

RAJYA SABHA SECRETARIAT
RAJYA SABHA TELEVISION
3RD FLOOR TALKATORA STADIUM ANNEXE BUILDING
NEW DELHI

No: RSTV/Admn-2/18/2017

Dated: 12 September, 2019

SHORT TERM LIMITED TENDER NOTICE FOR EXECUTION OF
REPAIR/REPLACEMENT OF EXISTING RAISED/FALSE FLOORING
METAL TILES WITH ITS SYSTEM AND COMPONENTS IN THE
OFFICE OF RAJYA SABHA TELEVISION

Sealed short term limited tenders under two bid system are invited for execution of repair /replacement of existing raised/false flooring metal tiles with its system and components in the office of Rajya Sabha Television at Talkatora Stadium Annexe Building, New Delhi as per the details mentioned in **Annexure-I**, from firms/contractors/bidders (herein after called as Agency) who are empaneled with CPWD or NDMC and have worked for Ministries/PSUs/TV channels etc. having expertise in the field of execution of various civil and electrical works and who fulfill the following criteria:

- (a) The Agency should have **Permanent Account Number (PAN)** under the Income Tax Act, 1961. Copy of the PAN card should be enclosed with the technical bid.
- (b) The Agency should have provided similar service to **at least two** Government Organizations/PSUs/TV channels of a total value of Rs. 5 lakh or above per annum during at least two of the financial years **2016-2017, 2017-2018 and 2018-2019**. Names and addresses of such organizations should be given in the specified space in **Annexure-I** (Technical Bid) along with copies of their work orders.
- (c) The Agency should not have been blacklisted by any government organization /PSU in the past. An undertaking in this regard should be submitted with the technical bid.

SUBMISSION OF BIDS

2. The Agency should submit its bids in two parts, one containing the **Technical Bid** and the other the **Financial Bid**. Technical Bid and Financial Bid should be placed in separate sealed covers superscribed accordingly. The sealed covers containing Technical and Financial bids should be placed inside a large sealed cover superscribed "**Short Term Limited Tender Notice for Execution of Existing Raised/False Flooring Metal Tiles with its System and Components in the office of Rajya Sabha Television, at Talkatora Stadium Annexe Building, New Delhi**" along with contact details. The tender should be addressed to **Additional Director (Admn), Rajya Sabha Television, 3rd Floor, Talkatora Stadium Annexe Building, New Delhi-110001** and may be dropped in the drop box at the above address **by 5:00 P.M. on or before 27 September, 2019 or may be sent by courier/ registered/ speed post so as to reach RSTV by 5:00 P.M on or before 27 September, 2019.**

3. The technical bid should be accompanied by an earnest money deposit of **Rs.10,000/-** (Rupees ten thousand only) in the form of a demand draft drawn in favour of Drawing & Disbursing Officer, Rajya Sabha Television payable at New Delhi on which no interest will be paid. Earnest money deposit of the Agency will be forfeited if it refuses to take up the job or fails to furnish performance security within stipulated time on its selection for the job, or if the information given by it is found to be false, or if it withdraws the bid during the validity period of the bid. Earnest money deposit of the unsuccessful bidders will be returned after completion of the tender process but earnest money deposit of the successful bidder will be returned only after the bidder deposits performance security.

4. Technical Bid should be given in the proforma attached as **Annexure-I** and Financial Bid in the proforma attached as **Annexure II**. All the details as required should be provided in the specified space in **Annexure I**. It may be ensured that there is no over-writing or correction or cutting in the bids and each page of the technical bid as well as financial bid is signed by an authorized representative of the Agency bearing the name of the signatory and office seal.

5. The scope of works to be carried out in the office of Rajya Sabha Television, is given in **Annexure-I (Technical Bid)**. The Agency is required to quote the unit rate, amount, its profit, taxes as applicable etc. as per the work description mentioned in **Annexure-II (Financial Bid)**. **The specifications of items/material are mentioned in Annexure III**. L1 bidder will be determined on the basis of the lowest rates of the work quoted in the bidding document. The Agency shall quote the rates as per DSR (Delhi Schedule Rates) of CPWD for the works. The rates quoted should be inclusive of all expenses such as manpower, cartage, taxes etc. Rates so quoted will be valid for 180 days from the date of opening of the financial bids. RSTV will not be responsible and will in no way be liable towards fees, penalties, cost of manpower, and transportation of goods, maintenance etc. or any other charges payable except the contract charges.

