

# **GYAN SAGAR PUBLIC SCHOOL**

**BID DOCUMENT No.: GSPS/CIVIL/3456/2023-24**

**Date: 20.03.2023**

**To,**

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**BID DOCUMENT FOR ANNUAL MAINTENANCE CONTRACT FOR BUILDING OF  
SCHOOL PALAM, DWARKA**

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**REQUEST FOR QUOTATION (RFQ)**

Dear Sir(s),

GYAN SAGAR PUBLIC SCHOOL invites you to submit your bids under TWO BID system towards **ANNUAL MAINTENANCE CONTRACT FOR BUILDING MAINTENANCE OF CIVIL AND OTHER WORKS**

as detailed below in complete accordance with enclosed tender document:

**1) Salient features of bid document:**

1.2.1	Type of Enquiry, Mode of bid submission	Open Domestic Tender (Bid to be sent by post / courier or hand delivered).
1.2.2	Earnest Money Deposit / Bid Security (Refundable)	<b>NOT APPLICABLE</b>
1.2.3	Bid Document No.:	GSPS/CIVIL/3456/2023-24
1.2.4	ESTIMATED COST OF THE AMC WORK	<b>Rs 4500000.00 Forty Five Lakhs Only.</b>
1.2.5	Period of Contract	Period of Contract as per Special Conditions of Contract (SCC) Part-B.
1.2.6	Pre-Bid Meeting	<b>04.04.2023</b>
1.2.7	Last date and time for Submission of bid	<b>31.03.2023</b> up to 14.30 hrs (IST)
1.2.8	Date and time for opening Bid	<b>05.04.2023</b> on 15.00 hrs (if the particular day is a HOLIDAY then un-priced bids shall be opened on next working days).
1.2.9	Place of submission of bid	OFFICE OF THE GYAN SAGAR PUBLIC SCHOOL
1.2.10	Venue for Opening of bids	OFFICE OF THE GYAN SAGAR PUBLIC SCHOOL
1.2.11	Contact Person	Shiv Balak Kumar

**PART –I: Un-Priced Bids (Techno-Commercial Bids)**

The un-priced bid must be complete with all technical and commercial details other than rate UN -PRICED OFFER in duplicate (ORIGINAL + ONE COPY) complete with all technical and commercial details & the Schedule of Rate (SOR) **with prices blanked out and copy of tender.**

Earnest Money Deposit as specified.

**Part –II: Priced Bid:** It should contain only price schedule with rates filled in and no terms & conditions should be put in priced bid. PRICED OFFER in duplicate (ORIGINAL + ONE COPY) WITH COMPLETE PRICE DETAILS as per price schedule provided in the tender.

The two envelopes containing Part-I AND Part-II should be enclosed in a larger envelope duly sealed and super-scribed prominently with tender no., due date and item along-with address of this office and sender's name and address.

Bids complete in all respect must reach this office not later than 14.30 hrs on the notified date of closing of the tender.

Bids complete in all respects should be submitted on or before last date and time of Bid submission.

**If the last date happens to be a Holiday/Sunday, the next working day will be considered as bid due date. Bids sent through Fax or E-mail or in any other mode other than what is described in the tender document, will not be accepted.**

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**BIDDERS ELIGIBILITY CRITERIA/ BID EVALUATION CRITERIA:**

**(A) TECHNICAL CRITERIA:**

1. The bidder should have successfully completed/ executed at least one Single work order / contract of AMC, Civil works & Horticulture of value not less than Rs. 32 Lacs (Rupees thirty two lakh only) (inclusive of all taxes excluding service tax) in any of the preceding seven (07) years reckoned from the last date of bid submission.
2. Bidder must submit copies of relevant work order and its completion certificate issued by the end user in support of meeting the above experience. Copy of completion certificate must indicate reference no. of work order/date, actual date of contract started & completed and actual executed value of work order.

