



TENDER FOR

WATERPROOFING/REPAIRS OF STAFF QUARTERS AT SERVY NO-136, MANJARI FOR BAIF DEVELOPMENT RESEARCH FOUNDATION, PUNE.

Address for communication

BAIF-Bhavan

Dr. Manibhai Desai Nagar,

Warje, Pune.-411058.

Phone-020-25231661

Email: bdpakhare@baif.org.in

Website: www.baif.org.in

Contact Person: Shri. B.D. Pakhare Mobile No 9423009415.

TIME SCHEDULE

Availability of Bid document	Bid document could be collected till 23 rd November 2017 from BAIF Warje Office Till 17.00 Hrs.
Due date and time for submission of tender	14:00 hrs. on 24 th November 2017

**INVITATION FOR QUOTATIONS FOR WATERPROOFING/REPAIRS OF
STAFF QUARTERS AT SERVY NO-136, MANJARI FOR BAIF
DEVELOPMENT RESEARCH FOUNDATION ,WARJE,PUNE.**

Date: 17.11.2017

1. The **BAIF DEVELOPMENT RESEARCH FOUNDATION** invites bids for the waterproofing/Repairs of works detailed in the table. The bidders may submit bids for any or all of the works indicated in the table below.
2. Bidding documents may be purchased from the office of **BAIF Bhavan , Dr. Manibhai Desai Nagar, Warje,Pune.** Phone No **020-25231661.** from **17.11.2017 to 23.11.2017** for a non-refundable fee of Rs. 1000/- as indicated, in the form of cash or Demand Draft on any Scheduled bank payable at **Pune** in favor of **BAIF Development Research Foundation** Interested bidders may obtain further information at the same address. Bidders can also download the bidding document from BAIF website (www.baif.org.in). The bidders who have downloaded the bidding document shall submit a separate demand draft towards the cost of the document along the offer.
3. Bids must be accompanied by security of the amount specified for the work in the table below, drawn in favor of **BAIF Development Research Foundation.** Bid security will have to be in the form of Demand Draft on any Scheduled bank payable at **Pune** in favor of **BAIF Development Research Foundation** and shall have to be valid for 45 days beyond the validity of the bid.
4. Bids must be delivered to **BAIF Development Research Foundation, Dr. Manibhai Desai Nagar, Warje,Pune.** on or before **14.00hours** on **24.11.2017** and will be opened on the same day at **14.30 hours**, in the presence of the bidders who wish to attend. If the office happens to be closed on the date of receipt of the bids as specified, the bids will be received and opened on the next working day at the same time and venue. Late Bids will be rejected.
5. The address for communication is as under:
BAIF Development Research Foundation, Dr. Manibhai Desai Nagar, Warje,Pune.

Name & Designation of Officer **Shri B.D.Pakhare, CTPE.**

- (a) **Email bdpakhare @baif.org.in**
- (b) **Telephone 020-25231661.**

TABLE

Package No	Name of Work	Bid Security (Rs.)	Cost of Document (Rs.)	Period of Completion
1	2	3	4	5
1	WATERPROOFING/REPAIRS TO STAFF QUARTERS AT SERVY NO-136, WGHOLI FOR BAIF DEVELOPMENT RESEARCH FOUNDATION, PUNE.	Rs 8000/-	Rs. 1000/-	30 days

**INVITATION FOR QUOTATIONS FOR WATERPROOFING/REPAIRS OF
STAFF QUARTERS AT SERVY NO-136, WAGHOLI FOR BAIF
DEVELOPMENT RESEARCH FOUNDATION , WARJE,PUNE.**

Date: November 17, 2017

Dear Sirs,

Sub: INVITATION FOR QUOTATIONS FOR WATERPROOFING/REPAIRS
OF STAFF QUARTERS AT SERVY NO-136, WAGHOLI FOR BAIF
DEVELOPMENT RESEARCH FOUNDATION ,WARJE,PUNE.

1. You are invited to submit your most competitive quotation for the following works:-

Brief Description of the Works	Period of Completion
<u>WATERPROOFING/REPAIRS OF STAFF QUARTERS AT SERVY NO-136, WAGHOLI FOR BAIF DEVELOPMENT RESEARCH FOUNDATION ,WARJE,PUNE.</u>	30 days from the award of contract

2. To assist you in the preparation of your quotation, we are enclosing the following:
 - i. Detailed Bill of Quantities
 - ii. Instructions to Bidders (in two sections).
 - iii. Draft Contract Agreement format which will be used for finalizing the agreement for this Contract.

