

TENDER

For

**PROVIDING AND FIXING ALUMINIUM PARTITION WORK &
INFRASTRUCTURE WORKS AT**

NATIONAL JUTE BOARD (NJB)

TNSCB Complex, Pillaiyar Koil Thottam,
New No. 130 (Old No.212), R.K.Mutt Road,
Mylapore, Chennai – 600004



NATIONAL JUTE BOARD

(A Govt. of India Statutory Body)

TNSCB Complex, Pillaiyar Koil Thottam,
New No. 130 (Old No.212), R.K.Mutt Road,
Mylapore, Chennai – 600004

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NATIONAL JUTE BOARD
MINISTRY OF TEXTILES, GOVT. OF INDIA,
CHENNAI REGIONAL OFFICE

Tender Notice No.: NIT-3/NJB/Partition/2017-18

Dated 1.9.2017

**TENDER NOTICE FOR “NJB - Chennai - Partition & Infrastructure works’
2017-18”**

Sealed tenders are invited by the Secretary, National Jute Board (NJB) from Fabricator/Interior Decorators of repute with good financial standing for Aluminium Partition and other Infrastructure works at the Ground floor, South wing of “TNSCB Complex, Pillaiyar Koil Thottam, New No. 130 (Old No.212), R.K.Mutt Road, Mylapore, Chennai- 600004, in a total area measuring 1,379 sq.ft. for office area. The job involves room partition and other infrastructure facilities as per the following work description and the work has to be completed within 25 working days, immediately after allotment of Work Order. Tenders are to be submitted in a sealed cover superscribed as **“Tender for Partition & Infrastructure Works” for NJB, Chennai**, addressed to the SECRETARY, NATIONAL JUTE BOARD, TNSCB Complex, Pillaiyar Koil Thottam, New No. 130 (Old No.212), R.K.Mutt Road, Mylapore, Chennai- 600004

Tenders will be received upto 15.00 hrs. of 13th Oct, 2017 and opened at 16.00 hrs. on 13th Oct, 2017 at NJB’s office at TNSCB Complex, New No. 130 (Old No.212), R.K.Mutt Road, Mylapore, Chennai- 600004.

The Board reserves the right to reject any or all the tenders without assigning any reason/s whatsoever.

The tenders will be received through post / courier / by Person and considered if received before the scheduled date and time. The tenders may also be dropped in the Tender Box kept for the purpose at National Jute Board (NJB), TNSCB Complex, New No. 130 (Old No.212), R.K.Mutt Road, Mylapore, Chennai- 600004..

A. SUBMISSION OF TENDER:

The following points may be noted while submitting the Tender Document:

I. The Tender will be submitted in 2 (two) separate sealed envelopes superscribed as:

Packet A: Qualifying Bid (Credentials and Earnest Money Deposit)

Packet B: Financial Bid

The tenders should be submitted in two separate packets put into one packet superscribed as **“Tender for Partition & Infrastructure Works” for NJB, Chennai.**

Packet A will be opened first, followed by the Financial Bids. Financial Bids will be opened only for the Tenderers who submitted the required Earnest Money Deposit and who have been found by the Tender Committee to be technically qualified.

II. Packet A -The technical qualification criteria shall include –

- i. Proof of the 3 years annual turnover.
- ii. Aadhar Card Number of the applicant signing the bid.
- iii. Registration Certificate.
- iv. PAN Card number & latest Income Tax clearance certificate.
- v. GST Regn Copy.
- vi. Audited financial statements for last three years.
- vii. Experience in executing at least 3 (three) similar activities for Partition & Aluminium Fabrication
- viii. Copies of work orders and satisfactory completion certificates to be enclosed.

III. CRITERIA FOR EVALUATION OF BIDS – Strictly as per the criteria of minimum qualification as mentioned at A.II above and the price competitiveness i.e the financial bid submitted by the agency.

