



INSTITUTE FOR DEFENCE STUDIES AND ANALYSES

No.1 Development Enclave, Rao Tula Ram Marg, Delhi Cantt, New Delhi – 110 010

Ph. No., 26145352

Email: estatecell.idsa@yahoo.com

A/950/2019-2020/CARPET

Date: Jan 2020

E-TENDER NOTICE FOR "INTERIOR WORK IN AUDITORIUM - PROVIDING AND FIXING OF POLYPROPYLENE LINEN BLENDED LOOP PIPE CARPET.

(IN TWO BID SYSTEM)

Online bids are invited under two bid system from bonafide and experienced Firm/ Contractor of financial standing for "Providing And Fixing Of Polypropylene Linen Blended Loop Pipe Carpet" at IDSA premises located at No. 1 Development Enclave, Rao Tula Ram Marg, Delhi Cantt, New Delhi -110 010 as per details given in formats. **The bids should remain valid up to 90 days from the last date of submission of bids. The detailed terms & conditions are given in Annexure I and II. The financial bid format is at Annexure -III.**

Detailed Tender Documents are available on line from the date of tender publication at <https://www.mstcecommerce.com>, www.idsa.in and <https://www.eprocure.gov.in/epublish/app>. The interested bidders are advised to register themselves with e-procurement Portal at <https://www.mstcecommerce.com> to participate in the e-Tender. The bidders should download and then upload duly signed tender form and their bids along with scanned copies of all the relevant certificates, documents etc. in support of their technical bids and financial bids on the <https://www.mstcecommerce.com>, latest by **29 Jan 2020** by 1500 hrs. Hard copies of the relevant documents also to be submitted along with (1) Demand Draft for Rs. 10000/- (**Rupees Sixteen thousand only**) in favour of "IDSA" payable at New Delhi as Earnest Money Deposit and (2) all documents signed and stamped, which shall be submitted in sealed cover addressed to the **Assistant Director, Institute for Defence Studies and Analyses**, may be sent at the Institute's address mentioned above either by Speed Post / By hand delivery at Tender Box kept at the reception office, should reach on or before **1500 hrs, 29 Jan 2020** duly mentioning on top right hand corner of the sealed envelope "**EMD and any other supporting documents for "Interior work in Auditorium - Providing And Fixing Of Polypropylene Linen Blended Loop Pipe Carpet.**"

All the tenders are to be submitted on the prescribed forms, as enclosed, duly signed, stamped and dated on each page of tender and Annexures as their unconditional and explicit concurrence to the terms and conditions laid down by the Institute.

Validity 90 days ✓

The financial bids shall only be opened for technically qualified firms in presence of the bidders or their authorized representative, not more than one person, may be present at the time of opening of the bids, if they desire. No manual bids will be accepted. All quotation & (both Technical and Financial should be submitted on the E-procurement portal).

IDSA reserves the right to accept or reject any or all quotations including the lowest bidder without assigning any reason at its sole discretion and the decision of the IDSA will be final and binding to all concerned.

Critical Dates of Tender:

(i) Publish Date & Time	08/01/2020, 15:00 hrs
(ii) Document Download Start Date & Time	08/01/2020, 15:30 hrs
(iii) Bid Submission Start Date & Time	08/01/2020, 16:00 hrs
(iv) Bid Submission End Date & Time	29/01/2020, 15:00 hrs
(v) Offline submission, EMD, and other supporting documents	29/01/2020, 15:00 hrs
(vi) Technical Bid Opening Date & Time	30/01/2020, 10:30 hrs
(vii) Cost of Tender	Free of cost

Note : Contractor may inspect the Campus & assess its requirement before bidding the tender. Bidders are also advised to go through e-tendering process; which is attached as Appendix I.

Corrigendum / addendum / modification to this tender, if any, will be notified through <https://www.mstcecommerce.com>, www.idsa.in and <https://eprocure.gov.in/epublish/app> only.



