



# SHRI RAM COLLEGE OF COMMERCE

University of Delhi, Maurice Nagar, Delhi – 110007

Phones: 27667905, 27666519

Website: [www.srcc.edu](http://www.srcc.edu) ▪ email: [principaloffice@srcc.du.ac.in](mailto:principaloffice@srcc.du.ac.in)

Feb 17, 2024

## NOTICE

### RFP FOR WHITE WASH AND PAINT OF STAFF QUARTERS

Request for Proposals (RFP) are invited from the established and experienced Civil Contractors for White Wash/Paint/dry distemper of Staff Quarters (Type A, B, D and New Teacher's Flats) at Shri Ram College of Commerce, University of Delhi on Rate Contract basis.

ADDRESS	SHRI RAM COLLEGE OF COMMERCE, DELHI UNIVERSITY, DELHI-07
WEBSITE	<a href="http://www.srcc.edu">www.srcc.edu</a>
TYPE OF TENDER	THROUGH OPEN PROCESS
DATE OF START	20 Feb 2024
LAST DATE OF SUBMISSION OF TECHNICAL BID/DOCUMENTS	12 Mar 2024
EARNEST MONEY	5000/- (rupees five thousand only)
TENDER OPENING DATE	Will be notified through website of College
CONTRACT TIME PERIOD	Rate Contract for two years

### ELIGIBILITY CRITERIA FOR SUBMISSION OF QUOTATIONS

The bidder must fulfil the following eligibility conditions to be eligible for submission of tender

- 1. Established Contractor:** Must be an established Contractor of repute. Contractors registered/ empanelled with CPWD; PWD (Delhi State); NBCC; DDA or any other autonomous organization shall be *preferred*.
- 2. Annual Turnover:** The Agency should have an Average Annual Gross Turnover of Rs. 15,00,000/- (rupees fifteen thousand only) during the last three financial years.
- 3. Experience:** The contractor must have carried out similar type of civil works satisfactorily for Government Departments/ PSUs/Banks/Educational Institutions/ Colleges/ Universities etc. during the last 5 years. *List of organizations served during the last 3 years and currently being served along with Work Orders & Work Completion Certificates are required to be submitted.*
- 4. Location in Delhi:** The agency should be located in the city of Delhi. Agencies from outside Delhi or NCR areas will not be considered. *Proof of address to be provided.*
- 5. Registration under various laws:** The agency must be registered under tax laws viz. Income Tax & GST. *Requisite proof(s) with respect to all registrations are required to be submitted.*



## SCOPE OF WORK

1. Two or more COATS of dry distemper including cleaning and preparation of the complete surface area of Staff Quarters (Type A, B, D and New Teacher's Flat) including enamel paint of doors and windows (iron and wooden portion).
2. The (L-1) rates per sq ft so quoted, shall be fixed as Rate Contract for 02 Years and Quarters shall be assigned for white wash/paint jobs as per respective turn when it becomes due.
3. The bidder shall be paid for the actual quantity and quality of work done, as measured at site on the rates quoted by him, after completion of the work.

## SPECIAL CONDITIONS

1. Interested bidders are advised to visit the College/Site *between 10 AM to 4 PM from 21 Feb to 11 Mar 2024* to assess the scope of work before submission of bid. Bidders shall be deemed to have full knowledge of the site, whether they inspect it or not and no extra charge consequent to any misunderstanding or otherwise shall be allowed. All rate are to be given in per square foot.
2. The successful Contractor shall carry out the work and cause minimum disturbance to the allottee of the Quarter.
3. Paint Materials must be from fresh lot of manufacturing. Each packing must be marked with Batch number, manufacturing date and expiry date. The Contractor shall submit samples of materials to the College with promptness within a week of the award of job. Any materials, equipment, etc. brought to the site and found to be not in accordance with the agreement, shall be rejected and the CONTRACTOR shall remove the materials from the site immediately.
4. The CONTRACTOR shall not be entitled to any extension of time or extra cost for rejection as per above.

## MEASUREMENT OF WORK

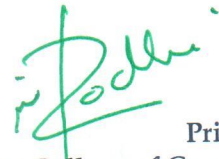
1. Unless otherwise specified, measurement of work shall be carried from the works executed. The measurements for the purpose of preparing Bills will be taken jointly by the Contractor's representative and the supervisor deputed by the College. In measurement of work as stated above, the CONTRACTOR shall certify that the work has been carried out strictly as per terms of the agreement.
2. In the event of any dispute about the measurement of the work executed, the decision of the College shall be final and binding on the CONTRACTOR.

