

**INDIRA GANDHI INSTITUTE OF DEVELOPMENT
RESEARCH
GOREGAON (EAST), MUMBAI**

TENDER DOCUMENT FOR

**Conducting Structural Audit of Buildings in the
Institute's Campus**

INDIRA GANDHI INSTITUTE OF DEVELOPMENT RESEARCH

Gen. A.K. Vaidya Marg, Film city Road, Santosh Nagar, Goregaon (EAST), MUMBAI-400065.

TELEPHONE: 022 2841 6200 / 507. FAX: 022 2841 6399.

INDIRA GANDHI INSTITUTE OF DEVELOPMENT RESEARCH, MUMBAI

Notice Inviting Tender

“NAME OF THE WORK: **Conducting Structural Audit of Buildings in the Institute’s Campus**, at
INDIRA GANDHI INSTITUTE OF DEVELOPMENT RESEARCH, GOREGAON, MUMBAI – 400 065.”

1. We invites sealed bids from pre-qualified firms/contractors for the following work:

Name of work	Period of completion
(1)	(2)
Conducting Structural Audit of Buildings in the Institute’s Campus	2 months

The tenders (In duplicate) are being invited for the above mentioned work. IGIDR reserves its right to award the work to the successful bidder.

2. Applicant has to deposit Earnest Money of **INR 16,800.00 (Rupees Sixteen Thousand Eight Hundred only)** in the form of Demand Draft/ Pay order drawn in favour of “The Registrar, INDIRA GANDHI INSTITUTE OF DEVELOPMENT RESEARCH, MUMBAI should be enclosed in the separate envelope submitted along with Pre-qualification bid envelope. Bank guarantee is also accepted.

3. The Tender documents in sealed envelope, supported by prescribed annexure; EMD, Pre-qualification bid & financial bid shall be placed in separate sealed envelopes each marked as “Envelope-1: EMD”, “Envelope-2: Pre-Qualification Bid” & “Envelope-3: Financial bid” respectively. All envelopes shall be submitted together in another sealed envelope superscripted as “Tender for Conducting Structural Audit of Buildings in the Institute’s Campus”. The bids will be received up to **2:00 PM on 10th July, 2019**. Each copy of the tender document under their full signature whether it is original or duplicate copy. A duplicate copy of tender has to be submitted too along with the main tender. No tender will be accepted after 2:00 PM on **10th July, 2019** under any circumstances whatsoever.

4. The envelopes Marked “EMD & Pre-qualification Bid” shall be opened by REGISTRAR or his authorized representative in his office on the same day at 3:00 PM. Financial bid will be opened for the Pre-qualified bidders only. The date of opening of price bid shall be informed by institute later on.

5. The department reserves the right to reject any prospective application without assigning any reason and to restrict the list of qualified contractors to any number deemed suitable by it, if too many bids are received satisfying the laid down criterion.

6. Before submitting the bids the consultant should inspect the site and understand themselves about the nature and scope of the work.

REGISTRAR

SECTION-A

LETTER OF OFFER

Place _____
Date _____

Shri. Jai Mohan Pandit
The Registrar,
Indira Gandhi Institute of Development & Research,
Gen. A.K. Vaidya Marg, Filmcity Road,
Goregaon (East), Mumbai 400065.

Dear Sir,

Having examined the Drawings, Specifications and Schedule of Quantities relating to the works specified in the Memorandum herein after set out and having visited and examined the site of the works specified in the said Memorandum and having acquired the requisite information relating thereto as affecting the tender, I/We hereby offer to execute the works specified in the said Memorandum within the time specified in the said Memorandum at the rates mentioned in the Schedule of Quantities and in accordance in all respects with the Specifications, Drawings and Instructions in writing referred to in Conditions of Tender, the Articles of Agreement, Special Conditions, Schedule of Quantities and Conditions of Contract and with such materials as are provided for, by and in all other respects in accordance with such conditions so far as they may be applicable.

MEMORANDUM

a)	Description of work	Conducting Structural Audit of Buildings in the Institute's Campus
b)	Earnest Money Deposit	INR 16,800.00
c)	Time allowed for completion of the work from the date of written order to commence work :	2 months

Should this tender be accepted, I/We hereby agree to abide by and fulfill the terms and provisions of the said Conditions of Contract annexed hereto so far as they may be applicable or in default thereof to forfeit the EMD and pay to the IGIDR the amount mentioned in the said Conditions.

I/We have deposited a sum of **Rupees Sixteen Thousand Eight Hundred only** as an earnest money to the IGIDR, which will not bear any interest. Should I/We fail to execute the contract when called upon to do so, I/We do hereby agree that this sum shall be forfeited by me/us to the IGIDR.

Yours faithfully,

(Signature of the bidder)

SECTION-B

GENERAL INSTRUCTIONS TO TENDERER

Sealed Tender in duplicate should be addressed to The Registrar, Indira Gandhi Institute of Development Research, Goregaon (East), Mumbai-400065 and superscripted ~ **Tender for “Conducting Structural Audit of Buildings in the Institute’s Campus” at IGIDR, Goregaon (E), Mumbai.**

