

INDIAN RED CROSS SOCIETY
NATIONAL HEADQUARTERS

NOTICE INVITING QUOTATIONS

Sealed quotations are invited on behalf of the Indian Red Cross Society, 1 Red Cross Road, New Delhi from the contractors with valid registration with Ministries/ Government Departments like CPWD, State/U.T. PWD, any PSU, MES, Indian Railways & Postal Department etc. for the work of **Operation and routine maintenance of Electrical Installations and Electric Sub stations of Indian Red Cross Society NHQ, 1 Red Cross Road New Delhi.**

Estimated Cost - Rs.14,96,100/- including GST per year
Time period - 12 months

Last date of receipt of quotation 24.04.2026 by 3.00 PM. For details visit our website www.indianredcross.org.

(Mohammad Yaseen)
Civil engineer
Indian Red Cross Society

Subject: Operation and routine maintenance of Electrical Installations and Electric Sub stations of Indian Red Cross Society NHQ, 1 Red Cross Road New Delhi.

S. No	Description	Quantity	Rate Per Person per Month including ESI & EP (Rs)	Amount Per Month (Rs)
1.	Wireman/Electrician (Semiskilled)	02 Nos		
2.	Wireman/Electrician (Skilled)	01 No.		
3.	Beldar/Khalasi	01 No		
4.	Uniform of Electrician	3 Nos		
5.	Add for Rest days (one person on each shift) i.e. for Sunday or Holidays.	12 days		
		-----	Sub-Total Rs	
6.	Add service Charges@3.85% on (1+2+3+4+5) (Bids quoting less than 3.85% service charges shall be rejected)	-----	Rs. ----- -	
7.	Add GST (18%) on (1+2+3+4+5+6)	-----	Rs. ----- --	
			Rate Per Month Rs.	

Civil Engineer
IRCS NHQ

Terms & Conditions

1. Submission of Bids

1.1 Sealed quotations shall be submitted in **three (3) separate sealed envelopes**, clearly marked as:

- a) **Envelope No. 1 – EMD**
- b) **Envelope No. 2 – Technical Bid**
- c) **Envelope No. 3 – Price Bid**

2. All three sealed envelopes shall be placed inside one outer envelope addressed to:

**The Secretary General
Indian Red Cross Society
1, Red Cross Road
New Delhi**

1.3 The outer envelope shall be superscribed with the name of the work.

1.4 The NIQ shall follow a **three-bid system**:

- a) First, the EMD envelope shall be opened.
- b) Thereafter, the Technical Bids shall be opened on the specified date and time.
- c) The Financial/Price Bids of only those bidders whose Technical Bids are found responsive shall be opened.

1.5 After submission of the tender, the bidder shall not be permitted to modify the offer or the terms and conditions thereof.

1.6 The tender shall remain valid for **90 (ninety) days** from the date of submission.

2. Estimated Cost & Time Period

2.1 The estimated cost of the work is **Rs. 14,96,100/- (Rupees Fourteen Lakh Ninety-Six Thousand One Hundred only) per year**.

2.2 The eligibility of bidders shall correspond to the estimated cost put to bid.

2.3 The time allowed for execution of the work shall be **12 (Twelve) months** from the date of handing over of the site.

2.4 The contract shall normally be awarded for **one (1) year**, extendable further on satisfactory performance and mutual consent.

3. Earnest Money Deposit (EMD)

3.1 An EMD of **Rs. 29,922/- (Rupees Twenty-Nine Thousand Nine Hundred Twenty-Two only)** shall be submitted along with the Technical Bid.

3.2 The EMD shall be in the form of Demand Draft / Pay Order / Fixed Deposit Receipt drawn in favour of **IRCS, NHQ, New Delhi**.

4. Performance Guarantee & Security Deposit

4.1 The successful bidder shall deposit a **Performance Guarantee (P.G.) of 5% of the tendered amount** before award of the work.

4.2 The Performance Guarantee shall be released after six (6) months of successful completion of the contract.

4.3 The Performance Guarantee shall be submitted in the form of Demand Draft / Pay Order / Fixed Deposit Receipt of any Scheduled Bank in favour of **IRCS NHQ, New Delhi**.

4.4 A Security Deposit at the rate of **2.5% of the gross amount of each running bill and final bill** shall be deducted, in addition to the Performance Guarantee.

