



अंतर-विश्वविद्यालय त्वरक केंद्र
INTER-UNIVERSITY ACCELERATOR CENTRE
(विश्वविद्यालय अनुदान आयोग का स्वायत्त निकाय)
(An Autonomous Centre of UGC)

TENDER NO: IUAC / NIT /03/ HAR/ 2025-2026

TENDER DOCUMENTS FOR

“Annual Contract for Civil Maintenance of various laboratories, residential buildings, roads and sewerage etc. in IUAC campus, New Delhi”

अरुणा आसफ अली मार्ग, नई दिल्ली-110067
Aruna Asaf Ali Marg, New Delhi - 110067

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ई-निविदा आमंत्रण सूचना/ NOTICE INVITING E-TENDER

निविदा संख्या: आईयूएसी/एनआईटी/03/HAR/2025-26

दिनांक: 07/05/2025

Tender Number: IUAC/NIT/03/HAR/2025-26

Dated: 07/05/2025

अंतर-विश्वविद्यालय त्वरक केंद्र (आई.यू.ए.सी.) पात्र/अनुभवी पार्टियों से दो बोली प्रणाली नामतः तकनीकी और वित्तीय बोली के तहत ई-प्रोक्योरमेंट पोर्टल के माध्यम से निदेशक, अंतर-विश्वविद्यालय त्वरक केंद्र, नई दिल्ली की ओर " आईयूएसी परिसर, नई दिल्ली में विभिन्न प्रयोगशाला व आवासीय भवनों, सड़कों एवं नालों इत्यादि के सिविल रखरखाव के लिए वार्षिक अनुबंध " की आपूर्ति के लिए ऑनलाइन निविदा आमंत्रित करता है।

Inter - University Accelerator Centre (IUAC) invites online bids on behalf of the Director IUAC, New Delhi through e-procurement Portal under two bid system, viz., and Technical and financial bids, from eligible / experienced parties for the work/supply "Annual Contract for Civil Maintenance of various laboratories, residential buildings, roads and sewerage etc. in IUAC campus, New Delhi".

निविदा दस्तावेज, सेंट्रल पब्लिक प्रोक्योरमेंट (सीपीपी) पोर्टल <https://eprocure.gov.in/eprocure/app> से मुफ्त में डाउनलोड किए जा सकते हैं। इच्छुक बोलीदाता, जिन्होंने ई-प्रोक्योरमेंट पोर्टल में नामांकन/पंजीकरण नहीं किया है, उन्हें भाग लेने से पहले <https://eprocure.gov.in/eprocure/app> वेबसाइट के माध्यम से नामांकन/पंजीकरण करना होगा। बोलियां केवल <https://eprocure.gov.in/eprocure/app> वेबसाइट पर ऑनलाइन जमा करनी होगी। निविदाकारों/ठेकेदारों/बोलीदाताओं को सलाह दी जाती है कि वे ई-प्रोक्योरमेंट पोर्टल में दिए गए निर्देशों का पालन करें। बोली दस्तावेजों को 100 डी.पी.आई. में ब्लैक एंड व्हाइट स्कैन करें, जो स्कैन किए गए दस्तावेजों के आकार को कम करने में मदद करता है।

Tender Documents may be downloaded from Central Public Procurement (CPP) Portal free of cost <https://eprocure.gov.in/eprocure/app>. Aspiring Bidders who have not enrolled / registered in e-procurement portal should enroll / register before participating through the website <https://eprocure.gov.in/eprocure/app>. Bids should be submitted online only at website: <https://eprocure.gov.in/eprocure/app>. Tenderer / Contractors / Bidders are advised to follow the instructions provided in the e-procurement portal. Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned documents.

केवल ई-प्रोक्योरमेंट पोर्टल के माध्यम से प्राप्त बोलियों को ही खोला जाएगा। जो निविदा उत्पादों/वस्तुओं के कार्य/आपूर्ति के वांछित प्रयोजनों को संपूर्ण रूप से पूर्ण करने में अक्षम होगी, उन निविदा को अस्वीकार कर दिया जाएगा और केवल पूर्ण निविदा पर विचार किया जाएगा। अंतर-विश्वविद्यालय त्वरक केंद्र के पास बिना कोई कारण बताए किसी भी/सभी निविदाओं को आंशिक/पूर्ण रूप से स्वीकार/अस्वीकार करने का अधिकार सुरक्षित है और इस संबंध में आईयूएसी का निर्णय सभी

बोलीदाताओं के लिए बाध्यकारी होगा।

Only bids received through e-procurement portal will be considered for opening. Bids not covering full scope of work/supply of the products/goods will be rejected and only complete bids will be considered. IUAC reserves the right to accept / reject any / all tenders in part / full without assigning any reasons whatsoever, and the decision of IUAC in this regard will be binding on all the bidders.

ई.एम.डी. का भुगतान करने के लिए बोलीदाता को "ऑनलाइन" भुगतान विकल्प का चयन करना होगा, जो <https://services.sabpaisa.in/pages/iuac.html> लिंक पर जाकर लागू होगा। बयाना राशि ऑनलाइन भुगतान के रूप में होगी और इसे बोली खोलने से पहले जमा किया जाना चाहिए। एम.एस.एम.ई./एन.एस.आई.सी. में पंजीकृत बोलीदाताओं को ई.एम.डी. के भुगतान से छूट दी गई है। एम.एस.एम.ई./एन.एस.आई.सी. (निविदा की गई वस्तु/कार्य के लिए पंजीकृत इकाई) से पंजीकृत निविदाकारों को तकनीकी बोली के साथ वैध पंजीकरण प्रमाणपत्र की प्रति <https://eprocure.gov.in/eprocure/app> वेबसाइट पर अपलोड करनी होगी।

Bidder has to select the payment option as "online" to pay the EMD as applicable by going to the link <https://services.sabpaisa.in/pages/iuac.html>. The Earnest Money Deposit shall be in the form of online payment and it should be deposited before the bid opening. Bidders registered with MSME/ NSIC are exempted from payments of EMD and are required to submit Bid Securing Declaration Form. Bidders registered with MSME/ NSIC are exempted from payments of EMD. Tenderer registered with MSME/NSIC (the unit being registered for the item/work tendered) are required to upload copy of valid registration certificate in the website <https://eprocure.gov.in/eprocure/app> along with technical bid.

बोलीदाताओं को इस बात को विशेष ध्यान में रखने की सलाह दी जाती है कि वे अनिवार्य रूप से उपलब्ध कराए गए प्रारूप में ही अपनी वित्तीय बोलियां जमा करें और कोई अन्य प्रारूप स्वीकार्य नहीं होगा। यदि मूल्य बोली निविदा दस्तावेज के साथ मानक .XLS BOQ प्रारूप के रूप में दी गई है, तो इसे ही डाउनलोड करना होगा और प्रारूप को संशोधित किए बिना ऑनलाइन भरना और जमा करना होगा। यदि बोलीदाता द्वारा BOQ फाइल को संशोधित पाया जाता है, तो बोली को अस्वीकार कर दिया जाएगा।

Bidders are advised to note that they should necessarily submit their financial bids in the format provided and no other format is acceptable. If the price bid has been given as a standard .XLS BOQ Format with the tender document, then the same is to be downloaded and to be filled and submitted online without modifying the format. **If the BOQ file is found to be modified by the bidder, the bid will be rejected.**

उपरोक्त निविदा के संबंध में कोई भी शुद्धिपत्र/संशोधन केवल <https://eprocure.gov.in> और www.iuac.res.in वेबसाइट पर जारी किया जाएगा। बोलीदाता, अपनी बोली जमा करने से पहले निविदा दस्तावेज से संबंधित, प्रकाशित होने वाले किसी भी शुद्धिपत्र की जानकारी रखें। निदेशक, अंतर-विश्वविद्यालय त्वरक केंद्र के पास बिना कोई कारण बताए किसी भी/सभी निविदाओं को आंशिक/पूर्ण रूप से स्वीकार/अस्वीकार करने का अधिकार सुरक्षित है।

Any Corrigendum / Amendments in respect of above tender shall be issued on website <https://eprocure.gov.in> and www.iuac.res.in only. Bidders should take into account any corrigendum published on the tender document before submitting their bids. The Director, IUAC reserves the right to accept/reject any/all tenders in part/full without assigning any reasons thereof.

INTER - UNIVERSITY ACCELERATOR CENTRE
(An Autonomous Centre of UGC)
Aruna Asaf Ali Marg, New Delhi - 110067

NOTICE INVITING E – TENDER

Tender Number: IUAC/NIT/03/HAR/2025-26

Date: 07/05/2025

Inter - University Accelerator Centre (IUAC) invites online bids on behalf of the Director IUAC, New Delhi through e-procurement Portal under two bid system, viz., and Technical and financial bids, from eligible / experienced parties for the work/supply “**Annual Contract for Civil Maintenance of various laboratories, residential buildings, roads and sewerage etc.**

in IUAC campus, New Delhi.”

Tender Documents may be downloaded from Central Public Procurement (CPP) Portal free of cost <https://eprocure.gov.in/eprocure/app>. Aspiring Bidders who have not enrolled / registered in e-procurement portal should enroll / register before participating through the website <https://eprocure.gov.in/eprocure/app>. Bids should be submitted online only at website: <https://eprocure.gov.in/eprocure/app>. Tenderers / Contractors / Bidders are advised to follow the instructions provided in the e-procurement portal. Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned documents.

Only bids received through e-procurement portal will be considered for opening. Bids not covering full scope of work/supply of the products/goods will be rejected and only complete bids will be considered. IUAC reserves the right to accept / reject any / all tenders in part / full without assigning any reasons whatsoever, and the decision of IUAC in this regard will be binding on all the bidders.

Bidder has to select the payment option as “online” to pay the EMD as applicable by going to the link <https://services.sabpaisa.in/pages/iuac.html>. The Earnest Money Deposit shall be in the form of online payment and it should be deposited before the bid opening. Bidders registered with MSME/ NSIC are exempted from payments of EMD and are required to submit Bid Securing Declaration Form. Bidders registered with MSME/ NSIC are exempted from payments of EMD. Tenderers registered with MSME/NSIC (the unit being registered for the item/work tendered) are required to upload copy of valid registration certificate in the website <https://eprocure.gov.in/eprocure/app> along with technical bid.

Bidders are advised to note that they should necessarily submit their financial bids in the format provided and no other format is acceptable. If the price bid has been given as a standard .XLS BOQ Format with the tender document, then the same is to be downloaded and to be filled and submitted online without modifying the format. **If the BOQ file is found to be modified by the bidder, the bid will be rejected.**

Any Corrigendum / Amendments in respect of above tender shall be issued on website <https://eprocure.gov.in> and www.iuac.res.in only. Bidders should take into account any corrigendum published on the tender document before submitting their bids. The Director, IUAC reserves the right to accept/reject any/all tenders in part/full without assigning any reasons thereof.

E-TENDER DOCUMENT

Name of Work	<u>Name of work:</u> “Annual Contract for Civil Maintenance of various laboratories, residential buildings, roads and sewerage etc. in IUAC campus, New Delhi”
Tender No.	TENDER NO: IUAC/NIT/03/HAR/2025-26
Tender Value / Estimate	Rs. 1,12,00,000/- (Rupees one crore twelve lakh only)
Earnest Money Deposit	Rs. 2,24,000/-
Contract period	One year extendable up to two more years
Online payment of EMD	https://services.sabpaisa.in/pages/iuac.html
Bid Submission End Date	29/05 /2025 at 3.00 p.m.
Technical Bid Opening Date	30/05/2025 at 3.30 p.m.
Price Bid Opening Date	To be intimated later to technically qualified bidders.
Contact Person	Administrative Officer (S&P) Email: iuacstores@gmail.com Phone: 2412 6018, 2412 6022 For Technical: In charge (Civil), E-mail: rk.iuac@gmail.com / harshpandit24u@gmail.com Phone: 011-24126018, 24126022.

