itself to accept the lowest or any other tender and will not assign any reason(s) for the rejection of any tender or a part thereof.

3.03 Bids once submitted cannot be withdrawn by the bidder at any stage of the tendering process, if such request is received by STC, EMD shall be liable to be forfeited

3.04 The tenderer shall treat the details of specification and other tender documents as private and confidential and they shall not be reproduced anywhere without the written authorization of the Corporation

### **4.0 RECEIPT OF TENDERS:-**

4.01 The tenders should be dropped in the designated tender box placed at the reception office of State Trading Corporation of India Ltd. No other form of tender submission shall be accepted.

### **5.0 DEVIATIONS:-**

5.01 Bids containing deviations from the specifications and general condition of contract shall be liable to be rejected.

### **6.0 SUBMISSION OF DOCUMENTS ALONG WITH THE BID**

6.01 Part-I envelop deals with technical and commercial particulars and performance of the bidders. The Bidder shall furnish all required documents as prescribed in the tender document except price bid with part I, duly signed, acknowledging his acceptance to the terms and conditions of tender.

6.02 Part-II envelop shall contain only the part-II "Price Bid Section" in sealed condition. The successful bidders in techno commercial evaluation shall be intimated by the Corporation. Price bid shall be opened of only those successful bidders who qualify in techno commercial evaluation.

6.03 Bidders shall put both envelopes ( Envelop -1 for part -I i:e techno commercial documents and Envelop -2 for part -2i:e sealed Price bid ) in one bigger envelop . All the documents submitted by the bidder should be signed and stamped by the bidder with date. The bidder should write the address of the firm on the bigger envelope and the details of the EMD and tender fee in case the tender document is downloaded

#### **7.0 VALIDITY OF TENDER:-**

The bid shall remain valid for 90 days which will reckon from the date of opening of technical bid. Bids once submitted cannot be withdrawn by the bidder at any stage. Bidders mentioning a shorter validity period than specified are liable to be rejected. In case validity period is not stated it will be presumed that the bid is valid for 90 days without obtaining any confirmation from the bidder.

**8.01 CANVASSING:** -No Bidder shall canvas any, Corporation official or the Engineer with respect to his or other tender. Contravention of the condition will invoke in rejection of the tender.

Chief Manger (Elect.)



**GENERAL CONDITIONS OF CONTRACTS:-**

**SECTION – B**

The tenderer /contractor shall be deemed to have carefully examined & made himself fully conversant with the general conditions, specifications, schedules, scope of work and site conditions etc. before submitting the tender. If he has any doubt as to the meaning of any portion of the general and special conditions of tender specifications or about any point regarding site conditions, he may seek necessary clarification before submitting his offer/tender from the Chief Manger-Elect.

**1.00 ACCEPTANCE OF TENDER:-**

The order placing authority is not bound to accept the lowest the lowest tender the lowest tender and may accept or reject any bid, and/or annul the bidding process and reject all bids, at any time prior to award of contract, without thereby incurring any liability from the affected bidders nor shall STC have any obligation to inform the affected bidder or bidder of the grounds for STC's action.

**2.00 CONTRACT DOCUMENT AND AGREEMENT: -**

2.01 The order placed under these specifications shall be governed by terms and conditions as incorporated in this section of the specifications and as given in the 'Work order' and it's Annexure (s). The terms and conditions specified in this section if differ from the terms as indicated in the work order and its Annexure(s), the later shall prevail. The contract shall for all purpose be construed according to the laws of India and subject to jurisdiction of courts of New Delhi only. For the due fulfillment of the contract, the contractor shall execute an agreement in triplicate in the prescribed form to be obtained from the order placing authority on non-judicial stamp paper worth **Rs. 1000/-** . Such agreement shall be executed & signed by the authorized representative of competent authority of the contractor on each page thereof. The original copy is to be executed on thenon judicial stamp paper. The remaining two copies may be executed on simple paper. Such complete agreement along with the contract documents shall be required to be submitted to the order placing authority with in a period of 15 days from the dispatch date of the order from this office.No

payment to the contractor shall be released by STC without execution of the agreement. One copy of the accepted agreement duly signed by order placing authority shall be given to the contractor for his reference.

2.02 The contract documents shall include the followings:-

(i) Contract agreement.

(ii) Order and its annexures.

(iii) NIT and tender document

2.03 All the charges in respect of execution of the contract agreement shall be borne by the contractor.

### **3.00 CORRESPONDENCE: -**

**3.01** All correspondence pertaining to the work order in respect of any clarification required on the terms and conditions, contract documents, scope of work etc, should be addressed to the Chief Manager-Elect., STC of India Ltd. New Delhi.

### **4.00 CHANGE OF NAME OF TENDERER / CONTRACTOR: -**

4.01 At any stage after tendering, the order placing authority shall deal with bidder / contractor only in the name and at the address under which he has submitted the tender. All the liabilities / responsibilities for due execution of the contract shall be that of the contractor. Under no circumstances he shall be relieved of any obligations under the contract. The order placing authority may however, at its discretion deal with the agent / representatives / sister concern and such dealing shall not relieve the contractor from his responsibilities / obligations / liabilities to the STC of India Ltd. under the contract. Any change/ alteration of name / constitution / organization of the contractor shall be duly notified to the order placing authority. Order placing authority reserves the right to terminate the contract in case of such notification. In the event of such termination, the STC of India Ltd. may get the portion of work or whole piece of work, not executed by the contractor or done in violation of the contract, get it executed from elsewhere at the risk and cost of the contractor.

### **5.00 SUB-LETTING: -**

The contractor cannot sublet the contract without the consent of, STC of India Ltd. in writing.

#### **6.00 INTERPRETATION OF CONTRACT: -**

The contract shall in all respect be deemed to be and shall be construed and interpreted in accordance with the laws on India.

#### **7.00 ACCEPTANCE OF THE ORDER: -**

The acceptance of the order by the final bidder should be conveyed to the order placing authority within 10 days of receipt of the order failing which it will be presumed that the terms and conditions incorporated in the order have been accepted by the contractor.

#### **8.00 SECURITY DEPOSIT: -**

8.01 The successful bidder shall have to deposit a security amount @ 10% of the contract value for one year contract period. Out of which 5% amount of one year contract value will be deposited in the form of banker's cheque or DD, in favour of The State Trading Corporation of India Ltd., payable at New Delhi within 07( seven days ) after award of work. Amount of Earnest Money Deposited (EMD) shall be adjusted in this 5% Security deposit amount. Balance 5% S.D. will be deducted progressively from the running bills (5% amount of each running bill) STC of India Ltd. of India Ltd.

8.02 Unless otherwise specifically required to be retained / forfeited by STC of India Ltd. in part or full, **the security deposit shall be refundable on the request of the contractor after one year of completion of the entire contract** to the satisfaction of the STC of India Ltd. and on submission of annual return of EPF, ESI, Other statutory dues, and annual contribution slips of individual workers engaged during the term of contract as issued by PF department whichever is later. In absence of the same, clearance / annual inspection note by the PF department for the term of the contract may also be entertained.

8.03 If the contractor fails and neglects to observe or perform any of the obligation/ conditions under the contract it will be lawful for the STC of India Ltd. to forfeit either in whole or in part, at its absolute discretion, the security deposit and/or other dues to STC of India Ltd., furnished by the contractor.

