

ELIGIBILITY : TENDERERS WHO HAVE SIMILAR EXPERIENCE IN THE WORK

(Proof of experience in the field may be enclosed with tender form)

Name of Tenderer Company/Firm	
GST	
Bank Name	
Account No	
IFSC Code	
Bank Address	
Pan No	
E-Mail address	
Phone No	
Postal Address	
Experience in the field	

Tender form containing the followings :-

- ❖ Form 1 -Instructions
- ❖ Form II -Price schedule (Rate to be also quoted in Annexure –‘A’ Job work wise
- ❖ Enclosure -Detailed description of work to be carried out is attached as per **Annexure- A**

Proprietor/Partner of the firm_____ Accepting officer_____

**CALLING TENDER FOR REFURBISHING EXISTING AUDITORIUM OF ARMY
PUBLIC SCHOOL, KHASA, AMRITSAR**

INSTRUCTIONS FOR BIDDERS

1. **General**

- (a) The Tenderer shall quote his rates on the PRICE SCHEDULE.
- (b) The Tender shall be accompanied by a Certified True Copy of the Power of Attorney as per new enactment being enforced, in favour of the Signatory of the Tender documents. In case the Signatory himself is the Sole Proprietor, an Affidavit on Stamp Paper of appropriate Value to this effect stating that he has authority to bind the Firm in all matters pertaining to Contract including the Arbitration Clause, shall be attached. The Person signing the Tender on behalf of another Partner(s) or on behalf of a Firm or Company shall attach with the Tender a proper Power of Attorney duly executed in his favour by such other Person or by all the Partner(s) or in accordance with Constitution of the Company in case of Company, stating that he has authority to bind such other Person(s) or the Firm or the Company as the case may be, in all matters pertaining to the Contract including the Arbitration Clause.
- (c) Even in case of Firms or Companies which have already given Power of Attorney to an individual authorizing him to sign Tender and Contract documents on behalf of the firm and in pursuance of which Tender are being signed by such Persons as a routine, a Fresh Power of Attorney duly executed in his favour by all Partners or the Firm stating specifically that the Person has Authority to bind such Partner(s) or the Firm or the Company as the case may be, including the condition relating to Arbitration Clause, should be submitted with the Tender, unless such Authority already been given to the Persons concerned by the Firm or the Company.
- (d) Power of Attorney shall be executed as indicated below :-
- (i) In case of an individual, Sworn Affidavit shall be executed by the Contractor himself.
- (ii) In the case of Partnership concern Firm, Power of Attorney shall be executed by the all Partners.
- (iii) In the case of Company, Power of Attorney shall be executed in accordance with the Constitution of the Company.

2. **Filling of Tenders**

- (a) Army Public School Amritsar may issue ERRATA and/or AMENDMENTS to the Tender documents before due Date of submission of Tender. The Tenderer is required to read the Tender documents in conjunction with ERRATA and/or AMENDMENTS if any, issued by the school authority. The amendments if any can also be informed by the school via e-mail to all the applicants before the date of submission of tender form.

Proprietor/Partner of the firm_____ Accepting officer_____

(b) The Tenderer will not make of his own any ALTERATION in Tender Documents issued by the School. It is especially brought to the Notice of Tenderer that if he makes any Alteration in the 'Tender documents' and does specifically bring out the ALTERATION to the Notice of ACCEPTING OFFICER, the ALTERATION(s) made by the Tenderer shall be deemed to have become NULL & VOID. The original provision in the Tender documents as originally, made by Department, amended subsequently through ERRATA and/or AMENDMENTS to the Tender documents issued by Department shall hold and the Contractor will not have any claim on this account.

(c) The rates quoted by the tenderer for works under Schedule 'A' and Annexure 'A' shall be Deemed to include for all minor extra constructional details, which might not have been specifically mentioned in these tender documents, but are obviously and fairly intended and essential for the execution and entire completion of the works and services in the workmen like manner, sound construction and established engineering practice. The details of such items shall be furnished during execution of works. In case of difference in opinion between contractor and school auth as to whether or not certain items of works/minor extra/minor construction details are deemed to have been included in the quoted rates, the decision of the accepting Officer shall be final, conclusive and binding.

