

## **Tender document for Renovation Works**



### **QUALITY COUNCIL OF INDIA**

2nd Floor, Institution of Engineers Building  
2, Bahadur Shah Zafar Marg, New Delhi – 110002

T: +91-11-23378056 / 57; F: +91-11-23378678

W: [www.qcin.org](http://www.qcin.org) E: [info@qcin.org](mailto:info@qcin.org)

### SHORT TERM TENDER NOTICE

Sealed item rate tenders are invited from contractors with requisite financial, technical and organizational capacity in executing the following works:

1. Name of work : Renovation of the Interior Works under various subheads for Quality Council of India at its new office premises at Plot no. 04, Deen Dayal Upadhyay Marg, near ITO, New Delhi.
2. Tenders Subhead : HEATING, VENTILATION AND AIR CONDITIONING (HVAC)
3. Estimated Cost : Rs. 4,00,000
4. Earnest Money Deposit : Rs. 10,000 (shall be paid in the form of demand draft in favor of the Quality Council of India payable at New Delhi)
5. Time of completion : 3 weeks
6. Tender document can be downloaded from the QCI website from the link [www.qcin.org](http://www.qcin.org)
7. Completed documents of the tender in a sealed cover will be received at QCI office at 2nd Floor, Institution of Engineers, Bahadur Shah Zafar Marg, New Delhi-110002, upto 12.00 Noon, February 22, 2019.
8. The Quality Council of India reserves the right to adopt measures deemed fit for selection of the bidder on quality and cost basis.
9. Mode of submission of tender:
  - a) The tender shall be submitted in Sealed cover super scribed as "**Tender for Renovation-HVAC**" for Quality Council of India at 2nd Floor, Institution of Engineers, Bahadur Shah Zafar Marg, New Delhi-110002, upto 12 Noon, February 22, 2019. The technical bid including the bidder's profile, proof of past experience, GST and PAN Certificate must be sealed separately. The financial bid as per the attached format must be submitted in a separately sealed envelope.
  - b) Bidders shall quote strictly as per the terms, conditions and specifications given in the tender documents and the drawings. In case any conditions stipulated by the contractor in the tender are found to be unacceptable by the QCI or its empaneled consultant, the tender shall be rejected forthwith without assigning any reason.

- c) The contractor / Tenderers Shall deposit Earnest Money in shape of crossed cheque / Demand Draft for an amount Rs. 10,000 in favor of M/s Quality Council of India Payable at New Delhi and shall not be allowed to withdraw their tenders during the period of validity failing which the earnest money deposit shall be forfeited. Any tenders received without EMD shall be liable to be rejected summarily.
- d) Only those firms should participate who are with the capability of completing the work within 3 works from the date of award of work.
- e) The requisite approvals from the office of Delhi Electrical Inspector must be possessed by the prospective bidder.

10. Contact Person for queries:      Mr. Mayank Manchanda, Architect, Centroid Plus,  
[mayank@centroid.com](mailto:mayank@centroid.com); +91-9810119286  
Ms. Kanika Sethi, Project Associate  
[kanika.sethi@qcin.org](mailto:kanika.sethi@qcin.org); +91-9716662279

### **Instructions to Bidder**

1. Sealed tenders shall be addressed as **"Tender for renovation-HVAC"** for Quality Council of India.
2. The offer shall remain valid for a period of 30 days from the date of opening of tender.
3. Each of the tender documents is required to be signed by the person or persons submitting the tender in token of his/their having acquainted himself / themselves with the General conditions of contract, Bill of Quantities, Specifications, Special Conditions and drawings etc. as laid down in the tender documents.
4. The tender submitted on behalf of a company/firm shall be signed by the person duly authorized to sign for and behalf of company / firm otherwise the tender is liable to be rejected.
5. All erasures and alterations made within the tender must be attested by the initial of the contractor. Overwriting of the figures is not permitted.
6. Within 7 days of the receipt of intimation from the QCI of the acceptance of his/their tender the successful tenderers will have to enter into the contract with the QCI for the proposed work.
7. The tenderer must obtain for himself on his own expense all such information which may be necessary for the purpose of pricing the tender and for entering into contract and must examine the drawings, the specifications, and acquaint himself with all local conditions, means of access to work, nature of work and all matters pertaining thereto.
8. The entire work must be completed within the scheduled time from the date of AWARD, of work failing which the contractor shall be liable to pay Liquidated Damages as stipulated in the contract.
9. The tenderer shall quote balanced rates for all the items of work mentioned in the bill of quantities. The QCI at discretion may delete or add to the quantities in part or in full for any item, at any time without any revision of item rates.
10. The tenderer must quote his rates only on the proper form of the tender both in words and in figures. The amount for each item shall be worked out in figures only for the quantities as indicated in the tender (bill of quantities).
11. The QCI reserves the right to adopt measures deemed fit for selection of bidder on Quality or cost basis.

