

DR. AMBEDKAR INTERNATIONAL CENTRE

Dr. Ambedkar International Centre (DAIC)
M/o Social Justice and Empowerment
15 Janpath,
New Delhi-110001

Date:17.12.2019

NOTICE INVITING TENDER(NIT)

Dr. Ambedkar International Centre (DAIC) under Ministry of Social Justice & Empowerment invites open on Percentage rate basis in two bid system from the eligible Facility Management Service Providers for Operation & Maintenance of Civil Installation, HT & LT Electrical Installation, Fire Fighting, Fire Alarm, Public Alarm System, DG Set, BMS System, Lifts, HVAC Plant, STP, Bore well, WTP, Water Pumps, RO Plant, Electrical Hot Water & Solar System, IT Services, Mechanized Housekeeping, Pest & Rodent Control and Horticulture etc. at Dr. Ambedkar International Centre (DAIC), Janpath, New Delhi.

1.0 The details of the NIT are as under:

1.	Bidding Document No.	: F.NO.17020/06/2018/SCD-VI/DAIC/Pt (Tender)
2.	Name of work	: Tender for Operation & Maintenance of Civil Installation, HT & LT Electrical Installation, Fire Fighting, Fire Alarm, Public Alarm System, DG Set, BMS System, Lifts, HVAC Plant, STP, Bore well, WTP, Water Pumps, RO Plant, Electrical Hot Water & Solar System, IT Services, Mechanized Housekeeping, Pest & Rodent Control and Horticulture, etc. at Dr. Ambedkar International Centre (DAIC), Janpath, New Delhi.
3.	Brief Scope of work	: Operation & Maintenance of Civil Installation, HT & LT Electrical Installation, Fire Fighting, Fire Alarm, Public Alarm System, DG Set, BMS System, Lifts, HVAC Plant, STP, Bore well, WTP, Water Pumps, RO Plant, Electrical Hot Water & Solar System, IT Services, Mechanized & Manual Housekeeping, Pest & Rodent Control and Horticulture etc.
3A	Salient features of building	Salient Features of building as Annexure-A enclosed.
4.	Estimated Cost	: Rs. 3,42,96,074 .00 (Rupees Three Crore Forty Two Lacs Ninty Six Thousand and Seventy Four Only)
5.	Completion Period	: 12 Months
6.	Earnest Money Deposit	: Rs.34,00,000 (Rupees Thirty Four Lacs Only) To be deposited in the form of Demand Draft/ Pay Order/ Bankers Cheque in favour of "DDO, D/O Social Justice & Empowerment" payable at New Delhi

		<p>or Bank Guarantee from any nationalized or approved schedules Banks in favour of DDO, D/O Social Justice & Empowerment, 242 Shastri Bhavan, New Delhi, as per performa (Annexure-V given in the NIT).</p> <p>Bank Details of D/o Social Justice & Empowerment For preparation of Bank Guarantee only:-</p> <p>Name of Beneficiary: DDO, D/O Social Justice & Empowerment 242 Shastri Bhavan, New Delhi Bank: State Bank of India a/c No: 65121695912 IFS Code: SBIN0050203</p> <p>Micro & Small Enterprises (MSEs) registered with National Small Industries Corporation (NSIC) and having single point registration are exempt from payment of EMD to the extent of Monetary Limit stated in their Registration Certificate. In case the bid value exceeds the monetary limit, the bidder shall furnish EMD for the difference.</p> <p>Such MSEs should also produce documentary evidence showing that the firm is registered with NSIC for the items/work tendered for.</p> <p>The bidder must submit certified copy of valid NSIC Registration Certificate/ Renewal Certificate. Photocopy of application for registration or for Renewal of NSIC will not acceptable</p>
7.	Cost of Tender Documents (non-refundable)	<p>Rs. 11800 (Rs. 10000.00 + GST @18%) in the shape of DD/PO in favour of "DDO, D/O Social Justice & Empowerment" payable at New Delhi</p> <p>Micro & Small Enterprises (MSEs) registered with National Small Industries</p>

		Corporation (NSIC) and having single point registration are exempt from payment of cost of Tender Documents. Such MSEs should also produce documentary evidence showing that the firm is registered with NSIC for the items/work tendered for.
8.	Processing Fee	: NOT BEING CHARGED
9.	Last Date & Time of Bid submission	Three weeks from date of issue of tender on web site
10.	Period during which hard copy in original of EMD, cost of bid document, un-conditional Letter of Acceptance of tender conditions, & other documents as per NIT shall be submitted	Before and upto 11:00 AM (IST) on 30 December 2019 Venue of Submission of hard copies: Designated Box at Office of the Director, DAIC, 15 Janpath, New Delhi- 110001.
11.	Date & Time of Opening of Technical Bids	: 08.01.2020 at 12:00 PM
12.	Date & Time of Opening of Financial Tender (Price Bid)	: Shall be intimated separately
13.	Validity of Offer by Bidder	: 150 days from the date of opening of price bid
14.	Date of Pre-bid Meeting & Venue	: Not Applicable

The tender document can be downloaded from website www.daic.gov.in / www.socialjustice.nic.in and www.eprocure.gov.in . “Corrigendum” if any, would appear only on the www.socialjustice.nic.in / daic.gov.in web site and will not be published in any Newspaper”.

(a). Minimum Eligibility Criteria

The interested bidders should submit one bid for each RfP and should meet the following qualifying criteria, the duration of which is to be mentioned against each.

- A. The company/firm should be registered as company/society/firm/HUF as the case may be.
- B. Work Experience:
 - i. Experience of having successfully completed similar works during the last 3 years ending previous month prior to the month of last date of submission of tender. The bidder must have provided similar type of service to Central/State Government/PSU/Banks/Reputed Centre /Auditoriums/ Museums.

- a) Three similar works each costing not less than 40% of the estimated cost put to tender: or
- b) Two similar works each costing not less than 50% of the estimated cost put to tender:
- c) One similar completed service costing not less than the amount equal to 80% of the estimated cost.

Similar works shall mean "Operation & Maintenance of Civil Installation, HT & LT Electrical Installation, Fire Fighting, Fire Alarm, Public Alarm System, , BMS System, Water Pumps, RO Plant, Electrical Hot Water & Solar System, IT Services, Mechanized Housekeeping, Pest & Rodent Control, Horticulture and operation of DG Set, Lifts, HVAC Plant, STP, Borewell, WTP etc.,".

- i. The past experience in similar nature of work should be supported by certificates issued by the client's organizations. In case the work experience is of Private sector the completion certificate shall be supported with copies of Letter of Award and copies of Corresponding TDS Certificates (Form 16A). Value of work will be considered equivalent to the amount of TDS Certificates (Form 16A).
- ii. The value of executed works shall be brought to the current level by enhancing the actual value of work done at a simple rate of 7% per annum, calculated from the date of completion to previous day of last day of submission of tenders.
- iii. The bidder must be registered with EPF, ESIC, GST authorities and submit the proof of the same.
- iv. Joint-venture / consortia of firms / companies shall **NOT** be allowed and the bidders should meet the above criteria themselves.
- v. Certificates of Subsidiary/Group Companies: Any company/firm while submitting tender can use the work experience of its subsidiary company to the extent of its ownership in the subsidiary company. However, the companies/firms which intend to get qualified on the basis of experience of the parental company/ group company/ own works, shall not be considered. In case of a Company/firm, formed after merger and/ or acquisition of other companies/firms, past experience and other antecedents of the merged/ acquired companies/firms will be considered for qualification of such Company/firm provided such Company/firm continues to own the requisite assets and resources of the merged/ acquired companies/firms relevant to the claimed experience.

vi. Foreign Certificate:

- a) In case the work experience is for the work executed outside India, the bidders have to submit the completion/experience certificate issued by the owner duly signed & stamped, and affidavit to the correctness of the Completion/experience certificates. The Contractor shall also get the completion/experience certificates attested by the Indian Embassy/Consulate/High Commission in the respective country.

In the event of submission of completion /experience certificate by the Bidder in a language other than English, the English translation of the same shall be duly authenticated by Chamber of Commerce of the respective country and attested by the Indian Embassy/consulate / High Commission in the respective country.

- b) For the purpose of evaluation of Bidders, the conversion rate of such a currency into INR shall be the daily representative exchange rate published by the IMF as on 7 (Seven) days prior to the Last Date of submission of tender including extension(s) given if any.

A. Additional Qualifying Criteria

- i. The bidder must have a valid electrical contractor license.

Financial Strength:

- i) The Average annual financial turnover for last 3 years ending 31 March of previous FY shall be at least 30% of the estimated cost put to tender. The requisite Turn Over shall be duly certified by a Chartered Accountant with his Seal/ signatures and registration number.
- ii) Net Worth of the company/firm as on 31st March of previous Financial Year i.e. 2018-2019, should be not less than the amount put to tender.

The bidders are required to submit page of summarized Balance Sheet (Audited) and also page of summarized Profit & Loss Account (Audited) for last three years.

The bidder who fails to submit the copies of above certificates/documents hard copies in their technical bid shall not be eligible for opening of their Price Bids and their tender will be rejected.

2.0 The details of tender are available website www.socialjustice.nic.in and www.eprocure.gov.in Set of Contract/Tender Documents required are given below:

The following documents will constitute set of tender documents:

- a) Notice Inviting Tender
- b) Quoting Sheet for Tenderer

- c) Instructions to Tenderers & General Conditions of Contract (Vol-I/2016 (April-16) with amendment no. 1 to 2.(Pages 162)
- d) Technical Specifications and scope of work.
- e) Bill of Quantities
- f) Memorandum Annexure-I
- g) Acceptance of Tender Conditions (Annexure-II)

- h) Affidavit for Correctness of Documents (Annexure-III).
- i) Addendum/Corrigendum, if any- Duly signed by authorized person
- j) Special Conditions of Contract

3.0 The tenderers are required to quote strictly as per terms and conditions, specifications, standards given in the tender documents and not to stipulate any deviations.