## HOW TO APPLY

RFP in sealed envelope, along with the required documents in prescribed proforma, as per Annexure- A, superscripted with '*Quotation for White Wash/paint of Staff Quarters*' on top of the envelope is to be submitted to the Principal, Shri Ram College of Commerce, University of Delhi, Maurice Nagar, Delhi - 110 007 latest by 1600 hrs on March 12, 2024.

## Documents required to be attached to the Technical Proposal

- (a) Proposal proforma as per **Annexure - A**
- (b) Organization's brief profile.
- (c) Document in support of Legal Status of the Agency - Company Incorporation Certificate/ Partnership Deed/ Registration of the Firm.
- (d) Financial Bid as per **Annexure - B**
- (e) Undertaking as per **Annexure - C**
- (f) **EMD** of Rs. 5,000/- (Rupees Five Thousand only) in the form of Demand Draft drawn in favour of **Principal, Shri Ram College of Commerce**, payable at Delhi.
- (g) Certificate with details of Annual Turnover from a Chartered Accountant during the last 3 financial years along with Audited Financial Statements for last 3 years.
- (h) List of government organizations/ institutions for which civil works executed during the last 3 years (in given format in **Annexure - A1**) along with Work Orders & Work Completion Certificates.
- (i) Undertaking of non-black listing by any government department/ institution as per **Annexure - D**.
- (j) Proof of organization's address in Delhi.
- (k) Requisite proof(s) with respect to registration under the Income Tax Law & GST.
- (l) Documents in support of registration/ empanelment with government authorities viz. CPWD; PWD (Delhi State); DDA or any other autonomous organization for operating by way of a Civil Contractor, as applicable.

  
Principal  
Shri Ram College of Commerce  
(University of Delhi)  
Maurice Nagar  
Delhi - 110007

email: [principaloffice@srcc.du.ac.in](mailto:principaloffice@srcc.du.ac.in)

श्री राम कॉलेज ऑफ कॉमर्स  
Shri Ram College of Commerce  
दिल्ली विश्वविद्यालय / University of Delhi  
दिल्ली / Delhi-110007



## TERMS AND CONDITIONS

### **A. SUBMISSION OF QUOTATIONS**

1. Request for proposal (RFP) in a sealed cover are to be submitted duly filled and signed as per prescribed proforma in Annexure - A.
2. Request for proposal (RFP) should be properly signed by the Proprietor/ Partner or any authorized official/ representative of the firm and his/ her capacity as the signatory should be specifically stated. RFP should also bear stamp of the bidding organization/ firm.
3. All documents attached with the RFP should be self-attested by the authorized signatory as also bear seal of the agency.
4. Incomplete RFP or without proper documents/ proofs shall be summarily rejected and no correspondence will be entertained in this regard.
5. RFP shall be evaluated based on the available documents submitted by the agency. During the examination, evaluation, comparison of the proposals and qualification of the participating agency, the college may, at its discretion, ask any agency for a clarification of its quotation. Any clarification which is not in response to the request by the college shall not be considered.
6. If any agency does not provide clarification sought in respect of its quotations, it is liable to be rejected by the college.
7. Conditional quotations with deviations from the conditions laid down by the college, quotation not meeting minimum eligibility criteria, technical proposals not accompanied with EMD of the requisite amount or any other requirements, stipulated in the Notice inviting quotations are liable to be rejected.
8. The agency which qualifies the technical evaluation stage shall only be eligible.

### **B. EMD**

1. EMD of Rs. 5,000/- (Rupees Five Thousand only) in the form of Demand Draft drawn in favour of *Principal, Shri Ram College of Commerce*, payable at Delhi shall be submitted along with the bid. No interest on the EMD amount will be paid by the College.
2. Participating agencies should mention the agency's name and contact number of the authorized representative on back of the Demand Draft.

