



INDIAN ASSOCIATION FOR ASIAN & PACIFIC STUDIES

Tender

For

Plastic curtain

at office of

Indian Association for Asian and Pacific Studies (IAAPS), Kolkata

Tender No. : 3/2024

Tender Issue Date : 15th February, 2024

Last Date of Submission : 15th March, 2024

Tender available on: <http://iaaps.org.in/>

Indian Association for Asian and Pacific Studies (IAAPS)

Kolkata, West Bengal

4 B Merlin Temple Tower

115/1 Hazra Road, Kolkata-700026

Email- iaaps.iaaps@gmail.com

Tender for Split Air Conditioner and Stabilizer

Indian Association for Asian and Pacific Studies (IAAPS), Kolkata, West Bengal is registered under Government of West Bengal. You are requested to quote your best offer along with the complete details of specifications, terms & conditions.

| S. No. | Item Description | size | Quantity |
|--------|------------------|----------------------------------|----------|
| 1. | Plastic curtain | 5.5 feet x 7 ft at entrance door | 1 |

(Refer Details as per Annexure – “I”)

Quotation should be sealed and superscripted with tender number and address to:

Indian Association for Asian and Pacific Studies (IAAPS), Kolkata, West Bengal”.

4 B Merlin Temple Tower

115/1 Hazra Road, Kolkata-700026

Email- iaaps.iaaps@gmail.com

The sealed quotations should reach the Institute, latest by 15th March, 2024 at 11 am and it will be opened on same day at 4 Pm in the IAAPS office in the presence of the bidder(s) or their authorized representative(s), who will be present at the scheduled date and time.

General Conditions

The tender should be submitted in two parts i.e. Technical Bid and Financial Bid. The Technical Bid and the Financial Bid should be sealed by the bidder in two separate covers “**Technical Bid for Supply & Installation of plastic curtain**” and “**Financial Bid for Supply & Installation of plastic curtain**”. Both sealed envelopes should be kept in a main/bigger envelope super-scribed as “**Tender for Supply & Installation of plastic curtain**”.

Documents comprising in technical bid-

- I. Duly filled format of technical bid as per Annexure-II and certificate given in Annexure III.
- II. Copy of constitution or legal status of the bidder/ manufacturer/ Sole proprietorship/ firm/ agency etc.
- III. Signed each page of tender document.
- IV. The technical bid should be accompanied by Demand Draft of Earnest Money Deposit and tender fee.
- V. Copy of Income Tax Return Acknowledgement for last three years.
- VI. Copy of PAN card/ Service Tax Registration.
- VII. Copy of Sales Tax / VAT registration certificate.

VIII. Bidder must be authorized distributor/ Dealer/ Sub Dealer of plastic curtain of recommended make.

Documents comprising in Financial bid-

I. Financial Bid form (Annexure-IV) - Rate must be quoted as per format specified, failing which tender shall be summarily rejected.

02. Rates: Rate should be quoted in Indian Rupees (INR) on DOOR Delivery basis at IAAPS, Kolkata inclusive of all charges. Where there is a difference between the rates in figures and words, lower of the two rates shall be taken as valid and correct rate.

03. The sealed quotations/tender, super scribed with the name of the work, reference number and due date for tender opening, should be submitted in person or by post. However,

IAAPS shall not be responsible for delay or loss of tenders in transit or any postal delay.

04. Opening of Tender: The tenderer is at liberty either himself or authorize not more than one representative to be present at the opening of the tender. The representative attending on the opening of the tender on behalf of the tender should bring with him a letter of authority from the tenderer and proof of identification. The late received tenders by the IAAPS, Kolkata will be ignored. Further, the IAAPS, Kolkata does not accept any liability and responsibility for the tenders in case the same are not properly sealed and marked and/or sent as above.

05. Tender inviting officer reserves the right to accept or reject any or all quotations without assigning any reason thereof and also do not bind him to accept the lowest tender.

06. Delayed/ late/ conditional quotations/tenders shall not be accepted at all.

10. Warranty / Guarantee: Bidder must provide minimum one (01) year comprehensive on-site warranty and it will be started from the date of the satisfactory installation / commissioning of goods, against the defect of any manufacturing, workmanship and poor quality of the components. No offer of the bidder will be accepted without warranty/ guarantee of their supplied/ installed goods.

11. Validity of the bids: The quoted rates must be valid for a period of 180 days from the date of closing of the tender. The overall offer for the assignment and bidder(S) quoted price shall remain unchanged during the period of validity. If the bidder quoted validity shorter than the required period, the same will be treated as unresponsive and it may be rejected.

In case the tenderer withdraws, modifies or change his offer during the validity period, bid is liable to be rejected and the earnest money deposit shall be forfeited without assigning any reason thereof. The tenderer should also be ready to extend the validity, if required, without changing any terms, conditions etc. of their original tender.

12. Authority of person signing document: - A person signing the tender form or any documents forming part of the contract on behalf of another shall be deemed to warrant, that he has authority to bind such other and if, on enquiry, it appears that the person so, signing had no authority to do so, the IAAPS, Kolkata may without prejudice to other Civil and criminal

13. The Income Tax/ Any other Taxes as applicable shall be deducted from the bill unless exempted by the Income-tax department.