### **INTERPRETATION AND SCOPE:**

In the interpretation of specifications or items where description is conflicting or incomplete or otherwise subject to dispute, the following order of decreasing importance shall prevail.

- a) Description of items in the Schedule
- b) Special Specifications attached to the Tender
- c) C.P.W. D Specifications for Electrical works amended upto date.
- d) Indian Standard Specification.

Anything not covered by the above shall be as per I.E. Rules and regulations.

### **SCOPE OF WORK**

The General Character and Scope of work to be carried out under this contract is illustrated in the schedule of quantities and Drawings.

Contractor shall carryout and complete the said work under this contract in every respect and to the satisfaction of the QCI and its empaneled consultants. In general, the work to be carried out shall comprise of:

- a) Supply, installation & commissioning of items detailed in the attached BOQ.
- b) Providing new machines at the prescribed location along with testing & commissioning of already installed machines.
- c) Supplying of miscellaneous items as per tender sub head as per the attached BOQ

### SPECIAL CONDITIONS OF CONTRACT

1. Before filling in the tender, the contractor will have to check up all the drawings and Bill of Quantities and will have to get a clarification from the QCI empaneled consultant on any point that they feel is unclear. No claim for damages or compensation will be entertained on this account thereafter.
3. The contractor shall be allowed to provide separate site office for his staff and for all necessary storage on site in a specified area for materials to be used in the work. The safety and security of all material brought at site shall be sole responsibility of the contractor. All such storage and offices shall be cleared away and the space left in good and proper order on completion of said work.
4. The contractor shall prepare a schedule of activity CPM /chart for the project which is to be submitted with the tender document.
5. The contractor shall prepare working drawings/ samples of all the items referred and mentioned in the schedule of quantities within one week of award of work. It should make changes/improvements as instructed by the Consultants and as many times as required till each item is finally approved by the Consultants in writing. Bulk manufacture/procurement of items shall start only thereafter. This time period is final and binding.
6. The contractor shall also maintain a Measurement Book (MB) at site for day to day recording of quantity of work which can be inspected by the Consultants at any time. MB cannot be removed from the site by the Contractor without prior written permission of QCI/consultant. The contractor shall employ a diploma engineer at site for strict supervision of work.
7. The quoted rate shall, among others include mobilization of various types of materials and labour, tools, plants, lighting, etc., working at the all heights, depths, widths, etc. and also the constraints at site like accesses, simultaneous working of other agencies engaged by the Client lead, light, shortage of storage space and such other situations as exist at site of works.
8. The contractor(s) shall not be entitled to any compensation for any loss suffered by him and/or revision in the rates originally quoted by him. (This is fixed rate contract).
  - a) On account of unforeseen delay in commencing the work, whatever the cause of such delays be.
  - b) On account of reduction in scope of work.
  - c) On account of suspension of work, or abandoned after award of work.
  - d) On account of market escalation.

