

W-5

**PROCUREMENT OF WORKS
UNDER
SHOPPING PROCEDURES**

(For Works valued less than equivalent of \$ 100,000 each)

**Tender notification No. 2019/W/NCSCM/IOC/032
DT.22-09-2019**

INVITATION FOR QUOTATIONS FOR WORKS UNDER SHOPPING PROCEDURES

To

Dear Sirs,

Sub: INVITATION FOR QUOTATIONS FOR SIGNAGES, PAINTING,
ELECTRICAL AND MISCELLANEOUS WORKS

1. You are invited to submit your most competitive quotation for the following works:-

Brief Description of the Works	Approximate value of Works (Rs.)	Period of Completion
FALSE CEILING, REPAIRING, WALL PAINTING, BLINDS, STICKER, WALL PANELLING, VINYL FLOORING, WORK STATION, TABLE, CONFERENCE TABLE, CHAIRS ETC.,	13,00,000	15 Days

2. Government of India has received a credit from the International Development Association (IDA) / loan from the International Bank in various currencies towards the cost of the Integrated Coastal Zone Management Project (ICZMP) and intends to apply part of the proceeds of this credit to eligible payments under the contract for which this invitation for quotations is issued.
3. The Integrated Coastal Zone Management Project (ICZMP) in Tamil Nadu state is being implemented by National Centre for Sustainable Coastal Management (NCSCM), Chennai, which is an autonomous society registered under the Societies Registration Act.
4. To assist you in the preparation of your quotation, we are enclosing the following:
- Technical Specifications;
 - Instructions to Bidders (in two sections).
5. You are requested to provide your offer latest by 30-09-2019 @ 11.00 A.M
6. We look forward to receiving your quotations and thank you for your interest in this project.



Instructions to Bidders

SECTION - A

1. Scope of Works

For and on behalf of National Centre for Sustainable Coastal Management (NCSCM), MOEF & CC, GOI, Chennai (Employer). The Director, NCSCM invites quotations for the work of Signages, Painting, Electrical and Miscellaneous as detailed in the table given below

Brief Description of the Works	Approximate value of Works (Rs.)	Period of Completion
FALSE CEILING, REPAIRING, WALL PAINTING, BLINDS, STICKER, WALL PANELLING, VINYL FLOORING, WORK STATION, TABLE, CONFERENCE TABLE, CHAIRS ETC.,	13,00,000	15 Days

The successful bidder will be expected to complete the works by the intended completion date specified above.

2. **Qualification of the bidder:** The bidder shall provide qualification information which shall include:-

- (a) Total monetary value of similar works performed for each year of the last 3 years:
- (b) Report on his financial standing; and
- (c) Details of any litigation, current or during the last 3 years in which the bidder is involved, the parties concerned, and disputed amount in each case.

3. To qualify for award of the contract the bidder:-

- a) should have satisfactorily completed as a prime contractor at least one similar work of value not less than Rs. 15 Lakh during the last three years i.e. 2016-17 to 2018-19;
- b) should have minimum average annual turnover of Rs.25 Lakh in the last three years i.e. 2016-17 to 2018-19.



4. Bid Price

- a) The contract shall be for the whole works as described in the Bill of quantities, and technical specifications. Corrections, if any, shall be made by crossing out, initialing, dating and re writing.
- b) All duties, taxes and other levies payable by the contractor under the contract shall be included in the total price.
- c) The rates quoted by the bidder shall be fixed for the duration of the contract and shall not be subject to adjustment on any account.
- d) The rates should be quoted in Indian Rupees only.

5. Submission of Quotations

5.1 The bidder is advised to visit the office of works at his own expense and obtain all information that may be necessary for preparing the quotation.

5.2 Each bidder shall submit only one quotation. Bidders shall not contact other Bidders on matters relating to this quotation.

5.3 The quotation submitted by the bidder shall comprise the following :-

- (a) Quotation in the format given in Section B.
- (b) Signed Bill of Quantities ; and
- (c) Qualification information form given in Section B duly completed.

