

Ref: INCOIS:PUR: 89/2018

12.06.2019

Request for Proposal for " Supplying & Fixing of furniture items along with other interior works required at Academic & Hostel block of ITCOcean Buildings, INCOIS Hyderabad along with 1 year warranty"

Dear Sirs,

On behalf of Director, ESSO-INCOIS tenders are invited in "Two Bid System" (Technical Bid and Price Bid) from tenderer's with appropriate registration having adequate resources and setup and dealing with similar works on regular basis for the work of " Supplying & Fixing of Furniture works at Hyderabad ". The offers, in the prescribed format, shall be submitted online at <http://eprocure.gov.in/eprocure/app> as per the tender document. No tender will be accepted in hard copy, fax, e-mail or any other such means. The intending, bidders must be registered with Public Procurement <http://eprocure.gov.in/eprocure/app>.

Name of the work	:	Supplying & Fixing of furniture items along with other interior works required at Academic & Hostel block of ITCOcean Buildings , INCOIS Hyderabad along with 1 year warranty
1. Submission of Bid	:	Please note that the subject tender has to be submitted online via e-tender portal ie, http://eprocure.gov.in/eprocure/app only.
2. Type of Bid	:	Two Bid Cover I - Techno-Commercial Bid , EMD of Rs 35,000/- Cover II - Price Bid in the prescribed format.
3. Last date for seeking the clarifications	:	On or before 15 00Hrs of June 20, 2019
4. Bid submission due date online	:	On or before 1500 Hrs of July 08, 2019
5. Bid opening date	:	After 16 00 Hrs of July 09, 2019
6. Bid validity	:	90 days from the date of opening of tender
7. Completion Period	:	Within 4 months from the date of issue/dispatch of the PO

Being an e-tender the bid has to submitted online through the e-tender portal i.e., <https://eprocure.gov.in/eprocure/app>. Kindly refer **Appendix** for the detailed procedure. For any assistance, please contact help line of e-Tender portal or the following persons also may be contacted: Mr. Devendra Kumar /Mr. R V Giridhar, Phone No. 040-2388 6055/2388 6074, email: devendra.kumar@incois.gov.in / rvgiridhar@incois.gov.in

INCOIS may, at its discretion, extend the deadline for submission of bids by issuing an Amendment, in which case all rights and obligations of the Owner and the bidders previously subject to the original deadline will thereafter be subject to the deadline as extended.

Postal Address	Location Address
Indian National Centre for Ocean Information Services (INCOIS), Ministry of Earth Sciences, Govt. of India, "Ocean Valley", Pragathi Nagar (BO), Nizampet (SO), Hyderabad - 500 090.	Indian National Centre for Ocean Information Services (INCOIS), Ministry of Earth Sciences, Govt. of India, "Ocean Valley", Survey No.342/3, Beside ALEAP, Near Pragathi Nagar, Opp. JNTU-Kukatpally, Hyderabad 500 090 Ph.No.040-2388 6000 ; Fax No.040-23892910

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1) INTRODUCTION:

- 1.1. Indian National Centre for Ocean Information Services (INCOIS), a unit of Ministry of Earth Sciences, Govt. of India is a premier scientific Institute of the country, functioning on 24X7 basis to provide Ocean data, information and advisory services to society, industry, Government and Scientific community through sustained ocean observation and constant improvement through systematic and focused researching information and Ocean modeling.
- 1.2. INCOIS is located at approximate 3km from Pragathi Nagar at Ocean valley, Pragathi Nagar PO, Nizampet SO, Hyderabad - 500090 ,near besides ALEAP in 60 acre premises. It had started functioning at its premises w.e.f 2004 after construction of various buildings along with related services were completed and occupied in year 2004.
- 1.3. INCOIS is setting up an International Training centre for Operational Oceanography which is a UNESCO category-2 recognized centre. Under this project two buildings viz., Academic Block & Hostel Block have been constructed. Now the requirement is for providing furniture required at Academic & hostel block of ITCOcean, INCOIS Hyderabad.

2) SCOPE OF WORK :-

2.1. Design, Supply and Fixing of Reception table at Academic block of ITCOcean Buildings :-

Design, Supply and fixing of Reception Table for Academic block having overall dimensions 890mm(L)(Overall length including side units) x 760mm(W) x1190mm(H), with 6 no's drawers for storage should be provided in the counter with raised wooden paneling of overall dimensions of 4880mm(L)x2440mm(H) & with min 50mm depth to be provided on the rear side of the reception table. Storage shelves with shutters to be provided on the wall paneling to a height of 750mm from FFL with min 450mm depth. The table should be made out of 18mm thick plywood and back ply to be made out of 12mm thick. The plywood should be of IS710 grade & of reputed make. Finishes should be made out of 4mm+/-1mm veneer of reputed make with PU polish finish including supply and installation of spot light fixtures with wiring as per the approved design. 4nos of power sockets to be provided on the table including necessary fittings/accessories. All the materials, labour, transportation etc required for satisfactory completion of work is under the scope of the vendor.

