



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
New Delhi-110 003 (India)
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Fax : 91-11-2468 2173-74
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RIS/109/9/2014

18 June 2015

1. RIS invites bids from well-established, experienced and reputed service providers for building of a modernized work zone with four cabins and six workstations in place of two cabins and four workstations at RIS. The works involved is outlined at Annexure – I.
2. Interested firms/suppliers with an overall experience of at least five years 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 4-5 weeks from the date of receipt of the Work Order. A major portion of 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 during the course of its working hours.
4. The 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. On successful completion of the works, the remaining part of the value of the contract would be released by RIS.
5. The successful bidder will have to deposit “Performance Guarantee” equivalent to 10% of the Tender Value in the shape of Bank Guarantee / FDR. The EMD would be refunded on receipt of PG from the successful bidder. Performance Guarantee shall be refunded after successful execution of the project. 05% of the tender value shall be retained as Retention Money till the Defect Liability Period of one year is over.
6. If required bidders can visit RIS to have a firsthand view of the site of work or for clarification, if any, on 22nd and 23rd June 2015 between 1100 hrs to 1300 hrs after seeking appointment with Assistant (Admn.), RIS at Tel. 24682177-80.

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

1. Monetary value, including taxes, in respect of each of the items listed at Annexure-I.
2. Proof of registration of the firm, work experience, VAT/PAN registered number and other documents in support of credentials of the bidder.
3. 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 unsuccessful bidder.)
4. An undertaking confirming that the above terms and conditions for the award of the Works involved are acceptable.
5. 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.
6. The last date for submission of bid proposals at RIS is Monday, 29 June 2015 (1800 hrs.). The bid cover should be super-scribed "Tender for the Reconfiguration of 2 cabins and 4 workstations" 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.
7. Bids would be opened on Tuesday, 30 June 2015 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.
8. Ineligible, incomplete or late bids would be summarily rejected by RIS without citing any reason whatsoever.
9. RIS reserves the right to declare the bidding process null and void at any stage without citing any reason.

ANNEXURE - I

S.N.	Item Description	Unit	Qty	Unit rate in Rs.	Amount in Rs.
1.	DISMANTLING WORK				
i)	It would involve careful dismantling and removal of existing structures from the site without in any way impacting on the soundness of the adjacent areas.	L.S.	1		
2.	PARTITION WORK				
i)	It would involve mirandi wood battened framework of 2"x2" with good quality glass upto the ceiling height along with required fixtures and fittings with frosted film.	Sq. Ft.	330		
ii)	Mirandi wood battened framework of 2"x2" of 4' height for half partition with fixtures and fittings and frosted film, lamination on both sides plus wooden ledges duly polished.	Sq. Ft.	80		
iii)	New laminate over existing partition in and outside of the main area.	Sq. Ft.	675		
iv)	Toughened glass partition in the passageway	Sq. Ft.	70		
3	FLOORING				
i)	High quality wooden flooring with prior approval	Sq. Ft.	445		
4.	CEILING				
i)	Redevelopment of false ceiling, lights and AC ducting	L.S.	1		
5.	WOOD WORK				
i)	All tables should have 19 mm commercial board with both sides lamination. It would involve table top and their legs, with provision for embedded CPU/UPS shelf and an appropriate pinup board over each table	Nos.	4		
ii)	Tables with 19 mm commercial board with both sides lamination of 4'3"x2' size with one drawer along with a CPU/UPS shelf, a pinup board at each workstation	Nos.	6		
iii)	Overhead storage made in 19mm high quality commercial board with laminated finish along with all fixtures and fittings (size 3'x26")	Sq. Ft.	156		
iv)	New shutters on existing overhead storage facilities with empty space to be covered with laminated board	Sq. Ft.	130		
v)	Two new cabin doors along with required accessories for the new cabins	Nos.	2		
vi)	For the other two cabins re-use of existing two doors with required makeover and accessories in harmony with the overall new look	Nos.	2		
vii)	Provision of four 2' diameter toughened glass	Nos.	4		

	top tables with appropriate support				
6.	PAINT WORK				
i)	High quality plastic emulsion on ceiling and walls	Sq. Ft.	500		
7.	ELECTRICALS AND NETWORKING				
i)	Installation of concealed wires of high quality material and switches and sockets of various sizes together with telephone jacks ensuring networking wiring with all the workstations integrated to the RIS computer/electrical system	L.S	1		
ii)	Required LED lighting within this newly developed ceiling with required bulbs and accessories with a view to ensure that sufficient light is available within the cabins and the workstations	Nos.	34		
iii)	Re-distribution of AC ducts for sufficient flow of air within the area	L.S	1		
8.	WINDOW WORK				
i)	High quality vertical blinds for the windows	Sq. Ft.	60		
	CHAIRS				
i)	Good quality chairs with adjustable arms of approved cushion fabric and capacity – two each of 4 cabins and one each for the six workstations	Nos.	14		
ii)	Four executive chairs with adjustable arms with approved cushion fabric	Nos.	4		

- The bid amount should include all charges including cartage and disposal of rubble for the site.