



THE ENGLISH AND FOREIGN LANGUAGES UNIVERSITY

At

Tender for Face-lifting of Administrative-cum-Academic Block

EFL UNIVERSITY  
LUCKNOW CAMPUS  
Tender for Face-lifting of Administrative-cum-Academic Block

C O N T E N T S

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## **The English and Foreign Languages University**

2, Rana Pratap Marg, Motimahal, Lucknow – 226 001

### **TENDER NOTICE**

Sub: Tender for Face-lifting of Administrative-cum-Academic Block – reg.

1. Sealed item rate Tenders are invited from Civil Contractor's on CPWD/PWD and other Government agency approved panel to carry out Face-lifting of Administrative-cum-Academic Block.
  - a) Name and nature of works : Face-lifting of Administrative-cum- Academic Block
  - b) Time for completion : 45 days.
  - c) Cost of tender papers : Rs. 500/- (non-refundable) per set.
2. Tender papers shall be available for issue on any working day from 17/01/2017 10 a.m. to 28/01/2017 5 p.m. at EFL University, Lucknow Campus, Admin wing, 2 Rana Pratap Marg, Moti Mahal Campus, Lucknow – 226 001.
3. Sealed Tenders papers shall be submitted latest by 05 p.m. on 28/01/2017 at EFL University, Lucknow Campus, Admin wing, 2 Rana Pratap Marg, Moti Mahal Campus, Lucknow – 226 001.
4. Tender shall be valid for a period of 45 days from the date of opening.
5. Sealed Tenders shall be opened at office of Director, EFL University, Lucknow Campus, Admin wing, 2 Rana Pratap Marg, Moti Mahal Campus, Lucknow – 226 001 on 30/01/2017 at 4:00 p.m., for which you may remain present.
6. The University reserves the right to reject any or all the tenders and accept the lowest or any other tender or award the different parts of the tender by splitting them to different tenders without assigning any reason whatsoever.
7. Contractors having three or more projects on hand will not be considered eligible.
8. The Tender documents may please be download from the University website [www.eflulucknow.ac.in](http://www.eflulucknow.ac.in).

Committee Chairperson

To  
M/s

## **INSTRUCTIONS TO TENDERERS**

1. The Tender shall be submitted in accordance with these instructions and any Tender not conforming thereto is liable to be rejected. These instructions form part of the Tender and the Contract.
2. No additions/alternations in the form of the Tender or in the Schedule of Quantities and no additions in the shape of special stipulation etc. are permitted. Tenders which do not fulfill any or all of the above conditions or are incomplete in any respect are liable to be summarily rejected.
3. The contractor should particularly note the units on which the rates are based. In case the amount shown in the last column as worked out by the tenderer differs from that worked out from the quantity and quoted rate, the amount based on the rate and the quantity will be taken as correct. In case there is a difference between the rates in figures and words, the rate adopted by the contractor for working out the amount of the item will be taken as correct. In other cases, the final rates adopted will be the lower of the two. No change in units shall be allowed.
4. Acceptance of the Tender will rest with the competent authority (from the University, Lucknow Campus) that reserves the right to reject any or all Tenders without assigning any reason therefore.
5. The tenderer whose tender is accepted will have to enter into regular agreement within 7 days from date of receipt of intimations of acceptance of the Tender and abide by all rules and regulations mentioned therein. The amount of Earnest Money shall be forfeited if after acceptance of the Tender, the Contractor fails to execute the agreement within 7 days of the date of work order.
6. The tenderer shall have assumed to have carefully examined the site, conditions and specifications of the contract, and to have fully acquainted himself with all details of site location, site conditions and in general all necessary information and data pertaining to the work prior to tendering for the work.
7. If a firm or company is submitting the tender, it should mention in its forwarding letter the names of all partners, directors, etc. The Tender shall be filled in, signed with all particulars complete and submitted by one duly authorized to do so.
8. Conditional Tenders are liable to be rejected. Tenderer are advised to avoid putting conditions that are at variance with the terms and conditions already stipulated in the tender or quote conditional rates for any of the items in the Schedule of Quantities.

