

**Notice Inviting Tender**

**Renovation of Reception Area and Meeting Room at NBA**

Sl. No.	BID-DATA SHEET	
1.	Tender Number	No. 4-5/Renovation/2019-20/NBA/
2.	Estimated Cost of Tender	Rs. 24.50 Lakhs
3.	Bid validity	60 days
4.	Tender Document Delivery Mode	Through Speed Post / Registered Post/ Courier or In Person
5.	Bid security/ Earnest Money Deposit (EMD)	Rs. 1.00 lakhs
6.	Date of Issue	5 <sup>th</sup> July, 2019
7.	Bid Submission Date	12 <sup>th</sup> July, 2019 at 15.30 Hrs.
8.	Bid Opening Date	12 <sup>th</sup> July, 2019 at 16.00 Hrs.
9.	Contact Person	For Queries: Dr. Jagdish Arora, Advisor Email: <a href="mailto:advisor@nbaind.org">advisor@nbaind.org</a> ; jarora42@gmail.com Tel: 011 24360620 - 22 (During office hours 9.30 am to 5.30 pm (Mon-Fri))
10.	Contact Address	National Board of Accreditation 4 <sup>th</sup> Floor, NBCC Place, East Tower, Pragati Vihar, Bhisham Pitamah Marg, New Delhi – 110003

The National Board of Accreditation (NBA) invites sealed limited tenders for renovation of its Reception Area and Meeting Room measuring 34 x 21 sq. ft. from experienced contractors who have either completed similar types of work in Ministries / Departments / Central Government Organizations / CPSUs in the past or are CPWD / PWD empanelled for similar nature of work. Terms and conditions, formats for Technical Bid and Financial Bids are given below.

- Bidders are required to submit their tenders in prescribed format along with a Demand Draft of Rs. 1.00 lakhs (Rupees One Lakh only) favouring “**National Board of Accreditation**” payable at New Delhi as EMD in separate sealed envelope super-scribing on it “**Tender for Renovation of Reception Area and Meeting Room**” so as to reach **Member Secretary, National Board of Accreditation, 4<sup>th</sup> Floor, NBCC Place, East Tower, Pragati Vihar, Bhisham Pitamah Marg, New Delhi-110003** on or before 12<sup>th</sup> July, 2019 by 15.30 Hours. Bidder is expected to examine all instructions, forms, terms & conditions, and specifications in the bidding document. Failure to furnish all information prescribed in the bidding documents or submission of bids not substantially responsive to the bidding documents in every respect may result in the rejection of the bid.
- The annual turnover of the agency applying to undertake the work shall not be less than Rs. 100.00 lakhs during the last three financial years, of which not less than Rs. 50.00 lakh shall be for similar activities.

3. **Scope and Specifications of Work:** The scope and specifications of work to be completed by the contractor engaged for this purpose is given in **Annexure I**. Renovation works shall strictly conform to the specifications given in Annexure I.
4. **Technical Criteria:** The NBA has defined Technical Criteria mentioned in Annexure T-I for the bidders. Bidders, their products and services should meet these technical criteria. The bidders fulfilling these technical criteria **must enclose photocopies of supporting document(s) along with their bids**, failing which their bids will be summarily rejected without any scope of consideration.
5. The format for providing financial bid, to be furnished on the official letter-head of the agency under signatures with the seal in the format given at **Annexure- F-I**.
6. **Submission of Bid:** The Notice Inviting Tender (NIT) is being issued under two bids system, i.e. Technical Bid (Annexure- T-I) & Financial Bid (Annexure-F-I). The interested bidders are required to submit two separate sealed envelopes super scribing as mentioned below:
  - 6.1. Envelope No.1- **“Technical Bid”** (Annexure- T-I): “Technical Bid” shall contain all the information and documents in the same serial order as mentioned in the Annexure–T-I. The complete document should be numbered chronologically. Super-scribed “Technical Bid” on the top of envelope. This envelope shall also contain the bid EMD of Rs. 1,00,000.00 only (Rs. One Lakh only).
  - 6.2. Envelope No. 2**“Financial Bid”** (Annexure F-I): **Financial Bid** shall contain financial bid of the contractor in the prescribed format (Annexure F-I) and signed and stamped. Super-scribed **“Financial Bid of Tender for Renovation of Reception Area and Meeting Room”** on the top of envelope.
  - 6.3. **Bid Submission:** All envelopes shall indicate the name and address of the bidder to enable the bid to be returned, if required. If any envelope is not sealed and marked as required, the NBA will assume no responsibility for the bid’s displacement or premature opening. Both envelopes shall be sealed in third envelope of bigger size with superscription **“Renovation of Reception Area and Meeting Room”** with date and time of submission and addressed to **Member Secretary, National Board of Accreditation, 4<sup>th</sup> Floor, NBCC Place, East Tower, Pragati Vihar, Bhisham Pitamah Marg, New Delhi-110003 on or before 5<sup>th</sup> July, 2019 before 15:00 Hrs.**
7. No change in the amount of bid shall be permitted after submission of the bids. All the documents shall be duly signed and stamped by authorized person of contractor. Sealed Bids should be either dropped in the Tender Box placed at the Reception of NBA or sent by registered post at the address of NBA given above. Late tenders will not be considered. No responsibility will be taken for postal delay or non -receipt of Bid documents. Unsealed bids sent by FAX or e-mail, will not be considered.
8. **Presentation of the Concept:** The Bidder or his duly authorized representative would be required to make a presentation after opening of technical bids, before the Committee constituted by the competent Authority. This would be an important input for technical to complete the process of Quality & cost based selection.
9. **Financial Bids:** The financial bid of only those bidders will be opened whose bids have been found eligible as per the terms mentioned in the Technical Bid (Annexure T-I). All eligibility

