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**Name of Work:-** Providing staff for operation of lifts installed at various locations of Delhi Technological University, Bawana Road, Delhi. Year 17-18

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INSTRUCTIONS TO CONTRACTOR

. Name of Work:- RMO of 8 passengers lift at various locations at DTU, Bawana Road, Delhi.

The contractor submitting the tender should read the schedule of quantities and terms and conditions given in the NIT. The tenderer should also read the General Conditions of Contract for **CPWD WORKS 2014** with upto date correction slips, which is available as Government of India Publications; however provisions included in the tender document shall prevail over the provisions contained in the standard form. NIT shall be available with the **Executive Engineer**, Engineering cell, Delhi Technological University, Shahbad Daulatpur, New Delhi. The contractor should also visit the site of work and acqu

aint himself with the site conditions before tendering. The following conditions, which already form part of the tender conditions, are specially brought to his notice for compliance while filling the tender. They are requested to comply following instructions.

Tenders with any condition including that of conditional rebates shall be rejected forthwith. Rates of such tenders shall neither be read out, nor entered in tender opening register at the time of opening of tenders.

The successful tenderer shall be required to submit a Performance Guarantee of 5% (Five Percent) of the agreement amount within **15 days** of issue of letter of acceptance. This period can be further extended by Engineer-in-Charge upto a maximum period of **7 days** on the written request of the contractor.

GSTIN etc. as applicable shall be borne by the contractor himself. The contractor shall quote his rates considering all such taxes.

The firm should provide ESI/EPF as per labours law.

+Contractor must read carefully the document required to be maintained by the contractor and the document to be submitted by the contractor while submitting bill for payment. He must submit the affidavit as required and ensure correctness of all information give by

**DELHI TECHNOLOGICAL UNIVERSITY**  
**BAWANA ROAD, DELHI-110042**  
**TENDER NOTICE**

The Project Office, Delhi Technological University , Shahbad Daulatpur, New Delhi invites the Item Rate Tender through E-tendering from **“Eligible registered/Annually prequalified approved Contractor in CPWD for Lift Category”** for the following of work (s):-

NIT. No.	Name of work & location	Estimated Cost	Earnest money	Time Allowed	Start date of download & submission the tender document	Last date of download & submit the tender document	Time and Date of Price Bid Opening
1.	Providing staff for operation of lifts installed at various locations of Delhi Technological University, Bawana Road, Delhi. Year 17-18	<b>Rs. 9,05,160/-</b>	<b>Rs. 18,103/-</b>	<b>12 Months</b>	<b>3.00 PM On dt. 31/10/2017</b>	<b>03.00 PM On dt. 16/11/2017</b>	<b>03.30 PM On dt. Later on</b>

1. Scanned copies of all required documents viz. **Demand draft/ Postal order/ fixed deposit receipt of a schedule bank for EMD in favour of Registrar, DTU., Registration in CPWD in Lift category (Operation of Lift)., GSTIN Registration documents, , Completion certificate** One similar work costing not less than 80% of the estimated cost OR Two similar work costing not less than 60% of the estimated cost OR Three
- 2 similar work costing not less than 40% of the estimated cost **last return of GSTIN, PAN,** Specilization details for eligibility as specified etc. are to be uploaded. Original DD/PO /FDR for EMD (Bid security) as well as signed copies of above mentioned documents shall be deposited in the tender box placed in Admn. Block, DTU Delhi-42 for the same before 1500 hrs. on the last day fixed for uploading of bids failing which their bids shall not be evaluated opened.

Price bid shall be uploaded on the website before the last date/time for receipt of the tender. The price bid of only those tenders will be opened whose application are found in order and approved by the competent authority.

