

W-5

**PROCUREMENT OF WORKS
UNDER
SHOPPING PROCEDURES**

(For Works valued less than equivalent of \$ 200,000 each)

REF: 3-3(I)(Retender)/ADMIN/NCSCM/2013, DT. 01/10/2018

Issued by
DIRECTOR , NATIONAL CENTRE FOR SUSTAINABLE COASTAL MANAGEMENT,
ANNA UNIVERSITY CAMPUS CHENNAI

**INVITATION FOR QUOTATIONS FOR OF WORKS UNDER SHOPPING
PROCEDURES**

To

Dear Sirs,

Sub : INVITATION FOR QUOTATIONS FOR CONSTRUCTION OF ELECTRIC CABLE TRENCH.

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

Name of the Work	Estimated Cost	Completion Period
Construction of Electric Cable Trench	Rs15 lakh	30days

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:
 - i. Technical Specifications;
 - ii. Instructions to Bidders (in two sections).
5. You are requested to provide your offer latest **by 15/10/2018, 11:00 A.M and the bids will be opened on 11:30hrs of the same date. If the above date falls in a holiday, bid submit ion and opening will be the immediate next working day and the time will remain same.**
6. We look forward to receiving your quotations and thank you for your interest in this project.

**S/d
Director**

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 Printing of Diary 2016 as detailed in the table given below

Name of the Work	Estimated Cost	Completion Period
Construction of Electric Cable Trench	Rs15 lakh	30days

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. 12,00,000 in the last three years; or,
- (b) should have satisfactorily completed as a prime contractor at least two similar work of value not less than Rs. 9,00,000 in the last three years; or,
- (c) should have satisfactorily completed as a prime contractor at least three similar work of value not less than Rs. 6,00,000 in the last three years; or,

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
(Purchaser). The envelope will also bear the following identification:-

- Quotation for **Construction of Electrical Cable Trench**
- Do not open **before 15/10/2018 , 11:00AM.**

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 **60 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

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.

10.1 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.

10.2 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.

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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 civil work performed in the last three years (in Rs. Lakhs)

	20	
	20	
	20	

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:

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

(5)

* 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

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 60 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 _____ month _____ 201____, 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.

3.1 Payments under its contract:

50% Payment against the delivery of the materials (non perishable in nature) required for the work and 40% after the work and balance 10% after completion of Liability Period of 3 years, based on the approval of competent authority of the officials by NCSCM

4. Completion time

The works should be completed in **30 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:

a) 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. *60/- 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).

Annexure I**BILL OF QUANTITIES****BOQ for the work of H.T Cable trench for Anna University**

S.No	Description of work	Unit	Qty	Rate	Amount
1	General Excavation by mechanical means in all types of soil including dense soil, disintegrated/ weathered/ soft rock that can be removed by mechanical means without blasting including necessary manual excavation for dressing the edges & leveling, all leads and lifts. Rate to include disposing the excess earth and spreading in layers to the required levels and carting away out side the site to the designated areas identified by the local authorities.	Cu.Mtr	504		
2	Providing and laying of 75 mm specified thickness wherever specified using river sand/quarry dust including cleaning,leveling ,Compaction, and making ready for PCC. Rate including cost of materials, labourcharges, scaffolding, ladders, platforms, curing, plant required for the execution of the work etc..	Cu.Mtr	42		
3	Providing and laying P.C.C. 1:5:10 of specified thickness wherever specified using river sand, 20mm and downsize aggregate including cleaning,subgrade preparation, Compaction, levelling, all leads and lifts, rough finishing at the top surface,curing and shuttering if necessary etc.,at all heights and depths as instructed.	Cu.Mtr	42		
4	Providing and Constructing 230mm thick non load bearing wall with bricks of size 230x100x75mm with compressive strength not less than 38 Kg/sqm with cement mortar 1:5 masonry of joint thickness not to be more than 20mm including cost of materials, labourcharges, scaffolding, ladders, platforms, curing, plant required for the execution of the work etc..	Cu.Mtr	121		

5	Prepare the surfaces of walls and plaster with cement mortar 1:5, 12mm thick with finish according to specifications including curing etc., complete.	Sq.Mtr	1225		
6	Manufacture, transport and lay 40mm thickness Precast Reinforced Concrete cover slab Water Outlets as per site requirement. Rate is to include for breaking into existing wall and making good of gap between precast unit and existing wall.	Sq.Mtr	350		
	The above rates are exclusive of all taxes GST or any other applicable Tax				

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

Annexure - 2

Format of certificate

Certified that the works upto ----- level in respect of construction of ----- at ----- have been executed in accordance with the approved drawing and technical specifications.

Name & Designation

Signature

(Official address)

Place :

Date :

Office seal