

Name of Work: **Operation of Lifts installed at IECC project Hall No-2 to 5, Pragati Maidan, New Delhi.**

NIT No. - 168-ITPO(12)/ENGG/ELECT/2023-24/6

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NIT contains from page no.1-24 of amounting Rs. 1,49,07,276/- incl. GST @18% hereby approved.

M(E)NF

SM(E)

GM(Works)

ED (Project), ITPO
Pragati Maidan, New Delhi



Annexure: I
INDIA TRADE PROMOTION ORGANISATION
E-TENDER NOTICE

Online item rate bids are invited through two bid system for "Operation of Lifts installed at IECC project Hall No-2 to 5, Pragati Maidan, New Delhi." from "Specialized agencies" for the following work_

S.N	Name of work	Time for Completion	Estimated Cost(Rs)	Earnest Money(Rs)	Cost of Tender (Rs)
1.	Operation of Lifts installed at IECC project Hall No-2 to 5, Pragati Maidan, New Delhi.	365 days	1,49,07,276/-	298146/-	1180/- i/c GST

a. The tender documents are available on our website www.indiatradefair.com (for reference only) & www.eprocure.gov.in and same can be downloaded.

Eligibility Criteria:

1. The agency/CONTRACTOR should have **PAN, GST, ESI, EPF Registration and Electrical license.**
The agency having experience in "Operation of lifts".
2. Completion certificate issued by the officer not below the rank of Executive Engineer or equivalent will have to be furnished for govt. works or **Agency work experience certificate from non government /non PSU organizations should submit copy of TDS certificate (tax deduction at source) along with completion certificate as applicable.**
3. The Agency should not have been blacklisted by any Government of India organization in the past. In all such cases, the tender would be rejected.
4. The agency/company should not have been involved in any kind of litigation, legal cases or ever been blacklisted by any government or private agency or have any pending government investigation against them either directly or indirectly.
5. The bidder should have had average annual financial turnover @50% of the estimated cost, i.e. Rs. 74, 53,640/- during immediate last three consecutive financial years ending 31st March. 2022. (Scanned copy of certificate from CA to be uploaded only).
6. They should have satisfactorily completed the work as mentioned below during the last seven years up to 31.03.2023.
 - i) One similar work costing not less than 80% of estimated amount put to tender i.e. **(Rs.11925824.00 /-)**
OR
 - ii) Two similar works each costing not less than 60% of estimated amount put to tender i.e. **(Rs. 8944368.00/-)**
OR
 - iii) Three similar works each costing not less than 40% of estimated amount put to tender i.e. **(Rs. 5962912.00/-)**

Similar work shall mean works of "Operation of lifts".

(The completion certificate issued by the officer in charge will have to be furnished along with all the details.
The completion certificate must clearly indicate:-

- The date of start, date of completion and total work done amount
- Nature of work
- That the work has been completed satisfactorily.

(The copy of any other details related to the work if required may be asked from the contractor after opening of eligibility bids. There is no need to upload entire voluminous schedule and abstract of work.

7. i) Gross Annual Turnover of last three years ending 31st March 2022. Scanned copy of certificate from Chartered Accountant to be uploaded on portal at the time of submission of bid) contractor should upload only Certificate from CA, mentioning Financial Turnover of last 3 years as per the period as specified below in form –A (The Related further details if required may be asked from the contractor after opening of eligibility bids. There is no need to upload entire voluminous balance sheet.)

FORM-A
FINANCIAL INFORMATION
Financial Turnover of last 3 years

Description	Financial year (2019-20) Rs.	Financial year (2020-21) Rs.	Financial year (2021-22) Rs.
Gross Annual Turnover			

Signature of Chartered Accountant with Seal

Signature of Bidder(s).

- ii. The agency/company Should have a Solvency equal to 40 % of the estimated cost put to tender, Certified by his bankers (on the format prescribed in form -B) and net worth certificate equal to 10% of the estimate cost put to tender (on the format prescribed in form- C) issued by the certified Chartered Accountant with UDIN.Certified copies of Solvency and net worth certificate should be uploaded on portal at the time of submission of bid. (The Related further details if required may be asked from the contractor after opening of eligibility bids. There is no need to upload entire voluminous balance sheet.)

FORM-B
SOLVENCY CERTIFICATE FROM A SCHEDULED BANK

This is to certify that to the best of our knowledge and information that M/s/Sh. having marginally noted address,Customer of our bank are/is respectable and can be treated as good for any engagement up to a limit of Rs..... (Rupees). This certificate is issued without any guarantee or responsibility on the bank or any of the officers.

(Signature) For the Bank

NOTE :

- i. Bankers certificates should be on letter head of the Bank,
- ii. In case of partnership firm, certificate should include names of all partners as recorded with the Bank.

FORM- C
NET WORTH FROM CHARTERED ACCOUNTANT

It is to certify that as per the audited balance sheet and profit and loss account during the financial year....., the Net Worth of M/s(Name & Registered Address of Individual/firm/company), a s on(the relevant date) is Rs. after considering all liabilities. It is further certified that the Net worth of the company has not eroded by more than 30% in the last five years ending on (the relevant date)."

Signature of Chartered Accountant

Name of Chartered Accountant:
Membership No. of ICAI:
Date and Seal:

8. The bidder can submit shortfall documents in online system if required and permit by tender inviting officer, except the mandatory eligibility documents e.g Tender fee, EMD etc.
9. While selecting any of the cells in the BOQ, a warning appears that if any cell is left black the same shall be treated as "0". Therefore, if any cell is left blank and no rate is quoted by the bidder, rate of such item

shall be treated as "0" (ZERO).

10. No Engineer of Gazetted Rank or other Gazetted Officer employed in Engineering or Administrative duties in an Engineering Department of ITPO is allowed to work as a contractor for a period of one year after his retirement from Government service, without the prior permission of the Government of India in writing. This contract is liable to be cancelled if either the contractor or any of his employees is found any time to be such a person who had not obtained the permission of the Government of India as aforesaid before submission of the bid or engagement in the contractor's service.
11. The contractor shall not be permitted to bid for works in ITPO, if the contractor or any of his/ her near relatives are posted in ITPO. He shall also intimate the names of persons who are working with him in any capacity or are subsequently employed by him/her and who are near relatives to any officer in ITPO or ministry of commerce and industries. Any breach of this condition by the contractor would render him liable to be removed from the contract and further works in ITPO.
12. Tender documents may be downloaded from ITPO's web site www.indiatradefair.com (for reference only) and CPPP site <https://eprocure.gov.in/eprocure/app> as per the schedule as given in CRITICAL DATE SHEET as under.\

INDICATIVE CRITICAL DATE SHEET

Published Date	26/05/2023
Bid Document Download Start Date	26/05/2023
Pre bid meeting Date	----
Bid Submission Start Date	26/05/2023
Bid Submission End Date	05/06/2023 at 3.00PM
Bid Opening Date	06/06/2023 at 3.00 PM

13. Bids shall be submitted online only at CPPP website: <https://eprocure.gov.in/eprocure/app>. Tenderers/Contractors are advised to follow the instructions provided in the 'Instructions to the Contractors/Tenderer for the e-submission of the bids online through the Central Public Procurement Portal for e Procurement at <https://eprocure.gov.in/eprocure/app>'. Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.

14. Not more than one tender shall be submitted by one contractor or contractors having business relationship. Under no circumstance will father and his son(s) or other close relations who have Business relationship with one another (i.e when one or more partner(s)/director(s) are common) be allowed to tender for the same contract as separate competitors. A breach of this condition will render the tenders of both parties liable to rejection.