14. **Award of Contract:** After the evaluation of the bid(s) IAAPS, Kolkata will award the contract to the lowest evaluated responsive tenderer on composite basis. Conditional bid will be treated as unresponsive and will be rejected.

15. **Delivery and Installation:** All the work shall be completed within 15 days from the date of issue of work order by the institute. All the aspects of safe installation including civil and electrical shall be the exclusive responsibility of the contractor. If the contractor fails to complete the work on or before the stipulated date, then a penalty at the rate of 0.5% per week of the total order value shall be levied subject to maximum of 10% of the total order value.

16. **Subletting of Work:** The firm shall not assign or sublet the work/job or any part of it to any other person or party without having first obtained permission in writing of IAAPS, Kolkata, which will be at liberty to refuse if thinks fit. The tender is not transferable. Only one tender shall be submitted by one tenderer.

17. **Force Majeure:** Any delay due to Force Majeure will not be attributable to the supplier.

18. Bidder shall submit a copy of the tender document and addendum/ corrigendum thereof, if any, with each page of this document should signed and stamped to confirm the acceptance of the entire terms and conditions as mentioned in the tender enquiry document.

19. **Breach of Terms and Conditions:** In case of breach of any terms and conditions as mentioned in tender, the Competent Authority, will have the right to reject the bid at any stage without assigning any reason thereof and nothing will be payable by IAAPS, Kolkata

20. **Legal Jurisdiction:** The agreement shall be deemed to have been concluded in Kolkata, West Bengal and all obligations hereunder shall be deemed to be located at Kolkata, West Bengal and Court within Kolkata, West Bengal will have Jurisdiction to the exclusion of other courts.

21. **Arbitration:** The Arbitration shall be held in accordance with the provision of the arbitration and conciliations Act, 1996 and the venue of arbitration shall be at Kolkata. The decision of the Arbitrator shall be final and binding on the both parties.

22. **Applicable Law:** The contract shall be governed by laws and procedures established by Govt. of India, within the framework of applicable legislation and enactment made from time to time concerning such commercial dealings/ processing.

SPECIAL CONDITIONS OF CONTRACT

1. **Co-ordination with Other Agencies:** While the work under any schedule is in progress, the work under the other schedule will also progress simultaneously. Also other agencies like civil agency, sanitary contractors will work simultaneously during the progress of work covered under any schedule of other contractors. The contractor shall not only carry out work in co-ordination with other agencies but also give them all assistance e.g., water pipe etc. if and as required without any extra charges.
2. **Discrepancy between Specifications:** In case of discrepancy in the specifications or any other matter the matter shall be brought by the contractor to the notice of the Engineer in charge for further decision.
3. **Procurement of Material:** The contractor shall be responsible for the procurement of all the materials required to complete the work.
4. **Contractor to Employ Qualified Supervisor:** The contractor shall employ skilled supervisor “to supervise and execute the work.
5. **Inconvenience to the Public:** The contractor shall not deposit or store any materials at any site without permission of the Engineer. The materials will be stored at such places only with prior approval of the Engineer as there is no obstruction in traffic or other agencies.
6. **The provision against accident and safety measures: -**
 - i) The contractor will take all necessary precautions against a fire during the course of his work & will ensure the work against fire at his cost.
 - ii) He will also take all care against likely damage of floor, walls, doors, windows or any part of the building. In case of any damage or loss in transit, the contractor has to make good at his own cost.
7. **Specifications:** In the absence of specifications for any work or material, relevant Indian Standard Specifications shall be applicable.
8. **Cleaning the Site:** The site described and shown on the plans, shall be cleared off all the rubbish of all kinds etc. complete. After completion of the work and the site shall be handed over in clean and neat condition.
9. **Secrecy:** In a view to safeguard, the secrets & confidential information relating to Indian Association for Asian and Pacific Studies, Kolkata, the tenderer binds himself and his successors to secrecy & contracts to bind to secrecy of his officials, Manager, Technical Senior staff & all other staff directly or indirectly concerned in or whom have to acquire information relation to the IAAPS, Kolkata equipment and the tenderer shall access to any such information.
10. **Security Rules:** The contractor shall follow at site security rules regarding removal of materials from site, issue of materials from site, issue of materials from stores, issue of identity card etc., as may be framed from time to time by the Engineer.
11. **Care in Case of Occupied Buildings:** Tenderer may also note that when the subject work is to be carried out in the premises of Indian Association for Asian and Pacific Studies, Kolkata which are already under occupation, all care shall be taken to protect personal and / or Government materials fixtures, appliances, equipment’s etc. In case of any damage to any of the existing arrangements, contractor is liable to do such work to its original and / of shall

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be liable to pay the cost of such damages / losses. The work shall be carried in close co-ordination with occupants of these buildings without any hindrance and interruption.

