

**Unique identification Authority of India (UIDAI)**

**Notice Inviting Bid**

**BID No :UIDAI/ADMIN/2024/1**

**Name of Work: - Comprehensive Maintenance of Civil and Electrical works at Aadhaar Housing Complex (AHC), Deen Dayal Upadhyaya (DDU) Marg New Delhi, 110002.**

**ESTIMATED COST:       Rs. 35,46,354.00**

**EARNEST MONEY:       Rs 71,000.00**

**Last date and time of Online submission of bid: 17.09.2024 up to 15:00Hrs.**

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## Notice Inviting e-Bid

**Bid No. UIDAI/ADMIN/2024/1**

Unique Identification Authority of India, Head Office invites online percentage rate bids from eligible contractors of CPWD/MES/DDA/MCD / State PWD or any other Govt Organisation in Civil / Electrical / Composite category and firms/contractors of repute for the following works:-

**Name of Work: - Comprehensive Maintenance of Civil and Electrical works at Aadhaar Housing Complex (AHC), Deen Dayal Upadhyaya (DDU) Marg New Delhi, 110002.**

Sl No	Description	Details
1	Estimated Cost	Rs. 35,46,354.00
2	Earnest Money	Rs 71,000.00
3	E-Tender Processing Fee	N/A
4	Period of Completion	12 Months
5	Last time and date of submission of bid	17.09.2024 up to 1500 hrs

The tender forms and other details can be obtained from the website

<https://eprocure.gov.in> (CPPP) Press notice is also available on <https://uidai.gov.in/en/about-uidai/work-with-uidai/tenders-article.html>. Further modification of change of dates, if any, can also be seen in the above stated web sites

## Information and Instructions for Contractors for e-Tendering:

(Forming Part of Bid Document and to be posted on Website)

Unique Identification Authority of India (UIDAI), Head Office invites online percentage rate bids from eligible contractors of CPWD/MES/DDA/MCD / State PWD or any other Govt Organisation in Civil / Electrical / Composite category and firms/contractors of repute for the following works:-

S. No	BID No.	Name of work & location	Estimated cost put to Bid (Rs.)	Earnest Money	Stipulated Period of Completion of work (in months)	Last date & time of online submission of eligibility & financial bid, other documents as specified in the NIT	Time & date of opening of eligibility bid
1	2	3	4	5	6	8	9
1		Comprehensive maintenance of Aadhaar Housing Complex (Civil and Electrical works) (AHC) at DDU Marg New Delhi	<b>Rs. 35,46,354.00</b>	<b>Rs 71,000.00</b>	12 Months	15:00 hrs on-17.09.2024	15:30 hrs on-18.09.2024

1. The intending bidder must read the terms and conditions of CPWD-6 / Notice Inviting Bid and general conditions for associated eligible agencies carefully. The bidder should only submit their bid if the bidder considers itself eligible and is in possession of all the documents required
2. Contractors who fulfil the following requirements shall be eligible to apply. Joint ventures are not accepted. (This is not applicable for CPWD/MES/DDA/MCD / State PWD or any other Govt Organization enlisted contractors of appropriate class in Civil / Electrical / Composite category).

(a) Should have satisfactorily completed similar works as mentioned below completed during the last Seven years ending last date of the month previous to the one in which tenders are invited.

(i) Three similar works each costing not less than Rs. 14.19 Lakh, 40% of the estimates cost put to tender

Or

(ii) Two similar works each costing not less than Rs. 21.28 Lakh, 60% of the estimates cost put to tender

Or

(iii) One similar work costing not less than Rs.28.37 Lakh, 80% of the estimates cost put to tender

Similar work shall mean works of “**Comprehensive maintenance and operation of Civil & Electrical (comprising of internal EI & fans, fire fighting water supply, pump sets DG set, fire alarm system, lifts and street / compound lighting) works relating to buildings (Residential, Non Residential & other buildings)**”.

The value of executed works shall be brought to current costing level by enhancing the actual value of work at simple rate of 7% per annum; calculated from the date of completion to previous day of last day of submission of bids. The completion certificate of works shall be submitted in Performa “D” which should be counter signed by the official of owner organisation, not below the rank of Executive Engineer. In case works are executed in private sector, then TDS certificate for income tax for the works executed are also required to be submitted along with details of works.

3. The bid document consisting of scope of work , specifications, the schedule of quantities of various types of items to be executed and the set of terms and conditions of the contract to be complied with and other necessary documents can be seen and downloaded from website <https://eprocure.gov.in> free of cost
4. **Bid Security:** EMD (Earnest Money Deposit)/ Bid Security amounting to ₹ 71000 (Rupees Seventy One Thousand only) in the form of Insurance Surety Bonds, Fixed Deposit Receipt, Banker's Cheque or Bank Guarantee in name of CEO, UIDAI from any of the Commercial Banks or payment online in an acceptable form, safeguarding the purchase's interest in respects. The EMD, in original, should be deposited in CR Section of UIDAI Head Office at ground Floor before the last date and time of Bid submission. The EMD should remain valid for a period of 45 (forty-five) days beyond the final bid validity period. Bids not complying with above provisions shall be summarily rejected
5. Bidders must submit the bid online through Central Public Procurement Portal (CPPP) only
6. Contractor must ensure to quote rate in the prescribed column(s) meant for quoting rate in figures appears in yellow colour and the moment rate is entered, it turns sky blue. In addition to this, while selecting any of the cells a warning appears that if any cell is left blank 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). However, If a tenderer quotes nil rates against each item in item rate tender or does not quote any percentage above/below on the total amount of the tender or any section / sub head in

percentage rate tender, the tender shall be treated as invalid and will not be considered as lowest tenderer.

7. If any information furnished by the applicant is found incorrect at a later stage, the bidder shall be liable to be debarred from bidding / taking up of works in UIDAI. The UIDAI reserves the right to verify the particulars furnished by the applicant independently.
8. If the bidder has not possessed valid electrical license then in such a case the bidder shall scan and upload following undertaking along with other bid documents.  
*“If work is awarded to my organization, I/we shall either obtain valid electrical license at the time of execution of electrical work or associates contractor having valid electrical license of eligible class*

### **List of Documents to be filled in by the bidders**

*(To be scanned and uploaded in PDF format within the period of bid submission)*

1.	GST Registration Certificate, if already obtained by the bidder.
2.	Copy of receipt for deposition of original EMD in the CR section, Unique Identification Authority of India (UIDAI), Head Office, New Delhi(Form-B)
3.	Scan copy of original EMD
4.	Enlistment Order of the Contractor for enlisted contractors OR Details of Eligible Similar Nature of works completed (Form 'D') if applicable
5.	Details of Projects Under Execution OR Awarded(Form 'D-1') if applicable
6.	Performance Report of Works (Form 'E') if applicable
7.	Valid Electrical Contractor Licence or undertaking that "I/We shall either obtain valid electrical licence at the time of execution of electrical work or associate an approved and eligible contractor having valid electrical contractor licence".
8.	Any other document as specified in the NIT.

**Form A: EMD Receipt Format**

**Receipt of deposition of original EMD**

(Receipt No...../Date.....)

**1. Name of Work: - Comprehensive Maintenance of Civil and Electrical works at AHC, DDU Marg New Delhi, 110002.**

**2 Bid No: UIDAI/ADMIN/2024/1**

**3 Estimated Cost: Rs 35,46,354.00**

**4 Amount of Earnest Money Deposit: ₹ 71000.00**

**5 Last date of submission of bid: 17.09.2024**

1 Name of Contractor : -----#

2 Form of EMD : -----#

3 Amount of Earnest Money : -----#

4 Date of submission of EMD : -----#

Signature, Name and Designation of EMD receiving officer, with office stamp



**Form B: Performance Bank Guarantee**

(On Non- Judicial stamp paper of minimum Rs.100)

(To be stamped in accordance with Stamp Act)

The non-judicial stamp paper should be in the name of issuing Bank Ref.....

