

**INDIRA GANDHI NATIONAL OPEN UNIVERSITY**  
**CONSTRUCTION & MAINTENANCE DIVISION**  
**MAIDAN GARHI: NEW DELHI- 110 068**  
**NOTICE INVITING TENDER**

1. Item Rate tenders are invited on behalf of Vice Chancellor, IGNOU from approved and eligible contractors of CPWD (and those of appropriate list of MES/BRO/MCD/PWD/DDA/DOT/DJB/BSNL) or any other Govt./Autonomous body and for the work of A/R & M/O at AGVC flats (Subhead: White washing, Distemping, Painting etc. of AGVC flats).
2. The enlistment of the contractor should be valid on the last date of sale of tenders.
3. In case only the last date of sale of tender is extended, the enlistment of contractor should be valid on the original date of sale of tenders.
4. In case both the last date of receipt of application and sale of tenders are extended, the enlistment of contractor should be valid on either of the two dates i.e. original date of sale of tender or the extended date of sale of tenders.
5. The work is estimated to cost **Rs. 17,06,198/-** (Rs. seventeen Lakh six thousand and one hundred ninety eight only ). This estimate, however, is given merely as a rough guide.
6. The authority competent to approve NIT for the combined cost and belonging to the major discipline will consolidate NIT's for calling the tenders. He will also nominate Division, which will deal with all matters relating to the invitation of tenders. For composite tenders, besides indicating the combined estimated cost put to tender, should clearly indicate the estimated cost of each component separately. The eligibility of tender will correspond to the combined estimated cost of different components put to tender.
7. The tenders will be issued to eligible contractors provided they produce definite proof from the appropriate authority, which shall be to the satisfaction of the competent authority of having satisfactorily completed similar works of magnitude as specified in the advertisement.
8. Agreement shall be drawn with the successful tender on prescribed Form No. CPWD-8, which is available as a Govt. of India publication. Tender shall quote his rates as per various terms and conditions of the said form, which will form part of the agreement.
9. The time allowed for carrying out the work will be **Six months** from the date of start as defined in the Schedule 'F' or from the first date of handing over the site, whichever is later, in accordance with the phasing, if any, indicated in the tender documents.
10. The site for the work shall be made available in parts as specified in special conditions.
11. Applications for issue of forms shall be received by ----- (2.30 PM) and tender documents shall be issued by Executive Engineer (C). Tender documents consisting of plans, specifications, the schedule of quantities of various classes of work to be done and the set of terms and conditions of contract to be complied with by the contractor whose tender may be accepted and other necessary documents can be seen in the office of the Executive Engineer (C) between hours of 11.00 a.m. & 4.00 p.m. from \_\_\_\_\_ to \_\_\_\_\_ everyday except on Saturdays/Sundays and Public Holidays. Tender documents, excluding standard form, will be issued from his office, during the hours specified above, on payment of Rs. 500/- in cash (non-refundable) as cost of tender.