*All documents in support of **Technical Criteria (i.e, Work order & completion / execution certificate, etc)** of Bid Evaluation Criteria (BEC) to be furnished by the bidders shall necessary be duly certified / attested by **Chartered Engineer and notary public** with legible stamp.*

**NOTE:**

- a) For running similar service contracts, if the actual executed value is equal to or more than the value indicated above as on un-priced bid opening date, the same shall also be considered as meeting the single order value criteria.
- b) A Job executed by a bidder for its own plant / projects cannot be considered as experience

for the purpose of meeting BEC of the tender. However, jobs executed for Subsidiary/Fellow subsidiary / Holding company will be considered as experience for the purpose of meeting BEC subject to submission of tax paid invoice (s) duly certified by Statutory Auditor of the bidder towards payments of statutory tax in support of the job executed for Subsidiary/Fellow subsidiary/ Holding company. Such bidders to submit these documents in addition to the documents specified to meet BEC.

c) However, Bids of Joint Venture/Consortium and experience of Sub-contractors is not acceptable.

d) For experience based on composite works:

In case bidder has executed a composite work in a single contract which includes qualifying work stated above, then value of such qualifying work out of total value of composite work shall be considered for the purpose of evaluation.

**(B) FINANCIAL CRITERIA:-**

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- 1) The bidder must have a minimum annual turnover of Rs. 32 Lacs in any of the 03 (three) Proceeding audited financial years.
- 2) Bidder shall have minimum working capital of Rs 6.4 Lacs as per the last audited financial year. If the bidder's working capital is inadequate, the bidder shall supplement this with a letter issued by their Banker having net worth not less than 100 Crore or US \$ 22million, conforming the availability of line of credit to meet the above specified working capital requirement.
- 3) The Financial Net Worth of the Bidder should be positive as per the last Audited Financial Statement.
  - *Bidder shall submit details of Financial Capability of bidder in the prescribed format duly signed & stamped by **Chartered accountant**.*
  - *Further, copy of full audited annual financial statements submitted in bid shall be duly certified /attested by **notary public** with legible stamp.*  
*The cut-off date for meeting the criteria of BEC of the tender shall be the due date for submission of bids.*

**(1) Evaluation Methodology:**

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Bids shall be evaluated on the basis of LOWEST BID on overall basis.

**1) SERVICE TAX: -**

- While quoting against the tender, bidder shall have the option to decide on the method of valuation prescribed under the service tax rules, i.e, either on actual service portion or deemed service portion.
- Whether Service Tax is to be paid on actual service portion, the bidder(s) shall indicate the value for service portion on which the Service Tax is applicable. Whether Service Tax is to be paid on deemed service portion as per percentage prescribed, the bidder(s) shall indicate the percentage (presently 40%,

60% or 70%) of the gross works contract value on which Service Tax is applicable.

- Whether the bidder opts for paying Service Tax on deemed service portion, the gross works contract value or the purpose of payment of service tax shall mean the sum total of the gross amount charged for the works contract and the fair market value of all goods and services supplied in or in relation to the execution of the works contract, whether or not supplied under the same contract or any other contract.
- The fair market value of Free Issue Material (FIM) and services, wherever applicable, are indicated in the Bidding Documents.
- Bidders shall quote prices inclusive of all taxes and duties excluding service tax. In other words, the amount of service tax shall not be included by the bidders in their quoted price. However, bidders will indicate the details of applicable service tax as mentioned above along with the break-up of the service tax payable by him and service tax payable by Owner/BCPL as service recipient, if applicable, as per the reverse charge rule of service tax.
- In case a bidder does not provide any of the above requisite information, his bid will be evaluated with highest applicable rate of service tax (Presently 14.5%) on total value of works contract.
- GSPS will reimburse the service tax to the contractor at actual against submission of cenvatable invoices issued in accordance with service tax Rules to enable GSPS to claim cenvat credit of service tax paid. In case any variation in the executed quantities, the amount on which the Service Tax is applicable shall be modified in same proportion.

