

NATIONAL PROJECTS CONSTRUCTION CORPORATION LIMITED
(A Govt. of India Enterprise)

Northern (West) Zonal Office, 98-Nehru Colony, Dehradun

Ref. No. NWZ/712/EPF/391

Dated: 11/12/2012

TENDER NOTICE

The Zonal Manager, Northern (West) Zone, 98-Nehru Colony, Dehradun invites sealed item rate tender from the Agencies having experience in Annual Maintenance of Government Buildings.

Sl. No.	Name of work	Estimated cost (in lakhs)	Earnest Money in Rs.
1.	Annual Maintenance works of EPFO Buildings at Dehradun	9.76	` 14,640.00
2.			

Last date of sale of Tender	26/12/2012
Last date of submission of Tender	27/12/2012 up to 3:00 PM
Date of Opening Tender	27/12/2012 up to 3:30 PM

1. credentials/documents.

(a) Documents/Certificates showing details of experience of the firm for similar works undertaken/completed during the last 3 years (i) Single Work costing 80% of the estimated cost (ii) Two works each costing 50% of the estimated cost (iii) Three works each costing 40% of the estimated cost. (b) Statement of turnover/Annual Balance Sheet for last 3 years duly certified by the statutory auditors (c) Income Tax PAN No./Income Tax Clearance Certificate, Copy of EPF Certificate, Copy of follow CVC Guidelines, GFR Provision and CPWD specification should mention the same specifically. The offer should reach the office through tender box placed at NPCC, 98-Nehru Colony, Dehradun.

(b) Cost of Tender document are ` 500/- (Rupees Five Hundred only).

2. Tender Documents can be purchased from NPCC, Northern (West) Zonal Office, 98-Nehru Colony, Dehradun (UK) during office hrs. on all working days on payment of tender cost in the form of DD/Pay order in favour of NPCC Ltd. Dehradun or can be download from NPCC website www.npcc.gov.in, in case of Tender downloaded from web site, The Cost of Tender shall be submitted along with Tender in shape of Demand Draft /Pay Order in favour of NPCC payable at Dehradun
3. If the tender sale/open date happens to be Govt. Holiday/close days the same will sold/opened on next working day at the same time
4. The Zonal Manager, NPCC, Northern (West) Zonal Office, 98-Nehru Colony, Dehradun (UK) has reserve the right to accept and reject any tender without assigning any reason.

Zonal Manager

NATIONAL PROJECTS CONSTRUCTION CORPORATION LIMITED

(A Govt. of India Enterprise)

Northern (West) Zonal Office, 98-Nehru Colony, Dehradun

Ref. No. NWZ/EPF/

Dated: /12/2012

S.No. Of tender
Name of the party in whose favour The Tender form has been issued

To,
The Zonal Manager (NWZ),
NPCC Ltd
98, Nehru Colony,
Dehradun (UK)- 248001

Subject: Submission of Tender for Maintenance works of EPFO Buildings at Dehradun (UK)

Dear Sir,

I/We Hereby submit the tender application for the above mentioned works viz. tender for Maintenance works of EPFO Buildings at Dehradun (UK)

I/We now enclosing herewith the Demand Draft/Pay Order No. Dated for ` (Rupees) drawn in favour of the NPCC Ltd. Dehradun towards Earnest Money Deposit.

1. I/We hereby declare that I/We have perused and understood the tender document and accept all the terms and conditions, stipulated by the EPFO, in connection with the Tender for Maintenance of Civil works
2. I/ We confirm that all cuttings and over-writing have been deleted & re-written a fresh and initialed wherever required.
3. Each and every page of the Tender document has been signed and seal/stamp of the Firm/Agency/company affixed.

Yours faithfully
(Signature of authorized signatory)
(Office Seal)

Date

CHECK LIST FOR SUBMISSION OF TENDER

(To be filled by tender and submitted along with the per-qualification bid)

Please check whether the prescribed forms/attested coppice of the following documents have been attached or not.

1.	Annexure-I duly filled up and signed by the authorized signatory	Yes/No
2	Documents/Certificates showing details of experience of the firm for the similar works undertaken/completed during the last 3 years along with annexure-II duly filled up and signed.	Yes/No
3	Annexure-II & III containing format-I&II duly filled up and signed by the Authorized signatory.	Yes/No
4	Certificate of registration for sole proprietorship/partnership/ company.	Yes/No
5	Statement of turnover/ annual Balance Sheet for the last three years duly certified by the Statutory Auditors.	Yes/No
6	Earnest Money Deposit DD/Pay order.	Yes/No
7	Income Tax PAN No./Income Tax Clearance Certificate.	Yes/No
8	Copy of ESI certificate	Yes/No
9	Copy of EPF certificate	Yes/No
10	Copy of valid electrical contractor license.	Yes/No
11	Copy of TIN no.	Yes/No

(NAME OF THE TENDERER)
WITH SIGNATURE & SEAL

Date.....

To be enclosed with pre-qualification Bid

TENDERER'S PARTICULARS

- 1 Name of the Tenderer with address :
- 2 Telephone :
- 3 Registration number of the Firm/ Agency/ Company :
- 4 Particulars of the Firm/ Agency/ Company :
(Please specify the Names and Address,
Telephones No. of the Proprietor/
Partners/ directors)
- 5 VAT/Works Contract Tax Registration No. :
- 6 Income Tax PAN No./ Income Tax Clearance :
- 7 Details of Earnest Money Deposited :
 - a. Amount ` ` in works)
 - b. Bank Draft/Pay order No.
 - c. Name of the issuing Bank
- 8 Any other information :

(NAME OF THE TENDERER)
WITH SIGNATURE & SEAL

Date.....