The bidders are advised to submit complete details with their bids as Technical Bid Evaluation will be done on the basis of documents submitted by the bidders with the bids. The information should be submitted in the prescribed Performa. Bids with Incomplete /Ambiguous information will be rejected.

The Bank Guarantee for EMD submitted by the bidders shall be strictly in the format prescribed in NIT. In case, EMD is not found verbatim in the prescribed format, the bid will be liable for rejection.

On award of contract to the successful bidder the performance security/guarantee of an amount of 5% (five) will be deposited with MoSJE, in the form of account payee demand draft, fixed deposit receipt from a commercial bank, bank guarantee from a commercial bank. This will remain valid for a period of 60 days beyond the period of completion of the contractual obligation.

4.0 The bidders are advised in their own interest to submit their bid documents well in advance from last date/time of submission of bids so as to avoid problems which the bidders may face in submission at last moment.

However, after submission of the tender the tenderer can re-submit revised tender any number of times, but before last time and date of submission of tender as notified. The previous tenders will not be considered in the bid. It will be responsibility of the bidder that the last bid is available at the time of opening of bid. In no case another bid will be accepted from the bidder.

5.0 In case more than one bid of same bidder is considered/ opened inadvertently, all such bids of that bidder will NOT be considered.

6.0 On opening date, the tenderer can witness the tender opening process.

7.0 Contractor should submit legible documents.

8.0 Contractor to submit copies of all the documents including valid GST registration,

EPF registration, ESIC registration, Labour license, PAN No. as stipulated in the tender document.

9.0 If the contractor is found ineligible after opening of tenders, his tender shall become invalid and cost of tender document and processing fee shall not be refunded.

10.0 If any discrepancy is noticed between the documents as mentioned in the tender and hard copies submitted physically by the contractor, the tender shall become invalid and cost of tender document shall not be refunded.

Copies of work orders and experience in service of similar nature and size for each of the last 3 years and details of the service underway or contractually committed along with name and address of clients who may be contacted, be provided with the tender documents.

11.0 Notwithstanding anything stated above, DAIC/ M/o SJ&E reserves the right to assess the capabilities and capacity of the tenderer to perform the contract, in the overall interest of DAIC. In case, tenderer's capabilities and capacities are not found satisfactory, DAIC reserves the right to reject the tender.

12.0 Certificate of Financial Turn Over: At the time of submission of tender, the tenderer shall submit Affidavit / Certificate from Chartered Accountant mentioning Financial Turnover of last 5 years or for the period as specified in the tender document and further details if required may be asked from the tenderer after opening of technical tenders. There is no need to submit voluminous balance sheet. However, one page of summarized balance sheet (Audited) and one page of summarized Profit & Loss Account (Audited) for last 03 years shall be submitted in hard copy.

13.0 In case of Percentage Rate Tender, Contractor must ensure to quote single percentage rate. The Rate shall be Quoted up to 2 Decimals.

In case of Item Rate Tender, price shall be entered against each item in the Bill of Quantities / Schedule of Quantities. The cost of item against which the contractor has failed to enter a rate or price shall be deemed to be covered by rates and prices of other items in Bill of Quantities / Schedule of Quantities and no payment shall be made for the quantities executed for items against which rate has not been quoted by the contractor. The Rate shall be Quoted upto 2 Decimals.

14.0 The tenderer(s) if required, may submit queries, if any, through E-mail and in writing to the tender inviting authority to seek clarifications within 7 days from the date of uploading of Tender on website but latest by so as to reach DAIC office. DAIC will reply only those queries which are essentially required for submission of bids. DAIC will not reply the queries which are not considered fit like replies of which can be implied /found in the NIT/ Tender Documents or which are not relevant or in contravention to NIT/Tender Documents, queries received after 7 days from the date of uploading of Tender on website, request for extension of time for opening of technical bids, etc. Technical Bids are to be opened on the scheduled dates as far as possible. Requests for Extension of opening of Technical Bids will not be entertained.

Integrity Pact (For all contracts valuing Rs.5.00 Crores and above)

Integrity Pact duly signed by the tenderer shall be submitted. Any tender without signed integrity Pact shall be liable for rejection.

Independent External Monitors

- (i) In respect of this project, the Independent External Monitors (IEMs) would be monitoring the bidding process and execution of contract to oversee implementation and effectiveness of the Integrity Pact Program.
- (ii) The Independent External Monitor(s) (IEMs) have been appointed by M/o SJ&E, in terms of Integrity Pact (IP)-Section 6, which forms part of the tenders/Contracts. The name of the independent external monitor(s) are posted on the website i.e www.socialjustice.gov.in
- (iii) This panel is authorized to examine / consider all references made to it under this tender in terms of Integrity Pact. The Independent External Monitors (IEMs) shall review independently, the cases referred to them to assess whether and to what extent the parties concerned comply with the obligations under the Integrity Pact entered into between DAIC and Contractor.
- (iv) The Independent External Monitors (IEMs) has the right to access without restriction to all Project documentations of the Employer including that provided by the Contractor. The Contractor will also grant the Monitor, upon his request and demonstration of a valid interest, unrestricted and unconditional access to his Project Documentations. The same is applicable to Subcontractors. The Monitor is under contractual obligation to treat the information and documents of the Bidder / Contractor / Sub- Contractors etc. with confidentiality.

List of Documents to be scanned, uploaded and also to be submitted in hard copy within the period of tender submission:

- a) Demand Draft/Pay Order or Banker's Cheque/ Bank Guarantee of any Nationalized or all Commercial Scheduled Bank against EMD- Original to be submitted in hard copy.
- b) Demand Draft/Pay Order or Banker's Cheque of any Scheduled Bank towards cost of Tender Document- Original to be submitted in hard copy.

- c) Memorandum Annexure-I.
- d) Letter of Acceptance of Tender Conditions unconditional in original (Annexure II)
- Original to be submitted in hard copy.
- e) Details of Work Experience Certificates -FORM-A.
- f) Details of Similar Works - FORM-B.
- g) Financial Details- FORM-C.
- h) TDS details for Private Sector Projects - FORM-D.
- i) Documents regarding Net Worth of the Company Firm.
- j) (Annexure-III) of NIT –Affidavit for correctness of Documents
/Information- Original to be submitted in hard copy.
- k) Power of Attorney of the person having digital signature for signing
/submitting the tender. This should be supported by Board Resolution (in case of the
Company registered under Companies Act)
- l) E-payment Transaction details towards cost of processing fees.
- m) Valid GST registration, ESIC, EPF registration, PAN NO.
- n) All pages of the entire Corrigendum (if any) duly signed by the authorized person.
- o) General Information – Form-F

- p) Valid Electrical Contractor License
- q) Balance sheet and profit & loss statement of last three years.
- r) Registration details of the Contractor in the GST Act - Form -I

NOTE: All the documents should be in readable, printable and legible form failing which the Bids shall not be considered for evaluation. The document submitted in hard copy should be indexed and duly page numbered.

15.0 DAIC reserves the right to reject any or all tenders or cancel/withdraw the invitation for bid without assigning any reasons whatsoever thereof. DAIC does not bind itself to accept lowest tender. The DAIC reserves the right to award the work to a single party or to split the work amongst two or more parties as deemed necessary without assigning any reason thereof. The contractor is bound to accept the portion of work as offered by DAIC after split up at the quoted/ negotiated rates. No claim of the contractor whatsoever shall be entertained by DAIC on this account.

16.0 Canvassing in connection with the tender is strictly prohibited, and such canvassed tenders submitted by the contractor will be liable to be rejected and his earnest money shall be absolutely forfeited.

17.0 In case of any query, please contact Sh Vikas Trivedi, Director, DAIC on phone no. 011-23477634 during the Office hours.

In case of any query regarding participation in E tendering, Please contact Helpdesk Telephone Nos. 011- 23477499



Director, DAIC

Annexure –I
Memorandum

Sl. No	Description	Cl. No. of NIT/ITT / Clause s of Contract (CC)	Values / Description to be Applicable for Relevant Clause(s)
1)	Name of Work		Operation & Maintenance of Civil Installation, HT & LT Electrical Installation, Fire Fighting, Fire Alarm, Public Alarm System, DG Set, BMS System, Lifts, HVAC Plant, STP, Borewell, WTP, Water Pumps, RO Plant, Electrical Hot Water & Solar System, IT Services, Horticulture Works, Mechanized Housekeeping, Pest & Rodent Control and Horticulture etc. at Dr. Ambedkar International Centre (DAIC), Janpath, New Delhi.
2)	Client/Owner		Ministry of Social Justice and Empowerment
3)	Type of Tender		Percentage rate
4)	Earnest Money Deposit	NIT	Rs.34,00,000 (Rupees Thirty four Lacs Only)
5)	Estimated Cost	NIT	Rs. 3,42,96,074 .00 (Rupees Three Crore Forty Two Lacs Ninty Six Thousand and Seventy Four Only)
6)	Time allowed for Completion of Work	NIT	Twelve months (12 months)
7)	Mobilization Advance	CC/4.0	NA
8)	Interest Rate of Mobilization Advance	CC/4.0	NA
9)	Schedule of Rates applicable		Civil Works : DSR 2016 Sanitary Works : DSR 2016 Electrical Works : DSR 2016
10)	Validity of Tender	ITT / 8.0	150 (One hundred Fifty) Days

11)	Performance Guarantee	CC/2.0	5.00 % (Five Percent Only) of contract value within 30 days from the issue of Letter of Award		
12)	Security Deposit / Retention Money	CC / 3.0	2.5% (Two Point Five Percent Only) of the gross value of each running / final bill.		
13)	Time allowed for starting the work	ITT / 15.0	The date of start of contract shall be reckoned from 3rd day after the date of issue of letter of Award or as per date mentioned in the letter.		
14)	Deviation limit beyond which clause 6.2 & 6.3 shall apply for all works except foundation.	CC / 6.0	BUILDING / Interior Work	OPERATION & MAINTENANCE of building	ROAD WORK
			NA	30%	NA
Note:-The Deviation Limit of Building Work shall also apply for combined works(Building and Road)					
15)	Deviation limit beyond which clause 6.2 & 6.3 shall apply for foundation work	CC / 6.0	BUILDING WORK	ANNUAL REPAIR & MAINTENANCE OF BUILDINGS	ROAD WORK
			N/a	N/a	N/a
Note:-The Deviation Limit of Building Work shall also apply for combined works (Building and Road)					
16)	Escalation	CC / 7.0	All rates as per Bill of Quantities (BOQ) quoted by contractor shall be firm and fixed for entire contract period as well as extended period for completion of the works. No escalation shall be applicable on this contract. However revision in Minimum wages is payable as per clause no.8 /relevant Act and Rules on minimum wages to be paid to workers.		
17)	Recovery rate of work force supplied by DAIC to Contractor	SCC /5.0	Rs. 25000.00 per manpower per month		
18)	Defect Liability Period	CC/38.0	NA		
19)	General Conditions of Contract	GCC	GCC- October 2017 with latest amendments-1&2 and amended from time to time.		

