

# **TENDER DOCUMENT**



## **ESIC REGIONAL OFFICE BAMUNIMAIDAM, GUWAHATI-21**

**Issued to.....**

**DD No..... Date.....**

**Issuing Bank and Branch.....**

### **NAME OF WORK:**

**ANNUAL REPAIR & MAINTENANCE WORKS OF RESIDENTIAL & NON-RESIDENTIAL BUILDINGS (CIVIL & ELECTRICAL) AT ESIC REGIONAL OFFICE, BAMUNIMAIDAM, GUWAHATI-781021 FOR THE YEAR 2011-12.**

**ISSUED BY:**

**Cost of Tender Document Rs. 250/- by DD/ Banker Cheque.**



## **NOTICE INVITING TENDER**

### **ESIC REGIONAL OFFICE, BAMUNIMAIDAM, GUWAHATI-21**

Sealed Tenders under two bid System are invited from eligible contractors/ Construction Agency for providing annual repair and maintenance works of residential & non-residential buildings (Civil & Electrical) at ESIC Regional Office, Bamunimaidam, Ghy-21.

1. **Estimated cost** : Rs. 17,33,105.00
2. **EMD** : Rs. 34,600.00
3. **Validity of tenders** : 60 days
4. **Eligibility criteria** :

(a) The tenderers should have minimum three years experience as on 31-03-2011 in works of similar nature.

(b) The tenderers should have successfully completed the following works in the last seven years:

- (i) One similar works of value not less than Rs.13,86,400.00
- (ii) Two similar works of value not less than Rs.8,66,500.00
- (iii) Three similar works of value not less than Rs.6,93,200.00

Tender documents (details of scope & services, Terms & Conditions etc.) can be obtained from the ESIC Regional Office, Bamunimaidam, Guwahati-21, during working hours from **02-05-2011 to 13-05-2011** on all working days between 11.00 AM to 4.00 PM on payment of a non-refundable amount of Rs. 250/- in the form of DD/ banker's cheque payable to ESIC A/C No. 1 at Guwahati. The tender document can also be downloaded from the ESIC, N.E. Region, Web site- [www.esic.ner.org](http://www.esic.ner.org). However in respect of such downloaded forms the cost of the tender documents of Rs. 250/- in the form of DD/ Banker's Cheque has to be enclosed with the tender while submitting the same.

The last date of submission of tender is **30-05-2011 upto 2.30 PM.**

The tender shall be opened in the presence of tenderers who choose to be present on the same date at 3.00 PM

ESIC reserves the right to reject any or all the tenders or cancel this NIT without assigning any reason thereof. No claim whatsoever of tenders shall be entertained by this office.

**Regional Director  
ESIC, Regional Office  
Bamunimaidam, Ghy-21**



## **TENDER DETAILS**

### **ESIC, REGIONAL OFFICE, BAMUNIMAIDAM, GHY-21**

Invitation of Bids for Maintenance work of Residential & Non Residential Building (Civil & Electrical) at ESIC Regional Office, Bamunimaidam, Ghy-21.

Sealed offers under two envelop systems are invited from eligible contractors for providing annual repair and maintenance services listed under scope of work.

Details of the project for which tenders are invited are as follows:-

Nature of facility-	One office building, Residential qtrs 25 nos., one DG Set, Pump House etc.
Total Plot area -	3 Bigha, 10 Lecha
Total nos. of buildings with areas-	1. Office building, 1 No. ( 813.28 Sq.m) 2. Residential Qtr. 25 No. (1364.78 Sq.m)

#### **1. Scope of services to be provided:**

The agency will be responsible for repair and maintenance of the following:

- Internal Electrical Works.
- Water supply, Sanitary & plumbing works.
- Storm Damage and Sewage disposal works.
- Building repair and maintenance of civil works.
- Repairs and maintenance of internal roads.
- Landscaping and horticulture.
- Repair and day to day maintenance of Generators, pumps etc.
- Repair & maintenance of Air conditioning units.
- Repair & maintenance of fire fighting equipments

#### **2. Bid Document:**

Tender documents for submission of bids for Annual Repair & Maintenance works can be obtained from the office of the Regional Director, ESIC, Bamunimaidam, Ghy-21, during working hours from to **02-05-2011 to 13-05-2011** on all working days **between 11 AM to 4 PM** on payment of a non-refundable cost of Tender form of Rs. 250/- in the form of DD/Banker's Cheque of Nationalized Bank payable to ESIC A/C No. 1. at Guwahati.

1. The last date of submission of Tender is **30-05-2011 upto 2.30 PM.**
2. The Tender shall be opened in the presence of tenders who choose to be present on the same date at 3.00 pm.
3. Estimated Cost : Rs. 17,13,105.00
4. EMD : Rs. 34,600.00
5. Validity of tenders : 60 days
6. Eligibility Criteria:
  - (a) The Tenderers should have minimum Three Years Experience as on 31-03-11 in work of similar nature.
  - (b) The Tenderers should have successfully completed the following works in the last seven years:
    - (i) One similar works of value not less than Rs.13,86,400.00
    - (ii) Two similar works of value not less than Rs.8,66,500.00
    - (iii) Three similar works of value not less than Rs.6,93,200.00

ESIC reserves the right to reject any or all the tenders or cancel this NIT without assigning any reason thereof. No claim whatsoever of tenders shall be entertained by this office.



## INSTRUCTIONS TO THE TENDERES

1. Sealed offers under two bids system in the prescribed forms are invited from eligible tenderers for providing Annual Repair & maintenance services listed under scope of services in this bid document.
2. The amount of earnest money to be deposited (EMD) shall be **Rs.34,600/-** ( Rupees thirty four thousand six hundred) only in the form of DD/Banker cheque of any nationalized bank, drawn in favour of ESIC AC No. 1 at Guwahati.
3. Tender form shall be completed in all respect Incomplete tenders or tenders **without EMD** shall be treated as invalid.
4. Last date of Submission of tender is **30-05-2011 up to 14.30 Hrs.**
5. Date and time of opening tender is **30-05-2011 at 15.00 Hrs.**
6. **Each and every page of tender documents should bear the stamp and signature of the Tenderer authorized representative. Format I, II & III enclosed shall be filled without exception. The tenderer shall also enclose the latest income tax clearance certificate and proof of VAT/Works Contract Tax Registration / contract labour (R&A) Act 1970, ESI, EPF registration where applicable.**
7. The rates for each and every item shall be quoted in **Figure and words**. In case of any discrepancy in rates, the rates written in words shall prevail.
8. The envelope containing tender document shall be sealed and bear the name of work and the name and address of the tenderer.
9. The site for the work is available and can be seen on any working day during office hours by contacting Caretaker, ESIC Regional Office, Bamunimaidam, Guwahati-21.
10. The Competent Authority of ESIC, reserves the right to accept or reject any tender or all tenders without assigning any reason.
11. Conditional tender is liable to be rejected.
12. The tender for the work shall remain open for acceptance for a period of sixty days (60) from the date of opening of tender.
13. These instructions shall form a part of the contract document.
14. The EMD of unsuccessful tenderers shall be refunded within one month after the award of work to the successful tenderer.
15. 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.

**16. Eligibility Criteria:**

- (i) The tenderers should have minimum three years experience as on 31-03-11 in works of similar nature.
- (ii) The tenderers should have successfully completed any one of the following work in the last 7 years:
  - (a) The tenderers should have successfully completed one similar works of value not less than Rs. 13,86,400.00 ( Rupees thirteen lacs eighty six thousand and four hundred) only.
  - (b) Two similar works of value not less than Rs.8,66,500.00 ( Rupees eight lacs sixty six thousand and five hundred) only.
  - (c) Three similar works of value not less than Rs 6,93,200.00 (Rupees six lacs ninety three thousand and two hundred) only.
- (iii) The tenderers should have minimum in house manpower to cover requirements of Formats III.
- (iv) The successful tenderer would be required to establish its office within the site of the work in the space provided by the ESIC.

**17. Submission of Bids:**

Proposals should be submitted in two separate envelopes namely 'Technical Bid' (Part A) and 'Financial Bid' (Part B). The technical and financial bids sealed in two separate envelopes must be kept inside a single third envelop and clearly writing over the envelope as "Annual Repair and Maintenance Works of Residential & Non-Residential Buildings (Civil & Electrical) of ESIC Regional Office, Bamunimaidam, Ghy-21 for the year 2011-12". The envelope should be clearly marked as 'Technical Bid' (Envelope-I) and 'Financial Bid' (Envelope-II). The third envelope shall also contain the EMD. The **technical Bid Part I from page number 7 to 11** and the **financial Bid Part II from Page 12 to 44** of the tender paper to be detached, and filled for tendering purpose.

**18. Evaluation of Technical Bids:**

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

- (a) **Firms relevant experience and strength-** Profile of agency; registration details including similar works; annual turnover; financial soundness certificate from concerned bank, total manpower employed.
- (b) **Qualification/ Related experience.**

19. **Financial Bids:**

The financial bid of the tenderers, 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. **Minimum two-days notice will be given to tenderer for this purpose.**

20. **Award of Work:**

I. The selection of the agency will be at the sole discretion of the ESIC who reserves its right to accept or reject any or all the proposals without assigning any reason.

II. The Contract for the Annual Repairs and Maintenance shall be awarded to the qualified responsive tenderer who has quoted lowest.

III. Upon evaluation of offers the notification on award of contract will be intimated to the successful tenderer.

21. Duly filled tender document shall be deposited by hand delivery/ dispatch by post in the office of ESIC at the following address:

The Regional Director  
ESIC, Regional Office  
Bamunimaidam, Ghy-21 (Assam)

22. Delay/Late tenders for whatever be the reason will summarily be rejected.

**ESIC REGIONAL OFFICE  
BAMUNIMAIDAM, GUWAHATI**



**TECHNICAL BID**  
**PART-A**

**NAME OF WORK:**

**ANNUAL REPAIR & MAINTENANCE WORKS OF RESIDENTIAL & NON-RESIDENTIAL BUILDINGS (CIVIL & ELECTRICAL) AT ESIC REGIONAL OFFICE, BAMUNIMAIDAM, GUWAHATI-781021 FOR THE YEAR 2011-12.**

## 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 facility 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/ Repair Works (Civil)			
2.	Laying / Repairs of water supply, plumbing & sewerages drainage etc.			
3.	Electrical Works			

**Note:**

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

## FORMAT- I (A)

a) **Name of the firm:**

b) **Registration Details including Contract License:**

c) **PAN No:**

d) **Three years IT return:**

Sl. No.	Year	Annual Turnover
1.	2007-08	
2.	2008-09	
3.	2009-10	

e) **VAT Registration Details:**

f) **EPF Registration Details:**

g) **ESIC Registration Details:**

h) **Similar Work Experience:**

Sl. No.	Name of Work	Year	Amount
1.			
2.			
3.			

i) **Financial Soundness Certificate from concerned Bank:**

j) **Total manpower employed:**

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

## FORMAT- II

### EXPERIENCE OF COMPANY

(Experience of relevant and similar work of construction, pipe laying / annual repair and maintenance completed during last three years preceding March, 2011 and ongoing works) Use separate sheet for each work.

1.	Project Title & Location:	
2.	Name of the Client & 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 projects to be furnished.

## FORMAT- III

### MANPOWER DEPLOYMENT SCHEDULE

**A. The following manpower is to be deployed daily as mentioned against each:**

Sl. No.	Category	Nos.	Shift Details	Remarks
1.	Pump Operator Cum Generator Operator (Electrician)	1	9 AM to 5 PM	
2.	Sewer man	1	9 AM to 5 PM	
3.	Mali	1	9 AM to 5 PM	

**Note:**

Only licensed/ certified electricians/ operators shall be deployed. Preferably the other skilled worker deployed shall also be licensed/ certified. License of electrician is to be enclosed. Other certificates of technical qualification are also to be enclosed.

**All the above staff of the contract shall wear uniform and badges identifying their category and name in English and local language.**

**ESIC REGIONAL OFFICE  
BAMUNIMAIDAM, GUWAHATI**



**FINANCIAL BID**  
**PART-B**

**NAME OF WORK:**

**ANNUAL REPAIR & MAINTENANCE WORKS OF RESIDENTIAL & NON-RESIDENTIAL BUILDINGS (CIVIL & ELECTRICAL) AT ESIC REGIONAL OFFICE, BAMUNIMAIDAM, GUWAHATI-781021 FOR THE YEAR 2011-12.**

## **FINANCIAL BID (PART B)**

### **GENERAL ABSTRACT OF COST**

**Name of Work:**

Annual repair maintenance work of residential & non-residential buildings (Civil & Electrical) at ESIC Regional Office, Bamunimaidam, Ghy-21 for the year 2011-12.

<b>Sl. No.</b>	<b>Description of Items</b>	<b>Amount in Rs.</b>	<b>Remarks</b>
1.	Manpower Deployment on monthly basis		Format- III A
2.	BOQ Measurable items of Non-Residential building (civil).		Format -III B -Annexure-I
3.	BOQ Measurable items of Residential building (civil).		Format -III B- Annexure-II
4.	BOQ Measurable items of Non-Residential building (electrical).		Format -III B- Annexure-III
5.	BOQ Measurable items of Residential building (electrical).		Format -III B- Annexure-IV
6.	Lump sum items		Format -C

In Words.....

**Name of Work:**

Maintenance work of residential & non-residential buildings (Civil & Electrical) at ESIC Regional Office, Bamunimaidam, Guwahati-21.

**ABSTRACT OF COST****A. Supply and Services of Workers in shifts as per Schedule Format III:**

Sl. No.	Category	Nos.	Monthly Rate (In figure)	Monthly Rate (In words)
1.	Generator Operator/ Pump Operator	1		
2.	Mali	1		
3.	Sewer Man	1		
<b>TOTAL</b>				

Sl. No.	Description of Items	Unit	Rate	No. of Months	Amount (Rs.)
1.	Maintaining an office in space provided by ESIC for attending to Repair and Maintenance work with the above maintenance staff with all required helpers, tools and plants in attendance as per Format III	1 Month		12	

**In Words**.....

**Note:**

- (i) The contractor shall maintain an inventory and use common miscellaneous sundry materials ( screws, nails, washers, internal fittings of taps, valves tanks etc., plumbing tread, safeda, clamps, hooks, cement & patch repairs etc.) which are required for the work the cost of which is included in the above item.
- (ii) The above rates shall include the cost of any assistance of unskilled/ semi-skilled persons required by the skilled workers.

In case of absence of any of the above mentioned workers without providing suitable replacement, an amount of Rs. 300/- per day shall be recovered as liquidated damages per person per day of absence.