



MANOHAR PARRIKAR INSTITUTE FOR
DEFENCE STUDIES AND ANALYSES
मनोहर पर्रिकर रक्षा अध्ययन एवं विश्लेषण संस्थान

No.1 Development Enclave, Rao Tula Ram Marg, Delhi Cantt, New Delhi – 110 010

Ph. No., 26717983 Ext:305/312

Email: estatecell.idsa@yahoo.com

IDSA/A/BM/VOL-1/2019

Date: 16th Mar 2021

**QUOTATION FOR COVERING OF SHAFT AT RESIDENTIAL AREA WITH
POLYCARBONATE PLASTIC SHEET**

Quotation are invited from bonafide and experienced Firm/ Contractor for “Covering of Shaft at Residential Area with Polycarbonate Plastic Sheet ” at MP-IDSA premises located at No. 1 Development Enclave, Rao Tula Ram Marg, Delhi Cantt, New Delhi - 110 010 as per details given in formats.

Detailed tender are available from the date of publication at <https://www.idsa.in>. The bidders should download and then send duly signed Quotation form and their bids along with scanned copies of all the relevant certificates, documents etc. in support of their bids latest by 25th Mar 2021 by 1500 hrs. Hard copies of the relevant documents with quotation form need to be submitted along with (1) Demand Draft for Rs. 2,000/- (Rupees Two thousand only) in favour of “IDSA” payable at New Delhi as Earnest Money Deposit and (2) All documents signed and stamped, which shall be submitted in sealed cover addressed to the **Assistant Director, MP-Institute for Defence Studies and Analyses**, may be sent at the Institute’s address mentioned above either by Speed Post / By hand delivery at Tender Box kept at the reception office, should reach on or before **1500 hrs, 25th Mar 2021** duly mentioning on top right hand corner of the sealed envelope “Covering of shaft at residential area with polycarbonate plastic sheet .”

MP-IDSA reserves the right to accept or reject any or all quotations including the lowest bidder without assigning any reason at its sole discretion and the decision of the MP-IDSA will be final and binding to all concerned.

Note: Contractor may inspect the Campus & assess its requirement before bidding.

Col. Rajeev Agarwal (Retd.)
Assistant Director (Admin)



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**QUOTATION FOR COVERING OF SHAFT AT RESIDENTIAL AREA WITH
POLYCARBONATE PLASTIC SHEET**

MEMORANDUM OF WORK IN BRIEF

1	Name of work	Covering of Shaft at Residential Area with Polycarbonate Plastic Sheet
2.	Cost of Document	Free of Cost
3	Earnest Money	Rs.2,000/-
4.	Validity period	30 days
5.	Publish Date & Time	16.03.2021 by 1000 hrs
6.	Site visit	From 16.03.2021 on all working day between 1030 hrs to 1530 hrs till submission end date.
7.	Quotation Submission End Date	25.03.2021 by 1500 hrs.
8.	Quotation Opening Date	25.03.2021 by 1530 hrs.
9.	Mode of Sending	EMD and relevant documents of In sealed cover by Speed post/Hand Delivery in the tender box kept at reception.


Col. Rajeev Agarwal (Retd.)
Assistant Director (Admin)

Signature of bidder
Name :

Company seal
Date

**MP-Institute for Defence Studies and Analyses
No. 1 Development Enclave, New Delhi-110010**

No. IDSA/A/BM/VOL- I/2019
Dated: 16th Mar 2021

To,

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.....
.....

