

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

NOTICE INVITING TENDER

- 1 Sealed tenders are invited on behalf of STC of India Ltd. from eligible contractors for the Maintenance of Aluminium Glazing works at Jawahar Vyapar Bhawan, New Delhi. The tender should be dropped in the Tender Box kept on the Reception of Jawahar Vyapar Bhawan , (Tolstoy Marg) , New Delhi-110 001, up-to **12.00 P.M** on **03.03.2014**.
2. Tender documents for the Maintenance of Aluminium Glazing works at Jawahar Vyapar Bhawan, New Delhi, can be obtained from the office of Shi. S.C. Dass, Dy. Chief Engineer (C), 20th floor, Jawahar Vyapar Bhawan, STC of India Limited,. 1, Tolstoy Marg, New Delhi-110001 during working hours from **07.02.2014** to **28.02.2014** on all working day between **10.00 A.M.** and **4.00 P.M.** on payment of a non-refundable cost of Tender Documents of **Rs.1,000/-** in the form of a Demand Draft/banker's cheque in favour of **STATE TRADING CORPORATION OF INDIA LTD, PAYABLE AT NEW DELHI.**

For any clarifications/further information the tenderers may contact STC (Tel No. 23462116). STC reserves the right to accept or reject any or all the bids without assigning any reason.

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

NO. STC/BP&MD/AL.GLAZING/2014-15

Date : 06.02.2014

TENDER NOTICE

SUBJECT: Tender for the Maintenance of Aluminum Glazing works at Jawahar Vyapar Bhawan, New Delhi.

1. STC invites sealed Tenders from contractors registered with E.P.F., ESI and Service Tax authorities for the following works:-

Maintenance of Aluminum Glazing works at Jawahar Vyapar Bhawan, New Delhi.

Rates quoted should exclude Service Tax, and the same shall be reimbursed on production of proof of deposit thereof. The rates must be inclusive of statutory contribution towards EPF and ESI, cost of equipment, cost of materials to be used for providing services and other cleaning/repairing materials etc. The rates quoted shall also include your service charges.

Service Tax payable under this contract shall be reimbursed to the contractor on furnishing original Challan(s) evidencing deposit with the concerned statutory authorities.

The contractor shall prepare and submit original Challan for the workers deployed on STC sites in respect of payment of PF/ESI contributions duly Received by the concerned authorities for STC record and reference. The contractor shall also submit a copy of Bank Statement to verify as to whether the payments to RPF and ESIC have been duly debited in their bank account.

- (a) Also please note that no escalation shall be permitted by STC on account of increase in cost of consumables, cost of equipment etc. to be used for the purpose of providing the service during the currency of the contract.
- (b) There will not be any increase in service charges, which will remain the same as quoted in the Tender during the currency of the contract.
- (c) However any increase as announced by any Govt. Agency/statutory authority in minimum wages/increase in D.A. under the Minimum Wages Act shall be reimbursed for only 09 numbers of workers + 1 Supervisor.
2. Detailed terms & conditions, eligibility experience etc. are as under:

A) ELIGIBILITY

The contractor should have following Registrations:-

- E.P.F. Registration
- E.S.I. Registration
- Service Tax Registration
- PAN Number

B) EXPERIENCE

The contractor should have at least 3 years experience in similar nature of job for maintenance of glazing works for high rise buildings

3. SCOPE OF WORK

STC building named as Jawahar Vyapar Bhawan has CCIC & HHEC as co-owners. The building is fully air conditioned having aluminum windows around. The maintenance of aluminum glazing/cleaning/repairing works in the said premises comprises of the following:-

- i. Cleaning of Glasses/window panes/aluminum frames on regular basis both inside and outside except core windows which shall be done from inside only.
- ii. Providing & Filling of mastic/ silicone in the windows.
- iii.) Repair of Aluminum Glazing.
- iv.) Replacing window stays as and when required.
- v.) Replacing window handles as and when required.
- vi.) Providing and checking of neoprene on regular basis.
- vii.) Repair of aluminum doors as and when required.
- viii.) Replacing broken glasses.
- ix.) Replacing Floor Springs as and when required.
- x.) Painting to boundary wall's MS railing and Main Gate including railing outside windows once in a year.

