

NOTICE INVITING TENDER

Sub. : Annual Maintenance Contract for Up-keeping Services at SCOPE minar

1. Sealed tenders are invited by Dy.General Manager(Engg.) SCOPE on **behalf of Constituents of SCOPE Minar**, Laxmi nagar, New Delhi- 110092 for the subject work as per the details given below.

- 1.1 **Name of the work** : " Annual Maintenance Contract for Up-Keeping Services at SCOPE Minar,Laxmi Nagar,Delhi
- 1.2 **Estimated Cost** : Rs.59,04,030/- plus GST@18% per Annum
- 1.3 **Earnest Money** : Rs. 1, 40,000/-
- 1.4 **Duration of Contract** : Two year from the date of issuance of LOI.
- 1.5 **Cost of Tender** : Rs. 1000.00
- 1.6 **Last date of submission of Tenders** : 23.03.2018 up to 3.00 PM
- a) **Place of submission of Sealed Tenders** : Dy.General Manager(Engg),
MMO, SCOPE, SCOPE Minar, Laxmi Nagar, Delhi- 92
- 1.7 **Date & Time opening of Tenders** : 23.03.2018 up to 3.30PM
- 1.8 **Place of opening of Tenders** : Dy.General Manager (Engg),
MMO, SCOPE, SCOPE Minar, LaxmiNagar, Delhi- 92

2. Tender documents consisting of Technical specifications, schedule of quantities, contract conditions, can be had from the office MMO SCOPE, SCOPE Minar, LaxmiNagar, Delhi- 92 on payment of **Rs.1000/-** in Draft in favour of "MMO SCOPE MINAR " (Non-refundable) on any working day from **12.03.2018 to 22.03.2018** during working hours from 10.00 A.M. to 4.00 P.M. Scope of work & Eligibility criteria can also be seen from the web site of SCOPE : www.scopeonline.in However, Bid shall be submitted on purchased documents only.

3. Tender document shall be issued only to reputed, specialized Contractors working with CPWD/PWD/MES/Railway/PSUs/Autonomous Bodies/SCOPE who fulfill following pre-qualification criteria:
- 3.1 Three similar completed works, each costing not less than the amount equal to 40% of estimated cost put to tender in the last 5 year.
- OR
- Two similar completed works, each costing not less than the amount equal to 60% of the estimated cost put to tender in the last 5 year.
- OR
- One similar completed works, each costing not less than the amount equal to 80% of the estimated cost put to tender in the last 5 year.
- 3.2 The tendered must be registered under Provident Fund Act,ESI Act, and Tenderer must be register under Income Tax Act.
- 3.3 Proof of registration with GST and PAN No.
- 3.4 Copies of registration papers along with details need to be furnished.
- 3.5 Copy of valid labour license to be furnished along with tender.
- 3.6 Latest Copy of income tax return and balance sheet for 3 years to be submitted. Average annual turnover on similar works should be at least 1.5times of the estimated cost during the immediate last 3 consecutive financial years.
- 3.7 Latest Copy of EPF & ESI and GST challans to be furnished along with tender and clearance certificate of the same.
- 3.8 All the above certificate / documents shall be submitted by the firm duly signed & self attested subject to verification with original documents.
- 3.9 Original documents shall be produce as required for cross verification.

4 Submission of tender in two part :

4.1 The Bidder shall seal Part-I :'' Technical and Un-priced Commercial Bid' containing the Earnest Money Deposit. Document in support of eligibility criteria as applicable.

4.2 The Bidder shall seal Part-II ''Price Bid'' containing duly filled price schedule, in a separate envelope.

These two envelops shall be submitted under one seal envelope. The inner and outer envelops shall be super scribing the contract name and number indicated in the Notice inviting Tender(NIT).The tenders without EMD shall not be opened.

5. Part I "Technical un priced Commercial Bid" shall be opened in the presence of Bidder's designated representatives who may wish to be present on the date and the time and place indicated in the Notice Invite Tenders(NIT). Bidder's representatives may attend the opening and shall sign a register/document prepared by the SCOPE, as proof of their attendance.
6. Part II "Price Bid" shall be kept by the SCOPE Unopened, which shall be opened after scrutiny of "Technical & Commercial Bid " and Clarifications, if required shall be sought. The date of time of opening of Price Bid shall be informed to the bidders, if required or may be opened as scheduled.
7. Price Bid of those Bidder whose Part-II "Technical & Commercial Bid" are not found to be responsive, shall not be opened.
8. The SCOPE may conduct pre Bid meeting with prospective bidder to clarify any aspect of its bid that require clarification. During this meeting, the SCOPE may bring attention of the Bidders to any matters, technical or otherwise, where for whatever reason, it requires clarification/detailed about the bid.
8. Price Bid of those Bidder whose Part-II "Technical & Commercial Bid" are not found to be responsive, shall not be opened.
9. Tenders are inviting to submit their offers strictly based on the terms & conditions and specifications given in the tender document.
10. Earnest Money mentioned above should be paid by crossed Demand Draft / Pay order from any Nationalized / Scheduled Bank in favor 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.
11. SCOPE reserves the right to reject any or all tenders without assigning any reasons.

Dy.General Manger(Engg.)