1. Bidder has to deposit an Earnest Money of deposit of **INR 16,800.00** by Demand Draft/Bank Guarantee drawn in favour of Indira Gandhi Institute of Development Research, of a Scheduled Bank.
2. The Tender documents in sealed envelope, supported by prescribed annexure; EMD, Pre-qualification bid & financial bid shall be placed in separate sealed envelopes each marked as **“Envelope-1: EMD”, “Envelope-2: Pre-Qualification Bid” & “Envelope-3: Financial bid”** respectively. All envelopes shall be submitted together in another sealed envelope superscripted as **“Tender for Conducting Structural Audit of Buildings in the Institute’s Campus”**. The bids will be received up to **2:00 PM on 10th July, 2019**. Each copy of the tender document under their full signature whether it is original or duplicate copy. A duplicate copy of tender has to be submitted too along with the main tender. No tender will be accepted after 2:00 PM on **10th July, 2019** under any circumstances whatsoever.
3. The envelopes Marked **“EMD & Pre-qualification Bid”** shall be opened by REGISTRAR or his authorized representative in his office on the same day at 3:00 PM. Financial bid will be opened for the Pre-qualified bidders only. The date of opening of price bid shall be informed by institute later on.
4. The Tender shall be submitted in a sealed envelope duly filled signed and stamped on each page. The Tender shall be submitted in the office of the Registrar Indira Gandhi Institute of Development Research on or before 2:00 PM on the stipulated date The bidders shall choose to remain present at the time if they so desire.
5. Deposited Tender will be opened at 3:00 PM on the same date at the office of The Registrar Indira Gandhi Institute of Development Research, Goregaon, Mumbai, or any other officer designated for this purpose by him in the presence of the bidders or their representatives should they choose to be present.
6. Tenders shall remain valid for acceptance by the Institute for a period of Four months from the date of opening of the Tender which period may be extended by mutual agreement and the Tender shall not cancel or withdraw the Tender during this period.
7. The Tender must use only the forms issued by the Institute to fill in the rates. Any addition/alteration in the text of the Tender form made by the Quotation shall not be valid and shall be treated as null and void.
8. The Tender form must be filled in English and all entries must be made by hand and written in ink. If any of the documents is missing or unsigned, the Tender may be considered invalid by the Institute in its discretion.
9. Rates should be quoted both in figures and in words in columns specified. All erasures and alterations made while filling the Tender must be attested by initials of the Tender. Overwriting of figures is not permitted. Failure to comply with either of these conditions will render the Tender void at the Institute's option. No advice whatsoever especially on any change in rate specifications after the opening of the Tender will be entertained.
10. Each Page of the Tender Documents should be signed by the person or persons submitting the Tender in token of his/their having acquainted himself/themselves with the General Conditions of contract. General specifications, Special Conditions, etc. as laid down. Any Tender with any of the documents not so signed will be rejected.

11. The Tender submitted on behalf of a firm shall be signed by all the partners of the firm or by a partner who has the necessary authority on behalf of the firm to enter into the proposed contract or by a person holding the power of attorney in the case of a company. Otherwise the Tender may be rejected by the Institute.
12. The Earnest Money deposit of INR 16,800.00 by a Demand Draft/ Bank Guarantee issued by a commercial Bank drawn in favour of Indira Gandhi Institute of Development Research, Mumbai shall only be accepted by the Institute. A tender which is not accompanied by EMD i.e. demand draft/ Bank Guarantee will not be considered. The EMD will be returned to the bidder if his Tender is not accepted by the Institute but without Interest. The EMD paid by the successful bidder shall be held/enchased by the IGIDR as security for execution and fulfillment of the contract. No interest shall be paid on this deposit. The Earnest Money Deposit (EMD) of the successful bidder shall be converted into Security Deposit (SD). The security deposit of the successful bidder will be forfeited if; he fails to comply with any of the conditions of contract. No interest will be paid on Security Deposit withheld by the Institute.
13. Indira Gandhi Institute of Development Research does not bind itself to accept the lowest or any Tender and reserves to itself the right to accept or reject any or all the Tenders, either in whole or in part, without assigning any reasons for doing so. Indira Gandhi Institute of Development Research also reserves the right to divide the order between two or more bidders and the contractor shall carry out even the part orders for various items.
14. Indira Gandhi Institute of Development Research reserves the right to sub-divide the work mentioned in the tender, amongst two or more contractors at its own discretion and the Contractor will have to execute orders for part of the items placed with them at the quoted rates. Indira Gandhi Institute of Development Research also reserves the right to increase or decrease the quantities and even omit any item of work after the order is placed and the Contractor shall execute the same without claiming anything extra for the same. In this context the rates quoted for each item must be self supporting and relevant.
15. On receipt of intimation from the Employer of the acceptance of his/their Tender, the successful Tender shall be bound to sign the formal Contract and within seven days thereof, the successful Tender shall sign an agreement in accordance with the draft agreement and the Schedule of Conditions but the written acceptance by Indira Gandhi Institute of Development Research and the Contractor so Tenders, whether such formal agreement is or is not subsequently executed. The cost of necessary Stamp paper for execution of the agreement shall be borne by the successful bidder.
16. The Contractor shall not assign the contract. He shall not sublet any portion of the contract except with the written consent of the Employer. In case of breach of these conditions, the Employer may serve a notice in writing on the Contractor rescinding the contract whereupon the security deposit shall stand forfeited to the Employer, without prejudice to his other remedies against the Contractor.
17. The Contractor shall carry out all the work strictly in accordance with drawings, and design and as per detailed instructions of the Institute's Engineer. If in the opinion of the Institute's Engineer, changes have to be made in the design and with the prior approval in writing of the Employer they desire the Contractor to carry out the same, the Contractor shall carry out the same. The Institute's Engineer's decision in such cases shall be final.
18. A schedule of probable Quantities in respect of each work and Specifications accompany these Special Conditions. The Schedule of Probable Quantities is liable to alterations, as per Institute's requirement. Each Quotation should contain not only the rates but also the value of each item of work entered in a separate column and all the amounts quoted against various items should be totaled in order to show the aggregate value of the entire bid.
19. The Tender must obtain for himself on his own responsibility and at his own expenses all the information which may be necessary for the purpose of making Tender and for entering into a contract and must examine the drawings, inspect the site of the work, acquaint himself with all local conditions, means of access to the work, nature of the work and all matters appertaining thereto. Since the contract comprises

of completion of balance incomplete works from the previous contract, the contractor quoting shall visit the site & familiarize himself with the work already executed & the balance work to be executed under the new contract. Any extra claims on account of non understanding the existing site condition shall not be entertained later.