To be enclosed with pre-qualification Bid

Format-I

BRIEF DESCRIPTION OF THE FIRM

(With an outline of the experience of the firm for similar works during last three years)

- (a) Name of the firm
- (b) Year of Registration
- (c) Type of firm (Individual/Proprietary/ Limited Company or any other).
- (d) In house facilities available in following fields.

Sl. No.	Fields	Manpower with more than 10 years experience	Manpower with 5 to 10 years experience	Manpower with lesser than 5 years experience
1	Original/Annual repair works (Civil)			
2	Lying /Repair and repair and Maintenance of water supply, plumbing operation of lift etc.			
3	Electrical works			

Note: Provide documents in supports of the details provided in above format, failing which the authenticity of the information may not be accepted.

(NAME OF THE TENDERER)
WITH SIGNATURE & SEAL

Date.....

To be enclosed with pre-qualification Bid

Format-II

EXPERIENCE OF CONTRACTOR/COMPANY

(Experience of relevant and similar work of construction/ annual repair and maintenance completed during last three years proceeding march, 2008 and on going works) use separate sheet for each work)

1	Project title & location	
2	Name of the Client and address	
3	Describe area of participation (Specific work done/ services rendered by the applicant).	
4	Period of work Done/Services rendered for the project.	
5	Total cost of work /AMC cost	
6	Date of start of the work and the present status.	
7	Any other details.	

Note: Supporting documents like certificates from the client in support of each of the above project to be furnishe.

(NAME OF THE TENDERER)
WITH SIGNATURE & SEAL

Date.....

Two part tender

Cost of Tender	:	Rs.500.00
Last date of sale Tender	:	26/12/2012
Last Date of Time of receipt of Tender	:	27/12/2012 up to 3:00 PM
Date of time of opening of prequalification/Technical bid	:	27/12/2012 up to 3:30 PM
Date & time of opening price bid	:	27/12/2012 up to 3:30 PM
Validity of offer	:	90 days

INSTRUCTIONS OF THE TENDERERS

1. Sealed offers in two envelope on the prescribed forms are invited from eligible tenderer for providing Annual operation and Maintenance services listed under scope of service in this bid document. The Quantities shown in Bid document are Tentative and may vary either (-) or (+) as per work requirement.
2. The amount of earnest money deposit (EMD) shall be in the form of DD/Pay order, drawn in favour of NPCC Ltd., Dehradun.
3. Tender form should be complete in all respect. Incomplete tenders or tenders without Earnest Money Deposit shall be treated as invited.
4. Each and every page of the tender documents should bear the stamp and signature of the authorized representative. Annexure-I, II & III enclosed shall be duly filled and signed without exception. The tender shall also enclose the PAN/Latest Income Tax Clearance Certificate and proof of VAT/Works Contract Tax Registration, where applicable.
5. The rates for each and every item shall be quoted in figures and words. In case of any discrepancy in rates written in words shall prevail.
6. The envelopes containing tender documents shall be sealed and bear the name of work and the name and address of the tender.
7. The site for the work is available and can be seen on any working day during office hours by contacting NPCC, Northern (West) Zonal Office, 98-Nehru Colony, Dehradun (UK)

8. NPCC, Northern (West) Zonal Office, 98-Nehru Colony, Dehradun (UK) reserves the right to accept or reject any tender or all tenders without assigning any reason.
9. Conditional tenders are liable to be rejected.
10. The tender for the work shall remain open for acceptance for a period of 90 days from the date of opening of tender.
11. These instructions shall form a part of the contract document.
12. The EMD of unsuccessful tenders shall be refunded within one month after the award of work to the successful tender.
13. Rates quoted shall be firm and fixed and are inclusive of cost of manpower, material machinery, tools and plant etc., all taxes (including service tax), duties and levies insurance etc. no escalation of whatsoever nature shall be payable.
14. First the earnest money envelope will be opened and in case earnest money is not found of required amount or not in acceptable made, the tender envelopes containing Prequalification/Technical bid (Part-I) & price bid (Part-II) will not be opened at all and all the two envelopes and EMD shall be returned.
15. **Eligibility criteria:**

The tenderer should have minimum 3 years experience in works of similar nature. The tenderers should have undertaken/ completed the following work in the last 3 years.

 - (i) Single work costing 80% of the estimate cost
 - (ii) Two works each costing 50% of the estimated cost
 - (iii) Three works each costing 40% of the estimated cost.
16. **Submission of bids:**

Sealed proposals should be submitted in in two separate envelopes namely, "Pre-qualification Bid" and "Financial Bid", The DD/Pay order towards the Earnest Money should also be put in a separate envelope. The pre-qualification Bid, Earnest Money and Financial Bid duly sealed in separate envelopes, must be kept inside a single fourth envelope and clearly super scribed as tender for tender for Maintenance of Civil works and operation and Maintenance of Electrical machines/ installations both at NPCC, Northern (West) Zonal Office, 98-Nehru Colony, Dehradun (UK)

The envelopes should be clearly marked as "Pre-qualification Bids" (Envelope-I), "Financial Bid" (envelope-II) and Earnest Money Envelope-III).

17. Evaluation of pre-qualification Bids:

Bids received and found valid will be evaluated by the NPCC to ascertain the best-evaluated bid for the complete work service under the specification and documents. The tenderer should take care to submit all the information sought by the NPCC in prescribed formats.

- a) Firm-s relevant experience and strength- Profile of agency, registration details, and experience of similar works, annual turnover, and total manpower employed.
- b) Qualification/related experience.
- c) Only licensed/ certified electricians/ operators shall be deployed. Preferably the other skilled worker deployed shall also be licensed / certified. License of electricians to be enclosed. Other certificates of technical qualification also to be enclosed. All the above staff of the contract shall wear uniform and badges indentifying their category and name in English and local language.