6. The documentary proof of the attested copy of registration/empanelment of the Agency with CPWD/NDMC mentioning its validity should also be enclosed along with technical bid.

PRE BID MEETING

7. A pre- bid meeting will be held on **19 September, 2019 at 3:00 p.m.** in the office of Rajya Sabha Television, 3rd Floor Talkatora Stadium Annexe Building, New Delhi-110001 where the intending bidders may seek any clarification and also visit the site to have first-hand information about the requirements of RSTV. The Agencies are requested to attend the pre-bid meeting so that there may not be any communication gap and they are aware of the requirements of RSTV.

OPENING OF BIDS

8. Technical Bids will be opened on **30 September, 2019 at 12.00 noon** in the office of Rajya Sabha Television, 3rd Floor Talkatora Stadium Annexe Building, New Delhi-110001 in the presence of the intending bidders or representatives thereof, if any. Financial Bids of only such bidders will be opened who are found eligible in Technical Bid. Time and date of opening of the Financial Bids will be informed to the Agencies which are found eligible in the Technical Bid.

REJECTION OF BIDS

9. Canvassing by the bidder in any form, unsolicited letters and post tender corrections may invoke summary rejection of its bid with forfeiture of EMD. Rajya Sabha Television reserves the right to reject any or all tenders without giving any notice or assigning any reason thereof.

PERFORMANCE SECURITY

10. The Agency whose tender is accepted shall deposit an amount of Rs.20,000/- (Rupees twenty thousand only) in the form of Account Payee Demand Draft or Bank Guarantee from any of the commercial bank in favour of Drawing & Disbursing Officer, Rajya Sabha Television as Performance Security within 3 days from the date of issue of work order by RSTV. No interest shall be paid on the Performance Security. Performance security will be forfeited, if the Agency fails to complete its contractual obligations within stipulated time or if the performance is not found to be satisfactory. Performance Security will be retained by RSTV for the period of contract and till sixty days beyond the date of completion of all contractual obligations.

AGREEMENT

11. The Agency selected as L1 bidder shall have to enter into an Agreement with RSTV in regard to execution of various civil and electrical works in the office of Rajya Sabha Television at Talkatora Stadium Annexe Building, New Delhi.

GENERAL CONDITIONS

12.1 The works shall be carried out in accordance with the Scope of Work as provided in **Annexure-I** and as per specifications mentioned in **Annexure-III**.

12.2 The work executed should at all times be properly correlated as per the specification provided in Annexure-III.

12.3 The Agencies are advised to get themselves acquainted with the proposed work and its site and also study the structural drawings, specifications, general conditions and additional conditions carefully before tendering to fully appreciate the scope of work. No claim of any sort shall be entertained on account of any site conditions and ignorance of specifications.

12.4 The rates quoted by the Agency shall be taken as net and nothing extra shall be paid on any account i.e. cartage, tax and stacking at required places and on account of working in restricted area etc.

12.5 The rates for different items of work shall apply for all heights and depths, leads and lifts unless otherwise specified in the agreement or specifications applicable to the agreement.

12.6 Any damage done by the Agency to any existing structure during the course of execution of the work shall be made good by it at its own cost.

12.7 Only articles/material classified, as 'first quality' by the manufacturer shall be used unless otherwise specified.

12.8 A detailed schedule of work shall be submitted by the Agency in consultation with RSTV immediately after the issue of work order and shall have to adhere to this schedule of work strictly.

12.9 RSTV reserves the right to modify the scope of work and the Agency shall have to work accordingly.

12.10 The quantities of each item shall not be exceeded beyond the quantities mentioned in **Annexure-II** without prior permission of RSTV.

12.11 The Agency shall make its own arrangement for getting the permission to ply the vehicles during restricted hours/zones from the traffic police for transporting requisite material/goods etc.

12.12 The Agency shall take all precautions to avoid accidents by exhibiting necessary caution boards. It shall be responsible for all damages and accidents caused due to negligence on its part.

12.13 The rates for all items of work shall, unless otherwise clearly specified, include cost of all labour, material, taxes as applicable and other inputs involved in the execution of the works.

12.14 Any reference made to any Indian Standard Specifications and other specifications mentioned in respect of the items in these documents, shall imply the latest version of that standard, including such revisions / amendments as issued by the Bureau of Indian Standards up to last date of receipt of tenders. The Agency shall keep at its own cost all such publications of relevant Indian Standards applicable to the work at site.

12.15 The Agency shall clear the site thoroughly of scaffolding, material, rubbish, equipment left out of its work and dress the site in or around the building to the complete satisfaction of RSTV before the work is treated as completed.

12.16 The labour welfare fund/cess @ 1% of gross work done shall be deducted.

12.17 **The work is to be completed within in 15 days from the date of issue of work order.**

ADDITIONAL CONDITIONS

13.1 No payment shall be made to the Agency for any damage caused by rain, heat or any other natural causes whatsoever during the execution of works.

13.2 RSTV reserves the right to accept or reject the tender as a whole or a part of it and no claims whatsoever will be entertained on this account.

13.3 The room/site where the work is to be executed on any day shall be got approved from the concerned authority of RSTV. No work shall be carried out without the approval of the concerned authority of RSTV. Such works carried out without the approval of RSTV authority shall be rejected and will not be measured and paid for.

13.4 The Agency should note that all the items of work to be taken up in any particular room shall be undertaken one after the other and completed, in the time allotted for the same by RSTV. Any work left over will be got done at the cost and risk of the Agency.

13.5 If the work is carried out in more than one shift or during night, no claim on this account shall be entertained.

13.6 The dismantling wherever required shall be done in a manner so that no other portion of the building or its fixtures are damaged. If any damage is done to the building it shall be made good by the Agency at its own cost and no claim whatsoever shall be entertained on this account.

13.7 In the event of any restrictions being imposed by any security agency/CPWD/NDMC/ Traffic Police or any other authority having jurisdiction in the area on the working or movement of labour/material, the Agency shall strictly follow such restrictions and nothing extra shall be payable to the contractor on this account. The loss of time on this account, if any, shall have to be made up by generating additional resources etc. General security restrictions are given as under:

- (i) As and when there will be security requirements, certain additional restriction (s) can be imposed as per the requirement of the situation.
- (ii) No claim whatsoever will be entertained by the department on account of any restriction (s) imposed by any security agency during the execution of work.

13.8 The Agency shall be responsible for behavior and conduct of its worker(s). No worker with doubtful integrity or having an adverse record shall be engaged by it.

13.9 The Agency shall be responsible for fulfilling all statutory obligations under various laws and Acts, like the Minimum Wages Act, the EPF Act, the ESI Act, the Bonus Act, the GST Act, etc. and any other statutory requirements as applicable to the Government of NCT of Delhi/ Government of India and the rules/regulations as amended from time to time. RSTV will have no responsibility and will in no way be liable towards taxes, fees, penalties, cost of transportation, payment of salary to labourers etc. or any other charges payable except the contract charges.

13.10 The Agency shall not outsource/assign or sublet the work or any part of it to any other person or party.

13.11 The Agency shall indemnify RSTV against all damages/charges for which it may be held liable or pay on account of the negligence by any of its staff or any person under its control whether in respect of accident/ injury to any person or damages to the property of any member of the public or in executing the work or otherwise and against all claims and demands thereof. RSTV shall not be responsible financially or otherwise for any injury to the personnel deployed by it for execution of work.

TERMS OF PAYMENT

14. Payment to the Agency will be made on completion of the works and on receipt of invoice only after the competent authority of RSTV is satisfied that the works executed are as per the terms and conditions of the tender document. No payment will be made in advance. However, payment in normal circumstances will be released within 21 days of submission of the bill.

PENALTY

15. Time is the essence of the project and the qualified bidder shall be required to complete the work within 15 days failing which penalty @ 1% of the total cost per day shall be deducted.

TERMINATION OF CONTRACT

16. RSTV shall have the right to terminate the contract at any time without assigning any reason by giving a notice of 7 days. However, if the performance of the Agency is not found satisfactory at any stage, the contract may be terminated any time by RSTV without giving any notice. In such a situation, the performance security/bank guarantee furnished by the agency shall stand forfeited.

ARBITRATION

17. All the disputes and differences arising out or in any way touching or concerning the Services shall be referred to the sole arbitrator appointed by the Secretary General, Rajya Sabha. Awards of such arbitration shall be final and binding on the parties to the agreement.

18. The Courts at New Delhi will have the sole and exclusive territorial jurisdiction over any dispute or difference in connection with tender.