20. The rates shall also be firm and shall not be subject to exchange variations, labour conditions, fluctuations in freights or any conditions whatsoever. Bidder must include in their rates, Goods & Service Tax or other levy whether existing or future, levied by the Central Government or any State Government or Local Authority, if applicable. No claim in respect of GST or any other tax shall be entertained by the Employer later on.
21. The Contractor should note that unless otherwise stated in the Tender is strictly on item rate basis and his attention is drawn to the fact that rates for each and every item should be correct, workable and self supporting. The quantities in the Schedule of Quantities approximately indicate the total extent of work but may vary to any extent and may even be omitted thus altering the aggregate value of the contract. No claim shall be entertained on this account.
22. The contractor shall bring to the notice of the Employer in case of any extra items not mentioned in the schedule of quantities during the course of the work and shall only carry out the same on written approval from the Institute's Engineer.
23. Time allowed for carrying out the work is **2 months**, which shall be strictly observed by the successful bidder and it shall be reckoned from the 4th day of issue of written order to commence the work. The work shall throughout the stipulated period of the contract be preceded with all the due diligence and if the Contractor fails to complete the work within the specified period he shall be liable to pay compensation at the rate of 1% per week subject to a maximum amount of 10% of the contract amount. The Tender shall before commencing work prepare a detailed work program which shall be approved by the Institute's Engineer/ Consultant.
24. Tenders will be considered only from recognized bonafide agencies/consultants in the trade concerned and who are satisfying the minimum prescribed qualifications. Each Tender shall submit with his Tender a list of large works of a like nature he has executed giving details as to their magnitude and cost, the proportion of work done by the Contractor in it and the time within which the works were completed.
25. The successful bidder shall not be entitled to any compensation for any loss suffered by him on account of delays in commencing or executing the work, whatever the cause of delays may be, including delays arising out of modifications to the work entrusted to him or in any sub-contract connected therewith or delays in awarding contracts for other trades of the project or in commencement or completion of such works or in procuring government controlled or other building materials or in obtaining water and power connections for construction purpose or for any other reason whatsoever and the Employer shall not be liable for any claim in respect thereof. The Employer does not accept liability for any sum besides the Tender amount, subject to such variations as are provided for herein.
26. The successful bidder is bound to carry out any or all items of work necessary for the completion of the job even though such items are not included in the quantities and rates. Schedule of Instructions in respect of such additional items and their quantities will be issued in writing by the Employer. The rates for such extra items shall be worked out on the basis of a rate analysis considering the basic material prices with market discounts plus labour cost plus the profit & overheads component of 15% over the material & labour cost.
27. The successful bidder must co-operate with the other contractor appointed by the Employer so that the work shall proceed smoothly with the least possible delay and to the satisfaction of the Engineer. The contractor is responsible for the protection of the materials ordered by him & stored on the site against any theft, damage on account of natural elements like rain, storms, etc & should take proper precaution to cover the same.

28. The rates for all items to include that for necessary scaffolding, staging, platforms, curing etc as per the directions of the engineer in charge.
29. All erasures and alterations made while filling the Tender must be attested by initial of the bidder. Overwriting of figure is not permitted. Failure to comply with any of these conditions will render the Tender void. No advice of any change in rate or conditions after the opening of the tender will be entertained.
30. Each Tender should contain not only the rates but also the value of each item of work entered in a separate column and all items should be totaled up to show the aggregate value of the entire Tender.
31. The successful bidder shall arrange to get all the samples of materials to be used in the work approved from the employer.
32. Time shall be considered as the essence of the contract. Indira Gandhi Institute of Development Research reserves the right to terminate the Contract if the contractor fails to execute the job within the specified period or fail to keep the program of work as per the program given by the contractor and approved by Institute.

Notice to Correct

If the Contractor fails to carry out any of his obligations, or if the Contractor is not executing the Works in accordance with the Contract, the Engineer may give notice to the Contractor requiring him to make good such failure and remedy the same within a specified reasonable time.

Termination

If the Contractor:

- (a) Fails to comply with a notice issued by Engineer.
- (b) Abandons or repudiates the Contract.
- (c) Without reasonable excuse fails:
 - To commence the Works in accordance with Letter of Acceptance,
 - To proceed with the Works in accordance
- (d) Becomes bankrupt or insolvent, goes into liquidation.
- (e) Fails to comply with a notice issued, within 28 days after having received it, or
- (f) Assigns the Contract or Subcontracts the Works without the required consent.

Then the Employer may, after having given **14 days' notice to the Contractor**, terminate the Contractor's employment under the Contract and expel him from the Site. The Contractor shall then deliver all Construction Documents to the Engineer. The Contractor shall not be released from any of his obligations or liabilities under the Contract. The rights and authorities conferred on the Employer and the Engineer by the Contract shall not be affected.

The Employer may upon such termination complete the Works himself and/or by any other Contractor. The Employer or such other Contractor may use for such completion so much of the Construction Documents, Contractor's Equipment, Temporary Works, Materials as he or they may think proper, upon completion of the Works, or at such earlier date as the Engineer thinks appropriate. The Engineer shall give notice that the

Contractor's Equipment and Temporary Works will be released to the Contractor at or near the Site. The Contractor shall remove or arrange removal of the same from such place without delay and at his cost

Valuation on Date of Termination

The Engineer shall, as soon as possible after termination, determine and advise the Contractor of the value of the Construction Documents, Materials, and Works and all sums then due to the Contractor as at the date of termination.

Payment after Termination

After termination, the Employer shall not be liable to make any further payments to the Contractor until the costs of execution, completion and remedying of any defects, damages for delay in completion (if any), and all other costs incurred by the Contractor, have been established.

The Employer shall be entitled to recover from the Contractor the extra costs, if any, for completing the Works after allowing for any sum due to the Contractor. If there are no such extra costs the Employer shall pay any balance to the Contractor.

33. Performance Security Deposit:

Earnest money deposit of INR 16,800.00 (Rupees Sixteen thousand eight hundred only) of successful bidder shall be converted into performance security deposit and will be retained with the IGIDR till the completion of work without interest. The performance security deposit shall be released after successful completion of the work and all the contractual obligations of the consultant. This deposit shall be forfeited in case the consultant fails to discharge its duties/commitments or whose contract is terminated pre-maturely.

34. Mode of payment:

The payment shall be released after successful completion of the work as per actual measurement of quantity of individual items and submission of report within 15 working days from receipt of invoice.

35. The item wise measurements of work have to be done and quantities have to be worked out for the accurate assessment of the total cost of conducting the audit before quoting.

36. In all matters of dispute arising on the work, the matter shall be referred to **Registrar Indira Gandhi Institute of Development Research, Goregaon** for a decision.

37. In the event that the Successful Bidder is not satisfied by the decision of the Registrar, Indira Gandhi Institute of Development Research, the dispute shall be settled by arbitration in accordance with the provisions of arbitration and conciliation act, 1996 or any enactment thereof. The Arbitral Tribunal shall consist of one arbitrator, to be appointed by the Institute. The place of arbitration shall be Mumbai and any award whether interim or final, shall be made, and shall be deemed for all purposes between the parties to be made in

Mumbai. The arbitration proceedings shall be conducted in the English language and any award or awards shall be rendered in the English language. The procedural law of the arbitration shall be the Indian law. The award of the arbitral tribunal shall be final, conclusive and binding upon the Successful Bidder and the Institute.