5.4 The bidder shall seal the quotation in an envelope addressed to:

The Director
National Centre for Sustainable Coastal Management,
Anna University Campus, Chennai-600025.

The envelope will also bear the following identification:-

- Quotation for *****
- Do not open **before 30-09-2019 @ 11.00 A.M**

5.5 Quotations must be received in the Office of the Director, National Centre for Sustainable Coastal Management (NCSCM), Chennai (Employer) not later than the time and date given in the letter of invitation. If the specified date is declared a holiday, quotations shall be received up to the appointed time on the next working day.

5.6 Any quotation received by the Director, National Centre for Sustainable Coastal Management (NCSCM), Chennai (Employer) after the deadline for submission of quotations will be rejected and returned unopened to the bidder.

6. Validity of Quotation

Quotation shall remain valid for a period not less than 45 days after the deadline date specified for submission.

7. Opening of Quotations

Quotations will be opened in the presence of bidders or their representatives who choose to attend on the date and time and at the place specified in the letter of invitation.

8. Information relating to evaluation of quotations and recommendations for the award of contract shall not be disclosed to bidders or any other persons not officially concerned with the process until the award to the successful bidder is announced.

9. Evaluation of Quotations

The Employer will evaluate and compare the quotations determined to be substantially responsive i.e. which

- (a) meet the qualification criteria specified in clause 3 above;
- (b) are properly signed ; and
- (c) conform to the terms and conditions, specifications and drawings without material deviations.

10. Award of contract

10.1 The Employer will award the contract to the bidder whose quotation has been determined to be substantially responsive and who has offered the lowest evaluated quotation price and who meets the specified qualification criteria.

10.2 Notwithstanding the above, the Employer reserves the right to accept or reject any quotations and to cancel the bidding process and reject all quotations at any time prior to the award of contract.

10.3 The bidder whose bid is accepted will be notified of the award of contract by the Employer prior to expiration of the quotation validity period.

11. Performance Security

The successful bidder shall submit Performance Security for an amount equal to 5% of the contract value in shape of Demand Draft in favour of “**National Centre for Sustainable Coastal Management**”, payable at Chennai.



SECTION - B

1. **Format for Qualification Information.**
2. **Format for Submission of Quotation.**
3. **Format of Letter of Acceptance.**



QUALIFICATION INFORMATION

1 For Individual Bidders

1.1 Principal place of business: _____

Power of attorney of signatory of Quotation.
[Attach copy]

1.2 Total value of similar work performed in the last three years (in Rs. Lakhs)

2016-17	_____
2017-18	_____
2018-19	_____

1.3 Work performed as prime contractor (in the same name) on works of a similar nature over the last three years.

<u>Project Name</u>	<u>Name of Employer</u>	<u>Description of work</u>	<u>Contract No.</u>	<u>Value of contract (Rs.Lakhs)</u>	<u>Date of issue of work order</u>	<u>Stipulated period of completion</u>	<u>Actual date of completion</u>	<u>Remarks explaining reasons for delay and work completed</u>
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Existing commitments and on-going works:

<u>Description of Work</u>	<u>Place & State</u>	<u>Contract No. & Date</u>	<u>Value of Contract (Rs. Lakh)</u>	<u>Stipulated period of completion</u>	<u>Value of works* remaining to be completed (Rs. Lakhs)</u>	<u>Anticipated date of completion</u>
(1)	(2)	(3)	(4)	(5)	(6)	(7)

* Enclose a certificate from Engineer concerned.

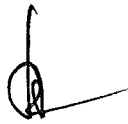


1.4 Proposed subcontracts and firms involved.

Sections of the works	Value of Sub-contract	Sub-contractor (name & address)	Experience in similar work
*	*	*	*
*	*	*	*
*	*	*	*
	*	*	*

- 1.5 Evidence of access to financial resources to meet the requirements of working capital: cash in hand, lines of credit, etc. List them below and attach copies of support documents.
- 1.6 Name, address, and telephone, telex, and fax numbers of the Bidders' bankers who may provide references if contacted by the Employer.
- 1.7 Information on litigation history in which the Bidder is involved.