**SUBJECT: COVERING OF SHAFT AT RESIDENTIAL AREA WITH
POLYCARBONATE PLASTIC SHEET**

Dear Sir(s),

Quotations are invited for the work as per description given at Appendix-'A' .
Terms & Conditions of the order shall be as follows: -

1. **Time Schedule:** The work shall be completed within 30 days from the date of award. A sum of Rs 500 per day will be charged for delay in completion of work. Assistant Director's decision in this regard shall be final and binding.
2. **Execution of Work:** The work shall be executed in best workman like manner, to the entire satisfaction of the Institute.
3. **Unit Price:** Unit rates quoted for the work shall be deemed to include for all material , labour, tools and accessories, as required for proper execution of work complete in all respects. Any missing minor details which are not spelt out in the description of items but are required for proper completion of work shall be deemed to have been taken into account in the quoted rates. The rates shall also include for transportation including price escalations, contractor's overheads and profits except GST if any. Nothing extra shall be admissible on any such account.
4. **Approval of Material and Workmanship:** The materials which stand rejected shall be removed from the site forthwith and replaced with approved materials at no extra cost.
5. **Defect Liability:** The work completed shall have defect liability period of 06 months from the certified date of completion. The contractor shall re-do the work, wherein defects have developed during this period under the direction of the Estate cell, at no extra cost.
6. **Delivery of Materials/Items and Completion:** Inspection of the finished work will be carried out by the representative of MP-IDSA. On completion, items/materials supplied shall be delivered to the Unit/Users as indicated at Appendix 'A'. These shall be accompanied with delivery challans, if required indicating description of items/materials,

their sizes and quantity. Delivery challans shall be got signed by the user's/Unit's representative(s) in token of having received the item/material and submitted to Estate Cell , along with claims for payments/bills by the suppliers/agencies. The work shall be completed to the entire satisfaction of the Institute. On completion of the work, the contractor shall inform the Estate cell in writing with the date of physical completion of work for final approval for issue of completion certificate.

7. No material will be issued by the department. All materials for the work including cement if required will be procured/arranged by the contractor at his own cost.

8. **Submission of quotation:** Appendix 'A' to the quotation duly quoted and signed on all pages along with this letter in token of the acceptance of terms and conditions mentioned herein-before, should be submitted in sealed covers duly marked quotation for "Covering of Shaft at Residential Area with Polycarbonate Plastic Sheet" addressed to Assistant Director, MP-IDSA, so as to reach on or before 1500 hrs on 25th Mar 2021 Quotation received after the last date shall not be entertained.

9. Upon acceptance of the quote, no subletting/transfer would be allowed by the Contractor.

10. EMD: The Earnest money amounting to Rs. 2000.00 (Rupees two Thousand only) as demand draft or pay order of a scheduled bank and drawn in favour of IDSA, payable at New Delhi should accompany the quotation. Quotation received without earnest money will be invalid.

10. Security deposit/Performance Guarantee : Contractor has to deposit performance guarantee @03% of quoted amount in form of Demand Draft/FDR/bank Guarantee in favour of MP-IDSA . The performance Guarantee should be valid 15 months from issue of LOI.

11. **Payment Terms: Payment shall be released on satisfactory completion of work subject to verification from Estate Cell. Performance Guarantee shall be released after completion of defect liability period .**

12. **Scope of work** – The scope of work for shaft Covering work is tabulate below:-

Sno	Description	Area (Sqft)
(a)	Providing and fixing double scaffolding system (cup lock type) on the exterior side, up to seven story height made with 40 mm dia M.S. tube 1.5 m centre to centre, horizontal & vertical tubes joining with cup & lock system with M.S. tubes, M.S. tube challies,	One Lot

	M.S.clamps and M.S. staircase system in the scaffolding for working platform etc. and maintaining it in a serviceable condition for the required duration as approved and removing it there after .The scaffolding system shall be stiffened with bracings, runners, connection with the building etc wherever required for inspection of work at required locations with essential safety features for the workmen etc. complete as per directions and approval of Engineerin- charge .The elevational area of the scaffolding shall be measured for payment purpose .The payment will be made once irrespective of duration of scaffolding.	
(b)	Polycarbonate plastic sheet 6 mm as per approved brand and shade	500 <i>sq feet</i>
(c)	Aluminium channel 1/2"	90
(d)	Rectangular Aluminum hollow pipe (1 1/2"x1")	90
(e)	Labour charge & material required (Steel Screw 3") to complete the work	01 Job

13. Eligibility:

- (i) Bidder should have satisfactorily completed **one similar work** in Central Autonomous Body/Central PSU/ Central Undertaking Body/ /Educational Institute). Works value shall not be less than 1 lakhs.
- (ii) Firm should produce completion certificate of such works from organization /Autonomous body.