IV. DATE OF SUBMISSION: Upto 15.00 hrs. of 13th Oct,2017

V. DATE OF OPENING OF TENDER: At 16.00 hrs. of 13th Oct,2017.

VI. PLACE OF SUBMISSION & : NATIONAL JUTE BOARD (NJB), TNSCB Complex, New No. 130 (Old No.212), R.K.Mutt Road, Mylapore, Chennai-600004

B. INSTRUCTIONS FOR THE TENDERER

1. This tender is for the purpose of Partition & Aluminium Fabrication at NJB, Chennai office located at TNSCB Complex, New No. 130 (Old No.212), R.K.Mutt Road, Mylapore, Chennai- 600004, as mentioned in the Scope of Work and design.

2. The tender shall be submitted in two sealed packets as follows:-

Packet A: Qualifying Bid

- a) Earnest Money deposit of Rs. 5,000/- (Rupees Five thousand only) in the form of Demand Draft in favour of "NATIONAL JUTE BOARD" payable at Chennai. (Organisations claiming Exemption, may please submit necessary supporting document for Exemption)
- b) All supporting documents mentioned in the above said Technical Eligibility Qualification as detailed in A II above.
- c) The Tenderer should submit a letter conforming that it has understood all the terms and conditions of the assignment, and undertakes to abide by all the terms and conditions detailed in the Tender document.
- d) All Tenderers should submit an undertaking that they have never been blacklisted by any Govt. of India, Ministry/ Deptt./ authority/ organization/ agency. The Tenderer will also make an undertaking to the effect that they have complete infrastructure for executing the job of Aluminium Partition / decoration. The format is annexed at Annexure-I.
- e) Every page of bid should be **Signed with Company seal.**

Packet-B: Financial Bid

- a. Tenderer will submit the Financial Bid as per format given in Annexure-II.
- b. The quotation with rates and amounts filled up neatly without any overwriting or corrections.
- c. The total amount shall be written in both figures and words.
- d. Every page of bid should be **Signed with Company seal**.

3. Other important points to note for submission of tender:

- a. Partition & Aluminium Fabrication shall be as per the approved plan, design, drawings and specifications enclosed. It is contractor's responsibility to arrange for the room Partition & infrastructure works, as per the drawing submitted and instructions given at site.
 - b. The tenderer may have to provide the client with the Analysis of Rates, which they will quote, if demanded.
 - c. The earnest money deposited by the successful Tenderer will be converted into security deposit. The Earnest money deposit of unsuccessful Tenderer will be refunded within 30 days from the completion of the tendering process.
 - d. The rates will be valid for 120 days. In the case of the successful tenderer, rates quoted shall be valid for the entire period of the contract.
4. The Earnest Money deposit of the successful tenderer shall be forfeited if the tenderer
- (i) Withdraws tender offer before finalization of the same.
 - (ii) Fails to accept the tender, if his/their tender is accepted by NJB, Chennai
 - (iii) Fails to commence the Construction Work within 10 (Ten) days of the receipt of the letter awarding the contract. Failing this, NJB reserve the right to correct the letter awarding the contract
 - (iv) Fails to complete the work satisfactorily.

5. 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.

6. The selected Tenderer will have to take written permission from NJB for any change in work/job from the Schedule, Drawings. For deviation from such documents and instructions without consent of the Board / Architect, deduction will be made at double the item rate of the Board's own estimate or double the quoted rate, whichever is higher.

7. All work shall be carried out with due regard to the convenience of NJB, Chennai, (during the working hours). The orders of the concerned authority (MPO, Chennai) shall be strictly observed

8. The Contractor shall keep at least one person at the designated office space for communication with the Board. The name and telephone no. of the appointed person are to be notified to the Board prior to the commencement of the job.

9. Completion and Handing Over:

The entire work shall be completed within 25 working days after date of the work order, failing which the NJB Chennai, reserve the right to impose admissible penalty for the delay of work.

