



INDIAN INSTITUTE OF GEOMAGNETISM

(An Autonomous Research Institute

under the Department of Science and Technology, Govt. of India)

**Plot No.5, Sector 18, Near Kalamboli Highway, New Panvel, Navi Mumbai –
410218.**

Website : www.iigm.res.in

Limited Tender No. IIG/EM/Auditorium-Rep&Maint./2021-22/01 dated 09/02/2022

Limited Tender for **REPAIR OF STAGE, MAKING OF NEW PODIUM AND
CARPENTRY WORK OF AUDITORIUM AT NEW PANVEL.**

Tender Estimated Value: Rs. 91,588 /- including GST and all taxes and levies

Price of Bid Document: NIL

For Tender Query: In-charge, EM Section, IIG

: 022-2748 4118, 4113

mail: iig.incharge.em@iigm.res.in



INDIAN INSTITUTE OF GEOMAGNETISM

(An Autonomous Research Institute)

under the Department of Science and Technology, Govt. of India)

Plot No.5, Sector 18, Near Kalamboli Highway, New Panvel, Navi Mumbai – 410218.

SINGLE BID LIMITED TENDER FOR REPAIR OF STAGE, MAKING OF NEW PODIUM AND CARPENTRY WORK OF AUDITORIUM

Date Sheet		
S.No	Description	Date
1	Date of advertising the tender	09.02.2022
2	Pre bid Meeting	11.02.2022 11:00 am
3	Date of Closing of Tender	15.02.2022 11.30 am
4	Date of opening of Bid	15.02.2022 12:00 pm at IIG, Panvel

Indian Institute of Geomagnetism

I N D E X

Sr. No.	DESCRIPTION	PAGE No.
1	NOTICE INVITING TENDER	4
2	SCOPE OF WORK	5
3	ELIGIBILITY CRITERIA	5
4	EVALUATION CRITERIA	5-6
5	ARBITRATION	7
6	TERMS AND CONDITIONS	8 -9
7	DOCUMENTS TO BE SUBMITTED	10
8	UNDERTAKING FOR EMD	11
9	FINANCIAL BID FOR REPAIR OF STAGE, MAKING OF NEW PODIUM AND CARPENTRY WORK OF AUDITORIUM (ANNEXURE-I)	12-13

**Indian Institute of Geomagnetism
(An Autonomous Research Institute
under the Department of Science and Technology, Govt. of India)
Plot No.5, Sector 18, Near Kalamboli Highway, New Panvel,
Navi Mumbai – 410218.**

NOTICE INVITING TENDER

Dated the 09.02.2022

Name of Work: Repair of Stage, Making of new Podium and Carpentry Work of Auditorium at New Panvel

Indian Institute of Geomagnetism (IIG) invites sealed Tender from the experienced and technically qualified contractors / expert carpentry works agencies for **Repair of Stage, Making of New Podium and Carpentry Work of Auditorium**, Plot No.5, Sector 18, Near Kalamboli Highway, New Panvel, Navi Mumbai – 410218, Maharashtra. The Tender documents should be addressed to The Registrar, Plot No.5, Sector 18, Near Kalamboli Highway, New Panvel, Navi Mumbai – 410218 so as to reach this office latest by **11.30 a.m. 15.02.2022** by post / by hand.

1.0 GENERAL

Tenderers are advised to acquaint themselves fully with the description of work, scope of services, time schedule and terms and conditions including all the provisions of the tender document before framing up their tender.

Location of work	Plot No.5, Sector 18, Near Kalamboli Highway, New Panvel, Navi Mumbai – 410218, Maharashtra
Date of Commencement of work at site	Within 2-3 days from the date of work order
Period of Contract	6 days from the date of commencement of work.
Earnest money with Tender Document	Nil
Estimated Cost	Rs. 91588/-(Rupees Ninety one thousand five hundred and eighty eight only/-)
Final decision	IIG has the right to accept any Tender in whole or part thereof or reject it entirely without assigning any reason thereof. In case of any disputes whatsoever, decision of sole arbitrator appointed by the IIG will be final and binding. The venue of arbitration will be Head Office. Panvel.

2.0 SUBMISSION OF TENDER

Tender Documents should be in a proper sealed cover superscripted as “Tender for Repair of Stage, Making of new Podium and Carpentry Work of Auditorium, IIG, New Panvel”.

Tenderers are advised to inspect and examine the site and its surroundings between **10 am to 4 pm** on any five working days of the IIG and satisfy themselves before submitting their tenders as to nature of work, site conditions, means of access to the site etc. Non-familiarity with the site conditions will not be considered a reason either for extra claims or for not carrying out the work in strict conformity with the specifications. For site visit and any clarification / information/Assistance, the intending tenderers may contact The Registrar, Indian Institute of Geomagnetism Apparel House, Plot No.5, Sector 18, Near Kalamboli Highway, New Panvel, Navi Mumbai – 410218, Maharashtra.

Scope of Work:

Repair of Stage, Making of New Podium and Carpentry Work in Auditorium.

The contractor is required to complete Repair of Stage, Making of New Podium and Carpentry Work of Auditorium with complete finishing as per approved estimate and guidelines of Engineer. **Detailed scope of work is attached in Annexure-I.** The contractor should have sufficient manpower on its roll specifically trained and technically qualified and experienced for stipulated work.

Rates quoted shall inclusive of manpower, material, machinery, tools and tackles all taxes, duties, cartage, insurance, GST or any other tax as applicable.

IIG reserves the right to modify/relax/withdraw any of the terms and conditions of the contract if it is necessary in the interest/benefit of IIG.

The contract as a whole or part thereof is NON TRANSFERABLE

MINIMUM ELIGIBILITY CRITERIA (documentary proof to be attached)

PAN No and Experience certificate of similar carpentry or civil maintenance works executed/Agreement/Work order and detail of running contracts, if any. The contractor should have the technical competence, sound financial resources, experience, equipments, manpower, reputation to perform the contract to the satisfaction of IIG.

EVALUATION CRITERIA/FINAL SELECTION

The lowest bidder (L-1) shall be considered for award of work though not binding and the decision of the IIG in this regard will be final and binding.

BID/TENDER VALIDITY

The prices quoted shall remain valid for **120 days** from the date of opening of bid and in respect of accepted bid the prices quoted shall remain valid for **180 days**.

TIME FOR COMPLETION

The captioned work shall be completed within a period of 06 days and shall start from the date of issue of the letter of commencement and shall stand terminated after the expiry of the period. If it is not completed within the time as specify in the work order then the liquidity damage @1% of the value of works per week up to maximum of 10 % of contract value will be imposed on the contractor.

COST DETERMINATION

The engineer shall determine the cost of actual work done in accordance with the contract and the contractor shall be paid accordingly. No part payment / rate shall be made for any part of BOQ items not fully executed. Engineer shall be at liberty to decide the breakup of lump sum items and to decide the part rate for any particular item.

CONTRACTOR'S LIABILITY AND INSURANCE

From commencement to completion of the works, the Contractor shall take full responsibility, care of and precautions to prevent loss or damage and shall be liable for any damage or loss that may happen to the Works or any part thereof from any cause whatsoever and shall at his own cost and in conformity in every respect with the requirements of the Contract and instructions of the Engineer-in-Charge.

DAMAGE TO PROPERTY AND ACCIDENT / INJURY TO WORKMEN

The contractor shall indemnify the council against all losses and claims in respect of:-

- a. Death or injury of any person
- b. Loss or damage to any property which may arise out of or in consequences of Repair of stage, making of new Podium and Carpentry Work and installation works and the remedying of any defects therein and against all claims, proceedings, damages, costs, charges or expenses whatsoever in respect thereof

SAFETY AND SECURITY OF PERSONS

The contractor throughout the execution and completion of the works and remedying of any defects therein have full regard for the safety of the persons entitled to be on the site and keep the site in an orderly state appropriate to the avoidance of danger to such persons, provide and maintain at his own cost all guards, warning signs and watching them where necessary required, take all reasonable steps on and off the site and to avoid damage to persons or to the property of IIG arising as a consequence of his methods or Repair of stage, making of new Podium and Carpentry Work.

