



RIS
Research and Information System for
Developing Countries

विकासशील देशों की अनुसन्धान एवं सूचना प्रणाली

Zone IV-B, Fourth Floor
India Habitat Centre, Lodhi Road
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RIS/109/9/2014

5 October 2015

1. RIS invites bids from well-established, experienced and reputed service providers for Reconfiguration/renovation of Documentation Centre (Library) at RIS. The work involved is outlined at Annexure – I.
2. Interested firms/suppliers with credible experience in the field are requested to send their quotations in sealed covers for the works involved.
3. Selected bidder will have to ensure the completion of work at RIS within 3-4 weeks from the date of receipt of the Work Order. The work would have to be executed/carried out at RIS office premises beyond its working hours from 0930 to 1800 hrs in order to minimize disturbance to the Faculty or at the work site of the service provider.
4. Payment would be released by RIS in the form of a crossed cheque in favour of the service provider after the completion of the works involved in a satisfactorily manner. However, RIS would give due consideration to requests from successful bidder for an advance upto 30% of the value of the amount of the contract awarded against submission of bank guarantee from a commercial bank. Alternatively, RIS would be willing to consider requests for payment of 30% of contractual value of work upon completion of 50% of assigned work, duly certified by RIS. On successful completion of the works, the remaining payment of the contract would be released by RIS.
5. Five percent (5%) of the tender value shall be retained as security deposit for one year to watch the performance of the work executed by the contractor. The withheld amount shall be released after one year, after the completion of the work, if no defect in respect of the work executed by the contractor comes to notice. If any defect is noticed during the guarantee period of one year, it shall be rectified by the contractor within seven days of notification by RIS and, if not attended to, the same shall got done by other agency at the risk and cost of contractor.
6. Bidders can visit RIS to have a firsthand view of the site of work or for clarification, if any, on any working day between 7th to 13th October 2015 between 1100 hrs to 1300 hrs after seeking appointment with Assistant (Admn.), RIS at Tel. 24682177-80. It would enable them to have a clear idea

about the quantum of work involved and they would have to quote the rate per unit or sq. ft. as the case may be for each section of the quotation.

7. Bid proposal to be submitted to RIS is required to be accompanied by the following documents/instruments as the case may be:

- i) Monetary value, including taxes, in respect of each of the items listed at Annexure-I.
- ii) Proof of registration of the firm, work experience, VAT/PAN registered number and other documents in support of credentials of the bidder.
- iii) Bid Security of two percent of the quoted value of the bid in the form of an Account Payee Demand Draft, Fixed Deposit Receipt from a commercial bank or a bank guarantee from a commercial bank for a period of forty-five days beyond the final bid validity period. The Bid Security instrument has to be in favour of 'Research and Information System for Developing Countries' payable at New Delhi. (Bid Securities of the unsuccessful bidders would be returned to them in 30 days after the award of the contract to the successful bidder.)
- iv) An undertaking confirming that the above terms and conditions for the award of the Works involved are acceptable.
- v) Time-frame within which repair and maintenance work would be carried out by the service provider free of cost during the first one year of completion of work.
- vi) The last date for submission of bid proposals at RIS is Thursday, 15 October 2015 (1200 hrs.). The bid cover should super-scribe "Tender for the Reconfiguration/renovation of Documentarian Centre (Library) at RIS" and addressed to Deputy Director (Finance and Accounts), Research and Information System for Developing Countries, Zone IV-B, 4th Floor, India Habitat Centre, Lodhi Road, New Delhi – 110003.
- vii) Bids would be opened on Thursday, 15 October 2015 itself at 1500 hrs by a Committee designated for this purpose and the work would be awarded to the most competitive and well qualified bidder in accordance with RIS rules and regulations.
- viii) Ineligible, incomplete or late bids would be summarily rejected by RIS without citing any reason whatsoever.
- ix) RIS reserves the right to declare the bidding process null and void at any stage without citing any reason.

1. DISMANTLING WORK

- i) Dismantling of existing structure including cabins, false ceiling, workstations and door frames and their disposal.
- ii) Removal of books from the shelves to the storage side and their restoration to shelves after repainting of shelves.

2. PARTITIONS WORK

- i) Construction of four feet high wooden partition with toughened glass upto ceiling with frosted film half way through the glass.
- ii) Wooden partition of four feet height along with fixtures and fittings for workstations.
- iii) Repairing of existing partition after its dismantling with new laminate.
- iv) One side laminate and one side veneer polished board with shelves for displaying magazines and journals.
- v) Toughened glass partition along the passageway.

3. FLOORING WORK

- i) New floor covering, as approved, of high quality standard.

4. FALSE CEILING

- i) Redevelopment of false ceiling, lights and AC ducting.

5. WOOD WORK

- i) Three tables of 3'9" x 2' size should have 19 mm commercial board with both sides lamination. It would involve table top and their legs with separate provision for a keyboard tray, CPU/UPS shelf and an appropriate pinup board over each table.
- ii) One table of 3'10" x 1'6" size with 19 mm commercial board with both sides lamination.
- iii) Resizing and restructuring of existing shelves with new ply and top veneer for the passageway partition of 4' height.
- iv) Appropriate skirting throughout the area.
- v) Re-use of existing door with glass cutout with required makeover and accessories in harmony with the overall new look.
- vi) Re-adjustment of the existing magazine/journals showcase with all required fixtures.
- vii) Repair of the existing book shelves wherever required.

- viii) Installation of main power distribution board covered with 19 mm board along with accessories.

6. PAINT WORK

- i) High quality plastic emulsion on ceiling and walls.
- ii) Touchwood polish of existing woodworks.
- iii) Lacquer polish of woodworks.
- iv) Re-painting of all steel racks.
- v) Paint of AC ducts.

7. ELECTRICALS AND NETWORKING

- i) Installation of concealed wires of high quality material and switches and sockets of various sizes together with telephone jacks for ensuring networking wiring with all the workstations, integrated to the RIS computer/electrical system.
 - ii) Required LED lighting within the newly developed ceiling with required bulbs and accessories with a view to ensuring that sufficient light is available within the over the area.
 - iii) Re-distribution of AC ducts for sufficient flow of air within the area.
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- The bid amount should be all inclusive, including all charges relating to cartage and disposal of rubble from the site.