Other party(ies)	Employer	Cause of dispute	Amount involved	Remarks showing present status
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QUOTATION

*
Description of the Works :

To:

Subject :

Reference : Letter No.....dated.....from.....

Sir,

We offer to execute the Works described in your letter referred to above in accordance with the Conditions of Contract enclosed therewith at percentage above / below the estimated rates, i.e., for a total Contract Price of -

Rs.** _____ [in figures]

Rs. _____ [in words]

This quotation and your written acceptance of it shall constitute a binding contract between us. We understand that you are not bound to accept the lowest or any quotation you receive.

We hereby certify that we have taken steps to ensure that no person acting for us or on our behalf will engage in bribery or collusive arrangements with the competitors.

We hereby confirm that this quotation is valid for 45 days as required in Clause 6 of the Instructions to Bidders.

We have not been debarred/removed from approved lists/(dealings suspended) by the Central/State Governments or by the World Bank.

Yours faithfully,

Authorized Signature : _____ Date: _____

Name & Title of Signatory : _____

Name of Bidder : _____

Address : _____

* To be filled in by the Employer before issue of the Letter of Invitation.

** To be filled in by the Bidder, together with his particulars and date of submission at the bottom of this Form.



**LETTER OF ACCEPTANCE
CUM NOTICE TO PROCEED WITH THE WORK**

(LETTERHEAD OF THE EMPLOYER)

Dated: _____

To: _____ [Name and address of the Contractor]

Dear Sirs,

This is to notify you that your quotation dated _____ for execution of the _____ for the contract price of Rupees _____ [amount in words and figures], is hereby accepted by us.

You are also requested to sign the agreement form and proceed with the work not later than _____ under the instructions of the NCSCM, _____ and ensure its completion within the contract period.

With the issuance of this acceptance letter and your acceptance to the same contract for the above said work stands concluded.

Yours faithfully,

**Authorized Signature
Name and title of Signatory**



**Draft Agreement form for
Construction through National Shopping**

ARTICLES OF AGREEMENT

This deed of agreement is made in the form of agreement on _____ day of _____ month _____ 2019, between the _____ (Employer) or his authorized representative (hereinafter referred to as the first party) and _____ (Name of the Contractor), S/O _____ resident of _____ (hereinafter referred to as the second party), to execute the work of construction of _____ (hereinafter referred to as works) on the following terms and conditions.

2. Cost of the Contract

The total cost of the works (hereinafter referred to as the "total cost") is Rs. _____ as reflected in **Annexure - 1**.

3. Payments under the contract:

Full payment after completion of the work subject to approval of the authorized officials of NCSCM.

4. Completion time

The work should be completed in **15 days** from the date of this Agreement. In exceptional circumstances, the time period stated in this clause may be extended in writing by mutual consent of both the parties.

5. If any of the compensation events mentioned below would prevent the work being completed by the intended completion date, the first party will decide on the intended completion date being extended by a suitable period:

The first party orders a delay or does not issue completed specifications or instructions for execution of the work on time.

6. Any willful delay on the part of the second party in completing the work within the stipulated period will render him liable to pay liquidated damages @ Rs.650/- per day which will be deducted from payments due to him. The first party may cancel the contract and take recourse to such other action as deemed appropriate once the total amount of liquidated damages exceeds 2 % of the contract amount.

(Note: The amount of liquidated damages per day should be determined at not less than 0.05 % of the contract value of the works and indicated here).




7. Duties and responsibilities of the first party

7.1 The first party shall be responsible for providing regular and frequent supervision and guidance to the second party for carrying out the works as per specifications. This will include written guidelines and regular site visit of the authorized personnel of the first party, for checking quality of material and construction to ensure that it is as per the norms.

