

SERVANTS OF THE PEOPLE SOCIETY

(Founded by 'Sher-e-Punjab'- Lala Lajpat Rai in 1921)

LAJPAT BHAWAN, LAJPAT NAGAR-IV, NEW DELHI-110024

Tender Notice for Renovation and/or Repair Work on Labour Contract Basis For maintenance & repair of Quarter No. 5, Quarter No. 6 and Quarter No. 3, Lajpat Bhawan in the FY 2026-27

Nature of Tender: Labour contract only

The Servants of the People Society (SOPS), a not for profit society invites applications for Empanelment of Contractors for Civil works and Repair & Maintenance of its offices and residences in Lajpat Bhawan, Lajpat Nagar IV, New Delhi. The proposed empanelment of Contractors/Vendors for undertaking Civil works including Plumbing & Sanitary; Repairs & Maintenance works (Civil Works, Sanitary & Plumbing) is in the light of society's internal decision that tendering will be not done if work is less than five lakh (Rs 5,00,000/-) different categories however in the interest of transparency, empanelment is done. The Contractors/Vendors with necessary experience and those who fulfill the eligibility criteria will be considered for the empanelment.

Further details, eligibility criteria and application form is available in head office and our website. The last date of receipt of application & other documents is on 07.04.2026 upto 2.00 PM in sealed Box. The SOPS reserves its right to accept or reject any or all the application(s) without assigning any reason. **Initially, the engagemnet is planned for maintenance/renovation and repair work in Quarter No. 5, 6 and 3 of Lajpat Bhawan on labour contract basis only.** The approved contractor's services will used for other purposes as well as and when required. The material required for execution of the work shall be procured and paid for directly by the Head Office, SOPS. The bidder is required to quote only labour charges, including charges for mason, carpenter, painter,

helper, pest control labour, and consultancy/supervision, if any.

Scope of Work

The work shall include labour for the following items, as required at site for *Repairs & Maintenance works includes but not limited to* Repair/ Construction work related to office buildings/residential buildings, Structural Addition and Alteration work of buildings including extension of existing building, Major repair/reconstruction works and Steel works/ sheet roofing works

Details of Work-

a. Building repairs i.e (minor civil works, plastering work/Seepage & Leakage treatment/Painting work /Boundary wall repair/White wash, colour wash, painting and surface preparation/Repair of windows and doors.

b. Maintenance for sanitary and plumbing works at offices/residential buildings. Plumbing repairing works /Cleaning works etc

c. Renovation work i.e Supply and installation of vitrified tiles/antiskid tiles/ceramic tiles/sanitary fittings and/or after removing existing tiles/ external & internal sewerage pipelines.

d. Steel works, sheet roofing works etc

e. Woodwork/joinery work for windows, doors and frames.

f. Pest control / pesticide treatment work. Any other repairing work involving Civil, Sanitary & Plumbing.

Quality Requirement

The work is to be carried out with basic level quality, in a neat and workmanlike manner, suitable for functional residential/Guest House use. The contractor shall ensure

proper workmanship and deployment of skilled/semi-skilled labour as per the requirement of the work.

Material Supply

- All construction and finishing material shall be supplied by or paid for directly by Head Office, SOPS on requisition basis but justified use of material will be responsibility of the vendor.
- The contractor shall be responsible for proper use of material issued at site.
- No claim on account of material cost shall be entertained from the contractor.

Quotation Format

The bidder shall submit item-wise or category-wise labour charges clearly indicating the rates for:

- Mason / civil labour.
- Carpenter labour.
- Painter / white wash labour.
- Pest control labour.
- Window and door repair labour.
- Consultancy / supervision charges, if any.
- Any other labour component considered necessary for completion of the work.

The rates should be quoted clearly in Indian Rupees and should include all labour-related expenses, tools, minor consumables, transportation, supervision, and contractor's profit, unless specifically excluded.

Eligibility of Bidder

- The bidder should have experience in similar renovation/repair works.
- The bidder should be capable of executing civil, carpentry and painting related labour work.
- The bidder should inspect the site before submitting the quotation.

Terms and Conditions

This tender is for labour contract only. The SOPS reserves the right to increase or reduce the scope of work depending upon site requirement. Payment shall be made on actual work executed and certified by the competent authority/engineer/authorized representative of SOPS. The contractor shall maintain cleanliness and safety at the site during execution of work. Any defective workmanship noticed during execution or within a reasonable period shall be rectified by the contractor without additional labour charges. The work shall be completed within the time communicated in the work order. The successful bidder shall coordinate with SOPS for phased supply of material and execution schedule. SOPS reserves the right to accept or reject any or all quotations without assigning any reason.

Submission of Tender

Interested contractors/agencies may submit their sealed quotation addressed to the Office In Charge-Head Office, Servants of the People Society (SOPS), superscribing the envelope as:

"Quotation for Renovation and Repair Work on Labour Contract Basis "

The quotation should contain: Preferably used template

- Name, address and contact details of the contractor/agency.
- Experience details of similar work.
- Labour rate quotation duly signed.
- PAN & GST details, if applicable.