15. Tenderer who has downloaded the tender from the ITPO's web site www.indiatradefair.com and Central Public Procurement Portal (CPPP) website <https://eprocure.gov.in/eprocure/app>, **shall not modify the tender form including downloaded price bid template in any manner**. In case if the same is found to be tempered/modified in any manner, tender will be completely rejected and tenderer is liable to be banned from doing business with ITPO.

16. Intending tenderers are advised to visit again ITPO website www.indiatradefair.com and CPPP website <https://eprocure.gov.in/eprocure/app> at least 2 days prior to closing date of submission of tender for any corrigendum / addendum/ amendment.

List of Documents to be scanned and uploaded within the period of bid submission:

1. Copy of receipt for deposition of EMD and Tender fee to ITPO.
2. Copy of PAN Card.
3. Copy of GST registration.
4. Copy of ESIC and EPF registration.
5. Copy of Electrical License.
6. Certificates of Work Experience as per NIT.
7. Annual Financial Certificate certified by CA as per NIT (Form-A).
8. Solvency Certificate as per NIT (Form-B).
9. Net worth Certificate as per NIT (Form-C).
10. Any other documents as per NIT.

EMD Payment & Tender cost:

Earnest Money Deposit & Cost of tender is to be deposited electronically by NEFT/RTGS in the account of ITPO at the below mentioned details or DD in favour of ITPO payable at New Delhi. Bidders are required to submit the details of EMD payment at the time of Bid Preparation.

BANK Details for EMD Payment through NEFT/RTGS:

Name of the Beneficiary	:	India Trade Promotion Organisation
Name of the Bank	:	Central Bank of India
Branch Address	:	Pragati Maidan, New Delhi
Account No.	:	1167404133
Type of Account	:	Saving
RTGs Code	:	CBIN 0284078
MICR CODE	:	110016150
PAN NO.	:	AAATI2955C

- a. The Hard Copy of original instruments in respect of cost of tender document must be delivered to the **Sr.Manager (Electrical)** India Trade Promotion Organisation, Room No. 6, CMD building, Pragati Maidan, New Delhi - 110001 on or before bid opening date/time as mentioned in critical date sheet. **Tenderer shall likely to be liable to be rejected for non-submission of original payment instrument like DD/RTGS,etc., against the submitted bid. The Demand Draft attached/submitted for tender fee shall be non refundable.**
- b. Bids will be opened as per date/time as mentioned in the **Tender Critical Date Sheet**. After online opening of Technical-Bid the results of their qualification as well Price-Bid opening will be intimated latter.
Due consideration and relaxation in the norms for MSME/NSIC/Start up/MSE in Public procurement will be given as per the directions issued by Govt. of India and also preference would be given to SC/ST – MSME entrepreneurs up to 4% within the 20% ceiling earmarked for MSME entrepreneurs subject to the production of valid /relevant registration documents for the specific work i.e. **“Operation of Lifts installed at IECC project Hall No-2 to 5, Pragati Maidan, New Delhi.”** as required in NIT.

- **Submission of Tender**

The tender shall be submitted online in Two part, viz., technical bid and Financial bid.

All the pages of bid being submitted must be signed wherever required, and sequentially numbered by the bidder irrespective of nature of content of the documents before uploading. The offers submitted by Telegram/Fax/email shall not be considered. No correspondence will be entertained in this matter.

- **Technical Bid**

The following documents are to be furnished/ uploaded by the Contractor along with **Technical Bid within the period of bid submission** as per the tender document (As applicable):

- i) Scanned copy of Demand Draft/ RTGS of any scheduled Bank for tender fee and EMD.
- ii) Scanned copy of PAN, EPF, ESIC, GST registration and electrical license .
- iii) Certificate of Work Experience /Completion certificate issued by an officer in charge/ Project manager executing the work **(TDS certificate is mandatory if work experience is from private sector)**.
- iv) Scanned copy of Tender Acceptance Letter & Price Bid undertaking.
- v) Certificate of Gross annual turnover for last three financial years issued by Chartered Accountant.

Financial Bid

- (a) Schedule of price bid in the form of BOQ_XXXX.xls. format

Annexure: II
Instructions for Online Bid Submission:

The bidders are required to submit soft copies of their bids electronically on the CPP Portal, using valid Digital Signature Certificates. The instructions given below are meant to assist the bidders in registering on the CPP Portal, prepare their bids in accordance with the requirements and submitting their bids online on the CPP Portal.

More information useful for submitting online bids on the CPP Portal may be obtained at: <https://eprocure.gov.in/eprocure/app>.

REGISTRATION

- 2) Bidders are required to enrol on the e-Procurement module of the Central Public Procurement Portal (URL: <https://eprocure.gov.in/eprocure/app>) by clicking on the link “**Online bidder Enrolment**” on the CPP Portal which is free of charge.
- 3) As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.
- 4) Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication from the CPP Portal.
- 5) Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate (Class II or Class III Certificates with signing key usage) issued by any Certifying Authority recognized by CCA India (e.g. Sify / nCode / eMudhra etc.), with their profile.
- 6) Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSC's to others which may lead to misuse.
- 7) Bidder then logs in to the site through the secured log-in by entering their user ID / password and the password of the DSC / e-Token.

SEARCHING FOR TENDER DOCUMENTS

- 1) There are various search options built in the CPP Portal, to facilitate bidders to search active tenders by several parameters. These parameters could include Tender ID, Organization Name, Location, Date, Value, etc. There is also an option of advanced search for tenders, wherein the bidders may combine a number of search parameters such as Organization Name, Form of Contract, Location, Date, Other keywords etc. to search for a tender published on the CPP Portal.
- 2) Once the bidders have selected the tenders they are interested in, they may download the required documents / tender schedules. These tenders can be moved to the respective ‘My Tenders’ folder. This would enable the CPP Portal to intimate the bidders through SMS / e-mail in case there is any corrigendum issued to the tender document.
- 3) The bidder should make a note of the unique Tender ID assigned to each tender, in case they want to obtain any clarification / help from the Helpdesk.

PREPARATION OF BIDS

- 1) Bidder should take into account any corrigendum published on the tender document before submitting their bids.
- 2) Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid. Please note the number of covers in which the bid documents have to be submitted, the number of documents - including the names and content of each of the document that need to be submitted. Any deviations from these may lead to rejection of the bid.
- 3) Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document / schedule and generally, they can be in PDF / XLS / RAR / DWF/JPG formats. Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.
- 4) To avoid the time and effort required in uploading the same set of standard documents which are required to be submitted as a part of every bid, a provision of uploading such standard documents

(e.g. PAN card copy, annual reports, auditor certificates etc.) has been provided to the bidders. Bidders can use “My Space” or “Other Important Documents” area available to them to upload such documents. These documents may be directly submitted from the “My Space” area while submitting a bid, and need not be uploaded again and again. This will lead to a reduction in the time required for bid submission process.

