



National Institute for Empowerment of Persons with Multiple Disabilities [NIEPMD]
(Dept. of Empowerment of Persons with Disabilities, Ministry of Social Justice and Empowerment, Govt. of India)
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Ref. No: NIEPMD/ESTATE 6(01)/2016-17

21.04.2016

To,

(Quotations are invited from the Central/ State Govt .registered Contractors)

TENDER DUE DATE: 02.05.2016(4.30p.m.)

TENDER OPENING DATE: 02.05.2016(5.00p.m.)

Dear Sirs,

QUOTATIONS are invited for **“Repair and Maintenance works Civil/Electrical/Carpentry Works”** as per Specifications enclosed.

The Quotation should be submitted in SINGLE BID as per Specifications and List enclosed.

Terms and conditions governing the contract is as per the details enclosed.

Late / Delayed / Post Tenders: Unsolicited Tender and Post Tender correspondences will not be entertained and may entail in rejection of tender. Tenders submitted in a cover without super scribing Tenders No. / Due date / Opening Date is liable for rejection.

The contractors are requested to submit the separate quotation for each work and clearly mentioning top of envelop as **“Respective Job and the work details”** should reach on or before **02nd May 2016** NIEPMD by speed post/courier /person –drop the quotation in to the Tender box which is kept in the Main building (3rd floor)

Note: The lowest rates are determined by the respective work category

Yours faithfully,

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((Dr. Himangshu Das)
Director

Specification of the works:

S.No	Description	Area(Approximately)	Rate	Amount
1.	<p>Tender No. NIEPMD/ESTATE 6(1-A)/2016-17-General works-estimated cost Rs 1,98,000/-</p> <p>(a) providing the window curtain arrangements with powder coated channel with all accessories and completed the works (04 locations)</p> <p>(b) providing and fixing notice board with foam sheet and smooth erasable writing material sheet with superior quality</p> <p>(c) providing the collapsible steel main gate with necessary wheel arrangements as per the site conditions and complete the same</p> <p>(d) supply and fixing the foam sheet signages board, Printing with tri-languages</p>	<p>250 Sq.Ft</p> <p>04 nos</p> <p>60 Sq.Ft</p> <p>120 Sq.Ft</p>		
2.	<p>Tender No. NIEPMD/ESTATE 6(1-B)/2016-17-Electrical works- estimated cost Rs 3,15,000/-</p> <p>(a) providing the power outlet provision for AC units with necessary cable and earth wire laying and also fixing the MCBs, ELCBs</p> <p>(b) providing internet Access point with the ISI make AP and associated accessories and complete the works</p> <p>(c) provision of intercom facility ; existing damaged cable to replace and also supplying the telephone instruments</p> <p>(d) supplying and fixing the metal halide focus light with necessary cable and control MCBs</p> <p>(e)Replace the existing normal light in to LED lights</p> <p>(f) supplying and fixing the 2.0 T.R capacity voltas make AC Units with 5 star rated grade ;rate including additional copper pipe, stabilizer, stand and necessary casing duct arrangements for internal and external</p>	<p>04 locations</p> <p>04 locations</p> <p>04 locations</p> <p>04 locations</p> <p>04 locations</p> <p>04 nos</p>		
3.	<p>Tender No. NIEPMD/ESTATE 6(1-C)/2016-17-Carpentry works-estimated cost Rs 4,70,000/-</p> <p>(a) Wardrobe/continuous table arrangement to accommodate minimum 7 persons with one draws and one openable cabinet duly finished with both side laminate, necessary accessories/provisions for keeping the CPU units and etc.,</p> <p>(b) Provision of box type cupboard arrangements using with ISI make plywood with both side lamination and also fixing the wall portion; the rates including hinges handles, screws and locks and etc;</p> <p>(c) Supplying and fixing the ISI make door closer</p>	<p>120 RFT</p> <p>190 Sq.Ft</p> <p>04 nos</p>		

4.	<p>Tender No. NIEPMD/ESTATE 6(1-D)/2016-17-Civil Works –to setting up a Bakery Unit- estimated cost Rs 62,000/-</p> <p>(a) Fabricating the detachable steel ramp provision with slope of 1:20 and the top portion covered by the 19mm ISI make plywood and completed the same (approximate area 50Sq.Ft)</p> <p>(b) Internal and external enamel painting works</p> <p>(c) supplying and fixing the FRB door shutter with sliding mode operation(approximate area 20Sq.Ft)</p> <p>(d) supplying and fixing the metal halide focus light with necessary cable and control MCBs</p>	<p>01 job</p> <p>70 Sq.Mtr</p> <p>01 job</p> <p>02 nos</p>		
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Contractor Information:-

1.	Name of the company	
2.	Office Address	
3.	Contact Person Landline No. / Mobile no. Fax no. E-Mail id:	
4.	Statutory Registration:- (enclose copies)	
	i) Contractor Govt Registration No.(CPWD/PWD/Metro Water/ BSNL/TNEB)	
	ii) TIN no.	
	iii) PAN No.	

Terms and conditions:

Earnest Money Deposit (EMD):

Every tender shall be accompanied by an 5% Earnest Money Deposit for the respective works, in the form of Demand Draft drawn in favour of '**The Director, NIEPMD**', Payable at Chennai. Tenders not accompanied by such Earnest Money are liable to be rejected straight away. E.M.D. in any other form may not be accepted.

The Earnest Money will be retained in the case of the successful Tenderer as part of the Security Deposit. EMD given by unsuccessful Tenderers will be refunded without any interest after issue of order to the successful tenderer.

Security Deposit (SD):

A sum @ 5% of the gross amount less EMD of the bill shall be deducted from the bills of the contractors towards security deposits.

The bidder should read carefully before quote:

- 1) The quotation duly sealed and superscribed on the envelope with the reference No. and due date should be addressed to the undersigned so as to reach him on or before the due date stipulated above and the unsealed tender will be rejected.
- 2) The quotation should be valid for 90 days from the due date.
- 3) The rate to be quoted for the work should be nett and inclusive of all necessary tax applicable as per norms of Government.
- 4) **Third party insurance:** The contractor should insure against his liability for any material or physical damage, loss or injury which may occur to any property, including that of the employer, or to his worker or to any person, including any employee of the employer or the contractor by or arising out of the execution of the works or in the carrying out of the contract. The contractor shall, whenever required has to produce to NIEPMD, the policy or policies of insurance and the receipts for payment of the current premium. If the policy not produced to NIEPMD within "four days from date of receipt of work order" (or) date of start of work whichever is

earlier, the Workmen Compensation Policy (sum insured per month, minimum) will be taken by the NIEPMD and the cost incurred will be deducted from the payment bill.

- 5) Accident or Injury to Workmen: NIEPMD shall not be liable for any damage or compensation payable at law in respect or in consequence of any accident or injury to any workmen or other person in the employment of the contractor or sub-contractor. The contractor shall indemnify and keep indemnify NIEPMD against all such damages and compensation, and against all claims, proceedings, cost, charges and expenses whatsoever in respect thereof of in relation thereto. The insurance shall be taken within the quoted tender rate / contract price.
- 6) The work should be commenced within 7 days from the date of receipt of order or date of handing over of site whichever is later and completed within 30 days from that date.
- 7) If the tenderer is not able to complete the work in time on or before the stipulated date of completion, liquidated damage for delay in completion will be 0.5% of contract value will be deducted for per week pf delay to a maximum of 10% of contract value.
- 8) Taxes: The following taxes shall be deducted from the bills as per Income Tax Rule.
(1) Works contract Tax. (2) TDS as applicable.
- 9) The tenderer should enclose copies of statutory registration (i.e.) PAN, TIN, Service Tax registration etc., along with tender.
- 10) The bidder should quote as per specifications and approved make mentioned in the specifications. The Specifications of work are attached with drawings if any so as to enable the contractor to quote for the item of works as per the standards. If the bidder have any clarification related to specification of work should visit to the site of proposed work and get clarified with the Engineer In-Charge and to quote proper and competitive tender. Tenders not fulfilling any of the conditions prescribed or which are incomplete will be summarily rejected.
- 11) The works shall be carried out as per the direction of Engineer In-Charge.
- 12) The lowest bidder who is awarded the work should complete and hand over the works to Engineer In-Charge within the duration of completion. If the contractor could not able to complete the work in the specified period above, he should give it