12. Earnest Money of **Rs.34,124/-** in shape of Pay Order/Demand Draft of a schedule Bank issued in favour of IGNOU, New Delhi should accompany the tender.
13. Tenders, which should always be placed in sealed envelope, with the name of work and due date written on the envelopes, will be received by the Executive Engineer (C) upto 3.00 p.m. on ----- and will be opened by him or his authorized representative in his office on the same day at 3.30 p.m.
14. The contractor, whose tender is accepted, will be required to furnish Performance Guarantee of 5% (Five percent) of the tendered amount within the period specified in Schedule 'F'. This guarantee shall be in the form of cash (in case guarantee amount is less than Rs. 10,000/-) or Deposit at 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 case guarantee amount is less than Rs. 1,00,000/-) or Government securities of Fixed deposit receipts or Guarantee bonds of any Scheduled bank or the State Bank of India in accordance with the prescribed form.
15. Description of work is given at Page No. 1 may be seen. Copies of other drawings and documents pertaining to the works will be open for inspection by the tender at the office of the above mentioned officer. Tender are advised to inspect and examine the site and its surroundings and satisfy themselves before submitting their tenders as to the nature of the ground and sub-soil (so far as practicable), the form and nature of the site, the means of access to the site, the accommodation they may require and in general shall themselves obtain all necessary information as to risks, contingencies and other circumstances which may influence or affect their tender. A tender shall be deemed to have full knowledge of the site whether he inspects it or not and no extra charges consequent on any misunderstanding or otherwise shall be allowed. The tender shall be responsible for arranging and maintaining at his own cost all materials, tools and plants, water, electricity access, facilities for workers and all other services required for executing the work unless otherwise specifically provided for in the contract documents. Submission of a tender by a tender implies that he has read this notice and all other contract documents and has made himself aware of the scope and specifications of the work to be done and of conditions and rates at which stores, tools and plants etc will be issued to him by the IGNOU and local conditions other factors having a bearing on the execution of work.
16. The competent authority on behalf of Vice Chancellor, Indira Gandhi National Open University does not bind itself to accept the lowest or any other tender and reserves to itself the authority to reject any or all tenders received without assignment of any reasons. All tenders in which any of the prescribed condition is not fulfilled or any conditions including that of conditional rebate is put forth by the tender shall be summarily rejected.
17. Canvassing whether directly or indirectly, in connection with tenders is strictly prohibited and the tenders submitted by the contractor who resorts to canvassing will be liable to rejection.
18. The competent authority on behalf of Vice Chancellor, Indira Gandhi National Open University reserves to himself the right of accepting the whole or any part of the tender and the tender shall be bound to perform the same at the rate quoted.
19. The contractor shall not be permitted to tender for work in IGNOU (responsible for award and execution of contracts) in which his near relative is posted as Divisional Accountant or as an officer in any capacity between the grade of Suptd. Engineer and Junior Engineer (both inclusive). He shall also intimate the names of persons who are working with him in any capacity or are subsequently employed by him and who are near relative to any gazetted officer in the University. Any breach of this condition by the contractor would render him liable to be removed from the approved list of the contractors of this department.

20. No Engineer of gazetted rank or other gazetted officer employed in Engineering or Administrative duties in an Engineering deptt. of the University is allowed to work as a contractor for a period of Two years after his retirement from service, without the previous permission of the University authorities in writing. The contract is liable to be cancelled if either the contractor or any of his employees is found any time to be such person who had not obtained the permission of the University as aforesaid before submission of the tender or engagement in the contractor's service.
21. The tender for the works shall remain open for acceptance for a period of ninety (90) days from the date of opening of tenders. If any tender withdraws his tender before the said period or issue of letter of acceptance, whichever is earlier, or makes any modifications in the terms and conditions of the tender which are not acceptable to the deptt, then the University shall, without any other right or remedy, be at liberty to forfeit 50% of the said earnest money as aforesaid. Further the tender shall not be allowed to participate in the re-tendering process of the work.
22. This Notice Inviting Tender shall form a part of the contract document. The successful tendered/contractor, on acceptance of his tender by the Accepting authority, shall, within 15 days from the stipulated date of start of the work, sign the contract consisting of :
- (a) The Notice Inviting Tender, all the documents including additional conditions, specifications and drawings, if any, forming the tender as issued at the time of invitation of tender and acceptance thereof together with any correspondence leading thereto.
  - (b) Standard CPWD form 8.
23. For composite tenders
- (i) The tender must associate with himself agencies of the appropriate class eligible to tender for the other components individually.
  - (ii) It will be obligatory on the part of the tender to sign the tender document for all the components. (The schedule of quantities, conditions and special conditions etc).
  - (iii) After the work is awarded, the contractor will have to enter into separate agreements for each component with the officer concerned.
  - (iv) Executive Engineer in charge of minor component shall make interim payments in respect of minor component of work. Executive Engineer In charge of the major component shall make the payment against final bill of the composite work
  - (v) The Executive Engineer In charge of the major component will call tenders for the composite work. The cost of tender document and earnest money will be fixed with respect to the combined estimated cost put to tender for the composite tender. Security deposit will be worked out separately for each component corresponding to the estimated cost of the respective component of works. The earnest money will become part of the security deposit of the major component of work.
  - (vi) On acceptance of composite tender by the competent authority, the letter of award will be issued by the Executive Engineer In charge of the major component on behalf of Vice Chancellor, IGNOU, making it clear in the letter of award that the contractor will have to execute separate agreements for different components of work with the concerned officers of the respective discipline.

