

Date: 08.05.2019

Ref No.: SCOPE MINAR/M.M.O./19-20/028

## **NOTICE INVITING TENDER**

Online e-tenders are invited by Dy. General Manager (Engg.), SCOPE on behalf of Constituents of SCOPE MINAR, Laxmi Nagar Delhi- 110092 for the following work:

- 1.1 Name of the work: **“A.M.C. for Supply of Material for Up keep Services at SCOPE Minar, Laxmi Nagar, Delhi-110092”**
- 1.2 Estimated Cost : Rs. 28,11,804.00 per Annum including GST
- 1.3 Earnest Money : Rs. 56500.00
- 1.4 Tender Processing fee : Rs. 2488.00
- 1.5 Duration of Contract : Two Years from the date of issue of LOI
- 1.6 Cost of Tender : Rs. 1120.00
- 1.7 Commencement of downloading E-Bid : 10/05/2019 from 10.00AM
- 1.8 Last date of downloading of E-Bid : 23/05/2019 Up to 10.00AM
- 1.9 Last date of submission of E-Bid : 23/05/2019 Up to 03:00PM
- 1.10 Last date of submission of hard copy of EMD : 23/05/2019 Up to 03.00PM  
& Tender Cost
- 1.11 Tender opening date & time (Technical) : 23/05/2019 at 03.30PM
- 1.12 Tender Opening date & time (Financial) : To be intimated later
02. Bidders have to download the Bid documents from the e-procurement portal i.e. [www.tenderwizard.com/SCOPE](http://www.tenderwizard.com/SCOPE) after registering themselves on portal and submit e-bids after payment of bid processing fee & Bid document fee before last date & at time of downloading the e-bids online. Bidder can also view the NIT, scope of work on [www.scopeonline.in](http://www.scopeonline.in). For E-Tendering support 8800991840, 8800991868.
03. **Bids shall be submitted through e-bidding mode only. No other mode of bid submission shall be accepted.**
04. Tender document shall be accepted only from specialized agencies working with CPWD/PWD/MES/Railway/PSUs/Autonomous Bodies/SCOPE who fulfil following pre-qualification criteria:

- 4.1 Proof of having successfully completed similar works during the last 5 years ending last day of the month previous to the one in which applications are invited:

Three similar completed works, each costing not less than the amount equal to 40% of estimated cost put to tender.

OR

Two similar completed works, each costing not less than the amount equal to 60% of the estimated cost put to tender.

OR

One similar completed works of aggregate cost not less than the amount equal to 80% of the estimated cost.

“Similar work shall mean “Supply of Material for Upkeep Services in Multi storeyed office building and industry”

- 4.2 The tenderer must be registered under GST & Income Tax act and PAN No. copies of registration papers along with details need to be furnished latest copies of GST returns.
- 4.3 **Hard copy of form of tender duly signed and stamped must be submitted along with tender cost and EMD.**
- 4.4 Average annual financial turnover should be at least 1.5 times of the estimated cost during the immediate last 03 consecutive financial year.
- 4.5 Balance sheet for previous 03 years with ITR.
- 4.6 Bank solvency certificate of the amount equal to 50% of estimated cost of work. In any case it should not be older than 12 months from the last date of issue of NIT.
05. **The tender shall be submitted: thorough portal only i.e. [www.tenderwizard.com](http://www.tenderwizard.com)/SCOPE.**
06. Tenderers are invited to submit their offers strictly based on the terms & conditions and specifications given in the tender document and instruction to bidder.
07. Cost of tender and Earnest money mentioned above should be paid by crossed Demand Draft/Pay orders from any nationalized /Schedule Bank in favour of “MMO SCOPE Minar”. Tenders without Earnest Money Deposit will be summarily rejected and the representative of such tenderers will not be allowed to attend tender opening.
08. Pre-bid Conference shall be held at 02:30 PM on 20/05/2019 if required.
09. SCOPE reserves the right to reject any or all tenders without assigning any reasons.

**Dy. General Manager-Engg.**

## SCOPE OF WORK

1. Scope of work includes the supply of material/items vide CPWD DSR-2016 (page no-7 to 62) required for upkeep of the entire SCOPE Minar by extending the service for:
  - a) Maintaining the entire water supply and sanitary systems.
  - b) Maintaining the carpentry and joinery work of the complex.
  - c) Maintaining painting, polishing, grinding area of complex as and when required.
  - d) Maintaining emergency civil repairing works.
  - e) Maintaining the structural works of the complex etc.
  - f) Attending the relevant upkeep complaints of SCOPE Minar
  - g) Any other material as per requirement.
2. For any of the materials for which rates do not exist in BOQ (DSR 2016), payment shall be made as per prevalent market rates plus 10% as contractor profit. The decision of Engineer In Charge for the correctness of market rates will be final and binding on the Contractor. Documents in support of market rate like cash memos etc. shall be submitted by the agency along with their claims.
3. Procedure for the procurement and consumption of the materials shall be as below:
  - a. The procured material shall be entered at the gate of SCOPE Minar by the Security agency, The material shall then be taken to the central store of SCOPE Minar by the agency after inspection of concerned Engineer.
  - b. Finally the agency shall hand over the material to agency carrying out the up-keeping services or as decided by the Engineer In Charge of the work. Receipt of handing over of materials shall be obtained from the agency taking over the materials, which shall be produced at the time of submitting the bills for payment of the same.
4. **The Contractor has to quote percentage above or below for the rates of material given in the B.O.Q inclusive of all taxes applicable, contractor profit etc. No extra shall become payable over & above the quoted rates either for carriage ,taxes,octrio,duties,turnover taxes etc.or due to any other reason. One rate should be quoted for the item specified in BOQ.**
5. The entire scope of work in general shall be guided by the guidelines of the latest CPWD maintenance manual.
6. The Contractor has to ensure the sufficient availability of the required materials at all times. No delay shall be accepted on account of the shortage of materials at any pint of times.

7. The SCOPE Minar becomes operational on all working days from 8.00 AM to 6.00 PM.
8. The work shall be executed as per Indian standard specification, Code(s) of Practice, bureau of Indian Standard (Formerly ISI)/General Specifications in force in the CPWD specifications/ISI Code.
9. Contractor will raise monthly bills towards material supplied at site.
10. The Contractor should depute required minimum number of labour as mentioned below, for satisfactory execution of work specified in scope of work.

S.No	Manpower	Minimum Qualification	Minimum working experience	Nos.
1.	Purchase Officer/Supervisor	Graduate/I.T.I/B.Sc	3-Year experience	1
2.	Assistant Purchase officer/supervisor	Matric	2-year experience	1

The manpower deployed by contractor shall be dressed in uniform. The manpower for shall also be deployed on Sunday and holiday or in late hours if required. However the agency shall follow all the labour laws/rules for deployment of manpower for prescribed weekly rest.