

Indian Institute of Corporate Affairs
Ministry of Corporate Affairs (Govt. of India)
Plot No. 6, 7 & 8, Sec. - 5, IMT Manesar, Gurgaon

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**TENDER FOR MINOR REFURBISHING AND PROVISIONING OF INTERIOR
FIXTURES AND FURNISHING FOR OPERATIONALISING 10 NEW ROOMS OF
OFFICERS TRAINEE HOSTEL AND WARDEN OFFICE AND RECEPTION AREA IN
THE ACCOMMODATION COMPLEX AT IICA MANESAR.**

Indian Institute of Corporate Affairs, Plot No. 6, 7 & 8, Sector – 5, IMT Manesar, Gurgaon invites reputed vendors/ dealers/ firms who are dealing in the trade of minor refurbishing and provisioning of interior fixtures for operationalising trainee officers accommodation complex at IICA, Manesar.

SCHEDULE

Last Date/Time for receipt of Bids	:	16-8-2012/3:00 PM.
Date/Time of Opening of Tech Bids	:	16-8-2012/3:00 PM.
Place of Opening of Bids	:	Indian Institute of Corporate Affairs Plot No – 6, 7 & 8, Sector – 5, IMT, Manesar, Gurgaon.
Address for Communication	:	Indian Institute of Corporate Affairs Plot No – 6, 7 & 8, Sector – 5, IMT, Manesar, Gurgaon.

ELIGIBILITY CRITERIA FOR BIDDERS

- A. Bidder should be a reputed dealer/ firm engaged in refurbishing, office setting, interior decoration & designing, provisioning electrical/ mechanical/ wooden fixtures and miscellaneous items to Govt. Departments/ PSUs/ Reputed Private Companies.
- B. Bidder should have a minimum experience of at least 2 years in the field as mentioned above. Work order for at least one year is to be provided.
- C. Bidder should be registered with Sales Tax/VAT Department; copy of certificate must be attached with bid.
- D. Bidders to give an undertaking that they have not been blacklisted by any Govt. Department and that no Criminal Case/Complaint is pending against them anywhere in India may be attached with bid.

INTERIOR FIXTURE & FURNISHING WORK SPECIFICATIONS & STANDARDS

1. The provisioning of interior fixtures and furnishing work for operationalising the 10 New Rooms of Officers Trainee Hostel and Warden Office and Reception Area in the Accommodation Complex at IICA, Manesar will be executed as per the attached Tender Performa's – I & II.
2. All fixtures & provisioned items used by the selected bidder for refurbishing should have the relevant ISI mark/ ISO standards wherever applicable.
3. Warranty obligations, on electrical/ mechanical items as specified by the manufacturing company will remain on the selected bidder.
4. Entire refurbishing work and fitment of items etc. shall be completed before 27th August 2012.
5. The firm will quote the rates inclusive of all taxes as per the list in the Tender Performa. No delivery charges will be admissible.
6. The rates quoted shall be valid for next one year and IICA reserves the right to reduce/increase the quantity or prefer additional orders as required.

TERMS AND CONDITIONS

1. Only bidders who satisfy the eligibility condition may apply. Sealed tenders as a single composite bid are to be delivered by hand/post at IICA, Manesar by the last date & time as mentioned below.
2. All sealed envelopes shall be clearly marked with name of work and name of bidder and shall be submitted before 3:00 PM on 16-08-2012. Tenders received after due date will not be entertained.
3. The bid should be accompanied by an Earnest Money Deposit (EMD) of Rs 25,000/- (Rupees Twenty Five Thousand only), by Demand Draft/Pay Order in favour of Indian Institute of Corporate Affairs, Payable at New Delhi, drawn on any schedule Bank. Tenders without EMD will be rejected.
4. Tenders should sign at the bottom space of all pages of tender document. The tender bid shall be opened at IICA, Manesar.
5. EMD of the successful bidder shall be forfeited in the event of withdrawal of his bid before the bid validity period (45 days) or non-completion of the task.
6. EMD of unsuccessful bidder shall be returned after a decision on the tender is taken. No interest will be paid by IICA on the EMD.
7. Performance Security at the rate 10 percent of the Gross amount of each running bill shall be deducted after adjustment of the Earnest Money Deposit subject to a maximum of Rs. 2.0 Lacs (Rupees Two Lacs only). The Security amount deducted in the above manner will be refunded after satisfactory completion of work duly certified by IICA.
8. No bidder shall contact the IICA on any matter relating to its bid, from the time of bid opening till the contract/ work order is awarded.