GENERAL INFORMATION

1 1.	Accepting Authority	Director, IUAC New Delhi.
2.	Reference Book	As per CPWD specifications & as given in tender
3	Performance Security	The successful bidder shall be required to deposit an amount equal to one-month charges (Total amount of Annexure -XIV) as Performance Security to IUAC within the period prescribed for commencement of work in the letter of award issued to him. Performance security may be accepted as FDR/Bank Guarantee of scheduled Banks and State Bank of India.
4	Authority competent to grant extension of time	Director or authorized person by Director, IUAC
5	Tools & plants	To be arranged by contractor
6	Schedule of Minimum wages	As per notification issued by Govt. of NCT.
7	Authority competent to reduce the compensation amount	Director, IUAC
8	Defect Liability Period	Six months/Manufacturer's warranty (whichever is higher) from the date of acceptance of completion by the Institute.
9	Release of Performance Security Deposit	The performance security shall be refunded to the contractor without interest 60 days beyond successful completion of the work in all respects.
11	Authority Competent to Appoint Arbitrator	Director, IUAC

(Seal & Signature of bidder)

REGISTRATION PROCESS ON CPP PORTAL FOR ONLINE BIDDING

1. Bidders are required to enroll on the e-Procurement module of the Central Public Procurement Portal (URL: <https://eprocure.gov.in/eprocure/app>) by clicking on the link “**Online Bidder Enrolment**” on the CPP Portal which is free of charge.
Bidder who registered already may skip the registration process and login to site through their user ID/Password
2. As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.
3. Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication from the CPP Portal.
4. Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate (Class II or Class III Certificates with signing key usage) issued by any Certifying Authority recognized by CCA India (e.g., Sify / nCode / eMudhra/ Nic etc.), with their profile.
5. Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSCs to others which may lead to misuse.
6. Bidder then logs in to the site through the secured log-in by entering their user ID / password and the password of the DSC / e-Token.

SEARCHING FOR TENDER DOCUMENTS

7. There is various search options built in the CPP Portal, to facilitate bidders to search active tenders by several parameters. These parameters could include Tender ID, Organization Name, Location, Date, Value, etc. There is also an option of advanced search for tenders, wherein the bidders may combine a number of search parameters such as Organization Name, Form of Contract, Location, Date, Other keywords etc. to search for a tender published on the CPP Portal.
8. Once the bidders have selected the tenders they are interested in, they may download the required documents / tender schedules. These tenders can be moved to the respective ‘My Tenders’ folder. This would enable the CPP Portal to intimate the bidders through SMS / e-mail in case there is any corrigendum issued to the tender document.
9. The bidder should make a note of the unique Tender ID assigned to each tender; in case they want to obtain any clarification / help from the Helpdesk.

PREPARATION OF BIDS

10. Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid. Please note the number of covers in which the bid documents have to be submitted, the number of documents - including the names and content of each of the document that need to be submitted. Any deviations from these may lead to rejection of the bid.
11. Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document / schedule and generally, they can be in PDF / XLS / RAR / DWF/JPG formats. Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.
12. To avoid the time and effort required in uploading the same set of standard documents which are required to be submitted as a part of every bid, a provision of uploading such standard documents (e.g. PAN card copy, GST Certificate etc.) has been provided to the bidders. Bidders can use “My Space” or ‘Other Important Documents’ area available to them to upload such documents. These documents may be directly submitted from the “My Space” area while submitting a bid, and need not be uploaded again and again. This will lead to a reduction in the time required for

bid submission process.

13. Note: Bidder should take into account any corrigendum published on the tender document before submitting their bids.

SUBMISSION OF BIDS

1. The tender shall be submitted online in two parts, viz., technical bid and financial bid.
2. The offers submitted by hand/Post/Fax/email shall not be considered. No correspondence will be entertained in this matter.
3. All the pages of bid being submitted must be sequentially numbered by the bidder irrespective of nature and content of the documents before uploading.
4. The bidders are required to submit soft copies of their bids electronically on the CPP Portal, using valid Digital Signature Certificates. The instructions given below are meant to assist the bidders in registering on the CPP Portal, prepare their bids in accordance with the requirements and submitting their bids online on the CPP Portal.
5. Bidder should log into the site well in advance for bid submission so that they can upload the bid in time i.e., on or before the bid submission time. Bidder will be responsible for any delay due to other issues.
6. The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.
7. Bidders are requested to note that they should necessarily submit their financial bids in the format provided and no other format is acceptable. If the price bid has been given as a standard BoQ format with the tender document, then the same is to be downloaded and to be filled by all the bidders. Bidders are required to download the BoQ file, open it and complete the white coloured (unprotected) cells with their respective financial quotes and other details (such as name of the bidder). No other cells should be changed. Once the details have been completed, the bidder should save it and submit it online, without changing the filename. If the BOQ file is found to be modified by the bidder, the bid will be rejected.
8. The server time (which is displayed on the bidders' dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, opening of bids etc. The bidders should follow this time during bid submission.
9. All the documents being submitted by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered cannot be viewed by unauthorized persons until the time of bid opening. The confidentiality of the bids is maintained using the secured Socket Layer 128-bit encryption technology. Data storage encryption of sensitive fields is done. Any bid document that is uploaded to the server is subjected to symmetric encryption using a system generated symmetric key. Further this key is subjected to asymmetric encryption using buyers/bid opener's public keys. Overall, the uploaded tender documents become readable only after the tender opening by the authorized bid openers.
10. The uploaded tender documents become readable only after the tender opening by the authorized bid openers.
11. Upon the successful and timely submission of bids (i.e., after Clicking "Freeze Bid Submission" in the portal), the portal will give a successful bid submission message & a bid summary will be displayed with the bid no. and the date & time of submission of the bid with all other relevant details.
12. The bid summary has to be printed and kept as an acknowledgement of the submission of the bid. This acknowledgement may be used as an entry pass for any bid opening meetings.

13. Code of Integrity for Public Procurement

IUAC requires that the bidders, suppliers and contractors observe the highest standard of ethics during the procurement and execution of such contracts. In pursuit of this policy, the following are defined:

Sr. No.	Term	Meaning
(a)	Corrupt practice	The offering, giving, receiving, or soliciting, directly or indirectly, of anything of value to influence the action of a public official in the procurement process or in contract execution.
(b)	Fraudulent practice	A misrepresentation or omission of facts in order to influence a procurement process or the execution of a contract.
(c)	Collusive practice	Means a scheme or arrangement between two or more bidders, with or without the knowledge of the purchaser, designed to establish bid prices at artificial, non-competitive levels.
(d)	Coercive practice	Means harming or threatening to harm, directly or indirectly, persons or their property to influence their participation in the procurement process or affect the execution of a contract.
(e)	Anti-competitive practice	any collusion, bid rigging or anti-competitive arrangement, or any other practice coming under the purview of the Competition Act, 2002, between two or more bidders, with or without the knowledge of the purchaser, that may impair the transparency, fairness and the progress of the procurement process or to establish bid prices at artificial, non-competitive levels
(f)	Conflict of interest	participation by a bidding firm or any of its affiliates that are either involved in the consultancy contract to which this procurement is linked; or if they are part of more than one bid in the procurement; or if the bidding firm or their personnel have relationships or financial or business transactions with any official of purchaser who are directly or indirectly related to tender or execution process of contract; or improper use of information obtained by the (prospective) bidder from the purchaser with an intent to gain unfair advantage in the procurement process or for personal gain
(g)	Obstructive Practice	materially impede the purchaser's investigation into allegations of one or more of the above mentioned prohibited practices either by deliberately destroying, falsifying, altering; or by concealing of evidence material to the investigation; or by making false statements to investigators and/or by threatening, harassing or intimidating any party to prevent it from disclosing its knowledge of matters relevant to the investigation or from pursuing the investigation; or by impeding the purchaser's Entity's rights of audit or access to information.

ASSISTANCE TO BIDDERS

More information useful for submitting online bids on the CPP Portal may be obtained at:

<https://eprocure.gov.in/eprocure/app>.

- Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority for a tender or the relevant contact person indicated in the tender.
- Any queries relating to the process of online bid submission or queries relating to CPP Portal in general may be directed to the 24x7 CPP Portal Helpdesk. The contact number for the helpdesk is 1800 3070 2232, 91-7878007972 and 91-7878007973.

Instructions for Online Bid Submission

- The tender documents are available on our website www.iuac.res.in & www.eprocure.gov.in.
- Tender documents may be downloaded from IUAC's website www.iuac.res.in and CPPP site <https://eprocure.gov.in/eprocure/app> as per the schedule as given in the tender document.
- Bids shall be submitted online only at CPPP website: <https://eprocure.gov.in/eprocure/app>. Tenderers/Contractors are advised to follow the instructions provided in the 'Instructions to the Contractors/Tenderer for the e-submission of the bids online through the Central Public Procurement Portal for eProcurement at <https://eprocure.gov.in/eprocure/app>'. Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.
- Not more than one tender shall be submitted by one contractor or contractors having business relationship. Under no circumstance will father and his son(s) or other close relations who have business relationship with one another (i.e., when one or more partner(s)/director(s) are common) be allowed to tender for the same contract as separate competitors. A breach of this condition will render the tenders of both parties liable to rejection.
- The bidders are advised to visit CPPP website <https://eprocure.gov.in/eprocure/app> at least 3 days prior to closing date of submission of tender for any corrigendum / addendum/ amendment.
- Bids will be opened as per date/time as mentioned in the **Tender Document**. After online opening and evaluation of technical bids, the results of their qualification as well Price-Bid opening will be intimated.

9. Submission of a tender by a tenderer implies that he has read all the stipulations contained in this tender document and has acquainted him of the nature, scope and specifications of the items to be followed.
10. The tenderer shall submit all documents after duly filling the same in all respects. Tenders which are found to be vague or incomplete shall be rejected summarily.
11. Tenders shall be submitted ON-LINE; it shall be signed by one who has been authorized by the board of director /director / manufacture/ firm owner /their authorized agents through a resolution/ authority letter. Copy of the resolution/ authority letter in favour of the person signing must accompany the tender.
12. Tenders containing erasures and alterations of the tender documents are liable to be rejected unless these are authenticated by the person signing the Tender Documents.