8. Duties and responsibilities of the second party

8.1 The second party shall:

- a) take up the works and arrange for its completion within the time period stipulated in clause 5;
- b) employ suitable skilled persons to carry out the works ;
- c) regularly supervise and monitor the progress of work ;
- d) be responsible for bringing any discrepancy to the notice of the representative of the first party and seek necessary clarification ;
- e) ensure that the work is carried out in accordance with specifications, drawings and within the total of the contract amount without any cost escalation ;
- f) keep the first party informed about the progress of work ;
- g) Pay all duties, taxes and other levies payable by construction agencies as per law under the contract (First party will effect deduction from running bills in respect of such taxes as may be imposed under the law).


Director
National Centre for Sustainable Coastal Management
Ministry of Environment, Forest and Climate Change
Government of India, Chandigarh Campus
24/9/2019
2/2

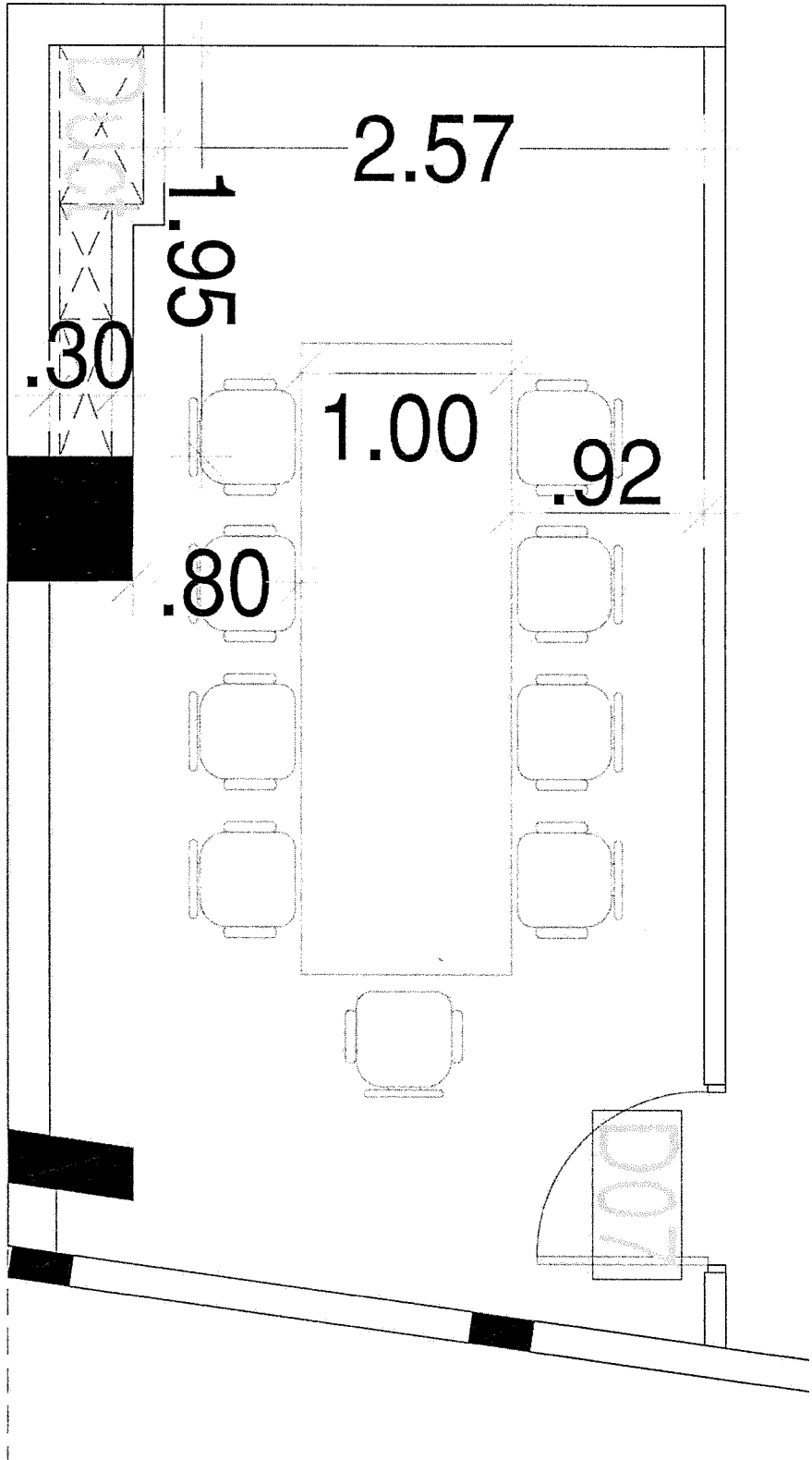
BILL OF QUANTITIES

Description	Unit	Qty
Interior Work		
False Ceiling work : Providing and fixing of Mineral fibre acoustical suspended ceiling system at all heights, tiles of approved make with 24mm exposed grid . The tiles should have humidity resistance, light reflectance, thermal conductivity, colour white, Fire performance in module size of 600 x 600 x 16mm, suitable for green building application, with recycled content.	Sqm	30
Repairing work: Removing, reinstalling, repairing/replacing the grid/false ceiling tile and carpentry work in the existing room while doing the renovation work	Lot	
Wall Painting: - One coat of primer and wallcare putty, over two of Acrylic Emulsion with roller finish which provides a smooth sheen finish to interior walls.	Sqm	120
Blinds : A roller blind system comprising a first roller blind, a second roller blind and a coiling body that accommodates the first and second roller blinds, the edges of the first and second roller blinds and offset with respect each other in axial direction relative to the rotational axis of the coiling body	Sqm	25