Bank Guarantee No.....

Date.....

To,

The CEO

Unique Identification Authority of India

Behind Kali Mandir, Gole Market

New Delhi-110001

Whereas..... (name and address of the contractor) (hereinafter called “the contractor”) has undertaken, in pursuance of contract no ..... date..... to supply ..... (description of goods and Works/ Services) (hereinafter called “the contract”).

And Whereas you have stipulated it in the said contract that the contractor shall furnish you with a bank guarantee by a Commercial bank for the sum specified therein as security for compliance with its obligations as per the contract;

And Whereas we have agreed to give the contractor such a bank guarantee.

Now Therefore we hereby affirm that we are guarantors and responsible to you, on behalf of the contractor, up to a total of .....(amount of the guarantee in words and figures), and we undertake to pay you, upon your first written demand declaring the contractor to be in default under the contract and without cavil or argument, any sum or sums within the limits of (amount of guarantee) as aforesaid, without your needing to prove or to show grounds or reasons for your demand or the sum specified therein.

We hereby waive the necessity of your demanding the sail debt from the contractor before presenting us with demand.

We further agree that no change or addition to or other modification of the terms of the contract to be performed thereunder or of any of the contract documents which should be made between you and the contractor shall in any way release us from any liability under this guarantee, and we hereby waive notice of any such change, addition, or modification.

This guarantee shall be valid until the .....day of .....20.....

The Bank Guarantee claim period of not less than one year from the date of its validity.

Our.....branch at.....\*(Name & Address of the  
.....\*(branch) is liable to pay the guaranteed amount depending on the  
filing of a claim and any part thereof under this Bank Guarantee only and only if you serve  
upon us at our .....\* branch a written claim or demand and received by us at our  
.....\* branch on or before Dt..... otherwise, the bank shall be  
discharged of all liabilities under this guarantee after that.

(Signature of the authorized officer of the Bank)

.....

.....

Name and designation of the officer

.....

Seal, name & address of the Bank and address of Branch

\*Preferably at the headquarters of the authority competent to sanction the expenditure for the procurement of goods or at the concerned district headquarters or the state headquarter.

Designation

\* Date to be worked out on the basis of validity period 120 days for Single bid system from the date of submission of tender.

\*\* In paragraph 1, strike out the portion not applicable. Bank guarantee/e-bank guarantee will be made either for earnest money or for performance guarantee/security deposit/mobilization advance, as the case may be.

**Form C: Details of Eligible Similar Nature of Works**

*(Completed during the last seven years ending last date of the month previous to the one in which tenders are invited).*

Name of the firm / Contractor.....

S. No.	Name of work / project and location	Owner or sponsoring organization	Cost of work in Lakhs	Date of commencement as per contract	Stipulated date of completion	Actual date of completion	Litigation/ arbitration cases pending / in progress with details*	Name and Address (Postal & Email) / telephone number of officer to whom reference may be made	Whether the work has been done on back to back basis Yes / No
1	2	3	4	5	6	7	8	9	10

\*indicate gross amount claimed and amount awarded by the Arbitrator.

SIGNATURE OF BIDDER(S)

**Form C-1: Project Under Execution or Awarded**

S. No.	Name of work / project and location	Owner or sponsoring organization	Cost of work in Lacs of rupees	Date of commencement as per contract	Stipulate date of completion	Upto dated percentage progress of work	Slow progress if any and reasons thereof	Name and address/telephone number of officer to whom reference may be made	Remarks
1	2	3	4	5	6	7	8	9	10

Certified that the above list of works is complete and no work has been left out and that the information given is correct to my knowledge and belief.

SIGNATURE OF BIDDER(S)

**Form D: Performance Report of Works Referred in Form D**

1	Name of work / Project & Location	
2	Agreement No.	
3	Estimated cost	
4 (a)	Tendered cost	
(b)	Actual/Final Value of work	
5	Date of start	
6	Date of completion	
(i)	Stipulated date of completion (As mentioned in work order)	
(ii)	Actual date of completion	
7. (a)	Whether case of levy of compensation for delay has been decided or not.	Yes / No.
(b)	If decided, amount of compensation levied /not levied for delayed completion, if any.	
8	Performance report	
(i)	Quality of work	Outstanding / Very Good / Good / Poor.
(ii)	Financial soundness	Outstanding / Very Good / Good / Poor.
(iii)	Technical proficiency	Outstanding / Very Good / Good / Poor.
(iv)	Resourcefulness	Outstanding / Very Good / Good / Poor.
(v)	General Behaviour	Outstanding / Very Good / Good / Poor.

Date:

Executive Engineer,  
Or  
Equivalent with Stamp

## General Conditions For Associated Eligible Agencies

### **Name of Work: Comprehensive maintenance of Civil and Electrical works at Aadhaar Housing Complex DDU Marg New Delhi**

1. The bidder should either himself meet the eligibility criteria /conditions for execution of work or otherwise he will have to associate with agency, fulfilling the eligibility requirements prescribed in the bid document.
2. In case, the main contractor himself is not eligible (as per eligibility criteria) for executing any of the components of E&M / Civil work, he can directly associate the registered contractor of any Govt organization or specialized agency as per criteria mentioned for associate eligible agency

### **3. Eligibility Criteria :**

SI No	Description of works	Estimated cost	Minimum eligibility Criteria
1	Civil Component	20.98 Lacs	Three similar works each costing not less than 40%  OR  Two similar works each costing not less than 60%
2	Electrical Component	14.48 Lacs	OR  One similar work costing not less than 80%

**Note:** The value of executed works shall be brought to current costing level by enhancing the actual value of work at simple rate of 7% per annum calculated up to previous day date of completion to last date of submission of bid.

The main contractor has to furnish the detail of the associate agency as per the Performa attached.

4. Experience gained by executing work on back-to-back contract basis is acceptable. Back-to-back contract means work awarded by owner to first agency and then by the first agency to the second agency. The first agency shall not be eligible for work experience in such a case. To get the weightage of experience, following conditions must be fulfilled.
  - (a) Work should be actually executed by the second agency with due concurrence of the owner as tri-partite agreement. It should be backed by valid agreement and experience certificate.

- (b) Payments received by second agency should be reflected in bank accounts and income tax statements.
- (c) Owner of the project and first agency should jointly certify the experience certificate.
- (d) The actual amount of payment received by the second agency shall be considered for experience
5. In the event of the associated E&M/Civil agency not performing satisfactorily or failure of associate agency to complete the E&M / Civil work, the main contractor on written directions of the department, shall remove the Associate agency deployed on the work and shall submit proposal for approval of new associate agency without any loss of time or variation in cost to the department. Such new associate agency shall also give an undertaking along with the main bidder that both of them shall guarantee for the equipment already supplied for which payment has been released by the department in part. If any equipment supplied for the work, during the currency of the earlier associate agency and paid partly by the department, becomes redundant /not in a position to be installed and commissioned and put to beneficial use due to change in agency for execution of E&M/Civil work, the main contractor shall be responsible for replacement of the equipment(s) at no cost to the department. No change of associate agency will be allowed without prior approval of the Officer-in-charge of the work.
  6. The main contractor shall be responsible and liable for proper and complete execution of work and ensure coordination and completion of work. The associate contractor shall attend the inspection of the work by the Officer-in-charge of E&M/Civil works as and when required.
  7. If the main contractor fails to associate agency for execution of work within 30 days of award of work or furnishes incomplete details or furnishes details of ineligible agencies even after the bidder is given due opportunity, the entire scope of such component of work shall be withdrawn from the bidder and the same shall be got executed by the Officer-in-Charge at the risk and cost of the main contractor
  8. Normally, there shall be no change in associated contractor for work during the execution of the work. If at all, a change is necessitated, the same should be acceptable to the department and such acceptable contractor shall fulfil the conditions laid down for the selection of the associated contractor in the tender document
  9. In the event of the concerned associate not performing satisfactory or not completing the work, the department can also direct the main contractor to remove the associate agency deployed on the work and ask him to deploy another associate contractor who fulfils the eligibility conditions. The new associate contractor will be bound to execute the left over work without any loss of time or variation in cost to the department. Such associate agency shall be permitted after the approval of the Officer in Charge and shall enter into a memorandum of understanding as per the enclosed proforma along with the main contractor
  10. The main agency will be responsible for all acts of omission and commission of the associate contractors including the changed one(s) as referred above.
  11. The main contractor shall be responsible for coordinating the activities of all the works and will ensure progress of all works as per the laid down programme. The main contractor shall also arrange for proper storage of the accessories at site and will be responsible for their watch ward

