

TENDER DOCUMENT

for

APPOINTMENT OF CONSULTANT

for

***PROVIDING DESIGNS, DRAWINGS, DETAILED SPECIFICATIONS, COST,
SUPERVISION, ETC.,***

for

WORK RELATING TO FURNISHING OF CONFERENCE-CUM-TRAINING HALL

at

**NATIONAL INSTITUTE OF TRAINING FOR STANDARDIZATION,
A-20 & 21, INSTITUTIONAL AREA, SECTOR 62, NOIDA (U.P.)**

Our Ref.: TI/G-76

27-01-06

Subject: **Appointment of Consultant for providing Designs, Drawings, Specifications, Cost Estimation, Supervision, etc., for work relating to Furnishing of Conference-cum-Training Hall at the National Institute of Training for Standardization (NITS), NOIDA**

M/s

Dear Sir(s),

Sealed offers for the above-cited work are invited by the Head (NITS) **up to 1500 h on or before 13th February '06**. The schedule for the above work is enclosed. Sealed cover, containing the schedule and the quotation, shall be super-scribed with the name of the work as cited above.

2. The quotation(s) shall be opened at 1530 h on the closing date in the presence of such bidders or their authorized representative as may like to be present. Unsealed quotation received may be cancelled.
3. The offers shall remain open for acceptance for the period of 90 days from the date of opening.
4. The NITS reserves the right without assigning any reasons thereof to:
 - a) accept or reject any or all quotations in whole or in parts,
 - b) increase or decrease the timings as per requirements of NITS and payment shall be adjusted accordingly.
5. Any further clarifications may be obtained from the undersigned.

Yours faithfully,

(Anupam Kaul)
Director & Head

- Encl.: *documents containing terms and conditions*

OFFER TO BE SUBMITTED ON OR BEFORE 1500 H ON 10th FEB 2006

Director & Head
National Institute of Training for Standardization
A-20 & 21, Institutional Area
Sector 62, Noida (Up)

TYPE OF WORK: APPOINTMENT OF CONSULTANT FOR PROVIDING DESIGNS, DRAWINGS, DETAILED SPECIFICATIONS, COST ESTIMATION, SUPERVISION, ETC., FOR WORK RELATING TO FURNISHING OF CONFERENCE-CUM-TRAINING HALL at NITS

Dear Sir,

Having examined the form of contract, nature, quantum or work relating to the above mentioned work and having visited and examined the site of the proposed work and having acquired the requisite information relating thereto as affecting the tender invited by you on behalf of the NITS. I/We/the undersigned hereby offer to undertake and complete the proposed work strictly in accordance with the contract documents for the sum of Rs. _____ or such other sum as may be ascertained in accordance with the said conditions as given in the tender document.

I/We undertake to complete and deliver the whole of the works within the time and decided mutually.

I/We further agree to the deduction of retention percentage and statutory deductions in force.

Thanking you,

Yours faithfully,

Proprietor

Name of the Partner of the Firm
or

Name of person having Power of Attorney to sign the Contract
(Copy of the Power of Attorney to be submitted,
which will be compared with the original
in case the Tender is awarded)

INSTRUCTIONS FOR FILLING-IN AND SUBMISSION OF THE TENDER

The documents should be submitted in original in NITS, A-20 & 21, Institutional Area, Sector 62, NOIDA (U.P.), duly filled-in so as to reach before 1500 h on **13th Feb. '06** in a sealed enveloped super-scribed "Tender for Appointment of Consultant for providing Designs, Drawings, Specifications, Cost Estimation, Supervision, etc., for work relating to repair/renovation of existing and additional fire safety measures in NITS, NOIDA.

2. Please study the documents carefully and inspect the site before filling-in the tender. Any party tendering against the enquiry shall be deemed to have read and understood all the terms and conditions and familiarized themselves with the site and nature of work as contained in the tender document and have quoted accordingly. Printed or cyclostyled or such terms and conditions not appearing in the body of the tender will not be considered as forming a part of their tender.
3. Please put your firm's name and signature of the authorized person on each page of the tender document as token of your perusal.
4. Please fill-in, sign and attach the "Letter from the Contractor to the Employer" with the Tender document.
5. Please give particulars of outstanding recent works which you have executed along with the names of organizations who are owners of the buildings.
6. If the tendering firm consists of more than one partner, the names of all partners must be disclosed while submitting the tender.
7. **CONDITIONAL OR INCOMPLETE OFFERS ARE LIABLE TO BE REJECTED.**

(Anupam Kaul)
Director & Head

Contractor's Signature:

Address:

GENERAL TERMS AND CONDITIONS OF THE CONTRACT

ELIGIBILITY

The consultant should have an experience of three years and should have executed at least three similar projects involving furnishing of Conference Halls/Training Halls. The details/locations of such projects should be furnished along with the tender documents (with photographs/certificates of successful completion, if available).