2.2. Design, Supply and Fixing of Reception table at Hostel block of ITCOcean Buildings:-

Design, Supply and fixing of Reception Table for Hostel Block having overall dimensions 4880mm(L)x 610mm(W) x1190mm(H), with 4 nos drawers for storage should be provided in the counter with raised wooden paneling of overall dimensions of 5800mm(L)x2500mm(H) to cover the rear side of reception counter area on either sides. The wall paneling should also be provided for the column at the reception

table. The Table should be made out of 18mm thick plywood and back ply made out of 12mm thick. The plywood should be of IS710 grade of reputed make. Finishes should be made out of 4mm+/- 1mm veneer reputed make with PU polish finish including supply and installation of spot light fixtures (as per the approved design), 4nos of sockets with including necessary wirings etc. All the materials, labour, transportation etc required for satisfactory completion of work is under the scope of the vendor.

2.3. Supplying and Fixing of wall paneling for T.V unit: at Suit room at Guest house block of ITCOcean:

Supplying and fixing of T.V unit of approx. dimensions 1200mm x 1200mm with a projection of approx 100mm along with a bottom shelf of depth of approx 300mm & thickness of min.50mm with curved edges. The necessary frame work required for the wall unit is under the scope of the vendor. The entire unit shall be made out of 18mm thick commercial plywood of reputed make finished with 1mm thick laminate of reputed make. Power & TV sockets openings shall be made in the TV unit and the existing sockets now fixed on the wall shall be used for fixing on the TV unit. The shades of the laminate and all other necessary hardware's shall be got approved before execution of the work. All the materials, labour, transportation etc required for satisfactory completion of work in all respects to the satisfaction of INCOIS is under the scope of the vendor.

2.4. Supplying and Fixing wooden Ward robe : at Suit room at Guest house block of ITCOcean:

Supplying and Fixing of wooden Ward robe of approx. dimensions LxWxD =1050mmx600mmx2000mm, using 18mm thick commercial ply with approved laminate finishing and back ply should be of 12mm thick commercial ply. All the external visible commercial ply to be finished with 1mm thick laminate of approved shade and all the balance areas of commercial ply to be finished with min. 0.75mm thick laminate of approved shade. Shelves to be provided as required with 18mm thick commercial ply and 0.75 mm thick laminate finishing. 3nos of drawer should be provided in the wardrobe(2 external and one inside the wardrobe). The required drawers should be provided with 18m thick commercial ply and 8mm thick ply at bottom with laminate finishing. All the drawers to be provided with telescopic channels. A 5.5mm thick mirror glass of approx. dimension 450mm(W) X 1200mm(H) of reputed make should be provided on one of the shutters with SS studs or silicon paste . All the edges of the plywood to be finished with teakwood with polish finish or PVC edge bending. The shade of laminate and all other necessary hardware should be of a reputed make and shall closing with minimum of 4 nos soft closer hinges for each shutter. This work includes providing hardware fittings like SS soft close hinges (4 nos for each shutter), 10" long SS handles for door shutters, 6" long SS handles & telescopic channels for draws, lock with keys for drawers and cupboard, SS hanger rod with brackets, 4" SS-304 legs at bottom, tower bolts (2 nos), magnets etc of approved make & model. Scope of work includes supply of all the materials, manpower, transportation etc complete in all respects as required and directed by INCOIS.

2.5. Supplying and Fixing wooden shutters for Suite rooms of Guest house block of ITCOcean:

Providing and fixing of shutters with overall dimension of 1070mm(L) x 770mm(H) approx 3" frame work with 6mm groove along the periphery for kitchen platform using 18mm thick marine ply/IS710 grade reputed make with 1mm thick lamination at outside and 0.75 mm thick lamination at inner side of the shutters. The edge of shutters to be finished with teak wood with polish finish matching to the laminate. The shutter shall be provided with suitable SS hinges. The shade of the laminate and all other necessary hardware should be a reputed make and shall be got approved before execution of the work. The work includes providing required SS hinges, 4 " SS handles, magnets etc. Scope of work includes supply of all the required material, manpower, transportation etc complete in all respects as required and directed by INCOIS.

2.6. A sample of all the materials to be used for the work should be submitted to INCOIS for approval and only those approved makes / shades are to be used by the Agency / Firm for fabrication.

2.7. As the buildings are already completed and finished, care should be taken that there should be no damages to the buildings while execution of the works. If any damages noticed, shall be rectified by the firm with out any additional charges to INCOIS.

- 2.8. Time is the essence of the contract and all the works should be completed within the stipulated period.
- 2.9. Vendors as per their convenience may also get the interior fit outs fabricated in the factory and deliver the same for installation at site. In other case if the vendor wishes to do fabrication at site, same shall be permitted, but the vendors shall removed all the debris from the site on daily basis away from the campus and the vendors should keep the working areas clean & tidy. Any damages to the buildings or to the existing infrastructure during the execution of the works by the firms, to be immediately rectified by the agency without any additional charges.
- 2.10. All the materials like plywood, hardware etc to be used of reputed make and finishing to be of highest standards.
- 2.11. The entire work is covered under warranty for a period one year from the date of completion of the entire work. Any defects noticed during the warranty period to be rectified immediately with out any additional charges.
- 2.12. A sample of Wardrobe, TV Unit & Kitchenette is already made in one of the Hostel block rooms. Vendors are strictly advised to visit the site and familiarize themselves with the scope of the work. Regarding Reception tables, a line drawing for reference is attached at Annexure.
- 2.13. Vendors should submit the design model for the Reception tables along with their Technical bid.

