



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)
Phones
General : 91-11-2468 2177-80
Fax : 91-11-2468 2173-74
Website : www.ris.org.in

14 November 2014

1. RIS invites bids from well-established, experienced and reputed service providers for Civil Works at RIS. The works involved are outlined at Annexure – I.
2. Interested firms/suppliers in the field are requested to send their quotations in sealed covers to RIS.
3. Selected bidder will have to ensure the completion of work at RIS within a period of 2 weeks from the date of receipt of the Work Order. A major portion of the works would have to be executed/carried out at RIS itself beyond working hours from 0930 to 1800 hrs in order to minimize disturbance to others.
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 satisfactory 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 in such case.
5. 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.
6. If required, prospective bidders can visit RIS to have a firsthand view of the site of work or for clarification, if any, on 18th, 19th and 20th November 2014 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:

1. Monetary value, including taxes, in respect of each of the items listed at Annexure-A.
2. 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.)
3. An undertaking confirming that the above terms and conditions for the award of the Works involved are acceptable.
4. The last date for submission of bid proposals at RIS is Wednesday, 24 December 2014 (1800 hrs.). The bid cover should be superscribed "Civil Works 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.
5. Bids would be opened on Friday, 26 December 2014 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.
6. Ineligible, incomplete or late bids would be summarily rejected by RIS without citing any reason whatsoever.
7. 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				
1.1	Dismantling of wall between DG Room & adjoining rest area, removal of door for entry to adjoining rest area, removal of part wall paneling, dismantling of lights, dismantling of part false ceiling, disposal of debris including miscellaneous dismantling	L.S.	1		
2.	Ceiling Work				
2.1	Providing & fixing of false ceiling in gypsum 12mm thick board with light cutouts along with a perimeter for concealed LED lights within the DG office area	Sq. Ft.	300		
3.	Provision of lights				
3.1	Providing and fixing of LED light fixtures within the office	Nos.	10		
3.2	Providing and fixing of LED light fixtures 2'x2'	Nos.	1		
4.	Wall Paneling Work				
4.1	Providing of wooden wall paneling in ply with veneer, melamine polished to match the existing wall paneling within the office area where the extension is being done by replicating design that exists with touchwood finish	Sq. Ft.	170		
5.	Painting Work				
5.1	Plastic emulsion pant on ceiling	Sq. Ft.	300		