38. Insurance Clause:

The consultant shall be responsible for all injury to person, animals or things and for all structural and decorative damage to property which may arise from the operation or neglect of himself or of any nominated outsourced employees, whether such injury or damage arise from carelessness, accident or any other case whatever in any way connected with the carrying out of the contract.

The Employer shall be at liberty and is hereby empowered to deduct the amount of any damage compensation, costs, charges and expenses arising occurring from or in respect of any such claims of damage from any or all sums due or to become due to the Contractor.

In addition to the above, the Contractor shall insure the work against loss due to fire, for the entire contract amount with an approved insurance company till the completion of the work.

I/We hereby declare that I/we have read and understood the above instructions and the same will remain binding upon me/us incase the work is entrusted to me/us.

Place :

Signature of bidder

Date :

With the seal of their company

SECTION-C
SPECIAL CONDITIONS

1. The workmen/staff will not be allowed to stay within the premises.
2. The electric power required for the work can be drawn from the supply available at site.
3. Permission if any, required from the local bodies shall be obtained by the contractor at his cost.
4. The intending bidder can obtain any clarifications regarding the tender scope & specifications etc. if any from the office of the **Estate office, Indira Gandhi Institute of Development Research, Goregaon (East), Mumbai 400 065** on any Institute`s working day.
5. The debris/dust or any wastage generated out of the above work shall be cleaned as frequently as required and as instructed by the Institute`s Engineer away from the Institute`s premises.
6. A qualified, experienced and responsible full time engineer shall be posted at site that can receive instructions and take decisions at site, without waiting for the instructions of the contractor.
7. The work has to be carried out with least inconvenience to the staff.
8. Work schedule should be submitted before commencement of work so as to enable the Institute to intimate the Departments/residents in advance for smooth functioning and the time schedule should be strictly adhered to.
9. The Contractors has to obtain permission from the local authorities as per the existing local bye laws for such works and the charges/fees if any, has to be borne and paid by the contractor.
10. Sales Tax on works contract shall be deducted as per Works Contract Act 1989 (as amended) at source. The rate quoted shall include all such taxes and levies.
11. The entry of workmen will be allowed inside the building only on producing the photo pass issued by the contractor.
12. **Before quoting the rates consultant should inspect the site and understand themselves about the nature and scope of the work.**
13. Any damage cause to any of Institute`s properties shall be made good by the contractor at their own cost.
14. The contractor shall carry out the work strictly in accordance with specification details and instructions of the Institute`s Engineer.
15. Contractor shall keep the Institute indemnified against all claims, if any.

Place :

Date :

Signature of consultant with seal

SECTION-D

PREQUALIFICATION CRITERION

- **Minimum Qualification Documents to be submitted by Bidder along with qualification Bid:**
 - a) The bidder should have minimum 03 year experience in the field of Structural Consultancy and / or conducting of Structural Audit, NDT of various Buildings. Should have services of Licensed Structural Engineer registered with MCGM.
 - b) The bidder should be registered with the appropriate registration authorities. Copy of Registration of Firm in Shop & Establishment or Certificate of Incorporation to be submitted.
 - c) Copy of License of structural Engineer and copy of Registration with MCGM.
 - d) Copy of Registration of Provident fund if applicable
 - e) Copy of Registration of Goods & Service Tax and PAN
 - f) The bidder should have an average annual turnover of INR 50.00 Lac for similar services (Structural Audit services & conducting NDT) only in the last 3 financial years. The bidder will submit the audited balance sheet, financial statements and P & L account of last 3 financial years with positive net worth in each year duly certified by CA.
 - g) The bidder should have successfully completed work of Structural Consultancy and / or Structural Audit of various Buildings including conducting NDT (Ultrasound Pulse Velocity Test, Hammer Rebound test, Corrosion test etc.) during last 07 years ending last month either of the following-
 - i) At least 01 similar work of costing not less than Rupees 6.72 Lac
 - or**
 - ii) At least 02 similar works of costing not less than Rupees 4.20 Lac
 - or**
 - iii) At least 03 similar works of costing not less than Rupees 3.36 Lac(Copy of Work orders/completion certificates to be submitted).
 - h) List of clients along with name & contact number of representatives and copy of certificate of appreciation if any.
 - i) Either the Registered Office or one of the Branch Offices of the bidder should be located in Mumbai.

Bidders must submit documentary proof in support of meeting each of the above minimum qualification criteria. A simple undertaking by the bidder for any of the stated criteria will not suffice the purpose. All documentary proof must be listed on the letter pad of the company and enclosed in a cover, to be submitted along with the qualification bid (Envelope-1) duly stamped and signed by the authorized person of the agency.

- **Information to be furnished by the Consultant:**

Sr. No.	Item	Information to be filled by Applicant
1	Name of the Consultancy firm and type of organization (whether sole proprietorship, Partnership, Pvt. Ltd, Limited or cooperative body etc.	
2	Details of Registration and full Address	
3	Telephone Number: Office /Residence: Mobile Number: Fax No. E-Mail address-	
4	Month and year in which the firm / company was Formed incorporated in present name	
5	i. Number of years in the Business of Structural Audit, NDT and consultancy works (Enclose Registration certificate/Proof)	
	ii. What is the constitution of firm viz. Sole Proprietor, Partnership, Pvt. Ltd., Public Ltd., etc.	
6	Enclose copy of partnership deed, Articles of Association or Affidavit (in case of sole Proprietorship)	
7	Average Annual Turnover of Last Three Financial Year (CA Certificate shall be attached)	2015-16 2016-17 2017-18

SECTION-E

TECHNICAL SPECIFICATIONS GENERAL PROVISIONS

- **SPECIFICATIONS:**

1. **CONTRACT:**

The form of contract shall be according to the printed form "Conditions of Contract". The following clauses shall be considered as an extension and not in limitation of obligation of the contract.

2. **DRAWINGS:**

Two copies of all drawings, the Schedule of Quantities and Specifications shall be furnished by the Engineers to the contractor for his own use until the completion of the contract, and shall be accessible at all reasonable times to the Architects or their representatives.