3. **Submission of Tender.** Tenders received after due date and time will not be considered for acceptance under any circumstances.

4. **Opening of Tenders.** During opening of Tender, Proprietor/Partner of the Firm or their Authorised Representative may be present. In case of an Authorised representative, an Authority letter from the Proprietor/Partner of the Firm shall be deposited to the Opening Officers for attending in the Tender Opening.

5. These INSTRUCTIONS TO TENDERERS shall form Part of the CONTRACT.

6. **Period of Completion of refurbishing of Auditorium .**

(a) The entire work under this contract described in Schedule 'A' shall be completed within **15 days** from the date of agreement. The contractor who is assigned the task of execution shall inform in writing in case of any delay in execution of work due to suggestive changes made by PMG. The extension of time period if any shall be given at the discretion of the SAMC .

(b) The date of completion for the purpose of issue of completion certificate by the Principal, Army Public School Amritsar shall be the date of taking over of works, in all respect, after obtaining satisfactory test results for items of works as applicable and as specified under respective items of Schedule 'A'. The defects liability period referred below shall commence from the certified date of completion of the work as per completion certificate issued by Principal, Army Public School Amritsar.

(c) **Defect Liability Period.** Should the PMG (Project Management Group) of Army Public School Amritsar, consider at any time during the resonation or reconstruction or prior to the expiration of a **SIX months** after the renovated washrooms work has been handed over by the contractor that any work has been executed with unsound, imperfect or unskillful workmanship, the contractor shall, irrespective of all kinds of payments done, at his own expense make good such works. The decision of SAMC (School administration & Management Committee), Army Public School Amritsar shall be final and binding.

Proprietor/Partner of the firm_____

Accepting officer_____

SPECIAL CONDITIONS OF CONTRACT

7. This section lists out important conditions of the contract.
- (a) **Minimum Wages Payable.** The contractor shall pay not lower than minimum wages for labour as fixed by the Government of India/State Govt whichever is higher.
 - (b) The fair wage will be deemed to be the same as the minimum wages payable as referred to above.
 - (c) The contractor shall have no claim whatsoever if on account of local factor and or regulations; he is required to pay the wages in excess of minimum wages as described above during the execution of work.
 - (d) During the currency of the work, the contractor is expected to adhere to the time schedule and this adherence will be a part of the contractor's performance under the contract. During the execution of the work, contractor is expected to participate in the reviews and updating of the works undertaken by the PMG, Army Public School Amritsar. These reviews may be under taken at the discretion of the Principal, Army Public School Amritsar. Any revision of the time schedule as a result of review will be submitted within two days, by the contractor to the Principal, Army Public School Amritsar who will approve after the scrutiny. The contractor will adhere to the revised time schedule, thereafter. In case of contractor not agreeing to revised schedule, the same will be referred to the Accepting Officer whose decision will be final, conclusive and binding.
 - (e) Contractor is expected to mobilize and employ sufficient resources to achieve the detailed schedule within the broad framework of the accepted methods of working and safety.
 - (f) No additional payment will be made to contractor for any multiple shift work or other incentive method contemplated by him in his work schedule, even though the time schedule is approved by the Department.
 - (g) ESI cover to the workers will be the responsibility of the contractor
8. (a) **Site Engineer.** At all such time when the renovation activity is going on at the site, a suitable and well qualified site engineer, with minimum qualification of Diploma civil engineering, and adequate work experience, will be physically present. Any omission in this regard will invite payment penalty of Rs 1500/- per day. The individual details along with qualification certificate will be submitted to the Principal, Army Public School Amritsar before commencement of work at the site
- (b). **Safety Measures.** The contractor will ensure that all safety protocols are followed while executing the work. The COVID HYGIENE Guidance as laid own by the Govt and local authorities shall be strictly adhered to.

