

INDIAN RED CROSS SOCIETY
NATIONAL HEADQUARTERS

NOTICE INVITING QUOTATIONS

Sealed quotations are invited on behalf of the Indian Red Cross Society, 1 Red Cross Road, New Delhi from the contractors with valid registration with Ministries/ Government Departments like CPWD, State/U.T. PWD, any Central PSU, MES, Indian Railways & Postal Department etc. for the work of Operation and routine maintenance of Electrical Installations of Indian Red Cross Society, 1 Red Cross Road New Delhi NHQ and other buildings under Estate Cell. IRCS.

Estimated Cost - Rs.11.30 Lacs excluding GST per year
Time period - One year from 01.10.2024 to 30.09.2025

Last date of receipt of quotation 12.09.2024 by 3.00 PM. For details visit our website www.indianredcross.org.

(N. K. Singh)
Deputy Secretary
Indian Red Cross Society

INDIAN RED CROSS SOCIETY
Schedule Of Quantities

Subject: Operation and routine maintenance of Electrical Installations and Electric Sub stations of Indian Red Cross Society, 1 Red Cross Road New Delhi (NHQ building, DMC building, Annexe building other building under Estate Cell of IRCS

Estimated Cost - Rs.11.30 Lacs excluding GST per year

Time period - One year from 01.10.2024 to 30.09.2025

S No.	Description of Item	Quantity	Unit	Rate (Rs)		Amount (Rs)
				In Figures	In Words	
1	Maintenance and operations of Various luminaries installed in the NHQ premises, routine maintenance and cleaning of light fixtures, DB's switches, boards, replacement of lamps, switches etc. and other buildings under Estate Cell including 2 Nos Electric Sub Stations and 2 Generators of 320 KVA and 467 KVA capacity at NHQ. etc. by deploying the following labour for day to day requirement as per directions of the Engineer-in-charge	12 months	Per month			
				Total		Rs.....
				GST		Rs.....
				Grand Total		Rs.....

The following staff shall be deputed by the contractor for round-the-clock services on all the 7 days.

(a) Wireman (Semi- Skilled)- 2 Nos (ITI Electrician)

(b) Khallasi (Unskilled)- 1 No

(c) Wireman / Electrician (Skilled)- 1 No. (ITI Electrician specialized in sub - station and Generators.

(N. K. Singh)
Deputy Secretary
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GENERAL CONDITIONS OF CONTRACT

1. (a) Sealed Quotation in TWO separate sealed Envelopes indicating clearly “Envelope- No.1– technical bid” and “Envelope-No.2 –Price bid’, shall be addressed to Secretary General, Indian Red Cross Society, 1-Red Cross Road, New Delhi and envelopes should also be superscribed with the name of work.

(b) The tenderer should quote the rates in figures as well as in the words accurately. In case of difference between the two, then the rates quoted in words shall be taken as correct.

(c) The tenderer must include in the quotation prices quoted for all duties royalties, GST, Cess and sales tax, work contract tax or any other taxes or local charges, transportation charges, labour charges etc. if applicable.

(d) The bids shall remain valid and open for acceptance for 90 days from the date of opening of Envelope No.1. If the tenderer withdraws his quotation before the expiry of the said period or makes any modifications in terms and conditions of the quotation, which are not acceptable to IRCS, then IRCS without prejudice to any other right or remedy will be at liberty to reject quotation.

(e) Before quoting, the quotationer / tenderer shall inspect the site, to fully acquaint himself about the condition in regard to accessibility of the site. working condition of site, locality including installations of tools and plant (T&P) and local authority regulations /restrictions if any, conditions affecting accommodations and movement of personnel etc. required for the satisfactory execution of the work contract. No claim, whatsoever, on such account shall be entertained by the IRCS in any circumstances.

(f) IRCS does not bind itself to accept the lowest or any quotation at all. IRCS also reserves the right to negotiate or partly accept any quotation or all quotation received without assigning any reasons thereof.

(g) IRCS reserves the right to accept or reject any/all quotation/s in part or whole of any firm/firms without assigning any reason for doing so.

2. PRE-QUALIFICATION CRITERIA

Minimum Eligibility Criteria for pre-qualification of quotationers / tenderers is as follows:

a) Should have at least 05years of experience of similar work.

b) Should have executed: -

i) Three similar works each of value not less than 4.00 Lacs in last 05 years

ii) or Two similar works each of value not less than 6.00 Lacs in last 05 years

iii) or One similar work of value not less than 12.00 Lacs in last 05 years.

iv) similar work shall be done with PSU'S (Minimum 3 PSU's/Govt. Body/authorities).

c). The Contractor shall submit list of similar works completed in the last Five years. The past experience of similar nature of works should be supported by certificates issued by an officer not below the rank of Executive Engineer/other equivalent officers. The documents need to be produced before IRCS in original, whenever called for verification. For the purpose of this clause, ‘Similar works’ means the Electrical works

3. Earnest money: Earnest money @ 2% of the estimated cost amounting to Rs.24,000/- (Rupees Twenty-four thousand only) in the form of Banker’s cheque /Demand Draft /Pay order of any scheduled Bank in favour of’ Indian Red Cross Society,,” to be submitted along with quotation/tenders.

