

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

No. IDSA/EM/Building Maint/VOL- III
Dated: Nov 2018

To,

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SUBJECT: QUOTATION FOR PAINTING WORK IN COMMON AREA AT RESIDENTIAL AREA.

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 45 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 Estate Manager.

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 3 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 Manager, at no extra cost.

6. Delivery of Materials/Items and Completion

Inspection of the finished work will be carried out by the representative of 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 Manager, along with claims for payments/bills by the suppliers/agencies. The work shall be completed to the entire satisfaction of the Estate Manager. On completion of the work, the contractor shall inform the Estate Manager 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 **Painting work in Common area at residential area**" addressed to Estate Manager, IDSA, so as to reach on or before 1500 hrs on 5th Dec 2018. 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. 5000.00 (Rupees Five 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.

11. **Payment Terms: Payment will be made on actual measurement work basis** & 90% payment will be released after completion of work and 10% of the bill will be released on completion of defect liability period.

12. **Scope of work** – The scope of work for OBD and enamel paint is tabulate below:-

Sno	Description	Area (Sqm)
(a)	2 & 3 –BHK OBD paint at common area (Stair case , ceiling, Entrance Lobby & Wall)	2599.88
(b)	1-BHK OBD paint at common area (Stair case , ceiling, Entrance Lobby, Passage area & Wall)	1104.27
(c)	MS Grill Enamel paint (Staircase) -2 & 3 BHK	414.59
(d)	MS Grill Enamel paint (Staircase) -1 BHK	169.05
(e)	Railing wooden parts of staircase	100

- Note:-
- (i) Any minor work like plaster, waterproofing and applying cement based putty observe during OBD painting required to be completed without any extra cost.
 - (ii) Cleaning of stain marks before start fresh work.
 - (iii) All fitting must be covered while performing work.
 - (iv) Contractor needs to show the solution to representative of IDSA before starting the work.
 - (v) Contractor is expected to train his labour to carry out the work in peaceful manner without any disturbance to residents.

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 2 lakhs.
- (ii) Firm should produce completion certificate of such works from organization /Autonomous body.

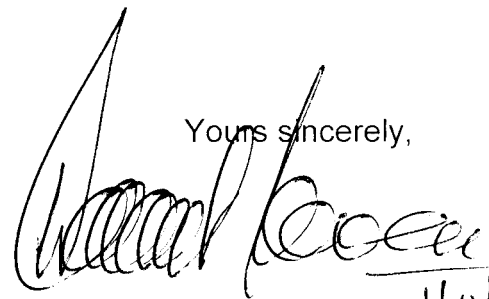
Additional Conditions

- (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 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 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, 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,


(Hemant Kumar) 11/0/18
Estate Manager.

Form of Quotation

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

To,

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

Sir,

Name of work: Painting work in Common area at residential area.

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 – Painting work in Common area at residential area.

Sn o	Description	Area (Sqm)	Rate per (Sqm) in Rs.	Total Amount (Rs)
(I)	Distemping with two or more coats 1st quality Oil Bound distemper, having VOC (Volatile Organic Compound) content less than 50 grams/ litre, of approved brand (Asian,Berger,Nerolac) and manufacture, including applying white cement based putty (JK,Birla) wherever required applying additional coats to achieve even shade and colour.	3704.15		
(II)	Painting on steel with synthetic enamel paint, having VOC(Volatile Organic Compound)content less than 150 grams/litre, of approved brand i.e Asian,Narolac,Berger and manufacture, including applying additional red oxide primer two or more coats wherever required to achieve even shade & colour:	583.64		
(III)	Varnishing on wooden part with varnish of approved brand and manufacture ,two or more coats of glue sizing with copal varnish over an under coat of flatting varnish.	100		
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.