

**BID DOCUMENT**

**for**

**Preparing BOQ, detail estimate & specification  
for Buildings (Part)**

**FOR**

**PROPOSED CONSTRUCTION at NCI, JHAJJAR**  
**Notice Inviting Quotation**  
**Instructions to Bidders**  
**Scope of work**  
**General Conditions of Contract**

**December 2013**

Quotation No. – HSCC/Est/ NCI/2013-14

**HSCC (INDIA) LTD.**

(CONSULTANTS & ENGINEERS FOR MEGA HOSPITALS & LABORATORIES)  
E-6(A), sector-1, NOIDA (U.P) 201301 (India)

Phone: 0120-2542436-40

Fax : 0120-2542447

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**HSCC (India) Limited**

Quotation No. – HSCC/Est/ NCI/2013-14

Date 27.12.2013

**NOTICE INVITING QUOTATION**

Sealed quotations are invited from eligible contractors/firms for the following works:

<b>Name &amp; Description of work:</b>	<b>Estimated Cost:</b>	<b>Completion period of work</b>	<b>EMD (in form of DD/Pay Order in Favour of 'HSCC (I) Ltd.')</b>	<b>Dates for downloading of quotations</b>	<b>Last date of submission (at HSCC Office, Noida)</b>
Preparing BOQ, detail estimate & Specifications for Buildings (Part) at NCI Jhajjar.	Rs. 5.50 lakhs	2 Weeks	Rs 11,000.00	27.12.2013 to 02.01.2014 upto 13:00 hrs	02.01.2014 upto 15:00 hrs & Opening at 15:30 hrs

The document may be downloaded from HSCC website [www.hsccltd.co.in](http://www.hsccltd.co.in) and submitted at HSCC's office at Plot No. E - 6(A), Sector-1 Noida-201301. HSCC reserves the right to accept or reject any application without assigning any reason or incurring any liability whatsoever. Prospective bidders are advised to regularly scan through HSCC website as corrigendum/amendments etc., if any, will be notified only on the HSCC (India) Ltd. websites and no separate advertisement will be made for the same.

**Sr. Manager (Civil), HSCC (I) Ltd.**

## 2.0 Instructions

**Name of Work:** Preparing BOQ, detail estimate & Specifications for Buildings (Part) at NCI Jhajjar.

Offers are hereby invited by HSCC (India) Ltd. from competent Agencies. The agency shall carry out the work as per enclosed scope of work, general terms and conditions, time period and mode of payments etc.

The offer shall be submitted in sealed covers marked "Tender for Preparing BOQ, detail estimate & Specifications for Buildings (Part) at NCI Jhajjar." as detailed below:

### ENVELOPE MARKED NO. 1

Shall contain all documents down loaded from website **excluding Price bid** duly signed and filled.

### ENVELOPE MARKED NO. 2

Shall contain Price bid duly filled signed & stamped.

All the envelopes marked above to be sealed in a separate envelope and submitted with in due date & time at the following address:

**HSCC (India) Ltd.**  
**E - 6(A), Sector -1, NOIDA, Uttar Pradesh.**  
**Pin- 201301.**

The last date of submission of tender is 02.01.2014 up to 1500 Hrs.

Bids shall be opened in the office of HSCC (India) Ltd, Plot No. 6(A), Block-E, Sector 1, Noida, Distt.Gautam Budh Nagar, Uttar Pradesh, Pin - 201301, half an hour after the prescribed time for tender submission in presence of the bidders' representatives who may wish to be present.

Envelope No.1: Shall be opened. Bids of parties who do not accept the conditions laid down in the bid documents may be rejected.

Envelope No. 2: Shall contain the sealed price bid. Whose bids is found to be generally in order and substantially responsive\* shall be opened either at the bid opening or at a subsequent date to be intimated in advance to such eligible bidders.

Offers not complete in all respects and/or received late, or conditional or not in accordance with our terms and conditions, will be summarily rejected. The decision of HSCC shall be final and binding in this regard. HSCC reserves the right to accept or reject any or all quotations without assigning any reason thereof and also take no responsibility for delay, loss or non-receipt of quotations sent by post either way.

Kindly note that offers shall be valid for 02 Two months from the last date of submission of bids.

\* as per Pre Qualifying Criteria

**LETTER OF APPLICATION**

[NOTE : On the letter head paper of the applicant including full postal address, telephone no., fax no., telex no. and cable address]

Date: \_\_\_\_\_

HSCC (India) Ltd.  
 Plot No. 6(A), Block(E), Sector-I  
 NOIDA, U.P.-201301

Sirs,

1. Being duly authorised to represent and act on behalf of .....  
 (hereinafter referred to as "the Applicant") and having reviewed and fully understood all the pre-qualification information provided, the undersigned hereby apply to be pre-qualified by yourselves as a bidder for the

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Bid No.	Client Name
HSCC/Est/ NCI/2013-14	HSCC(I) Ltd. E-6/A, Sector-1, Noida

2. Attached to this letter are copies or original documents defining:
  - (a) the applicants legal status
  - (b) the principal place of business
  - (c) the place of incorporation (for applicants who are corporations) or the place of registration and the nationality of the owners (for applicants who are partnerships or individually owned firms)
3. Your agency and its authorized representatives are hereby authorized to conduct any inquiries or investigations to verify the statements, documents and information submitted in connection with this application, and to seek clarification from our bankers and clients regarding any financial and technical aspects. This letter of application will also serve as authorization or any individual or authorized representative or any institution referred to in the supporting information, to provide such information deemed necessary and requested by you to verify statements and information provided in this application, or with regard to the resources, experience, and competence of the Applicant.
4. Your agency and its authorized representatives may contact the following persons for further information:

General, Personnel, Technical and Financial Enquiries	
Contact 1 :	Telephone 1 :
Contact 2 :	Telephone 2 :
Fax No.:-	

5. This application is made in the full understanding that:

(a) Bids submitted by applicants will be subject to verification of all information submitted at the time of bidding

(b) Your agency reserves the right to :

- amend the scope and value of the contract / bid under this project ; in such event, bids will only be called from pre-qualified bidders who meet the revised requirements ; and
- reject or accept any application, cancel the pre-qualification process, and reject all applications without assigning reasons or incurring any liability thereof; and

(c) Your agency shall not be liable for any such actions and shall be under no obligation to inform the Applicant

6. The undersigned declare that statements made and the information provided in the duly completed application are, true and correct in every detail.

Sealed & Signed
Name
For and on behalf of

#### 4.0 Pre Qualifying Criteria

Following is the pre qualification criteria for bidders:

Experience should be in the name of the bidding company and not in subsidiary/ associate company/ Group Company etc.

(i) Experience of having successfully completed works during the last 7 years ending last day of the month previous to the one in which applications are invited:

Three similar completed works each costing not less than the amount equal to 40% of the estimated cost

Or

Two similar completed works each costing not less than the amount equal to 50% of the estimated cost

Or

One similar completed work of costing not less than the amount equal to 80% of the estimated cost

**Similar works** mean “Work done for designing and estimating of any buildings”.

All bidders should submit the proof of works executed as above

The competent authority to pre-qualify shall have the powers to relax any condition/criteria for pre-qualification if it considers expedient to do so.



## **5.0 Scope of Work**

Preparing BOQ including take off sheets in MS Excel, detail estimate based on DSR 2013 CPWD & Rate Analysis of Non Scheduled Items and Technical Specification for Civil Works (Approx. area to be calculated: 6,00,000 sft).

The details for Civil work includes but not limited to working of detail measurements for all items related to foundation, plinth, superstructure, doors and windows, finishes & flooring (Internal as well as External) as per approved schedule of finishes and related external development works.

The payment shall be made on the basis of Actual plinth area calculated in Sft.

## **6.0 General Conditions of Contract**

The General Conditions of Contract are as under.

### **6.1 Delay and extension**

If the work is delayed by force majeure or any other cause in the absolute discretion of Employer is beyond the Agency's control, they shall immediately upon the happening of such event contributing to delays give notice thereof in writing to Employer but shall nevertheless use constantly their best endeavors to prevent or make good the delay and shall do all that may be reasonably required to the satisfaction of HSCC to proceed with the work.

Request for extension of time shall be made by the Agency in writing within seven days of the happening of the event causing delay. The Agency shall also indicate with any such request, the period for which extension is required. In any such case HSCC may give a fair and reasonable extension of time for completion of individual items or group of items of work for which separate period of completion is specified in the contract as a whole, but it shall be the sole discretion of the Employer to grant or refuse such extension.

The decision of HSCC in regard to the extension will be communicated to the Agency in writing within a reasonable time but no compensation or any extra amount shall be paid for such extension granted by HSCC.

### **6.2 Compensation payable for delay in completion and risk prejudice clause**

The Agency shall be liable to pay compensation to HSCC in case of delay in fulfilling obligation under this agreement for causes solely attributable to the Agency at 1% (One percent) of contract

amount per week of delay subject to maximum of 5%(five percent only) of the total contract price towards their contract.

### 6.3 Risk Prejudice Clause

In case progress of any part of Agency's work is found to be unsatisfactory by HSCC at any time during the execution vis-a-vis, the terms of contract, HSCC shall give the Agency a week's notice in writing asking for their plans for remedying the situation and to complete the job within the time mutually agreed, subject however to the conditions that the entire work falling within their scope of work shall be completed within the stipulated time. On the failure to remedy the situation as per agreed time with HSCC, HSCC shall have the right to withhold that portion of the work and get the same done at the risk and cost of the Agency after giving one weeks notice.

### 6.4 Arbitration

If at any time any doubt, question, dispute or difference whatsoever, shall arise between the Agency and HSCC upon or relating to or in connection with this contract, either of the parties may give the other notice in writing of the existence of such doubt, question, dispute or difference and the same shall be referred to the Chairman - cum - Managing Director, HSCC or his nominee as Sole Arbitrator. The decision of the sole arbitrator thereon shall be final, conclusive and binding upon the parties to dispute. The party invoking arbitration shall specify the dispute or disputes to be referred to the arbitration under the clause together with the amount or amounts claimed in respect of each of dispute.

### 6.5 Jurisdiction of Court

All disputes arising out of the contract shall have the jurisdiction of courts of the Union Territory of Delhi only.

### 6.6 Termination of Contract

HSCC reserves the right to terminate, or postpone the work on account of unfulfillment of contractual obligation(s) or any sufficient cause, HSCC being sole judge of the same. The Agency shall be paid for the useful work done upto the date of termination. HSCC shall determine the credit to be given to the detailer for the value of the work executed by the Agency. The Agency shall give HSCC all the data prepared by them till the date of termination before the final dues are paid to the Agency. Even after the termination of agreement, the Agency shall continue to cooperate with HSCC to such a reasonable extent as may be necessary to clarify or explain any reports or recommendations in documents or detailing made by them.

### 6.7 Breach of Trust

Unless otherwise directed by HSCC specifically, the Agency shall not contact directly or indirectly the client or any other authorities connected with the project. Non compliance of this clause shall

be treated as breach of trust resulting in the termination of contract between HSCC and the Agency for with without any prior notice to him. In such event, no job will be entrusted to him in future by HSCC.

#### 6.8 Discussions with HSCC and Approvals

The Agency shall make themselves available at reasonable notice to be present for discussions with HSCC. The Agency shall also provide assistance, advice and information to HSCC as may be required from time to time for discussions with other agencies or HSCC officials connected with the work.

The Agency shall get approved the work done by him at every stage throughout the period from HSCC. However, such approval by HSCC shall not be deemed to absolve the Agency of the total responsibility of the correctness and soundness of the work and other obligations under this contract.

#### 6.9 Guarantee and liability of the Agency

The Agency shall be liable for all consequence of errors and omissions arising from errors solely attributable to Agency or on the part of their employees to the extent and with the limitation specified by HSCC.

#### 6.10 Periodical Progress Report

The Agency shall prepare and submit periodical progress reports and status of works being performed by them. Such submissions of reports and review and approvals, if any, thereof by HSCC shall not be deemed to absolve the responsibilities of the Detailer for timely completion of the assignment.

#### 6.11 Unit Rates

The Lump sum / Unit rates quoted shall remain firm throughout the validity of the contract. The rate shall include cost of materials, labor, tools and equipments, transport charges, taxes, royalties, octroi, service tax etc. payable on all transactions for the due performance of work under this contract. The rates shall be given in the schedule, as specified herein before. No escalation shall be paid on whatever account it may be.

#### 6.12 Variation in scope of work and schedule of quantity

The scope of work & schedule of quantities may vary to any extent. The rates quoted by the Agency shall remain firm for the complete job as directed by the Engineer.

#### 6.13 Mobilization advance

No Mobilization advance shall be paid.

**6.14 Income tax**

Income tax shall be deducted from Agency's bill as per rules.

**6.15 Only computerized output**

The Agency shall prepare a CD of the complete work assigned to them including drawings, report work, data, and other documents & the same shall be submitted to HSCC after completion of job.

**6.16 Completion Time**

Total time period for completion of job will be Two Weeks from the date of issue of letter of award.

**BID DOCUMENT**

**for**

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**FOR**

**PROPOSED CONSTRUCTION at NCI, JHAJJAR**

**Price Bid**

**December 2013**

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Phone: 0120-2542436-40

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**Subject:** Quotation for preparing BOQ, Detail Estimate & Specification for OPD Block, Clinical Research Block, Admin & Research Block, Basic Science Research Block at NCI Jhajjar.

**ITEM:** Preparing BOQ including take off sheets in MS Excel, detail estimate based on DSR 2013 CPWD & Rate Analysis of Non Scheduled Items and Technical Specification for Civil Works (Approx. area to be calculated: 6,00,000 sft).

The details for Civil work includes but not limited to working of detail measurements for all items related to foundation, plinth, superstructure, doors and windows, finishes & flooring (Internal as well as External) as per approved schedule of finishes and related external development works.

Rates shall be quoted both in words and figure. Amount of service tax, if extra, shall be clearly mentioned below.

The work shall be completed with in Two Weeks time. Payment shall be made on completion of work. Necessary deduction shall be made for Income Tax, Service Tax, etc. as per Govt. of India Regulations.

The payment shall be made on the basis of Actual plinth area calculated in Sft.

S.No.	Description	Area	Unit	Rate in figures	Rate in Words	Amount
1.	Civil Work	6,00,000	Sft			
Total Amount						
Add for Service Tax (If Extra)						
Total Amount after Service Tax						

Seal and Stamp of Agency