### **C. GENERAL**

1. The contract for white wash/paint/dry distemper of staff quarters to be awarded on the basis of open tendering process. However, the College reserves the right to award the work to any of the contractors depending upon the exigency, nature and magnitude of the work.
2. Submitting RFP of an agency does not confer any right to it for award of work.
3. Evaluation of contractors/ agencies for the work will be based upon the experience of the contractors; past performance; financial soundness; technical and qualitative competence, etc. and may also include inspection of the works completed by them as per details submitted by the civil contractor. The proposal should be substantiated with sufficient documents in support of the capabilities of the contractor/ agency.
4. Furnishing of wrong information and producing false documents will make the agency ineligible for participation and liable to be debarred/ blacklisted from participation in limited tender inquiries, requisite remedial legal action besides termination of the agency from awarding the work.
5. Decision of the College regarding awarding of contract will be final and binding upon all agencies submitting quotations and no further correspondence will be entertained.



6. The contract of any agency shall be liable to be terminated by the college administration any time on account of breach of any condition of the contract or unsatisfactory services or non-compliance and not-fulfilling any of the obligations on the part of the agency by giving one week's notice. This would result in forfeiture of the EMD deposit and no payment will be released.
7. The College reserves the right to remove the name of an agency/ contractor from the list of awarding contract, if:
  - (a) It has failed to execute a work order or has executed it unsatisfactorily; or
  - (b) It persistently violates any important condition of the contract; or
  - (c) It submits bills for incomplete work or work not carried out by it.
8. Once awarded contract, the contractor have to promptly reply to all the inquiry and execute orders within the timeline as per the awarded Work Order.
9. Contractor shall be solely responsible for all the statutory obligations as per Labour Laws and payment of any compensation/ settlement of any liability arising out of any injury or fatal accident caused to the persons deployed by it for carrying out the work awarded by the College. Any damage caused by the contractor or the personnel deployed by it to the College's infrastructure or property during the course of execution of works in the College shall be made good by the contractor/ agency at its own cost.
10. The contractor/ agency shall be fully responsible for the safe custody of the material brought at site for execution of work and the College will not be responsible for any loss caused to it.
11. The Malba/ Garbage generated at site during this work shall be removed from the site immediately and shall be disposed-off by the contractor to the approved dumping site identified by the MCD.
12. Statutory deductions as applicable will be made from the bills of the Contractor.
13. The awarded work(s) should be executed and completed within the stipulated timeline and in case of any delay, the College shall be entitled to levy damages/ penalties upto 5% of the contract value or as it deems fit.
14. The College reserves the right to accept, consider or reject any or all quotations without assigning any reasons thereof.
15. The college reserves the right to withhold the payment in the event of unsatisfactory services render by the contractor.
16. RFP submitted in response to this notice shall remain valid for a period of 90 days from the last date for submission.
17. The participating agency will be deemed to have read and accepted all terms and conditions for award of the contract.
18. The agency should not have been involved in major litigation that may have an impact affecting or compromising delivery of its services.
19. RFP can only be submitted as per the schedule announced. If received after the last date of submission, will be summarily rejected.
20. Under no circumstances, the contractor can appoint any sub-contractor or sub-let the awarded work order. In the event of any agency contravening this condition, the College is entitled to get the work executed and completed from any of the contractor and the defaulting contractor shall be liable to indemnify the college for any loss or damage, which the college has suffered.
21. In the event of any dispute arising out in connection with the interpretation of any clause in the terms and conditions of the contract, agreement, or otherwise the matter shall be referred to the Arbitrator as appointed by the Chairman, Governing Body of the college who shall have jurisdiction in connection with any dispute/ litigation arising out of the contract, if awarded.



## RFP FOR WHITE WASH AND PAINT OF STAFF QUARTERS

## TECHNICAL PROPOSAL

S. No.	Description	Particulars		
1	Name of the firm/ company			
2	Legal status of the firm/ company (i.e. sole proprietorship/ partnership firm/ registered company)			
3	Date of establishment (number of years in business)			
4	Full Address with email and phone contacts (Documentary proof of address is required to be attached)			
5	Name of the Proprietor/ Director/ authorized representative			
6	Designation/ capacity (Proprietor/ Director/ Official)			
7	Contact Number			
8	Email			
9	Details of EMD paid (DD No./ Date/ Drawer Bank)			
10	Details of registration under the Income Tax Laws, GST, ESI, EPF etc.	PAN/ TIN	GST	
11	Details of empanelment/ registration with CPWD; PWD (Delhi State); NBCC; DDA or any other autonomous organization	Registration No.	Date & Year of registration	Valid up to
12	Details of Annual Turnover (in Rs.) during the last three financial years	2022-23	2021-22	2020-21
13	Details of organizations [Government Departments/ PSUs/ Banks/ Educational Institutions/ Colleges/ Universities etc.] for which similar orders executed and completed during the last 03 years (Work Orders and Work Completion Certificates to be attached) in the format as per Annexure - A-1.			