8.04 No interest shall be payable on such deposit.

## **9.00 FORCE MAJEURE CONDITIONS: -**

*For the purpose of this Contract, "Force Majeure" means an event which is beyond the reasonable control of STC or the Contractor, is not reasonably foreseeable, is unavoidable and is not brought about by or at the instance of the party claiming to be affected by such events and which caused the non-performance or delay in performance, and which makes a party's performance of its obligations hereunder impossible or so impractical as reasonably to be considered impossible in the circumstances and includes, but is not limited to, war, riots, civil disorder, earthquake, fire, explosion, storm, flood or other extreme adverse weather conditions, strikes, lockouts or other industrial action (except where such strikes, lockouts or other industrial action are within the power of the party invoking Force Majeure to prevent), confiscation or any other action by Government agencies.*

*The party which is unable to fulfil its obligations under the present contract must within 24 hours from the day of occurrence of any of the causes mentioned in this clause shall inform the other party of the existence of the circumstances referred to above, which are responsible for causing delays in performance of the contract.*

*The party affected by an event of Force Majeure shall continue to perform its obligations under the Contract as far as is reasonably practical, and shall take all reasonable measures to minimise the consequences of any event of Force Majeure.*

*The failure of either party to fulfil any of its obligations under this contract shall not be considered to be a breach of, or default under, the Contract insofar as such inability arises from an event of Force Majeure, provided that the party affected by such an event has taken all reasonable precautions, due care and reasonable alternative measures, all with the objectives of carrying out the terms and conditions of the Contract.*

*Notwithstanding the above in case of Strike /Labour dispute that prolongs beyond a period of 48 hours, the Contractor is required to inform STC about the same, on account of which STC reserves the right to get the work done from any other agency at the risk and cost of the Contractor.*

## **10-Contracts..Period**

The contract period will be **one year** from commencement of the work. STC of India Ltd..reserve the right to extend it for an extra period of six months or till the new contract gets finalized whichever is earlier, on the same rates, terms & conditions. It shall be the sole prerogative of STC to extend the running contract or services of new contractor is taken. The firm shall have no claim in this regard.

## **11.00 MODE OF PAYMENT: -**

11.01 The contractor will submit the monthly bill in duplicate to Engineer In charge of work. The same will be verified by Engineering section and forward to Finance wing of STC of India Ltd for releasing the payment through RTGS mode. The Bank fee for this

RTGS facility shall be borne by the contractor. The Contractor shall have to submit the following self-attested documents along with the bill.

- (i) Self-attested copy of bank Challan of PF , ESI Deduction and deposited in the bank/ statutory body of one month before.
- (ii) Monthly attendance sheet of workers of present month
- (iii) Monthly statement/ return of PF, ESI contributions with name of workers & PF Account numbers etc. and PF, ESI undertaking in duplicate of one month before
- (iv) payment sheet of one month before.
- (v) Self attested copy of labour license, .
- (vi) Self attested copy of insurance cover note.
- (vii) Undertaking in respect of depositing Service Tax regularly by Contractor as per norms.
- (viii) The Contractor will have to provide Pay Slip to every labour/ worker every month at the time of payment indicating PF A/c No. with PF Deduction amount and amount of Overtime as per Labour laws. The firm has to make regular payment of workers through online except during emergency conditions such as due to inadvertent delay in account opening either from worker or from contractor.
- (ix) STC reserve the right to get the records cross checked from the originals.

11.02 100% payment after making necessary deduction (towards S.D., I.Tax& other if any) shall be made by ,STC OF INDIA LTD.. New Delhi against satisfactory performance of work done on monthly basis on the recommendation of the Engineer in charge. Under no circumstances , the contractor shall withheld/ delay the wages payment of workers for want of release of payment /reimbursement from STC.

## **12.00 RATES:-**

12.01 The contract is comprehensive in nature .The firm has to complete the works through competent persons along with supply of material and both these are inseparable components. The quoted rates shall be firm in all respect inclusive of all taxes, duties, labour charge, T&P, consumable, insurance, statutory levies except service tax. The Service tax shall be paid extra by STC of India Ltd. as per extant rules, subject to

furnishing of documentary proof. The payment to the contractor shall be lump sum amount including all and no extra payment shall be made on any part of the work

12.02 The contractor shall pay minimum wages to their employee/workers as per Central Govt. Rules along with PF(@12% and ESI @ 4.75% or as per extant rules. The man power quantity has not been specified in the contract.

12.03 The contractor will have to get themselves registered under Service Tax, before start of work and will submit the documentary proof of monthly deposit of Service Tax, and also give an undertaking that if the service tax deposited is refundable on any grounds by Excise Dept. the same shall be deposited in STC OF INDIA LTD..

12.04 Any new statutory duties /levies/ taxes imposed by Gazette Notification during the contract period, shall be borne by STC of India Ltd .

**12.05 In the event of revision of minimum wages, the firm shall have to comply the statutory requirement which will not be reimbursed by STC , since it is a Works contract.**

### **13.00 LIABILITY OF THE CONTRACTOR:-**

13.01 The contractor is required to carry out the works as per direction of Engineer in charge and tender terms, conditions. The Engineer-in-charge or his representative will check the work before any recommendation for releasing payment to the Contractor.

### **13.02 WAGES :-**

Contractor shall ensure and will be solely responsible for payment of wages and other dues latest by 7<sup>th</sup> of the following months to the personnel deployed by him as per statutory provisions and shall fully comply with the rules laid under payment of wages act and enforced from time to time, irrespective of the payment released from STC. The contractor shall keep and up to date account of deployment of labour and payment of their wages etc, which will be produced for inspection to the Engineer-in-charge as and when desired by him.

The Contractor shall have to give Bonus to their workers/ labour as per provisions of Bonus Act.

The Contractor will pay Overtime to the workers as per prevailing rules and no extra payment shall be made to the contractor on this account.

The STC of India Ltd. shall not be responsible in any manner for any Act or Omission of the workers engaged by the contactor and the contractor shall indemnify STC in this regard.. No claim in this regard shall be entertained by STC of India Ltd. If by virtue of any law in force. If STC of India Ltd. is made to pay any amount by way of penalty / damage / fine etc. the same shall be recovered from the Contract's dues.

### **13.03 PROVIDENT FUND (PF) & ESI :-**

The contractor shall have to get himself registered with the concerned PF commissioner before start of work.

The contractor shall have to submit a certificate every month to the Engineer In charge that he has an establishment covered under the Employees Provident Funds and Miscellaneous Provisions Act 1952, and is having a separate code number with the provident fund commissioner and also that the provident fund contribution in respect of all the employees employed by him, under the contract, along with employer's share of contribution etc, has been deposited with the Provident Fund Authorities and shall also submit certified photo copies of the Bank Challan of deposits with all relevant details.

In absence of above the contractor shall deposit employee's as well as employer's contribution / other charges in the respect of all employees engaged by him for the said work with STC of India Ltd. along with the details of the employees, their wages and the amount of contribution as per CPF rules every month. In case of failure, STC of India Ltd. shall be entitled to withhold 25% from the amount of his bills till the regularization of such discrepancies. .

The Contractor will submit annual PF return duly acknowledged by PF Deptt.

The Contractor will give annual contribution slips of individual workers engaged during the term of contract as issued by CPF department.

Contractor will be responsible to make deduction towards the contribution of provident fund (CPF) from such contract labour engaged by him who may be covered under provident fund Act.

Contractor shall arrange to open CPF accounts in the name of the labour engaged by him immediately from first month **after deployment of persons.**

#### **13.04 EMPLOYEE STATE INSURANCE ( ESI) :-**

It is sole responsibility of the contractor to get his workmen insured under Employees State Insurance Act ( ESIC) 1948 & 1950 /workmen compensation Act & Rules, while at work, as required by relevant rules and regulations of workmen compensation and shall pay compensation, as per Act and provision / rules made there under.

#### **13.05 ISSUE OF GATE PASSES TO WORKERS ENGAGED BY CONTRACTOR:-**

After award of the contract the successful contractor will furnish the list of Supervisor / labour to be engaged by him indicating their particulars with passport size photo graph to the Engineer-in-charge for arranging gate passes which should be required to be produced for security check every time before entry into the Jawahar Vyapar Bhawan. The said gate passes should always displayed by the labour during working hours in the Jawahar Vyapar Bhawan.

Contractor shall submit ID proof of each employee duly verified by him.

Contractor shall also get ID verification through local police authorities and submit the same within one month period from the date of commencement of work order if required for security purpose by STC of India Ltd..time to time.

#### **14.00 OBLIGATION OF THE CONTRACTOR:-**

14.01 The contractor labour/person shall be available along with the material / T&P required for the work during the entire period as prescribed in tender document. All the tools and materials shall be provided by the contractor for manual loading / unloading and transportation of material. One person will be nominated as supervisor by the contractor and supervisor will keep contact with Engineer-in-charge at all time and comply with the instructions as given by the Engineer-in-charge or his authorized representative in relation to execution of work.