**Col. AK Chugh (Retd.)
Assistant Director**

**Col Adarsh Kumar Chugh (Retd.)
Assistant Director (Administration)
Institute for Defence Studies and Analyses (IDSA)
No. 1 Development Enclave, New Delhi-110010**


**Tender Document for interior work in Auditorium - Providing And Fixing Of
Polypropylene Linen Blended Loop Pipe Carpet
Two Bid System**

MEMORANDUM OF WORK IN BRIEF

1	Name of work	Interior work in Auditorium - Providing And Fixing Of Polypropylene Linen Blended Loop Pipe Carpet.
2.	Cost of Tender Document	Free of Cost
3	Earnest Money	Rs 10000/-
4.	Validity period	90 days
5.	Security Deposit	10 % of contract value
7.	Last date of Submission of Technical Bid	29.01.2020 by 1500 hrs
8.	Mode of Sending	a. EMD and relevant documents of Technical bid In sealed cover by Speed post/Hand Delivery in the tender box kept at reception . b. Tender sent by ordinary post will be rejected out rightly.
9.	Description essential to be made on sealed cover	a. Name of work, Tender No and Name of Bidder .

Signature of bidder
Name :

Company seal
Date


Col.AK Chugh (Retd.) ,
Assistant Director

Col Adarsh Kumar Chugh (Retd)
Assistant Director (Administration)
Institute for Defence Studies and Analyses (IDSA)
No. 1 Development Enclave, New Delhi-110010

Process of E-tender:

Registration: The process involves bidder's registration with MSTC e-procurement portal free of cost. Only after registration, the bidder(s) can submit his/their bids electronically. Electronic Bidding for submission of Technical Bid as well as Commercial Bid will be done over the internet. The Bidder should possess Class III signing type digital certificate. Bidders shall make their own arrangement for bidding from a P.C. connected with Internet. MSTC or IDSA is not responsible for making such arrangement. (Bids will not be recorded without Digital Signature). At <https://www.mstcecommerce.com>

1). Bidders are required to register themselves online with <https://www.mstcecommerce.com>

2). Bidders will receive a system generated mail confirming their registration in their email which has been provided during filling the registration form. In case of any clarification, please contact MSTC, (before the scheduled time of the e-tender).

MSTC Help Desk: 01123212357, 01123215163, 01123217850,033-22901004.

The technical Bid and the Price Bid shall have to be submitted online at <https://www.mstcecommerce.com> tenders will be opened electronically on specified date and time as given in the Tender. All entries in the tender should be entered in online Technical & Commercial Formats without any ambiguity. Information about tenders /corrigendum uploaded shall be sent by email only during the process till finalization of tender by IDSA. Hence, the bidders are required to ensure that their official email I.D. provided is valid and updated at the time of registration of bidder with MSTC (i.e. Agency). Bidders are also requested to ensure validity of their DSC (Digital Signature Certificate).

E-tender cannot be accessed after the due date and time mentioned in NIT.

Bidding in e-tender:-

a) The process involves Electronic Bidding for submission of Technical and Commercial Bid.

b) The bidder(s) can submit their Technical Bid and Commercial Bid through internet in MSTC website <https://www.mstcecommerce.com>

c) **System Requirement:**

i) Windows 7 Operating System and above

ii) Internet Explorer (IE-7)and above Internet browser.

iii) Signing type digital signature

iv) Java Runtime Environment 8 update 191(windows X86 offline) and above software to be downloaded and installed in the system.

To enable ALL active X controls and disables "use pop up blocker" under Tools Internet Options→ custom level

SUBJECT: QUOTATION FOR INTERIOR WORK IN AUDITORIUM - PROVIDING AND FIXING OF POLYPROPYLENE LINEN BLENDED LOOP PIPE CARPET.

Online Quotations are invited for the work as per scope of work and terms & Conditions of the order shall be as follows: -

1. **Time Schedule:** The work shall be completed within 15 days from the date of placing of order. A sum of Rs 1500 per day will be charged for delay in completion of work. Assistant Director, decision in this regard shall be final and binding.
2. **Execution of Work:** The job work shall be executed in best workmanship like manner, to the entire satisfaction of the Assistant Director.
3. **Unit Price:** Unit rates quoted as per scope of work for the work shall be deemed to include all material, labour, tools and accessories, as required for proper execution of work complete in all respects. Any missing minor details which are not spelt out in the description of items but are required for proper completion of job work, shall be deemed to have been taken into account in the quoted rates. The rates shall also include for all taxes (except GST), including price escalations, contractor's overhead and profit. Nothing extra shall be admissible on any such account.
4. **Earnest Money Deposit:** Bidders shall deposit Earnest Money Deposit (EMD) along with their bids. While submitting the bid, the vendor shall deposit Earnest Money of **Rs. 10000/-** by demand draft "IDSA" payable at New Delhi. No other mode of remittance shall be accepted. EMD is to remain valid for a period of 90 days beyond the final bid is accepted. EMD of the unsuccessful bidders will be returned to them at the earliest latest on or before the 30th day after the award of the work. The EMD of the successful bidder would be returned, without any interest whatsoever, after the receipt of Performance Security from them as called for in the contract. EMD is not required to be deposited by those Bidders who are registered MSME, etc. The EMD will be forfeited if the bidder withdraws or amends, impairs or derogates from the tender in any respect within the validity period of their tender. The bidders found without EMD are liable for outright rejection.
5. **Security Deposit :** On receipt of the Letter of intent (LOI), the successful bidder shall furnish 10% of the contract value as security deposit in the form of Fixed Deposit Receipt from Nationalized Bank or Bank guarantee from Nationalised Bank. The Security deposit shall be valid for a period of fifteen days beyond the defect liability period.
6. **Defect Liability:** The work completed shall have defect liability period of 12 months from the certified date of completion. The contractor shall re-do the work, wherein defects have developed during this period under the direction of the Assistant Director at no extra cost.

7. No material shall be issued by the department. All materials for the work including cement if required shall be procured/arranged by the contractor at his own cost.

8 Bidder who has downloaded the tender /quotation from the Central Public Procurement Portal (CPPP) website <https://eprocure.gov.in/epublish/app> ,IDSA website and MSTC e-portal shall not tamper/modify the tender /quotation form including downloaded price bid template in any manner. In case if the same is found to be tempered/modified in any manner, tender will be completely rejected and EMD would be forfeited and Bidder is liable to be banned from doing business with IDSA.

9. **Submission Of Tender:** The technical Bid and the Price Bid shall have to be submitted online at <https://www.mstcecommerce.com/eprochome/mstc> tenders will be opened electronically on specified date and time as given in the NIT. All entries in the tender should be entered in online Technical & price bid formats without any ambiguity.

10. **Opening of Tenders:** Financial Bids will be opened online by the committee constituted by the Institute. All technically qualified Tenderers will be informed in advance the date of opening of financial bids in presence of their representative(s) if they wish to be present.

11. Upon acceptance of the quote, no subletting/transfer would be allowed by the Contractor.

12. The quantities / scope of work can be increased or decreased by the Institute in any proportion /ratio for which the contractor will have no objection nor claim any compensation for which the contractor will have no objection nor claim any compensation and shall extend full cooperation to each other.

13. Wherever applicable, the contractor shall ensure that no damage is caused to the existing structure, floors of the existing building by him or his labour. In case of any damage caused, the contractor will have the same repaired at his own cost to restore it to the existing condition, clean all droppings, marks etc. caused on account of their working. He shall arrange to cover, existing works at his cost in such a manner they are protected from any damage.

14. **The price bid shall be on per square foot basis only.** No Wastage shall be considered for measurement. The contractor shall include cost of supply & transportation of materials, labour, tools, etc. to the site. The price shall be inclusive of removing the existing carpet, chairs/desks, fixing and laying of new carpet and re-fixing of chairs/desks without damage any other existing fitting without any extra cost.

15. No escalation clause shall be considered for any rise in material, labour or other inputs etc. etc. Similarly, no extra unit rate shall be considered in case of increase or decrease in quantity of individual items. The party shall have to complete the same with in the accepted rates.

16. Extension of time for completion of work shall not be granted except for natural calamities and other unseen reasons. For any damage or injury to any third party or

labour is the sole responsibility of the contractor and the IDSA is not responsible for any payment of compensation. The contractor is fully responsible of all such risks and compensation.

17. Complete work as per technical specifications should be completed within 15 days from the date of issue of order. If work is not completed within stipulated period then penalty Rs.1500/- per day basis delay subject to a maximum of 10% of total amount of the work order.

18. **Payment Terms:** Payment will be made on actual measurement basis & 100% payment will be released after satisfactory completion of work. All statutory deductions like TDS, GST as applicable rules shall be made from the due payment of the bidder.

19. **Scope of work with specifications of carpet** – The scope of work for Interior work in Auditorium- providing and fixing of Polypropylene Linen Blended Loop Pipe Carpet on Auditorium Floors Including of Gripper Wherever Necessary; Carpet To Have 6-8 Mm Pro Feel Underlay In Aisles; **make of Divine (Lexus 895-Luxor Gold)** or equivalent make & shade with the specification of carpet as mentioned below:-

Product Type	- Loop Pile
Pile Content	- 100% Polypropylene (SD)
Primary Backing	- Woven PP
Secondary Backing	- Felt Backing
Pile weight	- 850 gsm
Total weight	- 1850 gsm
Pile Height	- 5.0 mm
Total height	- 8.0 mm
Number of Knots	- 65520 tufts/Sq.Mtr.
Width	- 400 cm
Light fastness	- 5/5 on Grey Scale
Fire Class	- Pass 8/8

Note:- (i) Any minor work observe during fixing carpet required to be completed without any extra cost.

(ii) Cleaning of stain marks before start fresh work.

(iii) All fitting must be covered while performing work.

(iv) Removal of existing carpet with utmost care, including wiring beneath it.

(v) The colour, dimension, shape and sample of the material and all other material to be used in the work shall be decided as per the design and shade selected by Assistant Director.

(vi) Contractor is expected to train his labour to carry out the work in peaceful manner without any disturbance to neighborhood area.

(vii) No Wastage shall be considered for measurement. The contractor shall include cost of supply & transportation of materials, labour, tools, etc. to the site. The price shall be inclusive of removing the existing carpet, chairs/desks, fixing and laying of new carpet and refaxing of chairs/desks without damage any other existing fitting without any extra cost.

14. Eligibility:

(i) Bidder shall have satisfactorily completed **similar work** in Central Autonomous Body/Central PSU/ Central Undertaking Body/ /Educational Institute). Works annual value shall not be less than 5 lakhs. In case of private sector the contractor shall produce details of payment received.

(ii) Firm should produce completion certificate of such works from organization /Autonomous body.

(iii) The latest income tax assessment return for last two financial years.

(iv) Balance sheet/audited accounts for the last two financial years.

(V) Copy of GST NO./PAN NO.

(vi) Bidder shall have satisfactorily completed **One similar work** in Central Autonomous Body/Central PSU/ Central Undertaking Body/ /Educational Institute). Works value shall not be less than 4 lakhs.

(vii) One reference with contact number, where previous work done.

15. Pre-qualification sheet:-

Sno	Parameter	Page No.	Document attached (Yes/NO)
(a)	Work order		
(b)	Completion certificate		
(c)	Balance Sheet last two financial years		
(d)	PAN & GST Number		
(e)	Income tax return for last two financial years		

Additional Conditions

- (A) All the T& P is to be arranged by Contractor and nothing extra shall be paid on this account
- (B) The contractor shall make his own arrangement for making electric connections to equipment like drill machine etc. If any.
- (C) The Contractor shall be bound to follow the restrictions on the movement of labour, at IDSA campus due to security or any other reason(s). No Claim shall be entertained on this account.
- (D) The contractor shall personally responsible for violation of any guidelines and shall have to pay the fine /penalty imposed by appropriate authority. No claim on this account shall be entertained.TDS & GST shall be deducted as per applicable rules.
- (E) The contractor shall be fully responsible for safe custody of the material even if the materials are under double lock system.
- (F) **Quantity can be increased or decreased depending upon the requirements. Payment shall be made on actual measurement basis.**
- (G) Tenderers/bidders are requested to visit the website <http://eprocure.gov.in/epublish/app> ,IDSA website & MSTC e-portal regularly. Any changes/modifications in tender enquiry will be intimated by corrigendum through this website only.
- (H) In case the work site is not made available to the contractor according the programme, no claim will be admissible on this account.
- (I) The contractor shall have to get the site of work cleared during execution and / or on completion of work as per directions and to the satisfaction of officer in charge.
- (J) **It is purely responsibility of contractor to clean the ear marked area of cleaning immediately after completion of work/job, suitable penalty shall be imposed on contractor, if this condition is not adhere to. If contractor is fails to undertake cleaning after pasting IDSA shall undertake the cleaning job on risk and cost of contractor. In this case the penalty shall be imposed including cancellation of contract and forfeited of security deposit.**
- (K) Contractors are advised to Visit the site and condition before quoting. After opening the bids no excuse will be entertained with regards to site conditions, security restrictions, etc.
- (L) Contractor should follow all safety precaution including headgear, safety belt, helmet & shoes etc.IDSA shall not be responsible for any hazard /accident incurred during the work.

Director General, IDSA reserves the right to accept or reject the lowest or any offer or all offers without assigning any reasons thereto.

Please acknowledge.

Yours sincerely,



Col. AK Chugh (Retd.)