3) **Eligibility criteria:-** Only those bidders fulfilling the following criteria should respond to the tender.

- The bidder must be a Company registered under Indian Company Act 1956 or a registered firm. (Proofs for Registration of company, PAN and GST certificates to be submitted).
- The bidder should have an average annual financial turnover of Rs. 5.07 lakhs or more during the last three years ending March 31, 2018. The bidding companies should be profit making /earning company at least during two (02) years in the last three (03) years. Proof of turnover and Proof of annual profit certificate issued by the chartered accountant to be submitted.
- Vendor should have well established service / support centre in Hyderabad. The details of location of service / support centre are to be submitted (Bidder should provide profile of their company including its infrastructure, technical manpower and their expertise).
- Vendor should have competence and adequate experience in furnishing works and should submit the documentary evidence for the same along with details of past experience.
- Vendor should have experience in similar nature of works and magnitude; viz "**Carpentry works / Wooden fabrication works**" as described earlier. Vendor should indicate full details of past experience (or work in hand) in terms of details of client, period of contract, contract value, work order/purchase order copy clearly indicating the scope of work.
- Tenderer should have past experience in similar nature of works in last seven years ending previous day of last date of submission of the online Bid. Out of which one work of value Rs. 13.52 lakhs or two works each of value Rs. 10.14 lakhs or three works each of value Rs. 6.76 lakhs. Client certificates / PO to be enclosed in this regard. (Copies of POs, Work Completion Certificate / Experience certificate / letter stating that project is on-going specifying the status of work along with the P.O Number to be attached as proof).
- Earnest Money Deposit (EMD).
- Consortium is not allowed.

NOTE:

- a. Offers of bidders who do not fulfill the eligibility criteria or who fail to submit documentary proof for all the points under eligibility criteria will not be considered for further evaluation.
- b. No further communication in this regard will be entertained.

4) Contents of Proposal:-

(i) **Technical Bid:** Technical bid should contain all the information as listed below without which the offer will not be considered further.

NOTE:

- Technical bid should contain filled-in Table-1 and Table-2 along with legible documentary proof, without which the offer will not be considered further.
- Part/conditional/incomplete quotations will not be accepted.

Table 1: Technical – cum – Eligibility

S No	Description	Complied (Yes/ No)	Documentary Proof Attached (Yes/ No)	Remarks, if any
1.	Details of Make for the plywood, laminate, hardware etc offered are to be submitted along with Technical Bid			
2.	The bidder must be a Company registered under Indian Company Act 1956 or a registered firm. (Proofs for Registration of company, PAN and GST certificates to be submitted.)			
3.	The bidder should have an average annual financial turnover of Rs. 5.07 lakhs or more during the last three years ending March 31, 2018. The bidding companies should be profit making/earning company at least during two (02) years in the last three (03) years. Proof of turnover and Proof of annual profit certificate issued by the chartered accountant to be submitted.			
4.	Vendor should have well established service / support centre in Hyderabad. The details of location of service / support centre are to be submitted. (Bidder should provide profile of their company including its infrastructure, technical manpower and their expertise.)			
5.	Tenderer should have past experience in similar nature of works in last seven years ending previous day of last date of submission of the online Bid. Out of which one work of value Rs. 13.52 lakhs or two works each of value Rs. 10.14 lakhs or three works each of value Rs. 6.76 lakhs. Client certificates / PO to be enclosed in this regard. (Copies of POs, Work Completion Certificate / Experience certificate / letter stating that project is on-going specifying the status of work along with the P.O Number to be attached as proof).			
6.	Earnest Money Deposit (EMD).			
7.	Signature on all the pages of the tender document, including addendum, if any, issued by INCOIS.			
8.	Compliance to the "Scope of the Work" mentioned in Section 2 and "General Terms and Conditions" mentioned in Section 7.			
9.	Client side contact details of completed / on-going Work orders of similar nature.			
10.	Escalation matrix with full contact details, for the resolution of reported issues during contract period.			

Table-2: Compliance Statement - 2 (un-priced bid)

NOTE:

- Technical bid should contain filled-in Table-1 and Table-2 along with legible documentary proof, without which the offer will not be considered further.
- Part/conditional/incomplete quotations will not be accepted.
- Bidder has to quote for all the components given in the Price bid. Hence, please indicate as Yes or No in the table given below.