SCOPE OF WORK

The upkeep team shall be equipped with necessary tools and tackles etc., The team shall be dressed in uniform. The works will be attended on all working days from 8.00 A.M. to 5.00 P.M. with a lunch break for one hour. Sundays & National Holidays would be no maintenance day.

- 1 Scope of work includes the upkeep of the entire SCOPE Minar by extending the services of :
 - a) Manning 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

2. The details of the scope of work are further stated as below:
 - a) Each of the floor has the toilets for gents and ladies which shall be required to be maintained in running condition, all the times.

 - b) Each core has seven shafts through which the cast iron sewerage lines and water supply lines are passing. The CI pipe lines are connected at lower basement and are further connected with the DDA sewerage out side the building. The scope of work shall include maintenance/replacement of any of these pipelines including repair of leakage etc.

 - c) The water supply lines are for supplying flushing water, domestic water and chilled drinking water to pantries, toilets, canteen, Restaurant, and other areas in building. The scope of work shall also include replacement of all GI Pipe, pipefitting, valves, sanitary wares etc. provided in the toilets and in shafts.

 - d) The scope of work is from first valve of Flushing Water tank, Domestic Water tank and raw water tank at pump house to overhead tanks and to the pantries, toilets, kitchen, Canteen etc.
 - e) In view of pipe line arrangements in SCOPE Minar, one plumber and one helper must have to be provided round the clock at the pump room. This is a very essential criteria which has to be met with.

- 6 The agency shall arrange for all necessary tools, plants, machines, special tool & tackles, scaffolding, ladders to perform the required maintenance to the satisfaction of the engineer In-charge.
- 7 The quoted rate shall be inclusive of all taxes applicable to this work, tools & tackles to be provided, any other statutory demands as deemed fit, etc. Nothing extra on any account shall be payable other than those stipulated specifically.
- 8 The entire scope of work in general shall be guided by the guidelines of the latest CPWD Maintenance Manual.
- 9 Day to day repairs are carried out in SCOPE Minar, Laxmi Nagar, Delhi - 110 092 under its maintenance. The work which are to be attended to on day to day basis such as removing chokage of drainage pipes, man holes, restoration of water supply etc.
- 10 the purpose of the facility is to ensure satisfactory & continuous functioning of various services in the SCOPE Minar, Laxmi Nagar, Delhi - 110 092. These services are provided after receipt of complaints from the users and at times of necessity.
 9. The cleaning and disposal of the rubbish resulting out of the scope of work of this contract shall be on the part of contractor.
 10. The work shall also be executed by the Contractor as per the complaints received in the Complaint Register from the constituents of SCOPE Minar or as per the instruction of the Engineer-In Charge of the work.
 11. The complaints in wiring in the complaint register shall have to be attended promptly i.e. on the same day at the location and on completion of the complaints/defects the contractor shall be responsible to take certificate from the respective constituents of having attended and rectified the defects/work as applicable.
 12. The SCOPE Minar shall become operational on all working days from 8.00 AM to 6.00 PM.
 13. The work shall be executed as per Indian standard specification, code(s) of practice, bureau of Indian standard (Formerly ISI)/General specifications/ISI code.
 14. The reconciliation of materials with respect to consumption shall be in accordance to the CPWD specification/ISI code and which will be done on monthly basis.
 15. The contractor will be responsible for proper maintenance of SCOPE Minar as per the scope of work.

16. Supply of Equipment by the agency

17. Cleaning of chocked sewer lines, manhole etc in around the building.

The agency shall also arrange at its expense, all necessary tools, tackles and equipment required for performing the work. The agency shall be required to use following equipment

Sl.No	Name of the equipment	Quantity
1.	Welding set with accessories	01 no
2.	Cutting machine (Tile/stone)	01 no
3.	Drill machine	01 no
4.	Gas cutting set	01 no
5.	Grinding machine for floor skirting and shelves etc	02 nos

ii) The above equipment are to be made available as per requirement of work immediately. For delay of equipment penalty at the following rates shall be recovered from R/A monthly bill of the agency.

Delay by one day : Rs. 1000/- per day

For subsequent delay per day : Rs. 500/- per day

iii) The agency shall quote the rates inclusive of the above use of equipment for satisfactory execution of work.

18. DEPLOYMENT OF MANPOWER

The contractor will be required to deploy the following "minimum" personal at site for the above the works.

Sl	Manpower	Minimum qualification	Minimum working experience	Nos
1.	Supervisor	Graduate/Bsc.	5- year in civil works	2
2.	Plumber	I.T.I/Matric	3- year experience plumbing services	5
3.	Welder	I.T.I/Matric	3- year in civil works	1
4.	Carpenter	I.T.I/Matric	3- year experience of joinery work	1

5.	Painter	Matric	3- year experience of painting work	2
6.	Aluminum fitter/Glazer	Matric	3- year experience	1
7.	Masson	Matric	3- year experience	2
8.	Helper(to plumber, welder, carpenter,fitter,ma sson,sewerman)	Un-skilled	2- year experience	11

The manpower deployed by the contractor shall be dressed in uniform. The manpower for Operation and maintenance shall be deployed round the clock including Sunday and holiday. However the agency shall follow all the labour laws/rules for deployment of manpower for prescribed weekly rest. Working hours for man power deployed for all days shall be as follows.