

Request for Tender (RFT)

(TWO BID SYSTEM)

Name of work. Renovation of interiors of conference Room Nos. 1&2 of IITMRP in Block E Ground floor in Design and Build mode.



IIT Madras Research Park.

No.1FA,First Floor, Kanagam road, Taramani Chennai – 600113.



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NOTICE INVITING TENDER.

Tender No.IITMRP/interior

dated 05-07-2019

The IIT Madras Research park Chennai 600113 invites item rate tenders in Two Bid system (Technical and Cost Bids) for the following work from reputed contractors who have met the eligibility criteria as stipulated in the tender document. The eligibility criteria and other details are available in the tender document available in the website www.respark.iitm.ac.in. The last date of receipt of bids is 20-07-2019

Name of Work: **Renovation of interiors of conference Room Nos. 1&2 of IITMRP in Block E Ground floor in Design and Build mode.**

Chief operating officer.
IITM Research Park.

SECTION – I

NOTICE INVITING TENDERS.

1. Sealed Item rate Tenders in two Bid system (Cost Bid and technical Bid) are invited from reputed Reputed Architects,/ Interior designers, contractors for the following work:

Name of work: **Renovation of interiors of conference Room Nos. 1&2 of IITMRP in Block E Ground floor in Design and Build mode.**

1.1 Tender Details:

Estimated cost put to tender	Rs.7,00,000
Time allowed for completion of work	Ten days for design+15 days for execution
Pre bid meeting (Date, time and venue)	16-07-2019 1500 Hrs IITMRP OFFICE
Last date & Time of submission of Tender	20-07-2019 1500 Hrs
Address for submission of Bid	Chief Operating Officer IITMRP, No 1FA, First floor, Kanagam Road, Chennai - 600113

- 1.2. Applicants who fulfill the following minimum eligibility criteria, shall be eligible to apply:

- i) The applicant(s) may be individual or firm.
- ii) The firm shall have minimum 3 years of experience.
- iii) The contractor shall have enlistment in the appropriate class commensurate to the value of work as prescribed by the concerned Registering Authorities of central/State/ public sector undertaking of state or central Governments/ central Government Autonomous Institutions.
- iv) The contractors who have successfully completed Interior works of office, auditorium and conference rooms, malls, product show rooms with the carpet area not less than 10,000 Sq. feet with in last Three years

- 1.2 The Tender shall be valid for a period of 90 days from the date of opening of technical bid. Extension of Tender validity, if any shall be decided by IITMRP. Prior to the expiry of the original Tender, IITMRP may request bidders to extend the bid validity period for a specified additional period.

- 1.3 Experience should be in the name of the bidding company and not in subsidiary / associate company / Group Company etc.

- 1.4 Tenderers are advised to inspect and examine the site and its surroundings and satisfy themselves, before submitting their tenders, the form and nature of site, the means of access to the site, the availability of space for storage of materials etc and in general obtain all necessary information as to risks, contingencies and other circumstances which may influence or affect their tender. A tenderer is deemed to have full knowledge of site whether he inspects it or not and no extra charges consequent on any misunderstanding or otherwise shall be allowed. The area that shall be made available for storage of materials etc is indicated in the campus. The tenderer shall study the same and satisfy himself the quantum of material that can be stored and area available for other activities. The tenderer shall be responsible for arranging and maintaining at his own cost all materials, tools, water, electricity, access facilities for workers and all other services required for executing the work unless otherwise specifically provided for in the contract documents. Submission of a tender by a tenderer implies that the tenderer has read this notice and all other contract documents and has made himself aware of the conditions, specification of the work to be done and of conditions and rates at which stores, tools and plants etc if any will be issued to him by the Institute and local conditions and other factors having a bearing on the execution of work.

4. TENDER DOCUMENTS

4.1. The applicant shall submit their offer in a sealed envelope duly super-scribed "Tender for **Renovation of interiors of conference Room Nos. 1&2 of IITMRP in Block E Ground floor in Design and Build mode.**

4.2. The sealed envelope shall contain two separate sealed cover envelopes marked as under:

4.2.1. ENVELOPE-I (Technical Bid)

THIS ENVELOPE SHALL CONTAIN THE FOLLOWING:

Conceptual design Drawings with Rendered 3D computer model of proposed design and detailed BOQ item wise. Without rates

4.2.2. ENVELOPE – II (Price Bid)

This envelope shall be super-scribed as "**Envelope II**", and the cover shall have the following details:

The detailed BOQ based on the proposed design of the bidder with detailed description with item wise work and its Quantity , rate and Amount shall be attached.

No LUMPSUM quote will be accepted.

5. TENDER/ BID RECEIPT & OPENING.

5.1. The Bid/ tender comprising the Technical bid (Part-I in ENVELOPE-I), and Price Bid (Part-II in ENVELOPE-II) shall be submitted upto 1500 hrs on 20-07-2019. at the office of the IITMRP ,No 1FA, First Floor, kanagam Road,Chennai – 600113..

6. TENDER/ BID EVALUATION

6.1. The technical bids shall be evaluated as per eligibility criteria and the bids fulfilling eligibility criteria will be evaluated for their design parameters by a committee constituted by IITMRP.and responsiveness to the bid documents.

Based on the design evaluation top most ranking evaluation design shall be shared with other bidders who have fulfilled minimum eligibility criteria.

Based on the information supplied the balancing bid for their original cost bid shall be given within the date to be intimated after design evaluation.

The top three ranking of design evaluation only will be considered for opening their cost and balancing bid. All other cost bid will be returned to the bidders unopened.

All the unsuccessful bidders who have fulfilled the minimum eligibility criteria will be compensated with a honorarium of Rs 15,0000 (Rupees fifteen thousand only).