**Additional Director (Admn)
Rajya Sabha Television**

To

As per the enclosed list of empaneled contractors of CPWD/NDMC

Annexure – I

**SHORT TERM LIMITED TENDER NOTICE FOR EXECUTION OF REPAIR
/REPLACEMENT OF EXISTING RAISED/FALSE FLOORING METAL TILES WITH
ITS SYSTEM AND COMPONENTS IN THE OFFICE OF RAJYA SABHA
TELEVISION**

Technical Bid

To be filled in by the Bidder (enclose copies of documents to support your statement)

S/No	Description
1.	Name of the Tenderer/Firm/Agency:
2.	Postal address of the Tenderer/Firm/Agency:
3.	Details of the contact person (a) Name (b) Telephone No (c) Mobile No (d) Fax No (e) E-mail ID
5.	Is the Tenderer/Firm/Agency Registered/Empaneled with CPWD/NDMC: (Attach photocopy of the document for proof)
6.	Income Tax Permanent Account Number (PAN) : (Attach a copy of PAN)
7.	GST Registration Number : (Attach a copy of GST Registration)

8.	Details of at least two Government Departments/ PSUs/TV Channels to which similar services have been rendered during at least two of the financial years 2016-17, 2017-18 and 2018-2019 (See para 1 (b) of tender notice)			
S/No	Period during which service was provided	Name & Address	Value of service provided	Remarks, if any
(a)	2016-2017			
(b)	2017-2018			
(c)	2018-2019			

9. Details of Earnest money

- a) **Name of the bank** :
- b) **Demand Draft No** :
- c) **Value of the Demand Draft** :
- d) **Demand Draft drawn in favour of** :

10. Scope of Work:

Execution of repair/replacement of existing raised/false flooring metal tiles with its system and components in the office of Rajya Sabha Television at Talkatora Stadium Annexe Building, New Delhi				
Sl. No.	Description	Unit	Qty.	Execution of Works (write YES or NO)
1.	Providing and fixing removable raised metal tiles of the false flooring with its system and components (size 2ft x 2ft)	Piece	90 Approximate *	
2.	Pasting of the carpet placed on the existing floor	Sqm	33.44 Approximate*	

*Actual No of tiles or area in Sqft/Sqmeter as indicated above may increase or decrease by 10% to 20% depending upon the extent of damage which may be revealed or known after commencement of the repair work.

Certificate

It is certified :

- (i) That I/ we have gone through and understood the tender notice No RSTV/Admn-2/18/2017 dated 01 Aug 2019 and rates have been quoted accordingly and as per the latest DSR (2019) of CPWD.**
- (ii) That the terms and conditions given in the tender notice are acceptable to me/us.**
- (iii) That the information furnished by me/us is true and correct.**
- (iv) That my/our agency has not been blacklisted by any Government organization/ department.**
- (v) That I/ we have not concealed any material fact.**

**Signature, Name & Address of the
Authorized Signatory & Seal of the Agency**

FINANCIAL BID DOCUMENT

Name & Address of Tenderer/Firm/Agency:

Execution of repair/replacement of existing raised/false flooring metal tiles with its system and components in the office of Rajya Sabha Television at Talkatora Stadium Annexe Building, New Delhi:

Execution of repair/replacement of existing raised/false flooring metal tiles with its system and components in the office of Rajya Sabha Television at Talkatora Stadium Annexe Building, New Delhi					
Sl. No.	Description	Unit	Qty.	Unit rate	Total Amount
1.	Providing and fixing removable raised metal tiles of the false flooring with its system and components (size 2ft x 2ft)	Piece	90 Approximate*		
2.	Pasting of the carpet placed on the existing floor	Sqm	33.44 Approximate*		

*Actual No of tiles or area in Sqft/Sqmeter as indicated above may increase or decrease by 10% to 20% depending upon the extent of damage which may be revealed or known after commencement of the repair work

It is undertaken that the rates as quoted above are as per the latest DSR (2019) of CPWD and shall remain valid for 180 days from the date of opening of the Financial bid.

**Name & Address of the Authorized Signatory
of the Tenderer/Firm/Agency with Office Seal**

Specifications of Items mentioned in Annexure-I:

- (i) Existing metal tiles of size 2 ft x 2ft required should be used of the existing make or equivalent.
- (ii) Existing components and system of metal tiles like Nut bolt, Arms , Jack, Screw, Fastener and Adhesive should be used of the existing make or equivalent.