18. Price/Financial Bid:

The financial bid of the tenderer, whose technical bid is found to be suitable, will be opened in the presence of the tenderers, who choose to attend the opening of financial bid.

19. Award of work;

- i) The selection of agency will be at the sole discretion of the competent Authority who reserves its right to accept or reject any or all the proposals without assigning any reason.
- ii) The contract for the Annual operation and Maintenance shall be awarded to the best qualified responsive tenderer.
- iii) Upon evaluation of offers the notification on award of contract will be intimated to the successful tenderer.

20. Duly filled offer document shall be dropped by hand in tender box which kept in the office of NPCC at the following address.

NPCC, Northern (West) Zonal Office, Dehradun (UK)	
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Definitions and interpretation

1. Definitions

- (a) In the contract (as hereinafter defined) the following words and expressions shall have the meanings hereby assigned to them except where the context otherwise requires:-
 - (i) "Employer" means the The Zonal Manager, Northern (West) Zone, NPCC Ltd. Dehradun (UK).
 - (ii) "Contract" means an individual or firms (proprietary or partnership whether incorporated or not, that has entered into contract (with the employer) and shall include his / its heirs, legal representatives, successors and assigns. Changes in the constitution of the firm, if any shall be immediately notified to the employer, in writing and approval obtained for continued performance of the contract.
- (b)
 - i) "Contract" means these conditions, the specifications, the Bill of Quantities, the Tender, the Letter of acceptance, the Contract Agreement (if completed) and such further documents as may be expressly incorporated in the letter of acceptance of Contract Agreement (if completed).
 - ii) "Specification" means the specification of the Works included in the contract and any modification there of.
 - iii) "Drawing" means all the completion drawings, calculations and technical information of a like nature provided by the Engineer to be contractor under the Contract and all drawings, calculations, samples, patterns, models, repair and Repair and Maintenance manuals and other technical information of a like nature submitted by the Contractor and approved by the Engineer.
 - iv) "Bill of Quantities" means the priced and completed bill of quantities forming part of the Tender.
 - v) "Tender" means the contractor's priced offer to the Employer for the execution and completion of the works and the remedying of any defects therein in accordance with the provisions of the contract, as accepted by the Letter of Acceptance. The word Tender is synonymous with "Bid" and the words "Tender Documents" with "Bidding Documents".

- vi) "Letter of Acceptance" means the formal acceptance of the tender by NPCC.
 - vii) "Contract Agreement" means the contract agreement signed by NPCC and the agency.
 - viii) "Appendix to tender" means the appendix comprised in the form of Tender annexed to these Conditions.
- (c) i) "Commencement Date" means the date upon which the contractor receives the notice to commence the works.
- ii) "Time for Completion" means the time period for which the contract of Repair and Repair and Maintenance has been awarded by the employer to the contractor.
- (d) "Taking over Certificate" means a certificate issued by employer evidencing successful completion of the awarded work.
- (e) i) "Contract Price" means the sum stated in the Letter of Acceptance as payable to the contractor for the execution and completion of the Works and the remedying of any defects therein the accordance with the provisions of the Contract.
- iii) "Retention Money" means the aggregate of all monies retained by the Employer.
- (f) i) "Works" means the Permanent Works and the Temporary Works or either of tem to be executed in accordance with the contract.
- ii) "Site" means the places provided by the Employer for Repair and Maintenance
- iii) "Cost" means all expenditure properly incurred or to the incurred, whether on or off the site., including over head and other charges but dues not include any allowance for profit.

ENGINEER

2. Engineers Duties and Authority

- a) The Engineer shall carry out the duties specified in the contract.

3. Custody and supply of Drawings and Documents.

The Drawings shall remain in the sole custody of the Employer/Engineer, but copies as required thereof shall be provided to the contractor free solely for the purpose for this contract.

4. Sufficiency of Tender

The Contractor shall be deemed to have based his Tender on the date made available by the employer and on his own inspection and examination of this site conditions.

5. Contractor's Employees.

The contractor shall provide on the site qualified and experienced technical staff in connection with the Repair and maintenance of the Works and the remedying of any defects therein.

6. Engineers at Liberty to Object.

The Engineer shall be at liberty to object to and require the Contractor to forthwith from the works any person provided by the Contractor who opinion of the Engineer, misconducts himself, or is incompetent or negligent in the roper performance of his duties, or whose presence on site is otherwise considered by Engineer to be undesirable, and such person shall not be again allowed upon the works without the consent of the Engineer. Any person so removed from the works shall be replaced as soon as possible.

7. Safety, Security and Protection of the environment.

The Contractor shall, throughout the execution and completion of the works and the remedying of any defects therein.

- i) Have full regard for the safety of all persons entitled to be upon the site and keep the site (so far as the same is under his control) and the works (so far as the same are not completed or occupied by the Employer) in an orderly state appropriate to the avoidance of danger to such persons, and
- ii) Provide and maintain at his own cost all lights, guards, fencing, warning signs and watching, when and where necessary or required by the Engineer or by any duly constituted authority

for the protection of the works or for the safety and convenience of the public or others, and

- iii) Take all reasonable steps to protect the environment on and off the site and to avoid damage or nuisance to persons or to property of the public or others resulting from pollution, noise or other causes arising as a consequence of his methods or Repair.

8. Insurance of work by the contractor for his liability

- i) During the Repair and Maintenance period for loss or damage to property and life arising from a cause for which contractor is responsible.
- ii) For loss or damage occasioned by the contractor in the Course of any Repairs carried out by him for the purpose of complying with his obligations.

It shall be the responsibility of Contractor to notify the insurance Company of any change in the nature and extent of the works and to ensure the adequacy of the Insurance cover at all times during the period of contract.