S No.	Item Description	Units	Qty	Please confirm whether prices are Quoted in commercial bid or not. (Yes/No) Please do not mention prices here.
1	Design, Supply and fixing of Reception Table for Academic block having overall dimensions 8900mm(L)(Overall length including side units) x 760mm(W) x1190mm(H), with 6 no's drawers for storage should be provided in the counter with raised wooden paneling of overall dimensions of 4880mm(L)x2440mm(H) & with min 50mm depth to be provided on the rear side of the reception table. Storage shelves with shutters to be provided on the wall paneling to a height of 750mm from FFL with min 450mm depth. The table should be made out of 18mm thick plywood and back ply to be made out of 12mm thick. The plywood should be of IS710 grade & of reputed make. Finishes should be made out of 4mm+/-1mm veneer of reputed make with PU polish finish including supply and installation of spot light fixtures with wiring as per the approved design. 4nos of power sockets to be provided on the table including necessary fittings/accessories. All the materials, labour, transportation etc required for satisfactory completion of work is under the scope of the vendor.	No's	1	
2	Design, Supply and fixing of Reception Table for Hostel Block having overall dimensions 4880mm(L)x 610mm(W) x1190mm(H), with 4 nos drawers for storage should be provided in the counter with raised wooden paneling of overall dimensions of 5800mm(L)x2500mm(H) to cover the rear side of reception counter area on either sides. The wall paneling should also be provided for the column at the reception table. The Table should be made out of 18mm thick plywood and back ply made out of 12mm thick. The plywood should be of IS710 grade of reputed make. Finishes should be made out of 4mm+/- 1mm veneer reputed make with PU polish finish including supply and installation of spot light fixtures (as per the approved design), 4nos of sockets with including necessary wirings etc. All the materials, labour, transportation etc required for satisfactory completion of work is under the scope of the vendor.	No's	1	

3	<p>Supplying and fixing of T.V unit of approx. dimensions 1200mm x 1200mm with a projection of approx 100mm along with a bottom shelf of depth of approx 300mm & thickness of min.50mm with curved edges. The necessary frame work required for the wall unit is under the scope of the vendor. The entire unit shall be made out of 18mm thick commercial plywood of reputed make finished with 1mm thick laminate of reputed make. Power & TV sockets openings shall be made in the TV unit and the existing sockets now fixed on the wall shall be used for fixing on the TV unit. The shades of the laminate and all other necessary hardware's shall be got approved before execution of the work. All the materials, labour, transportation etc required for satisfactory completion of work in all respects to the satisfaction of INCOIS is under the scope of the vendor.</p>	No's	10	
4	<p>Supplying and Fixing of wooden Ward robe of approx. dimensions LxWxD =1050mmx600mmx2000mm, using 18mm thick commercial ply with approved laminate finishing and back ply should be of 12mm thick commercial ply. All the external visible commercial ply to be finished with 1mm thick laminate of approved shade and all the balance areas of commercial ply to be finished with min. 0.75mm thick laminate of approved shade. Shelves to be provided as required with 18mm thick commercial ply and 0.75 mm thick laminate finishing. 3nos of drawer should be provided in the wardrobe(2 external and one inside the wardrobe). The required drawers should be provided with 18m thick commercial ply and 8mm thick ply at bottom with laminate finishing. All the drawers to be provided with telescopic channels. A 5.5mm thick mirror glass of approx. dimension 450mm(W) X 1200mm(H) of reputed make should be provided on one of the shutters with SS studs or silicon paste . All the edges of the plywood to be finished with teakwood with polish finish or PVC edge bending. The shade of laminate and all other necessary hardware should be of a reputed make and shall closing with minimum of 4 nos soft closer hinges for each shutter. This work includes providing hardware fittings like SS soft close hinges (4 nos for each shutter), 10" long SS handles for door shutters, 6" long SS handles & telescopic channels for draws, lock with keys for drawers and cupboard, SS hanger rod with brackets, 4" SS-304 legs at bottom, tower bolts (2 nos), magnets etc of approved make & model. Scope of work includes supply of all the materials, manpower, transportation etc complete in all respects as required and directed by INCOIS.</p>	No's	34	
5	<p>Providing and fixing of shutters with overall dimension of 1070mm(L) x 770mm(H) approx 3" frame work with 6mm groove along the periphery for kitchen platform using 18mm thick marine ply/IS710 grade reputed make with 1mm thick lamination at outside and 0.75 mm thick lamination at inner side of the shutters. The edge of shutters to be finished with teak wood with polish finish matching to the laminate. The shutter shall be provided with suitable SS hinges. The shade of the laminate and all other necessary hardware should be a reputed make and shall be got approved before execution of the work. The work includes providing required SS hinges, 4 " SS handles, magnets etc. Scope of work includes supply of all the required material, manpower, transportation etc complete in all respects as required and directed by INCOIS.</p>	Sqm	15	

(ii) **Commercial Bid:** It should be a separate document from the technical proposal and should be filled in the .xls format provided with the e-tender on-line only.

Price should be quote as per the format of .xls given in price bid. **Lump-sum quotes will not be considered and line-item-wise break-up is mandatory. The format of the Price bid i.e., BOQ (Bill of Quantities) .xls file should not be changed in any case.**

The Director, INCOIS reserves the right to choose, accept or reject any or all requests / offers, in full or part, at any stage, reduce or increase the quantity without assigning any reasons therefore. The quantity/number shown in the document is only indicative

- Financial quote should consist of item wise price details for ALL the items, without which the offers will not be considered. (The successful bidder may be asked to submit details with respect to price break-up, if required.)
- Partial quotations will not be accepted.
- Price should be quoted as per the format. Lump-sum quotes will not be considered and line-item-wise break-up is mandatory. The format of the Price bid should not be changed in any case.