12. **Supply of Tools Tackles and Other Materials:** For full completion of the work, contractor shall at his own expense arrange & furnish all necessary work tools, tackles, scaffolding, tagaries, mugs, scrappers, wire brushes etc. that may be required to complete the work under contract.

13. **Inspection of Work:** Engineer or any person appointed by IAAPS, Kolkata shall have access and right to inspect the work, or any part thereof at all times and places during the progress of the work. the inspection and supervision is for the purpose of assuring owner that the plans and specification and being properly executed and while owner and / or Engineer and their representative will extend to contractor all desired assistance in interpreting the plans and specifications, all such assistance shall not relieve contractor from any responsibility for the work. Contractor without delay shall correct any work, which proves faulty.

14. **Security:** The contractor shall follow security rules of Institute. The contractor should issue the identity cards to their workers. Contractor may please note that the security section is empowered to carry out the checks.

15. **Damage to adjoining property:** Contractor shall take all precautionary measures to avoid any damage to adjoining property. All necessary arrangement shall be made at his own cost. In case it happens contractor may repair the damage property at his own cost and no claim in this regard will be entrained.

16. The contractor shall take instructions from the Engineer-in-Charge regarding collection and stacking of materials at any place. No excavated earth or building rubbish shall be stacked on areas where other buildings, roads, services and compound walls are to be constructed.

17. Normally contractors shall not be allowed to work at night. Work at night shall, however, be allowed if the site conditions / circumstances so demand. However, if the work is carried out in more than one shift or at night, no claim on this account shall be entertained. In such situations the contractor shall make available to the department proper means of transport such as vehicle at his own cost.

18. Terms of payment:

- (a) The work will be inspected by EIC on daily basis.
- (b) No Payment shall be made in advance nor shall the loan from any or financial institutions be recommended on the basis of the order of award of work.
- (c) No Part & Running bill will be paid. Payment will be made only on completion of work on final submission of bill.
- (d) Contractor will submit the latest income tax clearance certificate in the revised form and partnership deed for verification by IAAPS and retention at the time of submission of the quotation.

Note: The contractor shall take into account all the costs involved in compliance of all the special conditions and as stated above while quoting his rates in his tender for this work.

Annexure – I
Specification

| S. No. | Recommended Make | Detail of Item | Unit | Qty. |
|--------|------------------------------|--|---------------|------|
| 1. | Good quality company product | Plastic Curtain (Thick) of size 5.5 feet x 7 ft at entrance door | At entry door | 1 |

Technical Bid

(In Separate sealed cover-I super scribed "Technical Bid")

| S.No. | Details of the Tenderer/Bidder | Page No. | Remarks |
|-------|---|----------|---------|
| 1 | Name and Address of the Tenderer/Bidder | | |
| 2 | Complete Address: | | |
| 3 | State clearly whether it is sole proprietor or Partnership firm or a company or a Government Department or a Public Sector Organization | | |
| 4 | Whether each page of NIT and its annexure have been signed and stamped | | |
| 5 | Copy of VAT/CST/ST Registration | | |
| 6 | Permanent Account No. | | |
| 7 | Sale Tax Registration No. | | |
| 8 | TIN No.(Copy must provide) | | |
| 9 | Email ID | | |
| 10 | Contract No. | | |

(Signature of the Bidder)
Along with Stamp of Firm/Company

Date:
Place:

Annexure - 3 CERTIFICATE

(To be submitted on letter head of the company/ firm)

I hereby certify that the above firm has not been ever blacklisted by any Central/State Government/Public Undertaking/Institute on any account.

I also certify that firm will be supplied the item as per the specification given by Institution and also abide all the terms & conditions stipulated in tender.

I also certify that the information given in bid is true and correct in all aspects and in any case at a later date it is found that any details provided are false and incorrect, any contract given to the concern firm or participation may be summarily terminated at any stage, the firm will be blacklisted and Institute may imposed any action as per NIT rules.

| | | |
|--------|---------------------|---|
| Date: | Name | : |
| Place: | Business Address | : |
| | Signature of Bidder | : |
| | Seal of the Bidder | : |

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Annexure – 4

Financial Bid

Tender for Plastic Curtain

| S. No. | Particular | Unit | Qty. (A) | Quoted Make (B) | Rate (C) | Taxes (D) | Total Amount (E) = (C+D) X (A) |
|---|---|------|-------------|-----------------|----------|-----------|--------------------------------|
| 1 | Thick Quality Plastic Curtin of Size 5.5 feet x 7 ft at entrance door | Nos | 1 | | | | |
| 2 | Providing and fixing | | As required | | | | |
| Grand Total in Figure (Inclusive of all) | | | | | | | |
| Grand Total in Words (Inclusive of all) | | | | | | | |

Note:- (Bidder must submit Financial Bid in separate envelope and clearly mention Financial Bid in Bold letters in the top of the envelope and strictly as per the format given above only)

1. L1 will be decided on composite basis.
2. /We have gone through the terms & conditions as stipulated in the tender enquiry document and confirm to accept and abide the same.
3. No other charges would be payable by the Institute.

Date:

Place:

Name :

Business Address :

Signature of Bidder :

Seal of the Bidder :