Annexure – II ACCEPTANCE OF TENDER CONDITIONS

From: (On the letter head of the company by the authorized officer having power of attorney)

DAIC,
15 Janpath
New Delhi-110001

Sub: Tender Operation & Maintenance of Civil Installation, HT & LT Electrical Installation, Fire Fighting, Fire Alarm, Public Alarm System, DG Set, BMS System, Lifts, HVAC Plant, STP, Borewell, WTP, Water Pumps, RO Plant, Electrical Hot Water & Solar System, IT Services, Mechanized Housekeeping, Pest & Rodent Control and Horticulture etc. at Dr. Ambedkar International Centre (DAIC), Janpath, New Delhi.

(TENDER NUMBER AS APPLICABLE)

Sir,

- i) This has reference to above referred tender. I/We are pleased to submit our tender for the above work and I/We hereby unconditionally accept the tender conditions and tender documents in its entirety for the above work.
- ii) I/we are eligible to submit the tender for the subject tender and I/We are in possession of all the documents required.
- iii) I/We have viewed and read the terms and conditions of this GCC/SCC carefully. I/We have downloaded the following documents forming part of the tender document:
 - a) Notice Inviting Tender
 - b) Quoting Sheet for Tenderer
 - c) Instructions to Tenderers & General Conditions of Contract (Vol-I/2017)
 - d) Technical Specifications & Scope of work
 - e) Bill of Quantities (BOQ)
 - f) Memorandum Annexure-I of NIT
 - g) Acceptance of Tender Conditions (Annexure-II) of NIT

- h) Details of Work Experience Certificates - FORM-A
- i) Details of Similar Works - FORM-B
- j) Financial Details- FORM-C
- k) TDS details for Private Sector Projects - FORM-D

- l) Annexure-III of NIT–Affidavit for correctness of Documents /Information.
- m) Addendum/Corrigendum, if any- Duly signed by authorized person
- n) Special Conditions of Contract

- iv) I/we have enclosed the mandatory documents such as cost of tender document, EMD, and other documents as per Notice Inviting tender AND I/We agree to pay the cost of tender document, EMD, Tender Processing Fee (only receipt/proof of online payment) and other documents in physical form in the form and manner as described in NIT/ITT.
- v) Should this tender be accepted, I/We agree to abide by and fulfill all terms and conditions referred to above and as contained in tender documents elsewhere and in default thereof, to forfeit and pay Ministry Of Social Justice & Empowerment/ DAIC, or its successors or its authorized nominees such sums of money as are stipulated in the notice inviting tenders and tender documents.
- vi) If I/we fail to commence the work within 3 days of the date of issue of Letter of Award and/or I/we fail to sign the agreement as per Clause 82 of Clauses of Contract and/or I/we fail to submit performance guarantee as per Clause 02 of Clauses of Contract, I/we agree that DAIC shall, without prejudice to any other right or remedy, be at liberty to cancel the Letter of Award and to forfeit the said earnest money as specified above.

Yours faithfully, (Signature of the tenderer with rubber stamp)

Date:

Annexure -III
AFFIDAVIT

(To be submitted in original by bidder on non-judicial stamp paper of Rs. 100/-
(Rupees Hundred only) duly attached by Notary Public)

Affidavit of Mr..... S/o
..... R/o

I, the deponent above named do hereby solemnly affirm and declare as under:

1. That I am the Proprietor/Authorized signatory of M/s Having its Head Office/Regd. Office at
2. That the information/documents/Experience certificates submitted by M/s..... along with the tender for (*Name of work*)..... To Dr Ambedkar International Centre are genuine and true and nothing has been concealed.
3. I shall have no objection in case Dr Ambedkar International Centre verifies them from issuing authority (ies). I shall also have no objection in providing the original copy of the document(s), in case Dr Ambedkar International Centre demand so for verification.
4. I hereby confirm that in case, any document, information & / or certificate submitted by me found to be incorrect / false / fabricated, Dr Ambedkar International Centre at its discretion may disqualify / reject / terminate the bid/contract and also forfeit the EMD / All dues.
5. I shall have no objection in case Dr Ambedkar International Centre verifies any or all Bank Guarantee(s) under any of the clause(s) of Contract including those issued towards EMD and Performance Guarantee from the Zonal Branch /office issuing Bank and I/We shall have no right or claim on my submitted EMD before Dr Ambedkar International Centre receives said verification.
6. That the Bank Guarantee issued against the EMD issued by (name and address of the Bank) is genuine and if found at any stage to be incorrect / false / fabricated, Dr Ambedkar International Centre shall reject my bid, cancel pre-qualification and debar me from participating in any future tender for three years.
7. I hereby confirm that our firm/company is not blacklisted/barred/banned from tendering by Dr Ambedkar International Centre/ Government agency/ PSU/ OR any other agency . If this information is found incorrect, Dr Ambedkar International Centre at its discretion may disqualify / reject / terminate the bid/contract.
8. The person who has signed the tender documents is our authorized representative. The Company is responsible for all of his acts and omissions in the tender. I,, the Proprietor / Authorized signatory of M/s..... do hereby confirm that the contents of the above Affidavit are true to my knowledge and nothing has been concealed there from and that no part of it is false.

Verified atthis.....day of

ATTESTED BY (NOTARY PUBLIC)

DEPONENT

Annexure-IV

PROFORMA OF BANK GUARANTEE(PERFORMANCE)

(Judicial Stamp paper of appropriate value as per stamp Act-of respective state)

DAIC,
15 Janpath
New Delhi-110001

Whereas the Dr Ambedkar International Centre, having its Office at 15 Janpath New Delhi-110001 hereinafter called DAIC, having awarded a work order/contract / supply order No. dated (hereinafter called the contract) to M/s. (hereinafter called the contractor / supplier) at a total price of Rs..... subject to the terms and conditions contained in the contract.

WHEREAS, the terms and conditions of the contract require the contractor to furnish a bank guarantee for Rs..... (Rupees.....) being% of the total value of the contract for proper execution and due fulfillment of the terms and conditions contained in the contract.

We, the Bank, (hereinafter called the "Bank") do hereby unconditionally and irrevocably undertake to pay to DAIC immediately on demand in writing and without protest/or demur all moneys payable by the contractor/supplier to DAIC in connection with the execution/supply of and performance of the works/equipment, inclusive of any loss, damages, charges, expenses and costs caused to or suffered by or which would be caused to or suffered by DAIC by reason of any breach by the contractor/supplier of any of the terms and conditions contained in the contract as specified in the notice of demand made by DAIC to the bank. Any such demand made by DAIC on the bank shall be conclusive evidence of the amount due and payable by the bank under this guarantee. However, the Bank's liability under this guarantee, shall be limited to Rs.....in the aggregate and the bank hereby agrees to the following terms and conditions:-

- (i) This guarantee shall be a continuing guarantee and irrevocable for all claims of DAIC as specified above and shall be valid during the period specified for the performance of the contract.
- (ii) We, the said bank further agree with DAIC that DAIC shall have the fullest liberty without our consent and without affecting in any manner our obligations and liabilities hereunder to vary any of the terms and conditions of the said contract or to extend time for performance of contract by the contractor from time to time or to postpone for any time or from time to time any of the powers exercisable by DAIC against the contractor/supplier under the contract and forbear or enforce any of the terms and conditions relating to the said contract and we shall not be

12,

relieved from our liability by reason of any such variations or extension being granted to the contractor or for any forbearance, act or omission on the part of DAIC or any indulgence by DAIC to the contractor or by any such matter or thing whatsoever, which under the law relating to the sureties would, but for this provision, have effect of so relieving us.

(iii) This guarantee/undertaking shall be in addition to any other guarantee or security whatsoever DAIC may now or at any time have in relation to the performance of the works/equipment and the company shall have full re-course to or enforce this security in performance to any other security or guarantee which the DAIC may have or obtained and there shall be no forbearance on the part of the company in enforcing or requiring enforcement of any other security which shall have the effect of releasing the Bank from its full liability. It shall not be necessary for DAIC to proceed against the said contractor/supplier before proceeding against the Bank.

(iv) This guarantee/ undertaking shall not be determined or affected by the liquidation or winding up, dissolution or change of constitution or insolvency of the supplier/ contractor, but shall in all respects and for all purposes be binding and operative until payment of all moneys payable to DAIC in terms thereof are paid by the Bank.

(v) The Bank hereby waives all rights at any time inconsistent with the terms of this Guarantee and the obligations of the bank in terms hereof, shall not be otherwise effected or suspended by reasons of any dispute or disputes having been raised by the supplier/contractor (whether or not pending before any Arbitrator, Tribunal or Court) or any denial of liability by the supplier/contractor stopping or preventing or purporting to stop or prevent any payment by the Bank to DAIC in terms hereof.