2. The consultant should be on the panel of at least one Govt. construction agency such as NOIDA, GDA, DDA or Civil Wing of Central Govt. Deptt./PSUs/Reputed Firms.
3. The consultant shall visit NITS before tendering and satisfy himself about the nature of the work.
4. The work should be carried out strictly in accordance with the requirements and as per instructions and directions of the office-in-charge.
5. Head (NITS) may delete or add any of the items of the work mentioned in the tender before or during the progress of work.
6. Materials, workmanship and rate of progress of the work shall be subject to the approval of office-in-charge and the employer.
7. In case the work is not being carried out to the satisfaction of the officer-in-charge or employer the contract may be cancelled at any stage by the Head (NITS), the employer, whose decision in the matter will be final. The decision in regard to the payment for work done will also rest with the Head (NITS).
8. Taxes shall be deducted as per Govt. of India norms.
9. Indian Standard Specifications and relevant 'Codes of Practice' shall be followed unless otherwise specifically stated.
10. The date of completion of job is the essence of contract. In case, it is found during the progress that the completion date stipulated cannot be adhered to, the consultant shall apply to the NITS, well in advance, for extension of time along with the reasons thereof. This does not, however, involve any commitment on the part of the NITS and is without prejudice to our right to:
 - a) Cancel/rescind/revoke the order if work is not done in time and satisfactorily.
 - b) Impose a penalty @ 10% for unsatisfactory service during currency of contract.
11. NITS may delay the progress of the work in case of any unforeseen reasons revoking the work order and extend the period suitably. In consequence of such delays, the consultant shall not make any claim for compensation or damage.
12. Payments will be made as per schedule given at Annex 3.

13. Consultant should acquaint themselves with the work and working conditions of the site and the locality and no claim will be entertained on this issue. The work is to be executed in the existing buildings, fully occupied and functional, without disturbing the normal activities of NITS. Work may have to be done after office hours or on closed days so that normal activities of NITS are not disturbed and the work shall be completed within the stipulated time period.

14. Any dispute or difference arising under the terms of this contract shall be settled by reference to arbitration by two arbitrators, one to be appointed by each party in accordance with the provisions of the Arbitration Act, 1940. The venue of arbitration shall be at New Delhi/NOIDA.

ANNEX 1

Reference:

- | | | |
|----|---------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1. | Defect Liability Period | One Year |
| 2. | Period of final measurement | Within one month after the completion of the work and certified by the officer-i-charge. |
| 3. | Date of Commencement | |
| 4. | Date of Completion | |
| 5. | Liquidated Damages | At the rate of one percent (1%) of the amount of total value of work for every day that the work remains unfinished after the scheduled date and the damage will be subject to the ceiling of maximum of ten percent (10%) of total value of the contract. |
| 6. | Retention Percentage | 10% of the running bill shall form part of the retention percentage and shall be adjusted while settling the final bill. |
| 7. | Income Tax | As per the prevailing rates at source. |
| 8. | Tax on Work Contract | -do- |
| 9. | Period of Honouring Certificate | One Month |

ANNEX 2

Note: Intending firms/individuals are advised in their own interest to inspect the site to assess the magnitude and type of work before submitting their offers.

SCHEDULE OF SERVICES TO BE RENDERED BY THE CONSULTANT

- a) Inspect the existing hall and assess expenditure and work involved for furnishing of the same.
- b) Assess the additional requirements for procurement of associated furniture, fittings, air-conditioners, training aids, PA system, etc.
- c) Prepare specification supported with schedule of work and quantities for the above work along with necessary documents and drawings.
- d) Prepare PERT chart and assess the time required for completion of work.
- e) Prepare the tender and notice thereof for call of offers.
- f) Pre-qualify the received offers.
- g) Evaluate the eligible tenders and recommend award of work to suitable agency.
- h) Supervise the work during its progress and certify contractors bills with respect to quantity, quality and cost, ensuring that all statutory requirements for release of payment have been met.
- i) Submit completion drawings.
- j) Carry out any other work desired by NITS in connection with the above work.

ANNEX 3

SCHEDULE OF PAYMENT

(figures, as percentage of total consultancy fee, to be filled-in exactly after acceptance of the tender)

1.	On preparation of working drawings, and detailed estimates, time schedule and PERT chart.	20% (of detailed estimated cost.
2.	On preparation of specifications tender document, NIT, evaluation of tenders and recommendation for award of work with draft agreement.	20% (of tendered cost subject to adjustment of payment in 1. above.)
3.	During execution of work	The percentage of the fee agreed to on the basis of the value of work executed after deducting 10% of each running bill and subject to adjustment advance paid in 1 and 2 above.
4.	On completion of work and getting NOC and submission of completion drawings and recommendation for running and maintenance contracts.	Balance amount.

Note: 10% retention money will be deducted from all payments to be released after defect liability period of 12 months.