SUBMISSION OF BIDS

- 1) Bidder should log into the site well in advance for bid submission so that they can upload the bid in time i.e. on or before the bid submission time. Bidder will be responsible for any delay due to other issues.
- 2) The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.
- 3) Bidder has to select the payment option as “offline” to pay the tender fee / EMD as applicable and enter details of the instrument.
- 4) Bidder should prepare the EMD as per the instructions specified in the tender document. The original should be posted/couriered/given in person to the concerned official, latest by the last date of bid submission or as specified in the tender documents. The details of the DD/any other accepted instrument, physically sent, should tally with the details available in the scanned copy and the data entered during bid submission time. Otherwise the uploaded bid will be rejected.
- 5) Bidders are requested to note that they should necessarily submit their financial bids in the format provided and no other format is acceptable. If the price bid has been given as a standard BoQ format with the tender document, then the same is to be downloaded and to be filled by all the bidders. Bidders are required to download the BoQ file, open it and complete the white coloured (unprotected) cells with their respective financial quotes and other details (such as name of the bidder). No other cells should be changed. Once the details have been completed, the bidder should save it and submit it online, without changing the filename. If the BoQ file is found to be modified by the bidder, the bid will be rejected.
- 6) The server time (which is displayed on the bidders’ dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, opening of bids etc. The bidders should follow this time during bid submission.
- 8) All the documents being submitted by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered cannot be viewed by unauthorized persons until the time of bid opening. The confidentiality of the bids is maintained using the secured Socket Layer 128 bit encryption technology. Data storage encryption of sensitive fields is done. Any bid document that is uploaded to the server is subjected to symmetric encryption using a system generated symmetric key. Further this key is subjected to asymmetric encryption using buyers/bid openers public keys. Overall, the uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- 7) The uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- 8) Upon the successful and timely submission of bids (ie after Clicking “Freeze Bid Submission” in the portal), the portal will give a successful bid submission message & a bid summary will be displayed with the bid no. and the date & time of submission of the bid with all other relevant details.
- 9) The bid summary has to be printed and kept as an acknowledgement of the submission of the bid. This acknowledgement may be used as an entry pass for any bid opening meetings.

ASSISTANCE TO BIDDERS

- 1) Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority for a tender or the relevant contact person indicated in the tender.
- 2) Any queries relating to the process of online bid submission or queries relating to CPP Portal in general may be directed to the 24x7 CPP Portal Helpdesk.

Annexure: III
TENDER ACCEPTANCE LETTER
(To be given on Company Letter Head)

Date:

To,

Sub: Acceptance of Terms & Conditions of Tender.

Tender Reference No: _____

Name of Tender / Work: - Operation of Lifts installed at IECC project Hall No-2 to 5, Pragati Maidan, New Delhi.

Dear Sir,

1. I/ We have downloaded / obtained the tender document(s) for the above mentioned 'Tender/Work' from the web site(s) namely: _____

_____ as per your advertisement, given in the above mentioned website(s).

2. I / We hereby certify that I / we have read the entire terms and conditions of the tender documents from Page No. _____ to _____ (including all documents like annexure(s), schedule(s), etc .), which form part of the contract agreement and I / we shall abide hereby by the terms / conditions / clauses contained therein.

3. The corrigendum(s) issued from time to time by your department/ organization too have also been taken into consideration, while submitting this acceptance letter.

4. I / We hereby unconditionally accept the tender conditions of above mentioned tender document(s) / corrigendum(s) in its totality / entirety.

5. I / We do hereby declare that our Firm has not been blacklisted/ debarred by any Govt. Department/Public sector undertaking.

6. I / We certify that all information furnished by the our Firm is true & correct and in the event that the information is found to be incorrect/untrue or found violated, then your department/ organisation shall without giving any notice or reason therefore or summarily reject the bid or terminate the contract , without prejudice to any other rights or remedy .

Yours Faithfully,

(Signature of the Bidder, with Official Seal)

Annexure: IV

FINANCIAL BID UNDERTAKING

From: (Full name and address of the Bidder)_____

To,

Dear Sir/Madam,

I submit the Price Bid for **“Operation of Lifts installed at IECC project Hall No-2 to 5, Pragati Maidan, New Delhi.”**

1. I have thoroughly examined and understood all the terms and conditions as contained in the Bid document, and agree to abide by them.
2. I offer to work at the rates as indicated in the price Bid, Annexure IV inclusive **of all applicable taxes with GST@18%.**

Authorized Signatory
(Signature of the Authorized Person)

INTEGRITY PACT

To,

Sub: NIT No. - - - - -

for the work **Operation of Lifts installed at IECC project Hall No-2 to 5, Pragati Maidan, New Delhi.**

Dear Sir,

It is hereby declared that ITPO is committed to follow the principle of transparency, equity and competitiveness in public procurement.

The subject Notice Inviting Tender (NIT) is an invitation to offer made on the condition that the bidder will sign the integrity Agreement, which is an integral part of tender/bid documents, failing which the tenderer/bidder will stand disqualified from the tendering process and the bid of the bidder would be summarily rejected.

This declaration shall form part and parcel of the Integrity Agreement on behalf of the ITPO.

Yours faithfully,

(Sr. Manager Electrical))

**GOVERNMENT OF INDIA
INDIA TRADE PROMOTION ORGANISATION
General Detail of Notice Inviting Tender**

Item rate tenders through e-tendering are invited on behalf of the CMD, ITPO from the specialized agencies dealing in the field of **“Operation of Lifts installed at IECC project Hall No-2 to 5, Pragati Maidan, New Delhi.”** in two bid system up to **3.00 PM on 05.06.2023** which will be opened by him (or) his authorized representative at **3.00 PM on 06.06.2023** for the work of **“Operation of Lifts installed at IECC project Hall No-2 to 5, Pragati Maidan, New Delhi”**.

1. The work is estimated to cost **Rs.1,49,07,276/-**. This estimate, however, is given merely as a rough guide.
2. Agreement shall be drawn with the successful tenderer on prescribed Form No. C.P.W.D. 7/8 which is available as a Govt. of India publication. Tenderer should quote his rates as per various terms and conditions of the said form which shall form part of the agreement.
3. **The time allowed for the completion of work is 365 days.**
4. The site for the work is available. OR The site for the work shall be made available in part as specified in scope of work.
5. Tenders shall be accompanied with Earnest money of **Rs. 2,98,146/- & Tender Fee of Rs. 1180/-** (demand drafts of a scheduled bank issued in favour of India Trade Promotion Organisation, New Delhi or NEFT/RTGS).
6. The Contractor, whose tender is accepted, will be required to furnish performance guarantee of 3% (Three percent) of the tendered amount within the period specified in Schedule F. This guarantee shall be in the form of 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 or Fixed Deposit Receipts in accordance with the prescribed form. In case the contractor fails to deposit the said performance guarantee within the period as indicated in Schedule 'F', including the extended period if any, the Earnest Money deposited by the contractor shall be forfeited automatically without any notice to the contractor. Copies of other drawings and documents pertaining to the works will be open for inspection by the tenderer at the office of the above mentioned officer. Tenderers 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 is 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 tenderer 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 tenderer shall be responsible for arranging and maintaining at his own cost all materials, tools & 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 tenderer 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 plant, etc. will be issued to him by the Government and local conditions and other factors having a bearing on the execution of the work.
7. The competent authority on behalf of the CMD, ITPO does not bind itself to accept the lowest or any other tender and reserves to itself the authority to reject any or all the tenders received without the assignment of any reason. All tenders in which any of the prescribed condition is not fulfilled or any condition including that of conditional rebate is put forth by the tenderer shall be summarily rejected.
8. Canvassing whether directly or indirectly, in connection with tenders is strictly prohibited and the tenders submitted by the contractors who resort to canvassing shall be liable to rejection.
9. The competent authority on behalf of CMD, ITPO reserve the right of accepting the whole or any part of the tender and the tenderer shall be bound to perform the same at the rate quoted.
10. No Engineer of Gazetted rank or other Gazetted officer employed in Engineering or Administrative duties in an Engineering Department of the Government of India is allowed to work as a contractor for a period of one year after his retirement from Government service, without the previous permission of the Government of India in writing. This contract is liable to be cancelled if either the contractor or any of his employees is found any time to be such a person who had not obtained the permission of the Government of India as aforesaid before submission of the tender or engagement in the contractor's service.
11. The tender for the works shall remain open for acceptance for a period of **Seventy five (75) days** from the date of opening of financial bid, in case tenders are invited on 2/3 envelope system (strike out as the case may be) if any tenderer 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 department, then the Government, without prejudice to any other right

or remedy, be at liberty **to reject the tender** as aforesaid. Further the tenderer not be allowed to participate in the re-tendering process of the work.