9. Corrections, if made, shall be made neatly and clearly and duly attested by one authorised to do so.
10. The Tenderer may in the forwarding letter mention any points which he may wish to make clear, but right is reserved by the EFL University to reject the same if the tender becomes conditional.
11. The Tender will be liable to be rejected outright if:
  - a) The Tenderer proposes any alternations in the work specified in the Tender, in the time allowed for execution and any other conditions.
  - b) Any of the pages of the Tender are removed / replaced.
  - c) All corrections and additions or pasted slips are not initialed by the Tenderer.
  - d) The Tender is not complete in all respects.
12. The Tenderer shall complete and submit the following for his tender to be considered as bonafide:
  - a) Form of Tender and Appendix.
  - b) Bill of quantities, each page duly signed.
  - c) List of equipment and personnel to be employed on the said works.
  - d) Requirement of power, water and extent of storage space, etc. for the duration of the works.
  - e) List of previous similar works executed (last 3 years) citing location of works, their magnitude, time for completion, name of Employer / Consultant to whom reference may be made in regard thereto.
  - f) Details as above for works on hand.
13. We run our campus from The Moti Mahal premises a part of which we have taken on rent from Moti Mahal Society. From time to time we have been spending money for minor repairs and white wash of building.
14. The Tender documents duly completed in all respects along with other accompanying documents shall be submitted in one envelope sealed and super scribed.

Tender For Face-lifting of Administrative-cum-Academic Block

At

EFL UNIVERSITY LUCKNOW CAMPUS

CONTRACTORS NAME & ADDRESS:

DATE & TIME OF SUBMISSION

**T E N D E R**

**THE DIRECTOR,  
EFL UNIVERSITY  
LUCKNOW CAMPUS  
2, RANA PRATAP MARG  
MOTI MAHAL CAMPUS  
LUCKNOW – 226 001.**

Dear Sir,

Tender For Face-lifting of Administrative-cum-Academic Block At  
EFL UNIVERSITY LUCKNOW CAMPUS

Having inspected the site and having examined the conditions of contract, Special Conditions of Contract, Specifications and Bill of Quantities for the above – named work, we the undersigned offer to execute and maintain the entire works for the sum of Rs. 4,73,000/- (Rupees Four Lakh Seventy Three Thousand Only) or such other sum may be ascertained in accordance with the said Conditions, Special Conditions of Contract, Specifications, Bill of quantities and Appendix hereto.

Our tender is accompanied with Earnest Money as required in the instructions to tenderers. If our tender is accepted, the Earnest Money along with additional cheque to make the total 2% of tender value to constitute the Initial Security Deposit towards due and proper performance of the contract.

We undertake if our tender is accepted to commence the works, we shall complete the same within the time stipulated in the Appendix.

We agree to be abide by this tender for a period specified in the Tender Notice. It shall remain binding on us and may be accepted at any time before the expiry of that period and / or before the expiry of any further period extended by mutual consent.

In case of any default by us in our obligations above, we acknowledge you are at liberty to forfeit the Earnest Money deposited herewith.

Until and unless a formal agreement is prepared and executed this Tender together with your written acceptance thereof, shall constitute a binding contract between us together with all the general Conditions of Contract, Special Conditions of Contract, Specifications, Bill of Quantities and Price, and Instructions to Tenders.

We understand that you are not bound to accept the lowest or any other Tender you receive.

- Note: 1. The Appendix forms part of the Tender.  
2. All Blanks to be filled in.

### **APPENDIX TO TENDER**

1. Earnest Money : (1% tender value) by Pay-order / D.D. favor of 'Director, EFL UNIVERSITY, LUCKNOW CAMPUS'.
2. Security Deposit : 2% of tender amount.
3. Insurance:
  - a) Workmen's Compensation Insurance : As required by law.
4. Period of commencements of works from date of acceptance : 3 days.
5. Time for completion of work : 45 days maximum.
6. Amount of liquidated Damages : 0.5% of value of contract per week.
7. Percentage of Retention from Interim Certificates inclusive of Initial Security Deposit : 10%
8. Payment : After completion of the work certified by the Engineer/Competent authority.

Contractor's Signature:

Date:



## **SPECIAL CONDITIONS OF CONTRACT**

1. The works are to be carried out outside and inside the EFL University building. The tenderer should visit the site in order to ascertain the extent of work, difficulties at site, storage space available, and other site conditions.
2. The works include renovation of vital areas of the Director's chamber/University Campus. Works will need to be so planned that minimum disturbance is caused to the Director, Faculty member, non-Teaching staffs and students. Works plans shall be devised keeping this in mind and got approved by the Committee.
3. The contractor whose tender is accepted, shall within 7 days of receipt of written acceptance of the tender enter into a written contract with the University for the due Execution of the works by signing an agreement in accordance with the draft agreement, including special conditions, schedule of quantities and other conditions attached. Otherwise, the written acceptance (Work Order) by the University will constitute a binding agreement between the University and Contractor so tendering, whether such formal contract is or is not subsequently entered into.
4. Unless otherwise specified, the rates quoted in the tender shall include all charges for temporary partitions, counters, tables, materials, service charges, temporary plumbing, hire of any tools, shed for materials if required by the contractor and such other general works mentioned in the specifications. The rates quoted by the tenderer in the schedule of rates shall be for finished work. The rates shall be inclusive of Sales tax, Works Contract tax, Octroi duty or any other duty levied by the Government or public bodies. The rates shall be firm and shall not be subject to any variation, labour condition, etc. and shall hold good till completion of the work.
5. Time shall be considered as essence of the contract and the Contractor shall within 7 days of receipt of Work Order submit to the Consultant a bar chart / schedule program for the progress and completion of the work within the schedule time period. This progress shall be binding on the Contractor. Deviations in the program if any, will be made only with prior approval of the Director, EFL University Lucknow Campus.
6. Contractors shall arrange payment to the suppliers irrespective of University clearance of bills. Where possible, the contractor shall be provided space in the stilts and / or garages for storage of materials for the duration of the works. Security of the materials shall be the contractor's responsibility.
7. The materials purchased from outside by the contractor and brought to site shall, if the University Authority so desire, be got tested and certified by a recognized testing laboratory to the satisfaction of the University before such materials are used on the work. The testing charges shall be borne entirely by the contractor.