3. The department reserves the right to reject or accept any or all application without assigning any reasons.
4. This tender information may also be seen at website <https://govtprocurement.delhi.gov.in> Tender Detail No

**GOVERNMENT OF NCT OF DELHI**  
**DELHI TECHNOLOGICAL UNIVERSITY**  
**NOTICE INVITING TENDER**

1. The Executive Engineer, Delhi Technological University, Shahbad Daulatpur, New Delhi on behalf of the Board of management DTU, invites sealed Item Rate Tender through E-tendering from **“Eligible registered/Annually prequalified approved Contractor in CPWD for Lift Category for the work of “Providing staff for operation of lifts installed at various locations of Delhi Technological University, Bawana Road, Delhi. Year 17-18 .”**
  - 1.1 The work is estimated Cost to Rs. **9,05,160/-** This estimate, however, is given merely as a rough guide.
    - 1.1.1 The authority competent to approve NIT for the combined cost and belonging to the major discipline will consolidate NITs for calling the tenders.
  - 1.2 Tenders will be issued to eligible contractors provided they produce definite proof from the appropriate authority, which shall be to the satisfaction of the competent authority, of having satisfactorily completed similar works of magnitude specified below :-
    - 1.2.1 **Criteria of eligibility for issue of tender documents**  
 Invites sealed item rate tenders through e-tendering from approved and eligible electrical contractor registered in CPWD in Lift category.
    - 1.2.2 **Documents to be submitted (Scanned and Upload on Website) :-** Tender documents shall be considered valid of only those contractors who will upload the scanned copies of the following documents along with tender and submit copies thereof , which is to be submitted in original, in the O/o Executive Engineer, DTU, before the scheduled date & time:
      - a) Copy of Registration in Appropriate Class in CPWD in Lift category (Operation of Lifts).
      - b) Copy of Earnest Money Deposit.
      - c) Copy of GSTIN Number issued by Govt of India /Govt of Delhi.
      - d) Copy of PAN Card issued by Income Tax Department
      - e) Copy of completion certificate issued by the officer of client department of the rank Executive Engineer will have to be furnished along with application. Incomplete certificate shall be summarily rejected must clear indicate i.e. date completion of work ,nature and value of work, that work have been completed satisfactory and work done amount i.e. One similar work costing not less than 80% of the estimated cost OR Two similar work costing not less than 60% of the estimated cost OR Three similar work costing not less than 40% of the estimated cost.
2. Agreement shall be drawn with the successful tenderer on prescribed Form No. CPWD 8, which is available as a Govt. of India Publication. Tenderer shall quote his rates as per various terms and conditions of the said form, which will form part of the agreement.
3. The time allowed for carrying out the work will be **12 Months** from the date of start as defined in schedule ‘F’ or from the first date of handing over of the site, whichever is later, in accordance with the phasing, if any, indicated in the tender documents.
4. The site for the work is available.
5. Tenders forms can be down loaded upto.....(10.00 AM)  
 Tender documents consisting of specifications, the schedule of quantities of the various classes of work to be done and the set of terms & conditions of contract to be complied with by the contractor whose tender may be accepted and other necessary documents can be

seen in the office of the **Executive Engineer, Engineering Cell Delhi Technological University, Shahbad Daulatpur, New Delhi** between hours of 11.00 AM & 4.00 PM from **to** every day except on Sundays and Public holidays. Tender documents, excluding standard form, can be downloaded from the website <http://delhi.govtprocurement.co.in> free of cost and deposited along the following: -

- (i) The Earnest money **Rs. 18,103/-** shall be in the form of fixed deposit receipt of a scheduled bank/ demand draft of a scheduled bank issued in favour The REGISTRAR, DTU campus, New Delhi. Xerox copy of the above is to be scanned and uploaded along with the tender and the original Receipt of Treasury Challan / Deposit at Call receipt of a scheduled bank/ fixed deposit receipt of a scheduled bank/ demand draft of a scheduled bank shall be deposited (in sealed envelope with name of work and due date written on the envelope) in the office of **The Registrar, DTU campus, New Delhi.** upto 3.00 PM on due date. Failure to furnish the original Receipt of Treasury Challan / Deposit at Call receipt of a scheduled bank/ fixed deposit receipt of a scheduled bank/ demand\_draft of a scheduled bank will entail rejection of bid and black listing.
6. Tenders will be received through E-tendering by the **The Registrar, DTU campus, New Delhi.** Upto 03.00 PM on .....2017 and will be opened by him or his authorized representative in his office on the same day and later on 2017 at 03.30 PM.
7. The contractor whose tender is accepted, will be required to furnish performance guarantee of 5% (Five percent) of the tendered amount within the period specified in Schedule F. This guarantee shall be in the Deposit at call receipt of any scheduled bank/ Bankers's Cheque of any scheduled bank/FDR/ 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 or Guarantee Bonds of any Scheduled Bank or the State Bank of India in accordance with the prescribed form.
8. The description of the work as follows: **As per BOQ attached.**  
Copies of documents pertaining to the works will be open for inspection by the tenderers at the office of the above mentioned officer.  
Tenderers are advised to inspect and examine the site. 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.
9. The competent authority, on behalf of DTU, does not bind himself to accept the lowest or any other tender, and reserves to himself the authority to reject any or all of the tenders received without the assignment of any reason. All tenders, in which any of the prescribed