9. Damage to Persons and Property.

The Contractor shall, except in so far as the Contract provides otherwise, indemnify the Employer against all losses and claims in respect of:

- a) Death of or injury to any person, or
- b) Loss or damage to any property (other than the Works):

Which may arise out of or in consequence of the Repair and Maintenance of the works and the remedying of any defects therein and against all claims, proceedings, damages, costs, charges and expenses whatsoever, in respect thereof.

10. Accident or Injury to Workmen

The Employer shall not be liable for or in respect of any damages or compensation payable to any workman for death or injury resulting from any act or default of the contractor. The Contractor shall indemnify and keep indemnified the Employer against all such damages and compensation and expenses whatsoever in respect thereof or in relation thereto.

10.1 Evidence and terms of insurance

The Contractor shall take out appropriate insurance to cover his work and workers and staff employed by him fully. The contractor

shall provide evidence to the Engineer, Employer as soon as practicable after the respective insurance have been taken out but in any case prior to the start of work at the Site that insurance required under the Contract have been effected.

10.2 Compliance with status, regulations

The Contractor shall conform in all respect, including by the giving of all notices and the paying of all fees, with the provision of:

- (a) Any National or State Statute, Ordinance, or other Law, or any regulation. Or execution and completion of the works and the remedying of any defects therein, and.
- (b) The rules and regulations of all public bodies and companies whose property or right are affected or may affected in any way the Works, and the Contractor shall keep the Employer indemnified against all penalties and liability of every kind for breach of any such provision.
- (c) Any changes required for approval due to revision of the local laws.

11. Default of contractor in compliance

In case of default of the Contractor in carrying out such instruction with in the time specified therein or, if non, within a reasonable time, the employer shall be entitled to employ and pay other parsons to carry out the same and all costs consequent thereon or incidental thereto shall, be determined by the Engineer and shall be recoverable from the contractor by the Employer, and may be deducted by the Employer from any money due or to become due to the contractor and the Engineer shall notify the contractor according.

12. Time of completion

The Repair and Maintenance work shall be for a period of one year or as mentioned in the letter of commencement and shall start from the date issue of letter commencement and shall stands terminated after the expire of one year.

13. Extension of Time for completion.

The Repair and Maintenance contract may be extended on the written mutual consent of both Employer and contractor for a further period of one year. However, employer of both Employer reserves its right to terminate the Repair and Repair and Maintenance contract by giving 15 days notice at any time during the currency of the contract if the service of the agency are satisfactory as per the opinion of employer or it's representative.

14. Defect identification and its rectification

Agency shall immediately attend the defects and complaints noticed at site. The agency shall provide and develop a system for regular Repair and Maintenance of all the services which includes defects identifications and its immediate rectification so, that services are not effected. It shall be the sole responsibility of that the Repair and maintenance agency that all the services are kept in functional condition round the clock during the currency of the contract. Defect Liability period shall be 12 months from the date of completion of work under BOQ measurable works. The contractor shall rectify at the own expenses any defect in the carried out by him during this period on failure of the contractor to do so, the same shall be completed by the employer at the risk and cost of the contractor.

15. Penalty for Delay

If the Contractor fails to attend any complaint or defect in due course of time and if in the opinion of engineer delay is on the part of Repair and Maintenance agency. The employer can impose liquidated damages on the contractor.

16. Contractor's failure to carry out instructions

In case default on the part of the Contractor in carrying out defect rectification work, the Employer/Engineer shall be entitled to employ and pay other persons to carry out the same and if such work, in the opinion of the Engineer, the contractor was liable to do at his own cost under the Contract then all costs consequent thereon or incidental thereto shall be determined by the Engineer and shall be recoverable from the Contractor by the employer, and may be deducted by the Employer from monies due or to be come due to the Contractor.

17. Instructions for variations

Quantities given in the BOQ are estimated quantities. The quantity or any particular item may vary extent. Variation in quantity in particular items or overall cost does not entitle contractor to claim any extra cost.

MEASUREMENT

18. Works to be measured

The Engineer shall determine by measurement of the value of actual work done in accordance with the Contract and the Contractor shall be paid proportionately Part rate shall be made for any part of BOQ items not fully executed. Engineer shall be at liberty to decide to break up of Lump sum items and to decide the part rate for any particular item.

In case overtime working of staff item no. 1 is required, specific instructions of the authorized officer/engineer is to be obtained, Payment shall be made at applicable overtime rates.

19. Method of measurement

The works shall be measured net notwithstanding any general or local custom except where otherwise provided in the contract.

CERTIFICATE AND PAYMENTS

20. Monthly statements

The Contractor shall submitted a bill in 3 copies to the Chief Engineer by 7th day of each month for the work executed up-to the end of previous month in tabulated form duly verified by the Engineer, showing the amounts of which the contractor considers himself to be entitled. The bill must be supported with the following documents.

- a) Attendance sheets along-with salary certificates, wages sheets of all the workers and staffs deployed against item no. 'A'.
- b) Certified bills miscellaneous material purchased under different heads against items no. 'A'.
- c) Details of complaints attended late.

20.1 Deduction of Income-Tax

The amount to be deducted towards the advance income tax shall be at the rate applicable.

20.2 Monthly payments

After submission of monthly bill complete in all respects by the contractor, Engineer shall check the bill with the help of contractor and certify for payment within 15 days of the submission of bill.

20.3 Performance Guarantee

Within two weeks of award of work, Contractor shall submit a Performance Security @ 5% of the contract value for proper performance of the Contract in the format enclosed as Annexure 'C'.

The performance guarantee shall be valid for the duration of the contract period plus 60 days.

The performance security can be cashed by the Employer to recover any amount which is payable by the contractor to the Employer or any account for a cause arising out of the contract.