8. The successful tenderer shall cooperate with the other agencies viz. power wiring, data cabling, A/c contractor etc. if engaged by the University for due and proper execution of the respective works.
9. In case extra items of work are required by the University, rates for such items will be decided on the basis of similar items already existing in the tender or as per prevailing market rates for materials and labour with a mark-up of twenty percent for overheads and profits, whichever is lower. The works will be executed only after the approval of Director.
10. The University shall provide the following free of cost to contractor:
  - a) Water supply for the works. Further storage tank and distribution shall be the Contractor's responsibility.
  - b) Electric power supply at one point of cost to the Contractor. The contractor shall provide his own distribution and ensure there is no misuse.
11. Contractor shall take all precautions to cover all computers, printers, monitors etc., glass and windowpanes to prevent damage. Damage, if any shall be made good at no extra cost to bank.
12. Unless otherwise specified, all relevant codes and standards published by the Indian Standards Institution shall apply and govern in respect of design, workmanship quality and properties of materials, testing and measurements.
13. Safety Measure: The Contractor shall organize his operations in a workman like manner and take all necessary precautions to provide safety and prevent accidents at site both to persons and property. The University shall have the power to require the Contractor to adopt such measures. University shall not be responsible for any cost & consequences resulting from non-compliance of safety requirements. Contractor shall indemnify the University against any breach and / or penal action.
14. All dismantling work shall be done with carefully. Chipping of RCC elements will not be allowed. Damage caused due to negligence on the part of the Contractor as determined by the Civil Engineer/Competent authority shall be the responsibility of the Contractor and he shall rectify the same at no extra cost to the University.
15. Problems arising out of site conditions, etc. should be immediately reported to the University authority for suitable precautionary / rectification measures. Exact repairs shall be decided at site by the Civil Engineer and University authority during the site inspection and carried out accordingly by the Contractor only after approval of the authority (Director).

16. The Contractor shall comply with all rules and regulations of Workmen's Compensation Act. The Contractor shall take necessary insurance to cover the risk under the said Act and shall keep the same in force during the currency of the Contract. The University will be entitled to recover all losses and damages on account of such claims. The Contractor shall indemnify the University against such claims.
17. The Contractor shall appoint a full time competent supervisor for the full duration of the works. The supervisor shall be preferably an interior designer/civil work expert with at least 3 years' experience in similar works.
18. The Contractor shall employ requisite supervisors, skilled, semi – skilled and unskilled workmen for the works. As a security measure each shall be provided an identity card by the Contractor for easy identification.
19. A license holder with adequate experience shall carry out temporary electrical connection works.
20. The Contractor shall permit use of scaffolding or other access provided at site for use by other agencies that are appointed by the University for carrying out related works.
21. The entire works should be completed within the prescribed time. Damages will be imposed on the Contractor in case of persistent delay. This amount shall be deducted from pending Bills / dues to the Contractor.
22. The overall work in value and contents may be increased or decreased without any increase in rates. Additional time shall however be allowed for additional works.
23. The Contractor shall submit detailed bills for complete works periodically.
24. The time period specified is including that required for the painting works. Painting shall be commenced along with other works.
25. RETENTION: An amount equal to 8 percent of each bill shall be deducted as retention amount. The University will retain this amount as a token guarantee against defects in the works. This amount will be released after the completion of the Defects Liability period.
26. SUB- CONTRACTING: Preference will be given to those who will not sub contract the works. In case the contractor wished to sub-contract specific works he shall obtain written consent from the University before commencing the works.

27. The Contractor shall ensure proper cleaning of the work areas on a daily basis. All drains and pathways shall also be kept clean and operative at no extra cost to the University.

28. The following should be noted:

University / Employer shall mean: EFL University, Lucknow Campus  
2, Rana Pratap Marg  
Moti Mahal Campus  
Lucknow – 226 001.