In case of delayed completion, Penalty at the rate 5% per week, on the Contract value, subject to a maximum of 20% of the value of the work shall be levied.

10. The contractor will be required to obtain report of a joint inspection, to be conducted by MPO of NJB, Chennai and the Contractor and NJB's authorized Architect. The Report will record the satisfactory completion by using approved material and satisfactory workmanship. NJB will deduct appropriate amount for non-conformity to the required materials and workmanship.

11. The Contractor/Tenderer shall be liable with regard to compliance of all the laws, regulation, rules and directions given by any statutory authority with regard to safety, labour laws or any other laws in force in the State of Tamilnadu.

12. Scope of the work:

- a) Providing and Fixing Aluminium Partition works (with Doors – Sliding, wherever indicated) of Cabins for MPO, Resting Room, Office Cabins, etc., as per specifications & enclosed Drawing.
- b) Approved Drawing for Cabin Partition is attached at Annexure-III

Annexure-I

To be provided on 'Company letter head'

To

The Secretary

National Jute Board

Ministry of Textiles, Govt. Of India

TNSCB Complex, New No. 130 (Old No.212), R.K.Mutt Road,
Mylapore, Chennai- 600004

Sir,

This has reference to the NJB"s Tender No. NIT-3/NJB/Partition/2017-18 dated 1/9/17 for appointment of Agency for Partition & Aluminium Fabrication at National Jute Board, Chennai office, at TNSCB Complex, New No. 130 (Old No.212), R.K.Mutt Road, Mylapore, Chennai- 600004. In this context, I/We, as an authorized representative(s) of agency, declare that presently our Company/ firm is having unblemished record and is not declared ineligible for corrupt & fraudulent practices, blacklisted either indefinitely or for a particular period of time, or had work withdrawn, by any State/ Central government/ PSU.

Further this is to undertake that we have complete infrastructure for executing the job of Aluminium Partition / decoration as required by NJB Chennai office.

If this declaration is found to be incorrect then without prejudice to any other action that may be taken, my/ our security may be forfeited in full and the tender if any to the extent accepted may be cancelled.

Thanking you,

Name of the Tenderer:

Authorized Signatory:.....

Name:

Seal:

Date:

Place:

