

TENDER DOCUMENT

FOR

Annual Maintenance Contract (AMC) for Routine Civil Repairs, Maintenance, and Minor Construction Work, Including Minor Electrical and Mechanical Works at CEC.

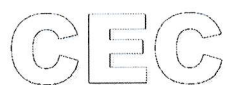
NOTICE INVITING TENDER (NIT)

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TERMS AND CONDITIONS OF TENDER

CEC

Consortium for Educational Communication
IUAC Campus, Aruna Asaf Ali Marg,
New Delhi – 110067



Consortium for Educational Communication
IUAC Campus, Aruna Asaf Ali Marg,
New Delhi – 110067

Name of the Work: Annual Maintenance Contract (AMC) for Routine Civil Repairs, Maintenance, and Minor Construction Work, Including Minor Electrical and Mechanical Works at CEC.

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Note:

Tenderer should confirm that they have received all the above documents. The nature and the site of works can be seen personally. Demand draft / FDR for Rs. 60,000/- (Rupees Sixty Thousand only) towards Security Deposit may please be attached in favour of Director, CEC, New Delhi. The Demand draft / FDR will be placed in a separate envelop indicating Tender Number.

DD No. _____ Dated _____ Rs. _____

Signature of the officer
Issuing tender



**Consortium for Educational communication
(IUAC Campus), Aruna Asaf Ali Marg
New Delhi 110067
Phone No.011-24126418-19-20
Fax: 011-24126416**



TENDER NO.: CEC/5/ 124/ ADMIN /2025-26

Notice Inviting Tender for Annual Maintenance Contract (AMC) For Routine Civil Repairs, Maintenance, and Minor Construction Work, Including Minor Electrical and Mechanical Works at CEC.

Consortium for Educational Communication (CEC), an Inter University Centre of University Grants Commission (UGC) invites sealed Tenders from registered Civil Contractors / Consultants, for Annual Maintenance Contract (AMC) for routine civil repairing, maintenance and minor construction work including minor electrical & mechanical work executed at CEC. The technical specifications/documents can also be obtained from the CEC Website <https://cec.nic.in/cec/tender> & from Central Public Procurement Portal (CPP Portal) site <https://eprocure.gov.in/epublish/app>

Earnest Money Deposit of Rs. 60,000/- (Rupees Sixty Thousand Only) in the form of Demand draft / FDR in favour of “**Director, CEC**”, payable at **New Delhi** should be placed in a separate envelope indicating the Tender number. The Complete Tender document along with the Demand draft / FDR in separate envelope should be sent in a sealed envelope super scribed “**Tender for Annual Maintenance Contract (AMC) for routine civil repair, Maintenance and minor construction work Including Minor Electrical & Mechanical works at CEC**” and must reach “**The Chief Administrative Officer**, Consortium for Educational Communication, IUAC Campus, Aruna Asaf Ali Marg, New Delhi – 110067” on or before 2:00 PM on 29th **August, 2025**. The received tenders will be opened on the same day at 2:30 PM at CEC.

CEC reserves the right to reject any or all the tenders without assigning any reason whatsoever.

Chief Administrative Officer

Annual Maintenance Contract (AMC) for Routine Civil Repairs, Maintenance, and Minor Construction Work, Including Minor Electrical and Mechanical Works at CEC.

**Status of the firm
(To be filled by the bidder)**

1.	Name of the Applicant and Address of the Registered Office	
2.	Year of establishment (Enclose documentary evidence)	
3.	Type of the organization (Whether sole proprietorship, Partnership, Private Limited or Co-operative Body, etc.	
4.	Name of the Proprietor / Partners / Directors of Applicant with address and phone numbers.	
	(a)	
	(b)	
	(c)	
	(d)	
5.	Details of Registration – Whether Partnership Firm, Company etc. Name of the Registration Authority, Date and Registration number	
6.	Whether registration with Government (CPWD/State PWD/ MES/ Railways) Semi-Government / Municipal Authorities or any other Public Organization and if so, in which class and since when?	
7.	No. of Years of experience in the relevant field.	
8.	Registration Details a) PAN No. b) GST Registration No. c) Sale Tax Registration No. Copies may please be enclosed.	
9.	Copies of work orders and completion certificates of similar works executed successfully during last 5 years in Govt, Public Sector, Autonomous Body or reputed Private Ltd. company with at least one work more than the value of Rs.06.00 Lakhs.	
10.	Yearly turnover of the Organization (year wise) – Any three years. 2021-2022 2022-2023 2023-2024 2024-2025	

	(Enclose copy of audited Balance Sheet)	
11.	Whether Agency has been black listed by any of the Department/ Organization (Attach undertaking on the letter head of the Firm).	

Copies of certificates / documents in support of proof of above may be attached.

I thoroughly read and understood all the terms & conditions as contained in the tender documents and agreed to abide them.

Date:

Signature of Authorized Person

Place:

Full Name:

Company's Seal:

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General terms and conditions of the tender

1. An **Earnest Money Deposit (EMD) of Rs. Rs.60000/-** (Rupees Fifty Thousand Only) in the form of Demand draft / FDR in favor of Director, CEC payable at New Delhi should be enclosed with the bid.

The EMD will be refunded to the unsuccessful bidder only after finalization of the tender. No interest is payable on the EMD.

2. In case the successful tenderer declines the offer of Contract, for whatsoever reason(s), their EMD will be forfeited.

3. **Exemption of EMD:**

(a) Micro and small Enterprises if registered with any government bodies specified by Ministry of Micro, Small & Medium Enterprises (M/o MSME) with valid certificate duly issued by GOI are exempted for submitting the earnest money deposit (EMD).

(b) Other Firms, registered with MSME / NSIC with valid certificate duly issued by GOI are also exempted for submitting EMD. No other type of certificate is acceptable.

(c) The exemption and relaxation in EMD is subject to the validity & acceptance of their registration certificate on the date of opening of tender and provided certificate should be in the relevant category (nature of services).

4. **Performance Security Deposit:** The successful bidder will have to submit 5% performance Bank Guarantee of the contract/LOI value in the form of Demand draft / FDR in favor of Director, CEC payable at New Delhi within a period of 15 days from the date of issue of order. PBG shall be valid for entire AMC period plus 2 months.
5. EMD Shall be refunded to the successful bidder on receipt of performance Security Deposit.
6. The work shall be carried out as per latest CPWD specification with up-to-date correction slips and as per directions of Maintenance Engineer (H/W), (CEC).
7. No Labor Hut shall be allowed at site. Contractor may see the site before quoting rates.

8. The %age quoted over Civil work DSR 2023 Vol - (I&II) and electrical & mechanical work DSR 2022 (E & M) must include the expenditure involved in all operations necessary to complete the work in all aspect.
9. In case the contractor needs any payment in advance, he shall have to submit a Bank Guarantee of equal amount in favor of Director CEC.
10. Defect liability period shall be six (6) months from the date of completion of work. Any defect / damage arising in this period due to contractor's fault will be rectified by him at his own cost. Failure to do so, the work will be done by the department & cost / amount spent will be deducted from the security & balance security will be forfeited.
11. On submission of the final bill of the work done 10% of the total cost shall be retained by the CEC for 6 months as security deposit for the rectification of defects if any.
12. Nothing extra shall be payable over the above quoted rates.
13. Income tax and other recoveries etc. shall be made as per rules.
14. Time allowed for executing and complete the work will be as per direction specified in respective work order issued based on this AMC.
15. Penalty up to 1% of the total order value (excluding of GST) of individual job per fortnight on the job delayed over the above period subject to maximum of 5% of the total order value (excluding of GST) will be at the discretion of CEC.
16. Official approved record for labour Supply if any shall be maintained & the entry of labor deployed shall be made in the register kept at reception.
17. Payment will be made as per actual measurement of items of work after completion of work. The contractor must write complete nomenclature of the item in the abstract sheet.
18. All disputes shall be only in courts within jurisdiction of Delhi.
19. The tenderer should take care that the rate / amount is written in figure & word. In case of ambiguity / difference between the amount in figure and words in tender document, the lesser amount will be treated as valid.
20. CEC has the right to reject any tender/ quotation without assigning any reason.
21. **Supply of Material & manpower:** In case of items / materials executed/ procured by contractor, payment of materials will be made to contractor

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on the basis of Civil DSR 2023 & DSR 2022 (E&M) rates, over/below percentage quoted by him in Annexure-I.

For those materials/item rate, which are not appearing in DSR 2023 & DSR 2022 (E&M), the same will be paid on the basis of submission of original cash memo/bills of reputed suppliers. Over the basic rate (without GST) mentioned in cash memo/bill, the contractor will be given 10 % extra. This extra percentage will cover cartage, wastage and all other overheads & unforeseen expenses in addition to contractor's overhead & profit. CEC has the right to verify market rates with respect to cash memo/ bills submitted by the contractor and shall make payment based on the least market price rather than cash memo/bills in case of any discrepancy. Submission of Material Inward Challan(s) duly entered in CEC main gate security is MUST for all the material including those on DSR basis

Although the contract main scope of work cover the execution based on item rate execution, but in case of requirement at site/nature of misc. repair work, the agency/contractor shall also supply the unskilled and skilled manpower/workers like, balder, carpenter, plumber, painter, Black Smith, electrician etc. on day-to-day basis as /when required for execution of jobs and their rates shall be worked out based on basic wages/rate given in Civil DSR 2023 & DSR 2022 (E & M) & 15% contractor's profit & overhead to be included extra plus % age quoted by the agency in the tender over DSR rate to be payable .

22. The work order shall be issued from time to time during the year as per requirement of work at site.
23. AMC contract will be awarded initially for a period of one year. However, the AMC contract may be renewed further years depending upon the performance of the contractor in the previous year on the same terms conditions& rates and by mutual agreement. There is no binding on CEC to renew the contract after original contract period.
24. Tender should be valid for a period of 90 days from the date of opening.
25. CEC will provide water and electricity free of cost during execution of work at one point. The contractor has to make his own arrangements for supply power and water from that point onwards as per his requirements.
26. Force majeure: - CEC may grant an extension of completion time of works/ items in case it is delayed by force majeure beyond the supplier's control. Force majeure is defined an event of effect that cannot reasonably be anticipated such as acts of God (like earthquakes, floods, tsunami etc.), the direct and indirect consequences of wars (declared or undeclared), national emergencies, pandemics/epidemics, quarantine

restrictions, civil commotions and strikes (only those which exceeds a duration of ten continuous days) at successful Bidder's factory. Apart from the extension of the time limit, force majeure does not entitle the successful Bidder to any relaxation or to any compensation of damage or loss suffered. The decision of the Director, CEC will be final and binding for the bidder.

27. Correspondence: - All the correspondence in respect of bid / contractual obligation shall be made to "The Chief Administrative Officer, Consortium for Educational Communication (CEC), IUAC Campus, Aruna Asaf Ali Marg, New Delhi - 110067.
28. Work schedule: - After award of work, contractor will immediately make a work schedule in consultation with CEC Maintenance Engineer/Engineer as to which activity is to be done in which sequence. Thereafter, contractor will carry out the work in that sequence.
29. Contractor will keep one qualified and experienced Supervisor at site at all times to look after the work and interact with CEC Engineers for execution of work.
30. Contractor shall undertake all safety precautions during the execution of work as laid down in relevant I.S. codes and CPWD safety manual. In the case of injury to any person, contractor shall always have the arrangement to remove him to hospital for treatment at his own cost and he will solely be responsible for any consequences arising out of any violation of safety norms.
31. Gate Passes: - Movement of materials in and out of campus will be through proper Gate passes signed by Maintenance Engineer / Engineer, CEC.
32. Movement of Labour:- Contractor shall take written permission for entry of labour for the duration of the work of the said project. No unauthorized labour will be permitted inside the campus. For late working by labour and night stay, if required, separate permission should be taken.
33. Contractor will remove/dispose all malba and debris out of CEC, arising in the process of work at his own cost. Unless work site is duly cleaned of above, contractor's bill will not be cleared.
34. Contractor will be solely responsible for the safety and security of his materials, tools and equipment's. No claim shall be entertained by CEC for any loss/theft /damage of contractor's materials.
35. Rate quoted by the contractor / firm shall be inclusive of all taxes, transportation cost etc. including GST.

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Payment: 90% by PFMS on satisfactory execution of work and verification by Maintenance Engineer and certification by Chief Administrative Officer, 10% shall be retained by CEC for 6 months and released thereafter as per clause 10 above.

Annexure-I

Estimated Cost of tender Rs. 30.00 Lakhs

**SCHEDULE FOR RATES
(To be quoted by bidders)**

Subject: Annual Maintenance Contract (AMC) for routine civil repairing, maintenance, minor construction work including minor electrical & mechanical work at CEC.

S. No.	Description of Item	Unit	Qty.	Rate (to be quoted in % over / below only)	Amount (In Rs.)
1	% over / below on DSR 2023 materials & items rates for execution of Civil Repair, Maintenance & Minor Works in CEC Campus. Estimated cost Annually 25.00 Lakhs for Civil works including GST and overhead.	Percentage	100 (Representative quantity only) The actual quantity of items will be as per work order issued from time to time during AMC period.		
2	% over / below on DSR 2022 (E&M) for execution of Minor Electrical & Mechanical Work in CEC Campus. Estimated cost Annually 5.00 Lakhs for Electrical & Mechanical works including GST and overhead	Percentage	100 (Representative quantity only) The actual quantity of items will be as per work order issued from time to time during AMC period		

Note: -

- (i) Extra % quoted by Contractor should include all the factors over and above DSR rates (e.g. Cartage, Wastage, Contractor's overhead & profit etc.).

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Nothing over and above this percentage will be paid to Contractor.

(ii) GST (if applicable) will be included on above rate. Nothing shall be payable extra on his quoted rate.

(iii) Lowest bidder will be decided on lowest annual amount after adding all annual applicable amount of Annexure- I.

(iv) While quoting the rate, the bidder will fill the rate in percentage only, with mentioning below (-) /over (+) on DSR 2023 (Civil) / DSR 2022 (E&M) for his rate. In case no below/over/+/- mentioned by the bidder, it is deemed to be considered as above/+ in percentage only.

Date: Signature of Authorized Person

Place:

Full Name:

Company's Seal:
