

Ref.No. MMTC/BBSR/ADMN/R&M/Chajja/2018

Dt. 01/08/2018



QUOTATION CALL NOTICE
(FOR REPAIR & maintenance WORKS)

Sealed quotations are invited from Regd. Contractors / Agencies having valid GST numbers for “ Repair & maintenance work of MMTC Office at Bhubaneswar “ in prescribed form of approximate work value of Rs _____(Rupees _____) to be completed within 1 month time.

The prescribed format of quotation can be had from the office of undersigned up to Dated 01/08/2018 (1.00PM) on working office hours. The last date of receipt of quotation is 17/08/2018 up to 3.00 PM & the same will be opened on the same day at 4.00 M in presence of available bidder / quotation or their authorized agents by the under signed. Preference will be given to quotationer having experience in similar nature of work.

The authority reserves the right to reject any or all quotations without assigning any reason thereof.

General MANAGER
MMTC
BHUBANESWAR

Ref.No. MMTC/BBSR/ADMN/R&M/Chajja/2018

Dt. 01/08/2018



QUOTATION SCHEDULE

Name of Work :- Repair & maintenance work of MMTC Office at
Sahid Nagar , Bhubaneswar.

Approximate estimated cost :- **Rs 93,560/-**
Last date of receipt of Quotation :- **17.08.2018 up to 3.00P.M.**
Date of opening of Quotation :- **17.08.2015 at 4.00 P.M.**
E.M.D. :- **Rs 2,000 /-**

TERMS AND CONDITIONS

1. The rate of materials are including cost of transportation, royalties and all other taxes and levies including GST .
2. The quotationer are requested to go through the conditions of quotation and on fulfillment of the conditions, they may apply for quotation paper.
3. Bidders having experience in relevant works only will be preferable for the work and his experience certificate of such work which is to be obtained from the appropriate authority , under whom such work has been executed successfully will only be the quotation taken into preferable considered.

4. The work order will be issued to the successful quotationer only on execution of agreement as per approved format of MMTC.
5. The attested copies of up to date certificate of Pan card & VAT / GST clearance certificate should be enclosed along with the filled in quotation documents.
6. The work will be completed within **1month** time from the date of issue of the work order and extension of time for completion of the work will not be allowed under any circumstances.
8. The Income Tax and other Tax as applicable from time to time by Govt. shall be deducted from the bill.
9. The authority may put an end to the agreement at his discretion any time in case of poor progress of work or supplying of sub- standard materials /works . The authority may remark or reject the same and have it replaced, deducting the value of removed/ rejected materials / works from the amount due to the party as per actual.
10. Security deposit @3% of the bill amount will be deducted from bill & this amount will be refunded after **three months** of completion of work in case no deficiencies/discrepancies are detected.
11. This quotation schedule will form the part of agreement, when the quotation is accepted.
12. The quotationer should sign in all pages of the quotation document. All corrections / alterations should duly be signed by the quotationer.
13. The successful contractor/quotationer should start the work in the premises of this office as per prevailing rules & restrictions of the office.
14. The authority reserves the right to reject incomplete quotations or quotations received after due date and time.
15. Quotation papers should be sent by registered/ speed post & can also accepted for dropping in the Quotation Box. It is the responsibility of the quotationer to see that the

papers reach within the scheduled time. Delay in transit will not be the responsibility of the authority. The cost of registration fees to and fro will be borne by the intending quotationer.