- 12.** This Notice Inviting Tender shall form a part of the contract document. The successful tenderer/contractor on acceptance of his tender by the Accepting Authority, **within 7days** from the stipulated date of start of the work, sign the contract consisting of:-

- (i) Non Judicial Stamp for **Rs. 100/-**
- (ii) Schedule of Work with terms and conditions.
- (iii) GCC-2020 for maintenance work
- (iv) And any other relevant documents

SCHEDULE 'E'

Schedule of component of Cement, Steel, other materials, Labour etc. for price escalation.- Nil

CLAUSE 10 CC

Component of Cement – expressed as percent of total value work.	N/A
Component of Steel-expressed as percent of total work.	N/A
Component of civil (except cement & steel)/Electrical construction	N/A
Materials-expressed as percent of total value of work.	
Component of labour-expressed as per cent of total value of work.	N/A
Component of P.O.L. – expressed as percent of total value work.	N/A

SCHEDULE 'F'

Reference to General Conditions of contract- CPWD, GCC 2020 for maintenance work as amended up to date.

Name of work: **“Operation of Lifts installed at IECC project Hall No-2 to 5, Pragati Maidan, New Delhi.”.**

(i) Estimated cost of work	Rs. 1,49,07,276/-
(ii) Earnest money:	Rs. 2,98,146/-
(iii) Performance Guarantee	3 % of tendered value
(iv) Security Deposit	2.5% of actual work done

General Rules & Directions

Officer inviting tender	Sr.Manager (Elect.)
Maximum percentage for quantity of items of work to be executed beyond Which rates are to be determined in accordance with Clauses 12.2 & 12.3	100%

Definitions

2(v) Engineer-in-Charge	Sr. Manager (E)
2(viii) Accepting Authority	As per DFPR Sch. V of ITPO as modified up to date.
2(x) Percentage on cost of materials and Labour to cover all overheads and profits.	15%
2(xi) Standard Schedule of Rates	market rates
2(xii) Department	ITPO (Electrical Engg.)
9(ii) Standard CPWD contract Form	CPWD form 7/8 as modified & corrected upto date

Clause 1

- (i) Time allowed for submission of Performance Guarantee
From the date of issue of letter of acceptance 7 days
- (ii) Maximum allowable extension beyond the period

(Provided in i) above 4 days

Clause 2

Authority for fixing compensation under clause 2. GM (Works)

Clause 2A

Whether clause 2A shall applicable No

Clause 5

Number of days from the date of issue of letter
Acceptance for reckoning date of start 7 days

Mile stone(s) as per table given below:

Table of Mile Stone(s)

Sl. No.	Description of Milestone(Physical)	Time allowed in days (from date of start)	Amount to be withheld in case of non achievement of milestone
1.	-	-	As per the conditions of contract
2.	-	-	- do-
3.	-	-	- do-
4.	-	-	- do-

Time allowed for execution of work 365 days

Clause 6 ----- Applicable**Clause 7**

Gross work to be done together with net payment/adjustment
payment or advance for material collected, if any since the last such
for being eligible to interim payment 10 lakhs

Clause 10A

List of testing equipment to be provided by the contractor at site lab **As per the requirement of engineer in charge at site**

Clause 10 B (ii)

Whether Clauses 10 B (ii) shall be applicable No

Clause 10CA

Materials covered under this clause Nearest Material for which All India Wholesale Price Index is to be Followed

____NA____

Clause 10CC

Clause 10CC to be applicable in contracts with stipulated period of
Completion exceeding the period show in text column 18 months

Clause 11

Specification to be followed for execution of work CPWD General Specification for Electrical Works 2003, Part III – Lift and escalators with Up-to-date correction slips.

Clause 12

Deviation limit beyond which clauses 12.2 & 12.3 100%

Clause 16

Competent Authority for deciding reduced rates. GM (W)

Clause 18

List of mandatory machinery, tools & plants to be deployed by the contractor at site:-
As per the site requirement and as per direction of Engineer In charge

Clause 36

S.N.	Minimum qualification of Technical Representative	Discipline	Designation (Principal Technical/Technical representative)	Minimum experience	Number	Rate at which recovery shall be made from the contractor in the event of not fulfilling provision of clause 36(i)
	Graduate/Diploma in Egg	E/M	Technical	2 or 5 Years Respectively	1No.	15000/-per month per person

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

CLAUSE 42**N/A**

(i)(a) Schedule/statement for determining theoretical quantity of cement & Bitumen on the basis of Delhi Schedule of Rates DSR 2018 printed by C.P.W.D.

(ii) Variations permissible on theoretical quantities.

- | | |
|--|-----|
| a) Cement for works with estimated cost put to Tender not more than Rs. 5 Lakhs | N/A |
| For works with estimated cost put to tender More than 5 Lakhs | N/A |
| b) Bitumen for all works | N/A |
| c) Steel Reinforcement and structural steel Sections for each diameter, section and category | N/A |
| d) All other materials | Nil |

RECOVERY RATES FOR QUANTITIES BEYOND PERMISSIBLE VARIATION

S.No.	Description of Item	Rates 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	-	-

INDIA TRADE PROMOTION ORGANISATION

(Engineering Division)

CORRIGENDUM TO FORM 7/8/9 (CPWD) MUST BE READ ALONGWITH THE PAMPHLET

S.No.	FOR	READ
1.	Govt. of India	India Trade Promotion Organisation (A Govt. of India Undertaking)
2.	CPWD of Government	India Trade Promotion Organisation
3.	CPWD – 7/8/9	ITPO – 7/8
4.	President/President of India	CMD, ITPO
5.	Chief – Engineer	General Manager (Works)
6.	Superintending Engineer	Deputy. General Manager (Elect.) / Sr. Manager (elect.)
7.	Engineer-in-charge/ Divisional Engineer/ Executive Engineer/ Divisional Office	Sr.Manager (Elect.)
8.	Sub-Divisional Officer/Asstt. Engineer	Deputy Manager (Elect.)
9.	C.T.E.	General Manager (Works)
10.	Admn. Head	C.M.D./General Manager
11.	Ministry of Works & Housing	ITPO/Ministry of Commerce
12.	CPWD Code, Paragraph'90	Shall be applicable to ITPO works.
13.	DSR-2022	Shall be applicable to ITPO works.
14.	CPWD specifications	Shall be applicable to ITPO works.
15.	DSR(Internal) 2022 for Electrical works.	Shall be applicable to ITPO works.
16.	CPWD specifications (Internal) 2005 Electrical works	Shall be applicable to ITPO works.
17.	DSR External 2022 for Electrical works and specification.	Shall be applicable to ITPO works.
18.	Provision of section 12 Subsection (i) of the works man compensation	Shall be applicable to ITPO works.
19.	Provision of contract labour (Regulation and abolition Act 1970 and contract labour (Regulation and abolition) control rules 1971 section 20 sub-section (A) of the contract labour (Regulation and abolition Act 1970).	Shall be applicable to ITPO works.
20.	Provision of the payment of wages Act, 1986 Minimum wages Act, 1986 1943 industrial disputes Act, 1947 Material benefits Act, 1961.	Shall be applicable to ITPO works.
21.	CPWD safety code framed from time to time.	Shall be applicable to ITPO works.
22.	CPWD maternity benefits to labour.	Shall be applicable to ITPO works.
23.	Provision of the Arbitration Act, 1972.	Shall be applicable to ITPO works.
24.	Section 74 of India Contract Act, 1973.	Shall be applicable to ITPO works.
25.	Model Rules of the protection health and sanitary appointment for workers employed by CPWD,	Shall be applicable to ITPO works.
26.	CPWD Contractor labour regulations.	Shall be applicable to ITPO works.