3. **CONTRACTOR TO INSPECT THE SITE:**

The Contractor shall visit and examine the site and satisfy himself as to the nature of the existing roads or other means of communications, the extent and magnitude of the work and facilities for obtaining materials and shall obtain generally his own information on all matters affecting the execution of the work. No extra charge made in consequence of any misunderstanding or incorrect information on any of these points or on the ground of insufficient description will be allowed. All expenses incurred by the contractor in connection with obtaining information for submitting this bid including his visits to the site or efforts in compiling the tender shall be borne by the bidder and no claims for reimbursement thereof shall be entertained.

4. **ACCESS FOR INSPECTION:**

The Contractor is to provide at all times during the progress of the works and the Maintenance period proper means of access, with ladders, gangways etc. and the necessary attendance to move and adapt as directed for the inspection of measurement of the works by the Engineers of their representatives.

5. **INDIAN STANDARDS AND CODES OF PRACTICE**

The book of specification and the various sections therein are intended for particular application to the tests/works under the contract. However the given specifications may not cover all the tests. Such tests, which are not covered in the specifications, shall be in accordance with the latest and most current revisions standards and codes of practice published by the **Bureau of Indian Standards, Manak Bhavan, 9 Bahadur Shah Jafar Marg, New Delhi** and available through their local branches.

In case of conflict between the Indian standards and the specifications included in the contract documents, the more stringent, shall prevail.

Related documents and their precedence

The items in specifications should be in conjunction with the relevant drawings, bill of quantities, general and special conditions of contract. In case of conflict between the specifications and other documents, the

precedence shall be in the following order in priority: 1) special conditions of contract 2) bill of quantities 3) drawings 4) specifications 5) general conditions of contract

6. TESTING & INSPECTION

The engineer may issue instructions requiring the contractor to open up for inspection any work covered up or to arrange for or carry out tests for work and the cost of such opening up or testing shall be borne by the contractor & shall be in accordance with the provisions of this contract.

7. QUALITY CONTROL

7.1 GENERAL

The contractor shall provide and maintain an effective contractor quality control (CQC) program and perform sufficient inspections and tests of all items of work, to ensure compliance with contract documents. Includes surveillances and tests specified in the technical sections of the specifications. Furnish appropriate facilities, instruments, and testing devices required for performance of the quality control function. Controls must be adequate to cover construction operations and be keyed to the construction sequence.

7.2 LATEST DOCUMENTS

The contractors quality control system shall provide for procedures to ensure that the latest version of contract documents and instructions required for testing and inspection and have them available at the site at all times for use by the contractors staff.

7.3 SCAFFOLDS AND LADDERS

Scaffolds and ladders used during the course of work shall be in accordance with IS: 3696 Part 1 and Part 2.

The scaffolding shall be designed and erected by the contractor in accordance with the requirements of the work, by experienced workers. All scaffolding material shall be in good serviceable condition and assembled to be stable in the conditions of the work being performed.

7.4 MECHANICAL EQUIPMENT

Do not use mechanical equipment without the prior approval of the institute's engineer.

Do not use gas cutting and electric welding or cutting without the prior approval of the institute's engineer. Take special precautions to prevent fire if permission is granted for gas and electrical cutting and welding.

8. THE MAIN CONTRACTOR

8.1 RELATIONSHIP WITH THE CLIENT

A close relationship and continuous interaction must be maintained with the client and the Managers of the contractor. The client does have specific safety and health requirements to be observed and co-operation with his Project Managers or other representatives, throughout the contract is essential. The prospective contractors are given information on which to base their tenders and at the Tender Stage, the prospective contractors are expected to understand fully the Scope and Design Intent of these provisions.

8.2 PLANNING

8.2.1 Detailed planning should take the following matters into account

- Knowledge of hazardous operations.
- Requirement for equipment to ensure safe working, or ease of handling.
- The sequence of work and its phasing between contractors, to minimize the possibility of one contractor placing another contractor's men at risk.
- The need to provide information, instruction and appropriate training, both on general site safety and on hazards specific in the site.
- The need for fire precautions and emergency procedures.

- Site security and foreseeable risks to the public, including the need for directional and warning signs.
- Safe access across the site for persons. Thought should be given to arrangement for keeping the site tidy, accommodation for site staff, welfare, first aid and other facilities.
- The provision of safe places of work at different stages of the job including the provision of scaffolding for a number of sub/works contractors.

8.3 CO-ORDINATION

The site Manager must be totally responsible for compliance with health and safety code. The Construction Manager must take suitable arrangements to ensure the effective co-ordination of the work of with other contractors on site. He should ensure that he is kept informed on a day to day basis, of progress and problems, which arise. Clear lines of communication should be set up between each contractor and the Safety Officer of the Main Contractor. Operatives must also know whom to contact over safety and health matters requiring action or a decision. Such effective co-ordination will be enhanced by ensuring that 'safety and health' figures prominently on the agenda of regular project meetings. Weekly report on safety must be submitted to the Project Controller in every Project Meeting.

9. NON-COMPLIANCE OF SAFETY AND HEALTH PROVISIONS

The Compliances of the Safety and Health provision are of utmost important to the Client. The prospective contractors must do that the client will have a serious view of any non compliance report of Safety Committee. Based on Safety Committee's report, the Client has right to order stoppage of work till rectification is carried out to the satisfaction of the Safety Committee and all stoppages on this account will be at the entire risk, costs and consequences of the Contractor.

10. ACCIDENT PREVENTION ORGANISATION

FIRST AID KIT

Regardless of the number of employees there must be at least one first aid box on site. Every first aider and occupational first aider should have easy access to first-aid equipment, and provision should be made for every employee to have reasonably rapid access to first aid. Each box should be placed in a clearly identified and readily accessible location, and contain a sufficient quantity of suitable first aid materials and nothing else. Boxes and kits should be checked frequently to ensure they are fully stocked and all items are in a usable condition. Sufficient quantities of each item should always be available in every first aid box or cabinet. The first aid box or cupboard should

protect the contents from dampness and dust and be clearly marked with a white cross on green background.

11. FIRE PREVENTION

Electrical wiring equipment for heating or power purposes must be installed in compliance with the requirements. Internal combustion engine powered equipment must be located with exhausts well away from combustible materials. Smoking is to be prohibited in the vicinity of fire hazards, and such areas must be conspicuously posted. Care shall be taken properly to ground nozzles, hoses, or steam lines used in hazardous tanks or vessels.