**EXECUTIVE ENGINEER (C)**  
**Engineer In-charge**  
**For and on behalf of Vice Chancellor, IGNOU**

**INDIRA GANDHI NATIONAL OPEN UNIVERSITY  
CONSTRUCTION & MAINTENANCE DIVISION  
MAIDAN GARHI: NEW DELHI- 110 068**

**Item Rate Tender**

**(A) Tender for the work of A/R and M/o at AGVC flats (Subhead :- white washing, Distemping, Painting etc of AGVC flats).**

- (i) To be submitted by 3.00 p.m. on \_\_\_\_\_
- (ii) To be opened in presence of tenderers who may be present at 3.30 p.m. \_\_\_\_\_ in the office of the Executive Engineer (C).

Issued to \_\_\_\_\_

Signature of the officer issuing the documents \_\_\_\_\_

Date of issue \_\_\_\_\_

**TENDER**

I/We have read and examined the Notice Inviting Tender schedule A, B, C, D, E & F. Specifications applicable, drawings and design, General Rules and Directions of contract, clauses of contract, special conditions, Schedule of Rate and other contents in the tender document for the work.

I/We hereby tender for the execution of the work specified for the Vice Chancellor, IGNOU within the time specified in Schedule 'F' viz. schedule of quantities and in accordance in all respect with the specifications, designs, drawings and instructions in writing referred to in Rule-1 of General Rules and directions and in clause 11 of the conditions of the contract with such materials as are provided for, by, and in respect in accordance with, such conditions so far as applicable.

I/We agree to keep the tender open for ninety (90) days from the due date of its opening and not to make any modifications in its terms and conditions.

A sum of **Rs.34,124/-** has been deposited in Pay order/Demand Draft of a scheduled bank as earnest money. If I/We fail to furnish the prescribed Performance guarantee within prescribed period, I/We agree that the said Vice Chancellor, IGNOU or his successors in office shall without prejudice to any other right or remedy, be at liberty to forfeit the said earnest money absolutely. Further, if I/We fail to commence work as specified, I/We agree that Vice Chancellor, IGNOU or his successors in office shall without prejudice to any other right or remedy available in law, be at liberty to forfeit the said earnest money and the performance guarantee absolutely, otherwise the said earnest money shall be retained by him towards

security deposit to execute all the works referred to in the tender documents upon the terms and conditions contained or referred to therein and to carry out such deviations as may be ordered, upto maximum of the percentage mentioned in Schedule 'F' and those in excess of that limit at the rates to be determined in accordance with the provision contained in clauses of the tender form.

Further, I/We agree that in case of forfeiture of earnest money or both earnest money and Performance guarantee as aforesaid, I/We shall be debarred for participation in the re-tendering process of the work. We here by declare that I/We shall treat the tender documents drawings and other records connected with the work as secret/confidential documents and shall not communicate information derived there from to any person other than a person to whom I/We am/are authorized to communicate the same or use the information in any manner prejudicial to the satisfy of the state.

Dated:

Signature and address of the contractor

Witness:

Address:

Occupation

#### **ACCEPTANCE**

The above tender (as modified by you as provided in the letters mentioned hereunder) is accepted by me for and on behalf of the Vice Chancellor, IGNOU for a sum of Rs. \_\_\_\_\_ (Rs.

The letters referred to below shall form part of this contract Agreement.

(a)

(b)

(c)

For and on behalf of Vice Chancellor, IGNOU

Signature and Designation

## **SCHEDULE 'F'**

Reference to General conditions of the contract.

