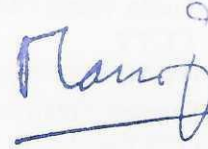


NISD-61/1/2022-ADMN. DIVION C.No 52744
National Institute of Social Defence
(Ministry of Social Justice & Empowerment, Govt of India)
Plot No. G-2, Sector-10, Dwarka
New Delhi-110075

Dated: 22.12.2023

TENDER DOCUMENT

NIT for Comprehensive Annual Maintenance Contract (CAMC) for Operation and Maintenance (O&M), Plant & Machinery, maintenance of Electrical Substation including Bus Bar, HT/LT Penal AMC Panel 250 KVAR, Thyristorised with reactor, AMF panel, two Nos of Dry Type cast resin Transformer (2x1000 KVA) Kirloskar make, two Nos. of DG Set CUMMINS INDIA LTD (2x385 KVA), Solar Plant & connecting to grid so as to such elect unit supply, Lifts (OTIS), Fire Fighting & Fire Alarm System, Audio visual (AV) System, CCTV, HVAC VRF System, Sewage Treatment Plant (STP), UPS Panel with Batteries (Backup System), Housekeeping Services, Security Services, Computer Technician, Horticultures Services, Water Supply, Pest & Rodent Control, etc. in National Institute of Social Defence, Plot No. G-2, Sector-10, Dwarka, New Delhi-110075.



Shri Manoj Hatoj/ श्री मनोज हतोज
Deputy Director (Admin & Ptg)/उप निदेशक (प्रशासन और योजना)
National Institute of Social Defence
राष्ट्रीय समाज रक्षा संस्थान
Ministry of Social Justice & Empowerment
सामाजिक न्याय और अधिकारिता मंत्रालय
Government of India/ भारत सरकार
Plot No. G-2, Sector-10, Dwarka
प्लॉट नं. जी-2 सेक्टर-10, द्वारका
New Delhi-110075/नई दिल्ली-110075

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New Delhi-110075

Dated: 22.12.2023

TENDER DOCUMENT

National Institute of Social Defence, (Ministry of Social Justice & Empowerment, Govt. of India) invites bids under two bid system (Technical Bid & Financial Bid) for Comprehensive Annual Maintenance Contract (CAMC) for Operation and Maintenance (O&M),

- i) Plant & Machinery
- ii) Maintenance of Electrical Substation including Bus Bar , HT/LT Penal AMC Panel 250 KVAR, Thyristorised with reactor, AMF panel, two Nos of Dry Type cast resin Transformer (2x1000 KVA) Kirloskar make
- iii) Two Nos. of DG Set CUMMINS INDIA LTD (2x385 KVA),
- iv) Solar Plant & connecting with grid
- v) Lifts (OTIS),
- vi) Fire Fighting & Fire Alarm System
- vii) Audio visual (AV) System,
- viii) CCTV,
- ix) HVAC VRF System,
- x) Sewage Treatment Plant (STP),
- xi) UPS Panel with Batteries (Backup System),
- xii) Housekeeping Services,
- xiii) Security Services,
- xiv) Computer Technician,
- xv) Horticultures Services,
- xvi) Water Supply,
- xvii) Pest & Rodent Control, etc. in National Institute of Social Defence, Plot No. G-2, Sector-10, Dwarka, New Delhi.

Interested bidders from Govt./State Govt./PSU's having experience in similar type of works and are fulfilling minimum eligibility criteria as mentioned in this tender document may submit their bid along with the following set of documents.

Self-certified scanned copies of following documents are required to be furnished through mode in the TECHNICAL BID. However, hard copy of Technical Bid shall be sent in physical sealed cover mode as well so as to reach the Director, NISD Office or before 15:00 hrs of 22/01/2024.

1. Proof of documents for similar nature of works carried out with Govt. Departments / PSU's in the last three financial years only, i.e., 2019-20, 2020-21 & 2021-22.