20.4 Correction of Certificates

The Engineer may be any Interim Payment Certificate make any correction or modification in any previous Interim payment Certificate which has been issued by him, shall have authority, if any work is not being carried out to his satisfaction, to omit or reduce the value of such work in any Interim Payment Certificate.

20.5 Final Certificate

Within 28 days after receipt of the Final Statement, and the written discharge, the Engineer shall issue to the employer (with a copy to the contractor) a Final Certificate stating:-

- a) The amount which in the opinion of the Engineer, is finally due under the contract, and
- b) After giving credit to the Employer for all amounts previously paid by the Employer and for all sums to which the Employer is entitled under the Contract.

21. Default of Contractor

If the performance of the contract and is not satisfactory and not corrected within 15 days of receiving notice, then employer shall be at liberty to terminate the contract and get the work executed through other means at the risk and cost of the Contractor.

22.1 Amicable settlement of dispute

The party shall use their best efforts of settle amicably all disputes arising out of or in connection this contract or the interpretation thereof.

Jurisdiction- The agreement shall be executed at New Delhi on non-judicial stamp paper purchased in Delhi and the courts in Delhi/New Delhi alone will have jurisdiction to deal with matters arising there from, to the exclusion of all other courts.

23. Payment of Termination

CPWD specifications shall be followed, where not available, BIS/Engineering practice as directed by the Engineer shall be followed.

- Complaints shall be made in the format (Enclosure-I)
- A complaint register (format at Enclosure-II) shall be maintained in the Repair and Maintenance office of the contractor. In which all complaints received shall be documented.
- All repair and maintenance related complaints shall be attended to within two hour failing which a recovery of Rs. 100 per event per hour shall be made form the subsequent payment certificate of the contractor.
- The Sewer man shall ensure that all lines are maintained in a clean condition by carrying out preventive cleaning of all lines at least once each month.
- As the work will have to be carried out in building and area in use the contractor shall ensure.
 - 1) That the normal functioning of EPFO activity is not affected as far as possible.
 - 2) That the work is carried out in an orderly manner without noise and obstruction to flow of traffic.
 - 3) That all rubbish etc. is disposed off at the earliest and the place is left clean and orderly at the end of each days work.
 - 4) The Contractor shall ensure that his Repair and Maintenance Staff is qualified and licensed for their part of work. He shall be responsible for their conduct. The Staff should behave in a courteous manner. The contractor shall be held responsible for any loss or damage of EPFO property.
 - 5) The contractor shall ensure safety of his workers and others at site of work and shall be responsible for any consequence arising out of execution of the Repair and maintenance work.
 - 6) When instructed to do so, the contractor shall ensure proper record keeping and storing of irreparable/dismantled material.
 - 7) Periodically routing maintenance is to be carried out on all electrical installation/DG Sets and associated panels/firning to the relevant BIS/DS/CPWD

specification. The report to this effect be submitted to Chief Engineer for reference & evaluation.

- 8) Water and electricity shall be made available free of cost at near by source of work. The contractor has to make his own arrangement for use of the same including drawing temporarily lines etc. the responsibility for following relevant rules, regulations and loss in the regard shall be entirely that of the contractor.

Enclosure-I

Date

Time

Nature of complaint

Complaint:

Signature

Complaint attended

Date:

Time

From

To

Certified that the complaint has been satisfactorily attended.

Contractor

Complaint

Date

To be submitted along with running bills.

Enclosure-II

MAINTENANCE COMPLAINT REGISTER

Sl. No.	Date & Time	Complainant	Nature of Complaint	Complaint attended Date & Time	Remarks	Signature of Contractor

FORM OF PERFORMANCE SECURITY BANK GUARANTEE BOND

In consideration of the EPFO having agreed under the terms and conditions of the Agreement _____ dated _____ made between EPFO and Second Party (hereinafter called the said Construction Agency _____ for the work _____ hereinafter called the said agreement) to production of irrevocable bank guarantee for ` _____ (Rupees _____ only) as a accordance with the terms and conditions in the said agreement.

1. We, _____ (hereinafter referred as to "the Bank" hereby) (indicate the name of the bank)

Undertake to pay to the EPFO an amount not exceeding ` _____ (Rupees _____ only) on demand by the EPFO.

2. We, _____ do hereby undertake to pay the amounts due and payable under this Guarantee without any demure, merely on a demand from the EPFO stating that the amount claimed is required to meet the recoveries due or likely to be due from the Second party. Any such demand made on the bank shall be conclusive as regards the amount due and payable by the bank under this Guarantee. However, our Liability under this guarantee shall be restricted to an amount not exceeding ` _____ (Rupees _____ only).

3. We, the said bank further undertake to pay to the NPCC any money that is demanded notwithstanding any dispute or disputes raised by the Second Party in any suit or proceeding pending before any court or Tribunal relating thereto a liability under this present being absolute and unequivocal.

The payment so made by us under this bond shall be valid discharge of a liability for payment there under and the Second Party shall have no claim against us making such payment.

4. We, _____ further agree that the guarantee herein contained shall remain in full force and effect during the period that would taken for the performance of the said agreement and that it shall continue to enforceable till all the dues of the NPCC under or by virtue of the said agreement have been fully paid and its claims satisfied or discharged or

Chief Engineer on behalf of the NPCC certified that the terms and conditions of the said agreement have been fully and properly carried out by the said Second Party and accordingly discharges this guarantee.