conditions have to be satisfied on the respective dates in such condition and not on a later date. The bidder shall bear all costs associated with the preparation and submission of the bid and NBA shall in no case be responsible for those costs, regardless of the conduct or outcome of the bidding process.

10. The financial bids of selected contractors would be opened in the presence of bidders or their representatives. The rates and important commercial / technical clauses quoted by selected bidders will be read out in the presence of the representative of all the bidders. The date of opening of the technical bids/ financial bids will not be postponed due to the non-presence of any bidder or his authorised representative.
11. **Rejection of Bids:** Canvassing by the bidder in any form, unsolicited letter and post tender correction, unsigned bids shall be summarily rejected and may lead to forfeiture of EMD. Conditional tenders will also be rejected.
12. **Validity of Bids:** The prices quoted in the Bids should remain valid for 60 days from the last date of submission of the Bids.
13. **Earnest of the Bids:** Bidders are required to submit earnest money deposit for amount of Rs. One Lakh only along with their bids. However, firms registered with MSME/NSIC are exempted from depositing the EMD as per the provision of GFR 170 (i). The EMD may be submitted in the form of demand draft payable at New Delhi from any of the public sector banks. EMD of the unsuccessful bidders will be returned to them latest on or before the 30<sup>th</sup> day after the award of the contract. The bid security of the successful bidders would be returned, without any interest whatsoever, after successful completion of refurbishment works. Alternatively, the successful bidder will have to deposit a Performance Security Deposit as mentioned at 15 below. Quotation without earnest money will be rejected as non – participative.
14. **GST and Duties:** Price shall be inclusive of cost of product, GST, duties, labour charges, levies and all cartage charges. No escalation whatsoever shall be payable. The bidders / supplier will be entirely responsible for all charges and levies payable by him to the respective authorities.
15. **Performance Security Deposit:** The successful bidder will have to deposit a Performance Security Deposit of the 5% of the total amount of work order within two (2) weeks of the receipt of the LOI/Order. The Performance Security Deposit may be furnished in the form of Demand draft /Banker’s Cheque of any scheduled bank drawn in favour of “**National Board of Accreditation**” payable at New Delhi. Bid security shall be refunded to the successful bidder on receipt of performance security. The performance security is to be renewed, if the contract is extended.
16. **Warranty / Guarantee:** The period of Warranty /Guarantee of the renovation works shall be for three years and need to be clearly specified. Charges if any, for the same shall also be specified in Annexure – B. The Warranty /Guarantee will commence from the date of final handing over of the Reception Area and Meeting Room after successful completion of work to the satisfaction of NBA.
17. **Terms of Work Order:** The successful bidder will have to complete the refurbishment / renovation works within 50 days from the date of conclusion of the contract or signing of work order unless the period is extended by mutual agreement. The material used for the renovation

works must be in brand new condition. Old / damaged material will not be acceptable. It will be returned to the contractor for replacement on his / her own expenses.

18. **Liquidated Damages:** The renovation works mentioned at Annexure - I shall be completed within the time schedule as mentioned above to be calculated from the date of supply order/ award letter failing which the contractor shall be liable to pay liquidated damages as compensation for an amount equal to 0.25% or such smaller amount as authorities at NBA may decide on the said bid price of the whole work for every day delay but not exceeding 10% on the total value of the order.

19. **Terms of Payments:** Terms of payment would be as follows:

- a) Advance payment will be not be made in any case;
- b) The invoice shall be raised in favour of Member Secretary, National Board of Accreditation, New Delhi;
- c) Payment will be released through bank transfer (RTGS / NEFT) after successful completion of renovation works of the Reception Area and Meeting Room; and
- d) Payment shall not be more than contractual value as given in the award letter.

20. **Termination of Contract:** The NBA shall have the right to terminate this contract in part or in full in any of the following cases if:

- a) The work is delayed for causes not attributable to natural calamity for more than 15 days after the schedule date of work order;
- b) The bidder is declared bankrupt or becomes insolvent; and
- c) For any other reason, which in the opinion of NBA, warrants cancellation of contract award.

21. **Indemnity Bond:** The contractor shall indemnify NBA from:

- a) Any third party claim, civil or criminal complaints/ liabilities, site mishaps, fire Hazards & other accidents including death of any person or dispute and or damages occurring, or arising out of any mishaps at site due to his employee / representative's fault or negligence.
- b) All claims, demand, action, proceedings, losses, damages, liabilities, cost, charges, expenses or obligation that are occasioned to or may occasion to you as a result of non-payment of any statutory dues levied / Taxes e.g. leviable on the contractor or the contractor committing breach of any rules, regulations, orders, directives, instructions that may be issued by any authority under the Central Government /State Govt. or any statute or law for the time being in force.

22. NBA reserves the right to cancel/reject any/all the tenders without assigning any reasons(s).

**Annexure I**

**Items and Quantity of Work involved in Renovation of Reception Area and Meeting Room  
(Measuring 34 x 21 Sq. Ft.) at NBA**

<b>Sl. No.</b>	<b>Details of Work / Item</b>	<b>Quantity</b>
<b>Reception Area</b>		
1.	Providing & Fixing of Panelling in Aluminium Frame (2"x1"section) with 8 mm MDF (Greenlam or equivalent) and veneer/laminate. Panels of 4'x 2" sq.feet with 8mm groove in polish. The panelling is to be done on the walls and columns	180 Sq. Ft.
2.	Guard Table top 2'x 2' (18mm) with veneer top) 3'6" height in veneer base	1
3.	High-height Rotating Bar Chair; Dimensions: 51.5" x W 18" x D 18" made of Chrome plated metal; Seating Height: 43"; Base - Chrome on wheels (revolving chair), Seat - Good quality leatherette	1
4.	Providing and fixing of false ceiling in reception and corridor area in combination of Gypsum, PoP and ArmStrong, complete with paint, etc.	1600 Sq.ft.
5.	Round LED 8 watts light in white (6k) and day light (4k) colour with wiring and switch (complete circuit) with electrical wiring	40
6.	2 Meter Track with 4 lights each wiring & switches (complete circuit)	2
7.	Double Doors: Panelling on the existing door frames with polish	8
8.	Planters at the reception (in between the two elevators) with the existing plants - 18mm ply with Laminated Wooden Planters in desired colour (2'W x 1'4"D x 2'H)	2
9.	Platform with Mat for the water dispenser. 1'6"x1'6"x4" with castors (18mm ply with laminate on both sides & 4 castors with locks)	1
10.	Electrical switches and sockets with wiring in conduits 25mm thick	6
<b>Meeting Room</b>		
1.	Providing & Fixing of Panelling in Aluminium Frame (2"x1"section) with 8 mm MDF and veneer/laminate. Panels of 4' x 2" sq.feet with 8 mm groove in polish. The panelling is to be done on the walls and columns.	950 Sq.ft.
2.	Providing and fixing of wooden flooring 12 mm thick with skirting and profiles	850 Sq.ft.
3.	Providing and fixing of false ceiling in combination of Gypsum, PoP and wood, complete with paint, polish, etc.	1100 Sq. ft.
4.	Providing and fixing of UPVC Sliding doors (Ivory colour): 2 track sliding, 2 panels of glass, Panel 67 mm thick, handle, touch lock, 5mm thick glass, 7'9" x 3'6" including dismantling charges for existing physical structure and disposal of waste	8
5.	Providing and fixing of Roller Blinds on the UPVC sliding doors /windows (Translucent) (Optional: Black out Blinds :325 Sq. ft)	280 Sq.ft.
6.	Providing and fixing of wooden doors, size 9' x 7' made of second grade teakwood / teak board, complete with teak veneer and Melamine polish	2
7.	Storage cabinet for pantry opening in the conference room and partially in the gallery as per the design. 18mm ply with 4 mm veneer and polish / laminate with handles and profile handles equipped with computerised key locks. Size - 96"x 72"x18"	1
8.	Electrical Switches with sockets (15 / 5 AMP) with wiring in conduits of 25mm	36