You are requested to provide your offer latest by **14 hrs on 24th November, 2017**. We look forward to receiving your quotations and thank you for your interest in this project.

**BAIF Bhavan, Dr. Manibhai Desai Ngar,
Warje,Pune.**

Phone-020-25231661

Email: bdpakhare@baif.org.in

Website: www.baif.org.in

Instructions to Bidders

SECTION - A

1. Scope of Works

BAIF Bhavan, Dr. Manibhai Desai Ngar, Warje, Pune. (Employer) invites quotations for the works as detailed in the table given below

Brief Description of the Works	Period of Completion
<u>WATERPROOFING/REPAIRS OF STAFF QUARTERS AT SERVY NO-136, MANJARI FOR BAIF DEVELOPMENT RESEARCH FOUNDATION , WARJE,PUNE.</u>	30 days from the award of contract

The successful bidder will be expected to complete the works by the intended completion period specified above.

2. **Qualification of the bidder:**
 - a. Satisfactorily completed as prime contractor (or as a sub-contractor duly certified by the employer/main contractor) at least four similar work of value not less than Rs. 5 Lakh over a period of last 5 years.
 - b. The following work will be considered as similar- Terrace water proofing using Dr. Fixit or equivalent products, water proofing of wall surfaces using Dr. Fixit or equivalent product.
 - c. Valid license as skilled water proofer Trained by Dr. Fixit or Equivalent
3. The bidders should have valid GST & Income tax clearance certificate.
4. **Bid Price**
 - a) The contract shall be for the whole works as described in the Bill of quantities, specifications. Corrections, if any, shall be made by crossing out, initialing, dating and re writing.
 - b) All duties, taxes and other levies payable by the contractor under the contract shall be included in the total price.

- c) The rates quoted by the bidder shall be fixed for the duration of the contract and shall not be subject to adjustment on any account.
- d) The rates should be quoted in Indian Rupees only.

5. **Submission of Quotations**

- a) The bidder is advised to visit the site of works at his own expense and obtain all information that may be necessary for preparing the quotation.
- b) Each bidder shall submit only one quotation.
- c) The quotation submitted by the bidder shall comprise the following:-
 - I. Quotation in the format given in Section B.
 - II. Signed Bill of Quantities; and

The bidder shall seal the quotation in an envelope addressed to **BAIF Bhavan, Dr. Manibhai Desai Ngar, Warje,Pune** The envelope will also bear the following identification:-

Quotation for WATERPROOFING/REPAIRS OF STAFF QUARTERS
AT SERVY NO-136, MANJARI FOR BAIF DEVELOPMENT
RESEARCH FOUNDATION ,WARJE,PUNE.

- d) Quotations must be received in the office of **BAIF Bhavan, Dr. Manibhai Desai Nagar, Warje,Pune** not later than the time and date given in the letter of invitation. If the specified date is declared a holiday, quotations shall be received up to the appointed time on the next working day.
- e) Any quotation received by BAIF after the deadline for submission of quotations will be rejected and returned unopened to the bidder.

6. **Validity of Quotation**

Quotation shall remain valid for a period not less than 45 days after the deadline date specified for submission.

- 7. Information relating to evaluation of quotations and recommendations for the award of contract shall not be disclosed to bidders or any other persons not officially concerned with the process until the award to the successful bidder is announced.

8. Evaluation of Quotations

The Employer will evaluate and compare the quotations determined to be substantially responsive i.e. which

- (a) Meet the qualification criteria specified in clause 2 above;
- (b) Are properly signed; and
- (c) Conform to the terms and conditions & specifications without material deviations.

9. Award of contract

The Employer will award the contract to the bidder whose quotation has been determined to be substantially responsive and who has offered the lowest evaluated quotation price and who meets the specified qualification criteria.

- 10. Notwithstanding the above, the Employer reserves the right to accept or reject any quotations and to cancel the bidding process and reject all quotations at any time prior to the award of contract.
- 11. The bidder whose bid is accepted will be notified of the award of contract by the Employer prior to expiration of the quotation validity period.
- 12. Bid security of unsuccessful bidders will be refunded prior to expiration of the quotation validity period.

13. Performance Security

Within 15 days of receiving letter of acceptance, the successful bidder shall deliver the performance security in the form of a bank draft in favor of **BAIF Development Research Foundation, Pune** for an amount equivalent of 2% of the contract price. The Performance Security shall be valid till the expiry of the period of maintenance of the work, specified in clause 15.