conditions is not fulfilled or any condition including that of conditional rebate is put forth by the tenderer, shall be summarily rejected.

10. Canvassing whether directly or indirectly, in connection with tenders is strictly prohibited and the tenders submitted by the contractors who resort to canvassing will be liable to rejection.
11. The competent authority on behalf of DTU reserves to himself 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.
12. The contractor shall not be permitted to tender for works in the CPWD/DTU (Division in case of contractors of Horticulture /Nursery category) responsible for award and execution of contracts in which his near relative is posted as Divisional Accountant or as an officer in any capacity between the grades of Superintending Engineer and Junior Engineer (Both inclusive) He shall also intimate the names of persons who are working with him in any capacity or are subsequently employed by him and who are near relatives to any gazetted officer in the Central Public Works department or in the Ministry of Urban Development. Any breach of this condition by the contractor would render him liable to be removed from the approved list of contractors of this. Department.
13. 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 at 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.
14. The tender for the works shall remain open for acceptance for a period of **ninety days** from the date of opening of tenders/ ninety days from the date of opening of financial bid (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 shall, without prejudice to any other right or remedy, be at liberty to forfeit 50% of the said earnest money as aforesaid. Further the tenderer shall not be allowed to participate in the re-tendering process of the work.
15. 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, shall, within 15 days from the stipulated date of start of the work, sign the contract consisting of: -
  - a) The notice inviting tender, all the documents including Special conditions and specifications. If any, forming the tender as issued at the time of invitation of tender and acceptance thereof together with any correspondence leading thereto.

b) Standard C.P.W.D. Form-7/8.

16. The clause No. 16 of form CPWD 6 is modified as under:-

16.1.1 The **Executive Engineer** In-charge of the major component will call tenders for the above mention work. The cost of tender document and Earnest Money will be fixed with respect to the combined estimated cost put to tender for the composite tender.

16.1.2 The tender document will include following three components : Part A- CPWD-6, CPWD-7/8 including schedule A to F for major component of the work, standard General Conditions of Contract for CPWD 2008 or latest addition as applicable with all amendments /modifications.

Part B:- General/Specific conditions, specifications and schedule of quantities applicable to major component of the work.

Part C: Schedule A to F for minor component of the work, (EE in charge of major component shall also be competent authority under clause 2 and clause 5 as mentioned in schedule A to F for major components) General/Specific conditions, specifications and schedule of quantities applicable to minor component(s) of the work.

16.1.3 The tenderer must associate with himself, agencies of the appropriate class eligible to tender for the minor components individually.

16.1.4 The eligible tenderers for major component will quote rates for various items of minor components of work also. It will be obligatory on the part of the tenderer to sign the tender document for all the components (The schedule of quantities, conditions and special conditions etc.).

16.1.5 After acceptance of the tender by competent authority, the EE in charge of major component of the work shall issue letter of award on Board of management. After the work is awarded, the main contractor will have to enter into one agreement with EE in charge of major component and has also to sign two/or more copies of agreement depending upon number of EE in charge of minor components. One such signed set of agreement shall be handed over to EE in charge of minor component. EE of major component will operate part A and part B of the agreement. EE in charge of minor component (s) shall operate part C alongwith part A of the agreement.