- 16 E.M.D. (Rs 2,000.00) in shape of DD favoring MMTC limited payable at Bhubaneswar shall be submitted along with quotation. The earnest money will be refunded to the unsuccessful bidder on application and same will be retained in case of successful bidder and will not carry any interest.
17. The structural details and specifications enclosed along with the quotation documents should be strictly adhered to and no deviation on these shall be accepted.
- 18 Additional performances security shall be deposited by the successful bidder when bid amount is seriously unbalanced i.e. less than the estimated cost by more than 10%, in such event the successful bidder will deposit the additional performances security to extent of differential cost of bid amount and 90% of the estimated cost in shape of postal offices bank account/N.S.C/ K.V.P/ B.D of any schedule bank duly pledged in favour of the undersigned at the time of signing of agreement or can submit in cash at MMTC .
- 20 The contractor shall not employ any person below the age of eighteen and should be guided by prevailing works rule of CPWD.
- 21 Quotationer are not required to write their name on the outer cover containing the quotation documents. They are only required to write the name of the work and authority who had issued the quotations.
- 22 Any dispute arising out of execution of the work if not settled mutually can be referred to and will be settled by appropriate court within the jurisdiction of Bhubaneswar for judicial scrutiny and not arbitration.
- 23 All the materials /fixture /fittings should get approved by Officer in charge of the Dept. before its use.

24. The bidder should visit the work site before submission of their offer and signed in every page of this schedule as a token of acceptance.
- 25 The authority reserves the right to reject any or all quotations or a part thereof without assigning any reason thereof.

GENERAL TERMS AND CONDITIONS OF CONTRACT

1. SCOPE OF WORKS :

This Contract includes for completion of all works, with items as per schedule of quantities and any extra/deviated items which may be required during the currency of contract, pertaining to subject matter as mentioned in the "NOTICE".

2. DURATION OF CONTRACT :

The contract shall be deemed to be enforcing from the date of work order till the completion of the defects liability period.

3. INSPECTION OF SITE :

The contractor at his cost shall inspect the premises before quoting the rates and ascertain about the facilities / hindrance and generally obtained his own information on matters effecting the execution of the works. No extra charge made in consequence of any misunderstanding or incorrect information on any account shall be entertained.

4. COMPLETION PERIOD :

The works entrusted, along with extra/deviated items if any, is to be completed, in all respect within the period/time give in the appendix to the conditions of the contract. If required the contractor shall work overtime at his cost.

It shall be well understood that the time is essence of the contract therefore the time schedule shall be strictly adhered to. In case the work is not completed within the stipulated time, liquidated damages shall be imposed as specified below.

Reasonable extension of time may be considered for delays due to :

(a) Force majeure as legally interpreted.

(b) For other causes which tender/Quotation inviting authority certifies as beyond the control of the contractor.

For extension of time the contractor shall have to make a request to the tender/Quotation inviting authority in writing, well in advance before the expiry of time of completion of work.

5. ORDER OF WORKS :

The MMTC reserves the right to fix the order in which various items involved in this contract are to be executed. Contractor shall comply with the same without any extra cost.

6. SAMPLE FOR APPROVAL:

The Contractor shall, at his own cost, procure/prepare the samples of materials/workmanship of best quality for the respective items for approval of the Competent Authority to be incorporated in the work. Such samples shall be submitted before the work is commenced and in ample time to permit tests and examinations thereof. All materials used/applied in actual work shall be fully equal to the approval sample. The Contractor at his cost shall immediately remove rejected materials/workmanship from the site.

7. MATERIALS TOOLS ETC.:

7.1 The Contractor shall provide all materials and/or labour of every description and all tools, tackles, plants, storage and transport necessary for the day to day carrying on, execution and completion of the work to the satisfaction of the Competent Authority and the cost shall be covered in the rates quoted.

7.2 Unless otherwise mentioned the materials/workmanship of all kinds shall be of approved quality and comply with the I.S. specifications.

7.3 The Contractor shall order all materials, required for the execution of works, from local/outside sources and ensure that such materials are on site well ahead of requirement for use in the works.

8. AUTHORITIES:

The Contractor shall confirm to the provisions of any Govt., electricity, Municipal and any other Authority rules, regulation and laws/bylaws relating these works. The Contractor shall on behalf of MMTC, do act and give all notices required by the said acts, etc., and pay all fees payable if any. If due to violation of any of the above rules/regulations etc., by the Contractor, MMTC has to incur any expanses to meet any claims etc., the same will be deducted from any moneys payable to the Contractor.

9. SCHEDULE OF QUANTITIES:

The quantities mentioned in the schedule of quantities approximately indicate the total extent of work, but may vary to any extent and some items may even be omitted. No claim whatsoever shall be entertained on this account.