14. Period of Maintenance:

The "Period of Maintenance" for the work is **Twelve months** from the date of taking over possession or one full monsoon season whichever occurs later. During the period of maintenance, the contractor will be responsible for rectifying any defects in construction free of cost to the Employer.

15. Purchase of all required material as per the specifications (ISI certification marked goods wherever available) shall be the responsibility of the contractor.

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SECTION - B

- 1. Format for Submission of Quotation.**
- 2. Format of Letter of Acceptance.**

QUOTATION

Description of the Works: INVITATION FOR QUOTATIONS FOR WATERPROOFING/REPAIRS OF STAFF QUARTERS AT SERVY NO-136, MANJARI FOR BAIF DEVELOPMENT RESEARCH FOUNDATION ,WARJE,PUNE.

To:

BAIF DEVELOPMENT RESEARCH FOUNDATION

BAIF Bhavan,

Dr. Manibhai Desai Nagar,

Warje,Pune

Subject : Quotation for INVITATION FOR QUOTATIONS FOR WATERPROOFING//REPAIRS OF STAFF QUARTERS AT SERVY NO-136, MANJARI FOR BAIF DEVELOPMENT RESEARCH FOUNDATION WARJE,PUNE.

Sir,

We offer to execute the Works described in your letter referred to above in accordance with the Conditions of Contract enclosed therewith for a total Contract Price of -

Rs.** _____ [in figures]

Rs. _____ [in words] including taxes.

This quotation and your written acceptance of it shall constitute a binding contract between us. We understand that you are not bound to accept the lowest or any quotation you receive.

We hereby certify that we have taken steps to ensure that no person acting for us or on our behalf will engage in bribery.

We hereby confirm that this quotation is valid for 45 days as required in Clause 6 of the Instructions to Bidders.

Yours faithfully,

Authorized Signature : _____ Date: Name
& Title of Signatory : _____
Name of Bidder : _____
Address : _____

LETTER OF ACCEPTANCE
CUM NOTICE TO PROCEED WITH THE WORK
(LETTERHEAD OF THE EMPLOYER)

Dated: _____

To: _____ [Name and address of the Contractor]

Dear Sirs,

This is to notify you that your Quotation dated _____
for _____ execution _____ of _____ the
_____ for the
contract _____ price _____ of _____ Rupees

[Amount in words and figures], is hereby accepted by us.

You are hereby requested to furnish performance security for an amount of Rs. _____ (equivalent to 2% of the contract price) within 15 days of the receipt of the letter. The Performance Security in the form of Bank guarantee or a Bank draft in favor of(Employer) shall be valid till the expiry of the period of maintenance i.e. upto _____. Failure to furnish the Performance Security will entail cancellation of the award of contract.

You are also requested to sign the agreement form and proceed with the work not later than _____ under the instructions of the Engineer, _____ and ensure its completion within the contract period.

With the issuance of this acceptance letter and your furnishing the Performance Security, contract for the above said work stands concluded.

Yours faithfully,

Authorized Signature

**Name and title of
Signatory**

Draft Agreement form for Construction

ARTICLES OF AGREEMENT

This deed of agreement is made in the form of agreement on _____ day _____ month _____ 2017, between the **BAIF Development Research Foundation , Dr. Manibhai Desai Nagar, Warje,Pune.** or his authorized representative (hereinafter referred to as the first party) and _____ (Name of the Contractor), S/O _____ resident of _____ (hereinafter referred to as the second party), to execute the work of Description of the WATERPROOFING/REPAIRS OF STAFF QUARTERS AT SERVY NO-136, MANJARI FOR BAIF DEVELOPMENT RESEARCH FOUNDATION ,WARJE,PUNE. (hereinafter referred to as works) on the following terms and conditions.

1. Cost of the Contract

The total cost of the works (hereinafter referred to as the “total cost”) is Rs. ____ as reflected in Annexure - 1.

2. Payments under its contract:

Payments to the second party for the construction work will be released by the first party in the following manner:-

Payments at each stage will be made by the first party:

- (a) On the second party submitting Running accounts bills (RA bills) for completed works & minimum value of RA bill should be Rs. 4.00 Lakh;
- (b) On certification of the invoice by the engineer in charge nominated by the first party with respect to quality of works in the format in Annexure - 2; and

3. Security Deposit:

- (a) As 10% of the bill value shall be deducted from running bill of the said work (including 2% performance security)
- (b) The amount so retained will be refunded after successful completion of The “Period of Maintenance” which is 12 months or one full monsoon season whichever occurs later provided leakages through terraces/walls or all other means are completely stopped.