5) **Technical Evaluation Criteria:-**

- The purpose of two bid system (technical and commercial) is to evaluate all the firms on technical basis with reference to the tendered specifications, performance of similar service rendered elsewhere and obtaining users views with reference to the earlier services. This will enable the technical committee to arrive at a fair recommendation in the interest of the organization.
- In the event of seeking any clarification from various bidders by INCOIS, the bidders are required to furnish only technical clarifications that are asked for. No amendment to commercial bid will be entertained at that stage. In case, if a bidder fails to quote for a particular item, it amounts to non-compliance and such bid will not be considered for further evaluation. Further, during this process, if any bidder indicates the price during the clarification, such bids also will not be considered for further evaluation.
- Technical bids will be opened on due date.
- The bids submitted will be examined vis-a-vis the tendered specifications and evaluation is made accordingly.
- Bids complete in all respects will qualify for further evaluation.
- After completion of technical evaluation, the commercial bid of the technically qualified bidders will be opened through e-Portal.

6) **Financial Evaluation Criteria:-** Generally the contract is awarded to the technically qualified eligible bidder whose bid has been determined as the lowest evaluated commercial bid.

Notwithstanding anything stated above, INCOIS reserves the right to assess Bidder's capability and capacity to perform the contract. Should circumstances warrant such an assessment in the overall interest of the organization, INCOIS reserves the right to reject any or all tenders/ bids at any time prior to award of contract, without assigning reasons thereof, and without thereby incurring any liability to the affected Bidder or Bidders.

7) **General Terms and Conditions:**

SNo.	Details
1.	<u>Quotation:</u> Quotation have to submitted online in the e-tender portal i.e., http://eprocure.gov.in/eprocure/app only.
2.	A two bid system will be followed in selecting the vendor
3.	<u>Validity Period:</u> Bids/Offer shall have the validity period of 90 days from the tender closing date.
4.	<u>Completion Period:</u> Supply, Installation, Testing & Commissioning is to be completed within 4 months

	from the date of issue /dispatch of order
5.	Warranty Period: One (01) year from the date of supply & acceptance of the same. Any defects noticed in the items/components during the warranty period shall be rectified by the vendor immediately without any additional charges.
6.	Bidders are requested to visit INCOIS for better understanding of Infrastructure installations and to understand the scope of the work more clearly before they submit their offers.
7.	<p>Payment Terms:</p> <ul style="list-style-type: none"> 90% Payment will be released against RA bill claim of agency (which may be generally once in a fortnight) for items completed in all respects within 15 days from the date of receipt upon completion of supply, installation and acceptance of the work. Net payment shall be released after statutory deductions. Balance 10% payment shall be released after the warranty period of one year. <p><i>Net payment will be released after statutory deductions. No advance payment will be allowed and no other payment terms will be considered.</i></p>
8.	Tenders not in complete shape or not conforming to technical specifications or not confirming to terms and conditions are liable for rejection.
9.	<p>Earnest Money Deposit (EMD) : An amount of Rs. 35,000/- has to be submitted by way of Demand Draft/Bank Guarantee/ NEFT/RTGS electronic transfer from any Nationalized Bank in favor of "Director, INCOIS payable at Hyderabad".</p> <p>The Scanned copy of the Demand Draft/Bank guarantee/UTR details is to be uploaded to the e tender Portal while submitting the offer. Bank guarantees should be obtained from any of the Nationalized bank of India with a validity of 6 months and should be sent by the issuing banker directly to the office of INCOIS, Hyderabad and must reach on or before 14 30Hrs of 08.07.2019. Offers received without EMD will be summarily rejected.</p> <p>The original DDs/BG/NEFT/RTGS transfer should reach to INCOIS on or before 14 30rs of July 08, 2019 ie., before opening of the Technical Bid of the tender. Offers received without EMD will be summarily rejected.</p> <p>Vendors registered with Ministry of Micro Small and Medium Enterprises (MSME) /National Small Scale Industries Corporation (NSIC) are exempted from payment of EMD only if, the vendor is manufacturing /supplying/providing the servicing for the tendered products for this particular tender. A copy of valid registration certificate should be submitted along with the technical bid.</p> <p>This deposit will be free of interest. The EMD submitted by the unsuccessful bidder shall be returned to the respective bidder.</p>
10.	<p>Tender Document Cost: Tender document can be downloaded from tender portal or our website on Free of Cost. However, if the bidder wishes to collect the tender document personally from our office (INCOIS, Hyderabad), needs to submit a written request letter along with a demand draft for an amount of Rs. 500/- issued by any Nationalized Bank in favour of "Director, INCOIS payable at Hyderabad".</p> <p>Vendors registered with Ministry of Micro Small and Medium Enterprises (MSME) /National Small Scale Industries Corporation (NSIC) are exempted from payment of Tender fee only if the vendor is manufacturing /supplying/providing the servicing for the tendered products for this particular tender. A copy of valid registration certificate should be submitted along with the technical bid.</p> <p>Tender fee/Tender document cost/DD received towards the tender is non refundable.</p>
11.	If any bidder withdraws his tender after price bid is opened, within the validity period or makes any modifications in the terms and conditions of tender, which are not acceptable to the INCOIS, then INCOIS shall without prejudice to any other right or remedy available to it, be at liberty to forfeit the entire or part of Earnest Money Deposit.