**Name of work: - A/R and M/o at AGVC flats (Subhead:- white washing, Distempering, Painting etc of AGVC flats).**

Estimated cost of work	Rs. 17,06,198/-
(i) Earnest Money	Rs. 34,124/-
(ii) Performance Guarantee:	5% of tendered cost
(iii) Security deposit	5% of tendered cost

### **General Rules & Directions**

Officer Inviting tender	Executive Engineer (C)
Maximum percentage for quantity of items of work to be Executed beyond which rates are to be determined in Accordance with Clauses 12.2 and 12.3	30%

### **Definitions**

2(v) Engineer Incharge	Executive Engineer (C)
2(viii) Accepting Authority	VC (IGNOU)
2(x) Percentage on cost of material and labour to cover all overheads and profits	15%
2(xi) Standard Schedule of Rates	D S R 2013
2(xii) Department	CMD (IGNOU)
9(ii) Standard CPWD contract form	CPWD form 8 as Modified upto date

### **Clause-1**

(i) Time allowed for submission of Performance Guarantee from the date of issue of letter of acceptance	15 days
(ii) Maximum allowable extension beyond the period provided in 1 (i) above	10 days

### **Clause-2**

Authority for fixing compensation under clause-2	VC (IGNOU)
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**Clause-2 A**

Whether clause 2-A shall be applicable.

N0

**Clause 5**

Number of days from the date of issue of letter of acceptance

For reckoning date of start

10 days

Mile stone (s) as per table given below:

**Table of Mile Stone(s)**

S.N.	Description of Milestone (Physical)	Time allowed in days (from dt of start)	Amount to be withheld in case of non-achievement of milestone
1.	Eleven (11) flats white wash etc.	02 Months	
2.	Thirteen (13) flats white wash etc.	02 Months	
3.	Thirteen (13) flats white wash etc.	02 Months	

Time allowed for execution of work

six months

**Clause 6,6A**

Clause applicable (6 or 6-A)

6A

**Clause-7**

Gross work to be done together with net payment/adjustment of advances for material collected, if any, since the last such payment for being eligible to interim payment

NA

**Clause-10A**

List of testing equipments to be provided by the contractor at site lab

-----NA-----

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

4. \_\_\_\_\_ NA \_\_\_\_\_

**Clause-10B**

Whether clause 10-B (ii) shall be applicable

No

**Cause-10 CA**

Material covered under this clause	Nearest material for which All India wholesale price index is to be followed
1. N.A	N.A
2. N.A	N.A
3. N.A	N.A

**Clause-10CC**

Clause 10-CC to be applicable in contract with stipulated period of completion exceeding the period shown in next column

NA

**Clause-11**

Specification to be followed for execution of work

As Per CPWD & Special Conditions of Tender

**Clause-12**

12.2 & 12.3 – Deviation limit beyond which clauses 12.2 & 12.3 shall apply for building work

30%

12.5 Deviation limit beyond which clauses 12.2 & 12.3 shall apply for foundation work.

N.A

**Clause-16**

Competent authority for deciding reduce rates

VC (IGNOU)

**Clause-18**

List of mandatory machinery, tools and plants to be deployed by the contractor at site. To be arranged by the contractor as per site requirement.

1. \_\_\_\_\_ 2. \_\_\_\_\_ 3. \_\_\_\_\_

(As per site requirement)

4. \_\_\_\_\_ 5. \_\_\_\_\_ 6. \_\_\_\_\_

**Clause 36 (i)**

Requirement of Technical Representative(s) and recovery rates

S.N	Minimum Qualification of Technical Representative	Discipline	Description (Principal Technical/ Technical Representative)	Minimum Experience	Number	Rate of recovery shall be made from the contractor in the event of not fulfilling provisions of clause 36(i)	
						Figure	works
1	Graduate Engineer	Civil		Nil	1	Rs. 10,000/-	Ten Thousand
2	Diploma Engineer	-do		5Yrs	-do-	-do-	-do-

Assistant Engineers retired from Govt services that are holding Diploma will be treated at Par with Graduate Engineers.



**Clause-42**

- (i) (a) Schedule/statement for determining theoretical quantity of cement & bitumen on the basis of DSR 2007 printed by CPWD.
- (ii) Variations permissible on theoretical quantities.
  - (a) Cement for works with estimated cost put to tender not more than Rs. 5 lakh

for works with estimated cost put to tender more than Rs. 5 Lakh

(C) Bitumen all works

© Steel reinforcement and structural steel sections

for each diameter, section and category

(d) All other material

**-N.A-**

**RECOVERY RATES FOR QUANTITIES BEYOND PERMISSIBLE VARIATION**

S.N.	Description of item	Rate in figures and words at which recovery shall be made from the Contractor	
		Excess beyond permissible variation	Less use beyond the permissible variation
1	Cement	-N.A-	-N.A-
2	Steel Reinforcement		
3	Structural sections		
4	Bitumen issued free		
5.	Bitumen issued at stipulated fixed price		