14.02 The successful contractor shall coordinate daily with the Engineer In-charge so as to provide maintenance works assistance as may be required. The routine maintenance work shall be planned one day in advance. However the breakdown works shall have to be attended at short notice / at any time as per direction of Engineer-in-charge.

14.03 The normal working hours in Jawahar Vyapar Bhawan (JVB) shall be generally from 9.00 AM to 6.00 PM or as prescribed by the Officer In-charge in general



shift. However the work may also be required to be done in one or more shifts round the clock in case of emergency breakdowns or as required for running of systems of Jawahar Vyapar Bhawan smoothly.

14.04 The contractor shall depute required workers for providing assistance for routine, breakdown and capital maintenance work. The work may be carried out at any place / site in JVB. The work shall be carried out through experienced persons duly approved, who are conversant with the nature of work involved. In case any worker / personnel is found unsuitable by site in charge the same shall be replaced by another suitable person.

#### 14.05 TOOLS & TACKLES, EQUIPMENT -

All required general tools, tackles, equipment for carrying out the works shall be arranged by the contractor at his own cost. Any damage to the STC of India Ltd shall be recovered from the contractor.

#### 14.06 CONSUMABLES: -

All the consumable shall be arranged by the contractor at his own cost and consumables such as rope, spanners, pliers, hacksaw blades, soap cakes, waste cloth, gunny bags, cotton waste, screw driver, torch, tester hand gloves, insulation tape, cotton tap, multi-meter, testing lamp and cell, Sanitary & Plumbing & Plumbing & Plumbing, carpentry tools etc., necessary for maintenance purpose shall be kept in ready stock by contractor.

#### **15.00 CONTRACTOR'S RESPONSIBILITY:-**

15.01 Supervision and control of the work / job will be contractor's responsibility.

15.02 Contractor shall be solely responsible to obtain and abide by all necessary licenses / permissions from the concerned authorities as required under the various Labour laws, legislations including Labour license from the competent authority under the **Contract Labour(Regulation and Abolition) Act, 1971.**

15.03 Supervision, control and regulation of condition of the workmen engaged by the contractor shall be his responsibility and STC OF INDIA LTD..will have no direct connection with the workers of the contractor.

15.04 The work / job shall be executed exclusively in accordance with details, instructions as specified by the Engineer-in-charge. Contractor shall be bound to discharge its obligation in compliance with various statutory enactments including , Employees State Insurance Act, 1948 , Employees Provident Fund And Misc. Provisions

Act, 1952 , Factories Act, 1948 , Industrial Disputes Act, 1947 , Payment of Bonus Act, 1965 , Payment of Gratuity Act, 1972 , The Trade Unions Act, 1926 , Laws related to wages , Laws related to child labour , Law related to contract labour , Maternity Benefit Act, 1961, Payment of Wages Act. 1936, Minimum Wages Act. 1948, Employees liability Act. 1938, Service Tax Rules and any modification thereof and any other law relating thereto and rules made there under from time to time.

The Contractor shall ensure checking of all relevant records to, Labour Inspector, PF Inspector once in a year/ as desired by concerned Officer and submit the report of the same to Engineer In charge .

**Maintaining Records As Per The Factories Act. 1948/ Labour Laws:**

The contractor will maintain the following records and will make it available for Verification, inspection as per The Factories Act. 1948/ Labour Laws as and when asked by the Engineer In charge . He will adhere to labour laws of state/central Govt. and other statutory laws/rules.

- a) Payment Register/wages slip.
- b) Overtime Register in Form No.11 /OT slip/OT card.
- c) Actual worker register in form No. 13.
- d) Attendance Register.
- e) Leave with wages register in form No. 16.
- f) Register of compensatory holidays in Form No.10 (Prescribed under rule-81)
- g) Notice of periods of work for adult worker in Form No.12(Prescribed under rule-84)
- h) Health check-up register of worker employed in Form No.19  
(Prescribed under rule-14)
- i) Register of leave book in Form No.17 (Prescribed under rule-93)

15.05 The Contractor shall have to provide mobile phone with incoming & outgoing facility to their Supervisor during execution of work. The complete details having name of Supervisors with Mobile number is to be given to Engineer In charge before start of work. If any changes in above, same shall be communicated in advance to the Engineer In charge. The workers should be asked to give their mobile number to the Engineer In charge. As per statutory norms, Fire officer (having minimum qualification as retired officer from armed forces / Diploma/ Experienced in the fire safety field ) is mandatory.

15.06 The Contractor shall remove all T&P and material from Site after completion of work and same shall be deposited in Contractor store etc. as per directions of Engineer In charge.

15.07 The scrap material shall be the property of the contractor if the material was being provided by the contractor for replacement else will be property of STC. The same shall be deposited by the Contractor in the respective (Contractor / STC) Stores/ Site Stores within 3 days after completion of the work as per direction of Engineer In charge.

15.08 The waste material shall be disposed off by the Contractor within 3 days after completion of the work as per direction of Engineer In charge.

15.09 The work area under the contract of the Contractor shall remain always clean at any time during the contract period. The contractor will arrange necessary T&P and labour for cleaning of work area and equipment etc. as per direction of Engineer In charge.

15.10 The Contractor shall have to carry out works instructed during Sunday [weekly offs and Gazetted holidays] if the need arises at site at no cost to STC.

15.11 On failure of the contractor in complying with any of the above directions, the STC of India Ltd. may at its discretion either cancel the contract or impose such penalty as deemed fit, which may be recovered from the security deposit or other claims payable to the contractor against this contract or any other payment due to him and/ or may take legal recourse for such recovery. The decision of the Engineer in charge shall be final and binding on the contractor.

**15.12** The Contractor will also take proper care for other equipment nearby to the working place and will also ensure **no damage is caused to them.**

15.13 The Contractor will also ensure proper fencing/ to cover the openings/dug-out and to put Sign Board [For Dangerous/ Work in Progress] at the place, to avoid any incident before leaving the work under pending

#### **16.00 CONTRACTOR'S RESPONSIBILITY TOWARDS THEFT: -**

The contractor will be responsible in case he/they or their workmen are found committing theft. The FIR will be lodged with police against the delinquent(s) & concerned contractor & penalty of **Rs. 5000/-** (Rs. Five Thousand Only) will be imposed/ recovered in each case as token penalty. However, in case of more than three such incidents, such contractor will be black listed and no contract shall be awarded to

him for a further period of three years & all the existing contracts will be liable to be cancelled.

**17.00 MEDICAL CHECKS UP & CARE:-**

The contractor shall be fully responsible for providing safety equipment, First Aid and emergency medical treatment to his employees. The contractor shall make necessary arrangement for this purpose.

The contractor shall submit health checkup report in form No.19 of workers employed by him at least once in twelve months period.

Free and Comprehensive medical treatment to be provided by the Contractor to all workmen found to be suffering from an occupational disease, ailment until cured or until death .Services of the workmen not to be terminated during illness and to be treated as if on duty.

Compensation to be paid by the contractor to workmen suffering from any occupational disease, ailment or accident in accordance with the provisions of workmen's Compensation Act 1923 or ESI scheme .

**18.00 SAFETY DEVICES: -**

The contractor shall provide all the required safety appliances to the workers / staff as may be warranted for safety of the workers during the course of the work. Safety devices like Safety belt, Safety Helmet, Safety Shoes, Ear protector, welding glass, welding gloves, Asbestos gloves etc. shall be provided for use by workers during work.

The contractor shall provide personal protective equipment conforming to the IS mentioned below -

**(a) Safety helmets conforming to IS-2925: 1984**

**(b) Safety Belts conforming to IS-3521: 1983**

**(c) Eye and face protection devices conforming to IS-8520:1977 and IS-8940:1978**

**(d) Hand and body protection devices conforming to**

**(1) IS-2573: 1975**

**(2) IS-6994: 1973**

**(3) IS-8807: 1978 (4) IS-8519: 1977**

**19.0 LIABILITY FOR DAMAGES :-**

19.01 If due to contractor's negligence and / or non-observance of safety and other precautions, any accident / injury occurs to any other person / public, the contractor shall have to pay necessary compensation & other expenses.