5. We, _____ (indicate the name of Bank) further agree with the NPCC that. The NPCC shall have the fullest liberty without effecting in any manner our obligations hereunder to vary any of the terms and conditions of the said agreement or to extend time of performance by the said contractors (s) from time to time or to postpone for any time or form bear or enforce any of the terms and conditions relating to the said agreement and we shall not be relieved form our liability be reason of any such variation, or extension being granted to the said contractor or for any forbearance, act of omission on the part of the NPCC or any indulgence by the NPCC to the said contractors or by any such matter or thing whatsoever which under the law relating to sureties would, but for this provision, have effect of so relieving us.
6. The grantee will not be discharged due to the change in the constitution of the Bank or the contractor.
7. We, _____ lastly undertake not to revoke this guarantee except with the previous consent of the NPCC in writing.
8. This guarantee shall be valid up to _____ unless extended on demand by NPCC Notwithstanding anything mentioned above, our liability against this guarantee is ` _____ (Rupees _____ only) and unless a claim in writing is lodged with us within six months of the date of expiry of the extended date of expiry of this guarantee all our liabilities under this guarantee shall stand discharged.

Dated the _____ day _____ of _____ for _____
(indicate the name of bank)

ABSTRACT OF COST

Description	Amount in Rs.
-------------	---------------

Civil Works	
-------------	--

Electrical Works	
------------------	--

Providing Menpower	
--------------------	--

Total Amount	
In words & Figure	

BILL OF QWUANTITIES

DSR CODE NO.	DESCRIPTION	UNIT	QTY	RATE	AMOUNT
14.42	White washing with lime to give an even shade:				
14.42.1	Old work(Two or more coats)	sqm	250		
14.43	Removing white or colour wash by scrappng and sand papering and preparing the surface smooth including necessary repairs to scratches etc. complete.	sqm	250		
14.45	destempering with oil bound washable distemper of approved brand and manufacture to give an even shade:				
14.45.1	Old work (one or more coats)	sqm	300		
14.46	Removing dry or oil bound distemper, water proofing cement paint and the like by scrappng and sand papering and preparing the surface smooth including necessary repairs to scratches etc. complete.	sqm	300		
14.47	Painting on G.S. sheet with synthetic enamel paint of approved brand and manufacture of required colour to give an even shade :				
14.47.1	Old work (one or more coats)	sqm	200		
14.54	Painting with synthetic enamel paint of approved brand and manufacture of required colour to give an even shade :				
14.54.1	One or more coats on old work	sqm	200		
14.64	Finishing walls with water proofing cement paint of required shade				
14.64.2	Old work (one or more coats @ 2.20 kg/10 sqm) complete.	sqm	300		

9.20	Providing and fixing ISI marked flush door shutters conforming to IS : 2202 (Part I) decorative type, core of block board construction with frame of 1st class hard wood and well matched teak 3 ply veneering with vertical grains or cross bands and face veneers on both faces of shutters8/18/2012				
9.20.1	35 mm thick including ISI marked Stainless Steel butt hinges with necessary screws	sqm	70		
9.20.2	30 mm thick including ISI marked Stainless Steel butt hinges with necessary screws	sqm	70		
9.20.3	25 mm thick including ISI marked Stainless Steel/ms piano butt hinges with necessary screws	sqm	70		
9.66	Providing and fixing ISI marked oxidised M.S. handles conforming to IS:4992 with necessary screws etc. complete :				
9.66.1	125 mm	each	10		
9.66.2	100 mm	each	10		
9.66.3	75 mm	each	10		
9.86	Providing and fixing bright finished brass casement stays (straight peg type) with necessary screws etc. complete :				
9.86.1	300 mm weighing not less than 330 gms	each	5		
9.86.2	250 mm weighing not less than 280 gms	each	5		
9.96	Providing and fixing aluminium sliding door bolts, ISI marked anodised (anodic coating not less than grade AC 10 as per IS : 1868), transparent or dyed to required colour or shade, with nuts and screws etc. complete :				
9.96.1	300x16 mm	each	10		
9.96.2	250x16 mm	each	10		

9.97	Providing and fixing aluminium tower bolts, ISI marked, anodised (anodic coating not less than grade AC 10 as per IS : 1868) transparent or dyed to required colour or shade, with necessary screws etc. complete :				
9.97.1	300x10 mm	each	10		
9.97.2	250x10 mm	each	10		
9.97.4	150x10 mm	each	10		
9.100	Providing and fixing aluminium handles, ISI marked, anodised (anodic coating not less than grade AC 10 as per IS : 1868) transparent or dyed to required colour or shade, with necessary screws etc. complete :				
9.100.1	125 mm	each	10		
9.100.2	100 mm	each	10		
9.100.3	75 mm	each	10		
9.101	Providing and fixing aluminium hanging floor door stopper, ISI marked, anodised (anodic coating not less than grade AC 10 as per IS : 1868)transparent or dyed to required colour and shade, with necessary screws etc. complete.				
9.101.1	Single rubber stopper	each	10		
9.101.2	Twin rubber stopper	each	10		
4.8	Providing and fixing up to floor five level precast cement concrete hollow block, including hoisting and setting in position with cement mortar 1:3 (1 cement : 3 coarse sand), cost of required centering, shuttering complete.				
4.8.1	1:2:4 (1 cement : 2 coarse sand : 4 graded stone aggregate 20 mm nominal size)	cum	5		
4.8.2	1:3:6 (1 cement : 3 coarse sand : 6 graded stone aggregate 20 mm nominal size)	cum	5		

