



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](mailto:estatecell.idsa@yahoo.com)

IDSA/A/BM/ DG Set Shed /2021

Date: 23<sup>th</sup> February 2021

**QUOTATION FOR PROVIDING ARCHITECTURAL CONSULTANCY SERVICES FOR DG  
SET SHED IN MP-IDSA**

Quotation are invited from bonafide and experienced Firm/ Contractor/Professional for “Providing architectural services for DG SET shed ” 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 bid along with copies of all the relevant certificates, documents etc. in support of their bids latest by 10<sup>th</sup> **March 2021** by 1500 hrs. Hard copies of the relevant documents with quotation form need to be submitted along with (1) Demand Draft for Rs. 1,000/- (**Rupees one 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, 10<sup>th</sup> March 2021** duly mentioning on top right hand corner of the sealed envelope “**QUOTATION FOR PROVIDING ARCHITECTURAL CONSULTANCY SERVICES FOR DG SET SHED IN MP-IDSA**”

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 PROVIDING ARCHITECTURAL CONSULTANCY SERVICES FOR DG  
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**MEMORANDUM OF WORK IN BRIEF**

1	Name of work	PROVIDING ARCHITECTURAL CONSULTANCY SERVICES FOR DG SET SHED IN MP-IDSA
2.	Cost of Document	Free of Cost
3	Earnest Money	Rs.1,000/-
4.	Validity period	30 days
7.	Publish Date & Time	23.02.2021 by 1000 hrs
8.	Submission Start Date & Time	10.03 2021 by 1030 hrs
9.	Site visit	From 23.02.2021 on all working day between 1030 hrs to 1530 hrs till submission end date.
10.	Quotation Submission End Date	10.03.2021 by 1500 hrs.
11.	Quotation Opening Date	11.03.2021 by 10.30 hrs.
12.	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: 23<sup>th</sup> February 2021

To,

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.....  
.....

**SUBJECT: PROVIDING ARCHITECTURAL CONSULTANCY SERVICES FOR DG SET SHED IN MP-IDSA**

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 90 days from the date of award. A sum of Rs 500 per day will be charged for delay in completion of work. Estate Manager’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.** It will be obligatory on the part of the tenderer to sign the tender documents for all the components & parts.
- 5. 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 “Providing Architectural service for DG set shed” addressed to Assistant Director, MP-IDSA, so as to reach on or before 1500 hrs on 10<sup>th</sup> March 2021 Quotation received after the last date shall not be entertained.
- 6.** Upon acceptance of the quote, no subletting/transfer would be allowed.
- 7. EMD:** The Earnest money amounting to Rs. 1000.00 (Rupees One 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.
- 8. 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-IDS A . The performance Guarantee should be valid for 15 months from issue of LOI.

**9. Payment Terms: Payment shall be released on satisfactory completion of work subject to verification from Estate Cell. NO advance payment or staged payment shall be released .**

10. Fee : The Consultancy fee shall not be subject to any escalation on any account whatsoever even for the extended period granted by IDS A to the Contractor.

11. All statutory deductions like Income Tax/ GST etc. shall be deducted from the consultancy fee as per prevailing rules

## **12. Acceptance/ Rejection of Tender**

- i) MP-IDS A does not bind itself to accept the lowest tender.
- ii) MP-IDS A also reserves the right to accept or reject any or all tenders without assigning any reason whatsoever.
- iii) MP-IDS A also reserves the absolute right to reject any or all the tenders at any time solely based on the past unsatisfactory performance by the bidder(s) the opinion/decision of the clients regarding the same shall be final and conclusive.
- iv) This tender is for selection of Architectural consultants only. Amount of work will be decided solely as per requirements of IDS A and selection does not entitle the successful holder with award of any work.

## **13. Eligibility:**

- (i) Bidder should have satisfactorily completed **one similar work** in Central Autonomous Body/Central PSU/ Central Undertaking Body/Educational Institute. Private sector work should be verifiable by showing proof of TDS deduction at source
- (ii) Firm should have valid GST No .
- (iii) Firm must have at least 03 years' experience

### Scope of work

#### The Architect shall render the following services:

**Step-1- Preliminary stage:** The services to be provided by the Consultants shall inter alia include the following:

- a) Visiting the site, discussing details with the MP-IDSAs Authorities , to carry out site survey, Preparing preliminary drawings and designs, i.e. preliminary sketches, plans, elevations, sections and perspective adequate to explain the general nature of the work with basic dimensions in consultation with the Engineering Incharge/ Estate Manager .
- b) Give Power Point presentation for three proposals alongwith rough indicative cost of each proposal to MP-IDSAs Authorities.
- c) Obtaining the approval of the MP- IDSA for one proposal

#### Step -02 ( Working Stage)

- (a) Preparation of layout plan alongwith BOQ
- (b ) Assisting in preparing tender document .

#### Step-03 (Execution/ Completion stage )

The Consultant shall:-

- a) Supply all the approved working drawings and details in the manner required by IDSA for proper execution of the work. (In total 5 sets of approved drawings shall be supplied free of charge )
- b) Prepare a three dimensional drawing and a walk through presentation and it shall be submitted to the Institute at no extra cost.
- c) Shall inspect & certify correctness of the physical layout at site as per approved plans.
- d) Shall undertake periodical inspection ( at least -03 visits) as may be considered necessary to ensure execution of works in accordance with working drawings. Shall attend all review meetings held in connection with the work without any additional cost.

**Additional Conditions**

- (A) All the T& P is to be arranged by Consultant and nothing extra shall be paid on this account
- (B) TDS & GST will be deducted as per applicable rules.
- (C) Consultant is advised to Visit the site before submitting bids . After opening the bids no plea will be accepted with regards to site conditions, security restrictions, etc.
- (D) In case of any dispute , Director General, MP –IDSA will be the sole arbiter . All legal disputes are subject to jurisdiction of courts of New Delhi.

*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: PROVIDING ARCHITECTURAL CONSULTANCY SERVICES FOR DG SET SHED IN MP-IDSA**

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)

**Financial Bid – PROVIDING ARCHITECTURAL CONSULTANCY SERVICES FOR DG SET SHED IN MP-IDSA**

Sr No	Description	Amount
1.	Providing Professional architectural consultancy services for fabrication of DG set shed as per scope of work	

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.