We, the said Bank, lastly undertake not to revoke this guarantee during its currency except with the previous consent of DAIC in writing upon expiry of which, we shall be relieved from all liabilities under this guarantee thereafter.

Signed this day of at.....

For and on behalf of Bank

WITNESS.

1. _____

2. _____

PROFORMA OF BANK GUARANTEE IN LIEU OF E M D (TENDER BOND)

(Judicial Stamp paper of appropriate value as per stamp Act-of respective state)

DAIC,
15 Janpath
New Delhi-110001

In consideration of Dr Ambedkar International Centre, having its Office at 15 Janpath New Delhi-110001 (hereinafter called DAIC which expression shall unless repugnant to the subject or context include its successors and assigns) having issued Notice Inviting Tender No..... and M/s..... having its Registered Head Office at.....(hereinafter called the "TENDERER") is to participate in the said tender for.....Whereas DAIC, as a special case, has agreed to accept an irrevocable and unconditional Tender Bond Guarantee for an amount of Rs..... valid upto..... from the tenderer in lieu of Cash Deposit of Rs.....

Required to be made by the tenderer, as a condition precedent for participation in the said tender. We the.....(hereinafter called the "BANK") having its Registered, Office at..... and branch office at..... do hereby unconditionally and irrevocably undertake to pay to DAIC on demand in writing and without demur/protest any amount but not exceeding Rs.....

Any such demand made by DAIC shall be conclusive and binding on us irrespective of any dispute or differences that may be raised by the tenderer. Any change in the constitution of the tenderer or the Bank shall not discharge our liability under the guarantee. We, the..... Bank, lastly undertake not to revoke this guarantee during its currency without the prior consent of DAIC in writing and this guarantee shall remain valid upto..... upon expiry of which, we shall be relieved of our liability under this guarantee thereafter.

Signed this day of at.....

For and on behalf of Bank

WITNESS.

1. _____

2. _____

SPECIAL CONDITIONS OF CONTRACT (SCC), GENERAL TERMS & CONDITIONS AND ADDITIONAL TERMS & CONDITIONS.

SPECIAL CONDITIONS OF CONTRACT (SCC)

The contract means the documents forming the tender and acceptance thereof and the formal agreement executed between the competent authority and the contractor/agency together with the documents referred to therein including these conditions, instructions issued from time to time by the Director, DAIC all these documents taken together shall be deemed to form one contract and shall be complementary to one another. In case of difference, contradiction, discrepancy, dispute with regard to General Conditions of Contract (G.C.C), the provision made in the Special Conditions of Contract (SCC) will prevail.

1. COMPLETION PERIOD

The duration of contract will be 12 months from the date of start of work extendable upto a further period of twelve months at the sole discretion of DAIC if it is fully satisfied with the performance of the agency and if it is required.

2. The tenderers shall visit the site and shall satisfy him-self as to conditions under which the work is to be performed. He shall also check and ascertain the condition of the complete Housekeeping, Electrical Installations, Operation of Lifts and the locations of any existing structures or equipment or any other situation, which may affect the work. No extra claim for ignorance or on the ground of insufficient description will be allowed at a later date.
3. Wherever the term DAIC is appearing in the Tender Documents, the same shall be construed to be part of Ministry of Social Justice & Empowerment. All BGs / DDs / Pay Orders to be furnished by the bidders against EMD & Tender Document fee shall be in favour DDO, D/O Social Justice & Empowerment” payable at New Delhi

4. UTILISATION OF WORK FORCE BY THE CONTRACTOR

The Director, DAIC shall provide work force i.e. skilled/semi-skilled workmen like work supervisors, masons, wireman, plumber etc. or any other category to assist the supervisor/manager of contractor in execution of the works at the fixed recovery rate of Rs. 25000/- per month per worker plus GST. The number of such worker shall be Four (4).

Recoveries of the actual work force provided by Director, DAIC as stated above will be made by Director, DAIC from the monthly running account bills. The contractor shall deploy such work force on the execution of the works as per their trades.

Further, the monthly rate per work force is for the purpose of recovery only and in no way shall be construed to be the rate applicable for working out analysis, justification of rates, extra items, claims etc.

5. The Director, DAIC at his discretion forward feedback forms on need basis. Based on the observations, if any, necessary action shall have to be initiated by the contractor and

defects/deficiencies shall have to be attended immediately and is to be brought to the notice of Director, DAIC.

6. DECISION OF DAIC FOR RECOVERY OF REDUCED WORKFORCE SHALL BE FINAL AND BINDING:

DAIC has given its provisional requirement of different categories of workforce for different work in subsequent paras. This will be the minimum quantity of workers to be deployed by the Contractor at site. However, if DAIC chooses / decides to reduce the workforce at any time, recovery shall be made from the contractor's payment at the rate decided by DAIC which shall be final & binding on the contractor/agency. The Delhi Govt. Minimum Wages for the workers shall be the basis of calculating the rate of recovery for the particular category of a worker along with other related cost.

No extra payment shall be made by DAIC if contractor chooses to deploy more workforces on its own then mentioned in the tender documents. If any short supply of any category of worker then recovery per worker per day shall be deducted from the RA bills as specified in scope of work.

7. MINIMUM WAGES

It shall be the responsibility of contractor to pay minimum wages and other entitlements to the workers as applicable/ revised time to time on the basis of Delhi Govt. minimum wages and other entitlement applicable as per Minimum wages Act.

However, any increase or decrease in minimum wages after the last date of submission of tender by the Government during the tenure of the project shall be reimbursed/ deducted with/ from the monthly bills of the contractor based on the applicability of revised rates and on production of suitable evidences as per the norms that contractor has paid the revised rate to the labour.

The contractor has to pay the salary of previous month of manpower deployed by him latest by 7th day of every month.

8. In case the agency fails to abide by any of the conditions a financial penalty per every default as decided by DAIC will be imposed.

9. BIOMETRIC ATTENDANCE

The contractor shall install a Biometric Attendance Machine for his workforce and attendance record to be given with the monthly RA bill. List of staff being posted to be given with their experience and credentials.

10. The contractor shall get police verification of the staff deployed by him immediately and submit the report to DAIC.

11. COMPLAINT MONITORING SYSTEM

The contractor shall set up an online Complaint Monitoring System at site as per the approved agency for which a Computer with computer operator, printer and internet connectivity shall be provided by the agency within the rates quoted. The expenditure towards annual maintenance of online Complaint monitoring system also to be borne by the agency.

12. Upon awarding the work to the contractor, contractor shall furnish Standard Operating Procedure (SOP) for Operation & Maintenance of the building premises in line with requirement of the building and same shall be submitted to Director, DAIC within 15 days of

the awarding of the work. In case, SOP is not prepared by the contractor, no Running Bill of contractor shall be processed for payment.

13. The whole work covers the following including any incidental work related to the details given below:

- A. Tender for Operation & Maintenance of Civil Installation, HT & LT Electrical Installation, Fire Fighting, Fire Alarm, Public Alarm System, DG Set, BMS System, Lifts, HVAC Plant, STP, Borewell, WTP, Water Pumps, RO Plant, Electrical Hot Water & Solar System, IT Services, Mechanized Housekeeping, Pest & Rodent Control and Horticulture etc. at Dr. Ambedkar International Centre (DAIC), Janpath, New Delhi.

The bidders can participate the tender as per their eligibility.

SCOPE OF WORK

Name of Work: Operation & Maintenance of Civil Installation, HT & LT Electrical Installation, Fire Fighting, Fire Alarm, Public Alarm System, DG Set, BMS System, Lifts, HVAC Plant, STP, Borewell, WTP, Water Pumps, RO Plant, Electrical Hot Water & Solar System, IT Services, Mechanized Housekeeping, Pest & Rodent Control and Horticulture etc. at Dr. Ambedkar International Centre (DAIC), Janpath, New Delhi.

The details of the complex are as under:-

S NO	DETAILS OF BUILDING	BUILD UP AREA IN SQM	TOTAL CAMPUS/ PLOT AREA IN SQM
1	Basements (B1+B2) + Ground Floor + 3 Floors	22443.00 SQM	12787.00 SQM

Details of Services covered in this contract:-

- I. Civil services i/c internal & external maintenance of buildings, Toilets, roads, pavements, and path drains works, boundary wall, etc.
- II. E & M Service's i/c Electrical Internal & External Installations., Street Lights etc.
- III. Fire Fighting Services.
- IV. Water Supply i/c Pumps, Sewerage System/Network.
- V. DG Sets & Sub Station.
- VI. Lifts.
- VII. Horticulture, Mechanized Housekeeping, Pest Control etc.
- VIII. IT & AV Services, EPABX, CCTV, BMS, Fire Alarm, Public Address System and other Low Voltage Services etc.

- 1 The contractor will deploy a Facility Manager(FM) at site in general shift on all working days, who will coordinate all the above services to be provided at DAIC premises at no extra cost. He will be responsible to see that there is no deficiency in the work, will take & implement all instructions from the DAIC /MSJE. The contractor's rates shall be inclusive of the wages / salary paid to FM. He will be an authorized person of the contractor to receive any letter / instructions from DAIC /MSJE at site. The FM must be graduated with minimum 3 years of experience in the maintenance field.
- 2 Work shall be carried out as per CPWD specifications wherever applicable. Safety procedure as indicated in CPWD specification of Civil/Electrical work /Lifts Work/Fire Fighting/ Fire Alarm Work/BMS/ Wet Riser/ Sprinkler &

Water Supply System, STP Work/HVAC work and DG Sets & Sub Station work, IT & AV Works and EPABX etc. should be strictly followed.

