

## **NOTICE INVITING TENDER**

Online e-tenders are invited by General Manager (Tech&HR.), SCOPE on behalf of Constituents of SCOPE MINAR, Laxmi Nagar Delhi- 110092 for the following work:

**Name of the work: "Annual Maintenance Contract for Upkeep services at SCOPE Minar,Laxmi Nagar Delhi-110092".**

- 1.1 Estimated Cost Rs.76,60,332/- plus GST@ 18% Per Annum
- 1.2 Earnest Money : Rs. 1,81,000.00
- 1.3 Tender Processing fee : Rs. 7670.00
- 1.4 Duration of Contract : Two Years from the date of issue of LOI
- 1.5 Cost of Tender : Rs. 1120.00
- 1.6 Commencement of downloading E-Bid : 28.12.2023 from 10.00 AM
- 1.7 Last date of downloading of E-Bid : 12.01.2024 Up to 10.00 AM
- 1.8 Last date of submission of E-bid : 12.01.2024 Up to 03:00 PM
- 1.9 Last date of submission of hard copy : 12.01.2024 Up to 03.00 PM of EMD and tender cost
- 1.10 Tender opening date & time (Technical) : 12.01.2024 at 03.30 PM
- 1.11 Tender Opening date & time (Financial) : To be intimated later
- 2 Bidders have to download the Bid documents from the e-procurement portal i.e. <https://scope.ewizard.in> after registering themselves on portal and submit e-bids after payment of bid processing fee & Bid document fee before last date & at time of downloading the e-bids online. Bidder can also view the NIT, scope of work on [www.scopeonline.in](http://www.scopeonline.in). For E-tendering support:- 9355030607,9355030630.
02. Bids shall be submitted through e-bidding mode only. No other mode of bid submission shall be accepted.
03. Tender document shall be accepted only from the specialized contractors working with CPWD/ PWD/ MES/ Railway/ PSUs/ Autonomous Bodies/ SCOPE who fulfil following pre-qualification criteria & showing their original documents in this regard.
  - 4.1 Proof of having successfully completed similar works during the last 05 years ending last day of the month previous to the one in which applications are invited:





Three similar completed works, each costing not less than the amount equal to 40% of estimated cost put to tender.

OR

Two similar completed works, each costing not less than the amount equal to 60% of the estimated cost put to tender.

OR

One similar completed works of aggregate cost not less than the amount equal to 80% of the estimated cost.

Similar work shall mean carrying out the Annual Maintenance contract for upkeep services in multi-storey large office complexes.

4.2 The tenderer must be registered under E.S.I., P.F., G.S.T. & Income Tax act and PAN No. copies of registration papers along with details need to be furnished latest E.S.I. & P.F. deposit with challan authority is also needed.

4.3 Average annual financial turn over on similar works should be at least 100% of the estimated cost during the immediate last 3 consecutive financial year.

4.5 Latest copy Balance sheet for previous three years with I.T.R..

4.6 Should have CONTRACTUAL LABOUR LICENCE issued from ministry of labour and employment and having the same continuously for past 03 years.

4.7 Copies of similar works executed / in hand for multi-storied office building & industry during last three years along with work order & clients performance certificate.

**4.8 Hard copy of Forms of Tender duly signed & stamped must be submitted during submitting of EMD & tender fee in the tender box placed at UL Floor, Core-2, SCOPE Minar, Laxmi Nagar, Delhi-110092.**

- 05 The tender shall be submitted thorough portal only i.e. <https://scope.ewizard.in>
- 06 Tenderers are invited to submit their offers strictly based on the terms & conditions and specifications given in the tender document and instruction to bidder.
- 07 **Forms of tender should be duly signed & stamped must be submitted during submitting of tender through e-portal.**
- 08 Cost of tender documents and Earnest money mentioned above should be paid by crossed Demand Draft/Pay orders from any nationalized /Schedule Bank in favour of "M.M.O. SCOPE Minar". Tenders without Cost of tender documents and Earnest Money Deposit will be summarily rejected and the representative of such tenderers will not be allowed to attend tender opening.
- 09 Pre-bid Conference shall be held at 03:00 PM on 08.01.2024 if required.
- 10 SCOPE reserves the right to reject any or all tenders without assigning any reasons.

  
General Manager (Tech &HR.)



### SCOPE OF WORK

The upkeep team shall be equipped with necessary tools and tackles etc., The team shall be dressed in uniform. The works will be attended on all working days from 8.00 A.M. to 5.00 P.M. with a lunch break for one hour. Sundays & National Holidays would be no maintenance day.