2. Eligibility Criteria

5.1 The bidder must have successfully completed during the last five (5) years ending on the day prior to the last date of submission of bids:

a) **Three similar works** each costing not less than Rs. 5,98,440/-,

OR

b) **Two similar works** each costing not less than Rs. 8,97,660/-,

OR

c) **One similar work** costing not less than Rs. 11,96,880/-

in Central/State Government Departments, Autonomous Bodies, PSUs, etc.

5.2 Similar work shall mean: **Electrical Operation & Maintenance including Substations & DG Sets.**

5.3 The experience certificate shall be issued by an officer not below the rank of Executive Engineer or equivalent, and the work must have been completed without penalty.

5.4 The bidder must submit:

a) Registration under ESI and EPF

b) PAN Card copy

c) GST Registration Certificate

d) Valid Electrical Contractor's Licence

5.5 The bidder shall not be under liquidation, bankruptcy, insolvency, or blacklisted/debarred. **A duly sworn affidavit shall be submitted.**

5.6 Quotations received without fulfilling eligibility conditions shall be liable to rejection.

6. Scope of Work

6.1 The work comprises operation and routine maintenance of electrical installations at:

- NHQ Building
- Annexe Building
- DMC Building
- Rear Side Block
- Kaka Nagar
- Sarojini Nagar Residential Complex
- Property at Nizamuddin West, New Delhi

6.2 The work includes:

- a) Electrical installations including luminaries, DBs, switches, wiring systems
- b) Two (2) Electric Substations
- c) Operation of lifts
- d) Water supply pumps
- e) Two DG Sets (320 KVA & 437 KVA)

6.3 Manpower to be deployed:

- a) Wireman (Unskilled – ITI Electrician) – 2 Nos.
- b) Khalasi – 1 No.
- c) Wireman/Electrician (Skilled) – ITI Electrician specialized in Substations & Generator works) – 1 No.

7. Service Conditions

7.1 Services shall be provided on a **24x7 basis**, including Sundays and holidays.

7.2 No extra payment shall be admissible for night duty, Sundays, holidays, or overtime.

7.3 The contractor shall ensure continuous availability of manpower. Immediate replacement shall be provided in case of absence.

7.4 Existing outsourced staff shall preferably be retained, subject to suitability and performance.

7.5 The deployed staff shall:

- Be medically fit
- Wear uniform and identity cards
- Be well-behaved and disciplined

7.6 IRCS reserves the right to remove or replace any worker found unsuitable.

8. Statutory Compliance

8.1 The contractor shall pay wages as per the Minimum Wages Act and Order No. F. No. (142)/02/MW/VII/Part File/211 dated 15.04.2025.

8.2 Payment of salaries shall be made by the 7th day of the succeeding month via direct bank transfer.

8.3 Proof of salary payment and statutory compliance shall be submitted with each bill.

8.4 The contractor shall comply with all labour laws including EPF, ESIC, Contract Labour Act, etc.

8.5 GST shall be deposited by the contractor with appropriate authorities.

8.6 Rates quoted shall include ESI, EPF, and all statutory contributions.

8.7 non-submission of statutory documents shall result in withholding of payment.

9. Responsibilities of Contractor

9.1 The contractor shall arrange all tools, tackles, safety equipment, testing instruments, and minor consumables.

9.2 The contractor shall ensure safe operation of electrical installations as per statutory norms.

9.3 In case of loss, theft, damage, or sabotage by deployed personnel, IRCS may recover the cost from the contractor.

- 9.4 The contractor shall be liable for penalties for non-performance or misconduct.
- 9.5 Subletting of the contract is strictly prohibited.
- 9.6 In case of death of the contractor, IRCS may terminate the contract without compensation.

10. Materials

- 10.1 All dismantled materials shall be handed over to the IRCS authority.
- 10.2 Spare parts, fittings, fixtures, and POL required for maintenance shall be arranged by IRCS.

11. IRCS Authority's Rights

- 11.1 The work shall be executed to the satisfaction of IRCS.
- 11.2 The Secretary General, IRCS (NHQ), reserves the right to accept or reject any or all tenders without assigning any reason.

I/We hereby declare that I/We have read, understood and accepted all the terms and conditions of the Notice Inviting Quotation and agree to abide by the same.

Signature of Contractor: _____

Name & Seal: _____