9. Any effort by a bidder to influence the IICA in the IICA's bid evaluation, bid comparison or contract award decisions may result in rejection of the bidders bid.
10. The notification of award will constitute the formation of the contract/ work order.
11. The Tenders submitted beyond the date and time fixed shall be summarily rejected. Partial quotations of items will make the tender liable for rejection. Bidder has to give quotation for all items in the Tender Performa.
12. Any postal delay or loss in transit will not be binding on IICA.
13. Indian Institute of Corporate Affairs, reserves the right either to accept or reject any or all the tenders at any time prior to award of contract.
14. No request for increase in the rates will be entertained during the period of supply of items. No advance payment will be made. Also, no interest will be paid on delayed payment.
15. The IICA reserves the rights to reject any or all tenders. The IICA, in order to satisfy itself can get a spot enquiry to verify soundness, capability and viability of the tendering firm.
16. All disputes are subject to the jurisdiction of courts in the National Capital Territory of Delhi.
17. In case of any differences the firms can be called for negotiation. DG & CEO, IICA will be the Sole Arbitrator on all matters and his decision will be binding on the bidder.
18. In case of breach of any clause of contract the firm can also be black listed.

TENDER DOCUMENT TO BE SUBMITTED

1. Duly Filled Tender Performa's (Tender Performa's –I & II)
2. EMD – DD/Pay Order.
3. Eligibility/ Experience/ Qualification Certificates as given in eligibility criteria.

Administrative Officer

SIGNATURE OF TENDERER.....

DATE:

TENDER PERFORMA – I

OPERATIONALISING TRAINEES HOSTEL: WARDEN OFFICE/ REST ROOM/ RECEPTION

Sr. No.	Description of Items	Qty	Unit	Rate	Amount
1.	<p><u>Wiring For Ceiling Fan Points</u></p> <p>Wiring for fan point with 1.5 sq mm FR PVC insulated copper conductor single core cable in surface/ recessed steel conduit, with modular switch, modular plate, suitable G.I. box an earthing the point with 1.5 sq. mm FR PVC insulated copper conductor single core etc as required.</p>	04	Each		
2.	<p><u>Light Points</u></p> <p>Wiring for light point with 1.5 sq mm FR PVC insulated copper conductor single core cable in surface/ recessed steel conduit, with modular switch, modular plate, suitable G.I. box an earthing the point with 1.5 sq. mm FR PVC insulated copper conductor single core etc as required.</p>	12	Each		
3.	<p><u>Painting/ Touch Up</u></p> <p>Wall painting with plastic emulsion paint of approved brand and manufacture to give an even shade with two or more coats on new work.</p>	150	Sqm		
4.	<p><u>Reception Counter</u></p> <p>supplying and placing in position office table DESKL1600*D8500*H760, Side Return L800*D400*H660 made out of 25mm thick MDF board finished work with decorative laminates and under structure made out of 18 mm thick MDF board, should have provision for wire management and side panel made of 120 mm thick MDF and front panel made of 18 mm thick MDF finished with decorative laminates of approved shade and design. The drawer unit should be constructed out of 18 mm thick MDF board shall have a combination of 2 drawers and other pedestal is open with two shelves.</p>	01	Each		

	The drawer fronts or sides should be finished with decorative laminates with key board and CPU trolley complete.				
5.	<p><u>Bed + Side Table</u></p> <p>Supplying bed as single unit of clear size 1950*1050*450mm high in profile & shape as per they approved sample including 1 nos. side tables matching with the bed unit</p>	01	Each		
6.	<p><u>Office Chair</u></p> <p>Supplying and placing in position medium Back chair overall height 1010 mm max , 935 min, width 510 mm, Depth 500mm seat and back should be made up of 12 mm thick hot pressed ply wood upholstered with PU and molded with polyurethane foam with PVC lipping all around the medium back chair . The one piece arm rest should be made of black integral skin polypropylene. The arm rest should be scratch and whether resistant. The arm rests should be fitted to the seat and back with 6 mm dia. and 57 mm long screw made of HR steel. The under structure should be out of tubular frame of cantilever type and dia. 3cm*14 BG M.S. ERW tube and black powder coated.</p>	03	Each		
7.	<p><u>Visitor's Chair</u></p> <p>supplying and placing in position visitor chairs of fixed base of overall height 1010mm max, 935 min, width 510 mm, Depth 500mm, Seat and back should be made of 12mm thick hot pressed plywood upholstered with PU and molded with polyurethane foam with PVC lipping all around the medium back chair. The one piece arm rest should be made of black integral skin polypropylene. The arm rest should be scratch and whether resistant. The arm rests should be fitted to the seat and back with 6 mm dia. and 57mm long screw made of HR steel. The under structure should be out of tubular frame of cantilever type and dia. 3cm*14 BG M.S. ERW tube and black powder coated.</p>	04	Each		