- 3 The rates quoted shall be inclusive of wages of trained Plumber/ Carpenter/Operator/Supervisor/Electrician/Fire Operator/E&M Operator/ wireman/ Khallasi etc. i/c relievers, cleaning material and minor/ petty materials required for minor repair/ rectification etc. , uniform, bonus and service tax and other all taxes and duties EPF, ESIC etc. as applicable.
- 4 The contractor shall take all precautions for safety of the workmen. If any accident / miss-happening occur the department shall not be responsible for the same. If any compensation is to be paid to the victim, the firm shall pay the same and no claim in this account shall be entertained by the department and shall indemnify the DAIC/Owner.
- 5 The contractor shall furnish name & contact number of the persons, who should be contacted during emergency.
- 6 No T&P shall be issued to the contractor by DAIC/MSJE.
- 7 All the malba or rubbish, sweeping waste, construction waste, complete horticulture waste, house hold waste of the entire campus, or any other waste collected/ obtained from dismantling or otherwise during the maintenance and execution of the work have to be collected at the centralized place and to be disposed off outside the campus to a place to be arranged by the contractor. Nothing extra shall be paid for transportation and arrangement of disposal place except otherwise mentioned in BOQ item, if any. Further all the malba or rubbish, sweeping waste, construction waste, horticulture waste, house hold waste, or any other waste collected/ obtained from dismantling shall be brought down through the staircase and shall not be thrown to the ground directly.
- 8 No temporary huts/ structures will be constructed by the contractor at the site of work or at any Government land within the jurisdiction of DAIC. Such structures, if any found at the site or at Government land will be demolished and removed without any notice. The contractor will not pitch up tents for laboures, materials and his stores etc.
- 9 The contractor shall maintain Sub Head wise "attendance register" in support of the attendance of the staff and the same shall be got periodically checked from concern. Failure to which suitable recovery will be made from the contractor bill as decided by the Engineer-in-charge.
- 10 The contractor shall install a Biometric Attendance Machine for his workforce and attendance record to be given with the bill. List of staff being posted to be given with their experience and credentials.
- 11 The contractor shall prepare a Sub Head wise "fortnightly/Monthly" duty chart with name and duty hours stated therein. The same shall be submitted to the SITE IN CHARGE concern at least seven days in advance.
- 12 In case of any damage to any equipment due to negligence of the contractor's staff the same will have to be made good by the contractor at his cost. Failure to which suitable recovery will be made from the contractor bill as decided by the Director, DAIC.

- 13 Regular preventive maintenance for all services shall be carried out by deputing exclusive preventive maintenance teams which shall be comprised of each one of Carpenter, Plumber & Electrician. Payment on this account shall be inclusive in quoted rates and nothing extra shall be paid on this account.
- 14 The contractor shall replace the staff immediately, in the event of misconduct by him.
- 15 The contractor/ Firm are advised to visit the site of work before quoting the rates, in order to ascertain the quantum and location of works.
- 16 For the purpose of categorization of staff as highly skilled, skilled, semiskilled and unskilled, the sweepers/ Beldar/ Helper shall be taken as unskilled, plumber, carpenter, wireman, electrician, shall be taken as skilled and IT Engineer, Supervisor, shall be taken as highly skilled. They should wear different dresses. The skilled labour should be minimum ITI or equivalent qualified in respective field.
- 17 All the engineers, supervisors and staff i/c labourers engaged by the agency under this contract shall wear neat and clean uniforms as approved by Administration-in – charge, DAIC along with name badges. Identity cards duly signed by agency and countersigned by Administration-in –charge or his representative shall be issued to each personnel by the agency to have proper identification i/c their police verification.
- 18 Police verification of every staff deployed by the contractor shall be got compulsorily done by the contractor and a copy of police verification shall be submitted to Engineer-in-charge after which an identity card duly countersigned by Engineer-in- charge or his representative shall be issued to each employee of the contractor for proper identification with date of issue and validity. The Contractor shall provide uniform along with Badge and shoes within 15 days of start of work. In the event of non compliance a recovery of Rs. 25/- per day per employee shall be made. The employee and labours engaged by the contractor under this contract shall wear neat and clean uniforms along with name badges as approved by the Engineer-in-charge.
- 19 It shall be entirely the responsibility of the contractor to ensure that no unlawful act is done by his persons while on duty. In case any theft/loss of

departmental property take place due to the negligence or carelessness of his personnel, the contractor will be held responsible and shall make good the same.

The aforesaid terms and conditions shall be read in conjunction with the general rules and directions for the guidance of Contract clause no8.

20 The firm shall have to provide round the clock communication system i.e. mobile phone or wireless landline set at any one designated place such as sub-station/fire pump house/fire control room/ electrical enquiry within the tendered rates till the completion of work for which nothing extra shall be paid. This communication system is meant for lodging complaints to Local electricity Board, Lifts service center etc. and also for taking instructions from the department.

21 Terms of payment and other facilities for workers:-

The contractor is bound to distribute the salary/ wages to his worker up to 7th of each month, positively, by Cheque or NEFT/RTGS as feasible and the contractor has to furnish a certificate to this effect on prescribed format. In the absence of this certificate, no payment shall be made/ released.

The contractor shall deduct worker subscription towards Provident Fund and ESI, as per rules, he shall deposit the same along with his contribution into the respective accounts of the worker and submit the detail to this office for verification.

The contractor shall take all precaution for safety of the workmen. If any accident / miss-happening occur, the department shall not be responsible for the same. Consequently any compensation payable shall be at the contractor cost. Contractor is required to take insurance cover under the Workman Compensation Act, 1923 amended from time to time from an approved insurance company within 10 days of issue of LOA and pay premium charges thereof. Wherever required by DAIC the contractor shall produce the policy or the policies of Insurance and the receipt of payment of the current premiums.

Contractor is also required to take third party insurance cover for an amount of 5%(five percent) of contract value from an approved insurance company for insurance against any damage, injury or loss which may occur to any person or property including that of DAIC/ owner / client, arising out of the execution of the works or temporary works. Wherever required by DAIC the contractor shall produce the policy or the policies of Insurance and the receipt of payment of the current premiums.

In case of failure of the contractor to obtain insurance under workman compensation act and third party insurance as described above within 10 days from the date of commencement of work, running account payments of the contractor shall be withheld till such time the aforesaid insurance covers are obtained by the contractor.

All the workers deputed on duty should be in proper uniform. If any worker found without uniform a recovery @ Rs. 100/- per day per worker shall be made from the contractor's bill.

21. (i) Recovery shall be made at the following rate if Supervisor/ Electrician/ Fire Operator/ Fireman/ E&M Operator/ Wiremen / Khallasi etc found absent from his duty.
- A) Engineers/ Supervisor – @ Rs. 2000/- per day
 - b) Electrician/ Fire Operator/ Fireman/ E&M Operator /Wiremen etc. (Skilled) @ Rs. 1600.00per worker per shift.
 - c) Mali/(Semi skilled) @ 1400/- per worker per shift
 - d)Khallasi (Unskilled) @ Rs. 1200/- per worker per shift.

22 Terms of Payment for the contractor

Payments to the contractor shall be made, 'on monthly basis' after production of following proof.

- (i) Documentary proof of disbursement of wages to the workers. The copy of wage register in the format shall be produced with R/A or final bill.
- (ii) Agency shall submit monthly GST Tax Invoice along with GST R1 copy of previous bill raised by 7th of every month.
- (iii) Statutory deduction shall be made on whole payments
- (iv) PF/ESI challan shall be submitted
- (v) Doc. Proof for disbursement of wages.
- (vi) A declaration "All labour law/statutory compliances has been made for month..... shall be submitted
- (vii) Above may vary according to amendment in Act/statutory provision.

23 Inventory:

The Contractor shall take over the detailed inventory from DAIC/ Owner, maintained by SITE IN CHARGE of the previous agency engaged by DAICat their Site Office against each sub head mentioned in Schedule of work and, any short comings noticed at the time of taking over shall brought out specifically, failing which it shall be presumed that the site has been taken over in perfect working order. On completion of work against each sub head mentioned in Schedule of work shall be handed over to SITE IN CHARGE or any authorized representative. In case any short fall or damage to the installation is noticed, the contractor shall make good the same with same make equipment or as directed by the Engineer In charge, failing to do so, the recovery shall be affected from any payment due to the contractor. The decision of Engineer In charge shall be final and binding.

Consumables:

- (i) Contractor has to arrange day to day consumables/minor/petty materials i.e Bulbs, tubes etc. required for attending the complaints of civil work, electrical work, plumbing work, lift, IT, Fire fighting system etc. by his own within his quoted rates. The quality/make of material/item shall be same as originally installed or the equivalent make as approved by Site- In-Charge. The cost of the consumables shall be reimbursed to the contractor with his running bills on actual basis only on

submission of actual bills of materials. Nothing extra shall be paid on account handling, stacking and security of material etc.

- (ii) Contractor has also to arrange diesel oil etc. for running/ operation of the DG Sets and Diesel Fire Engine Pump set at his own as per the site requirements. The cost of the diesel shall be reimbursed to the contractor with his running bills as per BOQ including transportation on production of original bills and DG Log Book. Nothing extra shall be paid on account handling, stacking and security etc.
- (iii) Cost of the tools & tackles required for workers for attending complaints shall be borne by the contractor. No Claim of such tools & tackles shall be paid to him.
- (iv) The agency should maintain a stock register for material purchased and consumed for maintenance work. This register should clearly indicate date wise receipt of material and material consumed on work. The agency should also maintain a register for un- serviceable material received during repair work, which shall be the property of DAIC/Owner.

Additional Terms & Conditions of Civil Maintenance Sub Head-I

Maintenance of Civil Maintenance as specified in Schedule of Work and as directed by the Director, DAIC or his authorized representative.