10. COMMENCEMENT OF WORK :

Date of commencement of work shall be as mentioned / given in the appendix to the conditions of the contract. In case of failure to start the work within the specified period without any valid reason, the work order may be withdrawn by the Competent Authority whose decision will be final and binding on the contractor.

11. SECURITY DEPOSIT :

The security deposit shall be @ 2% of **ESTIMATED tender/Quotation amount.**

Procedure for Deposit/Recovery of Security Deposit :-

The E.M.D. of successful tender/Quotation /Quotation er shall be retained as part of security deposit.The total security deposit will be released without any interest, after successful completion of the Defect Liability Period of 3 months subject to satisfactory attendance of defects.

12. VIRTUAL COMPLETION :

The work shall not be considered as completed until the Competent Authority has certified in writing that those have been virtually completed and the defect liability period shall commence from the date of such certificate.

13. DEFECT LIABILITY PERIOD:

The defects and/or other faults, which may appear with in the defects liability period **03 (three) months** from the virtual completion of work shall be attended to by the Contractor at his cost, along with other damages, loss of expenses consequent thereon or incidental thereto. MMTC reserves the right on failure of the Contractor to arrange as above to get the defects/faults attended through other agency/and recover the costs and loss/expenses etc., from any money due to the Contractor.

14. MODE OF MEASUREMENT :

Mode of measurement shall be generally in accordance with the current Indian Standard Method of measurement of Building works (IS : 1200) unless otherwise stated in the Tender/Quotation /Quotation . Where otherwise stated, the provisions made in this contract shall hold good, in particular, unless otherwise stated.

15. The contractor / agency has to follow strictly all risk policy & other instruction as published by Govt. labour Department , during execution of work.

16. **MINIMUM WAGES ACT :**

The Contractor shall pay rates of Wages and observe hours of work and condition of employment according to existing rules under minimum wages Act. Further, it shall be Contractor's responsibility to ensure that he pays his worker wages, which are not lower than the minimum prescribed by the Union Govt. and State Govt.

17. **CONTRACT LABOUR ACT :**

The Contractor shall be responsible for register themselves under the Contract Labour (Regulation and Abolition) Act 1970 and rules there under and must comply with and carry out all the provisions and obligations under the said rule Act and rules and furnish all information to employer as may be required by it and shall also indemnify the employer against any penalties, claims etc., arising from any default on their part.

18. **PROCEDURE OF WORKS INSTRUCTIONS :**

The Contractor shall make it a point that he should work during office hours as well as after Office hours to complete the work within specific time schedule and time to time necessary arrangement have to be made with coordination with site in charge without effecting the smooth running of MMTC office . The Contractor has to quote his rate accordingly.

19.. **RATES :**

Rates quoted by the Contractor shall be firm throughout the currency of Contract (including extension of time, if any, granted) and are to cover for charges for materials, labours, tools & plants, scaffolding, shuttering, curing etc., cost of transportation, loading/unloading at all points , if any required for the work etc., any kind of taxes, fees duties and insurance etc., that are payable, making good the damages to match with the existing finish, removal of all sort of debris from the worksite to the Contractor's own

dump. All rates should hold good for execution of the works at any place irrespective of the floor and height throughout the currency of the Contract. Rates shall be inclusive of supplying/providing and fixing/applying as per context and to cope with all the conditions mentioned and for working beyond office hours/holidays if required.

20. NON-ATTENDANCE OF WORKS :

If the Contractor upon receiving intimation of work verbally or in writing does not undertake the work within 7 days, the E.M.D. will be forfeited. In case of unavoidable circumstances, decision of competent authority is final and binding upon contractor.

21. SUPERVISION :

The Contractor should keep a competent supervisor to maintain close contact for receiving instruction from the officer-in-charge of the works concerned every day and arrange for any servicing immediately under intimation to the Competent Authority.

22. DAMAGE TO PROPERTY :

The Contractor shall be responsible for all damages to MMTC , and adjoining properties and for injury caused by the work or workmen to persons, animals, things or to the work of other trades and he shall effect any insurance necessary and shall take all necessary precautions and hold the MMTC entirely free from all responsibilities in this respect.

23. MEASUREMENTS AND PAYMENTS :

All works shall be jointly measured with steel tape by LICI measurer on completion of work items in all respect. The Contractor's authorised representative shall sign at the end of the measurement in token of acceptance of measurements.

Unless otherwise specified the mode of measurements shall be as per latest version of I.S. 1200.

Payments will be made as given in appendix to the conditions of contract on submission of bills in triplicate, subject to the work included in the submitted bills are considered completed, to the extent of making any payment by Tender/Quotation /Quotation Inviting Authority.

24. COLLECTION OF MATERIALS AND CLEARANCE OF SITE:

The contractor is not to stock any of his materials recklessly so as to endanger the safety of public/property and cause any nuisance to the office/occupants and public.

The contractor shall be responsible for watch and ward of his materials and protecting the work at his own cost. Unless otherwise stated the contractor shall hand over all useful materials to MMTC , found in works of demolition/dismantling and in excavation.

The contractor shall completely remove all unserviceable material, all sorts of debris etc. while executing the work from the worksite to Contractor's own dump at his cost and risk immediately and site left clean during execution and on completion of the work to the satisfaction of the MMTC , failing which, MMTC , reserves the right to remove the same through any other agency and deduct the costs thereof from any amount due to the Contractor without any reference to him. The contractor shall hand over the premises to the occupant/officer-in-charge with clean and tidy floors, doors and windows etc.

The contractor shall be required to execute the working such a place and condition where other agencies may also be engaged for the works of various natures and also without causing any inconvenience to the employees working in the office during office hours. No claim shall be entertained due to work being executed in the above circumstances.

25. COMPLETION CERTIFICATE :

After completion of work, the Contractor shall obtain certificate about the satisfactory completion of work from the Competent Authority and submit the same along with the bills.

26. PAYMENT OF BILLS:

a. SUBMISSION OF BILLS:

The Contractor shall submit their bill for payment as per joint measurement with Site in charge , MMTC , Bhubaneswar after joint inspection and recording of measurement.

b. EXTRA AND DEVIATED ITEMS :

The rates of Extra item / Deviated items which may crop up during the execution of works and not provided in the Schedule shall be settled in accordance with labour and material coefficients as per the rate analysis of C.P.W.D. Where such coefficients are not

available in C.P.W.D. Schedules, the actual labour/material involved are recorded in executing the item shall be considered.

No extra/deviated item rates will be settled in absence of supporting bill/vouchers. MMTC does not bind itself to accept the rates mentioned in the bills/vouchers and may settle the rates on the basis of prevailing market rates. While deciding the rates for extra/deviated items an amount @ 15% shall be allowed on the cost of material and labour to cover all the supervision, overheads and profits.

27. QUALITY OF WORK AND SCHEDULE OF QUANTITY:

Items of work shall be carried out by the skilled workers and standard of work shall be best obtainable. All the materials and workmanship shall conform to the latest Indian Standard specifications. The work involved calls for a high standard of workmanship combined with speed. The work in progress shall be approved and at each stage of work approval of the Tender/Quotation Inviting Authority or his representative shall be obtained in writing. The work shall be carried out strictly in accordance with latest I.S. specifications and as directed by the Tender/Quotation Inviting Authority or his representative.

The contractor shall take every precaution to prevent any damage to the buildings and installations. The contractor shall be responsible for any injury to workers or the public. The contractor shall make good all the damages to the buildings or installations at his own cost.

The quantities mentioned in the schedule of quantities approximately indicate the total extent of work, but may vary to any extent (increase or decrease) and some items may be even omitted /deleted due to any reason whatsoever. The contractor shall be bound to them at the rates quoted in tender/Quotation /Quotation. No claims whatsoever shall be entertained on this account.

28. EXTENSION OF TIME :

If in the opinion of the Competent Authority, whose decision shall be final, conclusive and binding the works delayed by reasons beyond the control of the Contractor. The Competent Authority will make a fair and reasonable extension of time for completion of the Contract.

29. TERMINATION OF THE CONTRACT :

The Competent Authority may due to adequate reason as he deems fit, terminate the Contract by giving one months notice. The Contractor should then leave the premises in a descent and workable condition. Any defect or damage found shall be made good at his cost or otherwise the defects will be rectified through some other agencies and the cost involved will be deducted from his bill and/or Security Deposit lying pending with MMTC.

30. VALIDITY OF TENDER/QUOTATION /QUOTATION :

The tender/Quotation /Quotation shall be valid for **03 (Three) months** from date of opening of tender/Quotation /Quotation .

Contractor's signature_____

Address _____

Date :

Seal :

SCHEDULE OF QUANTITIESName of work : *Repair & renovation work of MMTC Office at Bhubaneswar*

SL No	ITEM OF WORK	UNIT	QTY.	RATE	AMOUNT
1	2	3	4	5	6
CIVIL					
1	Dismantling of old damaged MS Canopy / Chajja without effecting the stability of structure including cost of all labour, materials, machineries etc. , disposal of unused materials & stacking of useful materials and making good to damages using cement mortar (1:4) after fixing of new Canopy etc. as required to complete the work in all respect as per direction of engineer / officer site in charge.	Sft	253.00	10.00	2530.00
2	Providing and fixing aluminum canopy / chajja as per approved design at proper position. Made out of aluminum frame using Powder coated coffee / approved color aluminum section (minimum thickness of powder coating 1.3mm) 50mm x 25mm aluminum sections (Alum make) framing with internal panel limiting to 0.6 mt X 0.6mt The cover to all exposed sides of frame with 3mm thick aluminum composite panel (ACP) , consisting of 0.5mm thick both side aluminum foil of VIVO make including accessories like fasteners of Wurth/Hilti/Fischer, SS screws, angles for back up, GI nut & bolts, backer rod pressure tape, structural silicone sealants , cost conveyance realities , taxes of all materials , labour with T&P etc. as required to complete the work in all respect as per direction of Engineer / Officer in-charge.	Sft	269.00	320.00	86080.00

Repairs and maintenance work of MMTC Regional Office, Bhubaneswar-751007

3	12mm to 20mm av. Thick repair cement plaster including racking out joints, scraping and cleaning the surface and finishing the plaster surface smooth using wooden floats only to proper plumbs and level as per drawings including cost of all materials, conveyance, loading and unloading, all taxes and royalties, all labour, scaffolding, watering and curing, sundries and T&P etc. complete as per specification and direction of the Engineer / Officer in-charge.	Sft	198.00	25.00	4950.00
			TOTAL Rs		93560.00

(* Strike out the words which are not applicable)

I/We quote _____ % (In words : _____ percent) above* / below* / at par* with the estimated amount as above.

QUOTED TENDER/QUOTATION /QUOTATION AMOUNT = Rs.

In Words : (Rupees..... only).

Signature of Contractor / Agency

Contact No-

GST No-

Address

NOTES :

1. Your quoted rate (percentage will be inclusive of all taxes, octroi, excise duty, transportation & GST).
2. All debris/rubbish should have to be cleaned before handing over the Building to MMTC.

Repairs and maintenance work of MMTC Regional Office, Bhubaneswar-751007

3. Any damages done in the existing structures/finishes during the course of work should have to be mending good before handing over the premises.
4. Materials to be used in the work as per approved schedule of MMTC.
5. Quantities mentioned in the schedule are tentative and may vary (I.e. Increase or Decrease) to any extent as per requirement and direction of authority for which no extra claim shall be entertained.
6. Rate in percentage should be quoted in figure and words both clearly.
7. GST, IT and all other taxes as per prevailing norms shall be levied which should be considered while quoting percentage over/below/at per pre-priced schedule of quantity.
8. Security deposit. Shall be deducted from the bill as per condition of the tender/Quotation .
9. Scaffolding beyond 8.00 mtr. Height is payable only one time for all external works.