Assistant Director

Col Adarsh Kumar Chugh (Retd)
Assistant Director (Administration)
Institute for Defence Studies and Analyses (IDSA)
No. 1 Development Enclave, New Delhi-110010

GENERAL INFORMATION OF CONTRACTOR

Name & address of Firm/Agency/Contractor:	
Phone No.:	
Email:	
Contact Person Name:	
Mobile No.:	
Registration of Firm/Agency/Contractor	
PAN No.:	
GSTIN No.:	
Bank's Detail & Address:	
IFSC code & Account No.	(for correct information attach copy of cancelled cheque)
EMD detail	DD/BC No.: Dated:

TENDER ACCEPTANCE LETTER
(To be given on Company/Firm/Contactor Letter Head)

To,

IDSA
No 1, Development Enclave
Rao Tularam Marg, New Delhi-110010.

Name of Tender / Work: **Interior work in Auditorium - Providing And Fixing Of Polypropylene Linen Blended Loop Pipe Carpet.**

Dear Sir/Madam,

1. I/We have downloaded/obtained the tender document(s) for the above mentioned „Tender/Work“ from the web site(s) namely: <http://eprocure.gov.in/epublish/app>, www.idsa.in/ <https://www.mstcecommerce.com> as per advertisement, given in the above mentioned website(s).
2. I/We hereby certify that I/we have read the entire terms and conditions of the tender documents of all pages (including all documents like annexure(s), schedule(s), etc.), which form part of the work and I/we shall abide hereby by the terms/conditions/clauses contained therein.
3. The corrigendum(s) issued from time to time by department/organization too has also been taken into consideration, while submitting this acceptance letter.
4. I/We hereby unconditionally accept the tender conditions of above mentioned tender document(s)/corrigendum(s) in its totality/entirety.
5. I/We do hereby declare that our Firm/company/contractor has not been blacklisted/ debarred by any Govt. Department/Public sector undertaking/Private organization.
6. I/We certify that all information furnished by the our Firm/company/contractor is true & correct and in the event that the information is found to be incorrect/untrue or found violated, then department/organization shall without giving any notice or reason therefore or summarily reject the bid or terminate the contract, without prejudice to any other rights or remedy including the forfeiture of the full said earnest money deposit/Security deposit or both absolutely.

7. The downloaded tender document as published at the website <http://eprocure.gov.in/epublish/app>, www.idsa.in/ <https://www.mstcecommerce.com> in has been used for bidding in this tender. It is certified that no modification has been done to the contents of the document.

8. Having visited the site condition and examined the conditions of contract, specifications and schedule of quantities for the above named work, we offer to undertake and complete the whole of subject work in conformity with the said conditions of the contract and schedule of quantities of this quotation.

9. I/We undertake to complete and deliver the whole of the work comprised in the contract within the time limit.

Dated Day of

Signature.....In the capacity of

Duly authorized to sign for and on behalf of.....

Name and address of the tenderer.

(IN BLOCK CAPITALS)

ANNEXURE-III

INSTITUTE FOR DEFENCE STUDIES AND ANALYSES**No. 1 Development Enclave, Rao Tula Ram Marg,****Delhi Cantt, New Delhi – 110 010****FINANCIAL BID (Through Online Mode Only)**

To be filled properly, reasonably and upload on e-portal. The rates should be filled in prescribed format without GST.

SL	Designation	Area Sqft (A)	in	Rate Sqft (B)	per	Amount in Rs. (AxB)
a.	Interior work in Auditorium - Providing And Fixing Of Polypropylene Linen Blended Loop Pipe Carpet Including Of Gripper Wherever Necessary; Carpet to have 6-8 Mm Pro Feel Underlay In Aisles as per scope of work.	4057				
Grand Total						

Total yearly amount Quoted (in words) Rupees.

Note.

1. The amount quoted should be exclusive of GST. Conditional Tenders will be rejected.
2. No Wastage shall be considered for measurement. The contractor shall include cost of supply & transportation of materials, labour, tools, etc. to the site. The price shall be inclusive of removing the existing carpet, chairs/desks, fixing and laying of new carpet and re-fixing of chairs/desks without damage any other existing fitting without any extra cost.
3. If any discrepancy found in quoting the financial bid in words and figures, the higher quoted amount will be considered.
4. GST & TDS will be deducted as per rules from the quoted amount and may be catered for while quoting the rates.

Signature of the Bidder

Name and Telephone No

Name of the Agency with Seal