4. Notice by Contractor to Engineer

The second party, on the works reaching each stage of construction, issue a notice to the first party or the Engineer nominated by the first party (who is responsible for supervising the contractor, administering the contract, certifying the payments due to the contractor, issuing and valuing variations to the contract, awarding extensions of time etc.), to visit the site for certification of stage completion. Within 15 days of the receipt of such notice, the first party or the engineer nominated by it, will ensure issue of stage completion certificate after due verification.

5. Completion time

The works should be completed in 30 days from the date of this Agreement. In exceptional circumstances, the time period stated in this clause may be extended in writing by mutual consent of both the parties.

6. If any of the compensation events mentioned below would prevent the work being completed by the intended completion date, the first party will decide on the intended completion date being extended by a suitable period:
 - a) The first party does not give access to the site or a part thereof by the agreed period.
 - b) The first party orders a delay or does not issue completed drawings, specifications or instructions for execution of the work on time.
 - c) Ground conditions are substantially more adverse than could reasonably have been assumed before issue of letter of acceptance and from information provided to second party or from visual inspection of the site.
 - d) Payments due to the second party are delayed without reason.

- e) Certification for stage completion of the work is delayed unreasonably.
7. Any willful delay on the part of the second party in completing the construction within the stipulated period will render him liable to pay liquidated damages. @ Rs. * 500 per day which will be deducted from payments due to him. The first party may cancel the contract and take recourse to such other action as deemed appropriate once the total amount of liquidated damages exceeds 2 % of the contract amount.

8. **Duties and responsibilities of the first party**

- (a) The first party shall be responsible for providing regular and frequent supervision and guidance to the second party for carrying out the works as per specifications. This will include written guidelines and regular site visit of the authorized personnel of the first party, for checking quality of material and construction to ensure that it is as per the norms.
- (b) Possession of the site will be handed over to the second party within 3 days of signing of the agreement.
- (c) The Engineer or such other person as may be authorized by the first party shall hold meeting once in a month where the second party or his representative at site will submit the latest information including progress report and difficulties if any, in the execution of the work. The whole team may jointly inspect the site on a particular day to take stock of activities.
- (d) The Engineer shall record his observations/instructions at the time of his site visit in a site register maintained by the second party. The second party will carry out the instructions and promptly rectify any deviations pointed out by the engineer. If the deviations are not rectified, within the time specified in the Engineer's notice, the first party as well as the engineer nominated by it may instruct stoppage or suspension of the construction. It shall thereupon be open to the first party or the engineer to have the deviations rectified at the cost of the second party.
- (e) Provide rent free space for accommodation to the workers of second party during the work.

9. Duties and responsibilities of the second party

The second party shall:

- a) take up the works and arrange for its completion within the time period stipulated in clause 5;
- b) employ suitable skilled persons to carry out the works ;
- c) regularly supervise and monitor the progress of work ;
- d) abide by the technical suggestions / direction of supervisory personnel including engineers etc. regarding building construction ;
- e) be responsible for bringing any discrepancy to the notice of the representative of the first party and seek necessary clarification ;
- f) ensure that the work is carried out in accordance with specifications, drawings and within the total of the contract amount without any cost escalation ;
- g) keep the first party informed about the progress of work ;
- h) be responsible for all security and watch and ward arrangements at site till handing over of the building to the first party ; and
- i) Maintain necessary insurance against loss of materials/cash, etc. or workman disability compensation claims of the personnel deployed on the works as well as third party claims.
- j) Comply with all requirements of State Govt, Central Govt acts regarding labour & personnel employed by him on site of work such as Workmen's Compensation Act / ESIC /Contract Labour Act. MIITRA is in no way responsible for any claims or compensations on this account.
- k) be responsible for injury/death of persons on duty
- l) Pay all duties, taxes and other levies payable by construction agencies as per law under the contract (First party will effect deduction from running bills in respect of such taxes as may be imposed under the law).

10. Variations / Extra Items

The works shall be carried out by the second party in accordance with the approved boq and specifications. Quantities in BOQ are just for guidance. There may be deviation in the quantities to any extent within the different buildings provided total cost doesn't exceed the contract value. However, if, on account of site conditions or any other factors, variations are considered necessary, the following procedure shall be followed:-

- a) The second party shall provide the Engineer with a quotation for carrying out the Variation when requested to do so by the Engineer. The Engineer shall assess the quotation, which shall be given within seven days of the request before the Variation is ordered.
- b) If the quotation given by the second party is unreasonable, the Engineer may order the Variation and make a change to the Contract Price which shall be based on Engineer's own forecast of the effects of the Variation on the Contractor's costs.
- c) The second party shall not be entitled to additional payment for costs which could have been avoided by giving early warning.