12. The Associated Electrical / Civil Contractor or his representative is bound to sign the site order book as and when required by the Officer-in-charge and will comply with the remarks therein
13. The work completion certificate for E&M /Civil works shall be issued in favour of the associated E&M/Civil contractor engaged for the particular subhead. The contractor shall have valid electrical license from competent authority in his name or he may associate appropriate contractor having valid electrical license as per Bid conditions. After obtaining concurrence of competent authority department, the main agency shall finalize one associate for execution of each electrical/civil component of the work. The contractor shall use any of the makes as per approved makes for use in the work after obtaining the approval of the Officer-in-charge



## **Performa for Associating Agency for E&M/Civil Works**

I/we hereby propose the following agency for execution of E & M/Civil work for the component mentioned herein. Consent Letter from the proposed associated agency is enclosed.

- (i) **Name of Work: Comprehensive maintenance of Civil and Electrical works at AHC DDU Marg New Delhi**
- (ii) Component of E&M/Civil Work: -----
- (iii) Name of Associated Agency: -----
- (iv) Details of Enlistment : -----
- (v) Category and Class of Enlistment: -----
- (vi) Monetary limit of work in Enlistment: -----
- (vii) Validity of Enlistment: -----
- (viii) Copy of Enlistment Order attached: Yes/No
- (ix) Copy of electrical contractor license attached: Yes/No
- (x) Copy of completion certificates of similar work experience attached: Yes/No
- (xi) Copy GST Registration attached: Yes/No
- (xii) Copy PAN Card Attached: Yes/No
- (xiii) Consent Letter of agency attached: Yes/No

Encl: Self Attested photocopies of as stated above

## **CPWD-6: For E-Tendering**

Unique Identification Authority of India (UIDAI), Head Office invites online percentage rate bids from eligible contractors of CPWD/MES/DDA/MCD / State PWD or any other Govt Organisation in Civil / Electrical / Composite category and firms/contractors of repute for the following works:-

### **Name of work:-Comprehensive maintenance of Civil and Electrical works at AHC DDU Marg New Delhi.**

The enlistment of the contractors should be valid on the last date of submission of bid. In case the last date of submission of bid is extended, the enlistment of contractor should be valid on the original date of submission of bids.

The work is estimated to cost Rs **35,46,354.00**

- 1) This estimate, however, is given merely as a rough guide.
- 2) Agreement shall be drawn with the successful bidders on prescribed Form No. CPWD 7 which is available as a Govt. of India Publication and also available on website [www.cpwd.gov.in](http://www.cpwd.gov.in). Bidders 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 bid documents
- 4) The site for the work is available.
- 5) The bid document consisting of plans, specifications, the schedule of quantities of various types of items to be executed and the set of terms and conditions of the contract to be complied with and other necessary documents except Standard General Conditions of Contract Form can be seen on website <https://cpwd.gov.in> free of cost.
- 6) After submission of the bid the contractor can re-submit revised bid any number of times but before last time and date of submission of bid as notified
- 7) While submitting the revised bid, contractor can revise the rate of one or more item(s) any number of times (They need not to re-enter rate of all the items) but before last time and date of submission of bid as notified
- 8) Earnest Money in the form of Insurance Surety Bonds, Account Payee Demand Draft, Fixed Deposit Receipt, Bank Guarantee including e- Bank Guarantee (for balance amount as prescribed) from any of the Commercial Banks (drawn in favour of CEO, UIDAI Head Office, New Delhi) shall be scanned and uploaded on the e-Tendering website within the period of bid submission. The original EMD should be deposited in the CR section, UIDAI Head Office, Bangla Sahib Road, New Delhi within the period of bid submission. The receipt of earnest money deposit issued to the bidder in a prescribed format (enclosed) uploaded by the bidder.

**The bid submitted shall be opened at 15:30 Hrs. on 18.09.2024.**

- 9) The contractor whose bid is accepted will be required to furnish performance guarantee at specified percentage of the bid amount as mentioned in schedule E and within the period specified in Schedule F. This guarantee shall be in the form of Insurance Surety Bonds, Account Payee Demand Draft, Fixed Deposit Receipt or Bank Guarantee from any of the Commercial Banks 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. The earnest money deposited along with bid shall be returned after receiving the aforesaid performance guarantee. The contractor whose bid is accepted will also be required to furnish either copy of applicable licenses/ registrations or proof of applying for obtaining labour licenses, registration with EPFO, ESIC and BOCW Welfare Board including Provident Fund Code No. If applicable and also ensure the compliance of aforesaid provisions by the sub-contractors, if any engaged by the contractor for the said work within the period specified in Schedule F
- 10) Intending Bidders are advised to inspect and examine the site and its surroundings and satisfy themselves before submitting their bids 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 bid.
- 11) A bidders shall be deemed to have full knowledge of the site whether he inspects it or not and no extra charge consequent on any misunderstanding or otherwise shall be allowed. The bidders 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 bid by a bidder 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
- 12) The competent authority on behalf of the UIDAI does not bind itself to accept the lowest or any other bid and reserves to itself the authority to reject any or all the bids received without the assignment of any reason. All bids in which any of the prescribed condition is not fulfilled or any condition including that of conditional rebate is put forth by the bidders shall be summarily rejected.
- 13) Canvassing whether directly or indirectly, in connection with bidders is strictly prohibited and the bids submitted by the contractors who resort to canvassing will be liable for rejection

- 14) The competent authority on behalf of UIDAI reserves to himself the right of accepting the whole or any part of the bid and the bidders shall be bound to perform the same at the rate quoted.
- 15) 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 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
- 16) The bids for the work shall remain open for acceptance for a period of 120 (One Hundred and Twenty ) days from the date of opening of bids in case of single bid system
- i) If any bidder withdraws his bid or makes any modification in the terms & conditions of the tender which is not acceptable to the department within 7 days after last date of submission of bids, then the Government shall without prejudice to any other right or remedy, be at liberty to forfeit 50% of the earnest money absolutely irrespective of letter of acceptance for the work is issued or not.
  - ii) If any bidder withdraws his bid or makes any modification in the terms & conditions of the bid which is not acceptable to the department after expiry of 7 days after last date of submission of bids, then the Government shall without prejudice to any other right or remedy, be at liberty to forfeit 100% of the earnest money absolutely irrespective of letter of acceptance for the work is issued or not.
  - iii) In case of forfeiture of earnest money as prescribed in para (i) and (ii) above, the bidders shall not be allowed to participate in the rebidding process of the same work.
- 17) This notice inviting Bid shall form a part of the contract document. The successful bidder/ contractor, on acceptance of his bid 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 Bid, all the documents including additional conditions, specifications and drawings, if any, forming part of the bid as uploaded at the time of invitation of bid and the rates quoted on line at the time of submission of bid and acceptance thereof together with any correspondence leading thereto
  - b) Standard C.P.W.D. Form 7.
- 18) The intending bidders are required to upload their bids well in advance of last date of submission of bid.