SPECIAL INSTRUCTIONS TO BIDDERS FOR REGISTRATION WITH COMPETENT AUTHORITY

Bidders Registration

- 1) Any bidder from a country which shares a land border with India will be eligible to bid in any procurement whether of goods, services (including consultancy services and non-consultancy services) or works (including turnkey projects) only if the bidder is registered with the Competent Authority constituted by the Department for Promotion of Industry and Internal Trade (DPIIT).
- 2) **“Bidder”** for the purpose of this tender (including) the term 'tender', 'consultant' 'vendor' or 'service provider' in certain contexts) means any person or firm or company, including any member of a consortium or joint venture (that is an association of several person, or firms or companies), every artificial juridical person not falling in any of the descriptions of bidders stated here in before, including any agency, branch or office controlled by such person, participating in a procurement process.
 - 3) **“Bidder from a country which shares a land border with India”** for the purpose of this tender means:
 - a) An entity incorporated, established or registered in such a country; or
 - b) A subsidiary of an entity incorporated, established or registered in such a country; or
 - c) An entity substantially controlled through entities incorporated, established or registered in such a country; or
 - d) An entity whose beneficial owner is situated in such a country; or
 - e) An Indian (or other) agent of such an entity; or
 - f) A natural person who is a citizen of such a country; or
 - g) A consortium or joint venture where any member of the consortium or joint venture falls under any of the above
 - 4) **“The Beneficial owner”** for the purpose of (3) above will be as under:
- 5) In case of a company or Limited Liability Partnership, the beneficial owner is the natural person(s), who, whether acting alone or together, or through one or more juridical person(s), has a controlling ownership interest or who exercises control through other means.

Explanation: -

 - a) “Controlling ownership interest” means ownership of, or entitlement to, more than twenty-five per cent of shares or capital or profits of the company;
 - b) “Control” shall include the right to appoint the majority of the directors or to control the management or policy decisions, including by virtue of their shareholding or management rights or shareholders agreements or voting agreements;
 - 6) In case of a partnership firm, the beneficial owner is the natural person(s) who, whether acting alone or together, or through one or more juridical person, has ownership of entitlement to more than fifteen percent of capital or profits of the partnership;
 - 7) In case of an unincorporated association or body of individuals, the beneficial owner is the natural person(s), who, whether acting alone or together, or through one or more juridical person, has ownership of or entitlement to more than fifteen percent of the property or capital or profits of such association or body of individuals;

- 8) Where no natural person is identified under (i) or (ii) or (iii) above, the beneficial owner is the relevant natural person who holds the position of senior managing official;
- 9) In case of a trust, the identification of beneficial owner(s) shall include identification of the author of the trust, the trustee, the beneficiaries with fifteen percent or more interest or more interest in the trust and any other natural person exercising ultimate effective control over the trust through a chain of control or ownership.

“An Agent” for the purpose of this Order is a person employed to do any act for another, or to represent another in dealings with third persons.

Sub-contracting in works contracts

In works contracts, including turnkey contracts, contractors shall not be allowed to sub-contract works to any contractor from a country which shares a land border with India unless such contractor is registered with the Competent Authority.

***Please note that the bidders shall provide the mandatory Certificates in the formats given in annexure XI on their registered Company's letter heads:**

SCOPE OF WORK

IUAC has a total plot area of 25 acres out of which built up area (or ground coverage) is about 15000 sqm. The total covered area of all floors is around 25,000 sqm. Centre has an Academic or laboratory complex, a housing complex and a hostel/guest house complex. The present contract will cover the maintenance work of this whole complex as per detail given in tender.

Contractor's Scope of Work will be execution of routine civil maintenance works, external cleaning works of the entire campus (which includes academic and residential areas of Phase I and Phase II) and preventive maintenance works as per the details below:

1. ROUTINE CIVIL MAINTENANCE WORKS

Repair / replacement in existing concrete / plaster / masonry work, wood work, sewerage work, steel work, plumbing work, road work, painting work, flooring work, roofing work, and interior decoration works, removal of chokages, seepage, leakage, dampness, clearing malba, debris, wild vegetation, excavation of earth for miscellaneous purposes including electrical and mechanical works & back filling of same earth after completion of job etc., as per complaints recorded in complaints register. Minor Addition / alterations / renovations in existing Civil works involving concrete work (including RCC), Brick work, structural steel work, plumbing work, wood work, earth works, site grading (including soling, sand filling, morum filling etc.), road work, plastering, interior decoration and finishing work.

2. EXTERNAL CLEANING WORKS

Cleaning of roads, storm water canal, sewer, open storm water drain passing inside the campus, drains, walkways, plinth protection, surrounding areas of buildings, roofs of buildings, Clearing of road side garbage bins at regular intervals, Daily cleaning of the 3nos. Public Toilets (incl. W.C., Washbasin, Urinals, Floor & wall tiles) including cleaning materials like Vim, Acid, soap, scrubber, Daily cleaning of External drinking water sinks at various locations (3 nos.) including cleaning material like Vim, Scrubber etc.

3. Preventive Maintenance Works

(I) Weekly cleaning of IUAC Garbage bins including transportation & disposal of dry garbage (including rejected waste after recovery process) to the outside of IUAC boundary at MCD authorized locations 'dhalao' (large garbage collection bins).

(II) Cleaning of storm water drains in the entire campus after opening their covers including disposal of malba outside the campus. (Average width of drain -2' Average depth of drain-2.5') in month of June of every year.

LIST OF BUILDINGS IN THE CENTRE

1. Main Lab cum Administrative Building
2. Utility building-I
3. Utility building-II
4. Utility building-III
5. Engineering building
6. LEIB building
7. Substation Building
8. Helium Compressor building
9. Beam Hall-I, II & III
10. Generator Building
11. Hostels, Dining Hall, Guest House blocks
12. Flatlet 1&2 block
13. Ph-I Housing complex – No of Flats- 48 Nos.
14. Ph-II Housing complex - No of Flats – 56 Nos.
15. Auditorium Block
16. Miscellaneous small buildings & structures

A- GENERAL TERMS & CONDITIONS

Submission of Tender: Tenders should be uploaded on CPP portal in two parts separately, i.e., "Technical Bid" (Part-A) and "Price Bid / BOQ" (Part-B). No other mode of submission will be accepted. **Any clarifications/ amendments/corrigenda etc., to NIT before last date of submission of bid will only be available on our website: www.iuac.res.in. Therefore, bidders are advised to keep visiting our website.**

1. Technical Bid (Part-A): In this bid, the bidder shall upload the scan copies of the following **essential documents are required for Technical Qualification:**

- i** Covering letter on Company's Letter Head
- ii** Profile of company (organizational setup, credentials, list of plant, machinery & tools in his possession).
- iii** Copies of the audited balance sheets /average turnover certificates duly certified by CA (more than 30% of the estimated tender cost) of the past three financial years along with copies of ITRs. (FY 2021-22, 2022-23, 2023-24)
- iv** Copies of PAN no., GST Reg. no.
- v** The bidder should have registration with Employee provident Fund Commissioner and Employee state Insurance Corporation. Documentary proof of registration and latest month PF and ESI deposit statement to be submitted.
- vi** Copies of work orders and completion certificates for **'AMC Civil Works successfully executed during last 5 years for Central & State Government, Autonomous bodies of Central & State Government, PSUs of Central & State Government** in the following manner:

Three similar completed works, each of value not less than Rs. 44.80 lakhs per annum
OR

Two similar completed works, each of value not less than Rs. 56.0 lakhs per annum
OR

One similar completed work of value not less than Rs. 89.60 lakhs per annum.

(Note: 1. The work order and completion certificates should be for the same work i.e., only AMC civil related works. The works of construction / renovation / repairing / housekeeping or manpower supply shall not be accepted.)

- vii** Proof of submission of EMD / Bid security declaration as per Annexure-VIII.
- viii** Tender acceptance letter (as per annexure - VI of tender document) on bidder's letter head duly signed & stamped by the bidder as acceptance of all terms & condition of tender.
- ix** Undertaking for Site Visit has to be submitted as per Annexure – VII on the Letter Head of the Bidder.
- x** **Undertaking** On the Letter Head of the Bidder **as per Annexure-IX.**
- xi** Declaration by the Bidder for Code of Integrity & conflict of interest On the Letter Head of the Bidder as per the Format given in **ANNEXURE-X.**
- xii** Declaration by the Bidder Certificate for Tenders involving procurement (On Bidder's letterhead) as per the Format given in **ANNEXURE-XI**
- xiii** Tender Form as per Annexure-XII.
- xiii.** **CHECK-LIST FOR PRE-QUALIFICATION BID** as per the Format given in **ANNEXURE-XIII**

2. Price Bid (Part-B):

2.1 The rates for Sl. No.1 in PRICE BID are mentioned taking into consideration prevailing minimum wages applicable in Delhi as on **01.04.2025**. However, in case of any revision of minimum wages by GNCT, Delhi during the contract period, the difference will be reimbursed by IUAC.

In this bid the bidder is required to quote his rates/prices against sr. no. 4, 5, 6 & 7 of Annexure- XIV, % rate in ANNEXURE-XV, and item rates in Annexure- XVI. The quoted prices shall be exclusive of GST or any other applicable taxes by Govt. bodies. Taxes shall be reimbursed from time to time on actual basis on claim and with required documentation. The bidders should quote unconditional rates.

No payment other than as specified in the price schedule for each item and which has been accepted by the bidder, shall be payable to the successful bidder.

2.2 Overhead & profit of the bidder should be quoted in lump sum and not a percentage of any item. To avoid any kind of malpractice in the payment of salary/wages, the bidder should quote overhead & profit charges in conformity with the DoE OM No.F.6/1/2023-PPD dated 06.01.2023 i.e. minimum 3.85% of price bid item no. 1 to 3 and other govt / statutory laws /by laws/ regulations.

2.3 Quoting unduly lower rates:

(I) The bidder has to quote all rates and overhead & profit charge that takes care of coordination, supervision, TDS all the statutory charges relating to this contract, etc. and reasonable margin thereafter. The Centre has responsibility as Principal Employer and would like to ensure that unduly lower rates of overhead & profit charge will not lead to complaints from workers such as delay in payment, improper reduction in wages, seeking monetary return by the bidder from the workers, etc. thereby affecting the performance of the workers.

(ii) The bidder may be asked to justify all the rates and charges in case the IUAC finds the amount as “absurdly low”. The decision of the IUAC on quote for being “absurdly low” shall be final. These charges once fixed will remain fixed for the entire duration of the contract or for period of subsequent extension(s) and will not vary with the wages, minimum or otherwise.

2.4 Decision on reasonability of rates:

(i) IUAC reserves right to take a view on the reasonability of the amount of all rates and overhead & profit charges. The decision of the Centre in this regard shall be final and binding. No representation will be entertained and replied to.

(ii) If the Centre considers that the rates quoted by the bidder is not feasible, such tender shall be treated as non-responsive and the tender with the next higher rate shall be evaluated and this process will be iterated till a tender with reasonable rates is found and the work will be awarded to such bidder only.

3. Validity of Tender: Tender shall be valid for our acceptance without any change in rates and NIT conditions for a period of 90 days from the date of opening of Price bid. No tenderer can withdraw/or modify his tender or revoke the same within the said period of 90 days. If a tenderer on his withdraws or revokes the tender or revises or alters or modifies the tender for any item or condition within a period of aforesaid 90 days. The validity of accepted rates is extendable for a period of 180 days from the date of opening of tender with mutual consent of both the parties.

4. Earnest Money Deposit:

Bidder has to select the payment option as “online” to pay the EMD as applicable by going to the link <https://services.sabpaisa.in/pages/iuac.html>. The Earnest Money Deposit shall be in the form of online payment and it should be deposited before the bid opening. Bid Security shall be refunded to the un-successful bidders on award of contract and to successful bidders on receipt of Performance Security as per T&C point no. 8 below.