in writing three days before the date of completion of work, mentioning the reason for delay in completion and asking for extension of time for completion of work, to avoid the liquidated damages for delay in completion (see clause 8 above)

13) If the brand / make specified are unavailable and not likely to be available over a reasonable period of time in the market. It is the responsibility of the bidder to give such proof on unavailability of brand / make and request NIEPMD for alternate arrangement of materials / brand.

14) No labour shall be provided to stay inside the campus.

15) All debris obtained from dismantling the existing structure should be removed from site of work before starting of work.

16) The Director, NIEPMD reserves the right reject any or all the tenders or to accept them in part without assigning any reason thereof.

17) **The tenderer shall quote rates both in figures and words failing which tender may be liable for rejection.** He shall also workout the amount for each item of work and writes in both figures and words. On check if there are differences between the rates quoted by the tenderer in words and in figures or in the amount worked out by him the following procedure shall be followed

18) When there is difference between the rates in figures and in words, the rate which correspond to the amounts worked out by the tenderer in words shall be taken as correct.

When the amount of an item is not worked out by the tenderer or it does not correspond with rate written either in figure or in words, the rate quoted by the tenderer in words shall be taken as correct

19) **Security Deposit:**

The total security deposits which includes the E.M.D. along with the subsequent deduction will be limited to a ceiling of 5% of the total value of contract.

20) All the items as mentioned in the tender shall comply with all statutory regulation, Standards as amended on time to time.

21) **Refunding Security Deposit:**

100% Security Deposits will be refunded after the expiry of the maintenance & Defects Liability Periods. The performance guarantee shall be refunded to the contractor on completion of work and after issue of virtual completion certificate.

22) **No Interest on Deposits / Retention Money:**

Earnest Money / Retention Money will bear no interest whatsoever until the date of their releases.

23) **Arbitration / Disputes:** In the event of any dispute, differences, interpretation or application relating to this agreement arises, the same shall be settled amicably by the parties. In case the dispute or differences could not be settled amicably, the same shall be referred for adjudication through Arbitration by an appointed by the Director, NIEPMD.

The Arbitration shall be concluded in accordance with the provisions of Arbitration & Conciliation Act, 1996 or any statutory modifications or reenactment thereof and the rules made their under and for the time being in force shall apply to the arbitration proceedings. Venue of such arbitration shall be at Chennai in India. The language of arbitration proceedings shall be English. The Arbitrator shall make a reasoned award (the "award"), which shall be final and binding on the parties. The cost of the arbitration shall be shared equally by the parties to the contract. However, expenses incurred by each party in connection with the preparation, presentation etc., shall be borne by each party.

24) Earnest money will be forfeited if the contractor fails to commence the work as per letter of award.

25) Except writing rates and amount, the tenderer should not write any conditions or make any changes, additions, alternations and modifications in the printed form of tenders. Tenderers who are desirous to offer rebate, the same should be brought separately in the covering letter and submitted along with the tender.

26) **Measurement & Payment:**

Measurement of all items having financial value shall be recorded in measurement books and / or level field book so that a complete record id obtained of all the works preformed under the contract. Measurements and levels shall be taken jointly by the official designated for the purpose and the contractor. Payment shall be made after completion of entire work and verification of the bill by the Engineer In-Charge.

27) If any contractors is not successfully discharging their contractual obligations against the order/contract placed on them by NIEPMD within the agreed time limit, (OR) if

there is any deficiency in performing such obligations, NIEPMD reserves the right to suspend such Contractor from their participation in future tenders of NIEPMD for a minimum period of one year.