

Tender Enquiry No. : NIELIT/CH/Premises/Civil/2015/

Dated: 17<sup>th</sup> March, 2015

## **Notice Inviting Tenders**

**(Last Date for Submission: 8<sup>th</sup> April, 2015 by 3.00 PM)**

To,

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**Subject: Notice Inviting Tenders for Renovation Works (Gypsum Board / Aluminium Partitioning and related works) at the office premises of NIELIT Chandigarh situated at C-134, Industrial Area Phase VIII (Sector-72), SAS Nagar, Mohali-160071.**

Dear Sirs,

You are requested to quote your lowest rates for the Renovation Works cited as subject, as per specifications given in the enclosed Proforma.

### **TERMS AND CONDITIONS (FOR LIMITED TENDER)**

1. The Tender should be addressed to The Director, NIELIT Chandigarh Centre.
2. The Tender should be submitted on or before 8<sup>th</sup> April 2015 by 3:00 PM in a sealed envelope. The envelope should be superscribed "**Renovation Works (Gypsum Board / Aluminium Partitioning and related works)**" and should bear the Tender Enquiry Number and Due Date on the top. Tenders received after the due date and time will not be considered. The tenders shall be opened at 3.30 PM at the above mentioned premises on the same day in the presence of vendors, or their representatives who may wish to be present.
3. You will be required to submit an Earnest Money of Rs. 10,000/- (Rupees Ten Thousands only) in the form of demand draft drawn in favour of "*Director, NIELIT Chandigarh*" payable at Mohali along with the Tender. The earnest money will be returned to all the bidders except the successful bidder selected for the execution of work within seven days from the date of allotment of work. The earnest money of the successful bidder will remain with this Centre as Security Deposit till the completion of work and end of defect liability period. In case the bidder fails to abide by the conditions of contract, or do not adhere to the scheduled dates, or does not start the work within seven days from the date of allotment of work the Earnest Money Deposit will be forfeited.
4. **TENDERS WITHOUT EARNEST MONEY WILL NOT BE ENTERTAINED.**
5. The rates quoted should be inclusive of all applicable taxes and carriage and cartage to our centre at Mohali.

6. Rates should be quoted per Square Feet. These will be applied to the quantity of work for each type of work executed.
7. NIELIT Chandigarh shall be under no obligation to accept the lowest bid. Further the Director, NIELIT Chandigarh, reserves the right to reject all or any tenders without assigning any reason.
8. All metal work except steel, if used anywhere, is to be given primer coating and enamel paint according to the instructions of the Engineer-Incharge at site.
9. The exact quantities / areas of different items of work will be intimated by the Engineer-Incharge of the site.
10. Specifications can be changed by NIELIT according to its requirements during the course of execution of work and rates approved by the Committee of NIELIT will be applicable.
11. If any extra item of work is to be carried out, analysis of rates for the same shall be supplied by the contractor for the approval of the Committee of NIELIT whose decision about the rates will be final.
12. During the execution of the work NIELIT shall have the right to delete / modify any of the item / sub-items at any stage before the commencement of work of those items / sub items.
13. Periodical and final inspection (after receipt of written intimation about completion of the entire work from the contractor) will be carried out by a Committee of NIELIT and the defects pointed out by the Committee will have to be removed by the contractor at his own cost before the work is accepted by NIELIT.
14. The contractor shall be responsible for meeting all claims of his workers for wages or arising out of illness, injuries, accidents etc. during the execution of the work. NIELIT shall not be liable to pay for such claims.
15. You are advised to inspect and examine the site and its surroundings and satisfy yourself before submitting the tender. You shall be deemed to have full knowledge of site and work whether you inspect the site or not and no extra charge consequent of any misunderstanding or otherwise shall be allowed.
16. The contractor will have to remove the debris from the premises at no extra charge to NIELIT before handing over the site to NIELIT.
17. The contractor will be required to get all the material approved from the Engineer-Incharge at the site before its use. In case brand / quality of a material is not quoted in the tender, the brand / quality specified by the Engineer-Incharge will have to be used.
18. The tenderer should not sub-let the whole or any part of the work to any other contractor / party.
19. The work will have to be completed within 21 days from the date of award of work to the successful bidder. Non completion of the work, in all respects including / removal of the debris from the premises, would entail payment of liquidated damages @ 1% per day subject to a maximum of 10 percent of the value of such portion of work as has not been completed within the stipulated period. In case the work is not completed within ten days after the specified period of twenty one days, the Director, NIELIT Chandigarh shall have the right to get the remaining incomplete work executed at the risk and cost of the contractor, from any other resource even without observing tender requirements.
20. Director NIELIT Chandigarh may allow extension of time if in his opinion the work is delayed by reasons beyond the control of the contractor.