Sticker: Providing and fixing of 3M FASARA Translucent, Decorative cum safety, polyester, self-adhesive film applied directly on glass. The film adds shatter resistant property when covers the full area of glass. Manufacturer warranty of 3 years [if exposed to direct sunlight] and 5 years [indoors] endorsed by 3M India Limited. The work shall be inclusive of necessary adhesive and wastage etc.	Sqm	18
Wall panelling : Providing and fixing of Calcium silicate false ceiling, using 8mm thick tapered edge Calcium silicate screws fixed to the existing gypboard partition are filled and finished with jointing compound and joint paper tape with one coat of putty .	Sqm	60
Vinyl Flooring :		
i). Supplying and fixing 2mm tick vinly flooring as per the approved make and colour	Sqm	60
ii). Suplying and fixing of Carpet flooring of 50X50cm pile height 5.0-2.5(+/- .05mm)	Sqm	20
Work station: Modular Workstation: Partition Height : 1200 mm H 5 seater Linear Made of 75mm Extruded aluminium sections powder coated to approved color partition panels in front side of the user having fabric board finish and magnetic board and marker board tile above the table top and 9 mm thick pre laminated below, work top & leg 25 mm thick pre laminated particle board with 2 mm thick PVC edge banding Finished with necessary support . without raceway finished .Note : work Top size : 1. 1975 mm L x 560 mm W - 1 nos 2. "L" Top 1500 mm L + 1300 mm L x 560 mm W -3 nos 3. 1800 mm L x 560 mm. The work top (work station) should have necessary cable entries for Power supply, Data, Net work provisions	nos	1
Table-executive table;- Executive Table : Main Table size : 1500; mm L x 750 mm W x 750 mm H side Table size : 1200 mm L x 500 mm W x 750 mm H with open able 2 door and Mobile pedestal with 3 drawer. The table should have necessary cable entries for Power supply, Data, Net work provisions	nos	2