Annexure - II*To be provided on 'Company letter head'*

To

The Secretary

National Jute board, Ministry of Textiles

Govt. Of India

TNSCB Complex, New No. 130 (Old No.212), R.K.Mutt Road,

Mylapore, Chennai- 600004

Sub: FINANCIAL BID FOR PARTITION WORKS AT NJB CHENNAI

Sir,

A. Costing for Partition & Aluminium Fabrication of NJB Chennai office:

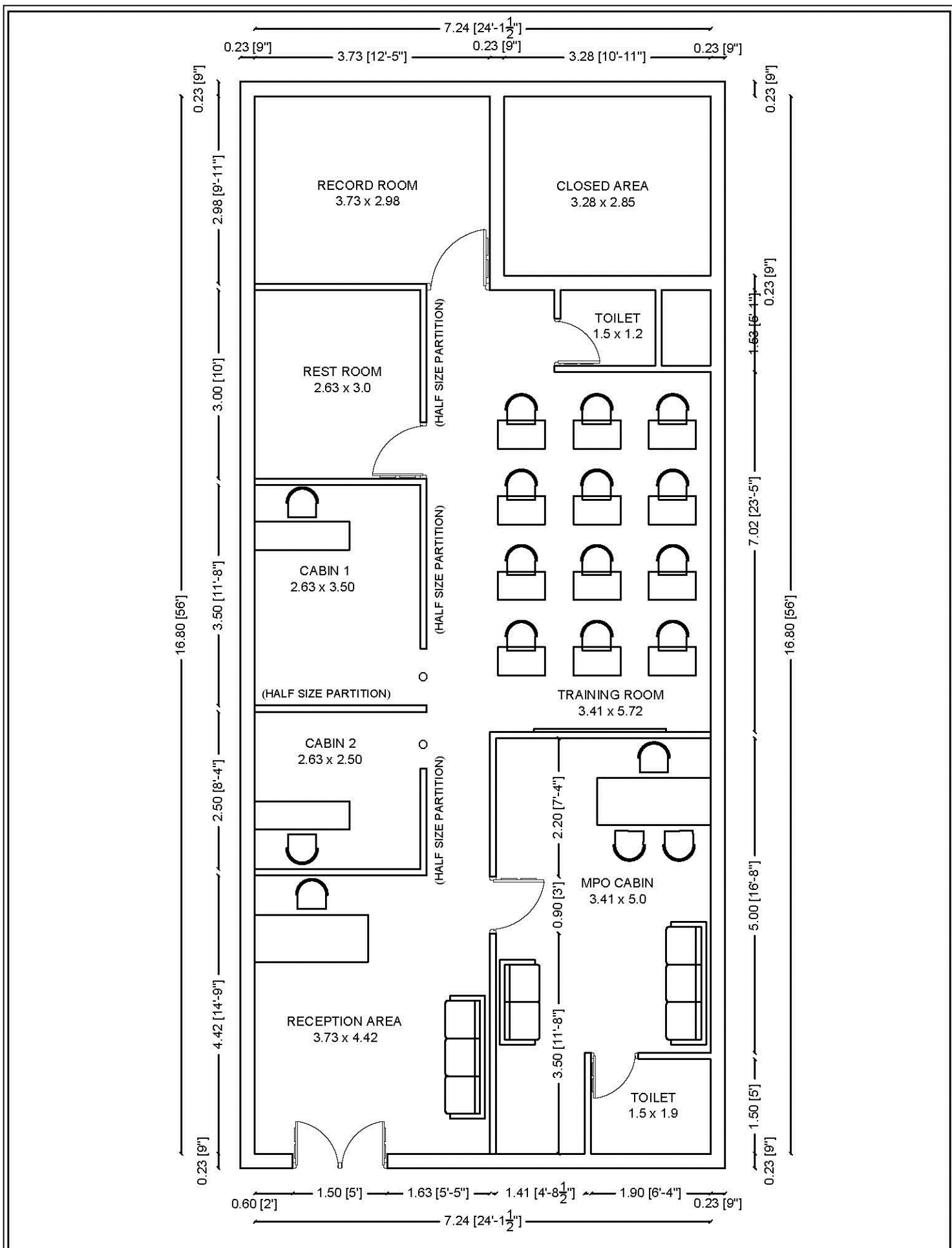
BOQ OF INTERIOR FITOUT FOR NATIONAL JUTE BOARD OFFICE AT							
Ground floor, South wing of "TNSCB Complex, Pillaiyar Koil Thottam, New No. 130 (Old No.212), R.K.Mutt Road, Mylapore – 600004							
SLNO	DESCRIPTION OF WORK	NOS	MEASUREMENT		QUANTITY	RATE	PRICE (INR)
			LENGTH	HEIGHT			
1	Procuring and Fixing of Anodized Aluminium Box Sections in natural colour with matt finish extrudes of size 65mm x 38mm Frames with Wooden Particle Board shutters of width 8mm or 7mm upto slab or beam on the Ceiling for partitions. All Top, Bottom and Mid Frames to be of same 65mm x 35mm box width fixed with Wall plugs and screws or with fixing clips or with expansion fold fasteners including necessary filling up of gaps at junctions, at top, bottom and sides with required PVC/Neoprene felt etc. Aluminium sections shall be smooth, rust free, straight and jointed mechanically wherever required including cleat angle, aluminium snap beading for glazing/paneling, CP brass/ S.Steel screws, inclusive of all patch fittings all complete as per architectural drawings						
	South wall of Records Room	1	9'-1"	8'-6"	77.35		-
	South wall of Records Room	1	3'-3"	2'-0"	6.5		-