2. The Average annual financial turnover during the last 3 years (2019-20, 2020-21 & 2021-22), ending 31st March 2022 should be **at least 3.00 (Three) Crores**. The requisite Turn Over shall be duly certified by a Chartered Accountant/ signatures and registration number.
3. Net Worth of the company / firm as on 31st March of previous Financial Year should be positive.
4. Copies of work order for similar nature of work of at least one contract and last three (3) years. Performance Certificate of the completed works along with copies of work orders duly authenticated/Certified by an Officer not below the rank of Executive Engineer or equivalent should be furnished separately for each completed work as per Point One above.
5. Proof of valid registration with statutory authorities for Works Contract, GST, any other etc.
6. Arbitration cases pending against the bidders, if any, submit details.
7. Whether black-listed/ put on holiday list/ withdrawal of works etc by any clients in the last 5 years, if any. Give details.
8. Copies of annual turn over details for the last three financial years (including Balance Sheet, Income Tax returns, Profit & Loss accounts) certified by Chartered Accountant.
9. Profile of the firm. Copy of PAN Card issued by Income tax Department, Govt. of India and details of GST registrations.
10. **EMD** : In the form of Demand Draft / Pay Order for Rs. 5,00,000/- (Rupees Five Lakh Only) in favour of "NISD" payable at New Delhi.
11. Details of Bank account e.g. Name of Bank, name of branch, type of A/c, along with copy of cancelled Cheque leaf.
12. Proof of financial soundness during the last three financial years and attested copy of solvency certificate issued by the scheduled / nationalized bank.

B) The intending bidders must read the terms and conditions of tender carefully. He should only submit his tender if he considers himself eligible and he is in possession of all the documents. Required information and instructions for Tender posted on Website(s) shall form part of Tender Document

C) Eligibility Criteria

The interested PSUs set up by the Central or State Government to carry out Civil or Electrical ,Mechanical Engineering work

or

Any other Central/State Government organization/PSU, meeting the following minimum qualifying criteria:



a. The works shall be executed by the PSUs Mechanical Engineer work set up by the Central or State Government to carry out civil or electrical works or any other Central/State Government/PSUs

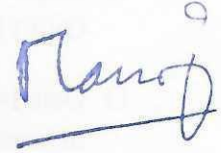
b. Organization/PSU for such purpose as per the relevant code of practices of CPWD/PWD/I&FC./MES/Indian Railways

D) **Pre Bid Meeting** Shall be held on 10th Jan. 2023 at 11.30 AM at NISD Building , G-2, Sector-10, Dwarka, New Delhi-110075 with the prospective vendors.

E) **Validity of Bid** : 120 days , extendable up to 60 days more at the discretion of NISD.

F) **Opening of Bid** : The tenderer is at liberty either himself or authorize not more than one representative on his behalf to witness the opening of the tender. The representative attending the opening of the tender on behalf of the tenderer should bring with him Authority Letter. Financial Bids of such tenderer shall only be opened whose technical bids are found suitable and technically qualified.

G) NISD Reserves its right to accept /reject any or all the bids without assigning any reason whatsoever



(Manoj Hatoj)
Deputy Director, Admn.&Plg.)

Shri Manoj Hatoj/ श्री मनोज हतोज
Deputy Director (Admin & Plg)/उप निदेशक (प्रशासन और योजना)
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National Institute of Social Defence
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Plot No. G-2, Sector-10, Dwarka
New Delhi-110075