12.	<p>Liquidated Damages Clause: In case the supply/delivery/services is delayed and delay is attributed to the Tenderer or is not as per our specifications and in the event of breach of any of the terms and conditions mentioned in the Purchase Order, INCOIS shall have the right.</p> <p>a) To recover at the rate of 0.5% per week for the value equivalent to undelivered material / services against the delay in execution of the order or part thereof subject to a maximum of 10% of the services/material not executed/delivered.</p> <p>b) To purchase elsewhere, after due notice to the Tenderer Inc., on the account and at the risk of the defaulting supplier for the stores/services not supplied or others of a similar description without cancelling the work order in respect of the job not yet due for supply or</p> <p>c) To cancel the order or a portion thereof and if so desired to purchase the stores / services at the risk and cost of the defaulting supplier and also.</p> <p>d) To extend the period of delivery with or without penalty shall not be more than agreed liquidated damages referred to in clause (a) above,</p> <p>e) To forfeit the security deposit full or in part at the discretion of Director, INCOIS.</p>
13.	<p>GST: The bidder should specifically/particularly state GST if any applicable as extra and the rate at which the same are chargeable, failing which, the prices quoted, will be deemed to be inclusive of such levies. If a particular bidder is not registered under the GST Act, the prices quoted by him will be treated as net and inclusive of all taxes and statutory levies and that any future claims made by him for reimbursement of those levies on account of retrospective registration under the GST Act will in no circumstances be entertained by the INCOIS and that liability for payment of these levies will be wholly and exclusively that of the bidder quoting against our tender.</p>
14.	<p>Please note that any falsification/suppression of information could lead to the disqualification from the tender.</p>
15.	<p>The successful bidder should commence the services immediately upon receipt/dispatch of the award of contract or from the date as decided by INCOIS and this will be binding on the bidder.</p>
16.	<p>If any loss or damage is caused to our property by your workmen, the cost of the same will be recovered from the agency/contractor</p>
17.	<p>A formal Agreement is to be entered within 15 days after receipt of the Work Order and successful bidder should attend this office along with India Non Judicial Stamp paper of Rs.200/-.</p>
18.	<p>The authorized person who signs the tender should indicate his/her e- mail ID and Telephone No. for prompt communication, if required.</p>
19.	<p>Force Majeure Clause: If the execution of the contract order is delayed beyond the period stipulated in the contract as a result on out-break of hostilities, declaration of an embargo's or blockage or fire flood, acts of nature or any other contingency beyond the supplier's control, Director, INCOIS may allow such additional time by extending the delivery period as he considers to be justified by the circumstances of the case and his decision shall be final, conclusive and binding. If and when additional time is granted by the INCOIS, the contract/supply shall be read and understood as if it had contained from its inception the delivery date as extended.</p>
20.	<p>Bidder shall carryout the work directly themselves till the completion of work and not through power of attorney.</p>
21.	<p>The bidder shall sign and upload the Bids with the exact name and address of the firm, for which is submitted. The Only signed and stamped bids shall be uploaded by authorized officer of the firm.</p>
22.	<p>The acceptance of tender will solely rest with Director, INCOIS who does not bind himself to accept the lowest or any other tender. No reasons will be furnished for acceptance or rejection of any tender.</p>
23.	<p>Canvassing in connection with tender is strictly prohibited and any canvassing will render the bid of bidder ineligible.</p>
24.	<p>INCOIS reserves the right to alter the scope/or reduce quantum of work, before issue of work order or during the currency of order and bidder shall not have any claim whatsoever on this account. INCOIS also reserves the right to spilt the tender and award to separate bidder(s) if necessary and bidder shall not have any claim whatsoever on this account.</p>
25.	<p>Termination Clause: Director, INCOIS reserves the right to terminate the contract either whole or part of contract with one month notice.</p>

26.	In case of any un resolved dispute or differences arising at any time between this Institute and the firm holding the contract, these shall be resolved in terms of the Arbitration and Conciliation Act 1996 and held at Hyderabad, Telangana only. Further, this contract is subject to laws of India alone.
27.	Director, INCOIS reserves the right to cancel the tender at any stage due to any technical /administrative reasons. The bidder shall not have any claim under what so ever reasons.