12. PERSONAL PROTECTION

Workers are often reluctant to use protection equipment. Such items should not only be suitable for their purpose but also be as comfortable as possible and acceptable to the workers concerned. Only then can efforts to ensure that equipment is worn or used prove successful.

All necessary personal safety equipment as considered adequate by the Engineer-in-charge shall be available for use of persons employed on the site and maintained in a condition suitable for immediate use, and the contractor shall take adequate steps to ensure proper use of equipment by those concerned.

- (a) Those engaged in handling any material, which is injurious to eyes, shall be provided with protective goggles.
- (b) Those engaged in welding works shall be provided with welder's protection eye-shields.
- (c) The contractor shall not employ men below the age of 18 and women on the work of painting with products containing lead in any form. Whenever men above the age of 18 are employed on the work of lead painting, the following precautions shall be taken:-
 - (i) No paint containing lead or lead products shall be used except in the form of paste or ready.
 - (ii) Suitable face masks shall be supplied for use by workers when paint is applied in the form of spray or a surface having lead paint dry rubbed and scraped.
 - (iii) The contractor to workmen shall supply overalls and adequate facilities shall be provided to enable working painters to wash during and in cessation of work.

13. HAND & POWER TOOLS

- Hand and power tools must be maintained in a safe condition, whether furnished by the contractor or by the employee. When power-operated tools are designed to accommodate guards, they must be equipped with appropriate guards when in use. Belts, gears, shafts, pulleys, sprockets, spindles, drums, flywheels, chains and other moving parts of equipment must be guarded if the parts are exposed to contact by employees.
- All hand-held power tools must be equipped with a constant pressure switch that shuts off when the pressure is released. Electric power-operated tools shall be of the approved double insulated type, or grounded in accordance with good electrical practice. Pneumatic power tools must be secured to the hose or whip by positive means. Safety clips or retainers must be maintained on pneumatic impact (percussion) tools to prevent attachments from being accidentally expelled.
- Pneumatically driven nails, staplers, and similar equipment provided with automatic fastener feed that operate at more than 100 psi pressure at the tool must have safety devices on the muzzle to prevent the tool from ejecting fasteners, unless the muzzle is in direct contact with the work surface.
- Hoses shall not be used for hoisting or lowering tools, and hoses exceeding ½ In inside diameter must have a safety shutoff at the source of supply to reduce pressure in case of a hose failure.

- All fuel-powered tools must be stopped while being refueled, serviced, or maintained.
- Only trained employees may be allowed to operate a powder actuated tool. Such tools must be tested each day before loading to see that the safety devices are in proper working condition, in accordance with manufacturer's recommended test procedure. Tools shall not be loaded until just prior to the intended firing time. Neither loaded nor empty tools are to be pointed at any employee, and hands shall be kept clear of the open barreled end. Fasteners shall not be driven into very hard or brittle materials such as cast iron, glass block, face brick, hardened steel, or hollow tile.
- For driving into materials that are easily penetrated, appropriate backing must be available to prevent the pin fastener from passing completely through.
- All employees using abrasive wheels must use eye protection, and other tools must be operated using appropriate personal safety equipment.

14. LADDERS

Use of Ladders and Folding Step-Ladders

- This regulation applies to all ladders and pairs of steps but not roof ladders and crawling boards.
- Ladders Must :
 - a) be fixed near the top if practicable, or near the bottom if no : if suspended they must be secure.
 - b) be placed (except when suspended) on a firm level base; they must not stand on loose packing (e.g. bricks).
 - c) be intermediately secured, where necessary, to prevent swaying and sagging, and
 - d) be supported, or suspended, equally on each stile.
- If a ladder, standing on the ground, cannot be fixed to prevent slipping, then someone must hold it at the base when it is being used.
- A ladder which is not more than 3 m in length, need not be fixed or footed, provided it is securely placed so as to prevent it from slipping or falling. This exemption does not apply to ladders which are used as a means of communication between one working place and another, or to suspended ladders.
- Ladder must :
 - (a) extended at least 1.05 m above any landing place beyond the highest rung from which a person may be working, or have a nearby handhold of equivalent height.
 - (b) be place so that there is space behind each rung for proper foothold (e.g. no rung should coincide with a scaffold tube).

15. ANTI-MALARIAL PRECAUTIONS

The contractor shall at his own expense, conform to all anti malarial instructions given to him by Engineer in charge including the filling up of any borrow pits which may have been dug by him.

16. SAFETY CODE

1. First aid appliances including adequate supply of sterilized dressings and cotton wool shall be kept in a readily accessible place.

2. An injured person shall be taken to a public hospital without loss of time in case where the injury necessitates hospitalization.
3. Suitable and strong scaffolds should be provided for workmen for all works that cannot safely be done from ground.
4. No portable single ladder shall be over 8 meters in length. The width between the side rails shall not be less than 30 cm. (clear) and the distance between two adjacent rungs shall not be more than 30 cm. When a ladder is used, an extra worker shall be engaged for holding the ladder.
5. Every opening in the floor of a building or in a working platform is provided with suitable means to prevent the fall of persons or materials by providing suitable fencing or railing whose minimum height shall be one meter.
6. Workers employed on mixing and handling material such as asphalt cement mortar and lime mortar shall be provided with protective footwear and rubber hand-gloves.
7. Those engage in welding works shall be provided with welder's protective eye-shields and gloves.
 - (i) No paint containing lead or lead products shall be used except in the work of paste or readymade paint.
 - (ii) Suitable face masks should be supplied for use by the workers when the paint is applied in the form of spray or surface having lead paint dry rubbed and scrapped.
8. Overalls shall be supplied by the Contractor to the painters and adequate facilities shall be provided to enable the working painters to wash during the period of cessation of work.
9. Hoisting machines and tackle used in the works, including their attachments, anchorage and supports shall be in perfect conditions.
10. The ropes used in hoisting or lowering material or as a means of suspension shall be durable quality and adequate strength and free from defects.