	North wall of MPO Cabin	1	11'-4½"	9'-6"	108	-
	East wall of MPO Cabin	1	3'-3"	2'-6"	8.12	-
2	<p>Procuring and Fixing of Anodized Aluminium Box Sections in natural colour with matt finish extrudes of size 65mm x 38mm Frames with Wooden Particle Board shutters of width 7mm or 8mm upto 1200 mm from ground for partitions. All Top, Bottom and Mid Frames to be of same 65mm x 35mm box width with), fixed with Wall plugs and screws or with fixing clips or with expansion fold fasteners including necessary filling up of gaps at junctions, at top, bottom and sides with required PVC/Neoprene felt etc. Aluminium sections shall be smooth, rust free, straight and jointed mechanically wherever required including cleat angle, aluminium snap beading for glazing/paneling, CP brass/ S.Steel screws, inclusive of all patch fittings all complete as per architectural drawings</p>					
	South wall of Rest Room		9'-1"	4'-0"	36.4	-
	South wall of Cabin 1		9'-1"	4'-0"	36.4	-
	South wall of Cabin 2		9'-1"	4'-0"	36.4	-
	West wall of Rest Room		7'-0"	4'-0"	28	-
	West wall of Cabin 1		9'-0"	4'-0"	36	-
	West wall of Cabin 2		5'-8"	4'-0"	22.8	-

3	<p>Procuring and Fixing of Anodized Aluminium Box Sections in natural colour with matt finish extrudes of size 65mm x 38mm Frames with Wooden Particle Board shutters of width 7mm or 8mm from 1000mm from ground and rest to be done with one way mirror 4mm or 5mm THK for partitions. All Top, Bottom and Mid Frames to be of same 65mm x 35mm box width fixed with Wall plugs and screws or with fixing clips or with expansion fold fasteners including necessary filling up of gaps at junctions, at top, bottom and sides with required PVC/Neoprene felt etc. Aluminium sections shall be smooth, rust free, straight and jointed mechanically wherever required including cleat angle, aluminium snap beading for glazing/paneling, CP brass/ S.Steel screws, inclusive of all patch fittings all complete as per architectural drawings</p>					
	East wall for MPO Cabin		7'-4"	9'-6"	69.35	-
	East wall for MPO Cabin		11'-8"	9'-6"	112.32	-
4	<p>Procuring and Fixing of Anodized Aluminium Box Sections in natural colour with matt finish extrudes of size 65mm x 38mm Frames with Wooden Particle Board shutters of width 8mm or 7mm upto 2100mm height for Door opening. All Top, Bottom and Mid Frames to be of same 65mm x 35mm box width fixed with Wall plugs and screws or with fixing clips or with expansion fold fasteners including necessary filling up of gaps at junctions, at top, bottom and sides with required PVC/Neoprene felt etc. Aluminium sections shall be smooth, rust free, straight and jointed mechanically wherever required including cleat angle, aluminium snap beading for glazing/paneling, CP brass/ S.Steel screws, inclusive of all patch fittings all complete as per architectural drawings.</p>					
	Door for Records Room & MPO Cabin (Sliding Door)	2	3'-3"	7'-0"	45.5	
TOTAL (INR)						-

I Accept the Terms & Conditions

Seal and Signature of the Bidder



INTERIOR FITOUT FOR JUTE NATIONAL BOARD		DRAWING TITLE	NOTE
DATE : 06/03/17		FLOOR PLAN	1. ALL DIMENSIONS ARE IN METERS. 2. THERE MIGHT BE MINUTE DISCREPANCY IN THE ASBUILT DRAWING AS THE DESIGN AS PER THE BUILDING OWNER'S FLOOR PLAN.
FLOOR PLAN			
SHEET NUM : 1	REVISION NUM : R4		