1. Scope of Work:-

- (i) The work involves maintenance work of the Buildings and area around the buildings up to fencing wall including office premises such as any kind of minor civil maintenance work of the building which includes earth work, concrete work, carpentry work, painting, repairing etc.
- (ii) Maintenance of water tank including cleaning, disinfection etc., water pipe lines, drainage lines, toilet and washbasin, urinals, W/C, Choke up of flushing, replacement / alteration of components, rectifications of leakage and repair of entire sewage system of the building etc.
- (iii) The contractor shall clean the water tanks (O/H & U/G), rain water lines, sewerage lines, manholes etc. of the complex at every six months duration and record of the same shall also be maintain and checked from the Administrator –in-charge of the site. The contractor shall write with stencil on all the terrace tanks, underground sump and over head tanks with paint the dates of cleaning and the next due date for cleaning within 2 days of the completion of the cleaning operation. The cost of the same is inclusive in the head of civil maintenance and nothing extra shall be paid to the contractor on account of this work.
- (iv) Check all the area for damaged false ceiling, floor carpet tiles, glazing, wooden doors, Aluminum doors & window and re-fix/replace/repair wherever necessary.
- (v) Check the glass door & its functional aspects i.e. Floor springs, handle etc. and re-fix/repair/replace wherever necessary.
- (vi) Removal of any landslides/ fallen trees or any part of structure there which is unwanted inside the fencing of premises / repairs thereof.

2. Staff deployment and their qualifications : The contractor shall depute qualified and experienced staff as per requirement. Before starting the work the contractor will submit list of workers with their qualification and address etc.

- (i) The following staff shall be engaged by the contractor in general shift on all days of the week (including Sunday and holidays).

SL No.	Designation	Nos.	Remarks
1	Plumber	1	General Duty only
2	Carpenter/ Mason	1	
3.	Sewer man	1	
4	Beldar	3	

3. The prescribed complaint register and workers diary shall be provided by the contractor and these shall be neatly maintained by contractor and staff. All complaints are to be attended promptly and the complaints not attended in the same day shall be reported to Site In Charge and carried forward to next day till these are not attended. The complaint register should be got checked regularly from the Site In Charge. The completed complaint registers; worker dairy, insulation and earth test register shall be the property of DAIC and shall be deposited with Site In Charge.
4. After the expiry of the contract, the firm shall have to hand over complete installation to the department in proper working order. All defect and deficiencies shall have to be rectified by the firm to the entire satisfaction of Director, DAIC failing which the work shall be got done at the risk and cost of the firm.
5. Any staff found missing from duty shall be marked absent and recovery shall be made for the day at the rates given below. (It is the responsibility of the contractor to make alternative arrangement, in case any staff proceeds on leave / for reliever duty), on failure, the recovery shall be made from the bill at the rate given below:
 - a) Plumber/Carpenter @1600/- per day

Additional Terms & Conditions for SubHead-II

Maintenance of Electrical Installation on 24x7 hour basis as specified in Schedule of Work and as directed by the Engineer-in-Charge or his authorized representative.

1. Scope of Work:-

- (i) To attend day to day complaints of Internal E.I & Fans, compound lights, main boards, DB's, compact rising mains etc. in following buildings, maintenance of complaint register and worker diaries.
- (ii) Taking steps for preventing maintenance
 - (a) Checking of DB's main board, rising main etc.
 - (b) Checking and cleaning of fans and fittings twice a year or as required.
 - (c) Insulation test
 - (d) Earth test
- (iii) Maintenance activities carried out as per schedule should be noted in the maintenance register. When test are carried out the test result should be recorded with appropriate identification reference.

2. Staff deployment and their qualifications.- The contractor shall depute qualified and experienced staff as per requirement. Before starting the work the contractor will submit list of workers with their qualification and address etc.

The following staff shall be engaged by the contractor on all days of the week including Sundays and holidays:

SL No.	Designation	Nos.	Remarks
1	Electrician	3	One for each shift
2	Helper	3	One for each shift
3	Wireman	1	For General Shift

The contractor shall depute staff with minimum qualification and experience as detailed here under:-

Wireman/Electrician

Qualification: - He should Passed ITI certificate/ Wireman license with minimum 1 year experience.

Khallasi/Helper:

Should physically & mentally fit & must have minimum six months experience in the line.

3. The prescribed complaint register and workers diary shall be provided by the contractor and these shall be neatly maintained by contractor and staff. All complaints are to be attended promptly and the complaints not attended in the same day shall be reported to Director, DAIC/ Administrator In Charge and carried forward to next day till these are not attended. The complaint register should be got checked regularly from the Site In Charge. The completed complaint registers; worker dairy, insulation and earth test register shall be the property of department and shall be deposited with Site In Charge.
4. The installation shall be handed over, as is where basis and nothing extra shall be paid towards is pre- same shall be arranged by the contractor after receiving necessary financial approval from the DAIC/ owner but shall be replaced by the contractor for which nothing extra shall be paid.
5. After the expiry of the contract, the firm shall have to hand over complete installation to the department in proper working order. All defect and deficiencies shall have to be rectified by the firm to the entire satisfaction of Director, DAIC failing which the work shall be got done at the risk and cost of the firm.
6. The contractor shall maintain the register for DB checking, Fan checking & earth test.
7. Insulation test shall be done during monsoon season, as per clause of CPWD specifications for Elect. Work Part- I, Internal –2005.
8. Earth continuity test and earth electrode resistance test should be conducted during summer season.
9. Record the test result giving identification reference. If results are not satisfactory in any part of the Installation, reason should be checked and corrective action should take immediately.
10. Any staff found missing from duty shall be marked absent and recovery shall be made for the day at the rates given below. (It is the responsibility of the contractor to make alternative arrangement, in case any staff proceeds on leave / for reliever duty), on failure, *the recovery shall be made from bill at the rate given below:-*
 - a) Wireman – @ Rs. 1600/- perday
 - b) Khallasi/Helper – @ Rs. 1200/- perday

ADDITIONAL TERMS & CONDITIONS FOR SUBHEAD-III

A. (FIRE FIGHTING SYSTEM , FIRE ALARM , PA, CAR CALLING & MUSIC SYSTEM, DRINKING WATER & SUMP, WATER TREATMENT PLANT ,STP PUMPS, RWH WELLS ETC)

5.1 Scope of work: The following activities are intended to be covered under this contract:-

- a) Operation and maintenance of all fire-fighting, fire alarm & PA system installation as specified in Schedule of Work or as directed by the Engineer-in-charge or his authorized representative on 24x7 hours basis.
- b) Performing the daily/weekly/six monthly checks as detailed in Appendix 'A' and 'B' taking remedial action for proper maintenance.
- c) Weekly testing. During the weekly testing a particular block shall be taken up and all internal Cleaning of all equipment's.

d) Conducting of fire drills

Fire drill shall be carried out monthly for which care taker of Campus/ building shall be informed and shall be involved in conducting fire drill. Operation of the system shall be demonstrated so that all users are confident of the system and aware the duties and responsibilities during fire. All the fire drills shall be recorded in a register.

e) Healthiness of system.

The healthiness of the system in Automatic Mode shall be checked through daily testing and drants and adjoining yard hydrants of the same block shall be operated and checked, for automatic functioning of jockey and main electric pump.

During the subsequent week different blocks shall be selected so as to ensure that all the internal hydrants and yards hydrants of a block is checked once in every month.

The details of such weekly testing shall be conducted in presence in JE

(E) and PM I in charge to the extent feasible and shall be recorded in register along with date, timing and findings.

The contractor shall maintain the log books of pumps and shall be checked by SITE IN CHARGE concern regularly as per CPWD norms.

The contractor shall take over the site as per inventory before starting the work and will return the same in working conditions after completion of work.

- f) Fire Alarm and PA system: - The operation and routine maintenance of the same has to be ensured by agency on 24x7 hours basis. Routine inspection/ testing of Fire Alarm, Smoke Detectors, Amplifiers, speakers and mike etc. must be done and record of the same has also to be maintained.

Staff deployment and their qualification

The Control Room shall be manned round the clock by the contractor.

Fireman shall check the yard hydrants internal hydrants and sprinklers system daily and take care of the installation for watch & ward purpose.

All dismantled material shall be deposited to the JE/ AE in charge at his site store. Diesel oil for running the engine pump shall be arranged by the contractor and its cost will be reimbursed extra on production of original bill from IOCL/BPCL/HPCL as per actual consumption.

Remarks and observations regarding maintenance / malfunctioning of wet riser, yard hydrant sprinkler, fire fighting pump and panels, accessories recorded in the log same shall be got rectified by the department at the risk and cost of the firm without entering into any correspondence and necessary recovery shall be made from the bill of the contractor.

The contractor shall depute the following staff with minimum qualification and experience as detailed here under for Operation of water supply pumpset, wet riser and sprinkler system:-

For Fire Fighting System

- 5) Fire Alarm Technician (Round the clock on all days of the week i/c Sunday and holidays) – 3 Nos. (One in each shift) Total – 3Nos
- ii) Fire operators (Round the clock on all days of the week i/c Sunday and holidays) – 3 Nos. (One in each shift) Total – 3Nos.
- iii) Fire helper- 1 nos (General shift on al days of the week i/c Sundays and Holidays)

For Water Supply Pumps &WTP amd STP

- i) WTP operators-(Round the clock on all days of the week i/c Sunday and holidays) – 3 Nos. (One in each shift) Total – 3Nos.
- ii) STP Operator -2 nos (Each in one shift) i/c Sundays & holidays

5) Fire Operator

Experienced worker having experience of 5 years in the installation and operation of wet riser /Sprinkler system or had undergone certified course in "Fire Fighting System.

Recovery: in case any staff proceeds on leave / for reliever duty), on failure, *the recovery shall be made from bill at the rate given below: -*
STP/Pump operators/ Fire operators @ Rs. 1600/- per shift/day

Appendix – 'A'

MAINTENANCE JOB INVOLVED IN FIRE FIGHTING FITTING & SPRINKLERS and STP, WTP

1. Siamese connections

Operational testing by arranging water from nearest available yard hydrants. External and internal cleaning of cabinet from all sides i/c partitions cleaning the accessories fitted inside the cabinet checking the tightness of nuts bolts, locked close and locked open the slice valve and closing off of Siamese cabinet. Polishing of gunmetal part.

2. Yard Hydrants

Fully lock open and closing of hydrant valve, applying grease inside the female coupling polishing of gunmetal parts, adding the asbestos gland, if required checking the tightness of nuts bolts, cleaning inside and outside the hydrant box, vertical pipe, hydrant valve. Testing and checking of pressure of water.