8) Clarifications : Technical Clarifications: INCOIS has made every effort to bring out the requirements to facilitate the Firms to make their proposals. However, keeping in view that Firms may require clarifications on certain points in this Document before submitting their Proposal, such queries or clarifications on tender document, if any, may be submitted by the firms (via e-mail) on or before 1500 Hrs of 20.06.2019. Note: Firms may submit a consolidated query only once. e-mail: pattabhi@incois.gov.in; vijay@incois.gov.in; E-mail subject should be mentioned as “*Queries on tender for Supplying & Fixing of furniture items along with other interior works required at Academic & Hostel block of ITCOcean Buildings, INCOIS Hyderabad along with 1 year warranty - reg*”. All the clarifications will be consolidated and clarified to the bidders and corrigendum/addendum will be uploaded in the CPPP tender portal and added in the tender column at INCOIS Web site (if required only).

9) Contact/Delivery Address

1) Head-ODG
Indian National Centre for Ocean Information Services (INCOIS)
Ministry of Earth Sciences, Govt. of India
“Ocean Valley”, Pragathi Nagar (BO), Nizampet (SO)
Hyderabad - 500 090, T S., India
Phone:009140 2389 5008; FAX: 009140- 23895008
E-mail: pattabhi@incois.gov.in; vijay@incois.gov.in

2) Director
Indian National Centre for Ocean Information Services (INCOIS), Ministry of Earth Sciences, Govt. of India “Ocean Valley”, Pragathi Nagar (BO), Nizampet (SO)
Hyderabad - 500 090, Telangana, India, Fax: 040 2389 5001 / 23892910;
e-mail: director@incois.gov.in

We have read and understood the above terms and conditions in detail and the same are accepted by us.

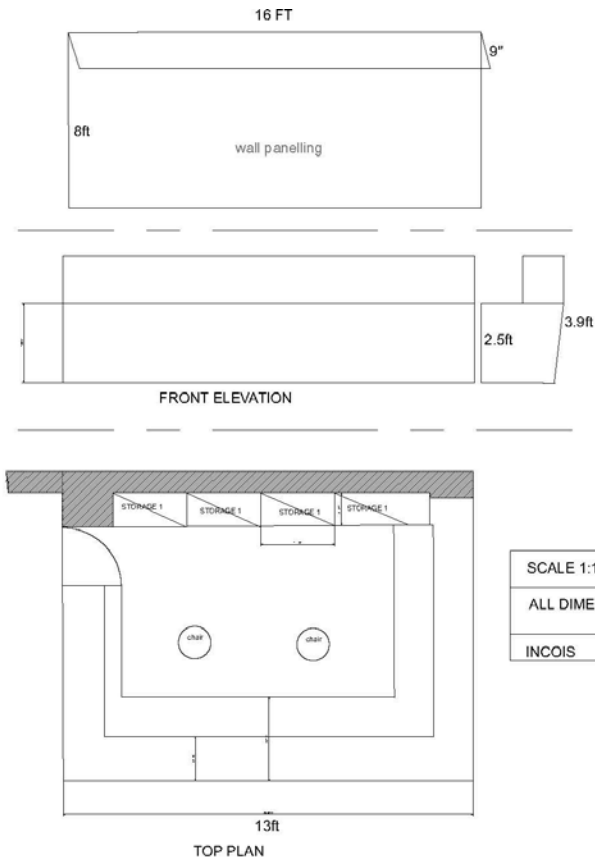
Signature of the Tenderer/ Authorised Signatory & date

Name

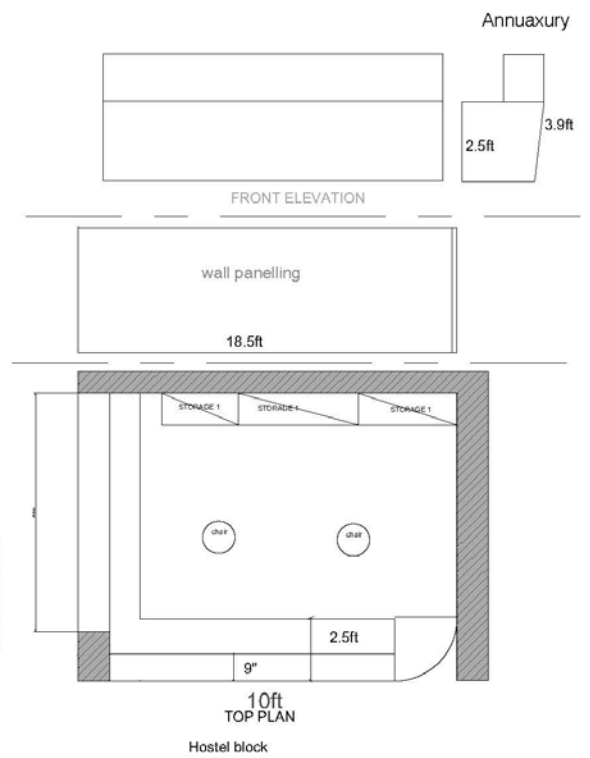
OFFICE SEAL,

Address

Note: The bidder/tenderer has to sign & stamp on all pages of tender document and upload the same



Line drawing of Reception table for Academic block
(Items nos.1 of price bid)



Line drawing of Reception table for Hostel Block
(Items nos.2 of price bid)

Instructions for Online Bid Submission:

As per the directives of Department of Expenditure, this tender document has been published on the Central Public Procurement Portal (URL: <http://eprocure.gov.in>). The bidders are required to submit soft copies of their bids electronically on the CPP Portal, using valid Digital Signature Certificates.

