

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

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

**Telephone: 011-23462116 / 23462055, Fax: 011-23315622**

**E-Tender Notice**

BP&MD/STC/JVB/Al. Glazing/16-17

Dt. 01.04.2016.

**Name of work: Tender for AMC for Maintenance of Aluminum Glazing works at Jawahar Vyapar Bhawan, New Delhi.**

**1. Request for Quotation (RFQ).**

STC invites online bids (E-Tender) under two bid system (Technical & Financial) from the contractors who have executed similar type of works in CPWD, PWD, MCD, DDA, P&T, PSU's, Semi-Govt. departments, MNC's. Documents from clients to be attached. The works carried out by the party should not be less than **Rs. 15.35 lakhs per annum in single award or having two similar works not less than Rs. 9.60 lakhs or three similar works not less than Rs. 7.68 lakhs each per annum during the last seven years on or before 31.03.2016.**

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

The bids may be submitted latest by 03.00 PM on 25.05.2016.

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

All details regarding the subject RFQ are available on websites: [www.stc.gov.in](http://www.stc.gov.in), [www.tenders.gov.in](http://www.tenders.gov.in) and [www.eprocure.gov.in/eprocure](http://www.eprocure.gov.in/eprocure). Any changes/ modifications/ corrigendum in connection with this RFQ will be intimated through one or more of these websites only. Prospective bidders are therefore requested to visit above mentioned websites regularly to keep themselves updated. STC shall not be liable to send any individual information or issue a public notice.

## 2. Electronic Submission of Bids

- i. Bids against this RFQ shall be received only electronically through the e-Procurement Portal of NIC ([eprocure.gov.in](http://eprocure.gov.in)). No bids shall be accepted in hard copy or in any other form.
- ii. For submission of e-bids, bidders are required to get themselves registered with [eprocure.gov.in](http://eprocure.gov.in) website using Digital Signature Certificate (DSC) essentially having signing certificate.
- iii. Earnest Money Deposit (EMD) is required to be submitted in the form of a Banker's Cheque/ Demand Draft from a nationalised bank, which must reach STC before closure of the e-tender in the manner prescribed herein.
- iv. The details of EMD (Banker's Cheque/Demand Draft) uploaded during bid submission, and those submitted physically in EMD Box at Ground Floor (near Reception) Jawahar Vyapar Bhawan, New Delhi, should tally. Otherwise, the bid is liable to be rejected.

The bidders are required to upload soft copies of the following:

- Technical Bid (prepared on Company's Letter head).
- Copy of PAN No., TIN No. & Service Tax No.
- Scanned copy of Banker's Cheque/Demand Draft submitted towards Tender Document Cost of Rs. 1050/- as mentioned in Technical Bid.
- Scanned copy of Banker's Cheque/Demand Draft submitted towards Earnest Money Deposit of Rs. 40,000/- as mentioned in technical bid.
- Financial Bid (prepared on Company's Letter head).

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

## 3. Earnest Money Deposit (EMD)

- (a) All Bidders are requested to furnish an EMD of Rs. 40,000/- (Rupees forty thousand only) by way of Banker's Cheque / Demand Draft drawn in favour of 'The State Trading Corporation of India Ltd.' payable at 'New Delhi'. No interest will be given on EMD.
- (b) The bidders who are registered with either NSICL or DGS&D are exempted from submitting the EMD. However, in place of EMD the bidder will have to submit Registration/Exemption certificate.
- (c) The envelope containing the EMD along with Covering Letter mentioning the details on Bidder Company on the company's Letterhead, should be sealed and

super scribed as “**Tender for AMC for Maintenance of Aluminum Glazing works at Jawahar Vyapar Bhawan, New Delhi.**” and the same should be dropped in the ‘EMD Box’ kept at the following address so as to reach on or before the deadline prescribed for receipt of bids.

The State Trading Corporation of India Ltd.,  
Jawahar Vyapar Bhawan,  
6th Floor(Annexe), BP&MD,  
Tolstoy Marg,  
New Delhi -110001

- (d) Bids for which EMD is not received (other than the exempted cases) in the prescribed manner shall be rejected summarily.
- (e) STC shall not be responsible for non-receipt/non-delivery/delayed receipt of the EMD due to any reason whatsoever. EMD shall not carry any interest.
- (f) EMD shall not carry any interest and EMD of unsuccessful bidders shall be returned after Award of Contract to the Successful Bidder. EMD of the successful bidder shall remain with STC as Security Deposit and shall be refunded after expiry of the contract without interest within a period of two months.