16.1.6 Entire work under the scope of composite tender including major and all minor components shall be executed under one agreement.

16.1.7 Security Deposit will be worked out separately for each component corresponding to the estimated cost of the respective component of works. The earnest money will become part of the security deposit of the major component of work.

16.1.8 The main contractor has to associate agency (s) for minor component(s) confirming to eligibility criteria as defined in the tender document and has to submit detail of such agency(s) to Engineer-in-charge of minor component(s) within prescribed time. Name of the agency (s) to be associated shall be approved by Engineer –in-charge of minor component(s).

J.E(E)

Correction.....  
Deletion.....  
Insertion.....

- 16.1.9 In case the main contractor intends to charge any of the above agency/ agencies during the operation of the contract, he shall obtain prior approval of Engineer in-charge of minor component. The new agency/agencies shall also have to satisfy the laid the down eligibility criteria. In case Engineer-in-charge is not satisfied with the performance of any agency, he can direct the contract to change the agency executing such items of work and this shall be binding on the contractor.
- 16.1.10 The main contractor has to enter into agreement with the contractor (s) associated by him for execution of minor component (s). copy of such agreement shall be submitted to EE in charge of minor component as well as to EE in charge of major component. In case of change of associate contractor, the main contractor has to enter into agreement with the new contractor associated by him.
- 16.1.11 Running payment for the major component shall be made by EE of major discipline to the main contractor. Running payment for minor components shall be made by the Engineer in-charge of the discipline of minor component directly to the main contractor.
- 16.1.12 Final bill of whole work shall be finalized and paid by the EE of major components. Engineer(s) in charge of minor component(s) will prepare and pass the final bill for their component of work and pass on the same to the EE of major component for including in the final bill.



**GOVERNMENT OF NCT OF DELHI**  
**DELHI TECHNOLOGICAL UNIVERSITY**

STATE DELHI

CIRCLE DTU PO

BRANCH E &amp; M

DIVISION

DTU Engineering Cell

ZONE Electrical

DIVISION Electrical

**Item Rate Tender & Contract for Works**

**Tender for the work of:** - Providing staff for operation of lifts installed at various locations of Delhi Technological University, Bawana Road, Delhi. Year 17-18

- (i) To be uploaded by 3.00 **P.M.** hours on.....**2017** to,  
(time) (date)
- (ii) P.Q application to be opened at 3.30 hours on ..... **2017** in the office of  
**Executive Engineer, Engg. Cell.**
- (iii) Price Bid to be opened online at 3.30 hours on ..... **2017** or later on in the  
office of **Executive Engineer, Engg. Cell, DTU campus.**

Issued to: Draft N.I.T

(Contractor)

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

Designation Executive Engineer, DTU campus

**TENDER**

I/We have read and examined the notice inviting tender, schedule. Specifications applicable, General Rules and Directions, Conditions of Contract, clauses of contract, Terms and condition , Schedule of Rate & other documents and Rules referred to in the conditions of contract and all other contents in the tender document for the work.

I/We hereby tender for the execution of the work specified for the DTU CA within the time specified in Schedule 'F', viz., schedule of quantities and in accordance in all respects with the specifications, and instructions in writing referred to in Rule-1 of General Rules and Directions and in Clause 11 of the Conditions of contract and with such materials as are provided for, by, and in respects in accordance with, such conditions so far as applicable. We agree to keep the tender open for Ninety (90) days from the due date of submission thereof and not to make any modifications in its terms and conditions.

A sum of **Rs. 18,103/-** has been deposited in cash/Receipt Treasury Challan/Deposit at call receipt of a Scheduled Bank/fixed deposit receipt of scheduled bank/demand draft of a scheduled bank as earnest money. If I/we fail to furnish the prescribed performance guarantee within prescribed period, I/we agree that the said DTU or his successors in office shall without prejudice to any other right or remedy, be at liberty to forfeit the said earnest money absolutely. Further, if I/we fail to commence work as specified, I/we agree that DTU or his successors in office shall without prejudice to any other right or remedy available in law, be at liberty to forfeit the said earnest money and the performance guarantee absolutely, otherwise the said earnest money shall be retained by him towards security deposit to execute all the works referred to in the tender documents upon the terms and conditions contained or referred to therein and to carry out such deviations as may be ordered, upto maximum of the percentage mentioned in Schedule 'F' and those in excess of that limit at the rates to be determined in accordance with the provision contained in Clauses 12.2 and 12.3 of the tender form.

I/We hereby declare that I/we shall treat the tender documents and other records connected with the work as secret/confidential documents and shall not communicate information/derived therefrom to any person other than a person to whom I/we am/are

J.E(E)

Correction.....  
Deletion.....  
Insertion.....

authorized to communicate the same or use the information in any manner prejudicial to the safety of the State.

I/We hereby declare that I/We shall treat documents and other records connected with the work as secret/ confidential documents and shall not communicate information /derived therefrom to any person other than a person to whom I/We am / are authorized to communicate the same or use the information in any manner prejudicial to the safety of the State.

Dated .....

Signature of Contractor  
Postal Address

Witness:

Address:

Occupation:

**ACCEPTANCE**

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

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

- a)
- b)
- c)

For & on behalf of DTU.

Signature \_\_\_\_\_

Dated .....

Designation \_\_\_\_\_

11  
**SCHEDULES**

**SCHEDULE 'A'**

**As per Schedule of attached.**

Schedule of quantities (Enclosed.)

Page no :-18

**SCHEDULE 'B'**

Schedule of materials to be issued to the contractor.

S.No.	Description Of item	Quantity	Rates in figures & words At which the material will be charged to the contractor.	Place of Issue
1	2	3	4	5

**NIL**

**SCHEDULE 'C'**

Tools and plants to be hired to the contractor.

S. No.	Description	Hire charges per day.	Place of Issue
1	2	3	4
		NIL	

**SCHEDULE 'D'**

Extra schedules for specific requirements / documents for the work, if any.

**SCHEDULE 'E'**

Reference to General Conditions of contract 2014.

Tender for the work of: Providing staff for operation of lifts installed at various locations of Delhi Technological University, Bawana Road, Delhi. Year 17-18..

Estimated cost of work. : **Rs. 9,05,160/-**

- (i) Earnest Money : **Rs. 18,103/-/-**
- (ii) Performance Guarantee = 5% (five percent) of accepted value of work.
- (iii) Security Deposit: 2.5% (Two decimal Five percent of gross value of the bill amount.

**SCHEDULE 'F'****GENERAL RULES & DIRECTIONS:**

Officer inviting tender  
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

Executive Engineer, DTU campus

See below.

**Definitions:**

2 (v) Engineer –in – charge Executive Engineer, DTU campus

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2 (viii) Accepting Authority Executive Engineer, DTU campus

2 (x) Percentage on cost of materials Nil %

JE (E)DTU

Correction.....  
Deletion.....  
Insertion.....

and labour to cover all  
over heads and profits.

- 2 (xi) Standard Schedule of Rates. MR
- 2 (xii) Department Delhi Technological University
- 9 (ii) Standard CPWD Form CPWD forms 8 as modified & corrected upto date.

**Clause 1**

- i) Time allowed for submission of Performance Guarantee 15 Days  
From the date of issue of letter of acceptance, in days
- ii) Maximum allowable extension beyond the period provided 7 Days  
In i) above in days

**Clause 2**

Authority for fixing  
Compensation under Clause 2.

Vice Chancellor, DTU

**Clause 2 A**

Whether Clause 2 A shall be applicable No

**Clause 5**

Number of days from the date of issue of letter 10<sup>th</sup> days  
Of acceptance for reckoning date of start

**Miles Stone(s) as per table given below:-**

**TABLE OF MILE STONES (S)**

S.No.	Description of Milestone(Physical)	Time Allowed in days (from date of start)	Amount to be with - held in case of non achievement of milestone.
1	As per term and condition		

**Time allowed for execution of work**

**12 Months**

**Clause 6 or 6 A**

Clause applicable – (6A )

**Clause 7**

JE (E)DTU

Correction.....  
Deletion.....  
Insertion.....

Gross work to be done

together with net payment/  
adjustment of advances for  
Material collected, if any, since  
the last such payment for being  
eligible to interim payment.

\_\_\_\_\_ N.A. \_\_\_\_\_

**Clause 10 A**

Listing of testing equipment to be provided by the contractor at site lab.

- |         |         |
|---------|---------|
| 1. .... | 2. .... |
| 3. .... | 4. .... |
| 5. .... | 6. .... |

**Clause 10 B (ii)**

Whether Clause 10 B (ii) shall be applicable No

**Clause 10 CA**

Material covered under the Clause	Nearest material for which All India Wholesale Price index is to be followed
-----------------------------------	--

- |          |       |
|----------|-------|
| 1. _____ | _____ |
| 2. _____ | _____ |
| 3. _____ | _____ |

**Clause 10 CC**

Clause 10 CC to be applicable in contracts \_\_\_\_\_Not applicable\_\_\_\_\_  
With stipulated period of completion exceeding  
The period shown in next column.

**Clause 11**

Specifications to be followed execution of <u>work</u> .	<u>CPWD specification amended upto date and Terms and condition given in NIT and General Specifications for electrical works (Part _III LIFTS &amp; Escalators)..</u>
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**Clause 12**

- |             |   |      |
|-------------|---|------|
| 12.2 & 12.3 | Deviation limit beyond which Clause 12.2. & 12.3 shall apply for maintenance work | 25%  |
| 12.5        | Deviation limit beyond which clauses 12.2 & 12.3 shall apply for foundation work. | N.A. |

**Clause 16**

Competent Authority for Deciding reduced rates. DTU

**Clause 18**

List of mandatory machinery, Tools & plants to be deployed by the contractor at site:-

JE (E)DTU

Correction.....  
Deletion.....  
Insertion.....

**Clause 36 (i)**

S. No.	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)	
						Figures	Words
1.	3 years DIPLOMA	Electrical	Technical Representation	5 years	1	15000/-	(Rupees Fifteen Thousand Only)

**Clause 42**

- i) (a) Schedule/ statement for determining theoretical quantity of cement & bitumen on the basis of Delhi Schedule of Rates \_\_\_printed by C.P.W.D. : N.A.
- ii) Variations permissible on theoretical quantities.
- 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 Rs. 5 lakhs. : N.A.
- b) Bitumen 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**

SI. No.	Description of Item	Rates in figures and words at which recovery shall be made from the Contractor. Rates in schedule 'B' plus 10% in case materials issued by the Department.	
		Excess beyond permissible variation.	Less use beyond the permissible variation.
1.			

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<b>2.</b>	<b>Steel reinforcement</b>	
<b>3.</b>	<b>Structural sections</b>	<b>NIL</b>
<b>4.</b>	<b>Bitumen issued free</b>	
<b>5.</b>	<b>Bitumen issued at stipulated fixed price.</b>	

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**Check list of tender documents to submit**

**Documents to be submitted (Scanned and Upload on Website) :-** Tender documents shall be considered valid of only those contractors who will upload the scanned copies of the following documents along with tender and submit copies thereof , which is to be submitted in original, in the O/o Executive Engineer, DTU, before the scheduled date & time:

- a) Copy of Registration in Appropriate Class in CPWD in Lifts category (Operation of Lift).
- b) Copy of Earnest Money Deposit.
- c) Copy of GSTIN Number as issued by Govt. of India / Govt. of Delhi.
- d) Copy of PAN Card issued by Income Tax Department
- e) Copy of completion certificate issued by the officer of client department of the rank Executive Engineer will have to be furnished along with application. Incomplete certificate shall be summarily rejected must clear indicate i.e. date completion of work, nature and value of work, that work have been completed satisfactory and work done amount. One similar work costing not less than 80% of the estimated cost OR Two similar work costing not less than 60% of the estimated cost OR Three similar work costing not less than 40% of the estimated cost

**SCHEDULE OF WORK**

Name of work: Providing staff for operation of lifts installed at various locations of Delhi Technological University, Bawana Road, Delhi. Year 17-18

S. N	Description of Item	Qty.	Rate Rs.	Unit	Amount Rs.
1	Providing Services of trained lift operators for operation of lifts, cleaning and upkeep of lift car and lift machine rooms on all days of the week excluding Sundays complete as per details of staff	12 months		Per month	
2	Providing additional services of one no. trained and experienced lift operator for operation of lifts beyond normal working hours or on holidays on hourly basis including cleaning and upkeep of lift car and lift machine rooms complete.	1080 hrs		Per/Hrs	

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**G. Total**

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**GENERAL TERMS & CONDITIONS**

1. The contractor shall have to depute the staff having sufficient experience in the field, and as per the requirement of the Engineer-in-charge.
2. The contractor shall provide the material for cleaning & general up keep of the lifts without any extra cost.
3. No T & P material shall be issued by the Department.
4. The firm shall have to maintain suitable logbook for operation of lift and also arrangement for lunch relievers.
5. The firm shall have to arrange own stool/chair as per site reqd. Without any extra cost.
6. The contractor shall immediately report to the department in case of any fault in the lifts.
7. In case lift is found not running due to absence of attendant, recovery will be made @ 100/- per hour per lift.
8. The lift operator employed by the firm shall check the general safeties of the lift every day as per maintenance schedule.
9. The lift operators shall have to make to duly signed entries in the maintenance schedule of lifts/ log book for the checks to be carried out by the operator as mentioned in the maintenance schedule of lifts.
10. In case of any accident /mishappening, the department shall not be responsible for the same. If any compensation is paid to the Victim, the same shall be paid by the firm and no claim shall be entrained by the department.
11. The Fir should provide his 24 hours operational telephone No. to the department so that if there is any complaint at site the same may be brought to notice of the contractor/ firm immediately.
12. The firm shall employ staff as given in the item of work.

**SPECIAL TERMS AND CONDITIONS**

- 1** Work shall be carried out as per CPWD specifications for lift wherever applicable. Safety procedure as indicated in CPWD specification of Electrical work /Lifts Work should be followed and minimum workers to be employed by the contractor purely on daily wages basis as per minimum wage Act.

a) Requirement of staff for lift operation system

The firm shall provide following minimum staff shall be available at site

Sl. No.	Location	Designation	Qty.	Shift
1.	Library, Inclined Wing, Administrative, Electronics Block and Mechanical Block	<b>Lift operator</b>	3 nos.	General shift
	Total		3 nos.	

Recovery for not providing/non availability of the staff at site.  
(i) lift operator @Rs 1244/- per shift per day as when noticed.

**a) Lift operator**

Experienced lift operator having experience of 5 years or ITI passed

- 2** The rates quoted shall be inclusive of wages of operators, cleaning material, uniform and all taxes and duties etc. as applicable. However service tax will be reimbursed to the contractor, on production of proof of deposit of Service tax with Service Tax department.
- 3** **Rescue of passengers in case of emergency shall be responsibility of the contractor hence he should make all necessary arrangement for rescue of passengers in addition to operation of lift.**
- 4** The lift operator employed by the firm shall check the general safeties of the lift every day as per maintenance schedule. The contractor shall provide the material for cleaning & general up keep of the lifts without any extra cost. If cleaning of installation is not found satisfactory at any time, a recovery of Rs. 200/- per occasion noticed per shall be made from the bill of contractor.

**5** In case department staff is posted or due to some other reasons, the department reserves the right to terminated the contract in full or in part there of or can shift the staff to any other site as reqd. Without assigning any reason.

**6** The contractor shall furnish name & contact number of the persons, who should be contacted during emergency.

**7** No T&P shall be issued to the contractor.

**8** The contractor shall maintain “attendance register” in support of the attendance of the staff and the same shall be got Daily/periodically checked from JE (E) / AE (E) concern. Failure to which suitable recovery will be made from the contractor bill as decided by the Engineer-in-charge.