The instructions given below are meant to assist the bidders in registering on the CPP Portal, prepare their bids in accordance with the requirements and submitting their bids online on the CPP Portal. More information useful for submitting online bids on the CPP Portal may be obtained at:

<https://eprocure.gov.in/eprocure/app>.

REGISTRATION

1. Bidders are required to enroll on the e-Procurement module of the Central Public Procurement Portal (URL: <https://eprocure.gov.in/eprocure/app>) by clicking on the link “Click **here to Enroll**” on the CPP Portal is free of charge.
2. As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.
3. Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication from the CPP Portal.
4. Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate (Class II or Class III Certificates with signing key usage) issued by any Certifying Authority recognized by CCA India (e.g. Sify / TCS / nCode / eMudhra etc.), with their profile.
5. Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSC's to others which may lead to misuse.
6. Bidder then logs in to the site through the secured log-in by entering their user ID / password and the password of the DSC / e-Token.

SEARCHING FOR TENDER DOCUMENTS

1. There are various search options built in the CPP Portal, to facilitate bidders to search active tenders by several parameters. These parameters could include Tender ID, organization name, location, date, value, etc. There is also an option of advanced search for tenders, wherein the bidders may combine a number of search parameters such as organization name, form of contract, location, date, other keywords etc. to search for a tender published on the CPP Portal.
2. Once the bidders have selected the tenders they are interested in, they may download the required documents / tender schedules. These tenders can be moved to the respective ‘My Tenders’ folder. This would enable the CPP Portal to intimate the bidders through SMS / e-mail in case there is any corrigendum issued to the tender document.
3. The bidder should make a note of the unique Tender ID assigned to each tender, in case they want to obtain any clarification / help from the Helpdesk.

PREPARATION OF BIDS

1. Bidder should take into account any corrigendum published on the tender document before submitting their bids.
2. Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid. Please note the number of covers in which the bid documents have to be submitted, the number of documents - including the names and content of each of the document that need to be submitted. Any deviations from these may lead to rejection of the bid.
3. Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document / schedule and generally, they can be in PDF / XLS / RAR / DWF formats. Bid documents may be scanned with 100 dpi with black and white option. To avoid the time and effort required in uploading the same set of standard documents which are required to be submitted as a part of every bid, a provision

of uploading such standard documents(e.g. PAN card copy, annual reports, auditor certificates etc.) has been provided to the bidders.

4. Bidders can use “My Space” area available to them to upload such documents. These documents may be directly submitted from the “My Space” area while submitting a bid, and need not be uploaded again and again. This will lead to a reduction in the time required for bid submission process.

SUBMISSION OF BIDS

1. Bidder should log into the site well in advance for bid submission so that he/she upload the bid in time i.e. on or before the bid submission time. Bidder will be responsible for any delay due to other issues.
2. The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.
3. Bidder has to select the payment option as “offline” to pay the tender fee / EMD as applicable and enter details of the instrument.
4. Bidder should prepare the EMD as per the instructions specified in the tender document. The original should be posted/couriered/given in person to the Tender Processing Section, latest by the last date of bid submission or as specified in the tender documents. The details of the DD/any other accepted instrument, physically sent, should tally with the details available in the scanned copy and the data entered during bid submission time. Otherwise the uploaded bid will be rejected.
5. Bidders are requested to note that they should necessarily submit their financial bids in the format provided and no other format is acceptable. If the price bid has been given as a standard BoQ format with the tender document, then the same is to be downloaded and to be filled by all the bidders. Bidders are required to download the BoQ file, open it and complete the white coloured (unprotected) cells with their respective financial quotes and other details (such as name of the bidder). No other cells should be changed. Once the details have been completed, the bidder should save it and submit it online, without changing the filename. If the BoQ file is found to be modified by the bidder, the bid will be rejected.
6. The server time (which is displayed on the bidders’ dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, opening of bids etc. The bidders should follow this time during bid submission.
7. All the documents being submitted by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered cannot be viewed by unauthorized persons until the time of bid opening. The confidentiality of the bids is maintained using the secured. Socket Layer 128 bit encryption technology. Data storage encryption of sensitive fields is done.
8. The uploaded tender documents become readable only after the tender opening by the authorized bid openers.
9. Upon the successful and timely submission of bids, the portal will give a successful bid submission message & a bid summary will be displayed with the bid no. and the date & time of submission of the bid with all other relevant details.
10. The bid summary has to be printed and kept as an acknowledgement of the submission of the bid. This acknowledgement may be used as an entry pass for any bid opening meetings.

ASSISTANCE TO BIDDERS

1. Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority for a tender or the relevant contact person indicated in the tender.
2. Any queries relating to the process of online bid submission or queries relating to CPP Portal in general may be directed to the 24x7 CPP Portal Helpdesk. The contact number for the helpdesk is 1800-3070-2232.