#### **4. Bid Details**

Bidders are required to furnish the unit price including all taxes etc., except Service Tax, strictly in the prescribed Performa of Financial bid. Rates should be firm and no escalation will be allowed during the currency of contract. Financial bid shall contain price only and no other documents shall be enclosed with the financial bid.

#### **5. 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.

6. **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 10<sup>th</sup> floor, 4<sup>th</sup>. 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, scaffolding and challis 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 borne by the contractor at no extra cost to STC.
- (v) **MANPOWER DEPLYOMENT**  
 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. 500/- per day
Fitter	...	...	Rs. 500/- per day
Worker	...	...	Rs. 400/- per day

7. **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.
8. 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. The contractor shall release the wages of the workers through direct transfer to their respective bank accounts and no cash disbursement will be allowed.
9. 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.
10. **General Condition**
- (i) STC, reserves the right to accept, cancel or reject any or all the tenders without assigning any reasons thereof. No Tenderer shall have any cause of action/claim against STC for rejection of his proposal.
  - (ii) Each and every page of tender document must be duly signed and stamped by the tenderer as a token of his/their acceptance of the Terms & Conditions mentioned in the Tender Documents.
  - (iii) The rates quoted in the tender should be firm and for all heights and levels except where it has been mentioned specifically. The rates shall be inclusive of all charges of materials, scaffolding, tools and plants,

labour and fluctuations in the market rates, VAT, sales tax, excise duty, octroi and other taxes etc except Service Tax.

- (iv) Quantities mentioned in the schedule are approximate and subject to change. No compensation will be paid on account of reduction in quantity of any item of work. Payment shall be made on actual executed quantity. The quoted rates are valid for the actual quantities of work executed. No escalation on any account shall be paid on the quoted rates during the period of contract and also during the duly sanctioned extension of time, if any.
- (v) The work shall not be considered as complete until the Engineer In-charge, STC has certified in writing that the same has been virtually completed and defect liability period shall commence from the date of issue of such certificate. Virtual completion certificate will not be issued until the contractor shall clear the site of all malba, scaffolding, surplus materials and huts etc. and remove all dirt and dust from the site.
- (vi) The contractor shall acquaint himself with the site conditions and make his own arrangements for storage of materials at site. No material shall be supplied by STC.
- (vii) The quantity and quality of materials to be used shall be got approved from the Engineer Incharge, STC before execution of work. The contractor will rectify the defects pointed out to him by Engineer Incharge, STC and shall remove from the site all the rejected materials immediately.
- (viii) The contractor will be fully responsible for any injury or accident to any person(s) employed by him during the execution of work or to the residents and, for any damage/loss caused to any structure or any part of the property due to the operation/negligence/default on the part of the contractor, the Contractor would be wholly liable to make good/repair the same at his own cost and expense.
- (ix) The contractor, at his own cost, shall obtain Third Party Insurance Policy & Workmen Compensation Policy in joint name of STC Of India Ltd., and contractor with STC's name appearing first for the appropriate value, which shall remain valid till the completion of work.
- (x) TDS, WCT and Service Tax as applicable thereon will be deducted from the running account bills/final bill as per prevailing rates.
- (xi) The rates quoted by the tenderers shall be valid for acceptance for a period of **90 days** from the date of opening of the tender.

- (xii) The tenderer should not arrange witness on tender form, from a person who has tendered for the same work.
- (xiii) The contractor shall not assign, transfer and sublet or otherwise part with the work or any portion of the work to other contractor, without prior written approval of STC.
- (xiv) No condition/deviation which is either additional or in modification of tender conditions shall be included in the bid/tender submitted by the tenderer. If the tender contains any such condition or deviation from the tender conditions, the tender will be rejected. STC's decision in this regard shall be final and binding.
- (xv) In the event of the tender being submitted by a partnership firm, it must be signed separately by each partner thereof, and further it must also disclose that the firm is duly registered under the Indian Partnership Act, 1932.
- (xvi) The contractor upon award of the work shall comply with all the required statutory provision/regulations e.g. Payment of Wages Act, Minimum Wages Act, Employees Liability Act, Apprentice Act, Workmen's Compensation Act, Contractor's Labour (Regulation & Abolition) Act, Industrial Disputes Act, Maternity Benefit Act, etc. or any other laws relating thereto and the rules made there under from time to time and the rates made there under from time to time and also as per safety regulations at their own cost & risk.
- (xvii) Indemnity**
  - (a) If any claim, on account of non-compliance of the above laws by the contractor arises against the STC, the tenderer shall indemnify and keep indemnify the Engineer Incharge, STC shall have the right to deduct from the money due to the contractor any sum required or estimated to be required for making good the loss suffered by a worker or workers.
  - (b) The Contractor shall without any protest or demur, shall always keep STC **fully indemnified** and shall and shall hold STC harmless against any accident, claims, liability, proceedings etc. by any third party including but not limited to damages, compensation, penalties, taxes or other cost and expenses etc. of whatsoever nature arising out of or in relation to any act or omission/ negligence/ mistake/ misconduct/breach or default or non-fulfillment of the terms and conditions of the Tender Documents. The contractor is bound to take all such necessary precautions for smooth execution of work.