19.02 If due to contractor's negligence and/ or non-observance of safety precautions, damage is caused to the property of STC OF INDIA LTD. , the same will be recovered from the running bill of the contractor or from his security deposit.

**20.00 WITH HOLDING PAYMENT:-**

The STC OF INDIA LTD..may withheld the whole or part of any payment for work claimed by the contractor, which in the opinion of the order placing authority is necessary to protect STC from loss on account of: -

- A. Defective work not remedied or guarantees not met.
- B. Claims filed against the contractor.
- C. Failure of the contractor to make due payment for material or labour employed by him.
- D. Damage to another contractors/ STC OF INDIA LTD..property.
- E. Insufficient / Unsatisfactory progress.

When grounds for withholding of payment are removed, to the satisfaction of Engineer in charge /order placing authority the payment of the amount due to the contractor shall be arranged by the STC OF INDIA LTD.

**21.00 REGARDING PERSONNEL OF CONTRACTOR: -**

21.01 *The Engineer in charge shall be at liberty to object about the working of the Supervisor or any person employed by the Contractor for execution of work on account of misconduct / incompetence /negligence by way of Notice in writing addressed to the Contractor.*

*On receipt of such Notice from Engineer in charge, the Contractor shall remove the person so objected and shall provide a suitable replacement within 24 hours of such Notice at its own Cost and expense”.*

21.02 Contractor/ his representative / supervisor shall abide by all general rules and regulations in force on the site and to any special conditions imposed by the local administration. The general discipline of the Jawahar Vyapar Bhawan shall be maintained.

## **22.00 PENALTY FOR DELAY IN EXECUTION OF WORK.**

Contractor has to discharge his duties timely as per terms & conditions laid down in the contract. In case of any default or delay on the part of the contractor for not completing the work in time as per requirement of work, recovery shall be made from his running bills as described below.

22.01 In case the contractor does not supply the required T&P and / or consumables, , a deduction at the rate of Rs. 5000/- per day shall be made for the period in which contractor becomes defaulter to the maximum limit of 10% of the contract value.

22.02 In case the contractor does not provide **supervisor / Fire officer** to meet the requirement of contract at work site a deduction at the rate of **Rs. 5000/-** per day shall be made for the period in which contractor becomes defaulter to the maximum limit of 10% of the contract value.

22.03 In case of breakdown / shut down /emergency maintenance work of which the contractor fails to do any work or part thereof due to his negligence within the prescribed time period given by the Engineer In charge,, STC will be at liberty to recover penalty from the contractor @ **½ % per hour** after stipulated time subject to a **maximum of 10%** value of the particular work as per the decision on Engineer In charge.

22.04 In case of Maintenance work to be done daily and found incomplete during checking due to one or other reasons, the suitable penalty as decided by the Engineer In charge ,maximum up to 10% of the contract value ,shall be imposed till the work completed to the full satisfaction of Engineer- in-charge.

## **23.00 ACTION FOR NEGLIGENCE AND DEFAULT OF CONTRACTOR: -**

23.01 If the Engineer-in-charge feels that the work is important and of emergent nature and no extra time is admissible even on penalty basis, the work of breakdown /exigencies shall got done through another agency at the risk and cost of the contractor and the extra amount involved in attending to such breakdown/ exigency will be borne by the contractor.

23.02 If it is found that the lapse on the part of the contractor are repeated every day and there is no improvement in the working, in-spite-of informing the contractor by Engineer-in-charge verbally and /or in writing form time to time and/or also making deductions under aforesaid clause, the order placing authority in addition to exercising his option to terminate thecontract by serving 7-days' notice to the

contractor can get the work done from other agency at the risk and cost of contractor and shall also reserve the right to recover losses from running bill of the contractor and / or security deposit or otherwise.

**24.00 ENGINEER IN CHARGE: -**

The work shall be carried out under the guidance of the General Manager - GAD, STC of India Ltd..New Delhi ( who is the Engineer in charge of this contract ) and his authorized representative Chief Manager/Deputy Manger –Electrical.

**25.00 TAX DEDUCTIONS: -**

The tax deduction at applicable rate from time to time will be made from the running bills of the contractor by JGM-F or his/her representative (Finance wing ) ,STC(I) Ltd. New Delhi.

**26.00 DISPUTES: -**

*In case of any dispute, the matter shall be referred to the Director (Personnel), STC of India Ltd, New Delhi and the decision given by him shall be final and binding on both the Parties.*

**27.00 OTHERS: -**

(a) Domestic LPG Gas cylinder shall not be allowed in the Jawahar Vyapar Bhawan for any cutting and welding works.

(b) Electricity and water will be provided by the STC OF INDIA LTD..free of cost at any one point available at site to execute the contract.

(c) The contractor shall not keep/leave waste material/ debris/ garbage at the site of work after completion of the job. The waste material should be removed and disposed to a place to be indicated by the Engineer In charge. The contractor's bill shall not be verified unless the work site has been completely cleaned of all the waste materials/debris.

Disposal shall be done as per hazardous waste management rule. In case the site is not cleared immediately and final disposal of waste is not done within one week period then a penalty of Rs. 2000/- per day may be imposed.

**28.00 CONTRACT VALUE: -**

The amount mentioned is subject to completion of entire work as per Schedule and is payable to the contractor on normal course but the quantities are tentative/indicative only. The work may increase or decrease as per actual requirement during the contract period. The payment shall be made for actual work done satisfactorily. STC of India Ltd. does not guarantee for payment of entire Work Order amount.

### **29.00 TERMINATION OF CONTRACT: -**

STC of India Ltd. reserve the right to cancel the contract at any moment without assigning any reason. If the contractor fails to carry out work satisfactorily under this contract, STC of India Ltd at its discretion can get the work done by another party or parties at the risk and cost of contractor without prejudice to the right of STC of India Ltd under the terms & conditions of this contract and any extra expenditure involved in this regard shall be recovered from the contractor.

**30.00** The contractor shall be required to deposit the amount of recoveries finalized within a period of **30 days** of receipt of intimation failing which the dues shall be recovered from the financial hold of the contractor available with the STC of India Ltd.. In case, where the amount of recoveries against the firm/contractor exceeds its financial hold, the STC of India Ltd. will be at liberty to effect such recoveries out of the financial hold /pending payments of the firm/contractor available with other successor companies of STC(I) Ltd./ PSUs or through legal course of action. In such a case, STC reserve the right to ban the business / black listing the firm.

### **31.00 The Indemnity Clause**

*"The Contractor shall at all times indemnify and keep STC indemnified against any claims in respect of any damages or compensation payable in consequences of any accident or injury sustained or suffered by its employees/workmen or agents or by any other third Party resulting from or by any action, omission or operation conducted by or on behalf of the Contractor.*

*The Contractor shall at all times indemnify and keep indemnified STC against any and all claims by Employees, Workman, agent(s), employed engaged or otherwise working for the Contractor, in respect of wages, salaries, remuneration, compensation or the like.*

*All claims regarding indemnity shall survive the termination or expiry of the Contract and shall be recoverable from Security Deposit in addition to any other means."*

**32.00 Jurisdiction of Courts:** *"The Courts at New Delhi shall have exclusive jurisdiction."*

**Chief Manager -Electrical**

**STC of India Ltd., New Delhi.**



**THE STATE TRADING CORPORATION OF INDIA LIMITED**  
**JAWAHAR VYAPAR BHAWAN, TOLSTOY MARG, NEW DELHI**  
**(A Public sector Undertaking)**

**System Description and Scope of Supply and Scope of work**

**SCOPE OF WORK UNDER ANNUAL MAINTENANCE CONTRAT AT JVB**

**1. Electrical Installation**

Following Electrical systems are installed in JVB  
L&T make LT 415 Switchgears, 3 phase Bus bar comprising mainly Switch gears e.g. ACBs (1600A) - 11. , various SFU – 63 A to 800 A , Capacitor Banks 6 x 100 KVAR Capacity and associated accessory items like CDG type O/C, E/F relays Make English Electric . The LT bus bar is charged from the NDMC supply through 5 Nos of Oil filled transformers ( 1000 KVA each) as well from DG sets (DG Sets 2 X 1010 KVA & 2 X 500 KVA) during emergencies. The system also includes whole electrical network on the basements (I,II) , STC floors ,and Electrical supply network up to the Electrical Distribution Rooms( DB Rooms ) to the tenants floors

**2. DG Sets and associated system :-**

(A)DG Sets 2 X 1010 KVA Engine Make Cummins Model KTA38GS

Alternator Make Cummins

(B) 2 X 500 KVA , Make Cummins Model VTA1710 G , Alternator Make Jyoti

( C ) DG bus bars along with the components

( D ) Air Washer system –for cooling of DG set – 02 No's & all

Components and ancillary items of Air washers

(E) AMF panels

(F) Intermediate bus , breakers of DG sets for charging the transformers or LT bus

(G) Cooling tower and storage tanks ( 1000 Ltrs x4 , 15 kl –one no.)