4. SPECIAL TERMS & CONDITIONS FOR MAINTENANCE OF ALUMINIUM GLAZING WORK AT JVB.

The Aluminium glazing works shall be maintained by the contractor as per the following arrangements:-

- (i) Regular cleaning of glass and aluminum frames both from inside as well as outside (except the roofing which will be cleaned only from the outside) shall be carried out properly at least once in a week except ground floor STC and CCIC, which shall be carried out on daily basis. The cleaning of glasses and aluminum frames of 10th floor, 4th. Floor Canteen and CCIC shall be carried out on every Saturday or as and when required. However during rainy season or dust storms, cleaning will be carried out as per site requirement. 5 meters and 10 meters ladders for access to various parts of the building shall be provided by the contractor.
- (ii) Replacement of glass and aluminum members when required. If the glass/aluminum members are to be provided by contractor, the same will be paid at the cost price + 20%. Sufficient stock of toughened/untoughened glass panes shall be maintained by the contractor for replacement of broken glass immediately. Bill for the glass/aluminum members will be produced by you in evidence.
- (iii) Electricity, water and storage space for glass, tools and plants, materials etc. will be provided to the contractor free of cost.
- (iv) Cost of soap, detergents, mops, glass cleaner, polysulphide, mastic neoprene and paint etc. shall be provided by the contractor at no extra cost to STC.

(v) MANPOWER DEPLOYMENT

Supervisor (should have experience of 5 years at least in the respective field). ... 01 No.
 Fitter (Skilled) ... 01 No.
 Workers (Un-skilled) ... 08 Nos.
 The time of duty shall be from 8.30 AM to 5.30 PM.

(vi)	Recovery for non-deployment of workers shall be as under:-		
	Supervisor	...	Rs.400/- per day
	Fitter	...	Rs. 350/- per day
	Worker	...	Rs. 250/- per day

5. **BEHAVIOUR AND DISCIPLINE OF CONTRACTOR'S STAFF:**

- a) The contractor shall verify the character and antecedents of the personnel to be employed. He will submit their names, photographs, present and permanent residential addresses before they are allowed to start the work in the premises.
 - b) The contractor will issue Identity Cards bearing their names to all his employees, which they will display while on duty without any extra cost to STC.
 - c) The contractor's personnel shall be polite, courteous, well behaved and shall refrain from demanding/accepting tips etc. from the occupants. They shall be removed from the premises and will not be allowed to work in the JVB, if any complaint is received in this regard from any occupant/employee.
6. The contractor shall have to pay to the workers engaged by him in connection with the work, wages not less than what is mentioned in Delhi Govt.'s latest Gazette notification.
7. If during the currency of contract period, wages of labour increases as a direct result of the coming into force of any fresh law or statutory rule or order or increase in D.A. rates as announced by the Delhi Govt. or any other Govt. agency and such increase become operative after the time of submission of tender, STC will reimburse such increase as per notification issued by any of the above agencies in this regard along with consequent increase in amount of employer's share of contribution towards EPF and ESI. No increase on any other account shall be allowed.

8. **GENERAL**

- a. The contractor shall in no case lease/transfer/sub-contract appoint caretaker for the service. If the contractor does so, the contract shall stand terminated without any notice and Security Deposit stand forfeited.
- b. The contractor shall comply with the provisions of Delhi Shops & Establishment Act, Minimum Wages Act, Bonus Act, Statutory Estt. Act, Employees State Insurance Act, Contract Labour (Regulation and Abolition) Act, Industrial Disputes Act, Employees Provident Fund Act, Workman's Compensation Act, and all other rules and regulations as applicable at any time and shall keep STC indemnified from Acts of commission, faults, breaches and/or any claims, demand, loss, injury and expenses due to contractor's failure to fulfill any obligations under the said Acts/enactments.
- c. Any responsibility towards personnel on account of non-complying with the provisions of above acts and/or any other act not mentioned above will not be the responsibility of STC.
- d. The contractor shall specifically be required to comply with the provisions of Employees Provident Fund Act, Employees State Insurance Act as applicable to