	thickness and labor charges (complete circuit)	
9.	Table (2'x1'9"x2'6")with small swivel chair (18") for recording data 18mm ply with 4 mm veneer and polish / laminate	1
10.	Desk for the rear seating area 5'x1'9"x2'6" 18mm ply with 4mm veneer and polish / laminate	1
11.	Ceiling lights in cove in daylight color with wiring .(havells/ finolex 1.5 mm)& switch (Complete circuit)	2
12.	2 Metres Track with 5 Lights in each (4/6 k colour) with 1.5 mm wiring & switch (complete circuit)	3
13.	Electrical wiring for cassette AC (4 mm wire: Havells / finolex) complete circuit (ACs to be provided by the NBA.)	2
14.	Round LED 8 watts light in white (6K) and day light (4K) colour with wiring and switch with wiring (Complete circuit)	40
15.	Vertical Cove (8" x 1') on both sides in MDF and laminate with concealed lights (daylight colour) in the smart Board area with wiring in conduits and switches (complter circuit)	1

#### **Brands of Material to be Used**

<b>Sl. No.</b>	<b>Material</b>	<b>Brands</b>
1.	MDF	Greenlam or equivalent
2.	Aluminium Frame	Anodized Aluminium Alloy of appropriate grade
3.	Plywood	Century Ply, Greenply, Kitply or equivalent
4.	Wood	Second Class Seasoned Teak Wood
5.	Leatherette	Good-quality leatherette
6.	PoP	Popular imported / Indian brands PoP
7.	Paint	Asian, Nerolac, Berger's or equivalent
8.	LED Light	Philips, Syska, Goldtech, Havells or equivalent
9.	Electric Wire (1.5 mm / 4mm for AC)	Havells, Finolex, Polycab, Sterlite, or equivalent
10.	Electric Switches	Roma (Anchor), Transco or equivalent
11.	Wooden Flooring	Lamiwood, Kronotex, Pergo, Ortech , or equivalent
12.	UPVC Sliding Doors /Windows	Fenesta, Prominance, Window Magic or equivalent
13.	Roller Blinds	Presto, Deco, Vista, Mack or equivalent

## Technical Bid

All bidders should ensure that they meet the following minimum eligibility criteria before applying for the bid. The bidding parties meeting these criteria must enclose copies of their supporting documents along with the bid as mentioned in Annexure T-I, failing which their bids will be summarily rejected and will not be considered any further. All the documents as attached with application must be signed, along with seal by the Owner or the Authorized signatory of the agency.

### Annexure-T-I

#### Technical Criteria

Mention Page Numbers

Sl. No	Technical Criteria	Documents to be Provided	Attached (Y/N)	Page No.
01.	The bidder must be a registered as Company Documentary (Certificate of incorporation) evidence to be submitted Registration Certificate to do the business for this service.	I. Certificate of Commencement of business II. Certificate consequent to change of name, if applicable III. Bidder's Detail including contact address, email, phones, etc.		
02.	The contractor should be registered with Income Tax and Goods and Service Tax.	PAN Number GST Number		
03.	The bidder should have minimum annual turnover of Rs. 100.00 lakhs during the last 3 years (Enclosed copies of audited annual accounts)	2015-16 (Rs. in Lakhs) 2016-17 (Rs. in Lakhs) 2017-18 (Rs. in Lakhs)		
04.	Earnest Money Deposit (EMD) of Rs. 1.00 lakhs	Attached with technical bid.		
05.	The contractor has never been blacklisted by any of its clients.	Self-declaration		
06.	Firm's Experience of Taking Similar work from Government Bodies (At least ten orders per year for a minimum of Rs. 2.50 lakhs each or 3 orders for a minimum of Rs. 8.40 lakhs each or 5 orders for 5 lakhs each)	Enclose copies of purchase orders		
07.	Presentation	Vendor should make a presentation on his / her conceptual plan for renovation of Meeting Room and Reception Area		

Authorized Signatory (Signature In full): \_\_\_\_\_

Name and title of Signatory: \_\_\_\_\_

Stamp of the Company: \_\_\_\_\_

### Financial Bid

Please provide rates and total amount for each item.

Sl. No.	Details of Work / Item	Quantity	Amount in Rupees (Unit Price)	Total Amount in Rupees
<b>Reception Area</b>				
1.	Providing & Fixing of Panelling in Aluminium Frame (2"x1"section) with 8 mm MDF (Greenlam or equivalent) and veneer/laminate. Panels of 4'x 2" sq.feet with 8mm groove in polish. The panelling is to be done on the walls and columns	180 Sq. Ft.		
2.	Guard Table top 2'x 2' (18mm) with veneer top) 3'6" height in veneer base	1		
3.	High-height Rotating Bar Chair; Dimensions: 51.5" x W 18" x D 18" made of Chrome plated metal; Seating Height: 43"; Base - Chrome on wheels (revolving chair), Seat - Good quality leatherette	1		
4.	Providing and fixing of false ceiling in reception and corridor area in combination of Gypsum, PoP and ArmStrong, complete with paint, etc.	1600 Sq.ft.		
5.	Round LED 8 watts light in white (6k) and day light (4k) colour with wiring and switch (complete circuit) with electrical wiring	40		
6.	2 Meter Track with 4 lights each wiring & switches (complete circuit)	2		
7.	Double Doors: Panelling on the existing door frames with polish	8		
8.	Planters at the reception (in between the two elevators) with the existing plants -18mm ply with Laminated Wooden Planters in desired colour (2'W x 1'4"D x 2'H)	2		
9.	Platform with Mat for the water dispenser.1'6"x1'6"x4" with castors (18mm ply with laminate on both sides & 4 castors with locks)	1		
10.	Electrical switches and sockets with wiring in conduits 25mm thick	6		
<b>Meeting Room</b>				
1.	Providing & Fixing of Panelling in Aluminium Frame (2"x1"section) with 8 mm MDF and veneer/laminate. Panels of 4' x 2" sq.feet with 8 mm groove in polish. The panelling is to be done on the walls and columns.	950 Sq.ft.		
2.	Providing and fixing of wooden flooring 12 mm thick with skirting and profiles	850 Sq.ft.		
3.	Providing and fixing of false ceiling in combination of	1100		



	Gypsum, PoP and wood, complete with paint, polish, etc.	Sq. ft.		
4.	Providing and fixing of UPVC Sliding doors (Ivory colour): 2 track sliding, 2 panels of glass, Panel 67 mm thick, handle, touch lock, 5mm thick glass, 7'9" x 3'6" including dismantling charges for existing physical structure and disposal of waste	8		
5.	Providing and fixing of Roller Blinds on the UPVC sliding doors /windows (Translucent) (Optional: Black out Blinds :325 Sq. ft)	280 Sq.ft.		
6.	Providing and fixing of wooden doors, size 9' x 7' made of second grade teakwood / teak board, complete with teak veneer and Melamine polish	2		
7.	Storage cabinet for pantry opening in the conference room and partially in the gallery as per the design. 18mm ply with 4 mm veneer and polish / laminate with handles and profile handles equipped with computerised key locks. Size - 96"x 72"x18"	1		
8.	Electrical Switches with sockets (15 / 5 AMP) with wiring in conduits of 25mm thickness and labor charges (complete circuit)	36		
9.	Table (2'x1'9"x2'6")with small swivel chair (18") for recording data 18mm ply with 4 mm veneer and polish / laminate	1		
10.	Desk for the rear seating area 5'x1'9"x2'6" 18mm ply with 4mm veneer and polish / laminate	1		
11.	Ceiling lights in cove in daylight color with wiring (havells/ finolex 1.5 mm)& switch (Complete circuit)	2		
12.	2 Metres Track with 5 Lights in each (4/6 k colour) with 1.5 mm wiring & switch (complete circuit)	3		
13.	Electrical wiring for cassette AC (4 mm wire: Havells / finolex) complete circuit (ACs to be provided by the NBA.)	2		
14.	Round LED 8 watts light in white (6K) and day light (4K) colour with wiring and switch with wiring (Complete circuit)	40		
15.	Vertical Cove (8" x 1') on both sides in MDF and laminate with concealed lights (daylight colour) in the smart Board area with wiring in conduits and switches (complter circuit)	1		