4.19	Providing and laying in position ready mixed plain cement concrete, using fly ash and cement content as per approved design mix and manufactured in fully automatic batching plant and transported to site of work in transit mixer for all leads, having continuous agitated mixer, manufactured as per mix design of specified grade for plain cement concrete work, including pumping of R.M.C. from transit mixer to site of laying and curing, excluding the cost of centering, shuttering and finishing, including cost of curing, admixtures in recommended proportions as per IS : 9103 to accelerate/ retard setting of concrete, improve workability without impairing strength and durability as per direction of the Engineer - in - charge.				
4.19.1	All works upto plinth level :				
4.19.1.1	M-15 grade plain cement concrete (cement content considered @ 240 kg/cum)	cum	5		
4.19.1.2	M-10 grade plain cement concrete (cement content considered @ 220 kg/cum)	cum	5		
6.32	Brick work with clay flyash F.P.S. (non modular) brick of class designation 7.5 in superstructure above plinth level up to floor five level in :				
6.32.1	Cement mortar 1:4 (1 cement : 4 coarse sand)	cum	5		
6.32.2	Cement mortar 1:6 (1 cement : 6 coarse sand)	cum	5		
2.6	Earth work in excavation by mechanical means (Hydraulic excavator) / manual means over areas (exceeding 30cm in depth. 1.5 m in width as well as 10 sqm on plan) including disposal of excavated earth, lead upto 50m and lift upto 1.5m, disposed earth to be levelled and neatly dressed.				

2.6.1	All kinds of soil	cum	5		
9.84	Providing and fixing aluminium extruded section body tubular type universal hydraulic door closer (having brand logo with ISI, IS : 3564, embossed on the body, door weight upto 36 kg to 80 kg and door width from 701 mm to 1000 mm), with double speed adjustment with necessary accessories and screws etc. complete.	each	5		
MR	Cleaning of overhead water storage tank 1000 ltr. Capacity	ltr.	8		
MR	Cleaning of underground water storage tank 140000 ltr. Capacity	ltr.	1		
MR	Cleaning of overhead water storage tank 500 ltr. Capacity	ltr.	31		
MR	Cleaning of all drain of colony & office permises	job	2		
21.13	Providing and fixing 100mm brass locks (best make of approved quality) for aluminium doors including necessary cutting and making good etc. complete.	each	5		
21.1	Providing and fixing aluminium work for doors, windows, ventilators and partitions with extruded built up standard tubular sections/appropriate Z sections and other sections of approved make conforming to IS: 733 and IS: 1285, fixing with dash fasteners of required dia and size, including necessary filling up the gaps at junctions, i.e. at top, bottom and sides.				
21.1.1.1	Anodised aluminium (anodised transparent or dyed to required shade according to IS:1868, Minium anodic coating of grade AC 15)	kg	40		

17.1	Providing and fixing water closet squatting pan (Indian type W.C. pan) with 100 mm sand cast Iron P or S trap, 10 litre low level white P.V.C. flushing cistern, including flush pipe, with manually controlled device (handle lever) conforming to IS : 7231, with all fittings and fixtures complete, including cutting and making good the walls and floors wherever required :				
17.1.1	White Vitreous china Orissa pattern W.C. pan of size 580x440 mm with integral type foot rests	each	2		
	Providing and fixing vitreous china pedestal type water closet (European type W.C. pan) with seat and lid, 10 litre low level white P.V.C. flushing cistern, including flush pipe, with manually controlled device (handle lever) conforming to IS : 7231, with all fittings and fixtures complete, including cutting and making good the walls and floors wherever required :				
17.2.1	W.C. pan with ISI marked white solid plastic seat and lid	each	2		
17.4.1	Providing and fixing white vitreous china flat back or wall corner type lipped front urinal basin of 430x260x350 mm and 340x410x265 mm sizes respectively with automatic flushing cistern with standard flush pipe and C.P. brass spreaders with brass unions and G.I clamps complete, including painting of fittings and brackets, cutting and making good the walls and floors wherever required :	each	2		
17.18	Providing and fixing P.V.C. low level flushing cistern with manually controlled device (handle lever) conforming to IS : 7231, with all fittings and fixtures complete.				
17.18.1	10 litre capacity - White	each	2		

11.36	P/F 1st quality ceramic glazed wall tiles over 12 mm thick bed of cement Mortar (1:3).	sqm	50		
11.4	P/L rectified Glazed Ceramic floor tiles laid on 20mm thick cement mortar (1:4).	sqm	50		
10.28	Providing and fixing stainless steel (Grade 304) railing made of Hollow tubes, channels, plates etc., including welding, grinding, buffing, polishing and making curvature (wherever required) and fitting the same with necessary stainless steel nuts and bolts complete, i/c fixing the railing with necessary accessories & stainless steel dash fasteners , stainless steel bolts etc., of required siz	kg	200		
MR	Battery based infrared sensor for urinal pot including fixing to wall with suitable size box, power connection complete as required.	each	2		
18.11	Providing and fixing G.I. Pipes complete with G.I. fittings and clamps, i/c making good the walls etc. concealed pipe, including painting with anti corrosive bitumastic paint, cutting chases and making good the wall :				
18.11.1	15 mm dia nominal bore	mtr.	50		
18.11.2	20 mm dia nominal bore	mtr.	50		
18.21	Providing and fixing uplasticised PVC connection pipe with brass unions :				
18.21.2.1	15 mm dia nominal bore	each	10		
18.21.2.2	20 mm dia nominal bore	each	10		
18.17	Providing and fixing gun metal gate valve with C.I. wheel of approved quality (screwed end) :				
18.17.1	25 mm nominal bore	each	5		
18.18	Providing and fixing ball valve (brass) of approved quality, High or low pressure, with plastic floats complete :				
18.18.1	15 mm dia nominal bore	each	5		
18.18.2	20 mm dia nominal bore	each	5		