GENERAL TERMS & CONDITIONS

1. The work shall be executed in NISD Building, Plot No. 2, Sector 10, Dwarka, New Delhi - 110075
2. The quantities mentioned in the BOQ are approximate. Variation in the quantities, if any, shall not vitiate the contract.
3. **Scope of work :** Comprehensive Annual Maintenance Contract (CAMC) for Operation and Maintenance (O&M), Plant & Machinery, maintenance of Electrical Substation including Bus Bar, HT/LT Penal, AMC Panel 250 KVAR, Thyristorised with reactor, AMF panel, two Nos of Dry Type cast resin Transformer (2x1000 KVA) Kirloskar make, two Nos. of DG Set CUMMINS INDIA LTD (2x385 KVA), Solar Plant, Lifts (OTIS), Fire Fighting & Fire Alarm System, , Audio visual (AV) System, CCTV, HVAC VRF System, Sewage Treatment Plant (STP), UPS Panel with Batteries (Backup System), Housekeeping Services, Security Services, Computer Technician, Horticultures Services, Water Supply, Pest & Rodent Control, etc. in National Institute of Social Defence, Plot No. G-2, Sector-10, Dwarka, New Delhi-75.

The details of the complex are as under:-

S. NO.	DETAILS OF BUILDING	BUILD UP AREA IN SQM	TOTAL PLOT AREA IN SQM
1	Basement + Ground Floor + 6 Floors	9809 SQM	8096 SQM

4. **NOTE-** Basement Area of Building is 3489 Sqm.

Details of Services covered in this contract: -

- A. Civil services i/c internal & external maintenance of buildings, Toilets, roads, pavements, and path drains works, boundary wall etc.
- B. E & M Service's i/c Electrical Internal & External Installations. Street Lights, Bus Bar, HT, LT Panels etc. etc.
- C. Fire Fighting Services.

- D. Water Supply i/c Pumps, Sewerage System/Network.
- E. Sewage Treatment Plant.
- F. DG Sets , Sub Station, Transformers and UPS
- G. OTIS Lifts – 2 Nos.
- H. Horticulture, Housekeeping, Pest Control etc.
- I. IT & AV Services, CCTV, Fire Alarm, and other Low Voltage Services etc.
- J. CAMC works for VRV System, Low voltage Items etc.
- K. 24x7 Security Services & providing searching mirror, metal detector and walky talky

5. **Payment:** The payment shall be made on monthly basis on submission of Tax Paid Invoice.
6. The quantities given under the Bill of Quantities (BOQ) are those upon which the approximate estimated cost of work is based but they are subject to alterations, omissions, deduction and additions and not necessarily show the actual quantities of work to be done and can be increased or decreased at the discretion of the NISD.
7. **COMPLAINT MONITORING SYSTEM :** The Tenderer shall set up an online Complaint Monitoring System at site as per the approved agency notified by the NISD. All checklist, logbook should be submitted in online complaint monitoring system on daily basis.
8. The tenderer shall give the liveries to all workers at his own cost.
9. **EXTRA ITEMS/SUBSTITUTED ITEMS:** In respect of any Extra/Substituted Items ordered to be executed, the rates payable shall be derived mutually
10. Drains, pipes, cables, overhead wires and similar services encountered in the course of the work shall be guarded from damage by the contractor at his own cost, so that they may continue in full and uninterrupted use to the satisfaction of the Engineer or his representative thereof and the contractor shall not store materials or otherwise occupy any part of the site in a manner likely to hinder the operation of such services. Should any damage be done by the contractor to any mains, pipes, cables or lines (whether above or below ground), the contractor shall make good or bear the cost of making good the same without delay, to the entire satisfaction of the Engineer or his representative.
11. The period of contract initially shall be Two years counted from the day of issuance of the Work Order. **Period will be extendable annually for further period of two years on same rates, terms & conditions with the approval of Competent Authority.**
12. The contractor shall deposit a sum equivalent of 5% of annual cost of maintenance as Security Deposit in the form of Performance Bank Guarantee within 15 days from the date of award of the Contract. The Performance Guarantee shall be valid over and above two months of contract period. In case cancellation of contract due to default contractor, the security deposit will be forfeited (in case of bank guarantee the same will be encashed). In case of successful completion of contract, the security deposit will be refunded without any interest within 90 days of completion of contract.
13. The rates quoted shall be inclusive of wages of trained Plumber/Carpenter/Operator/Maintenance Manager /Electrician/Fire Operator/ E&M

Operator/wireman/Khallasi etc. including relievers, minor/ petty materials required for minor repair/ rectification etc., uniform, bonus, EPF, ESIC and GST and other all taxes and duties etc. as applicable.