The e- tendering bidders are also advised not to wait to submit their bid till the last date of submission of bid in their own interest

## Performa of Schedules

<b>SCHEDULE 'A'</b>	
Schedule of quantities	As attached
<b>SCHEDULE 'D'</b>	
Extra schedule for specific requirements/documents for the work, if any.	<b>NIL</b>
<b>SCHEDULE 'E'</b>	
Reference to General Conditions of contract	General Conditions of Contract 2023 (Maintenance Works) for CPWD Works with amendments issued up to last day of online receipt of Bid
Name of Work :	
<b>Comprehensive maintenance of Civil and Electrical works at AHC DDU Marg New Delhi.</b>	
<b>Estimated cost of work :</b>	<b>Rs 35,46,354.00</b>
(i)	<b>Earnest Money</b> Rs 71,000.00
(ii)	Performance guarantee 5% of Bid Value
(iii)	Security Deposit 2.5% of Bid Value
<b>SCHEDULE 'F'</b>	
General Rules & Directions :	
Officer inviting tender :	Deputy Director (Admin) UIDAI HO New Delhi
Officer in Charge :	Deputy Director (Admin) UIDAI HO New Delhi
Accepting Authority	Deputy Director (Admin) UIDAI HO New Delhi
Percentage on cost of materials and labour to cover all overheads and profits:	10 %
Standard Schedule of Rates	DSR-2022 (E&M) and DSR 2023 (Civil ) modified and corrected upto Previous day of the last date of submission of the tender.
Department	Unique identification Authority of India(UIDAI )
Standard CPWD Contract Form	General Conditions of Contract

	Maintenance Works-2023, CPWD Form 7 modified and corrected upto Previous day of the last date of submission of the bid.
<b>Clause 1</b>	
<b>(i)Time allowed for submission of Performance Guarantee and applicable Labour Licences, Registration with EPFO, ESIC or proof of applying thereof from the date of issue of letter of acceptance, in days</b>	7 Days
<b>(ii) Maximum allowable extension with late fee @ 0.1% per day of Performance Guarantee amount beyond the period provided in (i) above</b>	3 Days
<b>Clause 2</b>	
Authority for fixing compensation under clause 2	CEO, UIDAI HO New Delhi
<b>Clause 2 A</b>	
Whether Clause 2A shall be applicable	Not Applicable
<b>Clause 5</b>	
<b>Number of days from the date of issue of letter of acceptance for reckoning date of start</b>	15 day or from the date of hand over of site whichever is later.
<b>Time allowed for execution of work from date of start</b>	<b>12 Months</b>
<b>Authority to decide :</b>	
<b>i) Extension of time</b>	CEO, UIDAI HO New Delhi
<b>ii) Shifting of date of start in case of delay in handing over of site</b>	CEO, UIDAI HO New Delhi
<b>Clause 7</b>	
<b>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</b>	Rs. 10 lakh part thereof as decided by Officer-in- Charge.
<b>Clause 7A</b>	
No Running Account Bill shall be paid for the work till the applicable labour licenses,	

Registration with EPFO, ESIC and BOCW Welfare Board, whatever applicable are submitted by the contractor to the buyer.	
Whether Clause 7A shall be applicable	Applicable
<b>Clause 8A</b>	
Authority to decide compensation on account if contractor fails to submit completion plans, As built drawings, Services drawing, Standard Measurement Book and Other documents specified in Bid Documents	CEO, UIDAI HO New Delhi
Clause 10A List of testing equipments to be provided by the contractor at site	Will be arranged by the Contractor as required
Clause 10C Components of labour expressed as percent of value of work:	Applicable
Clause 10CC Clause 10CC to be applicable in contracts with stipulated period of completion exceeding the period shown in next column	Not Applicable
Clause 11 Specifications to be followed for execution of work	(a) Civil Component CPWD Specification 2019, Volume - I & Volume-II with correction slips issued up to last day of online receipt of bids & Manufacturer's Specifications.  (b) Electrical Component All CPWD General Specifications for electrical works part-I and part-II External 2023 with correction slips issued up to last day of online receipt of bids & Manufacturer's Specifications.
<b>Note :-</b>	Order of precedence shall be following  (i) Description of Schedule of Quantities (ii) Particular Specifications and Special Conditions if any (iii) Drawings (iv) CPWD Specifications (v) Indian Standard Specifications of BIS (vi) Manufacturer's Specifications or as decided by the Officer -in – Charge

	(vii) Sound Engineering Practices or Well established local construction practices
<b>Clause 12</b>	
<b>Type of work</b>	Maintenance Work
<b>Clause 16 Competent authority for deciding reduced rates</b>	CEO, UIDAI HO New Delhi
<b>Clause 18 List of mandatory machinery, tools &amp; plants to be deployed by the contractor at site</b>	Not Applicable
<b>Clause 19 C</b>	Officer-in - Charge
<b>Clause 19 D</b>	Officer-in - Charge
<b>Clause 19 G</b>	Officer-in - Charge
<b>Clause 19 K</b>	Officer-in - Charge
<b>Clause 25 Settlement of disputes by Conciliation and Arbitration</b>	
<b>Conciliator for Conciliation of dispute</b>	CEO, UIDAI HO New Delhi
<b>Arbitrator appointing Authority</b>	CEO, UIDAI HO New Delhi
<b>Place of Arbitration</b>	New Delhi
<b>Clause 32</b>	
<b>Requirement of technical representative(s) and recovery rate</b>	<b>Not Applicable</b>



## CPWD 7: Percentage Rate Tender and Contract for Works

Unique Identification Authority of India (UIDAI)

**A Tender for Comprehensive maintenance of Civil and Electrical works at AHC DDU Marg New Delhi.**

**To be uploaded by 15.00 hours on 17.09.2024 at [https:// eprocure.gov.in](https://eprocure.gov.in) (CPPP)**

**To be opened on 18.09.2024 at 1530 hrs**

Issued to .....\*

Signature of officer issuing the documents .....\*

Designation .\*

Date of Issue .....\*

### **BID**

I/We have read and examined the notice inviting bid, schedule, A, B, C, D, E & F Specifications applicable, Drawings & Designs, General Rules and Directions, General Conditions of Contract maintenance work 2023 with up to date amendments clauses of contract, Special conditions, Schedule of Rate & other documents and Rules referred to in the conditions of contract and all other contents in the bid documents for the work.

I/We hereby bid for the execution of the work specified for the UIDAI within the time specified in Schedule 'F' viz., schedule of quantities and in accordance in all respect with the specifications ,designs, drawing and instructions in writing referred to in Rule-1 of General Rules and Directions and in Clause11 of the Conditions of contract of 2023 for work with up to date amendments and with such materials as are provided for, by, and in respect of accordance with, such conditions so far as applicable

**We agree to keep the bid open for One Hundred and Twenty (120) Days from the date of opening of bids in case of single bid system and not to make any modification in its terms and conditions**

**A sum of ₹ 71000.00 is hereby forwarded in the form of insurance Surety Bonds/Account Payee/Demand Draft/ Fixed Deposit Receipt/Banker's Cheque/ Bank Guarantee (as prescribed) issued by a Commercial Bank against EMD. If I/We, fail to furnish the prescribed performance guarantee within prescribed period. I/We agree that the said UIDAI 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 UIDAI or the 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. The said performance guarantee shall be guarantee to execute all the works referred to in the bid documents upon the terms and conditions contained or referred to those in excess of that limit at the rates to be determined in accordance with the provision contained in Clause12of the bid form. Further, I/We agree that in case of forfeiture of Earnest Money & Performance Guarantee as aforesaid. I/We shall be debarred for participation in the re-tendering process of the work**

I/We undertake and confirm that eligible similar work(s) has/have not been got executed through another contractor on back to back basis. Further that, if such a violation comes to the notice of Department, then I/we shall be debarred for bidding in UIDAI in future forever. Also, if such a Violation comes to the notice of Department before date of start of work, the Officer -in-Charge shall be free to forfeit the entire amount of Earnest Money Deposit/Performance Guarantee

I/We hereby declare that I/We shall treat the bid documents drawings and other records connected with the work as secret/confidential documents and shall not communicate information/derived there from 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 \*\*

Witness: \*\*

Address: \*\* Postal 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 UIDAI for a sum of

Rs.....\*.....(Rupee.....\*.....  
.....).

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

(a) \*

(b) \*

(c) \*

For & on behalf of UIDAI

Signature.....\*

Dated...\*.....

Designation.....\*

## Annexure A: Scope of Work

### 1. Introduction

The Comprehensive Maintenance shall be provided for the following complex:

Name of Complex	:	UIDAI Residential Complex
Project Location	:	DDU Marg, New Delhi
Plot Area ( T1 & T2)	:	8089.20 Sqm
Built up area ( T1 & T2 )	:	15340 Sqm
No of towers	:	2 ( Tower -1 & Tower -2) & Misc buildings like guard room , ATM, Public Toilets
No Flats	:	<ul style="list-style-type: none"><li>• <b>Total - 105 Flats</b></li><li>• TOWER-1 ((TOTAL FLATS -10 NOS)<ul style="list-style-type: none"><li>○ TYPE VII+ 2SR - 1 NO</li><li>○ TYPE VI + 1SR - 9 NOS</li></ul></li><li>• TOWER -2 (TOTAL FLATS -95 NOS)<ul style="list-style-type: none"><li>○ TYPE - II &amp; III-51 NOS</li><li>○ TYPE - IV + SR -20 NOS</li><li>○ TYPE - V+SR -24 NOS</li><li>○ OFFICE (FIRST FLOOR)</li></ul></li></ul>

### 2. Scope of Work

The scope of work envisaged in this tender for **UIDAI Residential Complex** is given below:

#### 2.1 Comprehensive operation and maintenance of the following but not limited to :-

- a) Tower -1 (G+10)
- b) Tower – 2 (S+12)
- c) UG Tank
- d) Guard Rooms
- e) Electrical System excluding Substation
- f) Water systems – raw water, drinking water, flush water and sanitation, water tank cleaning
- g) Façade Cleaning and Maintenance of Facade
- h) Building maintenance.

2.1.1. The details of facilities/ services at UIDAI Residential Complex are given in the following sections, however, Bidder is advised to visit the site to understand the various systems/services installed/equipped.

2.1.2. The rates quoted by bidder shall include all liabilities such as supervision, wages, overtime, leave, bonus, increment, retrenchment compensation, insurance and all other statutory payments, including providing of tools and tackles under contractor's scope of

supply, overheads, profits etc. for which no extra payment whatsoever will be made by UIDAI..

2.1.3. Bidder to note that the scope of work does not include the following:

- a) Substation & Its Equipment – will be operated & maintained by BSES. However, Necessary coordination with BSES for smooth operation of substation is deemed to be included in the quoted price.
- b) Cost of Diesel for running DG sets
- c) Electricity & Water for Operation of the Complex

## 2.2 Area of the Complex and buildings

The total plot area is 8089.20 Sqm (Appox), the scope of work includes operation and comprehensive maintenance of the followings:

S. No.	Description
i.	Tower -1 (G+10)
ii.	Tower-2 (S+12)
iii.	Guard Rooms ( 2nos)
iv.	ATM inside the complex
v.	Public Toilet inside the complex
vi.	UG tank & Plant rooms
vii.	Composter Shed
	All external areas

## 2.3 Civil & Finishing works

- a) Maintenance/minor repairs for all the civil works such as expansion joints, painting, Door frames, flush door shutters, Fire Doors, flooring (Italian marble, Granite, vitrified tiles), Modular Kitchen, UPVC and Aluminium/glazed windows, Granite cladding, False Ceiling, signages, roads, pavements/foot paths etc, SS railing, Staircases, Lift lobbies etc.

## 2.4 General Scope of work for E & M works

- a) The agency shall depute well experienced staff in the relevant field for maintenance of electrical services. The contractor/Agency will be responsible for timely payment of wages, ESI & PF etc to all the workers engaged by the contractor/FM agency. The contractor/ agency will submit the proof of ESI & EPF to UIDAI quarterly. All labour law shall be strictly followed.
- b) All the installations shall be kept neat and clean and in working order.

- c) It will be responsibility of contractor/agency to ensure immediate operation of the DG Set in case of power failure.
- d) All other good maintenance practices shall be followed.
- e) Watch and ward of the installations shall also be the responsibility of the agency.
- f) All losses due to theft or pilferage etc. shall be borne by the contractor/ agency.
- g) The agency shall ensure that his staff follows all safety precautions. In case of any mishappening or injury contractor shall be fully responsible for the same.
- h) Electricity Bills & Waters Bills shall be paid by UIDAI.
- i) The details of Labour/Technicians deployed on various activities by contractor/agency shall be submitted daily to UIDAI for information & record.
- j) Resident's complaints & lighting etc. of all electrical points should be in working order of entire complex at all towers and all floors/locations.

## **2.5 HT & LT power supply and distribution**

- a) Coordination with BSES for smooth running of substation. Substation will be operated and maintained by BSES.
- b) Preventive and break down maintenance and record keeping etc. in respect of electrical installations Bus Bar, LT Panel, AMF Panel, capacitor panel, Distribution Panel etc. Electrical Control Panel room including maintenance of switch gears, panels for garden light and lift room, water pump and power factor panels, UPS, earthing system etc., and co-ordination & getting necessary assistance from statutory authorities in emergency situations.
- c) Preventive and breakdown maintenance, record keeping etc., of Distribution Boards for light and power and MCBs on all floors Maintenance of lighting, power points, switches, fans, water pumps, motors etc.
- d) Replacement of faulty lights and maintenance of other installations on continuous basis.
- e) Daily checking of the working of UPS, load sharing conditions, maintaining battery bank, reporting faults.
- f) Visual inspection of LT panels every day, cleaning of panel, recording of various data including; voltage, power, energy at different areas. Periodic checking of protection relays for correct operation, tripping etc.
- g) Visual inspection of main L.T. panel and capacitor panel, checking of breaker operation, replacement of any blown control fuses/ indicating lamps, recording readings of voltmeter, KWH meter, etc. Cleaning of panel and periodic checking of relays for proper tripping.
- h) Visual checking and regular cleaning of all distribution boards, checking of proper operation of MCB's, tightening of any loose contacts and wires, replacement of faulty MCB's / ELCB's etc.
- i) Visual checking feeder pillars and cables, cleaning of feeder cables, checking and tightening of loose connections, replacement of lamps in street lighting poles, garden lighting, façade lighting, Checking of Cables & Cable Trays and Necessary Attention etc.
- j) Physical checking and Attention of bus duct and bus risers for loose connections, cleaning of bus ducts, checking of bus duct insulation by instruments, fire barriers, etc., tightening of nuts and bolts for incoming and outgoing, checking of hot spots in bus ducts and cables.

- k) Tightening of wiring wires, checking of conduits and wiring above false ceiling.
- l) Watering of earth pits, checking of earth resistance by instruments, tightening of all nuts and bolts and cleaning of all joints, Checking & Attention of Earthing System.
- m) Ensuring Availability & Reliability of 415 V Power Supply to All Occupants as well as to the Common Services including all E&M Systems. Attention of All Breakdowns & Restoration of Power Supply in the minimum possible time.

## 2.6 Diesel Generating Sets

- a) Operation of DG sets, preventive maintenance, checks and maintenance
- b) Major breakdowns, A, B, C& D checks on the diesel engine in coordination with OEM during maintenance.
- c) Daily & Weekly trials (no load).cleaning of filters.
- d) Diesel Stock Monitoring and reporting requirement for fresh stock
- e) Coordination with officer designated by UIDAI for diesel purchasing with prior approval of authority.
- f) Operation & Day to Day Maintenance of DG Sets (**Supply of Diesel with prior consent of UIDAI, cost of the diesel shall be reimbursed and cost of transportation deemed to be included in the quoted rates**) including Cleaning of generating sets, visual inspection of diesel leakage and checking lubricating oil and diesel levels, test starting of generating sets ensuring the set voltage etc., logging the data.
- g) Checking & Attention of AMF panel, cleaning, and setting relays for correct sequence, cleaning of relay contacts, testing of AMF panel.
- h) Visuals checking & Attention of LT bus duct for loose joints, loose suspension etc and rectifying the same, checking of insulation & temperature rise by instruments. Temperature measuring instrument will be provided by FM Agency.
- i) Regular checking of battery voltage and adding distilled water if required and, if necessary, tightening of terminals on the batteries and the engine, Day to Day Maintenance as per the Manufacturer's Recommendations
- j) Checking & Attention of the exhaust fans for any noise, balancing works etc.
- k) Monitoring the consumption of diesel/HSD and lube oil. Keep a check on the levels of the H.S.D/diesel and individual day tanks daily and report for the same.
- l) Standard operating procedure will be prepared and followed as per norms for Disposal of waste & scrap, if any.
- m) Periodic checking and maintenance of all Electrical equipments and Earthing system as per Indian Standard/ National/ International standards as applicable.
- n) Day to Day Maintenance & Periodic checking of Online Uninterrupted Power Supply System (UPSs) including Batteries/water.

## 2.7 Daily Checks for Electrical System/UPS/DG Sets

### 2.7.1. Electrical System

- i) All electrical fittings/ fixtures are in working condition and any replacement, if required, is undertaken with immediate effect so as to avoid any unanticipated inconvenience. The work involves cleaning of louvers, replacement of damaged chokes, tube light lamps, starter, holders, rewiring for fittings, repair of defective circuits and rewiring of circuits if required including shifting of fixtures or lights/ power points etc.

- ii) Lighting power points at walls, floors and other places i.e. 6 A & 16 A switches and sockets etc. including Lighting distribution network, DP switches, MCBs, Industrial sockets for window/ split AC units.
- iii) Wall mounted fans, Exhaust fans, Pedestal fans, Ceiling fans, Air Circulators, Hot case, Heat converters, Room Heaters etc.
- iv) Plant Rooms, Electrical rooms in different floors including lift machine rooms from ground floor to terrace comprising of power & lighting distribution boards, UPS-DBs, MCBs, Fuses, power contactors, Switch Fuse Units etc.
- v) Rising main for normal/ Emergency lighting circuits and UPS supply and associated junction boxes, contactors, control switches, MCCB's/ Switch fuse units.
- vi) Capacitor banks of rating specified including auto/manual control to improve power factor between 0.95 to 0.99 and as per prevailing Electricity acts /norms in force.
- vii) Power Supply to LT motors including air-conditioning, Fire Pump motors, water supply pumps and STP plant etc. & their control panels and push button stations. The scope of work shall also include crimping of Lugs, fixing of glands, re-winding of motors as per written instructions of Buyer/ DD (Admin) or authorised representative.
- viii) Providing telephone connection and shifting of telephones whenever required in the buildings and elsewhere as desired by Buyer/ DD (Admin) or authorised representative.
- ix) All the equipments & the area shall be kept clean at all the time.
- x) Cleanliness of electrical cables, cable trays, wire and gadgets in the common areas, exposed ducts, piping.
- xi) H.T & L.T. cables (11 KV and 415 Volts) including end terminations, straight through jointing, Glanding & Crimping of Lugs, testing including shifting of cables as and when required. All type of Electrical connections is to be maintained.
- xii) Insulation of live connections and joints in live wire is to be undertaken properly by using PPE (Personal Protective Equipment).
- xiii) Detailed inspection of LT panels is undertaken.
- xiv) Proper Maintenance of the earthing system
- xv) Preventive & Predictive Maintenance schedules for DG sets.
- xvi) Performance parameter of DG sets.
- xvii) Routine maintenance of equipments.

### **2.7.2. UPS**

- i) Operation of UPS systems comprising of UPS panels with SVR Panels, AC Distribution Boards & battery Banks & maintenance of AC Distribution Boards.
- ii) UPS power points at walls, floors and other places i.e. 6 A & 16 A switches and sockets etc. including UPS distribution network, DP switches, MCBs, Industrial sockets.
- iii) Cleaning of battery terminals, application of Petroleum Jelly on battery terminals, tightening of inter connections etc. for all the UPS systems as mentioned elsewhere.
- iv) Maintaining logbook for recording the on/ off operations and input/ output parameters i.e. voltage, current, frequency etc.



- v) It shall be the responsibility of contractor to monitor the function, healthiness & operational parameters of the UPS systems. Any abnormality or defect noticed should be immediately brought to the notice of engineer in charge.
- vi) Operation timings of UPS systems shall be as per direction of engineer in charge.

### **2.7.3. DG Set**

- i) Check the condition of Batteries, level of oil, fuel, water in the radiator, pressure gauges, temp. gauges, and safety devices etc.
- ii) Operator shall maintain log books for the operations and maintenance activities.
- iii) Batteries are to be top up with distilled water, Cleaning of terminals of Batteries and applying of petroleum jelly on the terminals as per requirement.
- iv) Schedule of maintenance has to be followed as per OEM instructions and A Check to be carried out by contractor himself.
- v) The hose pipes, unions & bolts to be checked for any damage or leakage and same to be replaced as & when required.
- vi) Alternator slip rings to be checked for its smooth surface without any abrasions. Carbon brushes to be checked for its smooth operation etc.
- vii) Check for any abnormal sound from DG Sets and report to Buyer/ DD (Admin) or authorised representative

### **2.8 Works which are required to be carried out on WEEKLY BASIS for Electrical System/UPS/DG Sets**

- i) All the feeders of MCCs & PCCs are to be checked for trouble free operation i.e. operation of switch fuse units, proper rating of fuses, over load relays, checking of contacts for the contactors, over heating of coils or wiring due to loose connection etc. For this purpose a schedule is required to be made identifying the numbers of Panels, which are to be taken on which Saturday, i.e. 1st, 2nd, 3rd and 4th Saturday in a Month. Schedule is required to be approved by Officer – In–Charge.
- ii) Floor wise lighting fixtures in common areas are required to be cleaned. For this purpose also, a schedule is required to be made underlying in which Saturday which floors are to be taken up for cleaning purpose of lighting fixtures. However for cleaning purposes, proper cover is required to be provided for spreading over to avoid falling of dust/ dirt on Workstations/ Tables/ other furniture's and documents.

### **2.9 Works which are required to be carried out on MONTHLY BASIS for Electrical System/UPS/DG Sets**

- i) On fourth Sunday, all panels (LT), DG Sets are required to be thoroughly cleaned and checked for any loose connection.
- ii) The contractor shall carry out regular routine & preventive maintenance of the ACDBs & battery banks & shall maintain records in the formats approved by Engineer in Charge.
- iii) All the safety relays of AMF panel are to be functionally checked and calibrated as & when required by the testing agency.
- iv) Contractor has to arrange for preventive maintenance of all electrical equipments once in a Month, which includes thorough cleaning of Panels (inside/ outside),

checking for loose bolts/ cable connections/ busbar joints and tightening of the same, verification for any opening in Panels/ Terminal boxes and sealing of the same immediately to prevent entry of Rodent/ Lizards/ Insects inside Panel. A register is to be maintained indicating no of Panels and date, when preventive maintenance is carried out. Same is required to be carried out on Sunday only, since shutdown is required to be taken. Cost towards this shall be considered inclusive in the quoted price and no separate payment is tenable.

## **2.10 Documentations**

- i) Ensure proper functioning & correct readings of Electrical meters. Daily recording of meters shall be undertaken. Log sheet to be made with consultation with Buyer/ DD (Admin) or authorised representative for recording of electrical data shift-wise. It is the responsibility of the contractor to maintain all the data in soft form, shift wise on monthly basis.
- ii) All standard formats recommended by Equipment manufacturers are to be followed & maintained.
- iii) A proper record of diesel consumption shall be maintained by the operator and same shall be reviewed by the contractor's supervisor before submission to Engineer-in- charge.
- iv) Generating Equipment History – Contractor shall maintain equipment failure report, service reports, maintenance cost and related information.

## **2.11 Water systems – raw water, drinking water, flush water and sanitation, water tank cleaning**

- a) Checking & satisfactory operation of water pumps & accessories, water level in the main tanks, overhead tanks etc.; operation and maintenance of all kinds of Water Supply, Distribution, Drainage, WTP, STP, Sump & Dewatering pumps installed in the building checking for water leakage's in pipe lines and rectifying the same to ensure proper and regular supply of water to the building.
- b) Checking of all Services shafts/ rainwater shaft, drain shafts, toilet shafts, Other Shafts etc for leakages or other defects and immediate rectification of the same.
- c) To ensure that all sumps are maintained clean at all times.
- d) To ensure that toilet fittings/ loose connections, leakages, etc in common area are not there. Replace all damaged / broken or lost fittings within 24 hrs.
- e) Ensuring adequate water supply to various pantries and toilets.
- f) Coordinate with External Agency and ensure water supply in underground tanks and arranging water from water tanker agency when there is shortage of raw water supply.
- g) Pumping of water from underground tanks to overhead tanks as per requirement and ensuring continuous supply in the premises.
- h) Coordinating with an external agency for any major repair needed in pipe line requiring modification, welding and re-routing of pipe lines etc.
- i) Minor plumbing and sanitation works including minor repair of pump and motor like rewinding of motor etc.
- j) Maintenance, repair and removal of blockage if any in drains and manholes, the charges to which shall be borne by the agency.
- k) Material purchases in coordination with UIDAI for plumbing and sanitation works as and when required.

- l) Regular draining out of water collected in the drains of underground plant room.
- m) Proper maintenance of tap sensors and replacement of batteries as required during operation. No separate payment shall be made on this account.
- n) Maintenance of Irrigation System for Horticulture.
- o) Maintenance of Rain water harvesting pit.

#### **2.12 Fire fighting system - fire hydrants, smoke detectors & fire extinguishers**

- a) Operation & Maintenance shall be carried out as per guidelines of Delhi Fire Service & NBC -2016.
- b) Operation, Monitoring and Maintenance of Fire Hydrant System, hose pipe & nozzle etc.
- c) Operation & Maintenance of Fire Pumps, Valves & other Accessories as per recommendations of the Manufacturer/ Relevant BIS Standards.
- d) Operation and maintenance of motors.
- e) Preventive and minor break down maintenance of pipe lines and distribution valves.
- f) Major repairs like rewinding of motors, pipe line modification etc.,
- g) Actual fire fighting in the event of fire, fire information & reporting to UIDAI and nearest fire station.
- h) Testing of fire fighting system after every 15 days by using water for plantation and cleaning of building
- i) Fire/Smoke Detection/ Fire Alarm System - First line maintenance, responding to fire alarm, checking the reason for alarm and taking corrective action and conducting periodical Fire Evacuation Drills.
- j) To carry out mock fire drill as per the guidelines of Delhi Fire Service in coordination with Fire control room manning team/agency.

#### **2.13 Façade Cleaning**

- a) Maintenance of Facade including Art Work with necessary arrangement taking all precautionary measures ensuring safety of workers.

#### **2.14 Building maintenance**

- a) Maintenance of building structure by checks of building defects through regular walkthrough and identifying the defects.
- b) Minor civil repairs like leakage, replacement/repair of false ceiling, flooring, minor cracks, replacing glass panels, minor plumbing works and other repairs in toilets, touching up painting etc.
- c) Monitoring and reporting of major civil works those need to be done.
- d) Maintenance of aluminium, wood and glass doors, partitions and windows and repair of handles, locks, lockers, any carpentry work etc.
- e) Maintenance of all signage's in the building.
- f) Major repairs and material purchases in coordination, approval of UIDAI.

#### **2.15 Providing workforce**

The contractor has to provide workforce in sufficient numbers to maintain the building as required and of quality to ensure workmanship of the degree specified in

the job order and to the satisfaction of the UIDAI. Minimum requirement of workforce to be deployed is given hereunder:-

<b>S. NO</b>	<b>Designation</b>	<b>Quantity</b>	<b>Minimum Education Qualification/Experience</b>	<b>Remarks</b>
1	Supervisor	1	12 <sup>th</sup> Standard Pass with minimum 5 (Five) years practical experience in similar type of work	
2	Plumber	1	Minimum five year practical experience in similar type of work	Skilled
3	Carpenter	0.5	Minimum five year practical experience in similar type of work	Skilled
4	Sewerman	1	Minimum five year practical experience in similar type of work	Semi-Skilled
5	Beldar	1	Minimum five year practical experience in similar type of work	Un-Skilled
6	Electrician/ DG Operator in shift duty	3	Shall have valid electrical license from competent authority with minimum five year practical experience in similar type of work	Skilled
7	Helper to Electrician	1	Minimum five year practical experience in similar type of work	Un-Skilled

#### 2.16 Supply of material and consumables:

- a) The Tools/Tackles and consumables, etc required for successful operation & maintenance of the Residential complex shall be in the scope of contractor/ agency
- b) The contractor shall assess the quantity of consumables to be used and procure them in advance and store them at complex on fortnightly/monthly basis. The materials are to be replenished at least 5 days in advance

#### 2.17 Tentative list of Engineering tools/Masonry Tools/ PPEs

The tentative list of tools to be deployed is given below and cost towards this shall be deemed to be included in the quoted monthly rate.

<b>S. No.</b>	<b>Item Description</b>
1.	Megger (500V)

2.	Tong tester
3.	Screw Spanner
4.	Shim cutter
5.	Pipe wrench
6.	Digital Thermometer
7.	Bosch drilling machine-1/2inch
8.	Standard Tools like Spanner sets, Hammer, files, steel rule, screw driver, hacksaw with frames, cutting pliers, testers, measuring tape, etc.
9.	Air Blower
10.	FRP Ladder6'
11.	Tools Box
12.	Rechargeable Torch Light
13.	First aid box
14.	Safety belts
15.	Ht gloves
16.	Safety shoe
17.	All major Masonry tools such as trowel, hammer chisel, mixing tools etc.
18.	Multi meter
19.	Brazing tool
20.	Flaring tool
21.	Pipe cutter/tube cutter
22.	Tube press plier
23.	All carpentry tools such as measuring tapes ,folding ruler, pocket tapes ,different types of squares ,cutting tools, fastening tools, drilling tools etc.
24.	Any other items not prescribed but required for operation and maintenance.