Schedule of Tending

- Date of issue of tender: 03.04.2026
- Last date for site inspection: Up to last date & time of bid.
- Last date and time for submission of quotation: 07.04.2026; 2 PM
- Opening of quotations: 07.04.2026, 2.30 PM
- **Payment- Plan monthly- Only via Bank Transfer.**

Address for Submission of Bid – Box System

**Office In Charge, Head Office
Servants of the People Society (SOPS)
Lajpat Bhawan, Lajpat Nagar-IV, New Delhi-110024**

Acceptance

The bidder shall be deemed to have carefully examined the nature and scope of work and site conditions before quoting the rates.

Head Office
Servants of the People Society
Lajpat Bhawan, Lajpat Nagar-IV,
New Delhi-110024

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APPLICATION FORM FOR EMPANELMENT OF CONTRACTORS (CIVIL WORKS, REPAIRS & MAINTENANCE WORKS) (Please strike-off which is not applicable)

1	Name of the Firm/Company/Person	
2	Legal Status of Company (Tick)	Company/Partnership/Proprietorship/Individual
3	Full Postal Address:	
4	Key Person-Contact Details: (a) Mobile No: (b) Email-ID :	
5	Year of establishment: Please enclose documentary evidence/Legal Paper/Bank Statement as proof of remittance of work in the said account	
6	Status of the firm whether company/firm/proprietary/Individual (Please specify):	
7	Name of Directors/Partners/Proprietor of the organization /firm/Authorized Person	
8	Name/s of authorized signatory/ Directors/ Partners with designation and contact no.:	
9	No. of years of experience in the field and details of work in any other field.	

10	Annual turnover of the organization during last two years (year wise) and furnish audited balance sheet (wherever necessary) and Profit & Loss A/c. for the last 2 financial years.	FY 2024-25: Rs..... FY 2023-24: Rs..... Average: Provisional FY 2025-26: Rs.
11	List of Ongoing Site (Other than Society) With name of person, complete details of ongoing work (Minimum two)	
12	Banker's Details (i) Banker's Name (ii) Full Postal Address (iii) Telephone No. (iv) Account No. (v) Type of Account	
13	Whether GST Registration No. taken & Date (Enclose certified copy of document as evidence.)	
14	Details of Key Personnel deployed for supervision. (i) Technical Personnel Other Personnel	

I hereby confirm that all information, particulars, copies of certificates and testimonials in connection with my empanelment are correct and genuine. I am, therefore, liable to face appropriate actions as deemed fit by the SOPS in the event of any of the information, particulars, copies of certificates and testimonials are not found correct and genuine.

I/We are authorized to sign and submit these documents for Empanelment. I /We understand that if at any stage it is found / noticed by the society that any information thus provided by us is untrue / incorrect partly or fully and in case of receipt of adverse / unsatisfactory report from other clients /

I/ We confirm that all the Rules prevailing in the state, the Labour Laws, Risk Insurance obligations, State & Central Government statutory requirements are complied by us.

I / We understand that mere submission of the application does not entitle me/ us to be necessarily empanelled by the SOPS and SOPS reserves the right to reject all and or any application(s) without assigning any reason whatsoever. I/we understand that SOPS's decision in this regard will be final and binding on me/us.

Place: Signature & Seal of the Contractor

Date: Name:

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SCOPE OF WORKS CUM SCHEDULE OF RATES- FINANCIAL BID

Sub.: Quotation for Repairing and maintenance of residential/Office structure at Lajpat Bhawan

Item No	Description of work	Unit-8 Hrs	Additional per Hours
1.	<p>Repair & General Maintenance</p> <p>Skilled Labor (Tradespeople):</p> <p>Mason (Rajmistri): Essential for brickwork, concreting, plastering, tiling, and repairing cracks.</p> <p>Carpenter (Suthar): Responsible for shuttering/formwork, wooden framework, doors, and window repairs.</p> <p>Bar Bender (Steel Fixer): Cuts and binds steel reinforcement bars for concrete structures.</p> <p>Electrician: Handles electrical conduits, wiring, and fittings.</p> <p>Plumber: Installs and repairs water supply, drainage, and sanitary pipes.</p> <p>Semi-Skilled/Unskilled Labor:</p> <p>Helper/Mazdoor: Performs lifting, loading, unloading, material handling, mixing concrete/mortar, and assisting skilled workers.</p> <p>Bhisti: Specially assigned for water supply and curing concrete/masonry.</p> <p>Excavator/Beldar: Performs earthwork, digging, and clearings</p> <p>Painter/Polisher: Applies paint, putty, or varnish for finishing.</p>		
2.	Service Charge/Supervision Charge (in %) of total labor cost		

Signature of Quotationer with seal