**9** The contractor shall prepare a “Monthly” duty chart with name and duty hours stated therein. The same shall be submitted to the JE (E) / AE (E) concern at least seven days in advance.

**10** In case of any damage to any equipment due to negligence of the contractor’s staff the same will have to be made good by the contractor at his cost. Failure to which suitable recovery will be made from the contractor bill as decided by the Engineer-in-charge.

**11** Before the start of contract, the contractor is bound to submit the following details of the workers proposed to be engaged by him. After receipt of confirmation of their suitability from Engineer-in-charge or his authorized representative, they shall be deployed on duty.

(A) Name & Postal Address with I.D. proof

(B) Photograph with specimen signature.

(C) Qualification and experience.

If the contractor fails to supply list of the workers, the work shall not be treated as started at site.

**12** The contractor shall replace the staff, in the event of misconduct by him.

**13** The contractor/ Firm is advised to visit the site of work before quoting the rates.

**14** It shall be entirely the responsibility of the contractor to ensure that no unlawful act is done by his persons while on duty. In case any theft/ loss of departmental property takes place due to the negligence or carelessness of his personnel, the contractor will be held responsible and shall make good the same.

The afore said terms and conditions shall be read in conjunction with the general rules and directions for the guidance of Contract form PWD -8.

**15 Terms of payment and other facilities for workers.**

- 15.1** The contractor is bound to distribute the salary/ wages to his worker by 7<sup>th</sup> of each month, positively, by cheque/ECS. Payment to the contractor shall be made by 15<sup>th</sup> of every month after receipt of bill complete with all documents mentioned in Sl. No. 16
- 15.2** The payment to the workers shall be made in presence of JE(E) concern and the contractor has to furnish a certificate to this effect on prescribed format. In the absence of this certificate, no payment shall be made/ released.
- 15.3** The contractor shall deduct worker subscription towards Provident Fund and ESI, as per rules, he shall deposit the same along with his contribution into the respective accounts of the worker and submit the detail to this office for verification.
- 15.4** On completion of the work or completion of 12 months (from the date of start of the work) whichever is earlier, the contractor shall have to disburse bonus as per Delhi Govt. rates for casual labour to the each worker employed in this work.
- 15.5** The contractor shall take all precaution for safety of the workmen. If any accident / mis-happening occurs, the department shall not be responsible for the same. Consequently any compensation payable shall be at the contractor cost.
- 15.6 (A)** The contractor shall provide summer uniform (shirt, pant & black shoes) and of winter uniform (shirt, pant and woolen jersey) along the badge having name of worker, designation of worker and name of agency within 15 days of start of work. Falling which a recovery @ Rs. 500/- per worker for summer uniform and @ Rs. 600/- per worker for winter uniform shall be made from the contractor bill and department will arrange the uniform for the contractor's worker.
- (B)** Worker deputed on duty should be in uniform. If any worker found without uniform a recover @ Rs. 100/- per day per worker shall be made from the contractor's bill.

**16 Terms of Payment for the contractor**

- 16.1** The healthiness of operation of lift shall furnished by the firm every monthly /quarterly.
- 16.2** Production of Bill on Electronic measurement book alongwith writeable DVD and Bill in triplicate.
- 16.3** Payment to contractor shall be made after production of following proof :
- A) Documentary proof of disbursement of wages to the workers. The copy of wage register in the format shall be produced with R/A or final bill.
- B) Proof of deposit of E. Provident fund and ESI contribution to the respective authority for each labour per month detail also.
- C) Copy of relevant period attendance register, log book. Fortnightly/ Monthly labour report. Payment will be released only after inspection and completion of all documents and signature as per laid down frequency.

**INVENTORY OF LIFT INSTALLATIONS (Passengers lift for G+3 floors)**A DETAILS OF LIFT INSTALLATIONS:-

1. Admn Block (OTIS make) 2 nos.
2. Library block (ECE make) 1 no.
3. Science block (OMEGA make) 1 no.
4. Electronics block (JOHNSON make ) 1nos
5. Mechanical Block(JOHNSON make ) 1nos