21. There shall be a defect liability period of six months from the date of completion of work during which the contractor shall be required to rectify the defects if any pointed out by NIELIT at no extra cost. The security deposit of the contractor will be refunded immediately after the completion of defect liability period if there are no pending defects reported during this period.
22. The Contractor will meet the Engineer-Incharge at site as and when required necessary.
23. The rates quoted should be valid for at least 60 days from the date of opening of bids.
24. The bidder will submit a list of similar works carried out by him at Chandigarh and will arrange a visit to such works, if so required by the Director, NIELIT Chandigarh. He will have to submit a document in support of having successfully executed similar works during the last three years.
25. Copies of applicable statutory documents i.e. PAN, VAT/CST etc. should be given.
26. Non-relationship certificate with any official of NIELIT should be given on letter head.
27. Affidavit for not being black-listed by Govt. / PSU / State Govt. / any other Central or State Govt. Organization should be given on letter head.
28. On all matters where terms and conditions of the job are silent, the decision of the Committee constituted by NIELIT will be final and resolved as per GFR, CVC, Ministry of Finance, Government of India guidelines. However, in case of any disputes, differences, claims and damages arising in or pursuant to the contract the same shall be referred to sole arbitrator to be appointed by the Director, NIELIT, Chandigarh Centre. The decision of the sole arbitrator shall be final and binding on both the parties under the provisions of arbitration Act 1940 (10 of 1940) and rules framed there under from time to time. Such arbitrations shall be held at Chandigarh.
29. In all matters and disputes arising hereunder, the appropriate courts at Chandigarh alone to the exclusion of all other courts, shall have jurisdiction to entertain and try them.
30. Tenders will not be accepted by Fax, Email or any other electronic media.
31. No advance payment will be entertained at any cost.
32. Payment to the contractor will be made by A/c Payee cheque against the bill submitted by the contractor on satisfactory completion of work, within seven days from the date of submission of bill duly verified by the Engineer-Incharge.

Yours Faithfully,

(Ragini)

Administrative Officer  
NIELIT, Chandigarh

Tender Enquiry No. : NIELIT/CH/Premises/Civil/2015/

 Dated: 17<sup>th</sup> March, 2015

**SCHEDULE OF REQUIREMENTS, SPECIFICATIONS & TECHNICAL DETAILS**  
**(PRICE SCHEDULE TO BE USED BY BIDDER FOR QUOTING THEIR BIDS)**