4. PERFORMANCE GUARANTEE

The Contractor, whose quotation is accepted, will be required to furnish performance guarantee equal to 5% (Five Percent) of the Quoted ed amount within 7 days of acceptance of quotation This guarantee Deposit as Fixed Deposit / Call receipt of any scheduled bank/Banker’s cheque of any scheduled bank/demand draft of any scheduled bank/Pay order of any scheduled Bank in favour of Indian Red Cross Society. The Earnest Money deposited by the contractor shall be forfeited without any notice to the contractor in case the contractor fails to furnish performance guarantee The Earnest Money deposited along with quotation shall be returned after receiving the aforesaid performance guarantee.

5. SECURITY DEPOSIT

The Security Deposit 5% of contract value will be deducted from the running bills of the contractor at the rates mentioned above. The Security Deposit will be accepted in the form of Government Securities and fixed deposit receipt and Guarantee bonds of schedules banks.

6. Liquidated damages

The quantum of liquidated damages for delay in completion of the works per day shall be calculated at 0.50% each day subject to maximum of 10% of the quoted cost.

7. Others

- a). The acceptance of a quotation in full or in part, will rest with the Secretary General, Indian Red Cross Society, New Delhi, who does not bind himself/herself to accept the lowest quotation, and reserves to himself/herself the authority to reject any or all of the quotations received, without the assigning any reason. All quotations in which any of the prescribed conditions are not fulfilled or are incomplete in any respect are liable to be rejected.
- b). Canvassing in connection with quotation is strictly prohibited and the quotation submitted by the contractors who resort to canvassing will be liable to rejection.
- c). All rates shall be quoted on the proper form of the Quotation
- d). On acceptance of the quotation, the name of the accredited representatives of the contractor who would be responsible for taking instructions from the Engineer-in-Charge shall be communicated to the IRCS
- e). GST or any other tax on materials in respect of this contract shall be payable by the contractor and Society will not entertain any claim whatsoever in this respect.
- f). The contractor's responsibility for the contract shall commence from the date of issue of orders of acceptances of Quotation.
- g). Unsealed quotation will be summarily rejected.
- h). Before quoting, the contractor shall inspect the site to fully acquaint himself about the condition in regard to accessibility of site, nature and the extent of grounds, working conditions. The whole work may be split up between two or more contractors or accepted in part and not in entirety, if considered expeditions.

8. The 'Contract' means the documents forming the quotation and acceptance thereof and the formal agreement executed between the Indian Red Cross Society and the Contractor together with the document referred to in these quotations the specifications, designs, drawings and instructions issued from time to time by the Engineer-in-charge and all these documents taken together, shall be deemed to form one contract and shall be complementary to one another.

In the contract the following expressions, shall unless the context otherwise requires, have the meanings, hereby respectively assigned to them:

- a) The expressions 'works' or 'work' shall, unless there be something either in the subject or context repugnant to such construction, be construed and taken to mean the works by or by virtue of the contract, contracted to be executed whether temporary or permanent and whether original, altered substituted or additional.
- b) The 'site' shall mean the land and/or other places on into or through which work is to be executed under the contract or any adjacent land, path or street through which work is to be executed under the contract or any adjacent land, path or street which may be allotted or used for the purpose of carrying out the contract.
- c) The Contractor shall mean the individual or firm or company, whether incorporated or not undertaking the works and shall include the legal personal representative or such individual or the person composing such firm or company or the successors of such firm or company and the permitted assigners of such individual or firm or firm's company.
- d) The Secretary General/SG means the Secretary General, Indian Red Cross Society, National Headquarters, New Delhi and the representative who shall sign the contract on behalf of the Indian Red Cross Society, National Headquarters, 1-Red Cross Road, New Delhi.
- e) The Engineer-in-Charge means Society's Engineer or his authorized representatives who shall supervise the work. Society or IRCS shall mean the Indian Red Cross Society, National Headquarters, 1 - Red Cross Road, New Delhi - 110001.

9. Scope of Work: - Scope of work Comprises of Operation and routine maintenance of Electrical Installations of NHQ building, Annexe building, DMC building, Rear side block, Kaka Nagar, Sarojini Nagar Residential complex and property at Nizamuddin West, New Delhi including 2 Nos. Electric sub-stations, running of lifts, water supply pumps and 2 Nos Generators of 320 KVA & 407 KVA at NHQ by deploying the following staff :-

- (a) Wireman (Unskilled)- 2 Nos (ITI Electrician)

(b) Khallasi- 1 No.