Additional Conditions

- (A) All the T& P is to be arranged by Contractor and nothing extra shall be paid on this account
- (B) The contractor shall make his own arrangement for making electric connections to equipment like drill machine etc. If any.
- (C) The Contractor shall be bound to follow the restrictions on the movement of labour, at MP-IDSA campus due to security or any other reason(s). No Claim shall be entertained on this account.
- (D) The contractor shall personally responsible for violation of any guidelines and shall have to pay the fine /penalty imposed by appropriate authority. No claim on this account shall be entertained.
- (E) TDS & GST will be deducted as per applicable rules.
- (F) The contractor shall be fully responsible for safe custody of the material even if the materials are under double lock system.
- (G) Quantity can be increased or decreased depending upon the requirements.
- (H) Contractors are advised to Visit the site and condition before quoting. After opening the bids no excuse will be entertained with regards to site conditions, security restrictions, etc.

Director General, MP-IDSA reserves the right to accept or reject the lowest or any offer or all offers without assigning any reasons thereto.

Please acknowledge.

Yours sincerely,


Col. Rajeev Agarwal (Retd.)
Assistant Director (Admin)

Form of Quotation

(Note: the appendix forms the part of the Quotation)

To,

**MP-IDSA
No 1, Development Enclave
Rao Tularam Marg, New Delhi-110010.**

Sir,

Name of work: Covering of Shaft at Residential Area with Polycarbonate Plastic Sheet.

1. Having visited the site condition and examined the conditions of contract, specifications and schedule of quantities for the above named work, we offer to undertake and complete the whole of subject work in conformity with the said conditions of the contract and schedule of quantities of this quotation.
2. We undertake to complete and deliver the whole of the work comprised in the contract within the time limit.
3. We have independently considered the amount of liquidated damages shown in the appendix hereto and agree that it represents fair estimates of loss likely to be suffered by you in the event of the works not being completed properly.
4. Unless and until a formal agreement is prepared and executed, this quotation together with your written acceptance thereof shall constitute a binding contract between us.
5. We understand that if our quotation is accepted, we are to be jointly and severally responsible for the due performance of the contract.

Dated Day of

Signature.....In the capacity of
Duly authorized to sign for and on behalf of.....
Name and address of the tenderer.
(IN BLOCK CAPITALS)

Appendix-A

Financial Bid –
Covering of Shaft at Residential Area with Polycarbonate Plastic Sheet.

Sn o	Description	Area (Sqft/ Lot/Job b)	Rate per (Sqft/Lot/Job) in Rs.	Total Amount (Rs)
(I)	Providing and fixing double scaffolding system (cup lock type) at the exterior side, up to seven story height made with 40 mmdia M.S. tube 1.5 m centre to centre, horizontal & vertical tubes joining with cup & lock system with M.S. tubes, M.S. tube challies, M.S.clamps and M.S. staircase system in the scaffolding for working platform etc. and maintaining it in a serviceable condition for the required duration as approved and removing it thereafter .The scaffolding system shall be stiffened with bracings, runners, connection with the building etc wherever required for inspection of work at required locations with essential safety features. Complete.	01 Lot		
(II)	Polycarbonate plastic sheet 6 mm -Sqft	500		
(III)	Aluminium channel 1/2" -Rft	90		
(iv)	Rectangular Aluminum hollow pipe (1 1/2"x1") –R ft	90		
(v)	Labour charge & material required (Steel Screw 3" etc) to complete the work	01 Job		
Grand Total				

Total amount in words: _____

Signature of Bidder with stamp

Note: - 1. If any discrepancy in amount is noticed in figure and words, higher of the two would be considered.

2. Rates shall be exclusive of GST.