SNo	Description	Specifications	Qty	Unit	Rate (Inclusive of all Taxes)	Amount (Inclusive of all Taxes)
1	Dismantling work of wooden / gypsum board partitions including removing of scrap (wherever required)	Dismantling existing wooden / gypsum board partitions, any masonry work as per requirements, stacking of serviceable materials as directed and carting away, outside the premises including all labour, tools etc complete for all locations and levels as directed and instructed by Site Engineer.	200	Sq.Ft.		
2	Removal, repair, modifications and re-fixing of re-usable existing wooden / gypsum board partition as per new design	Removal, repair, modification and re-fixing of re-usable existing wooden / gypsum board partition / glazing as directed and instructed by Site Engineer according to the new design using the existing wood and glass complete in all respects including jointing and sealing the joints with smooth finish. The cost shall be inclusive of all material cost if required to be put in. Any hardware required for the modification shall be inclusive in this cost. Complete in all respects including refixing at new location with polishing work if required.	400	Sq.Ft.		
3	3" thick dry walls between cabins up to full height of 8'6" to 9'	Providing and fixing 75mm thick partition made with GI channels framework as per India Gypsum Ltd's standard specifications. The GI sections shall be placed at 2'0" c/c horizontally and rigidly connected together. GI framework shall then be clad with 2x12.5 mm thick gypsum boards with GI edge binder, corner guards of IGL make and executed as per the IGL's manufacturers recommended specifications. It should be ensured that all the gypsum board joints of the first layers also to be neatly finished with jointing compound and fibre tape to achieve better acoustic properties.	1260	Sq.Ft.		

4	4' to 5' high partition for cabins with wooden coping	Providing and fixing 75mm thick partition made with GI channels framework as per India Gypsum Ltd's standard specifications. The GI sections shall be placed at 2'0" c/c horizontally and rigidly connected together. GI framework shall then be clad with 2x12.5 mm thick gypsum boards with GI edge binder, corner guards of IGL make and executed as per the IGL's manufacturers recommended specifications. It should be ensured that all the gypsum board joints of the first layers also to be neatly finished with jointing compound and fibre tape to achieve better acoustic properties. Wooden coping in 12 mm thick MDF duly polished or painted as per approved colour.	1150	Sq.Ft.		
5	Laminated flush doors	35mm thick Flush door having hard wood seasoned frame of section 100x25mm sandwiched with in 6mm thick commercial ply finished with 1mm thick mica of merino / greenlam make.	7	No(s).		
6	Aluminium Partitioning between cabins up to full height of 8'6" to 9'	Repair, modification and re-fixing of re-usable existing 16 gauge aluminium partition / glazing as directed and instructed by Site Engineer according to the new design using the existing material / board and glass complete in all respects. The cost shall be inclusive of all material cost e.g. rubber, angle, screws etc. Any hardware required for the modification shall be inclusive in this cost. Complete in all respects including refixing at new location.	740	Sq.Ft.		
<b>GRAND TOTAL (Inclusive of all applicable taxes)</b>						

**LETTER OF ACCEPTANCE****To,**

The Director,  
National Institute of Electronics and Information Technology, Chandigarh,  
C-134, Industrial Area Phase VIII (Sector 72),  
SAS Nagar, Mohali – 160071.

**Sub: Acceptance of Terms and Conditions of Tender****Ref:** NIELIT/CH/Premises/CIVIL/2014/Dated: 17<sup>th</sup> March, 2015**Sir,**

Having examined in details, the above tender documents relating to the works and having visited and inspected the site of the proposed works and having acquired all the requisite information affecting the tender invited by you, I / We \_\_\_\_\_  
\_\_\_\_\_ hereby agree to abide by all the Terms and Conditions of the Tender Document and the Work Order No. \_\_\_\_\_ dated \_\_\_\_\_ issued by NIELIT, Chandigarh for the work titled “Renovation Works (Gypsum Board / Aluminium Partitioning, and related works) for NIELIT Chandigarh at C-134, Industrial Area, Phase VIII (Sector 72), SAS Nagar, Mohali – 160071” failing which the Earnest Money Deposit / Performance Security Deposit may be forfeited by NIELIT, Chandigarh.

I/We also agree that the printed term(s) and condition(s) if any at the back of our tender form and / or any other paper enclosed are not applicable.

I / We undertake to complete the whole works within the period specified in the tender.

**Details of EMD paid:**

Amount..... Draft No..... DD Date .....

Bank.....

(Signature, Name & Address of the Bidder)