SECTION-F

SCOPE OF WORK

1. Broad Scope of Work:

- 1.1 Structural audit shall be carried out as a qualitative assessment in accordance with latest guidelines of Indian Society of Structural Engineers. Visual health inspection of buildings covering internal, external and common areas using light tapping hammer, marking in floor plans all the visible defects, deterioration and quantification.
- 1.2 Finding the probable causes of damages, seepage / leakages other debris and status of external plumbing installations.
- 1.3 Preparation of detailed report based on visual inspection, NDT, suggesting/ phasing out priority wise repair/ remedial and retrofitting measures supported by photographs wherever necessary.
- 1.4 All testing should be done at NABL accredited laboratory only. If required 10% of core tests shall be done at Government lab/Govt. colleges (VJTI/SPCE etc.) as instructed by IGIDR.
- 1.5 Preparation of detailed estimate for proposed structural repairs/ restoration, rectification work of specialized nature with BOQ (Bill of Quantities), if structural repairs are required.
- 1.6 Liasoning and obtaining necessary permissions from appropriate Municipal or Statutory Authority etc. as per requirement or if needed. IGIDR shall bear all statutory fee/payments and furnish applications, if any. IGIDR shall also provide any such document(s) required for any permission etc., if available. In the absence of any such documents with the IGIDR, Consultant shall make necessary arrangements to smoothly and timely obtain any statutory permission/NOC etc.
- 1.7 Attending meetings with IGIDR officials, wherever and whenever required, in respect to above work.

2. Work Includes:

- 2.1 Collection of preliminary data from IGIDR (available data).
- 2.2 Pre-audit survey (field work based on given data by IGIDR)
- 2.3 Submission of survey report, general defects and damages, Clear Conclusion whether buildings are habitable, should be repaired or demolished, with methodology and materials for remedy along with cost of work.
- 2.4 The offer shall include the professional charges for the entire consultancy services mentioned above and be submitted as financial bid in separate sealed cover. The other details such as registration, qualification, work done details, etc. shall be submitted in a separate cover as technical/PQ bid.

3. Detailed Scope of Work:

Conducting structural audit including detailed visual inspection and non-destructive testing as per IS standards and using appropriate equipment's in IGIDR campus.

No. of buildings indicated are as below-

Sr. No.	Building Details	Floor details
1	Administration Building	G+1 floor
2	Auditorium	Single floor
3	Old Library building	Basement+Gr+1 floor

4	Conference Hall & Basement room	Basement+1 floor
5	Seminar rooms (1 to 4)	Single floor
6	Cafeteria	Single floor
7	Research Block A, B & C	G+2 floor (3 wings)
8	Old Recreation Block	Single floor
9	Residential Building 'A'	G+3 floor
10	Residential Building 'B'	G+3 floor
11	Residential Building 'C'	G+3 floor
12	Residential Building 'D'	G+3 floor
13	Residential Building 'E'	G+3 floor
14	Residential Building 'F'	G+3 floor (2 Wings)
15	Residential Building 'G'	G+3 floor (2 Wings)
16	Director's Bungalow	G+1 floor
17	Guest House (24 suite & 34 single rooms)	G+2 floor (4 Wings)
18	Staircase corridors (Research Block-A, B & C)	G+2 floor
19	Passages/corridors (Office areas)	Single floor

* Indicative only.

There shall be increase or decrease in the scope of work as directed by Engineer – in – charge and agency shall accept the same. No additional financial claim in reduction or increase in scope shall be entertained at any point of time for agency.

4. Further instructed to carry out following additional non-destructive tests:

Sr. No.	Non-Destructive Test	Details	No. of Tests	Remarks
1	Rebound Hammer Test	Preparing the surface of RCC structural members such as beams, columns, slabs etc. by chipping the plastered surface/ finishing/cladding to expose the concrete, smoothening the area using carborandum stone all in terms of relevant IS code and conducting rebound hammer test all as per IS 13311-1992 (Part 2) or as directed including analysis & report preparation.	220	
2	UPV (Ultrasonic Pulse Velocity) Test	Preparing the surface of RCC structural members such as beams, columns, slabs etc. by chipping the plastered surface/ finishing/cladding to expose the concrete, smoothening the area using carborandum stone all in terms of relevant IS Code and conducting rebound hammer test all as per IS 13311-1992 (Part 1) or as directed including analysis & report preparation.	600	

3	Carbonation Depth Test	Preparing the surface of RCC structural member such as beams, columns, slabs, water tank walls & slab etc by chipping the plastered surface/finishing/cladding to expose the concrete, cutting etc as per relevant code and conducting carbonation test at various depth as directed using phenolphthalein of Specified concentration to assess depth of carbonation including analysis & report preparation.	200	
4	Corrosion Test (Half Cell Potential)	Deciding the location by using “Rebar Locator/Cover Meter” and Preparing the structural members as directed to expose the concrete, cleaning the area with blower /wire brush and taking out the concrete sample with cutter and testing as per standard specification including analysis of the test result & preparation of separate report for each building with observations and recommendations for remedial measures if any. (Including all)	50	
5	Core Test	Deciding the location by using “Rebar Locator/Cover Meter” and Preparing the structural members as directed to expose the concrete, cleaning the area with blower /wire brush and taking out the concrete sample with cutter and testing as per standard specification (IS:516-1959, IS456-2000) including analysis & report preparation.	50	

Critical Location of the rebound hammer test shall be decided by the consultant through visual inspection or as per the direction of Engineer in Charge.

5. Submission of detailed report, which includes:

- 5.1 The findings from detailed visual inspection for each dwelling units / tower
- 5.2 Non-destructive test results and/or any other such test carried at site as per the scope of work and submitted along with the report
- 5.3 Suggested remedial measures or clear conclusion stating whether tower/ dwelling unit habitable or to be evacuated or to be repaired or demolished.
- 5.4 **Consultant shall submit Proforma-B along with the structural audit report.**
- 5.5 **Consultant shall submit their recommendations on how to address a particular problem found out in audit report including the methodology & materials along with the approximate item wise costing for the same.**

6. The consultancy and incidental charges for carrying out the above works shall include for all scope of work.

- 6.1 No separate charges for any claim raised by the consultant shall be provided by IGIDR.
- 6.2 Licensed Structural Engineer (highest category) registered with MCGM.
- 6.3 Trained and experienced structural engineers / civil engineers.
- 6.4 Engineer to conduct Structural Audit as per the guidelines of the Indian Society of Structural Engineers.

7. Consultant shall have:

- 7.1 Necessary tools and plants required for the execution of the work for any type of structure and the list of such equipment shall be attached
 - 7.2 Methodology supported by exhaustive checklists and software
 - 7.3 Detailed report along with documentation of building/floor wise observations
 - 7.4 Consultants have to submit adequate nos. of photographs representing status of the buildings, stressed (if any) of the buildings, tests carried out, results along with the audit reports.
- 8.** To discuss the findings of the audit with institute's authorities.