Date \_\_\_\_\_

Seal of the firm/  
company

Signature of Authorized Representative

Name \_\_\_\_\_

Designation \_\_\_\_\_

**RFP FOR WHITE WASH AND PAINT OF STAFF QUARTERS****DETAILS OF WORKS EXECUTED & COMPLETED DURING LAST 3 YEARS**

[For Government Departments/ PSUs/ Banks/ Educational Institutions/ Colleges/ Universities etc.]

Sr. No.	Name and address of the organization	Nature of work	Date of the Work Order	Value of the work	Stipulated time for completion of work	Actual time of completion of work



## RFP FOR WHITE WASH AND PAINT OF STAFF QUARTERS

FINANCIAL BID

SHRI RAM COLLEGE OF COMMERCE, UNIVERSITY OF DELHI					
Name of Work : White Wash/Paint work of Staff Quarters					
Sl. No	DESCRIPTION OF WORK	Unit	Type of Quarters	Approx area per Quarter (in SF)	Quoted Rates per square feet (Rs)
(a)	Painting of the teacher's quarters with 2 or more COATS of dry distemper of approved brand and manufacture, including applying additional coats wherever required to achieve even shade and colour	Square Feet	Type A	4500	
			Type B	3750	
			Type D	1850	
			New Teacher's Flat	2850	
(b)	Enamel paint on all wooden/iron portion of Doors and Windows	Square Feet	Type A	1000	
			Type B	850	
			Type D	600	
			New Teacher's Flat	750	
Total amount inclusive of GST Rs.					

**CONTRACTORS SCOPE WILL INCLUDE**

1. **Before starting work in the area:** to temporarily cover the floors, furniture, switch sockets, fans, lights, windows with masking tape / plastic sheets. Contractor will provide the labour and Covering materials to cover everything in/around the areas getting painted.
2. **After completion of work in the area:** removing the covering materials from the area, cleaning of any paint stains in the area and handing over the area clean in all respects including cleaning the glass in door/windowpanes.
3. Total surfaces area (faces, edges, cornices etc) will be measured in square foot only.
4. Lowest rate obtained through this process will be applicable for two years for White Wash & Paint of Staff Quarters to be assigned turn wise when it becomes due.

Date \_\_\_\_\_

Seal of the firm/  
company

Signature of Authorized Representative

Name \_\_\_\_\_

Designation \_\_\_\_\_



## RFP FOR WHITE WASH AND PAINT OF STAFF QUARTERS

### UNDERTAKING

The Principal  
Shri Ram College of Commerce,  
Maurice Nagar,  
Delhi-110 007

*Madam,*

I/We, the undersigned, certify that I/we have gone through the terms and conditions mentioned in the NOTICE for WHITE WASH/PAINT/DRY DISTEMPER of Staff Quarters and hereby undertake to agree and comply with them in entirety.

The information/ documents furnished along with the quotations are true and correct to the best of my knowledge and belief.

I/ We understand that in case of furnishing false information or any forged/ fabricated document would render the contract is liable to be rejected at any stage besides liabilities towards prosecution under appropriate law.

I/ We also understand that for breach of any of the terms and conditions committed on our part, the contract of White Wash/Paint/Dry Distemper of Staff Quarter at Shri Ram College of Commerce, if awarded to us, will be liable to be terminated along with imposition of appropriate penalties.

Date\_\_\_\_\_

Seal of the firm/  
company

Signature of Authorized Representative

Name \_\_\_\_\_

Designation \_\_\_\_\_

## RFP FOR WHITE WASH AND PAINT OF STAFF QUARTERS

### UNDERTAKING OF NON-BLACKLISTING

This is to undertake that M/s \_\_\_\_\_ (name and full address of the firm/ company) is neither blacklisted by any Government Department/ Ministry/ PSU/ Institution nor any criminal case is registered against the contractor/firm/ company till date.

Date \_\_\_\_\_

Seal of the firm/  
company

Signature of Authorized Representative

Name \_\_\_\_\_

Designation \_\_\_\_\_