Proprietor/Partner of the firm_____ Accepting officer_____

9. The specific conditions of the contract about work are enumerated in this section:-

- (a) Prior approval of sample of all the fitments before executing the work.
- (b) Time for completion of the work shall be **15 days** from the date of signing of the contract agreement and handing over of site. No separate work order shall be issued for commencement of the work
- (c) Date of completion shall be the date on which completion certificate is issued to the contractor which shall only be done after rectification of defects, if any pointed out by the accepting officer to the contractor/his representative.
- (d) Failure to complete the work within the period of completion shall invite reduction of compensation at the rate of 0.2% of the contract amount per week till completion of work to the satisfaction of the accepting officer. The accepting officer may consider grant of extension of time beyond the initial period of completion in case he is fully satisfied that the delay is due to circumstances beyond control of the contractor.
- (e) No Sub-letting of any part or portion of the work shall be permitted and it shall be sole responsibility of the contractor undertaking the work to complete the work within time.
- (f) No advance payment shall be made and the payment shall be made progressively upon completion of stages, which shall be specified in contract agreement.
- (g) The rates quoted by the contractor shall include all applicable taxes, octroi, transportation, loading/unloading and labour charges. No additional payment other than what has been quoted for in the tender shall be payable to the contractor under any circumstances.
- (h) The accepting officer reserves the right to modify/add/reduces the scope of the work due to site or functional requirements which shall be binding on the contractor to execute with appropriate financial effect if any as per existing market rates in Amritsar.
- (i) The rates quoted shall be valid for a period of **15 days** from the date of opening of financial bid.
- (j) Shelter for laborers shall be under own arrangement of contractor.
- (k) **Security Amount** : Successful bidder shall be required to deposit 5% amount of total cost of project in the form of DD in favour of Army public School Amritsar, payable at Amritsar on account of Security. The security amount will be returned to bidder on successful completion of renovation work.

10. Bidders may acquaint themselves with the site of renovation. In case of any query about tender form or renovation project, the same shall be submitted to school office not later than **02 Jan 2021** through mail.

Proprietor/Partner of the firm _____ Accepting officer _____

SCHEDULE- 'A'

11. This section contains the detailed description of work to be carried out for renovation of Auditorium:-

(a) **Scope of Work** . The following detailed description of work to be carried out are also mentioned and attached as per **Annexure-A** :-

- (i) Providing and fixing of false ceiling. **(The contractor shall dismantle the existing false ceiling, disposal of debris)**
- (ii) Complete paint work inner wall (Proper Scrubbing (ragrai).
- (iii) Sitc of ceiling mounted LED lights.
- (iv) Sitc of wiring of light electrical job
- (v) Installation of PVC flooring MAT.
- (vi) Installation of PVC MAT on wall
- (vii) Providing & fixing Horizontal roller blinds without joint for windows

(b) **Description.** Refurbishing work of Auditorium of the school.

(c) **Overall Dimensions of existing Auditorium**

- (i) Length (Including stage area) -126 feet
- (ii) Width - 53 feet
- (iii) Height - 18 feet

Proprietor/Partner of the firm _____ Accepting officer _____

SCHEDULE OF PAYMENT

12. The payment schedule will be as under :-
- (a) 10% of total cost of Project work - On reaching material in school Complex
 - (b) 20% of total cost of Project work - On successfully installation fall ceiling and electrical work including lights.
 - (c) 40% of total cost of project work - On completion of wall paneling, Window work and technical room.
 - (d) 20% of total cost of project work - On completion of final finishing of project work.
 - (e) 10% of total cost of project work - After liability period of six months

Proprietor/Partner of the firm_____

Accepting officer_____

PRICE SCHEDULE

Ser No.	Item Description	QTY	Units Rate	Basic Rates in figures	Total Amount with taxes	Total Amount in Words
1.	Renovation work of Auditorium of Army Public School Amritsar (all details specified as per Annexure 'A' of Tender Form	01	Lump Sump (Rate to be also quoted in Annexure 'A' Job work wise)			

Proprietor/Partner of the firm _____ Accepting officer _____

Annexure 'A'

ARMY PUBLIC SCHOOLAMRITSAR (PUNJAB).