Consultant /Architect shall mean M/s

Contractor's Signature:

Date:

### **BILL OF QUANTITIES/SPECIFICATION**

1. The Bill of Quantities shall be read in conjunction with the Conditioners of Contract and Specifications, as these documents are jointly explanatory and descriptive of the works included in the Contract.
2. General directions and descriptions of work and materials given elsewhere in the Contract documents are not necessarily repeated in the Bill of Quantities. Reference is to be made to the other documents for information.
3. The Contractor shall be deemed to have visited the site before preparing his Tender and to have examined for himself the conditions under which the work will be priced and all other factors affecting the execution of the work and the cost thereof.
4. The Quantities of work and material in the Bill of Quantities are not to be considered as limiting or extending the scope of work to be done and materials to be supplied by the Contractor. The quantities in the Bill of Quantities are an estimate of the amount work but the work will be measured on complete and the contractor will be paid on the actual measurement of work approved by the Civil Engineer/Competent authority.
5. Any special methods of measurements used are stated at the head of or in text of the Bills of Quantities for the items affected. All other items are measured net in accordance with the drawings and no allowance has been made for wastage. Unless otherwise specified measurements shall be as per relevant Indian Standard.
6. A price or rate in figures is to be entered against the item in the Bill of Quantities, whether quantities are stated or not. Item against which no price is entered will be considered as covered by other prices or rates in the Bills.
7. The prices and rates interested are to be the full inclusive value of the works described under the various items, including all costs and expenses which may be required for the completion of the work described, together with all cost and obligations set forth or implied in the conditions of Contract, Specifications.
8. Some finishing items may be quantity wise completely altered (either added or omitted) and the same shall not affect any rates quotes.
9. Where prices have been entered against Lump sum items, payment for such affected items shall be made in proportion to the extent of which works have been done at the time of billing and the same be at discretion of the Civil Engineer/Competent authority.
10. "Providing and Fixing" shall mean that the Contractor has to provide such materials not being procured and borne by the University, but which are required for the item and if no

materials need be provided by the Contractor, the rate shall be only for fixing of the component covered in the item.

BILL OF QUANTITIES / CIVIL REPAIRS / EXTERNAL PAINTING / EFL University Lucknow Campus

Note: 1.) Please Visit Site Prior to Quoting

2.) Municipal / Police Permission if required is responsibility of the contractor. University will not pay any extra charges for the same.

3.) Final Bill will not be settled unless and until site is cleared of debris.

4.) Contractor have to make their own arrangement of water.

5.) If In case of work has to be carried out on holidays the contractor will have to make payment to the watchmen provided by the University.

6.) All the items quoted should include removal of debris.

7.) All rate should be accepted inclusive at all taxes.

Sl. No.	Sub-heads and Items of Work	Quantity or No.	Rates in words & figures. (Rs.)	Per/Unit	Amount (Rs.)
1.	Removing dry or oil bound distemper, water proofing cement paint and the like by scrapping, sand papering and preparing the surface smooth including etc. complete.	3775.00 Sqm		Sqm	
2.	Repairs to plaster of thickness 12 mm to 20 mm in patches of area 2.5 sq. meters and under, including cutting the patch in proper shape, raking out joints and preparing and plastering the surface of the walls complete, including disposal of rubbish to the dumping ground, all complete as per directions of Engineer-In-Charge. With cement mortar 1:4 (1 Cement: 4 fine sand).	125.00 Sqm		Sqm	
3.	Providing and applying white cement based putty of average thickness 1mm, of approved brand and manufacturer, over the plastered wall surface to prepare the surface even and smooth complete.	750.00 Sqm		Sqm	
4.	Applying one coat of water thinnable cement primer of approved brand and manufacture on wall surface: Water	750.00 Sqm		Sqm	

	thinnable cement primer				
5.	Distemping with 1st quality acrylic distemper (ready mixed) of approved manufacturer, of required shade and colour complete, as per manufacturer's specification. Two or more coats.	2400.00 Sqm		Sqm	
6.	Wall painting with acrylic emulsion paint of approved brand and manufacture to give an even shade: Two or more coats.	125.00 Sqm		Sqm	
7.	Finishing walls with Acrylic Smooth exterior paint of required shade: New work (Two or more coat applied @1.67 ltr/10 sqm over and including priming coat of exterior primer applied @ 2.20 kg/10 sqm)	1250.00 Sqm		Sqm	
8.	Painting with synthetic enamel paint of approved brand and manufacture to give an even shade: Two or more coats.	475.00 Sqm		Sqm	
9.	French spirit polishing: Two or more coats including a coat of wood filler.	50.00 Sqm		Sqm	

Signature:

Name of Contractor:

Date: