

TENDER DOCUMENT

TENDER
FOR
PU (POLYURETHANE) POLISH WORK ON WOODEN JOINERY
AND M.S. CHOWKHATS
(LABOUR RATE ONLY)
IN
P.G. HOSTEL ROOMS
AT NITTTR, SECTOR 26, CHANDIGARH

2018-19



NATIONAL INSTITUTE OF TECHNICAL TEACHERS TRAINING
& RESEARCH, CHANDIGARH – 160019.

www.nitttrchd.ac.in

Phone Nos. 0172-2759500, 2759514, 2759502, 2759602

e-mail : directorchd@yahoo.com

LAST DATE FOR RECEIPT OF TENDER	: 30-05-2018 TILL 05:00 PM
EARNEST MONEY	: ₹ 25,000/-
DATE OF OPENING OF TECHNICAL BID	: 31-05-2018 (11:00 AM)
DATE OF OPENING OF FINANCIAL BID	: 01-06-2018 (03:00 PM)

(Pages from 1 to 14)

CONTRACTOR / BIDDER DETAIL PERFORMA
(To be filled by the firm)

1.	Name of Contractor / Bidder	:	
2.	Address of the Contractor / Bidder (Complete) with Contact details	:	
3.	Earnest Money draft No. with date and amount	:	
4.	Firm Registration Number	:	
5.	PAN Number	:	
6.	GST Number	:	
7.	TURN OVER:	:	
	For the Year 2015-16	:	
	For the Year 2016-17	:	
8.	Work Performance Certificates	:	
9.	Work Completion Certificates	:	

NOTE: THE FIRM SHOULD FILL ALL THE COLUMNS AND ATTACHED SIGNED & STAMPED PHOTOCOPY OF THE RELEVANT DOCUMENTS.

TENDER NOTICE

Tender for PU (Polyurethane) Polish on wooden joinery and M.S. Chowkhats in P.G. Hostel Rooms at NITTTR, Sector 26, Chandigarh (Labour Rate Only).

Sealed tenders under two Bid System (Technical and Financial Bid) in separate envelop on **item rate basis** are hereby invited on behalf of the Director, National Institute of Technical Teachers' Training & Research Sector-26, Chandigarh from the enlisted contractors of Engineering Department, U.T. Chandigarh, Municipal Corporation, Chandigarh, Punjab PWD (B&R), Haryana PWD (B&R), PUDA, HUDA, CHB, CPWD / BSNL (Civil) and other State / Central Govt. Departments / Boards/ Corporations for the following work on the prescribed tender form along with approved DNIT available at website "www.nitttrchd.ac.in"

The financial bids of only those tenderers shall be opened who qualifies in technical bid. **The Technical Bid shall be opened on 31-05-2018 at 11:00 A.M. and Financial Bid of eligible party(s) on 01-06-2018 at 03:00 P.M.** in the presence of tenderer or their authorized representative. Director of this Institute reserves the right to accept or reject the tender without assigning any reason.

Conditional, telegraphic or tender without Earnest Money shall not be considered. **Earnest Money of ₹ 25,000/-** in the form of **Bank Draft in favour of "Director NITTTR, Chandigarh"** payable at Chandigarh must accompany the tender. The Earnest Money in cash or any other shape will not be accepted.

Sr. No.	Description of Work	Earnest Money (₹)	Completion Period	Date of Opening of Technical & Financial Bid	Last Date of Submission of Tender (Technical & Financial Bid)
1.	Tender for PU (Polyurethane) Polish on wooden joinery and M.S. Chowkhats in P.G. Hostel Rooms at NITTTR, Sector 26, Chandigarh. (Labour Rate Only).	25,000/-	90 Days	Technical Bid 31-05-2018 At 11:00 A.M. Financial Bid 01-06-2018 At 03:00 P.M.	30-05-2018 At 05:00 P.M.

Note:

1. The Tender documents will be downloaded by the contractors / bidders from the website : www.nitttrchd.ac.in.
2. If the office happens to be closed on the date of opening of the bids as specified, the bids will be opened on the next working day at the same time and venue.
3. Bids of any tender may be rejected if a conflict of interest between the bidder and Institute (NITTR-CHD.) is detected at any stage.
4. Institute (NITTR-CHD.) reserves the right to cancel the tender without assigning any reason whatsoever.
5. Institute (NITTR-CHD.) reserves the right to increase / decrease the Quantity.
6. In case the contractor/bidder needs any clarification/assistance, Prof. In-Charge / Estate Officer on any working day during office hours can be contacted at 0172-2759 514 - 502 - 602.
7. Telegraphic/conditional tenders and tenders without Earnest Money shall not be considered.
8. The validity of tenders shall be 90 days.
9. All disputes concerning in any way with this tender shall be subject to Chandigarh jurisdiction only.
10. Contractor / Bidder to give an Undertaking that they have not been blacklisted by any Government Department / PSU / Private Sectors.

ELIGIBILITY CRITERIA
(TO BE ENCLOSED IN ENVELOPE-I)

Following Eligibility Criteria Required to be fulfilled by the Bidder:

- A.** Contractor / Bidder should be registered with GST, copy of certificate must be enclosed with bid.
- B.** Contractor / Bidder to give an undertaking that they have not been blacklisted by any Government Department / PSU / Pvt. Sectors.
- C.** The contractor / bidder should have minimum turnover of Rs. 50.00 Lakhs per annum for undertaking similar type of work in any of the last one year.
- D.** All completion certificate highlighting successful completion and satisfactory performance work in “**PU Polish Work / Melamine Polish Work / Sprit Polish Work**” from the competent authority of allotment of the work shall be attached with the tender.
- E.** Financial details showing capital, paid-up capital, subscribed capital, name(s) of banker(s), annual turnover (in Rs. lakhs) during the last two years.
- F.** List of works done showing the details of the clients like Address & contact person, Telephone No. including Mobile Number and E-mail ID, brief description of works, Value of Work, Contractual time, Actual time of completion time, reasons of delay if any.

**NATIONAL INSTITUTE OF TECHNICAL TEACHER'S TRAINING & RESEARCH
SECTOR-26, CHANDIGARH.**

www.nittrchd.ac.in

Advertisement Number	:	Advertisement No. 140, Dated 04-05-2018.
Last Date of Receipt of Tender	:	30-05-2018 at 05:00 P.M.
Date and Time of Opening Technical Bid	:	31-05-2018 at 11:00 A.M.
Name and Address of Tenderer	:	
Telephone Number	:	
E-mail Address	:	
Earnest Money Details:	:	Amount Rs. 25,000/- (Rupees Twenty Five Thousand Only)
Demand Draft No.	:	D.D. No. _____ Dated _____
Name of Bank with Address	:	_____ _____ _____ _____

NOTICE INVITING TENDER AND INSTRUCTION TO TENDERERS

1. Sealed Tenders in the prescribed form are hereby invited on behalf of the Director, NITTR, Chandigarh for PU (Polyurethane) Polish on wooden joinery and M.S. Chowkhats in P.G. Hostel Rooms at NITTR, Sector 26, Chandigarh (Labour Rate Only).
2. The tender form alongwith "Conditions of Contract" to be fulfilled can be downloaded from NITTR, Web Site.
3. Tender documents dully completed in all respects signed on each page and placed in sealed cover, with the name of work written there upon will be received in the office of the undersigned **upto 05:00 P.M. on 30-05-2018** and **Technical Bid shall be opened on 31-05-2018 at 11:00 AM** in the presence of tenderers or their representative who may like to be present.
4. **The time allowed for Contract shall be 90 Months.**
5. Earnest money amounting to **Rs. 25,000/-** must be furnished in the form of "Demand Draft" of a Scheduled Bank and enclosed with the tender. Any bid not accompanied with requisite earnest money in acceptable form shall be rejected. Bid shall not be opened without the receipt of earnest money.
6. The offer shall remain open for acceptance for a period of ninety days from the date of opening of the tender. The earnest money shall be forfeited if the tenderer withdraws or modifies his offer within the validity period or fails to sign the (formal contract) agreement after acceptance letter. After the forfeiture of earnest money, the contract shall be immediately nullified.
7. The undersigned does not bind himself to accept the lowest rate or any tender and reserves to himself, the right of accepting the whole or part of the tender shall be bound to perform the same at the quoted rates.
8. The tenderer shall bear all costs associated with the preparation and submission of his tender and the department shall in no case be liable for these costs.
9. Each tenderer shall submit only one tender, either by himself or as partner in a joint venture. A tenderer who submits or participates in more than one tender, will be disqualified.
10. The tender shall be typed or written in indelible ink and shall be signed by the tenderer or a person or persons dully authorized to sign on behalf of the tenderer. All pages of the tender documents containing the entries and all corrections or amendments made therein shall be initiated by the person or persons signing the tender. The following documents shall accompany the tenders.
 - (i) Demand Draft for earnest money.
 - (ii) Income tax returns.
 - (iii) Partnership deed or Registration Certificate of the firm or company as the case may be.

- (iv) Copy of registration of contractor of appropriate class.
 - (v) Power of Attorney as required under rule of joint venture.
 - (vi) List of works executed and completed with certificate from the competent authority and / or in progress with agreement cost.
 - (vii) Copy of PAN Number.
 - (viii) Copy of GST Number.
11. Incomplete tenders or tenders not fulfilling any of the conditions specified above are liable to be rejected without assigning any reason.

WITNESS

CONTRACTOR

**LABOUR RATE TENDER
FOR PU (POLYURETHANE) POLISH
ON WOODEN JOINERY AND M.S. CHOWKHATS IN P.G. HOSTEL ROOMS
AT NITTR, SECTOR 26, CHANDIGARH (LABOUR RATE ONLY).**

I / We hereby offer to execute for the Director, NITTR, Chandigarh, and the work for PU (Polyurethane) Polish on wooden joinery and M.S. Chowkhats in P.G. Hostel Rooms at NITTR, Sector 26, Chandigarh (Labour Rate Only), specified in the underwritten Memorandum and in all other respect in accordance with such conditions so far as given / applicable.

MEMORANDUM:

1.	Earnest money	:	₹ 25,000/-
2.	The Security will be deducted from each bills @ 5% and the security money will be released after three months after completion of satisfactory work.	:	5%
3.	Time for Contractor	:	90 Months

Should this offer be accepted in whole or in part / I / We hereby / agree to abide by and fulfill all the terms and provisions of the said conditions of contract annexed hereto and all the terms and provisions contained in the detailed "Notice Inviting Tender" and / or in default there to forfeit and pay to Director, NITTR, Chandigarh or his successors in office, the sum of money mentioned in the said conditions.

A sum of ₹ 25,000/- is hereby forward in the shape of **Demand Daff No.** _____, **Dated** _____ drawn in favour of "**Director NITTR, Chandigarh**" as **Earnest Money**. I / We agree that the full value of Earnest money will be forfeited without prejudice to any other right or remedies to the Director, NITTR, Chandigarh or his successor in office, should I / We:

- (i) Withdraw or modify my / our offer during the period of validity or
- (ii) Fail to sign the contract agreement after acceptance of the offer or

Dated the _____ **Day of** _____ **2018**

SIGNATURE OF THE CONTRACTOR

Address: _____

Telephone No.: _____

Witness: _____

Address: _____

CONDITIONS OF CONTRACT

DEFINITIONS:

1. The "Contract" means the documents forming the tendered offer and acceptance thereof constituting a binding contract between the Director, NITTR, Chandigarh and the contractor. The tender documents including the conditions, supplemented with instructions issued 'from time to time by the Prof-in-Charge / Estate Officer and shall be binding on the parties in the stated order of precedence. All these documents taken together with the tendered offer and its acceptance shall be deemed to form the contract and shall be complementary to one another.
2. The "Contractor" shall mean the individual or firm or company whether incorporated or not, undertaking the work and shall include the legal personal representative or the persons comprising such firm or company or the successors of such firm or company as well as the assignees of such individual or firm or company whose tendered offer has been accepted.
3. "Communication" between parties is the written and signed letters, notices, reminders memoranda.
4. "Days & months" are calendar days and calendar months.
5. The "Prof-In-Charge / Estate Officer" means who shall supervise the work and administer the contract with the assistance of his authorized subordinates who shall be In-charge of the work and who shall sign the contract on behalf of the Director, NITTR, Chandigarh.
6. The "Institute" or the "NITTR" shall mean the Director, NITTR, Chandigarh.
7. The "Start date" is the date when contract comes into existence upon the issue of "letter of Work Order" by the Director.

WITNESS

CONTRACTOR

GENERAL INFORMATION AND TERMS AND CONDITIONS

1. Only contractors / bidders who satisfy the eligibility conditions may apply. Sealed tenders under two bid systems should reach NITTTR, Sector 26, Chandigarh by the last date and time.
2. The tender document complete in all respects should reach the office of the Director, NITTTR, Sector-26, Chandigarh by registered post, courier, by hand or in person on or before **30-05-2018** during office hours and maximum upto 05:00 P.M.
3. All sealed envelopes shall be clearly marked with name of work and name of bidder and shall be submitted on or before **30-05-2018 at 05:00 AM**. Tenders received after due date and time will not be entertained.
4. The tenderer should address their tender form to the **“Director, NITTTR, Sector-26, Chandigarh – 160019”**.
5. Envelope No. 1 should be marked as "Envelope No.1 – Prequalification Bid”.
6. Envelope No.1 should contain Copies of valid Registration Certificate, GST No. and PAN No. of your company / firm and other related documents mentioned under eligibility criteria for bidders.
7. Envelope No. 1 shall also contain Earnest Money Deposit amount of ₹ 25,000/- in form of Demand Draft in favor of “DIRECTOR, NITTTR, Chandigarh” payable at Chandigarh. Tenders without Earnest Money Deposit will be rejected.
8. Tender received late on account of any reason whatsoever shall not be considered and also the tenders received in open condition or by telephonic or faxed tenders or received by post shall not be entertained. Tenders must be submitted by hand at the office of NITTTR, Sector 26, Chandigarh, before last time.
9. The execution/completion of the said work shall not exceed 90 days from the date of issue of the work order.
10. Work order will be issued only after entering into the agreement.
11. Liquidated damages shall be Rs. 500/- per day (and not more than 5% of contract value) of delay after expiry of stipulated completion time shall be levied.
12. The Defect Liability period shall be minimum 06 months from the date of handing over the complete work, as per specification laid in work order and to the entire satisfaction of Prof. In-Charge / Estate Officer of the Institute.
13. Tenderer should sign at the bottom space of all pages of tender document.

14. Earnest Money Deposit of the successful bidder shall be forfeited in the event of withdrawal of his bid or non-completion of the task.
15. Earnest Money Deposit of unsuccessful bidder shall be returned after a decision on the tender is taken. No interest will be paid by NITTTR on the Earnest Money Deposit.
16. Any effort by a bidder to influence NITTTR in bid evaluation, bid comparison or contract award decisions will result in rejection of the bidder's bid.
17. Director, NITTTR, Chandigarh reserves the right either to accept or reject any or all the tenders at any time prior to award of contract.
18. No request for increase in the rates will be entertained during the execution of work.
19. All disputes are subject to the jurisdiction of courts in Chandigarh.
20. The tenderer should fill the rates (in figure and words) in the enclosed sheet itself for submitting the technical bid.
21. The tenderer should quote GST clearly, without quoting GST, it will be presumed that the quoted rate is inclusive GST.
22. The tender and quoted rate should be valid for 90 days from the opening date of the tender.
23. If the above mentioned details particularly the GST and other charges, are not quoted properly, the bid is liable to be cancelled. Conditional / doubtful bids are also liable to be cancelled.
24. Director reserves the right to reject any or all tenders without assigning any reason whatsoever.
25. No advance payment shall be paid by the institute.
26. Running payment shall be made as per actual work done at site.
27. The measurements shall be made as per CPWD norms.
28. The PU Polish work should be of high quality, the inferior quality work will be rejected and the cost of material will be recovered from the contractor.
29. All the PU material will be issued from the central store and the contractor shall have to maintain the proper record of the issued / received material.
30. All empty boxes / tins etc. will be return to the Estate Department.
31. The Electricity will be supplied by the institute free of cost for execution of PU Polish work.

WITNESS

CONTRACTOR

FORM OF TENDER
[TO BE FILLED IN BY THE TENDERER]

Date: _____

**DIRECTOR,
NITTR, SECTOR 26,
CHANDIGARH – 160019.**

Dear Sir,

Subject: Tender for **“PU (Polyurethane) Polish on wooden joinery and M.S. Chowkhats in P.G. Hostel Rooms at NITTR, Sector 26, Chandigarh (Labour Rate Only), Tender Ref.: _____, dated _____.**

Having examined the subject Tender Documents consisting of Notice Inviting Tender, General Conditions of Contract, Special Condition of Contract, Price Schedule and having understood the provisions of the said Tender Document and having thoroughly studied the requirements of NITTR, Sector 26, Chandigarh to the work tendered for in connection with the above subject work. I/We hereby submit our tender offer for the performance of proposed work in accordance with the terms and conditions as mentioned in the Tender Document at the rate[s] quoted by me/us in the accompanying price schedule based on the schedule of works included within the Tender document.

If the work or any part thereof is awarded to me/us, I/We undertake to perform the work in accordance with the Tender Document and accept the terms and conditions of the Tender as will be laid down therein failing which NITTR, Sector 26, Chandigarh shall be at liberty, without further reference to me / us and without prejudice to any of its rights or remedies, to terminate the agreement and / or to forfeit the earnest money deposited in terms thereof.

Thanking you,

Yours faithfully,

[Name & Address of Firm): -

Contact No.: - _____

Contact Person _____

With Designation: - _____

FORM FOR SUBMISSION OF FINANCIAL BID

Sr. No.	Item Description	Qty.	Unit	Rate (Per Sft.) (₹)	Amount (₹)
1.	<p>PU (POLYURETHANE) Polish Work on Wooden Joinery and M.S. Chowkhats in 40 Rooms of P.G. Hostel Rooms at NITTTR, Sector 26, Chandigarh (Labour Rate Only).</p> <p>Detail specification of work are given below: -</p> <p>a) PU (POLYURETHANE) Polish on wooden joinery and chowkhats including rubbing the wooden surface with sand paper 80 / 100 / 220 etc., filling of wood filler where ever is required, matching the colour, filling the sealer (2 - 3 coats) and PU (1-2 Coats) Top Coat for smooth glass finishing, also including buffing with polish for shining complete in all respect to the satisfaction of Prof. In-Charge / Estate Officer. (Labour Rate Only).</p> <p>NOTE: All material for PU Polish will be provided by the Estate Office from central store.</p>	15000	Sft.		

General Terms & Conditions: -

1. The rate quoted by the contractors / bidders should be clearly written both in word and figures.
2. GST should be clearly mentioned, without mentioning GST it will presumed the rate quoted by the contractors / bidders are inclusive GST.
3. The labour work should be of high quality no substandard finishing work shall be accepted.
4. All the safety rules laid down by Institute, NITTTR Chandigarh, needs to be adhered at your own cost. This will mainly include all kinds of applicable personal protective equipment & complied tools.
5. The Institute reserves the right to increase/decrease the quantity in such case the vendor/supplier will be required to comply.
6. The contractor will prepare a sample room of complete wooden joinery and will got approved from Prof. In-Charge / Estate Officer. After approval he will proceed for further work. The running / final payments shall be made only after complete satisfaction of quality of work by Prof. In-Charge / Estate Officer.

[Signature of the Contractor)