

**TENDER NOTICE**  
**INFORMATION AND INSTRUCTIONS FOR BIDDERS FOR e-TENDERING FORMING PART OF BID DOCUMENT**  
**AND TO BE POSTED ON WEBSITE.**

The Sqn Commander (Engg), National Security Guard, Palam, New Delhi -110037 on behalf of President of India invites online percentage rate bids on two bids system from CPWD enlisted contractors of appropriate class and those of appropriate list of M.E.S/ BSNL/ Railways /State PWD [Delhi (B&R)] in composite /electrical category or agency/dealers specialized in Comprehensive maintenance and operation of HVAC System for the work of:

Sl. No	NIT No.	Name of Work and Location	Estimated Cost Put to Tender (In Indian Rupees)	Earnest Money ( In Indian Rupees)	Time/ Period of completion	Last date & time of submission of bid.	Date and Time of opening of tender
1	02/SC(Engg)/NSG/ 2025-26	Comprehensive annual maintenance and operation of HVAC installed at HQ NSG Palam during 2025-26	₹ 18,79,285/-	₹ 37,586/-	12 month	Upto 1500 Hrs on 03/06/25	After 1530 Hrs on 04/06/25

- Contractors who fulfill the following work experience requirements along with above enlistment shall be eligible to apply. Joint ventures are not accepted.

Should have satisfactorily completed the works as mentioned below during the last seven years ending last day of the month previous to the one in which tenders are invited.

- 3 (three) similar works each costing not less than (Rs. 7,51,714/-)  
Or
- 2 (two) similar works, each costing not less than (Rs. 11,27,571/-)  
Or
- 1 (one) similar works, costing not less than (Rs. 15,03,428/-)

Experience of only Govt. Sector shall be considered with valid experience certificates of works having been completed satisfactorily, and the work completion certificate shall be issued by an authority of the rank not below the rank of Executive Engineer.

Similar work shall means work of “Comprehensive maintenance of HVAC system/ Repair and maintenance of HVAC system/ Installation of HVAC system” and satisfactory completion shall mean “works completed within stipulated time or extended time without levy of compensation for delay”

**Note:** The value of executed works shall be brought to current costing level by enhancing the actual value of work at simple rate of **7% per annum**, calculated from the date of completion up to the previous day of last day of submission of bids.

- The bid can only be submitted online to the Sqn Commander (Engg), National Security Guard, Palam, New Delhi-110037 by uploading the mandatory scanned documents. The intending bidder must read the terms and conditions of CPWD-6 & 7 carefully as amended/modified and uploaded in the Bid Documents of this Tender. He should only submit his bid if he considers himself eligible and he is in possession of all the documents required.

3. This information and instructions for bidders posted on website shall form part of bid document.
4. The contractor submitting the bid should read the schedule of quantities special conditions, particulars specifications and other terms and conditions given in the NIT and drawing. The bidder should also read the Terms and Conditions of the CPWD General condition of contract 2023 for Maintenance works with all correction slips issued upto last date of submission of bid, which is applicable as Government of India publication. However, provision included in the bid documents shall prevail over the provision contained in the standard form. The set of drawings and NIT will be available with the office of **SC(Engg) NSG, HQ NSG Palam, New Delhi**. The contractor may also visit the site of work and make himself acquainted with the site conditions before tendering. The conditions which already form part of the tender are specially brought to his notice for compliance while filling the tender.
5. The successful tenderer shall be required to deposit a **performance guarantee of 5% (Five Percent)** of accepted tendered value within seven days of issue of letter of Intent. This Period can be further extended by Engg-In-charge upto a maximum period of 7 days on the written request of the contractor, subject to payment of late fees @ 0.1% per day of Performance guarantee amount. In case the contractor fails to deposit the said performance guarantee within the period as indicated in Schedule 'F', including the extended period if any, the Earnest Money deposited by the contractor shall be forfeited automatically without any notice to the contractor. The earnest money deposited along with bid shall be returned after receiving the aforesaid performance guarantee.
6. On opening date, the contractor can login and see the bid opening process. After opening of bids, he will receive the competitor bid sheets.
7. Contractor can upload documents in the form of JPG format and PDF format.
8. Contractor must ensure to quote percentage above or below the estimated cost.
9. The Technical Bid shall be opened first on due date and time as mentioned above. The time and date of opening of financial bid of contractors qualifying the technical bid shall be communicated to them at a later date.
10. The contractor whose bid is accepted will also be required to furnish original documents along with certified/attested copies of each of the applicable Licenses/registrations or proof of applying for obtaining labor licenses/registration with EPFO, ESIC and BOCW Welfare Board and Program Chart (Time and Progress) within the period specified in schedule "F".
11. The reimbursement of EPF & ESI contributions paid by the contractor on the part of employer shall be made on submission of documentary proof of payment provided the same is in order.
12. GST which shall mean Goods and services tax- central, state and inter-state GST or any other Tax applicable in respect of inputs procured by the contractor for this contract shall be paid by the contractor and Government will not entertain any claim whatsoever in respect of the same. However, component of GST at the time of supply of service (as provided in CGST Act 2017) provided by the contract shall be varied only if by any notification of the Govt. it is changed from that applicable on the last date of receipt of tender including extension, if any.
13. Earnest Money in the form of Demand Draft/FDR/ Deposit at call receipt/ Bank Guarantee ( drawn in favor of **PAO NSG MHA** payable at **New Delhi-110037** shall be scanned and uploaded to the e-Tendering website within the period of bid submission. The physical EMD shall be dropped in the box placed at **Reception Room at Gate No.1 of NSG HQ, Palam, New Delhi-110037** by **1500 hours on 03/04/2025**. In case EMD is not found in the box at time of opening of tender, online bid of such bidder shall be treated as cancelled without any notice.

14. 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.

15. List of documents other than financial instruments to be scanned and uploaded within the period of

bid submission :-


- (i) EMD in form of Demand Draft/FDR/ Deposit at call receipt/ Bank Guarantee of any scheduled Bank against EMD.
- (ii) Certificate of "Registration/ Enlistment order of the Contractor of appropriate category".
- (iii) Experience certificate of successful completion of required works as per eligibility conditions.
- (iv) GST Registration Certificate (of the State in which the work is to be taken up i.e. Delhi), if already obtained by the bidder.

If the bidder has not obtained GST registration as applicable (of the State in which the work is to be taken up, or as required by GST authorities) then he shall scan and upload following under taking along with other bid documents.

"If work is awarded to me, I/we shall obtain GST registration Certificate as applicable, within one month from the date of receipt of award letter or before release of any payment by NSG, whichever is earlier, failing which I/We shall be responsible for any delay in payments which will be due towards me/us on a/c of the work executed and/or for any action taken by NSG or GST department in this regard.

- (v) Copy of PAN card.
- (vi) EPF and ESIC registration Certificate.
- (vii) Central /State Govt. Department issued Electrical license for contractor
- (viii) OEM Undertaking for unconditionally technical support to the bidder for maintenance of plant.

**Note :** - Any shortfall of documents as mentioned above shall not be sought from contractor after period of bid submission or extension, if any. The above mentioned documents need to be scanned and uploaded carefully on e-tender portal.

  
Sqn. Cdr. (Engg.)  
Engg Dte. HQ NSG  
Palam, New Delhi-110037.