9. If power/water is required for the execution of the Contract, the same shall be arranged by the Contractor and necessary extension of these supplies will have to be executed by the contractors at their own cost. The supply of power/water shall be if metered and the payments for the same as per rates applicable shall be payable by the contractor within 7 days on receipt of the bill from the concerned authorities.
10. The special dimension in the Specification / schedule of quantities if any or instructions of Consultants shall supersede the drawing. The contractor shall verify all dimensions at site, before the fabrication of different items of work.
11. Additional Working detailed drawings / details if felt necessary for the execution of the work will be issued by the Architect from time to time.
12. The rates of all quoted items to include setting right any damage to existing surface.
13. All materials, articles and workmanship shall be the respective kind for the class of work described in the schedule of quantities and specifications. All materials, so used in the different items of work shall be subject to the approval of the Project Manager/Architect/Consultant and the word "BEST" used in the specifications shall mean that in the opinion of the Project Manager/Architect/Consultant there is no superior quality of finish of material or article in the market available in the nature of particular item described in the schedule of quantities. The Project Manager/Architect/Consultant shall have the power to make the contractor purchase and use such materials of particular make or from a particular source as may, in his opinion, be necessary for proper or reasonable compliance with specifications and description of the different items of work.
14. While carrying out the work the contractor shall take all precautions to ensure that the work executed by other agencies are not damaged in any respect. In case of damages, the contractor shall set right all such damage at his/their own cost and risk with no further notice.
15. The contractor, shall when called upon by the Project Manager/Architect/Consultant submit the analysis, of rate of any item of work to justify and support the rate quoted by him for that item. The contractor shall also produce necessary vouchers in support of the analysis of rates at appropriate time if so required.
16. The contractor shall provide all materials and/or fittings and perform any work which is obviously necessary to complete the works or which is generally provided in accordance with "Good accepted trade practice" even though such material of work may not be explicitly mentioned in the specification or shown in the drawing.
17. The schedule of quantities given with the tender documents is for the whole work. The Client may on their entire discretion, decide to award the work to different agencies and the contractors' quoted rates for all items of work shall hold good, even if the quantum of work is substantially reduced.

18. During the execution of work, the Project Manager/Architect /Consultant may take minor changes or variations in their design of different items for improving the design and nothing extra shall be payable on this account.
19. If extra/substituted item is required to be executed by the contractors, analysis of rates for those items supported by purchase vouchers shall be submitted by the contractor to the QCI to enable the scrutiny of these items. In case of the extra item the contractor's profit will be considered as 15% on the actual cost. (only for deviation items)

### **Prime Cost Items**

#### **Prime Cost Sum for Special Services**

Item as per selection of client/architect with brief specs. & qty. mentioned below. The contractor is to quote his percentage profit & O.H. which will be charged on basic price of fixture/ control gear. The Item and supplier shall be selected/approved by client /architect. The contractor should quote his percentage inclusive of erection, testing & commissioning.

Prime Cost sum will include cost of fittings, lamps, all taxes, transit insurance & delivery etc. at site.

#### **Contractor's Markup**

Percentage to be quoted for

- Taking delivery
- Storage
- Erection Insurance
- Final Reconciliation
- Installation, testing & commissioning
- WCT & ST as applicable on installation only

20. For the purchase of materials, required to be incorporated in the works, the Client may require the contractor to produce bill/cash memo of such purchase. The client reserves the right to verify the accuracy of such bills and prices of materials included in the bill from the same source or other suppliers, chosen by the Client/Architect.
21. The quantities of various items, incorporated in the tender are approximate. However, the payments shall be made to the contractors, only on the basis of measurements taken at site, in conformity with CPWD/BIS specification. In case of ambiguity CPWD specification will have preference over BIS specification.
22. The contractors shall make adequate arrangements for firefighting and if any property of the Client is damaged due to fire the same shall be made good by the contractors at their cost, to the satisfaction of the Client.
23. Income Tax and surcharge shall be deducted from all interim and final bills and remitted to the Central Government towards provisional income tax liability of the contractor as per rules from time to time.



24. The bills will be cleared within a week of submission of bills based on Architect's approval and recommendation. The contractor is required to submit the detailed measurement sheets along with the bill.
25. The detailed construction drawings, contract documents, etc. shall be returned to the Architect before final bill is submitted to Client.
26. The successful contractor shall take out Contractor's All Risks (CAR) policy, jointly in the name of Quality Council of India and Contractor, and the original policy shall be deposited with the client.
27. All disputes arising out of or in any way connected with this Agreement/Contract shall be deemed to have arisen within One Year of the completion and only the courts in New Delhi shall have jurisdiction to determine the same.