14. For the purpose of categorization of staff as skilled, semiskilled and unskilled, the sweepers/ Beldar/ Helper shall be taken as unskilled, Plumber, carpenter, wireman, Electrician, Computer Technician, Engineer, They should wear different dresses.

15. All the Engineers, Maintenance Manager and staff including labours engaged by the tenderer under this contract shall wear neat and clean uniforms as approved by the NISD along with name badges. The uniform is to be provided by the selected contractor/Agency. Identity cards duly signed by tenderer or his representative shall be issued to each personnel.

16. COMPLIANCE WITH LABOR/INDUSTRIAL LAWS:

The contractor is responsible for compliance with the following under this contract:

16.1 The contractor shall have his own PF Code No. with the RPFC as required under employees PF & Misc. Provision Act, 1952.

16.2 It shall be the sole liability of the contractor (including the contracting firm/company) to obtain and to adhere by all necessary licenses/permissions from the concerned authorities, as provided under the various Labour Legislations including the Labour License obtained as per the provisions of the Contract Labour (Regulation & Abolition) Act, 1970.

16.3 The contractor shall discharge obligations as provided under various statutory enactments including the employee's provident fund and Miscellaneous Provisions Act, 1952. The Employees State Insurance (ESI) Act, 1948, the Contract Labour (R&A) Act, 1970, the Inter-state Migrant Workmen (Regulation of Employment & Conditions of Services) Act, 1979, Minimum Wages Act, 1948, Payment of Wages Act, 1936, Workmen Compensation Act, 1923 & other relevant acts, rules and regulations enforced from time to time.

16.4 The contractor shall be responsible for required contributions towards PF, pension, ESI or any other statutory payments to be made in respect of workers employed for work under the contract and the personnel employed for rendering services to NISD and shall deposit these amounts on or before the prescribed dates. The contractor shall submit the proof of depositing the employee's and employer's contributions. The contractor shall also be responsible to pay any administrative /inspection charges thereof, wherever applicable, in respect of the personnel employed by him for the work of NISD. The contractor shall submit for verification of relevant records/documents by NISD, as asked for.

16.5 The contractor shall be solely responsible for the payment of wages and other dues to the personnel deployed by him latest by 7th of the following month. The contractor shall be directly responsible and indemnify the company against all charges, dues, claims etc. arising out of the disputes relating to the dues and employment of personnel deployed by him. The contractor shall indemnify NISD against all losses or damages, if any, caused to it on account of acts of the personnel, if any, deployed by him/her.

16.6 The contractor shall ensure the regular supervision and control by the contractor himself or his Maintenance Manager on the personnel deployed by him/her for the works and necessary direction should flow from the contractor/ Maintenance Manager for the workforce for undertaking the contractual obligations.

17. CONTRACTOR TO PROVIDE EVERYTHING NECESSARY :

The Contractor shall provide everything necessary for the proper execution of the work according to the intent and meaning of the schedule of quantities and specifications taken together & same may or may not be particularly shown or described therein provided that the same can reasonably be inferred there from and if the Contractor finds any discrepancies therein he shall immediately and in writing refer the same to NISD whose decision shall be final and binding.

The Contractor shall supply, fix and maintain at his own cost, for the execution of any work, all tools, tackles, machineries and equipment's and all the necessary centering, staging, planking, timbering, shuttering, shoring, pumping, fencing, boarding, watching and lighting by night as well as by day required not only for the proper execution and protection of the said work but also for the protection of the public and safety of any adjacent roads, streets, walls, buildings, all other erections, matters and things and the Contractor shall take down and remove any or all such centering, planking, timbering, strutting, shoring etc on all occasion as required or when ordered so to do and shall fully reinstate and make good all matters and things disturbed during the execution of works to the satisfaction of the NISD.

18. AGREEMENT

The successful contractor will be required to duly sign an agreement as may be drawn up to suit local conditions and shall pay for all stamp and legal expenses, incidental thereto. The rates quoted by the bidders shall be valid during the currency of the agreement and no escalation is permitted /considered till the completion of the work awarded except for minimum wages of labors

19. The Contractor shall depute competent Maintenance Manager preferably with engineering background for day to day supervision, coordination, liaison and other works etc. The representative of the Contractor shall attend regular/required meetings to expedite the works and sort out difficulties, if any. The Contractor is responsible for progress of works and also for hurdles, if any, in the progress of works attributable to the Contractor.

20. ORDER OF PREFERENCE: In case of ambiguity in description of item in the Bill of Quantities/General Conditions/Special Conditions/letter of award, the following order of preference shall prevail:

a. Details in the Letter of Award along with statement of Agreed Variations and its enclosures and any corrigendum/addendum/Bill of Quantities/ Specifications/ Special Conditions/General Conditions of contract.



21. TERMINATION OF THE CONTRACT:

In the event, Contractor fails to execute the work with due diligence or expeditiously or shall refuse or neglect to comply with any orders/ instructions given to him in writing within the scope of the work order or shall contravene the provisions of the work order, NISD may give notice to the Contractor in writing, calling him to make good the failure within such time which may be deemed reasonable, but not exceeding 30 days & in default, NISD without prejudice to its right under the work order, may rescind or cancel the work order, holding the Contractor liable for damages and NISD shall have the option and be at liberty to get the balance /unexecuted work done through some other agency at the risk and cost of the Contractor. The cost so incurred along with damages as decided by the NISD, shall be recoverable from the dues payable to the Contractor for the work executed under the work order or any other of his dues payable by NISD.

22. TERMINATION :

NISD may at any time terminate the works order by giving written notice to the Contractor, without compensation to the Contractor, if the Contractor becomes bankrupt or otherwise insolvent as declared by the Competent Court provided that such termination will not prejudice or affect any right or action or remedy which has accrued or will accrue thereafter to NISD.

23. Increase /Decrease in Work :

The NISD reserves the right to increase or decrease the scope of the Work on any or all items or to change the nature of the Work involved in any or all items or to completely delete any items of the Work under the Contract. The Contractor shall not be entitled to claim for loss of anticipated profits, for mobilization of additional resources, or for any other such reason on account of these changed orders. The Contractor is bound to carry out any items of work necessary for the completion of the Work even though such items of work may not be expressly described in the Contract Documents.

24. Separate Contracts

NISD reserves the right to award the work fully or into parts or other contracts in connection with the Works awarded. The Contractor shall give other Contractors reasonable opportunity for the introduction and storage of their materials and the execution of their Work, and shall properly connect and coordinate its work and their work. If any part of the Contractor's work depends on proper execution or results upon the work of any other Contractor, the Contractor shall inspect and promptly report to the Engineer-in-Chief /Site-In-charge any defects in such work that render it unsuitable for such proper execution and results. Its failure to inspect and report shall constitute an acceptance of the other Contractor's work as fit and proper, except as to the defects which may develop in the other Contractor's work after execution of the work

25. Insurance against accident or injury to Workers:

The Contractor shall be responsible for the safety of Contractor's property, materials, all employees or workmen engaged by them or their Sub-Contractors in connection with the Work and shall forthwith report to the In-charge any incidence of accidents causing damage to property or injury to personnel, however and wherever caused in the Works, and shall make adequate arrangement for rendering all possible aid to the victims of such accident. Contractor shall be obliged to pay any compensation to the employees or workmen employed by the Contractor in

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the execution of the Work, in accordance with the Workmen's Compensation Act or any other Statute as may be applicable. The Contractor shall continue such insurance during the whole of the time till such workmen are employed by them or the Sub-Contractors on the Works.

26.SAFETY REQUIREMENTS – NOTE – To be strictly followed and implemented at Site.