3. Sprinkler system alarm bell

To open the valve fully open. Test the bell, its nuts bolts, its tightness attending to leakage if any and close test valve of sprinkler alarmvalve.

4. Sprinklers sluice valve

Cleaning the sluice valve. Fully closing the valve and then fully locked open the valve in its original position. Removing the lod packing and inserting new gland packing if required greasing, checking the tightness

of nuts bolts gasket etc.

5. Internal Hydrant

Polishing of gun metal parts applying grease inside the female coupling, to open and close 2 Nos. head valves (landing valves) checking the tightness of nuts bolts. If found necessary to replace internal rubber seat gasket or flange insertion, clean the dirt and dust from valve.

6. Hose Reel

Unrolling, re-polling of hose tube to open and close the shut off nozzle, gate valve, tightening of different clamps, nuts bolts, cleaning of complete hose reel, polishing of nozzle applying grease outside adopter.

7. Branch pipe & Nozzle

Taking outside the branch pipe from shaft (enclosure) cleaning branch pipe nozzle and re fixing it in its place.

8. Canvass Hoses

Taking hose outside the cabinet/ shaft unrolling of fire hose dry it in sun shade dusting it with French chalks powder, polishing of an coupling, changing of spring 'O' ring where required of female and coupling, re-rolling and putting it back in to shaft/cabinet/position.

9. Cabinet and shaft

Cleaning of clear glasses, cleaning and dusting off the interior of shaft/ cabinet complete as well as exteriors, cleaning of the risers, removing the spiders web etc. & replacement of broken glasses.

10. Air Vessel

Cleaning of exterior of air vessel, draining out of accumulated water

from air vessel, replacement of defective pressure gauge, maintenance of small valve checking welded joint/ leakage of air vessel and attending to the leakages by welding etc. as required.

11. Cut-off valves

Cleaning the sluice valve chamber, (where required) by way of removing the garbage, slit from inside the chamber. Fully closing the valve and then they fully open it and lock it in its original position) . Removing the old gland packing, greasing, checking the tightness of nuts bolts as required.

12. Sprinklers examination and cleaning

Cleaning the dust and other foreign materials if any from overhead pipe line and sprinkler heads, applying polish as per requirement on sprinkler heads checking the pressure of pipeline.

13. None return valve

To check for the leakages and to replace the gasket as required.

14. Drain valve

Polishing to open and close it fully, checking of leakages etc.

Appendix – ‘B’

PERIODICAL TESTING AND MAINTENANCE
CHARGE

S.	System Component	Activity	Duration
1	Water Tanks	(i) Level check	Daily
		(i) Test Flow	Annually
		(ii) Lubrication	Quarterly
3	Engine	(i) Running	Daily
		(ii) Lubrication	Quarterly
		(iii) Battery	Weekly
		(iv) Fuel Tank	Daily
4	Motor	(i) Running	Daily
		(ii) Starter	Weekly
		(iii) Insulation	Once in a year
5	Piping	(i) Pressure	Daily
		(ii) Flushing	One in a year
6	Valves (Landing and Isolation)	(i) Operation	Monthly
7	Control System	(i) Operation	Monthly
		(ii) Connection and	Quarterly
8	Hose Reel and Hose pipes	(i) Physical check	Monthly
		(ii) Operation check	Annually
9	Fire Brigade Connections/ Inlet	(i) Physical check	Monthly
		(ii) Operation check	Annually
		(iii) Lubrication	Monthly
10	Instantaneous	(i) Physical check	Monthly
		(ii) Lubrication	Once in six months

ADDITIONAL TERMS & CONDITION FOR SUB HEAD- IV
(D.G. SETS AND SUB-STATION, Solar & Electric Water Heating System and
External Internal Electrification)

1. Type of work involves Operations, Testing and routine maintenance of sub-station equipment comprising of Transformers, HT Panel, LT Panel, RTCC Panel & Capacitor Panel etc. and DG Sets on 24x7 hours basis.
2. Scope of work & General

No.	Item	Frequency
1	Checking of working of instrument	Daily
2	Checking of neutral and earth connections	Daily
3	Physical inspection	Daily

The maintenance work shall be done as per Rules & specifications of CPWD and as per I.E. Rules and acts as amended up to date.

The Contractor's personnel will be required to provide maintain the log book and other records as prescribed by the department.

All installations and Sub Station rooms shall be kept clean and safe from risk of fire/theft/accidents and damage etc.

3. The major repair of following nature are not in scope of work of contact:-
 - a) Major repair of switch gears cables
 - b) Major repair of Sub-Station equipment/ installation such as ACB's switch gears, change of HRC Fuses, repair of transformers, HT cables bus trucking, PT & CT's.
However, the contractor shall intimate immediately without loss of time to site Engineer for occurrence of such faults.
4. Staff Deployment & their qualification for operation of Sub Station and D.G.Set

4.1 Following staff should be deputed for this work.

- i) D.G. Set operator – 3Nos. (One in each shift) on all 7 days in a week.
- ii) DG Helper- 1 Nos for general shift on all 7 days.

5. Execution of Work

Before starting the work the contractor shall take over the inventory, any short Comings noticed at the time of taking over shall be brought to

the notice of Director,DAIC. Failing which it shall be presumed that the site has been taken over in perfect working order. After completion of the work against the agreement, the inventory shall be handed over as per direction of Engineer-in-charge or his authorized representative. In case any short fall or damage to the installation is noticed, the contractor shall make good the same with the same make of equipment or as per direction of Engineer- in-charge, failing to do so, the recovery shall be affected from the bill of contractor.

The contractor shall make his own arrangement of tools for maintenance of Sub Station equipment. Further T&P required at the site shall be arranged by the contractor & following T&P shall always be available at the site of work.

- a) Tong tester
- b) Gloves- 2Sets
- c) First Aid Box
- d) Crimping Tool Kit
- e) Meggar (5KV HT and 500 volts LT)
- f) Spanner Set
- g) Screw Driver set
- h) LN Keys set
- i) Earth Tester
- j) Blower
- k) Torch

Before start of contract these T&P materials must be kept in a lockable box, otherwise contract can't be considered started.

The routine preventive maintenance of Sub-Station equipment set shall be carried out during holiday/Sunday without disturbing the office working of client department.

The following work should be carried out once a year through special technical staff:-

General servicing of HT Panel & LT Panel. All LT panels and HT panels will be opened after getting shut down and cleaned thoroughly. All nut & bolts of LT & HT panel, bus trucking shall be tightened. Proper insulating tape to be used where the PVC insulation is worn out.

Diesel Mobil oil etc for operation of D.G. Sets will be provided by contractor and its cost will be reimbursed extra on production of original bill from IOCL/BPCL/HP as per actual consumption and DG LogBook.

- a) The D.G. Set operator shall test the D.G. Set on no load daily in the morning for 5 minutes run and D.G .Set shall operate in case of failure of normal electric supply from BSES.
- b) Cleaning of D.G. Set, checking of battery connection level of water in radiator & battery etc.

ADDITIONAL TERMS & CONDITION FOR SUB HEAD- V (LIFTS)

1. The scope of work includes operation of 6 Nos. lifts i/c general up keep of lifts and lift machine rooms.
2. The lift car shall be swept and cleaned daily. Following daily checks shall be performed and recorded before putting the lifts in operation:-
Landing Locks
 - (i) Movement of car with gate open.
 - (ii) Try to open the gate when car is moving.Car gate switch
 - (i) Movement of car with gate open
 - (ii) Open the gate while car is movingDoor operation safety, functioning of emergency stop button, call bell, car lights etc.
3. The lift operator engaged by contractor should have minimum 2 years experience of lifts operation and he must be conversant with the safety devices relating to the lifts.
4. The lift operators should be polite and courteous to users of lift. In the event of any complaint about the misbehavior, contractor shall replace the operator with another suitable operator.
5. The lift operator should be available in the lift, all the time during duty hours. The lift operators working in shift duties shall not leave the lift till his reliever turns up for duty.
6. The contractor shall make alternate arrangement in case of absence of any lift operator, failing which a recovery shall be made at the rate of Rs. 1600/- per operator/shift per day.
7. After checking the safeties; operator shall make necessary entries in log book of lift (supplied by the firm).
Necessary remarks regarding Non-functioning of lift, repair carried out etc. should be recorded by the operator and reported to the JE /AE concerned.
8. Any break down should be immediately reported to the firm to whom maintenance contract is awarded by the Department, and the matter should be immediately reported to SITE IN CHARGE concern. Necessary entries in the maintenance register indicating time of occurrence of fault; nature of fault, time of its rectification etc. should be recorded.
9. Checklist as per logbook should be filled as per schedule i.e. daily check, weekly check, monthly check, quarterly check, annual check etc.
10. The agency shall obtain the Lift License from the Electrical Inspector after expiry of the existing one. The same must be got before date of expiry. The fees submitted to authorities for obtaining license shall be reimbursed to agency on production of receipts. No claim on account of liasoning for this work shall be entertained.

Time Schedule for Operation of Lifts.

1. Lift Operators–3Nos (One nos in each shift)– on all days of the week including Sundays and national holidays.

Additional Terms & Conditions for Sub Head VI (HVAC)

1. Scope of work: The following activities are intended to be covered under this contract:-
 - a) Operation and maintenance of installation as specified in Schedule of Work or as directed by the Engineer-in-charge or his authorized representative.
 - b) Performing the daily/weekly/six monthly checks & taking remedial action for proper maintenance.
 - c) O & M work shall be done as per rules & specifications of CPWD as amended up to date.
2. Deployment of Man Power:- The contractor shall depute the following staff with minimum qualification and experience on all days of the week including Sundays and holidays holidays, as detailed here under for Operation of HVAC System including of VRV Units:-

Operator (General Shift) – 02 Nos. (One for two shifts) – Total: - 02 Nos. Operator cum mechanic- 01 nos (for General Shift)- Total-01 nos

Khallasi (General Shift – 01 Nos. (One for one shift) – Total: - 01 Nos

a) Operator

Experienced worker having experience of 3 years in the operation of similar type of Air Conditioning System.

b) Khallasi:

Khallasi should be physically fit and must have one year experience in this line

Recovery: in case any staff proceeds on leave / for reliever duty), on failure, *the recovery shall be made from bill at the rate given below: -*

Operator @ Rs. 1600/- per shift/day

Khallasi @ Rs. 1200/- per shift/day

Additional Terms & Conditions for Sub Head-VII

(IT & AV System, EPABX, CCTV, BMS and other Low Voltage Works etc.)