### **SUMMARY OF SALIENT ASPECTS**

1. Date of commencement of work : Within ten days from the date of issue of work order by the Client.
2. Time of completion of work : Within **3 weeks** from the date of start from the date of award of work.
3. Validity of offer : 30 days from the date of opening.
4. Retention Money : 10% (Ten percent only) from each running bill Earnest money deposit will be adjusted against retention.
5. Release of Retention money : 90% shall be released at the time of completion of work and balance 10% shall be released after 3 months which is defects liability period. (which can be released against Bank Guarantee of the same amount.)
6. Value of contract (Estimated) : Rs. 4,00,000
7. Mode of Payment :
  - a. No. of submission of bills : N.A.
  - b. Release of payment : Within 15 (fifteen) working days from the date certifying the bill by the Clients/Architect.
  - c. Certifying of bill by Clients / Architect : Within 7 (seven) working days of submission of proper bill.
  - d. Submission of final bill : Within 30 days from the date of completion of work (Bills for part completion of works will not be entertained)
  - e. Period of issuing final Certificate of payment by by Architect. : Within 4 weeks from the day of receipt of final bill.
  - f. Period of payment of final Bill : Within 30 days from the date of receiving final certificate of payment from the Architect.
8. Defects liability period : 12 Months from the date of satisfactory completion and handing over the work.

9. Limit of variation : Rates should be firm for any variation in quantities. Some items may even be deleted.
10. Venue of arbitration : New Delhi.
11. Nature of Contract : Indivisible works contracts
12. All Tax & other costs : Shall be included in quoted rates and shall not be paid extra.

## **GENERAL CONDITIONS**

The Specifications generally applicable to this work shall be as per C.P.W.D. Specifications for Renovation of Internal Electrical works for Quality Council of India new office premises except as otherwise specified in the description of items given in the Schedule of Quantities or in the General and Technical Specifications. The requirements of these Specifications will be fulfilled by the Contractor within the Tendered rates and without extra charge. The item rates quoted shall be deemed to have taken these specifications into account.

1. The work will be carried out generally in accordance with the General Specifications Part-I, Internal Work-2005, Part-II External Work-2007, Part-III Substation Work-2007 with amendments up to date for Electrical works in Central Government buildings while complying in all respects with the requirements of the latest Indian Electricity Rules in force for the time being.
2. The work shall be carried out simultaneously with building work and will be continued till it is completed satisfactorily along with the completion of essential portions of buildings work.
3. If any minor alterations are found necessary, the Contractor will do the same within the tendered rates.
4. The work will be carried out in the best workman like manner and any defect in the work or changes in the design etc., if pointed out shall be carried out by the contractor within the tendered rates.
5. The contractor shall employ adequate skilled & non-skilled labour to complete the work within the stipulated time and make his own arrangements for housing labour and storage of materials etc. A whole time Supervisor / Engineer shall be employed by the Contractor who will remain at site of work to receive orders or other instructions from the Client / Engineer-in-Charge / consultant.
6. Any material supplied by the contractors, if damaged in any way during cartage or execution of work or otherwise, shall be made good by the Contractor at their own cost.
7. During the progress of work, completed portions of the buildings may be occupied and put to use by the client but contractor will remain fully responsible for maintenance of the Electrical Installations till the entire work covered by this contract is satisfactorily completed by the Client / Engineer-in-charge / consultant.
8. **CONTRACTOR TO OBTAIN INFORMATION BY HIMSELF:**

The Contractor shall obtain for himself, on his own responsibility and at his own expenses all the information which may be necessary for the purpose of tendering and for entering into a contract, and must examine and study the specifications, drawings the design of electrical installation, inspect the site, the building plans etc. If the drawings are supplied to the contractor for tender purposes, the same must be returned in good condition with

the tender. The contractor shall also not withstand an information given to him, make local and independent enquiries.

9. **TENDER RATES:**

All Tender rates will include the cost of materials, erection connections, labour, supervision, tools, plant, transport, all taxes, contingencies, breakage, wastage, sundries, scaffolding, maintenance of installation for one year etc. i.e., they should be for an item complete in all respect.

10. **APPROVALS**

The contractor, while executing the work, shall conform to the provision of any Government Act relating to the work and to the regulations and Byelaws of the local authorities, and of the Company to whose system of supply the installation is proposed to be connected. The contractor shall give all notices, required by the Acts, Regulations of Bye Laws. He will also undertake to provide test certificate and drawings as required and will make necessary arrangements to procure electricity supply without any extra charge. The contractor shall also obtain all approvals for the items of work done under this contract from the appropriate authorities. All inspection fees or submission fees paid by the contractor will be reimbursed by the client against valid official receipts. Contractor shall possess a valid electrical Contractor's License issued by the Inspectorate of the Local Government.

11. **SAMPLES:**

Samples of materials and fabrication drawings will be submitted by the contractor according to the schedule / specifications. Any deviation from the schedule / specification will have the written consent of the Project Manager/ Architect/ Consultant. No approval given by the Project Manager/Architect/Consultant to any samples or drawings submitted by the Contractor shall in any way exonerate the contractor from his liability to carry out the work in accordance with the terms of contract.

12. **DRAWINGS:**

A) **SHOP DRAWINGS**

The contractor will submit 4 (four) sets of working drawings indicating detailed layouts for approval and proceed with work thereafter. All fabrication drawings and other literature will also be submitted in advance for approval.

a) **Internal Electrification**

- i. Location and Control Circuiting of all light points power points, ceiling, Ex. Fans etc. including conduiting and control.
- ii. Location of all Data Points, Tel. Points, U.P.S. Powers, raw power points including conduiting and controls.

- ii. Catalogue of all light fixtures with Data Sheet.
- iii. D.B. Charts for all services.
- iv. Inverter Locations and D.B. Charts.

**B) COMPLETION DRAWINGS**

The contractor shall submit one complete set of all Drawings and further two copies of layout drawings to the Project Manager/ Architect/ Consultant after completion of the work. These complete drawings shall give the information in the same manner as that of Shop Drawings.

No completion certificate will be issued until the completion drawings in the above-mentioned forms are submitted. The drawings will be prepared and submitted by the contractor without any extra charge.

**13. PROGRESS AND TIME OF COMPLETION.**

- a) The work will commence within 7 days from award of work order after the contractor receives instructions to proceed.
- b) The contractor shall in consultation with the Consultants / client draw up a time schedule (CPM) on commencement of the work. This time schedule will be strictly adhered to.