**3.All Exhaust fans & Motors**, Bus bars and associated components, Distribution boards stating panels, SFUs etc ( 142 Nos.)

**4. Sump Pumps**, starting panels etc. – 16 Nos. of sump pumps were installed initially and at present 8 no pump are installed or running in proper way.

**5. Water supply station** :- Following systems pumps with motors are installed

**5.01** Total 16 Nos of pumps of different capacities make Kirloskar

1. HVAC system: - 30 HP -2 nos.
2. Flashing and domestic water supply system: - 20 hp – 4 Nos ( core -1)
3. Flashing and domestic water supply system: - 15hp – 4 Nos ( core -4)
4. Flashing and domestic water supply system: - 10HP – 4 Nos ( core -6)
5. Supply for Water tank \_:- 3 HP-2 Nos.

**5.02** Pumps for Cooling Tower HVAC – 7.5 HP – 2 Nos.

**5.03** Pumps for water softener plant - 3 HP – 2 Nos.

**6. Underground Tube well system:- 3 Nos.**

**7. Water Softening System: - 1 Nos.**

**8. Fire Fighting System**

**(a) Primary Fire Extinguishers: -**

Comprising Different types of extinguishers installed at different locations in building as detailed below HFC-236, (4 KG.), MAP-90 (5 KG.), HFC-236 (10 KG.), Monnex-4 kg HFC 236 (2 KG.)

**(b) Fire Detection system: -** The system comprises smoke detectors, heat detectors, Manual Call Point (MCP), Response Indicator (RI) system installed in JVB by STC on all floors of JVB.

**(c) Mulisifier system :-** For Fire protection of various transformer

**(d) Hydrant system :-** Comprising of various Pumps, Motors , Electrical panels , Power wiring, Control wiring ,connected to various equipment like Hydrant Diesel Engine ( connected with the Hydrant Pump) Make Kirloskar , Model 855-F, 180 HP , Hydrant Main Fire Pump 135 KW, Make Kirloskar ( 1 No.), Hydrant Jockey Pumps( 2 Nos.) – 20 HP Make Kirloskar Diesel Electrical Sprinkler pump

**(e) Déluge Fire Protection system :-** The system comprises Deluge Pump capacity 55 KW –1 No., Make Kirloskar.

**(f) Sprinkler System :-**

- 1 Sprinkler Diesel Pump( 1 No.) Make Kirloskar Model- 855-F with all ancillary components
2. Sprinkler Jockey pump -20 HP( 1 No.) , with all ancillary components
3. Sprinkler main Fire Pump (Without Starter) -135 kW make Kirloskar

**9. Sanitary & Plumbing & Plumbing System:-** Comprising all Sanitary & Plumbing & Plumbing items installed in STC offices ,basements, all water supply lines conned to various floors up to the washroom entry

**10. Public Address System:-** Comprising all items installed in STC offices for the Public address System in 10 th floor, 4 th floor and basements

## **Scope of work**

1. . This contract is a works contract. The contractor has to execute the works as per direction of the Engineer in charge and/or tender document.
2. There shall be no direction from STC for the no. of persons to be deployed at site or their credentials , however it shall be the responsibility of the firm to get the works executed though the man power who are qualified to perform the job. If the quality of the works carried out is not as per standard methods to the satisfaction of Engineer in charge , STC reserves the right to get the work repeated or through any other agency at no cost to STC or at the risk and cost of the firm .No extra payment shall be made to the contractor.
3. The firm shall keep machines in well maintained conditions
4. Any person misbehaving or involved in ill- legal activities or detrimental to STC property or unsuitable to the job assigned shall have to be replaced by the contractor immediately upon information from STC.
5. All statutory rules and regulations should invariably be followed by the firm, otherwise it shall be deemed as non-compliance of the contract condition and action as per tender shall be invoked against the firm.
6. **The Works shall be carried out as per OEM manual guide of the equipment or as per relevant IS standards or as per direction of the Engineer in-charge. The works / material rejected by the engineer in charge shall have to be carried out by the contractor again at no cost to STC and it shall be binding to the Contractor.**
7. The firm shall do the maintenance of common area of CCIC area and HHIC area ,tenants area of JVB area as per the conditions handed over to them by STC , Common area implies the DB rooms, lift lobbies, lift shaft, common shaft, toilet area, AHUs . If the said occupants have modified the common area ancillaries at their own, then the material for the maintenance shall be provided by them and services shall be rendered by the firm.
8. The firm shall do routine and breakdown maintenance of the systems installed under STC premises and common area of Tenants.
9. The works which are under AMC presently, under OEM category /Proprietary category shall be excluded from this contract.

## **Scope of supply**

1. Following items have to be supplied by the contractor at no extra cost to STC as and when need arises , under the Day to day Maintenance work of various systems installed in JVB. It is stresses here that the firm shall have to supply all the material (except only those excluded in the tender document in specific) required for running the system for maintenance purpose.

2. Only those material and work has been described specifically in the tender document as exclusion shall be considered as exclusion in each section of the work.

4 .It is to be noted that material and services for “capital nature “of works or “new work “shall be supplied by STC. In case of a dispute between maintenance work and capital work, the decision of Engineer in charge shall be final and binding to the contractor.

5. The firm shall take over the system from existing contractor / STC and will handover it after the completion of contract period in ditto condition.

### **(A) Electrical installation:-**

**Supply :-** The firm shall supply spares needed of various equipment installed in Electrical system as required for routine , breakdown maintenance and nothing is out of scope of the contractor viz spares of all Electrical panels and installations spares of Air circuit Breakers & relays, CT/PTs, Control Transformers. The firm has to supply Closing coils, tripping coils, Charging motor, auxiliary contacts, Contact fingers, Arch chute, Sliding contacts, , Add on blocks and all other accessories, ,indication lamp assembly, Fuses of all ratings and types, Fuse base unit, Mechanical jaw, spring fitted with fingers , 3 ph Contactors , and auxiliary contactor , relays, Meters(Volt meter, PF meter Ammeters , Frequency meter ), All fast consumable items like insulation tape, choke, bulbs, tubes, CFL, switches, Plugs 5A& 15A,Multiplug, Computer socket, All external replacement of bulbs, CFL, LED,halozen,Tube lights and their anciliaries, and other lightings , Extension chords , Exit sign boards, all types and ratings of sockets and switches , all types of defective wiring, all types of speed regulators ( Electrical and electronic) ,MCBs, MCCBs, Isolator, TPN, Bus BAR,Change over switches of all capacities Flexible Wire,Phenolic Sheet /Bakelite Sheet/Wooden boards/Mounting Grid Plate/ hot dip gal box

Work :- Firm shall upkeep all Electrical installation as up to date condition & works such as servicing , setting of relays, cleaning, tightness , calibration as per instruction of engineer in charge shall be under firms scope.

**3. DG Sets :-** Day to day Maintenance and operation of 2x 500 KVA and 2x 1010 KVA DG Sets and its allied equipment like pumps, Air Washer system spars , heat exchanger, Earthing, cleaning of the DG Sets and its AMF panels etc twice in a week, submission of daily check list to the engineer in - charge. The approval/license for storage of HSD from the concerned authority is available in favour of STC. However renewal of license as per requirement will be the responsibility of the contractor during the entire period of contract at no extra cost to STC.

The firm shall carryout works and records the following woks.. The firm shall also maintain battery banks of the all the DG sets.