LABOUR SAFETY

Contractor shall undertake all safety precautions during the execution of the work. In case of injury to any person contractor shall always have arrangement to take him to hospital for treatment at his own cost. Contractor will be fully responsible for any repercussions which may arise as a result of violation of any safety norms on his part.

WARRANTY / DEFECT LIABILITY PERIOD

The warranty/defect liability period for the work done would be for 12 months. The Contractor shall be responsible to make good and remedy at his own expense within defect liability period of Twelve months from the date of completion of the work in all respect. If the Contractors do not carry out the rectification work during the Defects Liability Period, IIG shall have the right to get such defective work rectified after giving due notice in writing to the Contractors and recover the cost of Repair of Chairs and Carpentry Works from the amount so retained from the performance security deposit. Performance Security deposit would be refunded only upon completion of the successful Defect Liability Period.

DEFAULT OF CONTRACTOR

If the performance of the contractor is not found satisfactory or if the contractor fails to meet/fulfill any terms/conditions/obligations laid down in the tender document, the contractor shall be served a notice to take a corrective action within 7 days. If the contractor fails to rectify or conform, the employer shall be at liberty to terminate the contract and forfeit the performance security amount without any further notice.

INSTRUCTIONS TO VARIATIONS

Quantities/measurement given in the BOQ / Bid is estimated measurement/quantities. The measurement/quantity of any particular work/item may vary to any extent. Variation in measurement/quantity in particular work/items or total exclusion of certain work/items of BOQ from the work executed or overall cost, does not entitle contractor to claim any extra cost.

LIQUIDITY FOR DAMAGE FOR DELAY

If the contractor fails to attend any complaint or defect in due course of time and if in the opinion of the engineer delay is on the part of the contractor, the Council can impose liquidated damages on the contractor. The awarded work should be completed within the period of 6 days, if it is not completed within the time as specify in the work order then the liquidity damage @1% of the value of works per week up to maximum of 10 % of contract value will be imposed on the contractor

ANNULMENT OF AWARD

Failure of the contractor to comply with the requirement of tender shall constitute sufficient ground for the annulment of the award and forfeiture of security in which event tender shall be cancelled and Council may call for new bids.

RISK CLAUSE

In the event of termination due to default of the contractor, the employer shall be at liberty to get the balance work done through other means at the cost, risk and responsibilities of the contractor and excess expenditure incurred on account of this will be recovered by the employer from the contractor's performance security deposit or pending bills or by raising a separate recovery claim. In the event of loss/damage of building, equipment etc of the employer due to negligence/carelessness of the contractor's staff then the contractor shall compensate loss to the employer.

FINAL CERTIFICATE

After receipt of the final statement and the written discharge, the engineer shall verify the same and issue a Final Certificate stating the amount which in the opinion of the engineer is finally due to the contractor after giving credit for all amounts previously paid by the Council to the contractor. The engineer may make any correction or modification in any previous payment certificate which has been issued by him and shall have the authority, if any work is not carried out to his satisfaction by the contractor, to omit or reduce the value of any such work

ARBITRATION

IIG has the right to accept or reject any tender in whole or part or reject it entirely without assigning / specifying any reason thereof. In the event of any dispute or difference arising between the IIG and Contractor out of or relating to or in respect of the contract, the same shall be referred to the arbitration of the sole arbitrator to be appointed by the IIG in accordance with The Arbitration and Conciliation Act, 1996, as amended. The arbitrator shall give reason for the award which shall be final and binding between the IIG and Contractor. The venue of such arbitration shall be at IIG, New Panvel, Navi Mumbai.

Further, the Courts at New Panvel, Maharashtra shall have jurisdiction to try and or entertain any matter of disputes arising out of and or relating to and or in connection with the contract and shall be governed by Indian Law.

GENERAL TERMS AND CONDITIONS

1. After expiry of last date, no Tender document will be entertained.
2. The financial bid shall consist of rates inclusive of all charges, all taxes as applicable including GST, etc.
3. The quotation should be given on firm's letter head giving name of authorized person, address of the firm, contact number, Email ID etc.
4. The offer / Financial bids should be submitted in the prescribed formats only. The financial bids submitted in any other format will not be accepted.
5. The rate should be mentioned clearly in words inclusive of all taxes as applicable & Cess etc. in the financial bid. The taxes and other levies, if any, should be indicated separately. In case nothing is mentioned, it will be assumed that taxes/other levies are included in the rates quoted.
6. Unsealed / unsigned Tenders shall not be considered for evaluation. There should be no erasing and/or overwriting. The Tenders with erasing and/or overwriting shall be summarily rejected.
7. The contractor or his authorized representative could be present at the time of opening of bids, if they so desire.
8. The materials shall be got approved prior to its use from the Engineer in charge of IIG. The material shall be in the original packing from the manufacturer clearly indicating manufacturing date, expiry date and price etc. Any items found defective will be replaced free of cost to the satisfaction of the Council's authorities.
9. As the work will have to be carried out in the building and area in use the contractor shall ensure:
 - a) that the normal functioning of the IIG is not effected as far as possible.
 - b) that the work is carried out in an orderly manner without noise and obstruction to anyone.
 - c) that all rubbish etc. is disposed off at the earliest and the place is left clean and orderly at the end of each day's work.
 - d) The contractor shall be responsible for the conduct of the staff deployed by him. The staff should behave in a courteous manner.
 - e) The contractor shall ensure proper record keeping and storing of irreparable/dismantled material.
 - f) Water and electricity (single point) shall be made available free of cost at nearby source of work. The contractor has to make his own arrangements for use of the same. Any shortcoming, loss or damages due to this regard shall be borne entirely by contractor.
 - g) The contractor to whom the work is awarded will execute the work himself. He will not be allowed to sublet the work to any other agency or to sub contract it.
 - h) Contractor's supervisor should be available at the site to supervise the work and coordinate with the engineer-in charge of IIG. The contractor shall provide the name and contact number of the supervisor. All labour/persons engaged in the work shall put their attendance in the register available at the security officer at main gate. Smoking, drinking, chewing pan, gutka etc is strictly prohibited inside IIG, Panvel premises.
 - i) All tools, equipments and materials to carry out work at site shall have to be provided by the contractor at his own cost.
10. In case of any delay in project / late deliverable by the contractor, no escalation will be entertained in any circumstances and the rate quoted by the contractor at the time of award will be valid up till the completion of the project
11. In case of any extra items which may rise as per the requirement of work, the same may be executed subject to the prior approval of IIG and the rates for the same shall be considered as per latest DSR (Delhi Schedule Rates) available at that time

12. The contractor has to carry out the defect works noticed by the office (IIG) at the cost of contractor during the defect liability period of 12 months. If the Contractors do not carry out the rectification work during the Defects Liability Period, IIG shall have the right to get such defective work rectified after giving due notice in writing to the Contractors and recover the cost of Repair of Stage, Making of New Podium and Carpentry Work in Auditorium from the amount so retained.

13. No labour below the age of 18 years shall be employed on the work and Labour shall be employed as per minimum wages act and rates which are applicable at the time of employment of labour.

14. The terms of payment would be as follows:-

- a) The payment would be made after completion of the work subject to submission of final Bill/Invoice with all supporting documents along with work completion certificate issued by the Engineer-In-Charge, IIG.
- b) TDS will be deducted as per the provisions of Income Tax act, as amended from time to time.