SR. MANAGER (Elect.)

INDIA TRADE PROMOTION ORGANISATION
Electrical Division

No.167-ITPO(16)E-E/23-24/6

Dated: 26.05.2023

NOTICE INVITING TENDER

Senior Manager, Electrical India Trade Promotion Organisation, Pragati Maidan, New Delhi on behalf of CMD, ITPO invites **Item rate tender** for the following work from the Specialized agencies dealing in the field of **“Operation of Lifts installed at IECC project Hall No-2 to 5, Pragati Maidan, New Delhi.”** in two bid system **through online e-tendering. Manual/offline bids shall not be accepted.** The details of which briefly described are hereunder:

S.N	Name of work	Time for Completion	Estimated Cost(Rs)	Earnest Money(Rs)	Cost of Tender (Rs)
1.	Operation of Lifts installed at IECC project Hall No-2 to 5, Pragati Maidan, New Delhi.	365 days	1,49,07,276/-	2,98,146/-	1180/- i/c GST

The bids can be submitted on line up to 05/06/2023 up to 03.00 PM with date of opening at 3.00 PM on 06/06/2023. For further details including eligibility, downloadable form of tender documents etc. please refer website www.indiatradefair.com, www.gem.gov.in (For Reference) & www.eprocure.gov.in (for e-tendering)

Sr.Manager(Elect.)
I.T.P.O.

India Trade Promotion Organisation
(Electrical Unit)
SCHEDULE OF WORK

Name of work: Operation of Lifts installed at IECC project Hall No-2 to 5, Pragati Maidan, New Delhi.

Sl. No.	Description of Item	Qty.	Rate (Rs.)	Unit	Amount (Rs.)
1.	Providing services for operation, and day to day checking and cleaning of lifts installed at Hall no. 2-5, IECC project Pragati Maidan by deputing trained and technically qualified staff as per additional terms and conditions attached.-1Job	12 Months		Rs/Month	
2.	Providing of supervisor to monitor the lift operation as required by the engineer in charge and additional terms and conditions attached.-1Job	12 Months		Rs/Month	
3.	Providing of unskilled worker to assist lift Operator as required by the engineer in charge and additional terms and conditions attached.-1Job	12 months		Rs/Month	
	Total				

M (Electrical)NF

Sr.Manager (Electrical.)

GENERAL TERMS & CONDITIONS

1. Operation of all Lifts installed in IECC project Pragati Maidan.
2. The contractors are advised to get acquainted with the proposed work and its site and also study the Architectural Drawings, specifications and special conditions carefully before tendering. No claim of any sort shall be entertained on account of any site conditions and ignorance of specifications and special conditions.
3. All Electrical works shall be carried out as per CPWD specification Part-I (Internal) – 2013, CPWD specification Part-II (External) – 1995, Indian Electricity Rules – 1995 as amended till date of receipt of tenders. For items which are not covered under CPWD specifications, the special conditions / BIS specifications shall apply. In this regard the decision of Engineer-in-Charge shall be final.
4. All materials, T & P, consumable and contingent articles required for the work shall be arranged by the contractor. Materials used shall be in preference as per the nomenclature of the item / as per approved list / CPWD Specifications and as per directions of Engineer-in-Charge. Replaced materials used shall have same or richer specifications to the original materials and compatible to the work. If any of the accessories available in the market is not ISI marked then decision of engineer in charge is final and will be binding to the contractor.
5. All the malba /rubbish /silt /waste / garden waste etc. generated due to any operation / execution of the work shall be brought down through the stair case and shall not be thrownto the ground directly from the upper floors etc. Malba rubbish generated due to any operation from premises and there open spaces whatsoever shall be disposed off on daily basis by the Contractor to the specified common dumping point at site which shall be disposed off on same day by the Contractor to the authorized municipal dhalao / dumping ground and nothing extra shall be paid on this account. The dumping point should be properly barricaded at all the time and should not give ugly look. The Malba/rubbish kept inside the dumping point should be covered with sheet or any other suitable material to avoid dust pollution. In case of non-removal/disposal in the specified period, a recovery of Rs. 1000/- (rupees One thousand) per day shall be recovered from the Contractor after issuing notice in writing by the Engineer in charge of work. If the malba is not removed within three days of notice, the same shall be got removed by the department at the risk and cost of the Contractor and the amount shall be recovered from the bill of Contractor. This is in addition to the recovery of Rs. 1000/- per day for delay in removal of malba.
6. The contractor or his representative shall be available at site on every visit of officer-in-charge as well as visit of senior officers.
7. Chases, holes & drilling works etc. shall be done by using power operated tools.
8. The contractor shall have to carry out the work other than day to day maintenance according to program given by the Executive Engineer / Assistant Engineer / Junior Engineer-in- charge. The contractor shall not carry out any work in any building without permission of Engineer-in-charge or his authorized representatives. The contractor shall have to adhere to this program failing which he shall be wholly responsible for any inconvenience caused to the occupants. No claim for idle labour on any account shall be entertained. The contractor shall depute his representative daily to the site of work. His name and Signature shall be attested by the contractor for record in the department.
9. The room/floor and its portions where the work to be executed on any day shall be got approved from the representative of the Engineer-in-charge at the site of work. No work shall be carried out in any area without the approval of the representative of the Engineer-in-charge. If any work carried out without the approval the same shall be rejected and shall not be measured for payments.
10. The site for the collection and stacking of the material shall be got approved from the Engineer-in-charge.
11. The sample of all the items shall have to be got approved by the contractor from the Engineer-in-charge before the supply commences and shall be without prejudiced to the right of the Engineer-in-Charge to get random samples tested out of the actual lot received.
12. The Engineer-in-Charge will be at liberty to take respective sample(s) of each item of Schedule of Quantity in any approved laboratory as decided by him. The sample for testing will be provided by the contractor. All expenditure required to be incurred for taking sample, conveyance, packing and testing charges etc. will be borne by the contractor himself. In case

any sample particular lot fails in testing, the contractor will be bound to replace the entire lot with fresh material of prescribed specification and the rejected lot will be returned to the contractor only after fresh lot is supplied.