1. Check oil level.
2. Check cleanliness of DG
3. Check Battery Voltage
4. Check any Leakage
5. Check all filter condition
6. Check oil Level
7. Check coolant Level
8. Check V-Belt condition
9. Attending faults in DG system and its auxiliary systems

**Exclusion:** - Maintenance of DG sets via B,C,D check kits which shall be taken by STC end. ,  
Supply of Battery Banks

**4. Fans, Blowers, Pumps& Motors: -**

The firm shall carry out routine as well as breakdown maintenance of all types of fans, Blowers & Motors installed in JVB under STC. The relevant IS standard shall be followed for maintenance purpose. The firm shall keep the equipment in running condition at their cost. The firm shall supply all the material like bearings seals, fan blade, fan, housing , rotor shaft, stator, seals, terminal plate, Lugs, etc. for required for maintaining the system in perfect working condition viz. all types of seals. The scope of work also includes balancing of rotor, rewinding of motors, replacement of rotor shaft, etc. under Contractors Scope. The periodic maintenance works shall be carried out as per the instruction of the Engineer in charge at no cost to STC.

**5. Underground Tube well system:** - The firm will carry out all the maintenance work including servicing of bore well, mono-block pump , rewinding, Electrical panel work supplying and fixing of any items needed as per maintenance need , licensing work related to the 3 tube wells installed in JVB.

**Exclusion:** - Deepening of existing bore well, , boring at new place in JVB, Capital nature of work.

**6. Water Softening System** -The contractor shall operate and carryout the necessary maintenance of the system and its components like, motor, pumps, rewinding, Electrical panel , valves descaling, repairing of valves, repair of tanks, charging of system regular basis, Supply of charging salt etc.

**Exclusion:** - Resin supply shall beshall be under STC scope

**7. Fire Fighting System:** - The firm shall carryout all the maintenance, repair work like welding, servicing of all types and sizes of following with complete material like seat/Gate/Spindles of various types of valves. General cleaning of all the equipment is included for contactor scope.

(a) all types and sizes of ( 25 mm to 400 mm ) pipes, bend pipes (b) all types and sizes of valves (c) pressure gauges (d)hose reel drums ( E) hose pipes (f) Fire axe ( g) Couplings (h) Operation and Maintenance of the all kind of pumps, motors, connected piping, valves, water tanks including general cleaning, recording of all parameters of the following equipment on all days:

**(a) Primary Fire Extinguishers (b) Fire Detection system:( c) Mulisifier system( d ) Hydrant system ( e) Déluge Fire Protection system (f) Sprinkler System :-**

The following checks/records shall be included in preventive and daily Maintenance:-

- a) Checking & recording of pressure gauge, motor current readings and rectifying same if abnormal.
- b) Checking & recording of bearing temperatures of motor and pumps.
- c) Checking of leakage through gland packing and rectifying same.
- d) Checking of noise level and vibrations.
- e) Checking of lubricating agents and refilling same if level is low.

**Periodic.**

- a) Replacement of grease and checking of bearings.
- b) Changing of stuffing box packing.
- c) Changing of alignment and foundation bolts adjustment.

- d) Changing of sealing connections for leakage etc.
- e) Changing of battery water and refilling of same.
- 2. Filling of domestic, flushing and sprinkler tanks at terrace and attending to leakages, if any.
- 3. Changing of lines for filling of terrace tanks and rectifying of leakages if any.
- 4. Changing of pipe- lines, water tanks etc. As and when required.
- 5. The contractor shall ensure that all the lines are continuously charged with water and sufficient pressure is available at the top most point.
- 6. The contractor shall arrange to overhaul pumps after every 2000 hours of working.
- 7. The contractor shall also check drinking water for dissolved chlorine and add chlorine tablets, which shall be supplied by the contractor.
- 8. The firm shall have to paint as per IS the pipe lines as and when required, once in a year.

### **C) DELUGE SYSTEM**

#### **DAILY**

- a) Check general state of main panel and zonal panels;
- b) Check operational readiness during mains failure;
- c) Check battery water level and top up if necessary, and
- d) Performance check of visual/audio alarm

#### **PERIODIC**

- a) Cleaning of detector heads for dust etc. and
- b) Stimulating the operation of system through mock fire.
- 1. Hydrants – Polishing of brass items, lubricating of lugs, checking of water flow replacement of washers – Monthly
- 2. RRL hoses – Polishing of coupling fitting on hydrants, checking of water flow, drying & lug lubrication –Monthly
- 3. Branch pipe – Polishing and fitting check on hoses'
- 4. Fire Brigade inlet – Polishing, replacement of washers etc. connections
- 5. Periodic check of all fire extinguishers/associated parts for weight loss etc. General cleaning.
- 6. Maintenance of records of checks conducted on all equipment including date of next check due.
- 7. Any other equipment installed in the building other than STC occupied is also the responsibility of the contractor to maintain for the safety of the building and its occupants.



8. The contractor will maintain inventory of all the above equipment installed in the building location-wise.

#### **5. SPRINKLER SYSTEMS**

Operation and routine maintenance of water sprinkler system at Jawahar Vyapar Bhawan.:

- 1) Sprinkler Jockey pump Kirloskar make with TEFC Motor
- 2) Diesel Sprinkler Engine with pumping set
- 3) Batteries 24 Volts
- 4) Instrument Panel
- 5) Diesel storage tank (valve & gauge)
- 6) Auto control panel for diesel engine
- 7) Smoke Extraction Fans with electric panel
- 8) Emulsifier system in transformer room

#### **WEEKLY CHECK**

- 1) Check of water pressure in the system including pressure at top most point.
- 2) Running check of fire hydrant and all the fire pump and motors
- 3) Checking of pump house, pump set and other switchgear and adjoining area.
- 4) Checking of water level in the fire fighting tank.
- 5) Drain and water level in the fire fighting tank.
- 6) Checking of sprinkler panel & Deluge Panel.
- 7) Checking oil and functioning of smoke exhaust panel.
- 8) Checking of Batteries and the conditions.
- 9) Checking of all types of Fire Extinguisher

Contractor to furnish the Certificate to this effect that the above checks have been carried out and the system found in operational conditions.

**Exclusion:** - STC shall replace battery as and when required and any other works which are of capital nature .

**The works excluded anywhere in the tender document related to the Fire Fighting system and its equipment and also those works which are of Capital nature.**

**9. Sanitary & Plumbing & Plumbing System, Public Address System, Fountain operation and maintenance –**

**(a) Sanitary & Plumbing, water system works:-** Maintenance of sanitary fixtures and fittings works. Sewerages and storm water drinking system overhead and underground water tanks .as required to keep the system functional including today servicing, maintenance and attending to all faults as and when brought to the notice of hecontractor. The contractor shall be responsible for all works and supply of spares like washers, white lead, thread etcfor the purpose of maintenance of the system

Complete requirement of water in JVB is met from tube well, NDMC water supply , underground and overhead storage tanks. It is therefore necessary to ensure that storage tanks kept full at all times.

Preventive maintenance schedule as mentioned below has to be strictly be carried out

(a) Daily :- submission of daily report at 9:30 am after ensuring that all tanks are full, all toilets are operational and leakages if any , are e being attended to.

(b) Periodic

1. Filling of water tanks for flushing and drinking water and attending to leakages if any
2. Maintenance of sanitary and plumbing fittings for ladies and gents toilets , kitchen, pantries canteen , lobby
3. Maintenance of sanitary and rain water pipes including those in sanitary shaft and attending chocking of pipes man holes etc.,un-interrupted supply of drinking and flushing water on all floors and proper care of valves fittings in sanitary shafts.
4. To bring to the notice of engineer in charge of any leakages from tanks, valvesfittings etc. and attend the same immediately
5. Periodic cleaning of underground and overhead tanks, sump drainage and sewer lines.
6. Chorinification of water periodically as directed by the engineer
7. Notwithstanding the above, the contractor will be fully responsible for proper upkeep and maintenance of the entire water supply sanitary, drainage and sewerage system including sumps by contractor.

(B) Masonry works: - Miscellaneous minor masonry works like pointing of stones, plastering, floor repair tile fixing, in shafts etc. Material shall be supplied by Department.