DETAILED DESCRIPTION OF WORK TO BE CARRIED OUT

(Sealed quotation are invited from establish firms/contractor / system integrated for the under mention jobs)

SR. NO.	DESCRIPTION OF WORK	AREA AND QTY.	UNIT PRICE	GST RATE	GST AMOUNT	TOTAL
1	PROVIDING AND FIXING OF FALSE CEILING Perforated Gypsum tile 595x595x12 mm thick T grid all sizes Main t 24 mm x 32 mm, Cross t 24 mm x 26 mm, NRC-0.88, Cross t 24 mm x 26 mm, Glass wool with density 16 kg per cubic metre and 50 mm thick, The tiles should have Humidity Resistance (RH) of 99%, Light Reflection > 85%, Thermal Conductivity k= 0.052 - 0.057 w/m K, a thick layer of glasswool above the Perforated Gypsum tile MAKE - ARAMSTRONG/INDIAN GYPSUM (The contractor shall dismantle the existing false ceiling and disposal of debris)	126*53 = 6678 SQ. FT.				
2	COMPLETE PAINT WORK INNER WALL OF AUDITORIUM (PAINT JOB INCLUSIVE OF WALL DOOR/WINDOW/GRIL) Scrubs up of wall cement plaster then doing wall treatment with DR. Fix Applying Wall care putty (PUTTY MAKE JK/BIRLA) surface complete with 2coat of premium grade plastic paint of BRAND ASIAN ace /NEROLAC beauty smooth..... (Inclusive of Door/Window/ Gril and Jali Both side)	18 FT. HEIGHT 5500 SQ. FT.				
3	SITC OF CEILING MOUNTED LED LIGHTS (2*2) 580 mm x 580 mm 36 watt recessed mounted LED panel ST – CRCA frame PO - Polymeric frame, Power Factor-0.95, SMPS based constant current supply, viewing angle of 120°, suitable for mounting with Grid ceiling, System Lumens (lm) 3600 lm, 240 V, slim panel Long life & photobiologically safe LEDs, Average life : 35000 hours OR + Colour Temp.(CCT) 5700 K(PANASONIC/HEVELLS)	50 pcs.				
4	SITC OF WIRING OF LIGHT ELECTRICAL JOB Wiring of light(50 pcs.) with swich ISI mark good quality HAVELS/PANASOINC and 1.5 mm ISI Mark FR grade 1.5 KV brend HAVELS/POLLYCAB) electrical wire with accessories like button screw gitti tie etc. and inclusive of labour	01 JOB				

5	INSTALLTION OF PVC FLOORING MAT Fixing new 1.6 mm thick PVC flooring using Adhesive SR 505 after cleaning/scrapping MAKE : WONDER FLOOR/CSV/SOLUTIA	54*25=1350 SQ. FT.				
6	INSTALLTION OF PVC MAT ON WALL Fixing new 0.65 mm thick PVC using Adhesive SR 505 after cleaning/scrapping MAKE : WONDER FLOOR/CSV/SOLUTIA	570 SQ. FT.				
7	PROVIDING & FIXING HORIZONTAL ROLLER BLINDS WITHOUT JOINT FOR WINDOWS Blackout PREMIUM GRADE,Conditionally cleanable MAKE SONEX/VISTA/VALLEY	SIZE 6*5 FT = QTY. 24 PCS.				

PRE QUALIFICATION CRITERIA

1. The tenderer should have completed at least; similar works
2. SCHOOL reserves the right to accept/reject any or all the tenders in part/full without assigning any reason thereof.
5. While submitting the tender, if any of the prescribed conditions are not fulfilled or are incomplete in any form, the tender is liable to be rejected.