(c) Wireman / Electrician (Skilled) 1 No. (ITI Electrician specialized in sub-stations and Generator works. Details of buildings under Estate Cell Other than IRCS NHQ, main building are given hereunder: - DMC building, Annexe building, rear side multi-storeyed block, Kaka Nagar, & Sarojini Nagar residential complexes and property at Nizamuddin West, New Delhi.

10. The contractor will keep the electrical equipment neat and clean. For this purpose, whatever materials are required, the same will be arranged by the contractor.

11. GST and any other taxes in respect of the Contract shall be payable by the contractor and Society shall not entertain any claim, whatsoever, in this regard.

12. The contractor will maintain attendance register of staff and task register and submit the same with the bills every month.

13. Payment of Wages

i) The payment will be made as per the minimum wages of the Govt. Of NCT of Delhi

iii) The payment of the wages to the staff will be made through ECS/Online fund transfer/By cheque. A certificate to this effect along with documentary proof of payment will be furnished to the IRCS, NHQ by the agency every month along with the Bill/Invoice/Voucher.

iv) It will be responsibility of the contractor to organize statutory obligations towards staff such as of ESI and PF etc. and deposit the IRCS share of these payments with the concerned authorities. The same will be reimbursed to the agency on furnishing of requisite documents to IRCS

iv) The deployment of the staff will be as per IRCS requirement. If any person is required to be changed by the Engineer In charge, the agency will take the action immediately

14. T & P

All the T & P required for operation & maintenance of electrical installation shall have to be arranged by the contractor.

15. Dismantled materials: - It will be responsibility of contractor to handover all the dismantled materials if any received from the site of work to the concerned Engineer-in-charge at his store for which nothing extra shall be paid.

16. Material to be supplied by IRCS : Any spare parts/ fittings & fixtures and POL (Petrol, oil lubricants) required for maintenance of Electrical Installations, ESS and Generators will be arranged by the IRCS.

17. The work may have to be carried out by the labour after working hours in night & on holidays. The labour will be deployed on all the 7 days of the week.

18. Workman Compensation: - Any compensation payable under the workman compensation Act shall be borne by the Contractor.

19. The contractor shall be bound to bear the expenses of defence of every suit / action or other proceeding at Law that may be brought by any person for injury sustained for damage to any property, whatsoever, which may arise out of or in consequence of the

construction and maintenance of work owing to neglect of the proper precautions and to pay damage and cost which will be awarded in any such suit, action of proceeding to any such person or which may with the consent of the contractor to be paid to compromise any claim by any such person.

20. **Dispute Redressal Committee.** In case of any dispute the matter will be referred to Dispute Redressal Committee as appointed by the Secretary General, IRCS, NHQ whose decision will be final and binding on both the parties

21. **Arbitration:** - In case the contractor is not satisfied with the decision of the Dispute Redressal Committee, then he can invoke provision of Arbitration. The appointment of Arbitrator shall be approved by the Secretary General, IRCS, whose decision shall be final and binding on both the parties.

22. In case of any need for adjudication the jurisdiction will be Delhi.

23. In case the services provided by the contractor are not satisfactory the contract will be terminated without assigning any further reason with one month notice on either side.

Deputy Secretary
Indian Red Cross Society

Special Conditions of the contract

1. The specifications for the works shall be as per CPWD specifications 1996 Volume I to VI with up-to-date correction slips. Where for any items, the specifications given in the above documents are not covered; relevant I.S.I./BIS Specifications shall be followed.
2. The staff provided for the work includes a skilled electrician for proper maintenance & servicing of the ESS and the generators of 320 KVA & 407 KVA capacity at NHQ. The material required for the maintenance of ESS & Generators, if any, will be arranged by the IRCS for which the detail will be provided by the contractor.
3. The rates quoted by the contractors shall be applicable for all heights and depths, leads & lifts involved unless otherwise specified in the items. The measurements, if required for any work/item as per directions of the Engineer-in-charge will be carried out by the contractor in the computerized Measurement Book & furnished with the bill/voucher.
4. TDS: TDS as applicable will be recovered from the bill.
5. GST: GST as applicable will be paid by contractors, wherever required, for credit in IRCS GST No. 7AAATI4270N1ZE
6. The staff will be deployed as per directions of the Engineer in charge and work carried out to his entire satisfaction.
7. The staff has to report for duty at IRCS NHQ at 1, Red Cross Road New Delhi. In case of further duties to any other complex/place, the staff will be paid transport charges for travelling through public transport except in case of emergency for which decision will be taken by the Engineer-in-charge
8. The staff which does not perform satisfactorily will be removed by the contractor.

Deputy Secretary
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