



RIS
Research and Information System for
Developing Countries
विकासशील देशों की अनुसन्धान एवं सूचना प्रणाली

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Tender for upgradation of Visitors Room

RIS/109/9/1/2014

23 January 2015

RIS invites bids from well-established, experienced and reputed service providers for the upgradation of its Visitors Room with elegant furniture and fixtures. The works involved is outlined at Annexure –I.

2. Selected bidder will have to ensure the completion of work at RIS within 4-5 days from the date of receipt of the Work Order. A major portion of the works 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 during the course of its working hours.

3. The payment would be released by RIS in the next financial year commencing on 1 April 2015 in the form of a crossed cheque in favour of the service provider after the completion of the works involved in a satisfactorily manner.

4. The successful bidder awarded the contract will have to submit a Performance Security of 10% of the value of the awarded contract in the form of an Account Payee Demand Draft, Fixed Deposit Receipt from a commercial bank or Bank Guarantee from a commercial bank in favour of 'Research and Information System for Developing Countries' payable at New Delhi valid for at least 12 months. Bid Security instrument submitted by the successful bidder would be returned on receipt of Performance Security.

5. If required bidders can visit RIS to have a firsthand view of the site of work or for clarification, if any, between 1100 hrs to 1300 hrs after seeking appointment with Assistant (Admn.), RIS at Tel. 24682177-80

6. 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-A.
- ii). Proof of registration of the firms, work experience, VAT/PAN registered numbers 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 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 at the earliest after the expiry of the final bid validity and latest on or before the 30th day after the award of the contract.)
- 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, 5 February 2015 (1800 hrs.). The bid cover should be super-scribed "Tender for the Creation of a VIP room with elegant furniture and fixtures" 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 Friday, 6 February at 1100 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.

Chairs: 12

Imperial, preferably, Jacobean style, arm chairs. The chairs should be made of high quality dried and treated teak wood with carved out arms as per approved design. The framework of the chairs should be of high quality sal or mirandi or any other comparable type of wood. The cushioning density of the chairs should be at least 40 kg with the use of high quality material. The chairs should be user friendly. The chairs have to be lacquer polished of the approved colour, sheen and quality. High quality fabric has to be used for the chairs, duly approved by RIS in terms of colour, quality, design and texture. One of the chairs would be the Lead Chair of a slightly different fabric colour as approved by RIS.

Central table: 1

8 ft x 2.5 ft discussion/board room wooden table made in high quality dried and treated teak wood. The table top should be of high quality teak ply board. The table has to be designed and structured as per approved specifications by RIS. It should aesthetically align with the set of chairs, with lacquer polish of the same level of sheen, colour and quality, duly approved by RIS.

Wall paneling of the room: 175 sq. ft.

The wooden section of the 6" x 2" top rail has to be carved out design, duly approved by RIS, with wooden planks of at least 8 mm thickness and 6" width panels covering the walls with a skirting of at least 2" properly carved out. The area has to be lacquer polished as per colour and sheen approved by RIS.

Paint/repair of the falseceiling: 160 sq. ft.

The existing ceiling and lights have to be replaced by a new ceiling with 10 LED lights on the perimeter and four main lights over the table. High quality material has to be used for the ceiling, along with branded electrical lights and fixtures.

Floor covering: 160 sq. ft.

High quality floor covering in polyamide nilon of the approved brand, colour and design has to be laid in the room, with PVC reinforced flame resistant backing.

Curtain:

Aesthetically appealing flowing drape curtains matching the furniture are required to be fixed in the room with duly approved colour, sheen and design of the material.

Corner showcase:

An aesthetically appealing high quality wooden showcase for laying books and publications has to be built for use in a corner of the room as per approved specifications.