- (xviii) The tenderers are advised to inspect the site and satisfy themselves of site conditions before submitting their tenders. A tenderer shall be deemed to have full knowledge of the site whether he inspects it or not and no extra charges consequent upon any misunderstanding or otherwise shall be allowed.

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

## 11. OTHER TERMS & CONDITIONS

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

In case, the successful tenderer does not commence the work by stipulated date in terms of Award Letter, STC shall without prejudice to any other right/remedy, be at liberty to forfeit the said EMD absolutely in addition to recovery of other damages/losses caused to STC on this account. The party shall also be Black Listed for participation in all subsequent tenders.

- (b) **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. 40,000/-** 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.

- (c) The contractor shall execute an agreement on non-judicial stamp paper of Rs. 100/- with- in one week's time from the date of issue of award work as per approved proforma. The cost of stamp paper shall be borne by the party. This notice of tender shall form a part of the contract agreement.
- (d) The contractor shall submit the running/final bills in duplicate, giving complete description of items of work done strictly as per Bill of Quantities.



- (e) All payments to the contractor shall be released by STC on the basis of work and amount certified by Engineer Incharge, STC.
- (f) The rates quoted shall be inclusive of all the taxes viz **VAT, WCT, etc.**, for all tools and plants and everything necessary for proper execution of work to the entire satisfaction of STC and no escalation due to increase in price of materials shall be made.
- (g) In the event of any disputes/differences arising over the construction/effect of these presents, decision of General Manager (BP&MD) STC will be treated as final and binding on both the parties.
- (h) The ex-employee of the Corporation i.e. STC is/are not permitted to participate in the tender/ quotation.
- (i) The terminated/de-barred/Black Listed bidder from any Govt./Semi-Govt/Private/ PSUs/MNCs etc. are not allowed to participate in the said tender. The tenderer has to produce self attested certificate in this regard. If the bidder deliberately gives wrong information in his tender, the bid is liable to be rejected at any stage and the Security Deposit and/or EMD/dues to STC shall be forfeited.
- (j) It is intention of STC that all payments to the contractor shall be effected by NEFT. The contractor may submit their Banker's detail for the same or a Crossed Cheque.
- (k) Experience Certificate, supporting documents etc. Experience Certificate should clearly mentioned the name & nature of work, place of work, value of work executed, satisfactory performance of work and date of completion of work etc.
- (l) In case of Partnership firm, Copy of Partnership Deed may be attached.
- (m) The contractor should take care of execution of work during working hours that the users of staircase/office floor should not be splashed on with painting, cement, material or dust & dirt. After finishing work of site/area, the floor should be cleaned and wipe properly i.e. without any spots on floor, furniture, glass, window, partition etc.

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

S.No.	Documents required
i	Cost of tender document of Rs. 1050/- in form of Demand Draft / Pay Order in favour of “The State Trading Corporation of India, New Delhi” and payable at New Delhi.
ii	Earnest Money of Rs. 40,000/- in form of Demand Draft / Pay Order in favour of “The State Trading Corporation of India, New Delhi” and payable at New Delhi.
iii	Copy of PAN No., TIN No., & Service Tax No.
iv	Copy of Registration with EPF and ESI authorities.
v	Copy of required Experience Certificate (Satisfactory Completion Certificate) as per S.No. 1 Request for Quotation (RFQ).
vi	Certificate/undertaking that the firm has not been blacklisted/debarred by any Govt. Department
vii.	Complete tender document (Page 1-13) duly signed and stamped on each page by the bidder in token of having understood and agreed to the terms and conditions mentioned