## 2) **PRE-BID MEETING:**

- a) The Bidder(s) or his official representatives are invited to attend a pre-bid meeting on date, time and venue specified above.
- b) The bidder is requested to submit their queries /clarifications of tender document through e-mail/ courier so as to reach GSPS at least one week before the Pre-bid meeting. These questions shall be replied during the Pre-bid meeting.
- c) Non-attendance of the pre-bid meeting will not be a cause for disqualification of a bidder.  
If the last date happens to be a Holiday/Sunday, the next working day will be considered as for pre-bid meeting.

## 3) **CONTRACT SCHEDULE:**

The total contract period for this work will be for **12 months**, reckoned from the date as mentioned in letter of award. For details refer SCC (part-B).

## 4) **VALIDITY PERIOD OF OFFER:**

The period of validity of the quotations should not be less than 120 days from the date of opening of technical bid. Quotations with less validity are likely to be ignored.

## 5) **GST / CST No:**

Bidder need to indicate valid GST registration no. in the quotation.

## 6) **GENERAL**

- No extension in the bid due date/time shall be considered on account of delay in receipt of any document
- Bid document is non –transferable.

- GSPS reserves the right to carry out capability assessment of the bidder including referral to in-house information.
- GSPS will not be responsible or liable for cost incurred in preparation & delivery of bids, regardless of the conduct or conduct or outcome of the bidding process.
- Bids received after stipulated last date and time, due to any reasons what-so-ever, including postal delays, will not be considered.
- GSPS reserve the right to reject any or all the bids received at its discretion without assigning any reason whatsoever.
- Bidder should not be under liquidation, court receivership or similar proceedings.
- Bidders should not be black listed with any PSU /Govt. establishment.
- Bid sent through other than Courier/post/personal delivery shall not be accepted.

**7) FIXED PRICE:**

Prices quoted by the bidder shall be firm & fixed during the bidder's performance of the contract. A bid submitted with an adjustable price quotation will be treated as non-responsive and rejected.

**8) MANAGER/PRINCIPAL'S RIGHT TO VARY QUANTITIES AT THE TIME OF AWARD:**

The OWNER reserves the right at the time of award of contract to increase or decrease the quantity specified in the scope (in respect of each item of scope), without any change in unit price and other terms & conditions.

**9) ORDER OF PRECEDENCE:**

In case of an irreconcilable conflict between RFQ Covering Letter, Instruction to Bidders, Special conditions of contracts & General conditions of contracts the following shall prevail to the extent of such irreconcilable conflict in the order of precedence:

- i) Preamble to SOR and Schedule of Rates (SOR)
- ii) RFQ Covering Letter
- iii) Instruction to Bidders
- iv) Special conditions of contracts (Part B)
- v) Special conditions of contracts (Part A)
- vi) General Conditions of Contract

## **AMC work of GSPS School, Palam, Dwarka**

Sr. No	Description of work	Measurement
1	Civil work : Plaster, Tile work(Repairing Only) Etc.	As per actual site measurement

2	Electrical : Switch, Wire, Fan, etc.	As per actual site measurement
3	Plumbing: fittings, sanitary ,etc.	As per actual site measurement
4	Carpenter work : Door, Window, Desk, Table etc.	As per actual site measurement
5	Welding work: Shed, Railing, etc.	As per actual site measurement
6	Whitewash on repaired area	As per actual site measurement
7	Horticulture work : Pot, Plant Replace, Grass cutting, etc.	As per actual site measurement

#### Horticulture work

Note: Kindly visit site before filling Bids, running bills will be paid as per the actual site measurement on monthly basis.

\*Every New Work's rates will be decided after measurement & Quality of work  
Estimated cost of the AMC work is Forty Five Lakhs only.

\*This AMC Tender Including All Material, Labor, GST, Cartage and all other charges.