(c) AV system:- . The firm shall operate the audio – video systems installed at 4 th floor and 10 th Floor and also periodic maintenance shall be under contractor scope. Supply of spares shall be under STC scope.

(d) The firm shall also operate and maintain the fountains installed in JVB including supply of all spares needed. The firm shall also ensure to fill the water tank meant for HVAC system .

**Exclusion:** - Capital nature of works.

**10. Assistance in operation and maintenance of lifts :** The routine , major maintenance of the lifts shall be taken up by STC through OEM/ Authorized service provider on comprehensive basis. , however day- today works for operation and assistance of the small maintenance works on emergency basis shall be under contractor.

**10.01 :** The contractor shall have to attend the operation and maintenance work as per directions of site In charge/Engineer In charge. The breakdown works shall to be attended at short notice on any hour of the day and night.

**10.02 :** The normal working hours in Building shall be generally from 9 a.m. to 6 p.m. in general shift. However the work may also be required in shifts/round. The contractor may be asked to operate the elevators round the clock or as per the requirement of the site. The work also involves over all cleaning of car and machine room ,dust blowing of internal parts, , Removal & application of grease, lubricants, oil in case of emergency , Blocking of openings of electrical panels to avoid entry of reptiles ,Replacement of fuses, damaged/ worn out parts ,Transportation of consumable tools ,assistance of maintenance personnel etc.

**10.03:** The work will be carried out through experienced person duly approved, who are conversant with the nature of work level along with the helpers. . All T&P & safety equipment & consumables as may be required shall be provided by the contractor.

Major maintenance works shall be taken up by STC .

10.04 All works (including breakdown works like rewinding, rotor balancing, stator works, seal changeovers, etc.) for motors , fans, blowers , pumps above 20 kw are excluded from this contract ,however the contractor shall have to do routine maintenance, servicing, cleaning of the same..

### **3.00 :Description of Work :**

**3.01 :** All associated work of respective equipment as may be considered necessary for up keep shall be treated included in the scope though it may not be specifically

mentioned herein. Any work as may be included or excluded by Engineer in charge for the scope of work.

**(A) Other conditions of work :-**

1. The date of servicing carried out and next date of servicing in respect of above Building systems and other system shall be neatly painted on assets in small fonts for effective monitoring as per direction of Engineer –in –charge.
2. The contractor is required to submit fortnightly/ monthly report in respect of routine/preventive services and regular services/repairs carried out for installation(s) to Engineer-in –charge without extra cost to STC . In case preventive services and regular services /repairs is not carried out for any of the installations in that particular fortnight/month, nil report shall be submitted to Engineer –in charge.
3. The contractor shall maintain complaint register for receiving complaints from STC representatives/staff, log books for these DG installations and other records.
4. Supply of pipe lines installed in JVB, STC, of every size, maximum up to 3 lengths shall be under Contractor's scope
5. Liaising with any statutory/ Govt. agency for obtaining the various licenses pertaining to works described in M&E contract, shall be under Contractor's scope. However the fee shall be reimbursed by STC on actual basis to the concerned authority.

**4.00 Rewinding :-**

Rewinding of ceiling fan , exhaust fan, desert cooler fan and motor , fresh air fan, geyser etc. shall be arrange by the contractor with material. The burnt material retained by the contractor after rewinding. All equipment shall be tested for safe operation.

**5.00 Delivery :-**

Rewound ceiling fan , exhaust fan, desert cooler fan and motor , fresh air fan, geyser etc. shall be delivered within 7 days and in emergency within 3 days.

**6.00 Guarantee :-**

Contractor shall provide guarantee satisfactory performance in respect of workmanship and material for a period of twelve months or installation whichever is later. If any motors / Pump /equipment fails within guarantee period due to any reason then the contractor will get it repaired again at his own cost.

**Chief Manager (Elect)**

**STC of India Ltd., JVB, New Delhi.**

### **Pre Qualification Requirement ( PQR)**

**NAME OF WORK :-** Comprehensive routine, breakdown Maintenance of Electrical & Mechanical equipment installed in Jawahar Vyapar Bhawan, Including Electrical Installation, DG sets, Exhaust fans & Motors, sump pumps, Water supply station, Underground Tube well system, Water Softening System, Fire Fighting System, Sanitary & Plumbing System, Lift Operations, Public Address System and all other allied works associated systems in Jawahar Vyapar Bhawan , New Delhi

Only those firms will qualify in techno commercial evaluation, which possess the following minimum pre-qualifying requirements along with other terms and conditions of the contract document. The prospective bidders are requested to furnish following documents.

1. The bidder should have following experience of Operation/Maintenance in following area of the following in any PSU/ GOVT./ Semi Govt./ State PSU/ Autonomous body during last 7 years preceding from 31.10.15. The works executed by the contractor may not necessarily be mentioned in single work order; different work order enumerating the works executed shall suffice.

(a) DG set of 500 KVA capacity or more,

(b) Submersible/Booster / Sump Pumps,

(c) Fire Fighting System

(d) Sanitary & Plumbing System,

(e) *Electrical* Switchgear 3 phase 415V, or higher voltage level, transformers of minimum 1000 KVA , Lifts

2. A certificate of satisfactory completion by the order placing authority or higher authority shall only be considered against the works submitted for experience purpose at Sr. No. 1

3. The bidder should be financially capable for execution of the work as per NIT specification.

For this purpose Average annual turnover during last three financial years (2014-15,2013-14,2012-13 ), should be at least Rs. 45 lacks. For this purpose, financial statement i:e Profit & Loss account ( P & L) sheet and Balance sheets for above Years should be accompanied. The balance sheets should be properly authenticated by CA

4. Experience of having successfully completed the similar works (works including any works any works mentioned at Sr. No 1) during last 07 years counted proceeding from 31.10.15, among any one of the following.

5. ( a) Three (03) nos. of similar completed works costing not less than the amount equal to 55 lakhs

“ Or”

(b) Two (02) Nos. of similar completed works costing not less than the amount equal to 70 lakhs

“ or “

( c ) One( 01 ) No .of similar completed work costing not less than the amount equal to 110 lakhs

6. Bidder should enclose the following with the bid.

(a) Copy of service tax registration (b) Copy of PF registration with return of previous year (2014-15) deposited to PF Deptt., ( c ) Copy of TIN No.( d ) Copy of PAN card ( e) Labour License (f) Certificate of Non-Blacklisting /debaring from PSU/Govt. / MNC ( g) TAN No. ( h) ESI Registration (J) Electrical License from statutory authority for voltage level 3 phase 415 v minimum

**Note:-**

1.The technical evaluation of the bids shall be done on the basis of above criteria and other documents required in the tender terms.

2.The bidder should enclose the Earnest money (E.M.D.) of an amount of Rs 2,60,000=00 and cost of tender document ( of Rs. 1000=00. If the tender copy downloaded from the website) in the form of Crossed Bank Draft / Bankers Cheque payable to the State Trading Corporation of India Ltd payable at New Delhi at the time of bidding.

3. STC reserve the right to verify the certificate(s) submitted by the contractor directly from the issuing authority/authorities/clients or any other firm/party as deemed fit. Bidder should be in a position to produce the original certificate, if required. The bidder will be liable for verification of the documents.

Chief Manager (Elect.)

State Trading Corporation of India Ltd.