- Failure to submit all the required documents or submission of incomplete document will render the quotation liable to rejection.
  - STC, reserves the right to accept, cancel or reject any or all the tenders without assigning any reasons thereof. No Tenderer shall have any cause of action/claim against STC for rejection of his proposal.
  - In case the selected party backs out of the contract midstream or does not provide service to the full satisfaction of STC, the security deposit shall stand forfeited.
12. Information relating to evaluation of bids and recommendations concerning awards shall not be disclosed to the parties submitting the offers or to other persons not officially concerned with the process, until the contract is entered into with the selected bidder.
13. **Jurisdiction**  
The applicants hereto agree that the courts and tribunals at New Delhi shall have exclusive jurisdiction to settle any or all disputes which may arise out of or in connection with this tender. All disputes arising out of this tender shall be decided in accordance with the laws of India.

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

---

**Quotation for Providing & fixing new water supply/drainage pipes and fittings in sanitary shafts after dismantling of existing old/damaged pipes & fittings in Core-I shaft, Jawahar Vyapar Bhawan, New Delhi.**

**PART – A: TECHNICAL BID**

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

Sir,

With reference to your Tender No. BP&MD/STC/JVB/Al. Glazing/16-17, we submit below our Technical bid in response to the same.

1. Organisation's Information:

Organisation's Name:

Office Address :  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Telephone:

Fax:  
\_\_\_\_\_

Email:

Contact Person:  
Name & Mob. No.  
\_\_\_\_\_

Main line of Business:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. We are enclosing the following:

S.No.	Documents	
i	Cost of tender document of Rs. 1050/- in form of Demand Draft / Pay Order in favour of "The State Trading Corporation of India, New Delhi" and payable at New Delhi.	Yes/No
ii	Earnest Money of Rs. 40,000/- in form of Demand Draft / Pay Order in favour of "The State Trading Corporation of India, New Delhi" and payable at New Delhi.	Yes/No
iii	Copy of PAN Number.	Yes/No
iv	Copy of TIN Number.	Yes/No
v	Copy of Service Tax Number	Yes/No
vi	Copy of Registration No. of EPF.	Yes/No
vii	Copy of Registration No. of ESI.	Yes/No
viii	Certificate/undertaking that the firm has not been blacklisted/debarred by any Govt. Department	Yes/No
ix	Complete tender document (Page 1-13) duly signed and stamped on each page by the bidder in token of having understood and agreed to the terms and conditions mentioned	Yes/No
x	Copy of required Experience Certificate (Satisfactory Completion Certificate) as per S. No. 1 Request for Quotation (RFQ).	Yes/No

We agree to abide by all the terms and conditions of the STC's tender document for Tender for AMC for the Maintenance of Aluminum Glazing works at Jawahar Vyapar Bhawan, New Delhi.

The offer is valid for 90 days from the date of closing of tender.

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Rubber Stamp of the Organisation: \_\_\_\_\_

**NOTE:** The sealed quotation should be superscribed “PART – A: TECHNICAL BID  
**Tender for AMC for the Maintenance of Aluminum Glazing works at Jawahar  
Vyapar Bhawan, New Delhi.**

**FOR REFUND/PAYMENT THROUGH RTGS/NEFT**

Tenderer's Bank Name & Address \_\_\_\_\_

Tenderer's Account No. \_\_\_\_\_

Bank's IFC Code No. \_\_\_\_\_

**Quotation for Tender for AMC for the Maintenance of Aluminum Glazing works at Jawahar Vyapar Bhawan, New Delhi.**

**PART – B: FINANCIAL BID**

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

Sir,

With reference to your Tender No. BP&MD/STC/JVB/Al.Glazing/16-17 and our Technical Bid dated \_\_\_\_\_ submitted separately, we submit our Financial Bid as follows:

**SCHEDULE OF QUANTITY**

**Name of work:** Tender for AMC for the Maintenance of Aluminum Glazing works at Jawahar Vyapar Bhawan, 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		
Total				
Rupess.....only).				

**(SIGNATURE OF TENDERER WITH SEAL)**

**TELEPHON NO:** \_\_\_\_\_

**FAX NO.** \_\_\_\_\_

**EMAIL ID:** \_\_\_\_\_

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

We agree to all the terms and conditions specified in your Tender No. BP&MD/STC/JVB/Al. Glazing/16-17 dated 01.04.2016.

Thanking you,

Yours faithfully,

Rubber Stamp of the Organization

Signature(s)\_\_\_\_\_

Name \_\_\_\_\_

Mobile No. \_\_\_\_\_

Landline No. \_\_\_\_\_