Conference Table;- Conferance Table : Size : 2400 mm L x 1000 mm W x 750 mm H (Made of Top 25 mm and others 18 mm thickness pre Laminated Particle board with 2 mm PVC edge banding finished).The table should have necessary cable entries for Power suppl, Data,Net work provisions	nos	1
Chairs- Similar to the existing chairs used in NCSCM	nos	20
Electrical	Sqm	1
Supply and installation of 2X2 ft grid(tile),36 watt,6500 lumine, day light	Nos	10
i). Making electrification to the work station with 2nos of 6/10A modular switches and socket including necessary wiring ii). Removing the fire deductor from the existing ceiling and refixing the same on the false ceiling the work including wire/cable etc.,	Lot	
Networking		
Supply, installation, testing and commissioning of R&M Dual Face Plate	Nos	12
Supply, installation, testing and commissioning of R&M Back Box	Nos	13
Supply, installation, testing and commissioning of R&M Cat 6 Information Outlet with Shutter	Nos	13
Supply, installation, testing and commissioning of R&M Cat 5 Information Outlet with Shutter	Nos	6
Supply, installation, testing and commissioning of Cisco 28 Port L3 Switch	Nos	2
Supply, installation, testing and commissioning of 50 Pair Krone Box	Nos	1
Supply, installation, testing and commissioning of 10 Pair Krone Modules	Nos	2
Supply, installation ,testing and commissioning of 12 U Rack with Power Manager(ENCORE PCC Cell)	Nos	1
Supply, installation, testing and commissioning of 4 U Rack with Power Manager (Conference Room)	Nos	1
Supply, installation, testing and commissioning of IP COM wireless Access Point with PoE Injector	Nos	2
Supply and laying of R&M Cat6 UTP Cable ,4 Pair 305mtr with suitable PVC Conduit	Mtr	450
Supply, installation, testing and commissioning of POP UP Box (1 Data,1 Voice, HDMI, VGA, 2 Power) for Conference table	Nos	2
Installation , Termination and Fixing Charges for Racks , I/O , Switches and Wall Cutting Charges	Ls	1
Supply and Installation of 32 pin NEC EPAPX	Nos	1

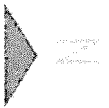
4	Air conditioner /		
a	Supply, Installation testing and commissioning of 2.4 TR/8.5Kw Cassette AC with R22/R32 Refrigerant, copper tube, not less than 12 months replacement warranty	2	NOS
b	Commissioning of chilled water cassette unit	1	NOS
c	Supply, installation, testing and commissioning of 13mm copper pipe suction line with 13mm insulation	40	MTR
d	Supply, installation, testing and commissioning of 13mm copper pipe liquid line with 13mm insulation	40	MTR
e	Supply, installation, testing and commissioning of control cable between indoor and outdoor unit	60	MTR
f	Supply, installation, testing and drain pipe with 9mm Nitrile rubber	20	MTR
g	Supply and installation of metal support for out door unit	2	NOS
h	Supply, installation testing and commissioning of 4 core 4 sq.mm FRLS copper unarmoured cable for power supply	60	RMT
i	Supply, installation testing and commissioning of single 1.5sq.mm FRLS copper unarmoured cable for earthing the unit	60	RMT
5	Civil Work /		
	Chipping the wall, making hole, repairing and finish them neatly as per the original condition including cement works, painting etc., for relating to the above works	Lot	



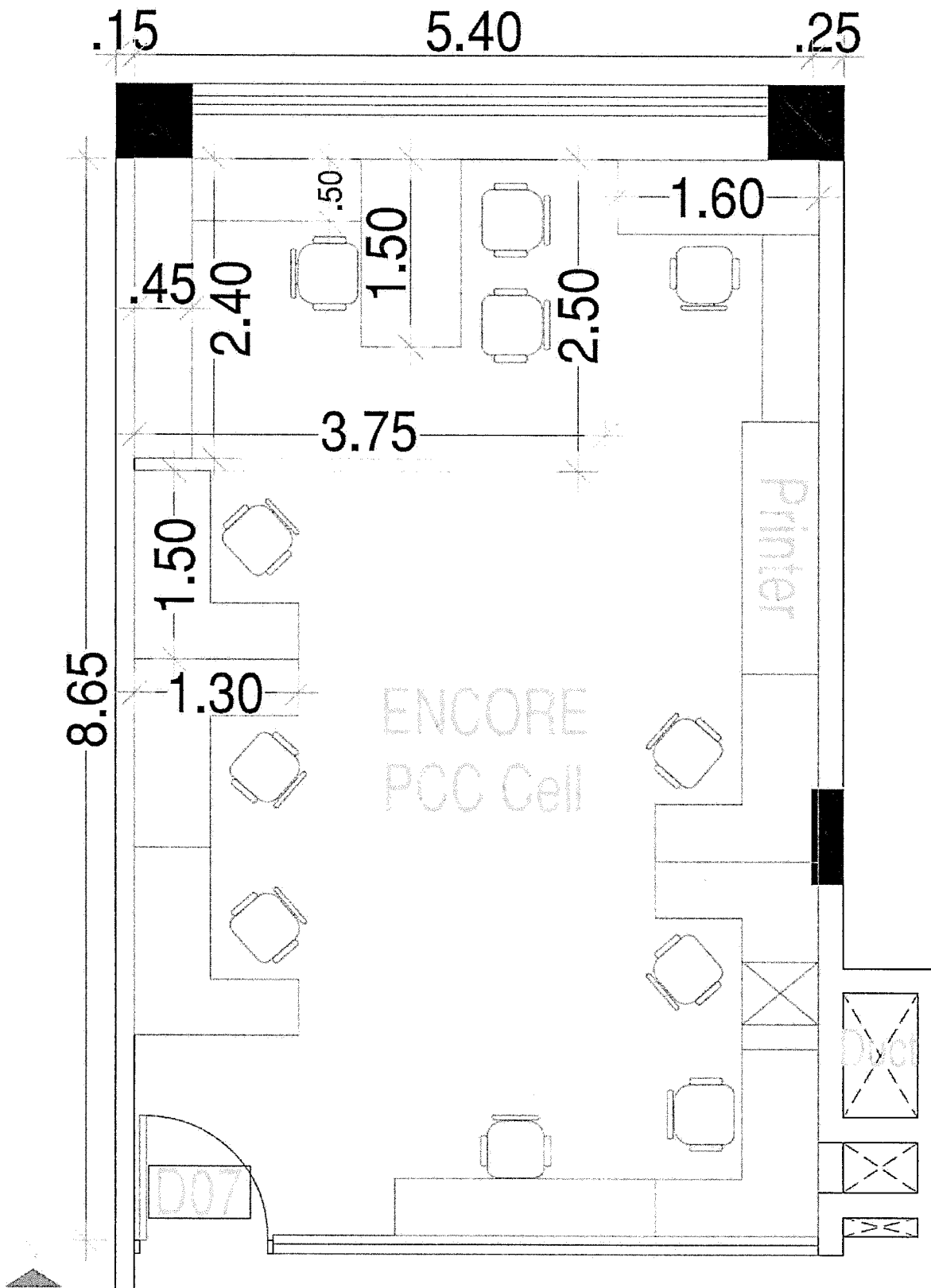


Conference (ENCORE)

5.71x3.12



[Handwritten signature]



[Handwritten signature]

Gross Total Cost : Rs.

We agree to execute the works in accordance with the approved drawings and technical specifications at percentage above/below the estimated rates, i.e., for a total contract price of Rs.(amount in figures) (Rs. amount in words).

Signature of Contractor



Format of certificate

Certified that the work upto ----- level in respect of construction of ----- at ----- has been executed in accordance with the approved drawings and technical specifications.

Signature
Name & Designation
(Official address)

Place :
Date :

Office seal

A handwritten signature in black ink, consisting of a stylized letter 'd' followed by a horizontal line extending to the right.