EMD is the mandatory requirement however the MSMEs/NSIC registered with Government Agencies are exempted from payment of Earnest Money Deposit (EMD) subject to conditions given below: -

i) MSMEs participating in the tender must submit valid & authorized copy of certificate of registration. The MSME's Bidder to note and ensure that nature of services and goods/items manufactured mentioned in MSME's certificate matches with the nature of the services and goods/items to be supplied as per Tender.

ii) The registration certificate issued by agencies must be valid as on Bid closing date of the tender. Bidder shall ensure validity of registration certificate in case bid closing date is extended.

iii) The MSMEs who have applied for registration or renewal of registration with any of the authorized agencies /bodies, but have not obtained the valid certificate as on close date of the tender, are not eligible for exemption / preference.

5. Escalation: Escalation on supply of material shall be applicable as per clause 13 “Material Escalation” of General Terms & Conditions. However, wages of the workers shall be governed by Minimum Wages as announced by

Government of NCT Delhi from time to time,

6. Performance Security: The successful bidder has to submit a performance security in the form of bank guarantee /FDR of an amount equal to one-month charges (Total amount of Annexure -XIV) within a period of 10 days from the date of issue of LOI. Performance Security shall remain valid for a minimum period of 60 days beyond the date of completion of all contractual obligations. If bidder fails to deposit the said performance security within the period as indicated, the order will be automatically cancelled without any notice to the tenderer and without prejudice to any other right or remedy.

7. Duration of Contract:

- (i) Initial period for providing services as per the tender documents shall be for a period of one year with a provision to extend for a further maximum of two successive years upon satisfactory performance and mutual consent on the same rates, terms and conditions as agreed to, for the initial period.
- (ii) The contract time shall be reckoned from the date of issue of letter of acceptance or the specific date indicated in the letter of acceptance.

8. Time for Starting the Work: The time shall be the essence of this contract and the bidder has to depute his manpower within 7 days or as per the date mentioned in the LOI. Abnormal delay in starting the work shall lead to termination of contract and in such cases EMD of the bidder shall be forfeited. Under the force-majeure conditions, IUAC may grant suitable time extension for starting the work without penalty for which the contractor has to request along with the justification/ reasons well in advance to IUAC for approval. The decision of the Director, IUAC regarding Time extension will be final and binding on the contractor.

9. Deviations: No deviation from the stipulated terms and conditions will be allowed. Tender will be unconditional.

10. Site Conditions: Contractor shall acquaint himself fully with the site conditions and the working environment of IUAC before quoting his rates. No Compensation on account of any site difficulties will be entertained, at a later date, after award of the work. (The bidder should sign undertaking as per Annexure –VII enclosed in tender)

11. Bid Opening and Evaluation of Bids The E-bids shall be opened on-line. The technical bids will be evaluated to shortlist the eligible bidders. The technical bids of only eligible bidders shall be considered for further processing (technical evaluation). Bidder whose technical bid is found to be acceptable and meeting the eligibility requirements as specified in this tender will be considered as technically qualified. IUAC will open commercial bids of only the technically qualified/short-listed bids. (a) In case, the day of bid opening is declared a holiday by the government, the E-bids will be opened on the next working day at the same time. No separate intimation shall be sent to the bidders in this regard. Since E-bid is an on-line process, the E-bid opening or any other process may be delayed due to any technical/server issue. If any such issue arises, this will not be tantamount to process delay and IUAC will not be responsible for the same.

On the opening of bids on-line, accepting the bid would not mean that the firm is technically or financially qualified.

12. Clarification of Bids and shortfall documents

During the evaluation of Techno commercial/Technical/Financial Bids, Indenter on behalf of IUAC may, at its discretion, but without any obligation to do so, ask Bidder to clarify its bid by a specified date. Bidder should answer the clarification within that specified date (or, if not specified, 7 days from the date of receipt of such request). The request for clarification shall be submitted in writing or electronically and no change in prices or substance of the bid shall be sought, offered, or permitted that may grant any undue advantage to such bidder.

(ii) If discrepancies exist between the uploaded scanned copies and the originals submitted by the bidder, the original copy's text shall prevail. Any substantive discrepancy shall be construed as a violation of the Code of Integrity, and the bid shall be liable to be rejected as non-responsive in addition to other punitive actions under the Tender Document for violation of the Code of Conduct.

(iii) IUAC reserves its right to, but without any obligation to do so, to seek any shortfall information/documents only in case of historical documents which pre-existed at the time of the tender opening, and which have not undergone change since then and does not grant any undue advantage to any bidder.

13. TERMS OF PAYMENT

The contractor will be required submit following two separate bills on monthly basis:

Bill-1: Monthly bill for regular manpower wages and other items as quoted in Annexure-XIV.

Bill-2: Monthly bill for material & additional manpower supply as quoted in Annexure- XV & XVI.

13.1 MAINTENANCE WORKS – Manpower wages etc.

For routine maintenance manpower deployed by contractor, payment will be made as per monthly attendance bill based on minimum wages quoted by bidder. Contractor will maintain name wise manpower attendance register of regular manpower and enclose the copy of it along with monthly maintenance bill. Wages of manpower those who are absent or on leave will be suitably deducted as per the present wages. IUAC will have the right to deduct suitable amount from the manpower component, if it feels that manpower has been underutilized or mis utilized.

13.2 Additional Manpower supply: Same terms and conditions shall be applicable in case if Contractor has been asked to provide additional manpower as per %age rates quoted by Bidder on the Minimum Wages in Annexure - XV.

13.3 Supply of Material: In case of materials procured by contractor, payment of materials (see Annexure - IV for material list) will be made to contractor on the basis of DSR 2023 rates over/below percentage quoted by him in Annexure-XV.

For those materials which are not appearing in DSR 2023, the same will be paid on the basis of submission of original cash memo/bills of reputed suppliers. Over the basic rate (without GST) mentioned in cash memo/bill, the contractor will be given 10 % extra. This extra percentage will cover cartage, wastage and all other overheads & unforeseen expenses in addition to contractor's overhead & profit. IUAC has the right to verify market rates with respect to cash memo/ bills submitted by the contractor and shall make payment based on the least market price rather than cash memo/bills in case of any discrepancy. Submission of Material Inward Challan(s) duly entered in IUAC main gate security is MUST for all the material including those on DSR basis.

13.4 For hiring of specialized equipment's /machines (not covered in routine tools & tackles mentioned in Annexure – II and Annexure-XVI) contractor will be paid hire charges as per cash memo/bill from the hiring agency and will be paid 10% extra over the charges (without GST) shown in cash memo/bill to cover his overhead and profit. Cash memo/Bill should clearly indicate hourly/daily rate of machine and the number of hours/days machine has been used. However, Concerned Engineer or the higher authorities in IUAC has the right to verify the rates of cash memo/bill from the market and in case of any doubt he can make payments after suitable deductions from the rates of cash memo / bill. Cost of routine tools and tackles will be assumed to be covered in labour rates quoted by the contractor.

13.5 For any specialized work if contractor has to engage a specialized agency (only after due approval from IUAC authorities) then he will be paid as per the actual cash memo/ bill of the party plus 10% over and above to cover his overheads and profit. However, Engineer has the right to verify the rates of cash Memo/bill from the market and in case of any doubt he can make payments after suitable deductions from the rates of cash memo / bill.

13.6 For very small items of works of irregular and patchy type where measurement is Difficult, a lump sum payment towards materials cost may be paid as certified by Engineer up to a maximum limit of Rs. 200/- for each item of work.

14 MATERIAL ESCALATION

No material escalation will be given to contractor for the initial contract period (i.e., one year from the date of award of contract). However, if the contract is renewed for further period, the escalation will be calculated as below:

$$\% \text{ Escalation} = \frac{B-A}{A} \times 100$$

Where A= Whole sale price index on the date of tender opening

B= Whole sale price index at the end of first year (for calculating escalation of 2nd year)/ Wholesale price index at

the end of 2nd year (for calculating escalation of 3rd year)

15. Contract will be awarded initially for a period of one year. However, the contract may be renewed for successive years (maximum to the extent of two (2) extensions) depending upon the performance of the contractor in the previous year on the same terms and conditions and by mutual agreement. There is no binding on Centre to renew the contract after first year.

16. **Termination of Contract:** - The Director, IUAC reserves the right to terminate the contract on account of poor workmanship, failure to mobilize site within Seven (7) days, non-compliance of set norms/ specifications for the works, delay in progress of work, violation of any contract provisions by the contractor. In such cases, the Performance Security equivalent to one month's contract value held with Centre and the EMD may be forfeited by IUAC.

In other normal conditions the contract can be terminated by IUAC by giving one month's notice. The contract can also be terminated at the request of the Contractor with 3 months' notice period or else to pay 3 months contract value in-lieu of the notice period.

17. **Arbitration:** The Arbitration shall be held in accordance with the provision of the Arbitration and conciliations Act, 1996 and the venue of arbitration shall be at Delhi/ New Delhi. The decision of the Arbitrator shall be final and binding on the both parties.

18. **Dispute Settlement:** It is mutually agreed that all differences and disputes arising out of or in connection with these agreements shall be settled by mutual discussions and negotiations if such disputes and differences cannot be settled and resolved by discussions and negotiations then the same shall be referred to the sole Arbitrator appointed by the Director, IUAC whose decision shall be final and binding on both the parties. The contract shall be governed by laws and procedures established by Govt. of India, within the framework of applicable legislation and enactment made from time to time concerning such commercial dealings/ processing.

19. **Any dispute arising out of this contract will be subject to jurisdiction of New Delhi /Delhi.**

B. SPECIAL TERMS AND CONDITIONS RELATING TO WORK

1. STATUTORY OBLIGATIONS

1.1 The monthly wages to be paid to the personnel shall never be less than the minimum wages decided by the Delhi Administration from time to time in addition to benefits like EPF/ESI calculated on total monthly wages (not on any part of wage). In case of revision in wage by Labour Department of Delhi Govt. from time to time and the same shall be applicable with effect from the date of revision.

1.2 All statutory obligations under various laws as may be applicable to the contractor, labour from time to time will have to be met with by the contractor for which no extra payment shall be made to him at any time during the contractual period.

1.3 In case of labour unrest/ dispute arising out of non-implementation of any law, the responsibility shall solely lie with the contractor and he shall remove/resolve the same satisfactorily at his cost and risk.

1.4 **EPF & ESI and Group Health Insurance:** Documents related to EPF and ESI of the manpower deployed at site by contractor should be furnished to IUAC. EPF statement of all the manpower deployed by the contractor should be submitted to IUAC periodically or as and when asked for. EPF/ ESI statement must be issued to individual workman at the end of financial year. Original ESI cards of employees should be shown to IUAC for verification.

In case of non-availability of ESI facility to any worker, due to contractual maximum wages amount ceiling, the contractor will provide the suitable Group Health Insurance policy for those workers from the ESI amount.

1.5 **BONUS to manpower:** The Contractor has to disburse the bonus to its workers as per latest **Government of India Payment of Bonus Act** after getting the approval of IUAC. Reimbursement of the same will be done by IUAC as per actual after disbursement of the same. However, all statutory payments shall be done as per IUAC NORMS.

1.6 On the expiry of contract, contractor has to submit the clearance certificate from all the manpower deployed by him indicating no dues towards wages, EPF settlement etc., Contractor has to sign the EPF settlement papers or the people who leave the organization while working at IUAC and also after completion of the contract in our presence in case of a complaint or a dispute between contractor and his workmen.

1.7 Notice showing rate of wages must be displayed at work place. Other register maintained by contractor as per Delhi contract labour regulations like muster role, register of wages, register of deduction, register of overtime, register of fines, register of advances etc. applicable to contractor.

2. Contractor will be given a rent-free Office and store space where his supervisor and other staff will normally sit and place their tools & tackles and materials. However, all furniture, stationery etc. required for carrying out his office works & the storage arrangement for storing his materials will be organized by the Contractor at his cost.
3. Contractor will keep at site at all times all essential tools and tackles required for execution of routine maintenance jobs as attached with Annexure – I. In case any worker is found to be working without proper tools & tackles, Engineer will be within his right to stop the work or levy some penalty.
4. Contractor will efficiently utilize his maintenance gang and cleaning gang and ensure that there is no idle period. For occasional need of additional helpers required for a short duration, Contractor will try to utilize his sweepers instead of bringing manpower from outside.
5. Each workman (of regular gang) will have to attend his duty regularly. In case of absence of any worker deduction will be made from the contractor's bill at the rate of daily wages of the worker. If a workman is absent for more than two (2) days, Contractor should immediately make alternative arrangement by bringing in additional manpower.
6. Following Holidays will be applicable to the manpower under the contract:
a) Sundays b) 3 National Holidays (26th Jan, 15th Aug & 2nd Oct.)

NOTE: Additional payment to be made for working on Sunday & National Holidays, which shall be reimbursed by IUAC as per minimum wages.

The working time will be from 9.00 A.M. To 5.30 P.M. for 6 days a week.

In addition to the above, any special mandatory holidays as declared by Govt. of India/ Govt. of Delhi (applicable for site labour) from time to time should also be given to the manpower.

7. All maintenance complaints should normally be attended within 2 days. In case of tedious / tricky complaints, time taken should not exceed 7 days. Complaints having some special problems, which can't be done within 7 days, the complainant should be informed by giving a note indicating the date when the complaint is likely to be completed. In case of complaints / Jobs where the occupant has to observe some precautions, he should be duly informed about this in writing after taking approval of Engineer. **In case of unreasonable delay, the penalty clause will be applied.**
8. All the materials brought by the contractor shall be ISI marked (wherever applicable) and of reputed & approved makes and their makes / brands / colour / finish will be approved by Engineer before providing in the work. A list of suggested makes for some materials is attached at Annexure-VI.
9. Contractor shall ensure that at all times sufficient quantity of various materials under his scope (as given in Annexure-V) required for routine maintenance are available in the store provided by client to contractor for the said purpose, so that all complaints can be speedily attended. Contractor should devise an efficient arrangement for procuring materials (under his scope) speedily from market as and when requirement arises.
10. No jhuggis or temporary structure will be built by the contractor inside IUAC campus for his workers without IUAC permission. Contractor's persons shall normally come in the morning and go back in the evening. Any maintenance work done will be guaranteed by contractor for a minimum period of 6 months from the date of completion. Any defect arising in the work in guarantee period due to faulty workmanship and faulty materials (if supplied by contractor) will be rectified by contractor at his own cost. Contractor will be provided an intercom telephone, free of cost, for internal call facility inside IUAC.
11. If any employee or worker of the contractor on the works appears to be negligent in his duties or incompetent or to behave in an improperly manner, such person shall be immediately removed from the works by the contractor on the request of the engineer and suitable replacement will be provided at the earliest.
12. Cleaning/Clearing of waste material/ debris etc. from the repair/work site will be the responsibility of the Contractor. Noncompliance of this will also lead to imposition of suitable fine as decided by IUAC, which will be deducted from contractor's bill.
13. If the works have not been properly carried out in respect of layout, levels, quality of materials, workmanship etc., they shall be rectified, repaired or replaced by Contractor to the entire satisfaction of engineer. IUAC can withhold part or full amount of money in respect of works not properly carried out or partly done till the time proper rectification is done or the part work is completed. Contractor's responsibility for correction of improperly executed work shall not be invalidated by reason of any prior approval or partial or full payment made to the Contractor in respect of that work. IUAC shall have the right to deduct suitably for earlier executed improper work in the subsequent bill.
14. Contractor shall ensure safe storage of his materials inside the store. Any damage occurred to the materials under the custody of the contractor in the store, due to whatsoever reasons shall be entirely borne by contractor and such damaged materials shall not be incorporated in work.
15. IUAC can make suitable additions, alterations in the sketches / drgs./ instructions given to contractor if so required. Contractor will have no claims on account of this. He will carry out all these changes in accordance with the General conditions of contract and same term of payment as applicable for original works.
16. Contractor will take personal interest to ensure that all the works given by the center are attended and completed by their staff in a satisfactory manner as acceptable to IUAC. Contractor will meet IUAC engineer regularly to ensure that there are no complaints from IUAC side and will speedily sort out all the problems communicated by IUAC Engineer to him.
17. **Labour Laws:** The contractor will follow all labour laws / acts of Central Govt., Local Govt. applicable from time to

time. He should maintain proper attendance register and record of wages paid to the workers and these documents should be submitted to IUAC while raising their monthly bills and whenever asked. He will obtain necessary Labour license required for engaging labour at site. It will be solely contractor's responsibility to face any consequences arising out of non-compliance of various labour laws. If IUAC has to incur some expenditure due to nonpayment of wages to the labourers or non-compliance of various labour laws by contractor, the same will be recovered from contractor's bill along with 10% departmental charges.

18. **Labour Safety:** Contractor shall undertake all necessary safety precautions during the execution of work as laid down in relevant I.S codes and CPWD safety manuals. Contractor shall keep all safety gadgets as per list in Annexure-III at site all the time. In case of injury to any person, contractor shall always have the arrangement to take him to hospital for treatment at his own cost in addition to first aid box always available at site. Contractor will be fully responsible for any repercussions which may arise as a result of any violation of safety norms on his part.

All the employees of the contractor will have to be covered under insurance against any personal accident and IUAC will not be liable for payment of any compensation on that account.

19. **Water and Electricity:** Water and electricity will be provided to the contractor free of cost at specified points. However, any further extension required beyond the point will be done by contractor at his own cost. If contractor is found to be misusing / mishandling / wasting the IUAC water & electricity, a suitable deduction will be made in the contractor's bill as considered reasonable by IUAC.
20. No material belonging to the contractor whether consumable or non-consumable should be brought inside the IUAC campus without proper entry at the main gate nor any material should be taken out without proper gate pass issued by the IUAC.
21. Manpower deployed by the contractor at our site for carrying out contracted works is strictly prohibited being associated with any other works on the campus.
22. Successful Bidder has to submit Police verification report of all the employees deployed by him at site to IUAC.
23. All contractors' workers are compulsorily required to wear uniform, safety shoes and caps as mentioned in Annexure-III under Safety tools.

24. MINIMUM MAN POWER TO BE DEPLOYED BY CONTRACTOR

(Routine / Preventive Maintenance and External Cleaning Manpower)

S. No	Manpower Name	Wage Category	Total No.
1	Mason	Skilled	1
2	Carpenter	Skilled	2
3	Plumber	Skilled	1
4	Fitter cum welder	Skilled	1
5	Painter	Skilled	2
6	Helper	Unskilled	6
7	Sewer man	Semi -skilled	1
8	Sweepers	Unskilled	9
9	Supervisor	Graduate & above	1
	Total		24

Note: -

24.1 The above regular manpower will be deployed by the contractor on regular basis. Any extra Labour required beyond the above referred regular manpower will be deployed by Contractor as per the needs of the works and with prior permission from Engineer or higher authorities of IUAC. In case of extra labour other than regular manpower, the payment for extra labour to be made as per Annexure XV.

24.2 In case of non-competence of any worker observed during execution of works, Contractor will have to replace

them as per the instructions of Engineer.

- 24.3 Supervisor appointed by the Contractor should be 3 years full time Diploma in Civil Engg. qualified with minimum 2 years / Civil Engg Graduate with 1-year relevant site experience and should be engaged after IUAC Engineer's clearance. He will receive all instructions and input from IUAC Engineer, maintain all records of maintenance, get the works executed to the satisfaction of IUAC, prepare the bills and also provide any technical help to IUAC engineer when ever asked for. Supervisor minimum wages shall never be less than the min. wages announced by Delhi Govt. for 'Graduates and above' category.
- 24.4 Contractor will also provide a nodal person from his side to procure and arrange material, labour, tools & tackles at site as and when required. (Supervisor mentioned in the manpower list will not be disturbed for these works). He will also take charge of the site during the absence of main supervisor. Expenditure for the nodal person should be taken into account by the contractor under his overheads and profit. No separate payment will be made to contractor in this regard. Contractor will intimate the name and telephone/mobile number of this person to IUAC right at award of work and any change will also be promptly communicated to IUAC. In case of emergency /overload requirement the contractor may also be asked for the service of nodal person as a supervisor for short period and payment will be done separately for this according to the number of days.

SPECIFICATIONS

25. Detailed specifications of various items of work and standards of workmanship will be as per CPWD norms and relevant I. S. Codes, unless noted otherwise. All materials to be used by contractor will be I.S.I. marked and of makes as per approved list of makes (REFER ANNEXURE-V). Wherever ISI mark is not applicable and make not mentioned in approved list, approval of Engineer must be obtained before procurement of material. Wherever required, manufacturer's specifications and / or Engineer's instructions will also be followed for special products.
26. The contractor will have to arrange all the required Computer, furniture etc. at his own cost pertaining to his job and he will take all these things back only after the expiry of the agreement for which nothing extra shall be paid.
27. Contractor shall be fully responsible for any damages caused to govt. property or allottee's property by his or his labour in carrying out the work and shall be rectified by the contractor at his own cost.
28. Each worker shall maintain a complaint diary and get the feedback recorded from the allottee's regarding attending the complaint. In case, it is found that the complaint has been attended unsatisfactorily, it will be considered as unattended. List of such complaints shall be submitted to the Assistant Engineer-in-Charge or his representative on daily basis.
29. The contractor will not pitch up tents for labourers, materials and his stores etc,
30. No permanently / temporary huts / structures shall be constructed by the contractor at the site of work or at any government land / premises. Such structures, if any, found at the site shall be demolished and removed at the cost of the agency without any notice.
31. Any damage to the building structure, fittings or any other articles etc. done by the contractor or his workman during the execution of the work shall be made good by the contractor at his own cost.
32. The sample of all the items shall have to be got approved by the Contractor from the Engineer-in-Charge before the supply commences, the approval of sample shall be only in respect of workmanship and finish, and shall be without prejudice to the right of Engineer-in- Charge to get random samples tested out of the actual lot received as per additional conditions.
33. The contractor shall if required furnish the manufacturer's certificate that the material supplied satisfy the requirements of the relevant specifications.

34. The Engineer-in-Charge shall be at liberty to test respective sample (s) of each item supplied by bidder in any approved laboratory as decided by him. The sample for testing shall be provided by the contractor. If the test proves satisfactory and the material is accepted, the testing charge in respect of satisfactory test shall be borne by the department.

All other expenditure required to be incurred for making available the sample, conveyance and packing etc, shall be borne by the contractor himself. In case any sample of particular lot fails in testing the contractor shall be bound to replace the entire lot with fresh material of prescribed specifications and the rejected lot shall only be returned to the contractor after fresh lot is supplied. Testing charges in respect of failed sample will be borne by the contractor himself.

35. Rejected materials shall have to be removed by the contractor at his own cost within a week of the instructions of doing so. Also go down rent as decided by Engineer-in-Charge shall be charged by the department.

36. In case of any dispute regarding rejection of quantity of materials the decision of Engineer-in- Charge shall be final and binding upon the contractor.

Accepted

(I have carefully read all the contents of technical bid from page 1 to 18 and signed each page as a token of acceptance)

(Signature of bidder)

Name (Authorized signatory) -----

Seal of Company

LIST OF TOOLS, TACKLES

The Following tool / consumables materials of the following make of first/standard quality shall require to be kept by Contractor for use of workmen during work

S.No	Name of Tools/Tackles /Consumables	Qty	Category of use	Penalty / Fine in case of not available /maintained at site
1.	Motorized/ electric vehicle for weekly garbage disposal	1		Rs. 500 per day maximum ceiling of Rs. 5000 per month
2.	Pickaxe (Gainti)	6	For use of labor	Rs. 100 per day/ per qty & maximum ceiling of Rs. 1000 per month per item
3.	Kassi,	6 Do..... Do
4.	Crow bar	1 Do..... Do
5.	Rammer	1 Do..... Do
6.	Basket	6 Do..... Do
7.	Trowel	1	For Mason use Do
8.	Try Square	1 Do..... Do
9.	Straight Edge	1 Do..... Do
10.	Plumb Bob	1 Do..... Do
11.	String (Nylon Rope)	1 Do..... Do
12.	Brick Hammer	1 Do..... Do
13.	Floats	1 Do..... Do
14.	Tamping rod	1 Do..... Do
15.	Hand Grinding Machine	1 Do..... Do
16.	Stone Griding/Cutting Machine	1 Do..... Do
17.	For carpenter use	 Do..... Do
18.	Drilling Machine	1 Do..... Do
19.	Hammer Drilling	1 Do..... Do
20.	Planer	1 Do..... Do
21.	Saw	1 Do..... Do
22.	Screw Driver Set	1 Do..... Do
23.	Hammer	1 Do..... Do
24.	Chisel	2 Do..... Do
25.	Auger	1 Do..... Do
26.	Try Square	1 Do..... Do
27.	Scribing Knife	1 Do..... Do
28.	Marking Gauge & Point	1 Do..... Do
29.	Cutting Plier	1 Do..... Do
30.	Glass Cutting Knife	1	<u>For Plumber & Fitter / Welder use</u> Do
31.	Pipe Wrench	1 Do..... Do
32.	Pipe Cutter	1 Do..... Do

33.	PIPE Vice	1 Do..... Do
34.	Pipe Die Stock	1 Do..... Do
35.	Files	1 Do..... Do
36.	Plier bench vice	1 Do..... Do
37.	Caulking tools	1 Do..... Do
38.	Hacksaw	2 Do..... Do
39.	Screw driver	1 Do..... Do
40.	Spanners	1 Do..... Do
41.	Chisels	2 Do..... Do
42.	Hammers	2 Do..... Do
43.	Grinding machine,	2 Do..... Do
44.	Welding machine	1 Do..... Do
45.	Eye shield	1 Do..... Do
46.	Pressure Pump (to open blockage in water pipes).	1 Do..... Do
47.	For Painter Use	 Do..... Do
48.	Ladder 10 feet	1 Do..... Do
49.	Ladder 20 feet	1 Do..... Do
50.	Jhula	1 Do..... Do
51.	For Sewer man	 Do..... Do
52.	Pusher rod	1 Do..... Do
53.	Brushes for cleaning	1 Do..... Do
54.	Iron rod,	1 Do..... Do
55.	Gumboots,	1 pair Do..... Do
56.	Hand gloves	1 pair Do..... Do
57.	Sewage pump for clearing the blockage on need basis	1 Do..... Do
58.	Broom sticks	9	<u>Sweeper</u> Do
59.	Brooms (both soft & hard),	18 Do Do
60.	Basket or Bucket for dust & waste collection	5 Do... Do
61.	Ladder (reach up to 18 feet height)	1	<u>General Tools</u> Do
62.	Gauge measure	1 Do..... Do
63.	Measuring Tapes (3 M, 15 M, 30 M),	1 Do..... Do
64.	Measuring Box (40cm x 35cm x 25cm),	1 Do..... Do
65.	Steel rule,	1 Do..... Do
66.	Wooden Ballis & Planks	100 nos. Do..... Do
67.	Scaffolding Steel pipes	40 nos. Do..... Do
68.	Shuttering plates (minimum 3'x2')	10 nos. Do..... Do

69.	Rubber pipes for water (100 feet minimum)	1 Do..... Do
70.	Water level & Water level pipe (100 feet minimum)	1 Do..... Do
71.	Spirit level	1 Do..... Do
72.	Grinding stone	1 Do..... Do
73.	Rickshaw / Trolley for moving materials at site.	1 Do..... Do
74.	Shuttering and scaffolding materials (minimum for 50 sqft area)	1 Do..... Do
75.	Jhoola (for working at heights)	2 Do..... Do
76.	Cutter Machine (for cutting metal, wood, concrete & other flooring up to 2" thickness)	1 Do..... Do

ANNEXURE- II

LIST OF Consumables & Stationary for his own office/site use				
S.No	Name of Consumables / Stationary	Qty	Category of use	Penalty / Fine in case of not available /maintained at site
1.	Nails (pack of 100 piece minimum)	1	For site day to day works /complaint resolution purpose	Rs. 100 per day/ per qty & maximum ceiling of Rs. 1000 per month per item
2,	Screw (pack of 100 piece minimum)	1 Do..... Do
3	Nut (pack of 100 piece minimum)	1 Do..... Do
4	Bolts (pack of 100 piece minimum)	1 Do..... Do
5	Washer (pack of 100 piece minimum)	1 Do..... Do
6	Wooden Gitties (pack of 100 piece minimum)	1 Do..... Do
7	PVC Gitties (pack of 100 piece minimum)	1 Do..... Do
8	Plastic Rawl Plugs (pack of 100 piece minimum)	1 Do..... Do
9	Thread	1 Do..... Do
10	Routine Adhesive	1 Do..... Do
11	Dhoti for cleaning	20 Do..... Do.....
12	Register (complaint, stock & others	5 Do..... Do.....
13	Permanent marker	2 Do..... Do.....
14	Pen & pencil	10 Do..... Do.....
15	Paper A4 Ream (Rim)	1 Do..... Do
16	Printer	1 Do..... Do
17	Computer System for update status of online lodging complaint (intranet facility will be provided by the client)	1 Do..... Do
18	General purpose stationary set such as ball pen, pencil, stapler, Register	1 Do..... Do

List of General Safety tools (With minimum Qty) required to be kept by Contractor on site:

First aid Box	–	1 Nos.	
Safety belt with rope	-	4 Nos.	
Protective Goggles	-	2 Nos.	
Face Mask	-	1 Nos.	
Hand gloves	-	5 Nos	
Helmets	-	4 Nos	
Safety shoes (With socks)	-	24 pairs	(One per Each Worker)
Uniform (Paint –Shirt With logo)	-	48 pairs	(Two per Each Worker)
Caps/hats (for summer)	-	24 nos	(One per Each Worker)

Note: The tools & tackles mentioned above are only indicative. Contractor will **arrange** more tools & tackles as required.

Note:

1. The contractor will provide one pair of **Safety Shoes** of Liberty make Art. No. 7198-01 (N) /Bata/Action make or Equivalent to each of the employee deployed at site including one pair of socks. The make/model no. of shoes should be got approved by us before procurement of the same. In the event of extension of contract after first year, fresh pair of safety shoes to be provided to each employee deployed at site. They are deemed to be included in contractor's scope and to be quoted separately as in item no. 5 of Annexure – XIV.
2. The contractor will provide 2 pairs of uniform to each of the employee deployed at site including stitching charges and 1 full Sweater for winter. The quality / colour of the uniform should be got approved by IUAC Engineer before procurement of the same. In the event of extension of contract after first year, fresh pair of uniform (2 pairs) plus 1 full sweater to be provided to each employee deployed at site. They are deemed to be included in contractor's scope and to be quoted separately as in item no. 5 of Annexure –XIV.
3. In case of non-fulfilling the requirement of contract flowing fine to be charged from the contractor:
 - 3.1 Nonfulfillment of uniform /shoes to worker: **200 rupees per day per worker** shall be deducted from Contractor's bill or to be purchased by the department on the risk and cost of contractor.
 - 3.2 Safety tools /tackles: 200 rupees per day per worker shall be deducted from Contractor's bill or to be purchased by the department on the risk and cost of contractor.

<u>ANNEXURE- IV</u>	
List of few items (material) generally required at site to be supplied by contractor – To be paid separately as per Annexure-XV	
1	Brick & brick aggregate
2	Stone, Stone aggregate, gravel etc. (all size)
3	Sand, (all size)
4	All type of Cement (such as Portland , white etc.)
5	Block board for flush door etc. (all thickness and size)
6	Ply wood, decorative laminated (all type)
7	Hard drawn steel wire fabric
8	Wood, Ply/MDF board, Wood lipping etc (all type)
9	M.S /S. S Pipe, Section, Reinforced Steel (TMT Bar) Nail, screw, Nut bolt etc
10	C.I/G. I/Plastic/M. S pipe and accessories (such as clamp, band etc)
11	R.C.C Pipe and accessories etc
12	Float glass sheet (all size and thickness)
13	Aluminum/G. I Sheet /T-Section etc. (all size and thickness)
14	All type of stone for all work (such as Marble, Kota, Makarana Granite etc.)
15	All type of waterproofing, anti-termite treatment chemical
16	Aluminums section /EPDM rubber etc.
17	Floor /wall tiles
18	Telescopic drawer channel
19	uPVC/PVC paneled door (all type, size and shape)
20	Reducer/Elbow /Coupling /Tee for plumbing purpose
21	Any other item required at site and available on DSR
21	Other Misc. civil material (such as putty, thread, neel, gum, concrete readymade item in minor qty. which is required for execution of civil maint. Complaint

<u>Annexure - V</u>		
<u>LIST OF APPROVED MAKES FOR CIVIL WORKS</u>		
The materials of the following make of first/standard quality shall only be used in the work.		
1	Adhesive	Fevicol, Pidilite, Choksy, Araldite, Fosroc
2	Aluminium Composite Panel	Alucobond, Reynobond, Alpolic, Aludecor
3	Aluminium Fittings	IPSA, Everite, EBCO, ECIE, Hardwin Traders
4	Aluminium Sections	Indal / Hindalco / Jindal / Mahaveer
5	Ball Valves (brass)	Zoloto, IBP, ARCO
6	Bevelled edge mirror with PVC beading	Atul, Jolly, Modi Guard
7	Block Boards & Plywood	Kitply, Century, National, Novapan, Duro
8	Cement (OPC, PPC)	ACC, UltraTech, Vikram, Shree Cement, Ambuja, Jaypee Cement, Century Cement & J.K. Cement
9	Cement Paint, synthetic enamel paint, distemper, Epoxy Paint, , primer	ICI India Ltd., Berger Paint Ltd., Good Loss Nerolac Paint, Asian Paint Ltd., Jenson and Necholson India Ltd., Birla Opus Shalimar Paint Ltd., Snowcem India Ltd., Birla Opus
10	C.C. Chequered tiles	NITCO, GEM, MODERN, HINDUSTAN
11	C.C. Kerb Stone	Nitco Prefab, K.K. Manhole, TERRAFIRMA, UNISTONE.
12	Cast Iron Pipes & Fittings as per IS: 3989	NECO, KAPILANSH, SKF, RIF, HIF, HEPLO
13	C.I. Cover & Manholes Cover	B.C., R.I.F., NECO
14	C.I. Double flanged sluice valves	Kirloskar, IVC, Burn
15	C.I. Doubled flanged non return valves	Kirloskar or equivalent
16	Ceramic glazed floor tiles	Nitco, Kajaria, Rak, H&R Johnson, Bell, Orient
17	Rectified Ceramic glazed wall tiles	Nitco, Kajaria, Rak, H&R Johnson, Bell, Orient
18	Centrifugal cast iron spun pipes and its accessories/ fittings	NECO, RIF, HIF, HEPKO
19	C.P. Brass Accessories	Kingston (ELTA), Prayag, Prima, Gem, Techno, Parko (ECO), Marc (Oriental), Jaquar (Continental)
20	C-PVC Pipe and Fittings	Prince, Supreme, Finolex, SFMC
21	EPDM Gaskets	Roop/ Anand
22	FRP Doors, FRP Chajja	SIMBA, FIPRE WAYS
23	Flush Door Block Board construction (IS-2202-Part-I)	Duro, National, Kitply, Century
24	Glass (Float / Sheet)	Modiguard, St. Gobain, TATA Continantal, HNG, ASAHI
25	Glass Mosaic Tiles	Pacific glass mosaic or equivalent
26	GI Pipes	Tata, Prakash Surya, Jindal Hissar
27	GI Fittings	Unik, , KS, RM

28	Gunmetal gate Valves /Non return valve	Leader, Sant, Zoloto, DRP
29	Lock / Latch	Godrej, Plaza, Harrison
30	Laminate	Green Laminate Century, Neo Nuxe, For Mica Merino
31	Masking Tapes	Sun control/ Wonder Polymer
32	Mild Steel Tubes / Pipes	TATA, SAIL, ISCO, JINDAL, PRAKASH SURYA
33	PTMT Fittings (IS-9763)	Prayag, Polytuf
34	Paving Tiles/Paver Block	Nitco, KK, TERRAFIRMA, UNISTONE, DALAL.
35	Plastic WC seat cover	Commander, Diplomat, Bestolite, Century.
36	Polycarbonate Sheet	M/s. Nu-Plast pipes & Profiles, MG Polyplast Industries
37	PVC Door / Shutter	Rajshri, Polywood, Polyline
38	PVC Water Tank	Sintex, Sheetal, Rotoplast, Polycon,
39	PVC Rain Water Pipes & Fittings	Prince, Supreme, Finolex, SFMC Pvt. Ltd. Genesis roofing Flex tuf Industries

40	Pre- coated iron galvanized profile sheet and accessories	Lloydeck, Trackdeck, Multiclad, TATA, Bluescope, Dyna Roof
41	Particle Board/Pre-laminated particle board	Action Tesa, ECO Board, Bhutan Board, kitply, Duro
42	RCC pipes	IHP, Ashok Cement Pipe, K.K., Pragati
43	Stoneware pipes & Gully trap	Perfect, Burn, Parry, Pragati, C&R
44	Structural Steel	Main-SAIL, TATA, RINL, JSW
45	Stainless Steel Section	Prism Engineers, JINDAL.
46	S.F.R.C./Precast RCC MH cover & Frame and gratings	KK Manholes & Gratings, SFP/Steel Fibre Product, Pragati
47	Stainless Steel Screws	Kundan/ Puja/ Atul
48	Stainless Steel Bolts/ Washers and Nuts	Kundan/ Puja/ Atul
49	Stainless Steel Pressure Plate Screws	Kundan/ Puja/ Atul
50	Stainless Steel sink	NEELKANTH, NIRALI, JAYNA, ALEX
51	Stainless Steel Wash-basin & WCs	Jayna, Neelkhant, Prayag
52	Steel Window, Pressed Steel Frames	San Harvic, Steel Man Industries, PD Industries, Metal Windows, Chandni Industries, Ganpati Udyog (Rajpura)
53	TMT Fe-500-D (Primary steel producers)	SAIL, TATA STEEL LTD., RINL, JINDAL STEEL & POWER LTD RATHI UDYOG, KAMDHENU AND JSW STEEL LIMITED
54	TMT Fe-500-D (Secondary steel producers)	Rathi, Kamdhenu, Barnala, Doaba, Jyoti
55	Terrazo tiles (precast)	NITCO, GEM, MODERN, HINDUSTAN
56	Tile Adhesive	CICO, PIDILITE, UNITILE

57	U-PVC Pipe and Fittings	Prince, Supreme, Finolex, SFMC
58	Vitreous China Sanitary wares	Parryware, Hindware, CERA, Johnson CERA.
59	Vitrified Tiles	Kajaria, RAK, H&R Johnson, Bell, Asian, Marbitto, Oreva
60	Wall Putty	JK Wall Putty, Birla Putty
61	Water proofing compound	CICO, FOSROC, IMPERMO, PIDILITE, SIKA,
62	White cement	Birla White, J.K. White or equivalent
63	Welding Electrodes	ESAB, Advani-orlikon, Weld Alloy
64	Weather silicon	Dow Corning / Wacker/ GE
65	Any other item (not listed above	All items shall be as per relevant IS/CPWD Specification and prior approval from Engineer-in- Charge

ANNEXURE- VI

TENDER ACCEPTANCE LETTER (To be given on Bidders/ Company Letter Head)

Date: _____

To
The Director
Inter-University Accelerator Centre
Aruna Asaf Ali Marg
New Delhi-110 067.

Sub: Acceptance of Terms & Conditions of Tender.

Tender Reference No: _____

Name of Tender / Work: _____

Dear Sir,

1. We have downloaded / obtained the tender document(s) for the above mentioned 'Tender/Work' from the web site(s) namely: as per your advertisement, given in the above-mentioned website(s).
2. We hereby certify that we have read the entire terms and conditions of the tender documents from Page No. _____ to _____ (including all documents like annexure(s), schedule(s), etc .), which form part of the contract agreement and we shall abide hereby by the terms / conditions / clauses Contained therein.
3. The corrigendum(s) issued from time to time by your department/ organizations too have also been taken into consideration, while submitting this acceptance letter.
4. We hereby unconditionally accept the tender conditions of above-mentioned tender document(s) / corrigendum(s) in its totality / entirety.
5. We do hereby declare that our Firm has not been blacklisted/ debarred by any Govt. Department/ Public sector undertaking.
6. We certify that all information furnished by our Firm is true & correct and in the event that the information is found to be incorrect/untrue or found violated, then your department/ organization shall without giving any notice or reason therefore or summarily reject the bid or terminate the contract, without prejudice to any other rights or remedy including the forfeiture of the full said earnest money deposit absolutely.

Yours Faithfully,

(Signature of the Bidder, with
Official Seal)

Annexure – VII

This certificate shall be furnished duly signed & stamped with **Technical Bid**.

Certificate/ Undertaking for site visit

This is to certify that we have visited the site where **(Name of work)** have to be done in IUAC campus on **(Date of visit)** and assessed the actual situation & nature of site. We have also assessed the amount of work involved at site for tendered work before submitting our offer. We will be able to complete the above work within stipulated time as per site conditions.

We further undertake that no extra cost will be claimed by us later-on for any difficulties/ modifications involved during the execution of tendered works. We understand that work is to be executed in an already operational/ functional institute.

(Signature of the Bidder, with Official Seal)

BID SECURING DECLARATION FORM
TO BE SUBMITTED BY MSME ONLY ON COMPANY LETTER HEAD

Tender/Bid No.:

Date:

To
The Director
Inter University Accelerator Centre (IUAC)
New Delhi
Dear Sir/Madam,

We, the undersigned, solemnly declare that:

We understand that, according to the conditions of this Tender Document, the bid must be supported by a Bid Securing Declaration In lieu of Bid Security.

We unconditionally accept the condition of this Bid Securing Declaration. We understand that we shall stand automatically suspended from being eligible for bidding in any tender in IUAC for a period of two years from the date of opening of this bid if we breach our obligation under the tender conditions, if, we,

1) withdraw/amend/impair/derogate, in any respect, from our bid, within the bid validity; or

2) being notified within the bid validity of the acceptance of our bid by IUAC

(i) fail or refuse to sign the contract, or (ii) failed or refused to produce the original documents for scrutiny or the required Performance Security within the stipulated time under the conditions of the tender documents.

We know that this Bid Securing Declaration shall expire if the contract is not awarded to us, upon:

1) receipt by us of your notification

a) of cancellation of the entire tender process or rejection of all bids or

b) of the name of successful bidder or

2) Forty-five days after the expiration of the bid validity or nay extension to it.

Signed:

Name:

Dated on _____ day of

Corporate Seal (where appropriate)

(Note: In case of a Joint Venture, the Bid Securing Declaration must be in the name of all partners to the Joint Venture that submits the bid)

(Undertaking to be given on Bidders/ Company Letter Head)

I / We (bidder) hereby give an undertaking that:

1. I / We have not been blacklisted / on holiday list / debarred during last three years by any Govt. Department/Govt. Autonomous Body/Institution, etc.
2. I/We do not have any dispute with any of the Govt. Departments/ Govt. Autonomous Bodies/Institutions, etc.
3. I/We have never been certified as 'Unsatisfactory Performer' for the said services provided to the Govt. Departments/ Govt. Autonomous Bodies/ Institutions;
4. I/We have not submitted any fake/forged certificates/ documents and later, if any such 'Certificates/Documents' found to be fake/ forged or contains willful wrong/incorrect information, suitable legal actions may be initiated against me/us/agency and the agencies / bidders shall be debarred from tendering with the Institute.
5. I/We shall not withdraw my/our bid after opening of Technical Bid and if done so, the IUAC and the agencies / bidders shall be debarred from tendering with the Institute.

Seal and Signatures of the Authorized
Person of the Agency

Name and designation of the
Authorized Person of the Agency

Place:

Date:

Format for declaration by the Bidder for Code of Integrity & conflict of interest (On the Letter Head of the Bidder)

No: _____

Date _____

To,
The Director IUAC
New Delhi

Sir,
With reference to your Tender No. _____ dated _____ I/We hereby declare that we shall abide by the Code of Integrity for Public Procurement as in your Tender document and have no conflict of interest.

It is certified that we are not associated, or have been associated in the past, directly or indirectly, with a firm or any of its affiliates which have been engaged by the Purchaser to provide consulting services for the preparation of the design, specifications, and other documents to be used for the procurement of the goods to be purchased under this Invitation of Bids / Tender.

The details of any previous transgressions of the code of integrity with any entity in any country during the last three years or of being debarred by any other Procuring Entity are as under:

- a
- b
- c

We undertake that we shall be liable for any punitive action in case of transgression/ contravention of this code.

Thanking you,

Yours sincerely,

Signature

(Name of the Authorized Signatory) Company Seal

Certificate for Tenders involving procurement (On Bidder's letterhead)

“I/We have read the clause regarding restrictions of procurement from a bidder of a country which shares a land border with India and on sub-contracting to contractors from such countries; I/we certify that we are not from such a country or, if from such a country, have been registered with the Competent Authority and will not sub-contract any work to a contracting from such countries unless such contractor is registered with the Competent Authority. I/we hereby certify that we fulfill all requirements in this regard and is/are eligible to be considered. [Where applicable, evidence of valid registration by the competent Authority shall be attached.]”

Tenderers Signature and seal

Certificate for Tenders for Works involving possibility of subcontracting (On Bidder's letterhead)

“I/We have read the clause regarding restrictions of procurement from a bidder of a country which shares a land border with India and on sub-contracting to contractors from such countries; I/we certify that we are not from such a country or, if from such a country, have been registered with the Competent Authority and will not sub-contract any work to a contracting from such countries unless such contractor is registered with the Competent Authority. I/we hereby certify that we fulfill all requirements in this regard and is/are eligible to be considered. [Where applicable, evidence of valid registration by the competent Authority shall be attached.]”

Tenderers Signature and seal

TENDER FORM

To

The Director
IUAC,
Aruna Asaf Ali Marg,
New Delhi 110067

Dear Sir,

I/We have read and examined the following Tender Documents relating to “**Annual Contract for Civil Maintenance of various laboratories, residential buildings, roads and sewerage etc in IUAC campus, New Delhi**”, Aruna Asaf Ali Marg, New Delhi -110067’

- General information
- REGISTRATION PROCESS ON CPP PORTAL FOR ONLINE BIDDING, SEARCHING FOR TENDER DOCUMENTS, PREPARATION OF BIDS, SUBMISSION OF BIDS & ASSISTANCE TO BIDDERS
- Instructions for Online Bid Submission
- Special Instructions to Bidders for Registration with Competent Authority
- Scope of work
- General TERMS & Conditions
- Special Terms and conditions of Contract
- Annexure I-XII
- Price Bid in Annexure XIV- XVI – to be filled online in given format

I/We hereby offer to execute the work complete in all respects specified in the underwritten Memorandum within the time specified therein, at the rates specified in the Price Bid and in accordance with the specifications, designs, drawings and instruction in writing referred to in the condition of tender.

Tenderers Signature and Seal

CHECK-LIST FOR PRE-QUALIFICATION BID FOR

Civil work: Annual Contract for Day to day Up-keep and Maintenance of Civil Works at IUAC (Name of work) in IUAC Campus

Sl. No.	Documents asked for	Page number at which document is placed
1.	Covering letter on Company's Letter Head	
2.	Profile of bidder (Company profile, organizational setup, credentials, list of plant, machinery & tools in his possession).	
3.	Copies of the audited balance sheet / turnover certificate of the past three financial years along with copies of ITRs	
4.	Copies of PAN no., GST Reg. no. (Self-attested)	
5.	Copies of work orders and completion certificates of similar type of civil works executed successfully during last 5 yrs.	
6.	Tender acceptance letter (as per annexure - VI of tender document) on bidder's letter head	
7.	Undertaking for Site Visit has to be submitted as per Annexure –VII	
8.	Bid Security Declaration for MSME as per Annexure – VIII	
9.	Undertaking On the Letter Head of the Bidder as per Annexure- IX	
10.	Declaration for Code of Integrity and Conflict of Interest on the Letter Head of the Bidder) as per Annexure- X	
11.	Declaration/Certificate for Tenders involving procurement as per Annexure XI	
12.	Tender Form as per Annexure-XII	
13.	Copy of MSME/NSIC Registration Certificate (If any)	
14.	Copy of the receipt of EMD submission proof	
15.	Copy of EPF and ESI registration certificate along with latest statement.	
16.	Any other document (If any)	

(Seal & Signatures of Contractor)

(Name and Address of the Bidder)

Telephone No.

PRICE BID (Part-B)

NAME OF WORK: “Annual Contract for Civil Maintenance of various laboratories, residential buildings, roads and sewerage etc. in IUAC campus, New Delhi”

IMPORTANT NOTES:

1. The wages considered in S.no.1 of Annexure-XIV is based on the prevailing minimum wages fixed by the labour department, Govt. of NCT Delhi applicable wef. 01/04/2025. Bidder is required to fill the amount only at blank serial numbers in the price bid (Separate web link form is provided for filling in price bid). GST & Labour Cess will be paid extra to contractor as per Govt. norms after submission of actual documentary evidence of depositing the same to Govt.
2. Bonus to be paid to manpower as per the applicable labour laws and the same will be re-imbursed by IUAC upon submission of documentary evidence.
3. Lowest bidder will be decided on annual amount after adding annual amount of Annexure- XIV, Annexure-XV and Annexure- XVI.
4. Extra wages to be paid to the workers called on duty on National Holidays/ OFF hours.
5. If contractor wishes to pay more than the minimum wages to his manpower payment (beyond minimum wages), he should take this into account in his overhead & profit component.
6. Routine tools & tackles associated with each category of labour for which contractor has to fill the rates are mentioned in Annexure I. The rates in lumpsum for minor fixing daily consumable items, accessories (small qty, which is not measurable) such as nails, screws, nuts, bolts, washers, wooden gittis, plastic rawl plugs, routine adhesives (gum, fevicol, M-Seal), yarn (suta), white lead (Safeda), Binding wire (16 gauge), sand paper, Dhosis, lubricating oil for moving parts, jute rope (sutli) etc. are also to be filled as consumables. For any lapse in keeping proper tools & tackles and daily consumables as listed in Annexure- I & II, suitable deduction can be done from Contractor's bill as deemed fit by Engineer.
7. For specialized equipment / machines (other than covered in Annexure-XVI), Contractor will be paid hire charges as mentioned in 'Terms of Payment'.
8. Labour for which payment will be made to Contractor will mean only the labour directly associated with a particular work. Labour associated with procurement of material from market and its loading, unloading, handling and storing at site should be covered automatically in material part.
9. Percentage factors for E.P.F, ESI, as written in the above table are prevailing at present. If any change is made in these by Government, the same will be applicable for payment to Contractor.
10. The monthly wages to be paid to the personnel shall never be less than the minimum wages decided by the labour department of Govt. of NCT Delhi from time to time in addition to benefits like EPF/ESI

calculated on monthly wages as per law. In case of revision in wage by Labour Department of Govt. of NCT Delhi from time to time, the difference shall be paid on submission of paid wage sheet.

11. The contractor will disburse the monthly wages to his persons through NEFT / RTGS on 1st date of every consecutive month without fail. In the event of receipt of any complaint from workers regarding delayed payment or non- payment of wages, IUAC reserves the right to make payment of wages to contractor's persons directly and recover the amount so paid along with 10% overheads from the contractor's bill. Delay in making monthly wages to his staff working at IUAC will be considered as disqualification on contractor's part and this will lead to termination of the contract. In such a case, IUAC's decision will be final.

12. EPF and ESI registration numbers of manpower deployed at site by contractor should be furnished to IUAC along with the documentary evidence. EPF statement of all the manpower deployed by the contractor should be submitted to IUAC invariably with the monthly bill submitted to IUAC failing which the bill will not be processed for payment. Original ESI cards of employees should be shown to IUAC for verification and photocopies of the same to be submitted. On the expiry of contract, contractor has to submit the clearance certificate from all the manpower deployed by him indicating no dues towards wages, EPF settlement etc. Contractor has to sign the EPF settlement papers for the workers who leave the Contractor while working at IUAC and also after completion of the contract.

(Seal & Signature of Bidder)

ANNEXURE-XIV

SCHEDULE OF PRICES FOR
“Annual Contract for Civil Maintenance of various laboratories, residential buildings, roads and sewerage etc
in IUAC campus, New Delhi”

S. No.	Description of item	Monthly Total (In Rs.)
1	Total monthly charges for “Annual Contract for Civil Maintenance of various laboratories, residential buildings, roads and sewerage etc in IUAC campus, New Delhi” as per the minimum manpower given below, based on minimum wages w.e.f. 01/04/2025 in NCT Delhi. a) Supervisor (Graduate & Above) category - 1 No. b) Skilled category - 7 Nos. c) Semi-skilled category - 1 No. d) Unskilled – 15 Nos.	$24,356 \times 1 = 24,356/-$ $22,411 \times 7 = 1,56,877/-$ $20,371 \times 1 = 20,371/-$ $18,456 \times 15 = 2,76,840/-$ Total = 4,78,444/-
2	Monthly charges towards EPF amount (13% of maximum wage of 15000/- in each category including Admin. Charges) on wages.	46,800/-
3	Monthly charges towards ESI amount (3.25%) on wages of Item #1. Note: In case of non-availability of ESI facility to any worker, due to contractual maximum wages amount ceiling, the contractor will provide the suitable Group Health Insurance policy for those workers from this amount.	15,549/-
4	Monthly charge for Routine Tools & Tackles including motorized/ electric vehicles for weekly garbage disposal items to be available / used at site (as listed in Annexure-I)	
5	Monthly charges towards Safety Tools, Uniform and safety shoes etc, (as listed in Annexure-III).	
6	Monthly charges towards providing daily consumables at site as per list in Annexure-II.	
7	Monthly amount of overhead and profit in Rupees. (Quote in % age is not allowed). Note: Overhead & profit of the bidder should be quoted in lump sum and not a percentage of any item. To avoid any kind of malpractice in the payment of salary/wages, the bidder should quote overhead & profit charges in conformity with the DoE OM No.F.6/1/2023-PPD dated 06.01.2023 i.e. <i>minimum 3.85% of price bid item no. 1 to 3.</i>	
	Total Monthly charges excluding GST, Labor cess etc. (In figures) Rs. Monthly Amount in words (Rs.....))	

Notes:

1. Goods & Services Tax (GST) & Labor Cess extra as applicable. Reimbursement of GST& Labor Cess (if applicable) shall be subjected to submission of documentary evidence of depositing the same to Govt. body.
2. Lowest bidder will be decided on annual amount after adding annual amount of Annexure- XIV, Annexure-XV and Annexure- XVI.

ANNEXURE-XV**SCHEDULE OF PRICES FOR MATERIAL AND ADDITIONAL LABOUR SUPPLY**

Name of Work: “Annual Contract for Civil Maintenance of various laboratories, residential buildings, roads and sewerage etc in IUAC campus, New Delhi”					
S.N.	Description of Item	Unit	Qty.	Rate	Amount
1	% over / below DSR 2023 material rates (see Annexure - IV for more details). Estimated Cost Annually = 14 lacs excluding GST	Percentage	+/- 100		
2	Extra % over the prevailing daily minimum wages for additional manpower deployed at site for specific requirement. Estimated Cost Annually = 1.30 lac excluding GST	Percentage	100		
	Total				

- Extra % quoted by Contractor should include all the factors over and above DSR rates (e.g. Cartage, Wastage, Contractor’s overhead & profit etc.). Nothing over and above this percentage will be paid to Contractor.
- GST (if applicable) will be payable extra at applicable rate.
- Lowest bidder will be decided on annual amount after adding annual amount of Annexure- XIV, Annexure- XV and Annexure- XVI.

SCHEDULE OF PRICES FOR MISCELLENEOUS WORKS

Name of Work: “Annual Contract for Civil Maintenance of various laboratories, residential buildings, roads and sewerage etc. in IUAC campus, New Delhi”					
S.N.	Description of Item	Unit	Qty.	Rate	Amount
1	Disposal of C&D waste /debris /malba from IUAC campus including loading, transportation from various sites of IUAC campus to designated disposal sites of MCD/ GNCTD complete as per direction of IUAC Engineer.	Cum	150		
2	Hourly hiring charges of JCB/Excavator for various site works of digging, filling and site preparation etc. in IUAC campus as per direction of IUAC Engineer.	Hours	200		
3	Per day hiring charges for specialized manpower including all required tools, rope, Jhula and all safety gadgets for putting GLASS PUTTY on window glasses & other works, up to maximum height of 15 Mtrs. (G + 3 floor building blocks). Note: Materials such as putty, screw, removal pin etc. to be provided by department.	Days	30		
	Total				

- GST (as applicable) will be payable extra at applicable rate.
- Lowest bidder will be decided on annual amount after adding annual amount of Annexure- XIV, XV and XVI