## 2.18 Inclusion and Exclusion of the services:

### 2.18.1. Inclusions

The following are deemed to be **included** in the scope of services of FM agency:

- a) Replacement of bulbs/ tubes /chokes/starters/ Ballasts for high mast in internal & external area.
- b) Cost of liaison for renewal of statutory approvals, however, statutory fee shall be reimbursed as per actual basis.
- c) Connectors/ contactors/ lugs/etc

- d) Belts / Bearings / Grease & gland-dori / cotton waste / Silica Gel / etc and all other similar minor items complete.
- e) Replacement of damaged toilet fixtures & fittings, broken glass etc
- f) PVC / GI couplings, Conductors, Bends, fuse and other similar minor items
- g) Repair & Rewinding of Ventilation Fans / Pumps / Motors etc (After Warranty Period).
- h) Computer stationary, CD's floppies, audio cassettes as required for BMS / LV Systems
- i) Submission of Daily Position Reports, Failure Investigation Reports, Operation & Maintenance Reports as prescribed by UIDAI.
- j) Maintenance Reports, Log Books etc for Operation & Maintenance of Various Systems & Equipments.
- k) Maintenance of History books of all equipments.
- l) Specialized Tools / Tackles i.e. Chain Pulleys, Telescopic Ladder, portable Hoists, Sludge Pumps, OTDR, Welding Generators etc. required for operation and maintenance.
- m) In case of shortage of water supply/no supply from Municipal Authority the FM agency shall arrange the water tankers & the amount shall be reimbursed by the UIDAI.
- n) All items of work relating to replacement/repair shall be done with the prior concurrence/approval of Engineer In charge. The quality of material/item shall be same as originally provided by UIDAI or of equivalent make
- o) **The agency is expected to bear the cost of replacement/ repair of materials up to Rs. 20,000/- per month for Civil and Electrical as sundries where the monthly limit of Rs. 20,000/- is exhausted, the excess amount shall be reimbursed by the UIDAI.**
- p) Wherever the replacement/repair is necessitated due to negligence/carelessness on the part of the agency, in such cases, the total cost of replacement/repair shall be borne by the agency & it shall not be included in the monthly limit of Rs. 20,000/- .The discretion of Engineer In charge in this regard shall be final & binding.

#### **2.18.2. Exclusions**

- a) **Capital Equipments Replacement/ Major Repair of items not covered in comprehensive AMC beyond the cost of Rs 2,40,000/ per annum.**
- b) Equipment in consultation with UIDAI
- c) Cost of Diesel of running DG sets shall be borne by UIDAI on reimbursement basis
- d) Statutory Payment to Govt. Bodies for NOC/renewals.

#### **2.19 Office space for the Agency**

- a) An office area of appropriate size shall be provided to the agency with free water & power.
- b) Central store Room for keeping consumables / Tools etc shall be provided by UIDAI

### Schedule of Quantity

**Name of Work: Comprehensive maintenance of Civil and Electrical works at AHC  
DDU Marg New Delhi.**

Sl. No	Description of item	Qty.	Unit	Rate	Amount
1/MR	<p>Comprehensive Maintenance and upkeep of all internal and external assets as per Scope of Work defined in <b>Annexure “A”</b> of Aadhar Housing Complex ( AHC ) for civil related works including repair / replacement of damaged/defective parts related to carpentry work, water supply/sanitary installation work (i.e. plumbing work), repair to plaster, flooring, masonry work and cleaning/maintaining of open drains/sewerlines, manholes, traps, welding of existing broken grills, hinges, door, windows, gates and railing etc., complete by providing sufficient labours in proper uniform i/c T&amp;P and material as required on all days (9 AM to 5 PM) excluding Sundays &amp; National Holidays however emergent complaints related to plumbing and sewerage shall be be attended from 6 AM to 10 PM including on all Sundays &amp; Holidays. This item include the labour portion along with sundry materials up to Rs 10,000/=(Ten Thousand ) per month including all related T&amp;P if any required by engaging following minimum workmen :-</p> <p>i) Supervisor – 1 No</p> <p>ii)Plumber - 1 No</p> <p>iii)Carpenter - 0.50 No (3 days in a week )</p> <p>iv) Sewerman – 1 Nos</p> <p>v) Beldars - 1 Nos</p>	12	Per Month	1,32,158.10	15,85,897.20

	Note: The civil related complaints will have to be attended as soon as possible. A penalty / recovery of Rs 500/ per complaint /day shall be levied after 24 hours of its registration. The decision of Officer –in – Charge will be final and binding in this regard				
2/MR	<p>Comprehensive Maintenance and upkeep of all internal and external electrical assets, attending day to day complaints and rectification of all electrical installations as per Scope of Work defined in <b>Annexure “A”</b> of Aadhaar Housing Complex (AHC) for Electrical related works <b>with all type of labour, T&amp;P, sundry material like sand, cement, POP, dash fastener, clamps, nut bolts, rawl plugs, insulating tapes, thimbles, glands, PVC sleeves, copper flexible wires, PVC insulated wires, junction cover, hylum sheet, neutral links of MCB DB, screws etc. as reqd.</b> Installations comprises of internal electrical, external electrical, distribution board, main board and all type of light fixtures like brass bracket, fluorescent fitting, gate light, lawn/compound light, security light etc. and electrical installations like Ceiling fan, exhaust fan, fresh air fan and pump set etc. including repairing/replacement of these fixtures and gadget, repainting etc. as and sundry materials up to Rs 10,000/=(Ten Thousand ) per month where ever required complete as per the direction of Officer-in-Charge by engaging following minimum Workmen :-</p> <p>i) Electricians/Operators– 3 No (One each in shifts)</p> <p>ii)Helpers - 1 No</p> <p>Note: The electrical related complaints</p>	12	Per Month	1,20,676.20	14,48,114.40



	will have to be attended as soon as possible. A penalty / recovery of Rs 500/ per complaint /day shall be levied after 24 hours of its registration. The decision of Officer –in – Charge will be final and binding in this regard				
3/13.81	Distempering with 1st quality acrylic distemper (ready mixed) having VOC(Volatile Organic Compound ) content less than 50 gram/ litre, of approved brand and manufacturer including applying additional coats wherever required to achieve even shade and colour				
3.1	Old work (one or more coats)	1000	sqm	62.70	62700.00
4/13.83	Wall painting with premium acrylic emulsion paint of interior grade, having VOC (Volatile Organic Compound ) content less than 50 grams/ litre of approved brand and manufacture, including applying additional coats wherever required to achieve even shade and colour				
4.1	One coat	3000	sqm	95.45	2,86,350.00
5/13.99	Painting with synthetic enamel paint of approved brand and manufacture of required colour to give an even shade :				
5.1	One or more coats on old work	250	sqm	102.80	25700.00
6/14.75A	Cleaning of terrace/loft water storage tank (inside surface area) upto 10000litre capacity at all heights with coconut brushes, duster etc., removal of silt, rubbish from the tank and cleaning the tank with fresh water disinfecting with bleaching powder @ 0.5gm per litre capacity of tank including marking the date of cleaning on the side of tank body with the help of stencil and paint and disposing of malba all complete as	50000	Litres	0.50	25000.00

	per direction of Buyer/ DD (Admin) or authorised representative. (The old date already written on tank should be removed with paint remover or black paint and if date is not written with the stencil or old date is not removed deduction will be made @ Rs. 0.10 per litre) (if during cleaning any GI fittings or ball cock is damaged that is to be repaired by contractor at his own cost and nothing extra will be paid on this account)				
7/14.78	<p>Cleaning of underground sump, Over Head R.C.C. Tank (independent staging) including disposal of slit and rubbish, all as per direction of Buyer/ DD (Admin) or authorised representative. The cleaning shall consist following operations:-</p> <p>(i) Tank shall be emptied of water by pumping &amp; bottom shall be cleaned of silt and other deposits.</p> <p>(ii) Entire surface area of the sump shall then scrubbed thoroughly with wire brush etc. and pressure washed with water.</p> <p>(iii) Chlorination of RCC internal surface by liquid chlorine.</p> <p>(iv) The treated surface shall be dried using air jetting and all loose particles shall be removal from the surface.</p> <p>(v) Finally the surface shall be treated with ultraviolet radiation etc. as per direction of Buyer/ DD (Admin) or authorised representative.</p>	300	sqm	422.70	126810.00

Total of MR items (Item No 1 & 2) = 30,34,011.60 (A)

Total of DSR items (No 3 to 7) = Rs 5,26,560.00

Applying Correction factor DSR items =  $0.973 * 5,26,560.00 = 5,12,342.00$  (B)

{Correction factor on items of the DSR-2023 @ 0.973}

(File No. I 58/SE (TAS)/GST/2024/02-E Dated 08/08/2024 **Total =35,46,354.48**  
efile No.: 9158977 Issued by DG CPWD ) **Say Rs 35,46,354/=**