the workers to be deployed by the contractor to do the job. The contractor will be required to maintain proper record of P.F. and ESI contributions deducted and paid monthly to the Govt. A/c. in the prescribed manner and produce the same to STC in the first week of the following month for reimbursement of the amount deposited with concerned authorities duly supported with challans and details etc. of the workers duly tallied with the Attendance Register in respect of whom deposits have been made.

- e. Tender from only those parties will be accepted who are having the requisite P.F. Code Number/Registration with ESI authorities and other Registrations as mentioned above, a copy each of which duly attested by a gazetted officer of Central Govt., should be enclosed with the tender.
- f. Wages rates, holidays, hours of work and conditions of service of all the workmen of the contractor shall be determined by the contractor having due regard to those prevailing in similar employments and these shall in no case be disadvantageous to the workmen of the contractor as compared to wages, rates, holidays, hours of work and conditions of service as are provided in any applicable labour laws or as may be specified in this behalf by the Labour Commissioner or any other competent authority.
- g. If any amenity statutorily required to be provided for the benefit of workmen of the contractor is not provided by the contractor, the amount required in providing the amenity will be recovered by the STC from any amount payable to the contractor under this contract.
- h. The contractor shall be responsible for faithfully complying with the terms & conditions of this contract, failure of which will attract forfeiture of the contractor's dues and security deposit as well as termination of the contract and getting the work done from any outside agency at the risk and cost of the contractor.
- i. The contractor shall be directly responsible for any/all disputes arising between him and his employees and keep the STC indemnified against all losses, claims and damages arising thereof.
- j. The contractor shall comply with all instructions, verbal or written, given to him by the Engineer Incharge, STC from time to time.
- k. The contractor shall attend to all complaints from the Engineer Incharge, STC or any other authorized person of STC and shall maintain record of the same in the shape of complaint/suggestion book.
- l. STC will provide proper space for contractor's Supervisor and storage of his materials at site.
- m. Payment due to the contractor under this contract shall be released by STC on monthly basis after disbursement of salary by the contractor.
- n. The contractor shall open or cause to be opened, Saving Bank Account in any nationalized bank for every worker and the Supervisor and shall remit the

monthly emoluments and other dues payable to the workers and supervisor directly to these accounts by the 7th. day of the month and submit photocopies of the documents duly accepted by the banks, to STC. Payment to the contractor shall be released only on receipt of these documents. NO DEVIATIONS SHALL BE PERMITTED.

- o. The contractor shall be entirely responsible for any mishappening/accidents to his worker while performing duty and shall have no claim/binding on STC with respect to any compensation/mandatory benefits etc. whatsoever. Contractor should take suitable insurance policy to protect their personnel.
- p. If the performance of the contractor is found to be unsatisfactory, the STC reserves the right to cancel the contract and get the work executed through alternative means at the entire risk & cost of the contractor. In such cases, the contractor should make good all the losses that the STC may incur due to this.

9. **Earnest Money:**

The tenderers shall have to deposit interest free Earnest Money of **Rs.25,000/-** through Demand Draft/Pay Order in favour of STC of India Ltd., New Delhi, along with their quotation. The Earnest Money Deposit of unsuccessful bidders shall be refunded after the finalization of contract.

10. **Security Deposit:**

The successful bidder shall be required to make an interest free Security Deposit calculated at the rate of 10% of the yearly quotation accepted by the STC, in the form of Demand Draft/Pay order in favour of "STC of India Ltd., New Delhi" before the commencement of the contract. After receipt of necessary security deposit, the Earnest Money of **Rs.25,000/-** will be refunded to the successful bidder. The Security Deposit will be refunded after three months of expiry of the contract and after adjustment of dues, if any, on the recommendation of Site Incharge certifying the successful completion of the contract.