11. Securities

The Performance Security shall be provided to the Employer no later than the date specified in the Letter of Acceptance and shall be issued in an amount and form and by a bank or surety acceptable to the Employer.

12. **Water Supply & Electricity:** Water will be supplied by the first party at one common point near the building. Second party should make further arrangement.

13. Termination

12.1 The Employer may terminate the Contract if the other party causes a fundamental breach of the Contract.

12.2 Fundamental breaches of Contract include, but shall not be limited to the following:

- (a) The contractor stops work for 28 days and the stoppage has not been authorized by the Engineer;
- (b) The Contractor has become bankrupt or goes into liquidation other than for a reconstruction or amalgamation;

(c) The Engineer gives Notice that failure to correct a particular Defect is a fundamental breach of Contract and the Contractor fails to correct it within a reasonable period of time determined by the Engineer;

(d) The Contractor does not maintain a security which is required;

12.3 Notwithstanding the above, the Employer may terminate the Contract for convenience.

12.4 If the Contract is terminated the Contractor shall stop work immediately, make the Site safe and secure and leave the Site as soon as reasonably possible.

14. Payment upon Termination

13.1 If the Contract is terminated because of a fundamental breach of Contract by the Contractor, the Engineer shall issue a certificate for the value of the work done less advance payments received up to the date of the issue of the certificate, less other recoveries due in terms of the contract, less taxes due to be deducted at source as per applicable law.

13.2 If the Contract is terminated at the Employer's convenience, the Engineer shall issue a certificate for the value of the work done, the reasonable cost of removal of Equipment, repatriation of the Contractor's personnel employed solely on the Works, and the Contractor's costs of protecting and securing the Works and less advance payments received up to the date of the certificate, less other recoveries due in terms of the contract and less taxes due to be deducted at source as per applicable law.

15. Dispute settlement

If over the works, any dispute arises between the two parties, relating to any aspects of this Agreement, the parties shall first attempt to settle the dispute through mutual and amicable consultation.

In the event of agreement not being reached, the matter will be referred for arbitration by a Sole Arbitrator not below the level of retired Superintending Engineer, PWD to be appointed by the first party. The Arbitration will be conducted in accordance with the Arbitration and Conciliation Act, 1996. The decision of the Arbitrator shall be final and binding on both the parties.

Format of certificate

Certified that the works upto -----
--- level in respect of construction of ----- at ----
----- have been executed in accordance with the
approved drawing and technical specifications.

Signature

Name &
(Official address)

Designation

Place:

Date:

Office seal

Bill of Quantities

PROJECT : PROPOSED WATERPROOFING/REPAIRS OF STAFF QUARTERS AT S. NO 136 AT MANJARI					
Sr	Item of work	Qty	Unit	Rate	Amount
1	Repairs to Damaged Roofing tiles				
	i) Removing the losse tiles including cutting the tress/bushes etc complete. ii) Refixing the damaged tiles from removed good quality tiles & new tiles if required	15	M2		
2	Repairs to Damaged Plaster of walls/ceiling etc				
	i) Removing the losse plaster from surface, scraping & cleaning etc complete. ii) Replasterin the damaged area with mixture of URP+sand+cement including curing etc complete	20	M2		
3	Terrace waterproofing work				
	i) Removing/scraping all loose plastering on Brick bat coba from damaged area, opening the cracks & sealing it with Dr Fixit-Crack X,	270. 00	M2		
	ii) Applying primer coat of Dr. Fixit prime seal,				
	iii) Applying Dr Fixit new coat in three coats				
4	Replacing of damaged Sewer/rain water pipes with new pipes of minimum 75mm dia PVC with elbow at end for balconey & 100mm dia pvc as down take pipes on room terrace including necessary scaffolding, cleaning and preparing the surface etc Complete as Directed by Engineer In charge with shoe at the bottom	18	Rm		
	Total Amount. Rs				
	Add SGST 9% of Basic amount				
	Add CGST 9% of Basic amount				
	TOTAL AMOUNT WITH TAXES FOR ONE UNIT RS				
	TOTAL AMOUNT WITH TAXES FOR FOUR UNITS RS				
	Rupees ----- -----Only				

Date:

Seal & Sign of Contractor