8.	<u>Ceiling Fans</u> Supplying of 48" ceiling Fans.	04	Each		
9.	<u>Wiring For Plug Points</u> Wiring for plug point with 1.5 sq mm FR PVC insulated copper conductor single core cable in surface/ recessed steel conduit, with modular switch, modular plate, suitable G.I. box an earthing the point with 1.5 sq. mm FR PVC insulated copper conductor single core etc as required.	05	Each		
10.	<u>Wiring For A/C</u> Wiring for A.C. point with 4 sq mm FR PVC insulated copper conductor single core cable in surface/ recessed steel conduit, with modular switch, modular plate, suitable G.I. box an earthing the point with 4 sq.mm FR PVC insulated copper conductor single core etc as required.	03	Each		
11.	<u>Power Points (Office)</u> Wiring for 15 amp power point with 2.5 sq mm FR PVC insulated copper conductor single core cable in surface/ recessed steel conduit, with modular switch, modular plate, suitable G.I. box an earthing the point with 2.5 sq. mm FR PVC insulated copper conductor single core etc as required.	08	Each		
12.	<u>Wiring For Computers</u> Wiring for 15 amp power point with 2.5 sq mm FR PVC insulated copper conductor single core cable in surface/ recessed steel conduit, with modular switch, modular plate, suitable G.I. box an earthing the point with 2.5 sq. mm FR PVC insulated copper conductor single core etc as required.	150	Sqm		
13.	<u>Computer Socket</u> Computer Socket RJ-45 socket outlet.	02			

14.	<p><u>Visitor Setter</u></p> <p>Supplying and placing 1800 mm lounge / settee as per approved sample.</p>	01	Each		
15.	<p><u>Notice Board</u></p> <p>Providing & fixing on the site soft board covered with blazer cloth on 12mm ply as base and 50*25 mm T.W. frame finished with melamine polish complete in all respect.</p>	02	Sqm		
16.	<p><u>Warden Office Table</u></p> <p>Supplying and placing in posting office table DESK-L-1350*D-750*H760, made out of 18mm thick MDF board finished with decorative laminates of approved shade and design to achieve an overall thickness of worktop 25mm thick. The under structure made out of 18mm thick MDF board finished with decorative laminates should have provision for wore management and sides panel made of 18mm thick MDF and front panel made out of 18mm thick MDF board finished with laminates. Independent sides return should be adjustable. The drawers unit should be constructed out of 18mm thick MDF board shall have a combination of 2 drawer and other pedestals open with two shelves. The drawer fronts or sides should be finished with laminates with key board and CPU trolley complete.</p>	01	Each		
17.	<p><u>Fan Regulator</u></p> <p>Supplying and fixing stepped type electronic fan regulator on the existing modular plate switch box including connection but excluding modular plate etc, as per required.</p>	04	Each		
18.	<p><u>Reception Area Lighting</u></p> <p>Installation, testing, commissioning of per-wired, fluorescent fitting /compact fluorescent fitting of all type , with all accessories and tube etc, directly on ceiling /</p>	10	Each		

	wall , including connection with 1.5 sq mm FR PVC insulated, copper conductor, single core cable and earthing etc. as required.				
19.	<p><u>Fan Installation</u></p> <p>Installation, testing, commissioning of ceiling fan including, wiring the down road of standard length (upto 30cm) with 1.5 sq. mm FR PVC insulated, copper conductor single core cable including providing and fixing phenolic laminated sheet cover on the fan box etc. as required.</p>	04	Each		
20.	<p><u>Lighting Fixtures</u></p> <p>Providing and fixing ceiling and wall light with lamp approved sample and design</p>	10	Each		
21.	<p><u>Reception Partition</u></p> <p>Providing and fixing wooden partition with two side laminate pressing with approved sample and design.</p>	02	Sqm		
22.	<p><u>Reception Glass Door</u></p> <p>P/F frame less glazed door shutters of 12 mm thick clear toughened glass of approved make I/C approved stainless steel handleless and fitting complete.</p>	02	Sqm		
23.	<p><u>Covered Storage</u></p> <p>Providing and fixing over head storage</p>	1.5	Sqm		
24.	<p><u>Reception Storage</u></p> <p>Providing and fixing under counter storage</p>	1.5	Sqm		
25.	Providing and Installing 2.0 Ton Split A/C in the Pantry/ Kitchen Area of approved ISO standard	01			
26.	Providing and Installing, 1.5 Ton Split A/C in the warden office and reception of approved ISO standard	02			
	SUB TOTAL				

TENDER PERFORMA – II
REFURBISHING FOR 10 NEW ROOMS: TRAINEE HOSTEL

Sr. No.	Description of Items	Qty	Unit	Rate	Amount
1.	<p style="text-align: center;"><u>Head Board</u></p> <p>Head board for the bad comprising of wooden frame 2"*11/2" of hard wood covered with 12mm commercial ply and finished with 1.0mm thick (matching color) and cushion cladding complete in all manner. Head board size:6'-0"*3'</p>	10	Each		
2.	<p style="text-align: center;"><u>Single Bed with 2 Side Tables</u></p> <p>Supplying bed as single unit of clear size 1950*1050*450mm high in profile & shape as per they approved sample including 2 nos. side tables matching with the bed unit.</p>	10			
3.	<p style="text-align: center;"><u>Study Table</u></p> <p>Supplying and placing in posting office table DESK-L- 1350*D-750*H760, made out of 18mm thick MDF board finished with decorative laminates of approved shade and design to achieve an overall thickness of worktop 25mm thick. The under structure made out of 18mm thick MDF board finished with decorative laminates should have provision for wore management and sides panel made of 18mm thick MDF and front panel made out of 18mm thick MDF board finished with laminates. Independent sides return should be adjustable. The drawers unit should be constructed out of 18mm thick MDF board shall have a combination of 2 drawer and other pedestals open with two shelves. The drawer fronts or sides should be finished with laminates with key board and</p>	10	Each		

	CPU trolley complete.				
4.	<p style="text-align: center;"><u>Coffee Table</u></p> <p>Supplying and placing in position 5mm thick glass top table with wood frame of approved design and sample 600*600*400</p>	10			
5.	<p style="text-align: center;"><u>Bath Room Glass Shelf</u></p> <p>Providing and fixing in bathroom tough fan glass shaft 10mm thick with brackets with edge machine grinded complete in all manner size:2'-0"*6"*2</p>	10	Each		
6.	<p style="text-align: center;"><u>Bed Room Glass shelf</u></p> <p>Providing and fixing in bedroom near L.C.D. tough fan glass shaft 10mm thick with brackets with edge machine grinded complete in all manner size:4'- 0"*9"*2nos.</p>	10	Each		
7.	<p style="text-align: center;"><u>Reading Lamp/Bed Light</u></p> <p>Supplying and fixing reading light with lamp as per approved design and sample.</p>	10	Each		
8.	<p style="text-align: center;"><u>Room Wall Light</u></p> <p>Supplying and fixing Wall light with lamp as per approved design and sample.</p>	20			
9.	<p style="text-align: center;"><u>Wiring & Points</u></p> <p>Wiring for light point with 1.5 sq mm FR PVC insulated copper conductor single core cable in surface/ recessed steel conduit, with modular switch, modular plate, suitable G.I. box an earthing the point with 1.5 sq. mm FR PVC insulated copper conductor single core etc as required.</p>	40	Each		

<p>10.</p>	<p><u>Plug Point-Bed Side</u></p> <p>Wiring for plug point with 1.5 sq mm FR PVC insulated copper conductor single core cable in surface/ recessed steel conduit, with modular switch, modular plate, suitable G.I. box an earthing the point with 1.5 sq. mm FR PVC insulated copper conductor single core etc as required.</p>	<p>20</p>			
<p>11.</p>	<p><u>Plug Point-Study Table</u></p> <p>Wiring for 15 amp power point with 2.5 sq mm FR PVC insulated copper conductor single core cable in surface/ recessed steel conduit, with modular switch, modular plate, suitable G.I. box an earthing the point with 2.5 sq. mm FR PVC insulated copper conductor single core etc as required.</p>	<p>10</p>			
<p>12.</p>	<p><u>Socket Plate for Study Table</u></p> <p>Supplying and fixing of following modular type socket out let 15amp, 230V, 6pin with ground fault protection along with switch, switch box including etc. as required. 6pin 15/16 amp socket outlet.</p>	<p>10</p>	<p>Each</p>		
<p>13.</p>	<p><u>MCB Circuit</u></p> <p>Supplying and fixing 5amps to 32amps rating 240/415 volts, "C" curve, miniature circuit breaker suitable for inductive load of following poles in the existing MCB DB complete with connection, testing and commissioning etc. as required.</p>	<p>05</p>	<p>Each</p>		

14.	<p style="text-align: center;"><u>Wiring Removal</u></p> <p>Dismantling unserviceable light, switches etc.(per room)manually including socket etc, of serviceable material and disposal of unserviceable material upto 50m.</p>	10			
15.	<p style="text-align: center;"><u>Wall Painting/Touch Up</u></p> <p>Wall painting with plastic emulsion paint of approved brand and manufacture to give an even shade with two or more coats on new work.</p>	400	Sqm		
	SUB TOTAL				
	GRAND TOTAL				