26.1 The Contractor alone shall be responsible for compliance with respect to any safety measures as may be required by law or may be prudent as per the accepted industry practice with respect to the works to be executed under this Contract, under any statutory provisions including but not limited to those specifically provided under the Building and Other Construction Workers (Regulation and Employment) Act, 1996.

26.2 The Contractor shall be responsible for providing constant and adequate supervision of the Work to ensure compliance with the provisions of laws relating to safety and for taking all practical steps necessary to prevent accidents.

26.3 The Contractor shall be liable to follow all rules, regulations, generally accepted safety standards as per the best practice in the industry, whether written or not. The Contractor shall also be liable to do all that is necessary and prudent in the construction industry whether or not mandated in any law or this Contract. The Contractor shall incorporate in their operation the requirements of all the "Safety Codes" issued by the Bureau of Indian Standards, National Building Code 2016 and regulations of local Authorities. Where the requirements of BIS Codes, National Building Code and regulations are duplicated by local Authorities, the more stringent regulations shall be deemed to apply.

26.4 All consequences, damages or losses arising by reasons of any violation of safety norms as specified in the Contract shall be met by the Contractor. The Contractor shall be bound to pay compensation to the persons for the injuries sustained or death owing to neglect of the safety precautions. Should any claim proceedings be filed against the NISD the Contractor hereby agrees to indemnify the NISD against the same.

27. Indemnity:

The Contractor or the sub- Contractor shall indemnify, defend and hold and keep indemnified, the NISD from and against all actions, suits, claims costs, liabilities and demands brought or made against the NISD in respect of any matter or thing done or omitted to be done by the Contractor or any of his Sub-Contractor(s) or their employees, workmen, representatives, agents, servants or suppliers in the execution of or in connection with the Work or the Contractor's or Sub-Contractor's performance under this Contract and against any loss or damage to the NISD in consequence of any action or suit being brought against the Contractor or any of his Sub-Contractor(s) or their employees, workmen, representatives, agents, servants or suppliers for anything done or omitted to be done in execution of the Work and the Project coordination services under this Contract, including but not limited to meeting the Project milestones, non-compliance with the applicable laws and regulations of the government and local authorities, not obtaining the relevant licenses and permits, infringing any patents rights and specifically regarding use, storage and disposal of hazardous materials. The obligations of the Contractor under this clause shall survive the termination or expiry of this Contract.

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Plot No. G-2, Sector-10, Dwarka
New Delhi-110075

Dated: 22.12.2023

APPENDIX

1	Period of CAMC	:	The duration of contract will be two year. Two years counted from the day of issuance of the Work Order. Period will be extendable annually on yearly basis for further period of two years on same rates, terms & conditions with the approval of Competent Authority.
2	Earnest Money Deposit	:	In the form of Demand Draft / Pay Order for Rs. 5,00,000/- (Rupees Five Lakh Only) in favour of "NISD" payable at New Delhi.
3	Type of Tender	:	Open tender from PSUs set up by the Central or State Government to carry out civil or electrical Mechanical Engineering works or any other Central /State Government organization / PSU.
4.	Pre Bid Meeting	:	Pre Bid Meeting Shall be held on 10 th Jan. 2023 at 11.30 AM at NISD Building , G-2, Sector-10, Dwarka, New Delhi-110075 with the prospective vendors
5	Performance Guarantee	:	5% of the Estimated Cost to be deposited within 15 days from the date of award of contract
6	Address of site	:	National Institute of Social Defence (Ministry of Social Justice & Empowerment, Govt of India), Plot No. G-2, Sector-10, Dwarka, New Delhi-110075

- The Tender Documents can be downloaded from CPPP and NISD /MSJ&E Website.
'Corrigendum if any, would appear only on above Website.
- The Tender Documents complete in all respects should be submitted on CPPP.


(Manoj Hatoj)

Deputy Director, Admn.&Plg.)

Shri Manoj Hatoj/ श्री मनोज हतोज
Deputy Director (Admin & Plg)/उप निदेशक (प्रशासन और योजना)
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