- 1 Scope of work includes the upkeep of the entire SCOPE Minar by extending the services of:
  - a) Manning the entire water supply and sanitary systems.
  - b) Maintaining the carpentry and joinery work of the complex.
  - c) Maintaining painting, polishing, grinding area of complex as and when required.
  - d) Maintaining emergency civil repairing works.
  - e) Maintaining the structural works of the complex etc.
  - f) Attending the relevant upkeep complaints of SCOPE Minar
2. The details of the scope of work are further stated as below:
  - a) Each of the floor has the toilets for gents and ladies which shall be required to be maintained in running condition, all the times.
  - a) Each core has seven shafts through which the cast iron sewerage lines and water supply lines are passing. The CI pipe lines are connected at lower basement and are further connected with the DDA sewerage out side the building. The scope of work shall include maintenance/replacement of any of these pipelines including repair of leakage etc.
  - b) The water supply lines are for supplying flushing water, domestic water and chilled drinking water to pantries, toilets, canteen, Restaurant, and other areas in building. The scope of work shall also include replacement of all GI Pipe, pipefitting, valves, sanitary wares etc. provided in the toilets and in shafts.
  - d) The scope of work is from first valve of Flushing Water tank, Domestic Water tank and raw water tank at pump house to overhead tanks and to the pantries, toilets, kitchen, Canteen etc.
  - e) In view of pipe line arrangements in SCOPE Minar, one plumber and one helper must have to be provided round the clock at the pump room. This is a very essential criteria which has to be met with.
- 4 The agency shall arrange for all necessary tools, plants, machines, special tool & tackles, scaffolding, ladders to perform the required maintenance to the satisfaction of the engineer In-charge.
- 5 The quoted rate shall be inclusive of all taxes applicable to this work, tools & tackles to be provided, any other statutory demands as deemed fit, etc. Nothing extra on any account shall be payable other than those stipulated specifically.





- 6 The entire scope of work in general shall be guided by the guidelines of the latest CPWD Maintenance Manual.
- 7 Day to day repairs are carried out in SCOPE Minar, Laxmi Nagar, Delhi – 110 092 under its maintenance. The work which are to be attended to on day to day basis such as removing chokage of drainage pipes, man holes, restoration of water supply etc.
- 8 the purpose of the facility is to ensure satisfactory & continuous functioning of various services in the SCOPE Minar, Laxmi Nagar, Delhi – 110 092. These services are provided after receipt of complaints from the users and at times of necessity.
9. The cleaning and disposal of the rubbish resulting out of the scope of work of this contract shall be on the part of contractor.
10. The work shall also be executed by the Contractor as per the complaints received in the Complaint Register from the constituents of SCOPE Minar or as per the instruction of the Engineer-In Charge of the work.
11. The complaints in wiring in the complaint register shall have to be attended promptly i.e. on the same day at the location and on completion of the complaints/defects the contractor shall be responsible to take certificate from the respective constituents of having attended and rectified the defects/work as applicable.
12. The SCOPE Minar shall become operational on all working days from 8.00 AM to 6.00 PM.
13. The work shall be executed as per Indian standard specification, code(s) of practice, bureau of Indian standard (Formerly ISI)/General specifications/ISI code.
14. The reconciliation of materials with respect to consumption shall be in accordance to the CPWD specification/ISI code and which will be done on monthly basis.
15. The contractor will be responsible for proper maintenance of SCOPE Minar as per the scope of work.
16. Supply of Equipment by the agency
17. Cleaning of chocked sewer lines, manhole etc in around the building.

The agency shall also arrange at its expense, all necessary tools, tackles and equipment required for performing the work. The agency shall be required to use following equipment

Sl.No	Name of the equipment	Quantity
1.	Welding set with accessories	01 no
2.	Cutting machine (Tile/stone)	01 no
3.	Drill machine	01 no
4.	Gas cutting set	01 no
5.	Grinding machine for floor skirting and shelves etc	02 nos

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ii) The above equipment are to be made available as per requirement of work immediately. For delay of equipment penalty at the following rates shall be recovered from R/A monthly bill of the agency.

Delay by one day : Rs. 1500/- per day

For subsequent delay per day : Rs. 1000/- per day

i) The agency shall quote the rates inclusive of the above use of equipment for satisfactory execution of work.

#### 18. DEPLOYMENT OF MANPOWER

The contractor will be required to deploy the following "minimum" personal at site for the above the works.

Sl	Manpower	Minimum qualification	Minimum working experience	Nos
1.	Supervisor	Graduate/Bsc.	5- year in civil works	2
2.	Plumber	I.T.I/Matric	3- year experience plumbing services	5
3.	Welder	I.T.I/Matric	3- year in civil works	1
4.	Carpenter	I.T.I/Matric	3- year experience of joinery work	1
5.	Painter	Matric	3- year experience of painting work	2
6.	Aluminum fitter/Glazer	Matric	3- year experience	1
7.	Masson	Matric	3- year experience	2
8.	Helper(to plumber, welder, carpenter,fitter,maso n,sewerman)	Un-skilled	2- year experience	11

The manpower deployed by the contractor shall be dressed in uniform. The manpower for Operation and maintenance shall be deployed round the clock including Sunday and holiday. However the agency shall follow all the labour laws/rules for deployment of manpower for prescribed weekly rest. Working hours for man power deployed for all days shall be as follows.

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