PROPOSED INTERIOR FIT OUT  
FOR QUALITY COUNCIL OF INDIA,  
CONFERENCE AREA, GROUND FLOOR  
4, D.D.U. MARG, NEW DELHI

BOQ FOR HVAC WORK

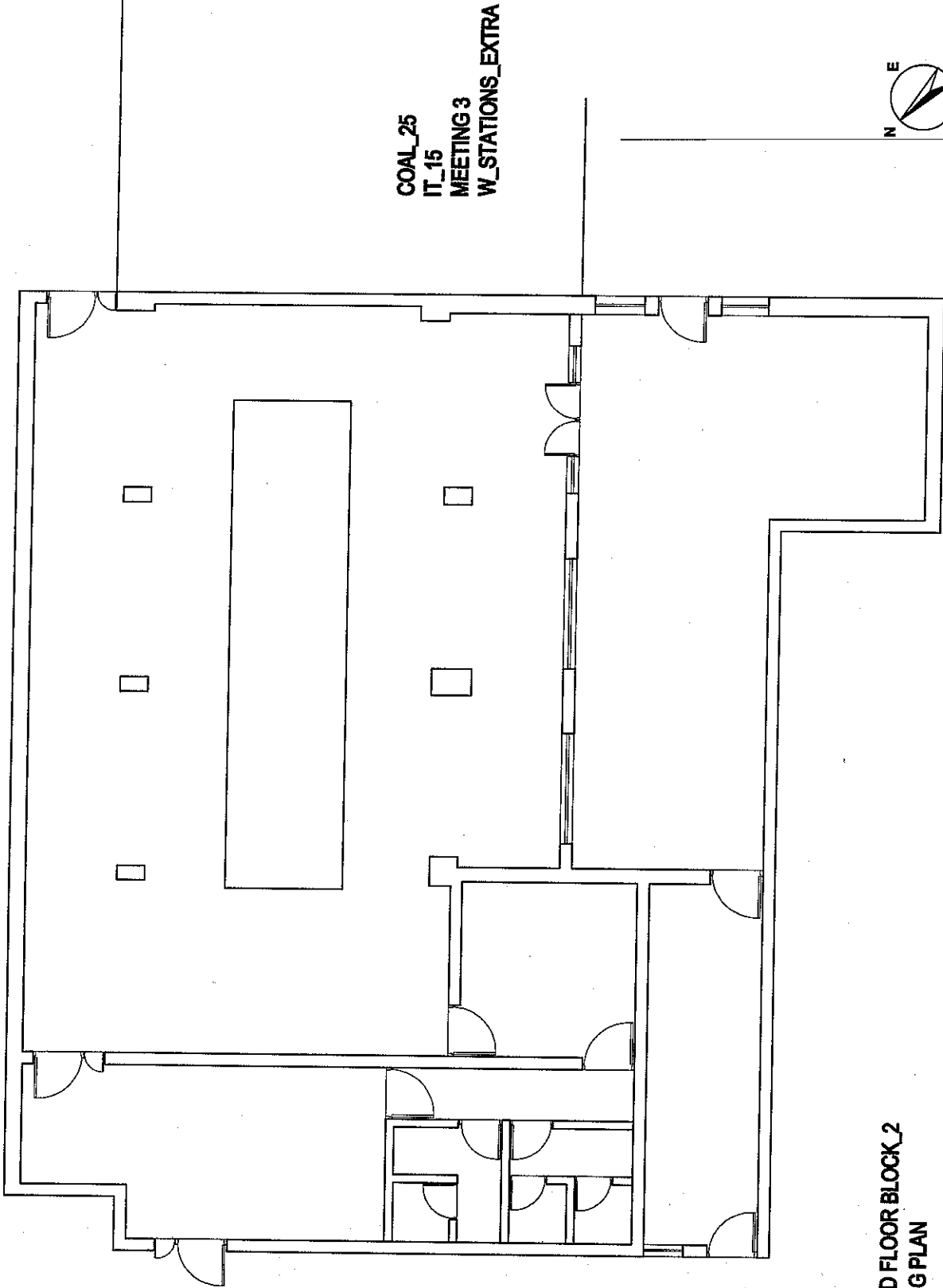
**BOQ OF HVAC WORKS FOR PROPOSED INTERIOR OFFICE  
QUALITY COUNCIL INDIA AT 4-D.D.U MARG, ITO, NEW DELHI  
FOR CONFERENCE AREA, GROUND FLOOR**

S. No.	DESCRIPTION				Make list
	<b>Part A -SUPPLY OF DX AC UNIT.</b> Cordless Remote. Minimum rating 4 star, with inverter compressor. Eco friendly refrigerant.				Daikin / Mitsubishi Electric/ Equivalent

S. No.	DESCRIPTION	QTY	UNIT	RATE	AMOUNT
1	<b>Installation, Testing, Commissioning</b>				
1.1	1.5 T Split AC unit	3	NOS		0
1.2	1.0 T Split AC unit	5	NOS		0
2	Refrigerant Piping ( both circuits included ) - with 9mm thick Nitrile Rubber insulation	40	MTS		0
3	Electrical Control & Power Cabling (from ODU to IDU) TAKEN IN ELECTRICAL WORK-				
4	<b>PVC PIPE</b>				
4.1	32mm & 25 mm PVC Drain Pipe with 6mm thick Heat-Ion Insulation	50	MTS		0
5	<b>Stands for Outdoor units</b>				
5.1	For Hi wall unit.	8	nos		0
7.0	Additional gas charging as required		as per actuals		
8.0	Supply and installation of Drain Pump for Hi wall Unit. Make - Aspen or Gobi Model - Mini Blanc If required				
9.0	Supply & installation of IP65 enclosure with OEM approved switchgear for outdoor unit.				
	<b>TOTAL OF ABOVE</b>				0

**PS: FOR EQUIVALENT BRAND SELECTION, COMMITTEE RESERVES THE RIGHT TO SELECT/ SPECIFY ANY BRAND UNDER ANY CATEGORY.**

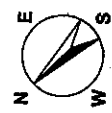
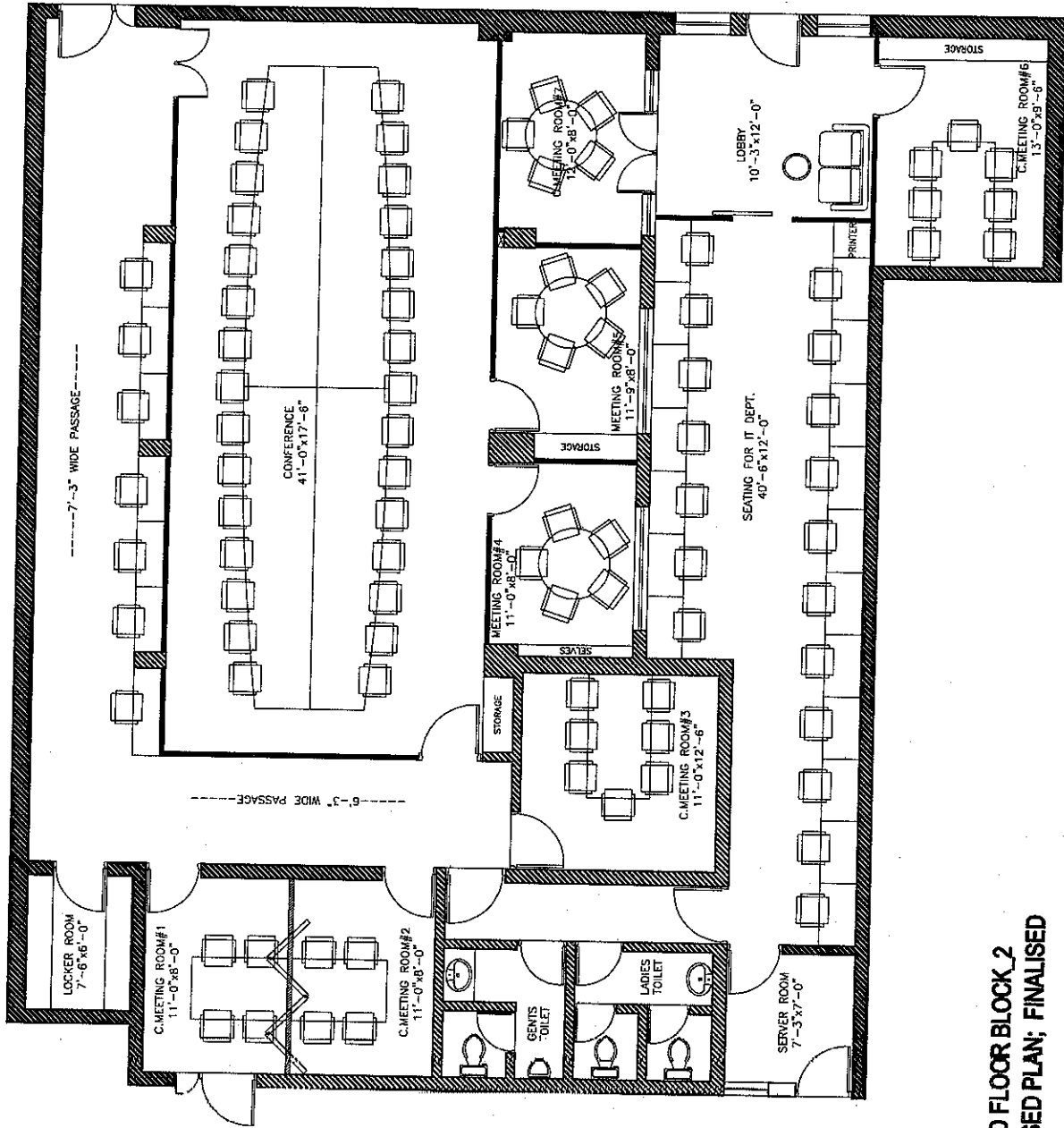




**GROUND FLOOR BLOCK\_2  
EXISTING PLAN**

**COAL\_25  
IT\_15  
MEETING 3  
W\_STATIONS\_EXTRA**





**GROUND FLOOR BLOCK\_2  
PROPOSED PLAN; FINALISED**

PROPOSED INTERIORS OF OFFICE FOR QUALITY COUNCIL INDIA  
AT INSTITUTIONAL BUILDING AT L.T.O, NEW DELHI

PROPOSED LAYOUT PLAN  
FOR MR. R. SINGH

SCALE : S.T.F  
DATE: 08-02-19

DWG NO. - PRA-QCI-005  
PROPOSED LAYOUT PLAN