SECTION-G

ARTICLES OF AGREEMENT

ARTICLES OF AGREEMENT made the ___ day of _____, 2019

Between

The Indira Gandhi Institute of Development Research a Society established by Reserve Bank of India and registered under the Societies Registration Act, 1860, having its office at General Arun Kumar Vaidya Marg, Santosh Nagar, Goregaon East, Mumbai 400 065, hereinafter referred to as “**the Institute**”, (which expression shall unless it be repugnant to the context or meaning thereof be deemed to mean and include its successors and assigns) of the FIRST PART, And

M/s. _____ a registered partnership firm / proprietary firm, having its office at (Mention registered address) _____, hereinafter called “**the consultant**”, (which expression shall unless it be repugnant to the context or meaning thereof be deemed to mean and include the partners or partner for the time being of the firm and permitted sub-contractors) of the SECOND PART,

WHEREAS:

The Institute proposes to carry out the Conducting the Structural Audit of buildings at its campus (Hereinafter referred to as “the said work”) and for which purposes it has availed the services of the professional consultants under Agreement (hereinafter referred to as “the said Agreement”).

- A. The Institute is desirous of availing the services of persons/ firms/ companies to carry out renovation work of **Conducting the Structural Audit of buildings in the campus of the Institute** and has caused Drawings and Bill of Quantities showing and describing the work to be done prepared by or under the directions of Institute and the Consultant. The said drawing numbered 1 inclusive, the specifications and the schedule of Quantities have been signed by or on behalf of the parties hereto.
- B. The Consultant has agreed to work assigned to it in consonance with the said Agreement and subject to the terms stated there under and has agreed to carry out the work assigned to it under the supervisions of the Consultant and the Institute.
- C. The Consultant has agreed to execute upon and subject to the conditions set forth herein and in the correspondence attached hereto and to the Conditions set forth in the Special Conditions and in the Schedule of Quantities and Conditions of Contract (all of which are collectively herein after referred to as "**the said Conditions**") the works described in the said Specifications and included in the said Schedule of Quantities at the respective rates therein set forth amounting to the sum as therein

arrived or such other sum as shall become payable there under (hereinafter referred to as "**the said Contract Amount**").

NOW IT IS HEREBY AGREED AS FOLLOWS:-

1. In lieu of the consideration herein mentioned the Consultant will upon and subject to the conditions annexed carry out and complete the work shown upon the Contract, Drawing and described by or referred to in the Schedule of Quantities and in the said conditions.
2. The Institute shall pay the Consultant the Contract Amount, or such other sum as shall become payable, at the times and in the same manner specified in the said Conditions.
3. The said conditions and Appendix thereto and the correspondence attached hereto shall be read and construed as forming part of this Agreement and the parties hereto shall respectively abide by, submit themselves to the said conditions and the correspondence and perform the agreements on their part respectively in the said Conditions and the correspondence contained.
4. The plans, agreement and documents mentioned herein shall form the basis of this contract.
5. This Agreement is neither a fixed Lump sum Contract nor a Piece Work Contract, but it is a Agreement for the complete work, the Contract Amount whereof is to be paid for as per the actual quantities at the rates contained in the Schedule of Rates and Probable Quantities or as provided in the said Conditions. The Consultant has to visit the site & acquaint himself with the site condition & also the part work done therein by the previous Consultant. As the nature of the work comprises of completing the balance incomplete work, the new Consultant should carefully study the present site condition & quote the rates accordingly. No claims will be entertained later for any lapse on the Consultant's part in having studied the present site condition.
6. The Consultant shall afford every reasonable facility for carrying out of all works or other Consultant's appointed by the Institute and shall make good any damages done to walls, floors etc. after the completion of such works.
7. The Institute reserves to itself the right of altering the items to be executed by adding to or omitting any items without prejudice to this Agreement. However, the Consultant shall not be entitled to any payment for the works done exceeding the Tender Quantities unless specifically approved in writing by the Institute.
8. Time shall be considered as the essence of this Agreement and the Consultant hereby agrees to commence the work job from 4th date of issue of work order as provided for in the said Conditions and to complete the entire work within **2 (two) months**, subject nevertheless to the provisions for extension of time.
9. The payments for running bills & final bill shall be made subject to quantity and quality check in the format approved by the Institute and the Consultant. The payment shall be processed by the Institute only after recommendation by the Consultant with proper documentation.
10. The Consultant should complete the work as per the work schedule annexed as **Annexure I**. The Consultant also binds to depute its team/ manpower at site during execution work as per enclosed organization chart/schedule.
11. All payments by the Institute under this Agreement will be made only at Mumbai. All disputes arising out of or in any way connected with this Agreement shall be deemed to have arisen at Mumbai and only courts in Mumbai shall have the jurisdiction to determine the same.

12. That the several parts of this Agreement have been read and fully understood by all parties.

IN WITNESS WHEREOF the parties have executed these presents on the day and year first hereinabove written.

SIGNATURE CLAUSE

SIGNED AND DELIVERED by the
Indira Gandhi Institute of Development & Research by the
hands of

Shri Jai Mohan Pandit

Registrar & CAO
(Name & Designation)

in the presence of

1)
Address.....

2)
Address

SIGNED AND DELIVERED BY

.....

in the presence of

1)
Address

.....

2)
Address

.....

If the party is a partnership firm or an individual or company
Should be signed by all or on behalf of all the
partners.

Annexure - A

**FORMAT OF UNDERTAKING, TO BE FURNISHED ON COMPANY LETTER HEAD
WITH REGARD TO BLACKLISTING/ NON- DEBARMENT, BY ORGANISATION
UNDERTAKING REGARDING BLACKLISTING / NON – DEBARMENT**

To,
The Registrar
Indira Gandhi Institute of Development Research
Film City Road, Santosh Nagar,
Goregaon (East),
Mumbai – 400 065.

We hereby confirm and declare that we, M/s -----, is not blacklisted/ De-registered/ debarred by any Government department/ Public Sector Undertaking/ Private Sector/ or any other agency for which we have Executed/ Undertaken the works/ Services during the last 5 years.

For M/s _____

Authorized Signatory

Date: