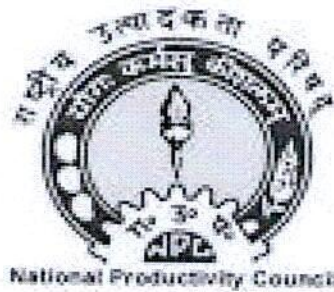


Bid No. NPC/Repairing/Misc./Tender/Admn-/2024

BID DOCUMENT

For

The Repair & Miscellaneous work for converting the
5 Air Handling Unit rooms into Office rooms



April 2024

NATIONAL PRODUCTIVITY COUNCIL

(Under Department for Promotion of Industry and Internal Trade, Govt. of India, Ministry of
Commerce and Industry Govt. of India)

NEW DELHI

Cost of Tender Document: FREE

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National Productivity Council
5-6, Industrial Area, Lodhi Road
New Delhi- 110003

Tender Notice

Dated: - 15.05.2024

BID DOCUMENT

**INVITING BIDS/ TENDER FOR THE REPAIR & MISCELLANEOUS WORK FOR
CONVERTING 5 AHU ROOMS INTO OFFICE ROOMS.**

National Productivity Council, 5-6, Industrial Area, Lodhi Road, New Delhi-110003, invites sealed tender from bidders for the "Repair & Miscellaneous work for converting the 5 Air Handling Unit rooms into Office rooms" at National Productivity Council, Lodi Road New Delhi". Contractor should have valid P.W.D/C.P.W.D registration.

The detailed tender document can be downloaded from NPC's Website from https://www.npcindia.gov.in/NPC/User/Notification_Tender.

The tender documents (Technical & Financial Bids in separates sealed envelopes) must be received up to 26.05.2024 (upto 04.00 pm). Each copy of the tender document must be duly stamped and signed. No tender will be accepted after 4:00 PM on 27.05.2024.

Critical Date Sheet

Bid Document Publishing Date	16.05.2024
Bid Document Downloading Start Date	16.05. 2024
Inspection of the 5 AHU rooms	16 May to 24 May 2024 10.00 am to 3.00 pm on Monday to Friday)
Bid Submission End Date	27.05.2024 (upto 03.00 pm)

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**CHAPTER 1: INVITATION TO BIDDERS & INSTRUCTION TO BIDDERS/BRIEF
DETAILS OF BIDS**

1. The National Productivity Council, (NPC), Head Quarter Building at Lodi Road New Delhi was Centrally Air-conditioned which has been disposed and accordingly 5 Air Handling Unit (AHU) Rooms have become available for utilization.
2. This bid is for Repair & Miscellaneous work for converting the 5 Air Handling Unit rooms into Office rooms. Bidders are advised to study the Bid document carefully.
3. Submission of bids shall be deemed to have been done after careful study and examination of the bid document with full understanding of its implications.
4. Tender form downloaded from the NPC website www.npcindia.gov.in or Central Public Procurement Portal (CPPP) website shall not be tampered/modified. In case the same is found to be tempered/modified in any manner, the tender will be rejected and EMD would be forfeited.
5. The Bid documents along with EMD (Earnest Money Deposit) / Bid Security of amount of Rs. 15,000/- (Rupees Fifteen Thousand only), in the form of Bank Guarantee/Demand Draft in favour of National Productivity Council, copies of certificates, must be deposited in the NPC Reception Ground Floor of the Head Quarters of National Productivity Council by 4 PM of 26.05.2024.

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CHAPTER 2: SCOPE OF WORK:

The scope of the repair & miscellaneous work for conversion of 5 AHU rooms into office rooms.
The scope of work is as follows:

Sl. No.	Description
1	Fixing of new floor tiles 2 ft x 2 ft for 60 sq ft in each room. The floor tiles should be matching the existing tile work inclusive of material and labour.
2	Providing and fixing of new wooden partition attached with 2" x 1.5" wooden frame and 6 mm ply board both side with one wooden door and complete fittings in 140 sq. ft.
3	Installation of iron frame jaal with 40x40x5 mm angle iron frame with 1.5 strips welding size 5.5x3
4	Providing and fixing of new wall tiles with repair & plaster with material and labour for 30 sq ft area.
5	UPVC window fixed glass removing and new window installing.
6	Old roof repair with new plaster & putty with two coat white wash for 200 sq ft
7	Electrical fitting for office purpose in all five AHUs

The prospective bidders are advised to visit the site before submitting quotations and may make their own assessment of requirement.

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CHAPTER 3: MAJOR TERMS AND CONDITIONS:

1. The bidder should have an Office in Delhi or NCR.
2. The firm should have an experience of at least 03 years in Government entities or Government organizations. Valid documents showing 03 years' experience in Government entities or Government organizations from the bidders are required.
3. There should not been any disciplinary action against the firm.
4. The bidder should not have been blacklisted.
5. The Bidder should have P.W.D. or C.P.W.D registration Approved License.
6. All Bids must be accompanied by an EMD (Earnest Money Deposit) / Bid Security of amount of Rs. 15,000/- (Rupees Fifteen Thousands only), in the form of Bank Guarantee/Demand Draft in favour of National Productivity Council. The bid security will be refunded to the unsuccessful bidders without any interest.
7. Bid received without EMD will be rejected straight way.
8. It is the responsibility of the bidder to read all terms and conditions of this tender carefully before filling the tender.
9. Rates should be quoted for the work (refer scope of work at page no 5) to be accomplished in the 5 erstwhile AHU rooms in National Productivity Council Head Quarters located at Utpadakta Bhawan, 5-6 Lodhi Road Institutional Area, New Delhi-110003.
10. The format of bids is enclosed with terms and conditions. The bid shall be deposited at the Reception, Ground Floor of the Head Quarters of National Productivity Council by 4 PM of 27.05.2024.
11. The amount quoted should be inclusive of all applicable taxes.
12. The 5 AHU rooms at Head Quarters of National Productivity Council are located at 5-6 Lodhi Road Institutional Area, New Delhi-110003 and can be inspected on any working days from 17.05.2024 to 24.05.2024 from 10 am to 3 pm.
13. The Tender shall be awarded to the bidder quoting lowest price for the work (L1) from among bidders fulfilling the requirement of Technical Bid.. The successful bidder will have to deposit Rs.40, 000/- as Performance Security within 7 days of award of work. The EMD will be refunded thereafter.
14. In case the L1 bidder fails to deposit the Performance Security within 7 days from the date of award of bid, the offer shall be cancelled and the Earnest Money Deposit shall be forfeited.
15. The National Productivity Council reserve the right to accept or reject summarily any or all tenders as a whole or any part thereof, without assigning any region whatsoever.

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CHAPTER 04: TECHNICAL BID

(On letter head of Bidder)

Sr no	Particulars	Details
1.	Name of the Bidder	
2.	Full Address of the Bidder	
3.	Name of the Company	
4.	Address of the Company	
5.	Pan Card & Aadhar Card	(attach photocopy)
6.	Email id	
7.	Telephone & Mobile no.	
8.	EMD of Rs. 15,000/- (Fifteen thousand only)	
9.	Whether the bidder has been blacklisted by any Govt Deptt/ Organization	(Give undertaking on Company letter head duly stamped and signed)
10.	Contractor should have a Valid P.W.D/C.P.W.D Registration/License	(attach relevant certificate)
10.	Valid documents showing 03 years' experience in Govt. entities or Govt. organizations	(attach relevant certificate)

Signature_____

Designation_____

Seal of the bidder_____

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CHAPTER 05: FINANCIAL BID**(On letter head of Bidder)**

Sr. No.	Description (scope of work)	Rs. (Amount quoted)
1	Fixing of new floor tiles 2 ft x2 ft for 60 sq ft in each room. The floor tiles should be matching the existing tile work inclusive of material and labour. (A)	
2	Providing and fixing of new wooden partition attached with 2" x 1.5" wooden frame and 6 mm ply board both side with one wooden door and complete fittings in 140 sq. ft. (B)	
3	Installation of iron frame jaal with 40x40x5 mm angle iron frame with 1.5 strips welding size 5.5x3. (C)	
4	Providing and fixing of new wall tiles with repair & plaster with material and labour for 30 sq ft area. (D)	
5	UPVC window fixed glass removing and new window installing. (E)	
6	Old roof repair with new plaster & putty with two coat white wash for 200 sq ft. (F)	
7	Electrical fitting for office purpose in all five AHUs. (G)	
	Total Amount for 1 AHU room (H) (Rs. in Lakh) H=A+B+C+D+E+F+G	
	Total Amount for 5 AHU rooms (I) (Rs. in Lakh) I=Hx5	
	Applicable taxes (J) (Rs. in Lakh)	
	Grand Total = (I+J)	

Signature_____

Designation_____

Seal of the bidder_____