The IITMRP, Chennai reserves the right to restrict the list of pre-qualified contractors to any number deemed suitable by it.

6.3. IITMRP does not bind themselves to accept the lowest bid and in such case the bidder(s) shall not have any claim on IITMRP. IITMRP reserve the rights to accept or reject any or all the bids in part or full, without assigning any reasons thereof.

6.4. The successful bidder shall be required to execute the contract agreement within 10 days of issue of letter of award, failing which the offer shall be treated as withdrawn.

7. IITMRP'S RIGHT TO ACCEPT ANY TENDER AND TO REJECT ANY OR ALL TENDERS:

IITMRP reserves the right to accept or reject any offer, and to annul the process and reject all offers, at any time prior to award of contract without thereby incurring any liability to the affected applicants. IITMRP has no obligation to inform the affected applicant(s) of the grounds for rejection of RFT.

8. AWARD OF CONTRACT – criteria

Subject to the requirement, IITMRP will award, the contract to the Contractor, whose bid is found responsive, complete and in accordance with the Tender document.

9. NOTIFICATION OF AWARD:

9.1. Prior to the expiry of period of validity/extended validity of the offer, as prescribed in this bid document and as subsequently extended by the bidder IITMRP will notify the successful applicant by Tele-fax or e-mail and confirm in writing by registered post / speed post / courier that his offer has been accepted.

9.2. The letter of award shall constitute a part of the contract.

10. SIGNING OF AGREEMENT:

IITMRP shall prepare the agreement in the Proforma duly incorporating Notice inviting tender, all the documents including additional conditions, specifications and drawings, if any, forming the tender as issued at the time of invitation and acceptance thereof together with any correspondence there to and General Conditions of contract for CPWD works (Standard CPWD form 8) duly modified to suit the nature of work. Successful applicant will be required to execute the contract agreement within 10 days from the date of issue of the Letter of Award.

One copy of the agreement duly signed by IITMRP and the contractor through their authorized signatories will be supplied by IITMRP to the contractor.

**FORM OF RFT
(ON THE LETTER HEAD OF THE COMPANY)**

- Note: i. The Appendix forms part of the RFT
ii. Applicant(s) are required to fill up all the blank spaces in this form of Tender and Appendix

To
The Chief operating Officer,
IIT Madras Research park,
No 1FA, First Floor, Kanagam Road,
Taramani, Chennai – 600113.

Having examined the Terms of Reference and the terms of the RFT for providing **Renovation of interiors of conference Room Nos. 1&2 of IITMRP in Block E Ground floor in Design and Build mode.**

we the undersigned offer to perform the work mentioned as per the terms & conditions of the RFT document.

1. I/We undertake, if our offer is accepted, I / We shall commence the work immediately on receipt of Letter of Award and to complete the whole of the work comprised in the Contract within the **Time Schedules mentioned therein** from the date of issue of the Letter of Award.
2. I / We have read and examined the notice inviting tender, drawings, Conditions of contract and other documents and rules referred to in the conditions of contract and all other contents in the tender documents for the work.
3. I / We hereby tender for the execution of the work specified for the IIT Madras Research Park No1FA, First Floor, Kanagam Road, Taramani, Chennai.600113, within the time specified and in accordance in all respects with the specifications, designs, drawings and instructions in writing referred to in General Rules and Directions and in all respects in accordance with such conditions so far as applicable.
4. I/we hereby declare that I/we shall treat the tender documents, drawings and other records connected with the work as secret / confidential documents and shall not communicate the information derived there from to any person other than a person to whom I/we am / are authorized to communicate the same or use the information in any manner prejudicial to the safety of the State.
5. If my / our offer is accepted, I/We will furnish a Bank Guarantee for Performance as security for the due performance of the contract @ of 5% of the contract amount.
6. I / We agree to abide by this offer for a minimum period of 90 days from the last date fixed for receiving the same and it shall remain binding upon us and offer may be accepted at any time before the expiry this period or any extended period mutually agreed to.
7. I / We declare and confirm that no agent, middleman or any intermediary has been, or will be engaged to provide any services, related to the award of this contract. I / We further confirm and declare that no agency commission or any payment, which may be construed as an agency, commission has been or will be paid and that the offer price does not include any such amount. I / We acknowledge the right of IITMRP that if it finds our declaration to the contrary, it can declare our offer to be non-compliant and if the contract has been awarded to us then declare the same as null and void.
8. If my / our offer is accepted I / We understand that I / we, am / are to be held solely responsible for the due performance of the contract.

Dated thisday of2018

Signature.....

Name.....in the capacity of.....

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

Address

Witness.....

Signature.....

Name

Address

Occupation

Cost bid

(TWO BID SYSTEM)

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BILL OF QUANTITIES.

Renovation of interiors of conference Room Nos. 1&2 of IITMRP in Block E Ground floor in Design and Build mode.

In order to perform the above work with the Design proposed by the bidder a detailed item work with quantity Individual item rate and amount may be given in the following format. For new material the brand name may be mentioned. For the common items preferred vbrand name with basic prize considered may be indicated.

Item No.	Description	Qty.	unit	Rate in Fig.	Rate in words	Amount
1.						
2.						
	TOTAL (L)					

Attach any other terms and conditions regarding inclusion and exclusions of the quoted rate.

The payment shall be made for the quantities actually executed item wise based on the Invoice raised by the bidder.

On completion of item work only 90 percent of the accepted rate will be paid during the Running Account and in final bill.

The remaining TEN Percent will be released after six months treated as Defect liability period.

Signature and address of the bidder.

**C.O.O
IIT Madras Research Park.**

END OF DOCUMENT.