1. Scope of work: The following activities are intended to be covered under this contract:-
 - a) Operation and maintenance of installations viz. IT & AV System, EPABX System, Fire Alarm, BMS, UPS, Public Address System, CCTV and other Low voltage Works etc. ,and, or, as specified in Schedule of Work or as directed by the Engineer-in-charge or his authorized representative.
 - b) Performing the daily/weekly/six monthly checks & taking remedial action for proper maintenance.
 - c) O & M work shall be done as per rules & specifications of CPWD as amended up to date.
2. Deployment of Man Power:- The contractor shall depute the following staff with minimum qualification and experience as detailed hereunder:

BMS, CCTV & LV works Operator (one for each shift for all 7 days including Sunday and holidays)

Operator – 03 Nos.

Helper- 01 Nos in General Shift for all days

IT Engineer (For general shift for all days except Sunday and national holidays)

- 02 Nos.

IT Technician (For general shift for all days including Sunday and national holidays)

- 01Nos.

3. Qualification B MS Operator

Experienced worker having experience of 3 years in the operation of BMS & LV Works.

IT Engineer

A Computer Science / IT Engineering graduate and must having 2 years experience

Technician

ITI/ Diploma in respective field with minimum experience of 3 / 1 years in the operation of IT & AV/ EPABX or relative field.

Recovery: in case any staff proceeds on leave/for reliever duty, on

failure, the recovery shall be made from bill at the rate given below: -
Engineers/ Supervisor – @ Rs. 2000/- per day
Technician/Operator @ Rs. 1600/- per worker pershift.

Additional Terms & Conditions for Sub Head VIII (Housekeeping)

A) For Maintenance Mechanized Housekeeping

1. Scope of Work And Manpower Requirement:

The maintenance agency (contractor) shall be solely responsible for the day to day cleaning & maintenance of the building, all statues, sculptures etc. Cleaning of external, internal façade, internal dome, skylight , coffer slab etc. (Frequency of cleaning , once in two months and whenever required.) shall be done as per instructions of Engineer-in-charge. All the manpower, consumables and machineries required for housekeeping of this complex are covered in the scope of this work.

The agency will provide all cleaning materials/consumables like soaps, detergents, phenyl, chemicals, dusters, dhotis, jharus, wipers, toilet cleaners, glass cleaning chemical, R-2, R-6, cockroaches killing sprays, room fresheners, bucket, M-seal etc & other cleaning and petty materials required for housekeeping maintenance. Contractor's rates shall be inclusive of above tools & tackles, machinery. Nothing extra shall be payable on account of materials, machine & equipment's. His rates shall also include all running, operations and maintenance of the machines / equipment's. These machines / equipment's shall be made available at site for all times using the same at any moment. After expiry of the contract period these shall be taken back by the maintenance agency/contractor. All machines required shall be brought to site in good running condition. In case any of the machines / equipment's, as mentioned below, are not brought to site by the agency immediately (not later than seven days after award of the work) then DAIC shall be free to purchase the same from local market and debit the amount to the agency. The consumables shall be paid extra on actual basis.

2. Materials (consumables) used shall be ISI quality or of approved quality from DAIC only.
3. Details of provisional (tentative) deployment of manpower for the said work on all the days of the week including Sundays & holidays:

S. No.	Category of Worker	Qty
1	Supervisor	1

2	Housekeepers	16
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The duty hours and shifts will be fixed by DAIC as per the center's requirement and the agency may note that the above proposed requirement is tentative and may change as per requirements of DAIC from time to time. Means the deployment of Manpower shall be strictly as per Director DAIC's direction. Few categories of manpower may not be required at all for which decision of MSJE/ DAIC shall be binding on the agency.

4. All tools and tackles are to be arranged by the contractor at his own cost and nothing extra will payable on this account. All consumables chemicals etc. required for the cleaning of the buildings to kill cockroaches etc. are to be arranged by contractor and nothing extra shall be paid to him.
5. The agency should ensure that their all employees while on duty should be in proper uniform. If any employee is found without uniform at site, a penalty @ Rs.50/- per day shall be imposed on the contractor.
6. Garbage and malba collected from the site should be deposited in the approved MSJE/NDMC/MCD Garbage collection Center. All responsibility of disposal of malba through its own transport shall be of the agency at its own cost.

7. Recovery: in case any staff proceeds on leave/for reliever duty,on failure,

the recovery shall be made from bill at the rate given below: -

Supervisor – @ Rs. 2000/- per day

Housekeeper @ Rs. 1600/- per day.

DETAILS OF THE MACHINERIES REQUIRED TO BE BROUGHT FOR SITE/MAINTENANCE WORK

SL. NO.	DESCRIPTION OF ITEM	Qty.
1.	Electric operated Vacuum Cleaning machine of approved make, as per the requirement ,with flexible wire of 100meter	1 No.
2.	Scrubbing/ Buffing machine of approved make with flexible Wire of 100 mtrs.	1 No.
3.	Pressure Jet Cleaning Machine of approved make with flexible wire of 100 mtrs.	1 No.

4.	Portable Air blower	1 No.
5.	Hydraulic machine suitable for cleaning of external, internal façade, internal dome, skylight , coffer slab etc. (Frequency of cleaning , once in two months and whenever required.)	1 Nos

All the machineries/equipment's as above or more required for the project shall have to be arranged, maintained & operated by the agency during the contract period at no extra cost. These machineries shall be taken back by the agency after obtaining a Gate Pass from Director DAIC office after expiry of contract period. Any other machinery not listed above, but required for housekeeping/ cleaning purpose, the same has to be arranged by agency within his quoted rates. Nothing extra shall be paid to him on account of the same.

Additional Terms & Conditions for (Pest & Rodent Control)

SCOPE OF SERVICES FOR PESTCONTROL:

- i.* Residual Spraying for control of Mosquitoes, spiders etc. in the Lift Lobbies, AHU Rooms, Electrical Rooms, Basement, Toilets, Staircases, Common areas, All other Service Rooms, Sub-station, office space, residential spaces etc.
- ii.* Larvicidal Spraying for control of Mosquito & Fly Larvae in Drains Manholes in basement, substation, STP plant, in and around the building and Common areas etc.
- iii.* Daily spraying for control of General pests in and around the building, Lift lobbies, around floor, Main Entrance etc.
- iv.* Rodent control for control of Rats, Mice etc. in entire building including basement, Cable Trenches, Electrical Rooms, AHU Rooms, Substation, All the shafts Rooms etc.
- v.* Disinfestations services in and around the building.
- vi.* Honeycomb removal as and when required.

All other services not listed in the categories pertaining to the building regarding pest control shall come under the purview of pest control. These activities shall be carried out as & when required but at least once a month and a proper record maintained.

- Vii.* If any case of mosquitoes biting, rodent, fly, spiders etc. observed on any occasion, Rs. 20000/- per occasion shall be deducted from the contractor bill.

Additional Terms & Conditions for Sub Head IX (Horticulture)

The Scope shall include but not limited to the following:

- i) All horticultural works shall be undertaken in a manner so as to maintain a pleasing, tidy appearance;
- ii) All trees, perennial plants and shrubs shall be maintained so that they are in healthy growth:
- iii) Trees and shrubs shall be kept to an acceptable height and form and are to be pruned in accordance with good horticulture practice;
- iv) Plants or shrubs shall not obstruct or encroach, pedestrian or vehicular traffic routes;
- v) All rose beds, shrubberies, herbaceous borders, hedgerows, other garden areas etc. shall be clear of litter, weeds, leaves, suckers, dead flower heads, rubbish, animal faeces and other debris, and remain in neat and tidy condition at all times.
- vi) All plants / trees and shrubs including vertical gardens etc., which have or appear to be dying, should be removed and replaced as soon as possible following removal of dead plant(s) by a suitable replacement .
- vii) All vertical gardens shall be maintained in a manner so as to maintain a pleasing , tidy appearance.

Contractor shall engage experienced and required number of skilled workers as mentioned in the specification familiar with the landscaping operation for undertaking landscaping and gardening work at site. Premises covered under the contract and shall develop and maintain, garden, trees, outdoor and indoor plants on regular basis and shall arrange all durables, consumables, tools, equipments and machines required for gardening /maintenance.

The maintenance shall include watering, manuring, fertilizing, plant protection from pests and diseases, sweeping, weeding, removing and disposal of garden refuse, cultivation and cutting of edges, pruning and clipping of hedges etc. and minor repair works and all other landscape operations necessary for the proper growth for garden features and maintaining them in proper standard of maintenance. The rates are inclusive the cost of manure, fertilizer, pesticide, good earth, and all required tools & tackles viz. Grass Cutting machines, water pipes etc. required to maintain the Horticulture Services.

The contractor shall provide seasonal plants and flowers required quantity as approved by engineers in-charge. Cost will paid on actual basis.

Deployment of Man Power:- The contractor shall depute the following staff with minimum qualification and experience as detailed here under for O&M of Horticulture works for general shift on all days of the week including Sundays and national holidays:-

Gardner/Mali (Semi skilled) – 1 Nos.

Helper/ Khallasi – 1 Nos.

Recovery: in case any staff proceeds on leave / for reliever duty, on failure, the recovery shall be made from bill at the rate given below: -

Mali – @ Rs. 2000/- per day

Helper @ Rs. 1600/- per day.