Registrar

Documents to be submitted along with Bid / offer

S. No.	Particulars	Self-attested copy
1	Registration of firm / Partnership deed / Memorandum & Articles of Association	Yes / No
2	i) Name & Designation of Contact Person ii) Mobile No (s) of the Contact Person / Firm iii) e-mail address of Contact Person / Firm	
3	Self-attested copy of PAN Card	Yes / No
4	Self attested copy of Goods and Service Tax Number (GST) as if applicable	Yes / No
5	Orders / Satisfactory completion certificate for undertaking of similar work in Govt. Office / Govt. Undertaking Office / Private Office etc. (02 work orders of not less than Rs. 55 thousand or 01 work order of not less than 74 Thousand)	Yes / No
6	Undertaking in prescribed format in lieu of EMD	Yes / No

(Signature of Authorized Signatory)

Name & Designation

Contact No.

NAME OF THE AGENCY WITH SEAL

UNDERTAKING FOR EMD

The Registrar

Indian Institute of Geomagnetism
Plot No.5, Sector 18,
Near Kalamboli Highway,
New Panvel, Navi Mumbai 410218.
Maharashtra

Sir,

Ref: Repair of Stage, Making of new Podium and Carpentry Work of Auditorium at New Panvel.

Sir,

Whereas I, / wehave submitted bid for the work of

.....

I / We hereby submit following declaration in lieu of submitting Earnest Money Deposit.

- 1) After opening of tender I / We withdraw or modify my / our bid during the period of validity of tender (including extended validity period of tender) specified in the tender documents,
- 2) If after award of work I / we fail to sign the contract or to submit performance guarantee before the deadline defined in the tender documents

I/ we shall suspended for one year and shall not be eligible to bid for IIG tenders from the date of issue of suspension order.

Yours truly,

(Signature)
Name & Designation

[To be signed by the Authorized Representative of Tenderer holding Power of Attorney]

Place: _____

Date: _____

Financial Bid - Repair of Stage, Making of new Podium and Carpentry Works in Auditorium at IIG New Panvel.

S. No	Particulars	unit	Qty	Unit Rate	Total Amount
1	Dismantling and removing the existing pergio floor skirting, polywood from the skirting of stage / tread of the steps Providing, supplying and fixing of 2 layers of 16mm thick marine ply (32.0 mm thk plywood) with 1mm thick laminate to the skirting portion of Dias / as per existing arrangement (Dias curved in plan) The laminate to match with the existing texture and color of stage / dais and Carpentry repair works Work wherever required etc. completed as directed. Design of Podium wii be approved by the Competent authority.	Sq ft	90	522.58	47032/-
2	Providing / making / Supplying Podium of size 4'x2'x2' with 18mm plywood finished with white sunmica / laminate 1mm thick to the interior faces and 1.0mm thick Laminate of approved design, texture to the exposed faces so as to match with the existing Podium including providing and fixing 3" corner molding teak wood decorative beading pattis / molding with french and one coat melamine polish etc. at the end edges of podium and also with a provision of moving wheels as per existing one etc. to be completed as directed.	Each	1	23368	23368/-

3	Providing supplying and fixing 2"x1" 1st class teak wood beading / moulding patti including cutting, moulding rounding the corners matching with the existing surface to be repaired in line level and alignment over circular /curved surface in plan etc. The rate be inclusive of french polish and one or more coat of melamine polish over the same and Carpentry Work wherever required to match with the existing stage .	Sq ft	90	187.91	16912/-
4	Providing supplying and fixing ¾" x ¾" corner beading patti to the dais/stage curved in plan including French polishing of one coat and readymade melamine polish on the same.	Sq ft	90	47.51	4276/-
	Grand Total ESTIMATED COST (in Rs.) including GST				91,588/-
	Quote %above /% below the estimated cost				
	Offer cost: Rs. Including GST and taxes etc. as applicable				

Note: All items supplied and services provided shall have a warranty of minimum 01 years. All other clauses of Defect Liability shall stand till the end of the warranty period

Note:

- 1.The lowest bidder (L-1) will be considered for award of contract though not binding.
- 2.The agency with unsatisfactory Record during previous contracts shall not be considered for award of contract in any case.
- 3.The Tenders with Overwriting / Erasing shall not be considered and out rightly rejected.