## **Notice Inviting Tender**

**Name of Work** : A/R and M/o at AGVC flats (Subhead:-  
White washing, Distempering, Painting  
etc of AGVC flats).

**Estimated Cost** : Rs. 17,06,198/-

**Earnest Money** : Rs. 34,124/-

**Performance Guarantee** : 5% of Tendered cost

**Security Deposit** : 5% of Tendered cost

**Period of Contract** : 06 Months

**Certified that this NIT contains\_\_\_\_\_ page.**

**Executive Engineer (C)**

**Name of work:- A/R and M/O at AGVC flats (Subhead:- White washing, Distempering, painting etc. of AGVC flats.**

**SPECIFICATION & SPECIAL CONDITIONS OF CONTRACT:**

1. Unless otherwise specified the work shall be carried out in accordance with the printed CPWD specification 2009 for the works at Delhi with correction slips issued till the date of opening of tenders/quotation. In the event of any dispute the followings shall be the order of priority to decide the issue:-
  - a. Nomenclature of item read with special conditions of the contract and general specifications
  - b. CPWD specifications
  - c. BIS/ specifications
  - d. Instructions of Engineer In charge.
2. Before quoting the contract shall inspect the site of work and shall fully acquaint himself about the conditions with regard to accessibility of site required for the satisfactory execution of work. No claim whatsoever shall be entertained by the department on this account.
3. The quantities shown in the schedule are tentative and may change as per site conditions. The Contractor shall not claim anything extra on this account. The payment shall be made as per actual quantities of work done and as per the conditions of the contract.
4. The work executed under the contract shall be subject to inspection carried out by the departmental officers. Any defects regarding workmanship or quality of material to be used as pointed out during or after completion of work by the departmental officers shall have to be rectified by the contractor at his own cost and risk, and in case the contractor fails to do so, it will be got rectified by the department at the risk and cost of the Contractor.
5. All precautionary measures should be adopted for the safety purposes for any accident during the execution of work occurring at site, the contractor shall be overall responsible for the same.
6. Water if available shall be supplied to the contractor and 1% on account of water charges shall be recovered from him on the gross amount of work done. However, if the electricity is required for work, the same shall be provided to the contractor and .025% on account of electricity charges shall be recovered from him on the gross amount of work done.
7. After the award of work, if the agency fails to start the work the earnest money and performance guarantee submitted by them will be 100% forfeited and the agency will be debarred for a period of three years to quote tender/quotation for IGNOU works.
8. The contractor shall carry out the various tests as enumerated in CPWD/BIS specification. The contractor shall bear the cost of testing of materials, sample preparation and its cartage to approved laboratory. Nothing extra shall be paid by the deptt on this account. All tests shall be carried out from any Govt. approved laboratory.
9. After satisfactory completion of work in each flat a certificate in enclosed format duly signed by the occupant will be provided to Engineer-in-charge. Payment will be released for the work executed in the particular flat only after receipt of satisfactory completion of work from the bonafide occupant. If agency could not obtain a satisfactory completion certificate from occupant due to any other reason beyond the control of agency then the decision of Engineer-in-charge regarding quality & completion is for release of payment will be final.

10. All tools and Plants, equipment required for execution of work must be provided by the agency at site to assign labour for the work like: all the height of ladders, ropes, brushes, buckets, poly sheets for covering flat assets like: TV, Freeze, Sofa, Beds, etc. Noting will be paid in this regard.

**Executive Engineer (C)**

## NOTE

In this Agreement wherever the word mentioned under Column 'A' appear the same may be construed to mean the word opposite to it in Column 'B' except for CPWD Contractor Labour Regulation, CPWD Safety Code, CPWD Specification and Delhi Schedule of Rates CPWD.