**Data to be supplied by the bidder**

**1. Technical bid opening Date** : Dt.....

**2 NAME OF WORK** :- Comprehensive routine, breakdown Maintenance of Mechanical & Electrical equipment installed in Jawahar Vyapar Bhawan, Including, Electrical Installation, DG sets, Exhaust fans & Motors, sump pumps, Water supply station, Underground Tube well system, Water Softening System, Fire Fighting System, Sanitary & Plumbing System, Lift Operations, Public Address System and all other allied works systems in Jawahar Vyapar Bhawan , New Delhi

| Sr. No. | Particular   |                       | Yes/No |
|---------|--|-----------------------|--------|
| 1.      | Name and complete Address of the Firm                      |                       |        |
| 2.      | Annual turnover ( Balance sheet & Profit and Loss account) | FY2014-15 (Rs.).....  |        |
|         |  | FY 2013-14 (Rs.)..... |        |
|         |  | FY 2012-13 (Rs.)..... |        |
| 3.      | Average Annual Turnover (Rs.) of 3 years as above          |                       |        |
| 4.      | Service tax No.  |                       |        |
| 5.      | P.F No   |                       |        |
| 6.      | TIN No   |                       |        |
| 7.      | PAN No.  |                       |        |
| 8.      | TAN No.  |                       |        |
| 9       | Labour Licence No.   |                       |        |
| 10.     | Electrical Licence No.                                     |                       |        |

|     |  |                     |  |
|-----|--|---------------------|--|
| 11. | ESI Registration No.   |                     |  |
| 12  | Work order details   | Fill separate sheet |  |
| 13. | Satisfactory service certificate   |                     |  |
| 14. | Earnest money Deposited (EMD ) details   |                     |  |
| 15  | Tender Fee details   |                     |  |
| 16  | Self-attested certificate of Non-blacklisting from PSUS/Govt./MNC                                    |                     |  |
| 17. | Complete bid document properly filled and signed with stamp  |                     |  |
| 18. | Registration No. (Certificate) under MSMEbody if the bidder avails the benefit of being a MSME unit. |                     |  |

Name and Signature of Contractor with seal



**Summary of Past Work Experience**

| No. | Name of Work<br>Order awarding<br>organisation | PSU/<br>GOVT./<br>Semi<br>Govt./<br>State<br>PSU/MNC<br>& Private<br>instituti<br>ons | Value of<br>the work<br>( annual<br>basis) Rs.<br>Lacs | Duration<br>( from..<br>to....) | Details, nature of<br>work ( as per<br>requirement of<br>satisfaction for<br>PQR | Satisfact<br>ory<br>completi<br>on<br>certifica<br>te<br>attached<br>(Y/N) |
|-----|--|---|--|---------------------------------|--|--|
| 1.  |  |   |  |                                 |  |  |
| 2.  |  |   |  |                                 |  |  |
| 3.  |  |   |  |                                 |  |  |
| 4.  |  |   |  |                                 |  |  |

Name and Signature of Contractor with seal

Note: - Separate sheets may be attached for furnishing the past work details

**ARTICLES OF AGREEMENT**

This agreement made on the \_\_\_\_ day of \_\_\_\_\_, Two thousand ..... between "The State Trading Corporation of India Limited" (hereinafter referred to as the Client) and whose registered office is located at Jawahar Vyapar Bhawan, 1-Tolstoy Marg, Janpath, New Delhi -110001 on the one part and M/s. \_\_\_\_\_ (hereinafter referred to as the Contractor) and whose registered office is located at \_\_\_\_\_ -----on the other part, whereas the Client desires certain works to be executed by the contractor viz. "

\_\_\_\_\_ " in considerations of *the amount of Rs.* \_\_\_\_\_ (*Rupees* \_\_\_\_\_ in words) and subject to such terms and conditions as set out in the tender documents (Tender No. \_\_\_\_\_ dated \_\_\_\_\_ ) which shall form part of the contract.

Whereas the Contractor has agreed to keep STC indemnified at all times against any claims/liabilities/proceedings etc from any third party or otherwise arising out of/or in connection with the tender documents.

Whereas in consideration of the payments to be made by the Client to the Contractor as hereinafter mentioned the contractor hereby agrees with the Client to perform the services in conformity with the provisions of the agreement.

Whereas the Client agrees to pay the contractor in consideration of the performance of the services such amounts as may become payable under the provisions of the agreement at the times and in manner prescribed by the agreement.

**NOW THIS AGREEMENT WITNESSED AS UNDER**

That the terms and conditions in the tender documents and award letter No. \_\_\_\_\_ dated \_\_\_\_\_ will form part of the agreement and shall be binding on both the parties.

In witness were of the parties have caused this agreement to be executed on the day and year first above written.

Binding Signature of the Contractor

Binding signature of the Client

In the presence of : Name:

Name:

Designation

Designation

## FORMS OF TENDER

The Chief Manager (E)

STC of India Limited

Jawahar Vyapar Bhawan

1-Tolstoy Marg

Janpath NEW DELHI – 110 001

Ref. : Comprehensive routine, breakdown Maintenance of Mechanical & Electrical equipment installed in Jawahar Vyapar Bhawan, Including, Electrical Installation, DG sets, Exhaust fans & Motors, sump pumps, Water supply station, Underground Tube well system, Water Softening System, Fire Fighting System, Sanitary & Plumbing System, Lift Operations, Public Address System and all other allied works systems in Jawahar Vyapar Bhawan , New Delhi

Dear Sir,

I/We hereby submit my bid for the tender

|                              |  |
|------------------------------|--|
| Descrip<br>tion              | Tender for “Comprehensive routine, breakdown Maintenance of Mechanical & Electrical equipment installed in Jawahar Vyapar Bhawan, Including, Electrical Installation, DG sets, Exhaust fans & Motors, sump pumps, Water supply station, Underground Tube well system, Water Softening System, Fire Fighting System, Sanitary & Plumbing System, Lift Operations, Public Address System and all other allied works systems in Jawahar Vyapar Bhawan , New Delhi |
| Earnest<br>Money             | Rs. 2,60,000=00  |
| Total<br>security<br>deposit | 5% shall be deducted from each Running Bill subject to maximum of 10% of tendered value. The EMD already deposited shall be adjusted with the security.  |
| Period of<br>completi<br>on  | 12 months from the date of issuance of LOI   |

1. I/We hereby distinctly and expressly declare and acknowledge that before the submission of my/our tender, I/We have carefully followed the general instructions and read the detailed specifications and schedule of quantities and clearly understand all the conditions of the contract.
2. I/We have seen the location where the said work is to be done and made such investigations of work required in regard to the materials required to be furnished as to enable me/us to complete the work successfully should this tender be accepted in whole or in part.
3. I/We hereby agree to abide by and fulfill all the terms and conditions annexed hereto. To execute, all the works referred to in the tender documents upon the terms and conditions contained or referred to there in and carry out such deviations as may be ordered at the rates quoted in the tender documents.
4. I/We agree that my/our earnest money shall stand forfeited if I/We do not fulfill the condition and start the work.
5. I/We agree to keep the offer valid for 90 days (3 months) from the date of opening of price bid.

I/We/am/are

Yours faithfully,

(Bidder)

### Price Bid

Prices for Comprehensive routine, breakdown Maintenance of Electrical & Mechanical equipment installed in Jawahar Vyapar Bhawan, Including Electrical Installation, DG sets, Exhaust fans & Motors, sump pumps, Water supply station, Underground Tube well system, Water Softening System, Fire Fighting System, Sanitary & Plumbing System, Lift Operations, Public Address System and all other allied works associated as per bid document.

| S.N | Item description  | Quoted Price ( Rs.) per annum  |
|-----|---|--|
| 1.  | Comprehensive routine, breakdown Maintenance of Electrical & Mechanical equipment installed in Jawahar Vyapar Bhawan, Including Electrical Installation, DG sets, Exhaust fans & Motors, sump pumps, Water supply station, Underground Tube well system, Water Softening System, Fire Fighting System, Sanitary& Plumbing works Lift Operations, Public Address System and all other allied works <b>including all taxes and duties except service tax.</b> | <p>.....</p> <p>( In Words<br/>Rs.....</p> <p>.....</p> <p>.....</p> |

**Total Rs.** .....

**In words** .....

Note

1. The price comparison shall be done on the basis of price quoted.
2. **Service Tax shall be paid extra by STC ( I) ltd as per rules, on providing documentary proof of Deposition.**
3. No other format of price submission shall be accepted. Bidder should sign on every page of the bid
4. The bidder is required to quote for the complete work, though STC reserve the right to award the work in full or in part.
5. No over writing is allowed , over writing shall be summarily rejected
6. In case of discrepancy between words and fig, in rate quoted , the rates quoted in works shall be final
7. Firm has to quote the final rates only , all including discount/ rebate etc. Any separated discount/ rebate quoted shall not be considered.
8. The offer shall be valid for 90 days from the date of tender opening .
9. Leaving an unfilled entry in the price bid against any term shall mean as Zero cost and the bid shall be evaluated accordingly.

Signature of authorized representative of the bidder with seal