13. Rejected materials will have to be removed by the contractor at his own cost immediately of the instructions of doing so.
14. In case of any dispute regarding rejection of quality of materials, the decision of the Engineer-in-Charge will be final and binding upon the contractor.
15. Other agencies may also be simultaneously executing some other work entrusted to them by the Engineer-in-charge and the Contractor shall offer necessary co-operation wherever required to these agencies so as not to interfere with or hinder the progress or completion of the work being performed by other Contractor (s). He shall as far as possible arrange his work and shall place and dispose off the materials being used or removed, so as not to interfere with the operations of other Contractors, or he shall arrange his work with that of the others in an acceptable and coordinated manner and shall perform it in proper sequence to the complete satisfaction of Engineer-in-charge.
16. All taxes applicable at prevalent rates shall have to be paid by the contractor himself and the rates quoted by him shall include these taxes and nothing extra on this account shall be payable.
17. The rates for different items of work shall apply for all heights and depths, leads and lifts unless otherwise specified in the agreement or specifications applicable to the agreement.
18. Any damage done by the contractor to any existing work during the course of execution of the work shall be made good by him at his own cost.
19. Articles manufactured by the reputed firms and approved by Engineer-in-Charge shall only be used. Only articles classified, as „first quality“ by the manufacturer shall be used unless otherwise specified. In case articles bearing ISI certification are not available in the market, quality of samples brought by the contractor shall be judged by standards laid down in the relevant CPWD specifications. For the items not covered by CPWD specifications relevant BIS standards shall apply. The sample of materials to be brought to site for use in work shall be got approved from the Engineer-in-Charge before actual execution of work.
20. The contractor shall submit a detailed program of work when asked for up-gradation work The Engineer-in-Charge can modify the program and the contractor shall have to work accordingly.
21. The quantities of any item shall not be exceeded beyond the agreement quantities without prior permission of Engineer-in-Charge.
22. Statutory applicable recoveries such as on account of GST, Income tax, Surcharge, Construction Worker"s Welfare Cess etc. as applicable from time to time shall be made from the gross amount of Running A/c Bill and Final Bill of the contractor.
23. The contractor will be provided electrical connection free of cost for carrying out up-gradation and maintenance work within the premises.
24. The contractor shall take all precautions to avoid accidents by exhibiting necessary caution boards / signage, warning boards, red flags, red lights and providing necessary barriers / barricading of the construction area and all other measures required from time to time. He shall be responsible for all damages and accidents caused due to negligence on his part. No hindrance shall be caused to traffic during the execution of the work by storing materials on the road.
25. The contractor shall be fully responsible for the safe custody of the material issued or brought by him to site for doing the work.
26. If due to exigency of work, the work is required to be carried out in more than one shift or during night then Contractor will be bound to execute the work accordingly and arrange the T & P and labour etc. No extra claim on this account shall be entertained.
27. The rate for all items of work shall, unless otherwise clearly specified, include cost of all labour, material and other inputs involved in the execution of the items.
28. The order of preference in case of any discrepancy may be read as the following.
 - a)Description of Schedule of quantities.
 - b)Particular Specifications, Additional Conditions and Special Conditions, if any.
 - c)Architectural Drawings.
 - d)CPWD Specifications with up to date correction slips.

- e) Indian Standard Specifications / BIS.
- f) Sound engineering practice.

- 29. Any reference made to any Indian Standard Specifications in these documents, shall imply to the latest version of that standard, including such revisions / amendments as issued by the Bureau of Indian Standards up to last date of receipt of tenders. The contractor shall keep at his own cost all such publications of relevant Indian Standards applicable to the work at site.
- 30. The contractor will not have any claim in case of any delay by the Engineer-in-Charge vacation of area or room by user etc., if any which may come in the way of the work. However, suitable extension of time can be granted to cover such delay.
- 31. The contractor shall clean the site thoroughly of rubbish, equipments left out of his work and dress the site around the building to the complete satisfaction of the Engineer-in-charge before the work is treated as completed.
- 32. No area shall be provided to any of the staff engaged by the contractor for staying in the campus.
- 33. The contractor shall comply with proper and legal orders and directions of the local or public authority or Municipality and abide by their rules and regulations and pay all fees and charges which he may be liable.
- 34. The Contractor shall give due notices to Municipality, Police and/ or other authorities that may be required under the law/ rules under force and obtain all requisite licenses for temporary obstructions/ enclosures and pay all charges which may be leviable on account of his execution of the work under the agreement. Nothing extra shall be payable on this account.
- 35. The work shall be carried out in a manner complying in all respects with the requirements of relevant bye laws of the local bodies, labour laws, minimum wages act, workmen compensation act and other statutory laws enacted by Central Govt. as well as State Govt.
- 36. The contractor shall depute Engineers for Electrical Works as per the provision mentioned in schedule F.
- 37. The Contractor shall depute required Technical Staff each for electrical works as per Clause 36 of Schedule F who shall remain present at CPWD Service Center/ building during the time and days as provided in Schedule of Quantity.
- 38. The agency shall submit the credential of proposed staff & shall be taken on roll only after approval of Engineer-in-charge. The attendance shall be accepted through face recognition type Biometric Attendance System only.
- 39. Any other inventory added during the contract period to building and its other area mentioned shall also be maintained within the scope of work without any extra cost.
- 40. The contractor shall provide necessary barriers, warning signals and other safety measures while executing the work or wherever necessary so as to avoid accidents. He shall also indemnify CPWD against claims for compensation arising out of negligence in this respect. Contractor shall be liable, in accordance with the Indian law and Regulations for any accidents occurring due to any cause. The contractor shall also provide all insurance including third party insurance as may be necessary to cover the risk. No extra payment would be made to the contractor due to the above provisions thereof.
- 41. Any damage caused due to negligence of contractor during the routine maintenance shall be of firm's responsibility. The firm has to make good the same at his own risk and cost.
- 42. The contractor will arrange & store all the materials at Enquiry office required for attending day to day maintenance complaints for at least 3 months or as decided by Engineer-in- Charge, throughout agreement period. A material at site (MAS) Account Register shall be maintained by the contractor for materials brought at site & used in day- to-day maintenance work. The MAS Account Register shall be kept at service centre/enquiry along with relevant bill / invoices of materials brought at site so that officers of CPWD can review the quantity and quality of material present in store. This MAS Account Register shall be the property of Engineer-in-Charge after the completion of work.
- 43. This contract includes providing the Emergency Services whenever required after normal working hours; no extra charge will be entertained for attending such complaints.
- 44. The Contractor will carry out preventive maintenance / Checks as per CPWD Specifications
- 45. Respective Standard trade practice and as per direction of Engineer-in-Charge. The result of such tests will be recorded in proforma as decided by the Engineer-in- Charge.

46. The Contractor shall submit measurement of work section wise to each Junior Engineer (Electrical).
47. Site is located in sensitive and high security & VVIP area, where movement and routes are restricted. The Contractor shall have to apply for passes well in advance for carrying out the work. No claim whatsoever shall be entertained for any loss on this account. Some restrictions may be imposed by the Security staff/ Delhi police on the working and for movement of labour, materials etc.
48. The Contractor shall be bound to follow all such restrictions / instructions and nothing extra shall be payable on this account.
49. All the complaint registers, log books, MAS, Task Register, workers diary, test result registers or any other record shall be supplied by the contractor, maintained by the staff of the contractor and handed over to the department on the completion/ termination of the contract or duly filled up the register.
50. The contractor or his representative is bound to sign the site order book as and when required by the Engineer-in-Charge and to comply with the remarks therein.
51. It shall be the responsibility of the agency to transport all the items required for comprehensive maintenance from store and to carry dismantled material from site to store and nothing extra shall be paid on this account.
52. The contractor shall take all necessary precautions to prevent any nuisance or inconvenience to occupant Utmost care shall be taken to keep the noise level to the barest minimum so that no disturbance as far as possible is caused to the occupants / users of adjoining area.
53. The material has to be procured by the contractor as per requirement and payment shall be made only after installation at site.

M(E) NF
New Delhi

SM(E)
New Delhi

ADDITIONAL CONDITIONS

1. The Scope of work involves Operation of lifts in IECC Project Halls 2-5 as per detail inventory of installation attached.
2. Deployment of Staff:-

Following minimum staff shall be deployed for the work as per details below:-

Item No.	Detail of staff	Quantity	Qualification	Duty Period
1	Lift Operator	30Nos.	ITI in the trade of electrical/mechanical engineering/12 th Pass and practical experience of 2 years in handling lift operation.	In 8 Hours Shift (on all days except weekly rest).
2	Supervisor	1 Nos.	Graduation and should have sound knowledge of computer, MS office etc. and practical experience in supervision of lift operation.	1 No. in each 8 Hours Shift (on all days except weekly rest).
3	Helper	2 Nos.	8 th Pass and Physical fitness for unskilled work & experience in general assistant to Lift Operator	1 No. in each 8 Hours Shift (on all days except weekly rest).

Note:-However, duty timing of the staff shall be decided by AE(E)/JE(E) in- charge as per requirement at site which shall be final and binding to firm.

3. In the event of non availability of required staff, recovery at the following rate shall be made.
 - i).Supervisor- Rs.2000 Per supervisor per shift
 - ii) Lift operator – Rs. 1800/- per operator per shift.
 - iii) Helper – Rs. 1500/- per helper per shift.
4. This contract involves operation of different lift as per inventory attached.
5. Duty roaster of the staffs shall be decided /fixed by the department. The weekly off to the staff shall be given as per the duty roaster. If any staff absent from duty, recovery shall be made from contractor bill.
6. The staff to be deployed for the work shall be agency's employees for all purposes and the agency shall be responsible for payment of their wages and all fringe benefits. The staff shall not have any claim of any sort on the department at any time and cannot claim to be the department employee at any stage & shall have no right of job in the department.
7. The persons engaged by the firms would have to abide by all security norms laid by the Parliament Secretariat and Permanent address and identity proof of the worker shall be given in advance to the JE (E)/AE (E) -in-charge for entry pass. Police verification of staff shall also be submitted by the agency in advance.
8. Cleanliness shall be maintained in all the lifts mentioned in the inventory. Cleaning material such as jute, old dhoti / Duster etc. shall be arranged by the firm.
9. T & P should be arranged by the firm. Nothing extra shall be paid on this account.
10. Any damage done to the building equipments or any other connected material by the firm's staff shall have to be made good by the contractor free of cost. In the event of failure to do so, the same shall be got rectified by the department through some other agency at his risk & cost.
11. The staff shall be available at his duty point as per the locations assigned to them by JE(E)/ AE(E) Engineer- in- Charge of work.
12. The area of work falls in high security zone Extension building of Parliament House Annexe. In the event of any restrictions being imposed by the security staff, traffic or any other authority having control of the security, in such events the contractor shall strictly follow all such restrictions or instructions issued regarding the same and nothing extra shall be paid to the contractor on account of such restrictions or instructions.
13. The firm is advised to visit the site before quoting and get acquainted with the schedule of work and location.
14. All the staff deployed by the firm shall report for duty in proper uniform. The type & colour of uniform shall be decided by the department. Any of the staff reporting for duty without proper uniform may be refused duty and recoveries for this shall be made from the bills of the firm @ 50/- per person per day.
15. The staff shall have to keep all precautions for safety of equipments during operation of lifts, which shall be maintain in the log book daily & fill up log book after checking the safeties under his signature. (Log book shall be submitted by the firm).
16. The staff to be deployed by the agency shall have to mark their attendance in attendance register.
17. Theft of any accessories from work place / equipments shall responsibility & such damages shall have to be made good by the firm at his cost.
18. The switching on & switching off of the lifts after their operation hours shall be the responsibility of respective lift operator only.
19. Proper arrangement shall be made by the contractor for the routine cleaning & dusting in Lift car as and when required. Nothing extra will be paid to the contractor on this account.

20. The staff to be deployed for the work shall be interviewed if required by the Engineer-in-charge or his authorized representative. Only those staff shall be issued duty passes who are considered suitable & competent for the work according to their qualification mentioned in the scope of work for respective E&M services. Any of the staff not considered suitable at any stage in any way shall have to be removed from the site immediately.
21. The staff to be deployed should be well behaved, polite & mannerly as the services meant to serve VVIPs & dignitaries of Lok Sabha & Rajya Sabha.
22. The work shall be executed inside the IECC complex, Pragati Maidan, New Delhi. The IECC complex building may be fully occupied and during events many VVIP offices are in the buildings, which are fully functional. The officers /VVIPs work even up to very late hours. Hence the work is required to be executed in such a manner that no disturbance / inconvenience is caused to the occupants as well as no hindrance is caused to their functioning. The contractor shall organize his activities of the work in such a manner that the works and functioning of the occupants do not get hampered.
23. Any defect during the operation of lift observed, the same shall be brought to the well as agency who have comprehensive knowledge of Engineer-in-charge as maintenance of respectively E&M equipments immediately.
24. Contractor will have to make his own arrangements for tools & plants required for the work. The department will not supply any tools and plants unless otherwise specified.
25. The contractor must see the proposed site for the work and study specifications, scope of work and conditions carefully before tendering. No claim of any sort shall be entertained on account of any site conditions of ignorance.
26. The site is available; tenderer should see the approaches and conditions of the site. In case any approaches for main road is required at site or existing approach is to be improved and maintained for cartage of materials by the contractors the same shall be provided, improved and maintained by the contractor for stacking materials erection of Go down, site office erection of his plant and machinery etc. at his own cost. The contractor should plan the procurement of materials according to the space available. No claim on account of cost of such works shall be entertained by ITPO.
27. The contractor will have to work according to progress of work decided by the Engineer-in-charge. No claim what-so-ever will be entertained on his account.
28. The contractor shall consult the Executive/Engineer-in-charge in writing regarding collection and stacking of materials in any place other than those approved by the Engineer-in-charge. No excavated earth or building materials shall be stacked on areas for which permission of Engineer-in-charge has not been taken.
29. The contractor must take all precautions to avoid all accidents by exhibiting day and night necessary caution boards, speed limit boards, red flags and red lights and providing barriers. He shall be responsible for all damages and accidents caused due to the negligence on his part. No hindrance shall be caused to Traffic during execution of work.
30. The contractor shall maintain in good condition all work executed till the completion of the entire work allotted to the contractor and handing over of the same to ITPO.
31. No compensation shall be payable to the contractor for any damage caused by rains windstorm or floods during execution of work. He will make good all such damages at his own cost and no claim on this account will be entertained. The contractor shall bail cut rain water collected during execution of the work from the excavated trenches at his own cost. Nothing extra will be payable on this account.
32. At least one authorized representative should always be available at site of work to take instructions from departmental officers and ensured proper execution of work.
33. The contractor shall have to work as per program of the department. No claim what-so-ever will be entertained on this account.
34. If the tenderer withdraws his option before award of the work or make any modification in the conditions of the tender which are not acceptable to the India Trade Promotion Organization shall without prejudice to any other right, or remedy, be at liberty to forfeit the EMD/PG amount and reject the tender.
35. The work shall be carried out strictly as per CPWD specifications 2007, part I & II with up to date correction slips.
36. The contractor shall take approval from the Manager (Electrical) in writing for collection and stacking of materials.
37. The contractor must follow CPWD Safety Code as provided in general conditions of contract for CPWD works.
38. Any damage done by the contractor or his workmen to any existing work during the course of execution of the work shall be made good by him at his own cost.
39. Contractor shall clear the site thoroughly of all rubbish etc. left out of his materials immediately on completion of the work and properly clean the site around the building to the satisfaction of the Engg.-in-charge. Otherwise the site will be cleared by the department at his risk & cost to remove and clean the site.
40. The contractor to whom the work is awarded will have to sign the agreement on non judicial stamp papers of Rs. 100 and the cost of such stamp paper will be borne by the contractor.