11. **Validity:**

The validity of this contract will be for a period of one year from date of commencement extendable for another year at the sole discretion of STC on the same rates, terms & conditions, subject to satisfactory performance of the obligations under the contract by the contractor. If, however, the performance is not found to be satisfactory during the contract period, the contract can be terminated at any time by serving 15 days notice in writing.

12. Sealed quotations addressed to Shri S.C. Dass, Dy. General Manager (Civil), STC of India Ltd., Jawahar Vyapar Bhawan, Tolstoy Marg, New Delhi – 110 001, super scribed "Tender for the Maintenance of Aluminium Glazing works at Jawahar Vyapar Bhawan, New Delhi", should be dropped in Tender Box kept on the Reception of Jawahar Vyapar Bhawan, (Tolstoy Marg side), New Delhi, on **12.00 PM on 03.03.2014**. No other form of delivery is acceptable and tenders not dropped in the Tender Box shall be summarily rejected. Quotations received without the requisite Earnest Money shall be summarily

rejected. Tender shall be opened at **3.30 PM** on the same day in the presence of contractors or their representatives who wish to remain present.

13. The tenderers are requested to inspect the site and apprise themselves of the site conditions before quoting for the work. Any plea at a later date for any mis-judgment after acceptance of tender shall not be accepted.
14. STC reserves the right to accept or reject any or all tenders without assigning any reasons thereof.
15. The Contractor shall be required to execute an agreement with the State Trading Corporation of India Ltd. on non-judicial stamp paper of appropriate value as per the proforma (to be given by STC). The cost of the stamp paper will be borne by the contractor.
16. The contractor to give Bank details of his/their account for ECS payment.

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

To:

**SIGNATURE OF TENDERER WITH SEAL
ADDRESS WITH MOBILE NO.**

EXPERIENCE

THE STATE TRADING CORPORATION OF INDIA LIMITED

JAWAHAR VYAPAR BHAWAN, TOLSTOY MARG, NEW DELHI

STC MAINTENANCE WORKS, JVB; NEW DELHI

S.NO.	DESCRIPTION OF WORK EXECUTED	VALUE OF WORK (RS.)

**SIGNATURE OF TENDERER WITH SEAL
ADDRESS WITH MOBILE NO.**

The State Trading Corporation
Of India Limited,
Jawahar Vyapar Bhawan,
1, Tolstoy Marg,
NEW DELHI – 110 001.

Subject : Tender for the Maintenance of Aluminium Glazing works at Jawahar Vyapar Bhawan, Tolstoy Marg, New Delhi.

Dear Sirs,

I/We hereby tender for the execution of the captioned work as specified in the Annexure on the rates specified by us on monthly basis and in accordance with the terms & conditions.

I/We hereby distinctly and expressly declare and acknowledge that before the submission of my/our tender, I/we have carefully studied the general instructions and detailed terms & conditions and clearly understood all conditions of the contract.

I/We have seen the location where the said work is to be done and made such investigation of work as required in regard to the maintenance and operation of the above mentioned works.

If I/we fail to commence the work by the specified date as per memorandum, I/we agree that my/our EMD shall stand forfeited.

I/We agree to keep the offer open for 90 days (3 months) from the date of closing of tender.

Thanking you,

Yours faithfully,

**SIGNATURE OF TENDERER WITH SEAL
ADDRESS WITH MOBILE NO.**

THE STATE TRADING CORPORATION OF INDIA LIMITED
JAWAHAR VYAPAR BHAWAN, TOLSTOY MARG, NEW DELHI
STC MAINTENANCE WORKS, JVB; NEW DELHI

BILL OF QUANTITY

S.NO.	DESCRIPTION OF ITEM	PERIOD	RATE (RS.) PER MONTH	AMOUNT (RS.) IN FIGURE
1.	Maintenance of Aluminium Glazing works including cleaning at Jawahar Vyapar Bhawan, Tolstoy Marg, New Delhi.	12 (Twelve) months		

**SIGNATURE OF TENDERER WITH
SEAL ADDRESS WITH MOBILE NO.**