18.62	Providing and fixing PTMT Ball cock of approved quality, colour and make complete with Epoxy coated aluminium rod with L.P./ H.P.H.D. plastic ball.				
18.62.1	15 mm nominal bore, 105 mm long, weighing not less than 138 gms	each	5		
18.62.2	20 mm nominal bore, 120 mm long, weighing not less than 198 gms	each	5		
12.41.1	Providing and fixing of PVC pipe 110 mm dia	mtr.	25		
12.41.2	Providing and fixing of PVC pipe 75 mm dia	mtr.	25		
18.15.1	Providing and fixing of CP bib cock of approved quality 15 mm NB bore	each	10		
MR	Providing and fixing of CP pillar cock of approved quality 15 mm NB bore	each	5		
17.28.2	Providing and fixing of PVC waste pipe for sink or wash basin including PVC waste fittings complete.				
17.28.2.1.	32 mm dia	each	10		
17.28.2.2	40 mm dia	each	10		
17.7.1	Providing and fixing of shite vitreous china wash basin size 630x450 mm with a pair of 15 mm CP brass pillar cocks.	each	5		
17.5	Providing and fixing white vitreous china flat back half stall urinal of seze 580x380x350 m with white PVC automatic flushing cistern, with fittings, fittings standar size CP brass flushing pipe spreaders with unions and clams with waste fitting				
17.5.1	Single half stall urinal with 5 litre PVC automatic flushing cistern	each	5		
				TOTAL	

SERVICING OF DG SET

SN	DESCRIPTION	UNIT	QTY	RATE	AMOUNT
1	Providing 'B' check for 62.5 KVA capacity	per job	2		
2	Providing oil for DG set servicing	ltr.	60		
3	Providing Air filter for 62.5 KVA DG set	set	1		
				TOTAL	

AMC OF DG SET 62.5 KVA

SN	DESCRIPTION	UNIT	QTY	RATE	AMOUNT
1	AMC of 62.5 KVA DG set)Kirloskar make with auto panel	month	12		

AMC OF TRANSFORMER 1000 KVA

SN	DESCRIPTION	UNIT	QTY	RATE	AMOUNT
1	AMC transformer of capacity upto 1000 KVA	month	12		

AMC OF FIRE FIGHTING PANEL

SN	DESCRIPTION	UNIT	QTY	RATE	AMOUNT
1	AMC of Fire fighting panel	month	12		

ELECTRICAL BOQ

SN	DESCRIPTION	UNIT	QTY	RATE	AMOUNT
1	Single pole 5 amps flush type switch	EACH	50		
2	6pin, 15/16 amps flush type socket	EACH	20		
3	Single pole 15 amps flush type switch	EACH	20		
4	6pin, 5/6 amps flush type socket	EACH	20		
5	Bell push 5/6 amps flush type	EACH	10		
6	Stepped type flush fan regulator	EACH	10		
7	Call bell/buzzer	EACH	25		
8	1.5 sq mm ISI marked PVC insulated single copper conductor cable	MTR.	100		
9	2.5 sq mm ISI marked PVC insulated single copper conductor cable	MTR.	100		
10	4 sq mm ISI marked PVC insulated single copper conductor cable	MTR.	100		
	6 sq mm ISI marked PVC insulated single copper conductor cable	MTR.	50		

11	20 mm dia ISI marked steel conduit	MTR.	50		
12	20 mm dia ISI marked PVC conduit	MTR.	50		
13	PVC bracket holder ISI marked	EACH	20		
14	Brass bracket holder ISI marked	EACH	10		
15	6 amp to 32 amp rating SP MCB	EACH	20		
16	Tube light 4 feet 40 watt	EACH	400		
17	Tube light ballast 40/36 watt	EACH	50		
18	Tube light starter	EACH	200		
19	Four pole MCB isolator 40 amp	EACH	10		
20	Three pole 6 to 32 amp MCB	EACH	10		
21	Double pole 6 to 32 amp MCB	EACH	15		
22	2 pin PL lamp 11 watt	EACH	50		
23	18 Watt CFL	EACH	25		
24	PVC casing capping up to 25 mm	MTR.	50		
25	Twin core flexible wire copper conductor wire	MTR.	200		
26	4' 40/36 watt box type tube light fitting	EACH	3		
27	4' 40/36 watt futty type tube light fitting	EACH	5		
28	Rewinding of ceiling fan up to 48"	EACH	10		
29	Rewinding of ceiling fan up to 56"	EACH	5		
30	Servicing & overhauling of ceiling fan up to 56"	EACH	10		
31	Replacement of ceiling fan bearing and greasing etc.	SET	5		
32	Condensor 2.5 mfd.	EACH	15		
33	Resistant type fan regulator ISI mark	EACH	5		
34	PVC board suitable for 1/2 point	EACH	10		
35	PVC board suitable for 3/4 point	EACH	10		
37	Condensor 3.15 mfd.	EACH	5		
38	Condensor 4 mfd.	EACH	5		
				TOTAL	
	Total of Above				
2					
3					
6					
7					

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BILL OF QUANTITIES

LABOUR FOR CIVIL & ELECTRICALS

ELECTRICAL

SN	MANPOWER	QTY	UNIT	TOTAL DAYS	RATE	AMOUNT PER YEAR
1	ELECTRICIAN	1.5	MONTH	547.5		
2	HELPER	1.5	MONTH	547.5		
					TOTAL	
					TOTAL	
7						
					TOTAL	
8						
					TOTAL	

CIVIL

SN	MANPOWER	QTY	UNIT	TOTAL DAYS	RATE	AMOUNT PER YEAR
1	PLUMBER	1	DAYS	48		
2	CARPENTER	1	DAYS	24		
3	MASON	1	DAYS	24		
4	MALI	1	DAYS	365		
5	SEWERMAN	1	DAYS	12		
6	HELPER	1	DAYS	108		
					TOTAL	
11						

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CLEANING OF DRAIN

SN	MANPOWER	QTY	UNIT	TOTAL DAYS	RATE	AMOUNT PER YEAR
1	LABOUR	1	DAYS	96		
					TOTAL	
2						
					TOTAL	
3						
6						
7						
					TOTAL	