41. Electrical material shall be stacked by the contractor at space provided by ITPO of stipulated quantities at his own cost in his own.
42. All incidental charges of any kind whatsoever including cartage, cutting and wastage etc. shall be borne exclusively by the contractor and nothing extra will be paid to him on this account.
43. The earnest money will not be accepted in the form of the Bank guarantee.
44. The agency must **quote their rates including all taxes with GST and EPF, ESIC as applicable.**
45. The Final/Running bill payment will be released after fulfilling the following conditions.
46. Submission of GST receipt of the bill submitted for payment along with uploaded ECR copy of EPF & ESIC documents and copy of wages payment to each employee in their bank account engaged by the contractor for ITPO's works .
 - (i) That the agency should submit a separate ECR against ESI & EPF for the individual workers engaged in ITPO work and submit the same with certified copy, bill, and wage sheet.
 - (ii) That the agency should disburse the payment to individual contractual workers in their bank account and submit the wage sheet to engineer in charge.
 - (iii) Contractual labour Act Registration, if applicable.
47. **Separate rate must be quoted in the technical bid for providing the services to third party organizer if requested as and when required. This rate cannot be considered in finalizing the lowest quoted agency.**

Inventory of LIFTS- Exhibition Halls A3- A5

Sl. No.	Description	Make	A2	A3	A4	A5	Entry Plaza	Qty
1	Glass Lift (24 Passenger)	TKE PVT. LTD.	5	5	5			15
2	Indian Lift(20 Passenger)	TKE PVT. LTD.					4	4
3	Indian Lift(10 Passenger)	TKE PVT. LTD.		1	2	1		4
4	Indian Lift(2 Tonne)	TKE PVT. LTD.	1					1
5	Cargo Lift (2.5 Tonne)	TKE PVT. LTD.	1	1	1	1		3
6	Cargo Lift (7 Tonne)	TKE PVT. LTD.	4	4	4		3	4
	Total							31

SCHEDULE OF CHECKS

DAILY CHECKS

(Proforma - I)

(i) Daily Check by Lift Operator and fortnightly by Senior Assistant (E).

1. Landing Locks:
 - (a) Movement of car with gate open.
 - (b) Try to open the gate when car is not landing
2. Car Gate Switch:
 - (a) Movement of car with gate open.
 - (b) Open the gate while car is moving.
3. Door operator safety (on automatic doors)
4. Emergency stop button works:
5. Emergency call bell:
6. Car lights, landing lights and landing call buttons:
7. Lift locked by:
8. Lift opened by:

DAILY CHECKS BY LIFT OPERATOR

Name of Bldg.

Lift No.

Division

Sub-Division

Date	1(a)	1(b)	2(a)	2(b)	3	4	5	6	7	8	Remarks	Initials of			
												Operator			SA(E)
												I	II	III	

FORCE MAJEURE

- 1) The Parties shall not be liable for any failure to perform, any of its obligations under this Agreement if the performance is prevented, hindered or delayed by a Force Majeure event (defined below) and in such case its obligations shall be suspended for so long as the Force Majeure Event continues. Each party shall promptly inform the other of the existence of a Force Majeure Event and shall consult together to find a mutually acceptable solution. "Force Majeure Event" means any event due to any cause beyond the reasonable control of the Party, including, without limitation, unavailability of any communication system, sabotage, fire, flood, explosion, acts of God, civil commotion, , riots, insurrection, war or acts of government.

"Force Majeure Event" means any event due to any cause beyond the reasonable control of the Party, including, without limitation, unavailability of any communication system, sabotage, fire, flood, explosion, acts of God, civil commotion, , riots, insurrection, war or acts of government.

Safety Guidelines for Preventive measures in the wake of Covid-19.

The agency will take the following effective necessary measures to prevent spread of COVID-19 epidemic and will implement various measures issued by government time to time at their **own cost** while carrying out different services at Pragati Maidan:-

1. Physical distancing of at least 6 feet to be followed as far as feasible.
2. Use of face covers/ masks to be mandatory.
3. Frequent hand washing with soap (for at least 40-60 seconds) even when hands are not visibly dirty. Use of alcohol based hand sanitizers can be made wherever feasible.
4. Spitting shall be strictly prohibited and if found shall be fined as per ITPO norms.
5. The furniture and other surfaces (frequently touched or otherwise) brought by the agency need to be wiped with disinfectant regularly.
6. While transporting the prefabricated materials to Pragati Maidan or back to warehouse, the agency must ensure to sanitize the delivery vehicle and all materials before loading & try to avoid unnecessary stopover during transit.
7. Driver and other personnel involved in transportation of material must ensure social distancing and wear all necessary PPE.
8. Ensure contactless transportation of materials to the exhibition ground.
9. Ensure all work to be carried out at site with maintaining social distancing as far as feasible.
10. Any structure/ stall fabricated by the agency at site must be sanitized before dismantling.
11. The agency will engage the entire worker whose temperature is not normal and if in case a person falls sick, they must report to the First Aid Desk/ nearby hospital immediately.

Sr.Manager (Elect.)

Minimum Wages

Description	Unit	Rate (Rs.)
Wireman, Grade -1	1 day	795.00
Fitter, Grade - 1	1 day	795.00
Fitter, Grade -2	1 day	724.00
Mason , Grade- 2	1 day	724.00
Painter	1 day	724.00
Khallasi	1 day	654.00

AGREEMENT

AN AGREEMENT is made this Day oftwo thousand between the India Trade Promotion Organization,. A company incorporated under the Companies Act, 1956 and with its registered office at Pragati Maidan, New Delhi – 110001, which expression shall include its successor, unless repugnant to or excluded by the contract here of and assignees of and represented by its Managing Director, ITPO the first party (hereinafter called the Authority) and by its sole Proprietor/Partner/Managing Director Residence of(which expression shall be include his/its successors heirs, executors, representatives and or assignees of the second party (hereinafter called the contractor).

WHEREAS the Authority had, under Notificationdated invited tenders for the work of

WHEREAS the contractor has submitted tender for carrying out theas per the tender documents page 1 to page..... and has represented that in conformity with his/its obligation contained in the tender as modified by the correction slips and corrigendum contained he/it shall carryout the same truly, faithfully and honestly.

THE SAME has been accepted by both the parties on the terms and conditions, corrections, corrigendum contained in the tender as modified as well as the letter of acceptance issued party No.1 annexed here to as.

The same shall be binding on both the parties.

IN WITNESS WHERE OF, the parties have signed the deed of agreement on the date month and year referred to above.

Date the

AT New Delhi

WITNESS:

1. Party No.1

2. Party No.2