**'A'**

**'B'**

Central PWD, CPWD

Indira Gandhi National Open University

President of India

Vice –Chancellor, IGNOU

Chief Engineer

Chief Project Officer, IGNOU

Superintending Engineer

Chief Project Officer, IGNOU

Divisional Officer)  
Engineer Incharge)

Executive Engineer (C), CMD, IGNOU

Sub-Divisional Officer

Assistant Executive Engineer (C), CMD, IGNOU

## SCHEDULE OF QUANTITY

**Estimate Cost :-17,06,198**

**Earnest Money: Rs. 34,124/- (P.O in favour of IGNOU)**

**Time allow:- 06 months**

**Name of Work:- A/R & M/O at AGVC Flats (Sh. White Washing Distempering & Painting etc at AGVC Flats.**

**ISSUE TO:-**

**DATE OF OPENING:-**

S.No.	Description	Qty.	Unit	Rate	Amount
01.	Repairs to plaster of thickness 12mm to 20mm in patches of area 2.5sqm. and under i/c cutting the patch in proper shape racking out joints and preparing and plastering the surface of the walls complete i/c disposal of rubbish to the dumping ground with in 50 mtr. Lead with Cement mortar 1:4 (1Cement :4 fine sand)	338.76	Sqm.		
02.	Removing dry or oil bound distemper, water proofing cement paint and the like by scraping sand papering and preparing the surface smooth i/c necessary repairs to scratches etc. complete.	9280.00	Sqm.		
03	Wall painting with acoustic emulsion paint of approved brand and manufacture to give an even shade-one or more coats on new work.	9280.00	Sqm.		
04	Wall painting with plastic emulsion paint of approved brand and manufacture to give an even shade-one or more coats on old work.	2041.00	Sqm.		
05.	Applying one coat of water thinnable cement primer of approved brand and manufacture on wall surface water thinnable cement primer.	9280.00	Sqm.		
06.	Finishing walls with water proofing cement paint of required shade old work (one or more coats applied @ 2.20 Kg/10 Sqmtr.) over priming coat of primer applied @ 0.80 litres/10.0 Sqmtr. Complete i/c cost of priming coat.	1406.00	Sqm.		
07.	Painting with synthetic enamel paint of approved brand and manufacture of required colour to give an even shade-one or more coats on old work.	3836.00	Sqm.		
08.	French spirit polishing one or more coats on old work.	1710.00	Sqm.		
09.	Floor polishing on masonry or concrete floors with and wax polish of approved brand and manufacture.	3143.00	Sqm.		

**(SANJAY BANSAL)**  
**Executive Engineer (C)**

**INDIRA GANDHI NATIONAL OPEN UNIVERSITY**  
**CONSTRUCTION & MAINTENANCE DIVISION**  
**MAIDAN GARHI, NEW DELHI- 110 068**  
**NOTICE INVITING TENDER**

No. IG/CMD/EE(C)/NIT/2014-15/

Dated:

The Executive Engineer (C) Construction & Maintenance Division invites on behalf of Vice-Chancellor, Indira Gandhi National Open University, sealed item rate tender for the following work from the registered contractors of CPWD/MES/BRO/MCD/PWD/DDA or any other Govt./Autonomous body, who have already executed at least one similar work costing 80% or two similar works costing 60% each or three similar works costing 40% each of estimated cost during the last five years for any Govt. department. The quotations will be issued only on production of Original TIN No. and PAN No. proof for satisfactory completion of similar work duly certified by the competent authority of the client department.

S.no	Name of work	Estimated cost	Earnest money	Cost of Tender (in ₹) N/R	Last date of Issue of tender	Date of opening Of tender	Time allowed
1.	A/R & M/O at AGVC flats (SH. White washing distempering & panting etc. of AGVC flats	17,06,198/-	34,124/-	500/-	04.02.2015	06.02.2015	06Months

Quotation forms and conditions can be obtained from the office of the undersigned Indira Gandhi National Open University, Construction & Maintenance Division, Maidan Garhi on any working day upto 2:30 PM on the date given above. The time for submission of quotations are upto 3:00 PM which shall be opened on the same day at 3:30 PM on the date given above. The undersigned reserves the right to accept or reject any quotations without assigning any reason.

**Note:- The tender documents in the website are for information only. Downloaded tender documents will not be considered for bidding. The contractor shall quote their rates in the NIT issued by the department only. If rates quoted in other form will not be considered. Contractors/Agencies have to act as per above NIT.**

**(Sanjay Bansal)**  
**Executive Engineer (C)**