



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

Tender No. RIS/Civil Works/01/2014-15

25 July 2014

Subject: Limited Tender Enquiry for the reconfiguration of an office cubicle and associated works at RIS

Dear Sir,

Sealed limited tenders are invited from reputed, duly registered, and reliable civil works firms having experience of at least five years in the field for the reconfiguration of an office cubicle and associated works at RIS consisting of the following main elements:

- i) Civil Works: Schedule I
- ii) Electrical Works: Schedule II

2. If your firm is interested in undertaking the above-said works at RIS, you are requested to send us your financial bid in the enclosed prescribed Proforma in a sealed cover. The sealed cover, addressed to the Deputy Director (Establishment and Administration), RIS, New Delhi, should be super-scribed "Tender for reconfiguration of office cubicle and associated works at RIS". The last date for the receipt of bids is Tuesday, 5 August 2014. The bids would be opened on Wednesday, 6 August 2014 at 1500 hrs in RIS Committee Room in the presence of such bidders or their authorized reps, who may wish to be present. RIS reserves the right to accept or reject any bids without assigning any reason whatsoever.

3. Bid Security of two percent of the quoted value of the bid is to be submitted along with the bid in the form of an Account Payee Demand Draft, Fixed Deposit Receipt from a nationalized bank or Bank Guarantee from a nationalized bank valid for a period of forty-five days beyond the final bid validity period. The Bid Security instrument has to be in favour of 'Research & Information System for Developing Countries' payable at New Delhi. Bid security of the unsuccessful bidders would be returned to them at the earliest after expiry of the final bid validity and latest on or before the 30th day after the award of the contract to the successful bidder.

4. If required, bidders can visit RIS to have a first hand view of the site of work or for clarification, if any, on 28th, 30th & 31st July and 1st & 2nd August 2014 between 1100 hrs to 1300 hrs after seeking appointment with the undersigned.

(D.P.Kala)

Deputy Director (Establishment and Administration)
Research and Information System for Developing Countries
Lodhi Road, New Delhi - 110003
Ph: 24682177-180 extn. 126

**IMPORTANT INFORMATION, GENERAL INSTRUCTIONS
AND TERMS & CONDITIONS**

S.No	Description	Contents
1.	Purchaser	Research & Information System for Developing Countries (RIS)
3.	Firm	The quoted rates for various activities / items should have elements of various taxes, including VAT, Service Tax etc.
4.	Non-transferability	This tender is non-transferable.
5.	Terms conditions	Terms & Conditions as set out in this Tender Document shall have to be complied by the tendering firm. Offers not complying with such terms & conditions shall be ignored/ rejected without citing any reason whatsoever.
6.	EMD	The sealed envelope must accompanied by a Demand Draft/ Pay order/ banker's cheque of Nationalized Bank as advised in the Tender.
7.	Performance Security	Successful bidders awarded the work order for carrying out the jobs on the basis of this Tender shall be required to furnish a Performance Security of 10% of the value of the contract in the form of DD/ Pay order, Fixed Deposit Receipt (FDR) or Bank Guarantee from any Nationalized Indian Bank to be submitted within 15 days of the receipt of the Contract by them. The format for Performance Bank Guarantee (PBG) will be provided by RIS along with the work order.
8.	Prescribed Forms	Offers not received in prescribed format shall be rejected without citing any reason whatsoever.
9.	Late/ delayed tenders	Tenders received late/ delayed after prescribed closing time due to any reason whatsoever will not be accepted under any circumstances.
10.	Purchaser's right	Purchaser reserves the right to reject any tender/all tenders in full or part thereof without assigning any reasons.
11.	Purchaser's Address	The bid should be addressed to "Deputy Director (Establishment and Administration), Research and Information for Developing Countries (RIS), Zone – 4B, 4 th Floor, India Habitat Centre, Lodhi Road, New Delhi - 110003 on or before 5 August 014 at 1800 hrs.
12.	Duties/Taxes	Tenderers are requested to enclose a copy of their valid VAT registration Certificate and PAN Details.
13.	Inspecting Officer	Authorized representative of RIS, New Delhi
14.	Inspection Authority	Research and Information System for Developing Countries (RIS), Zone – 4B, 4 th Floor, India Habitat Centre, Lodhi Road, New Delhi – 110003 or any party, a Govt. agency, so authorized by RIS.
15.	Job Execution period	Within 2-3 weeks from the date of receipt of supply/ work order.

SI No.	Description	Contents
16.	Token Liquidated Damages	In case the firm does not complete the work within the work execution period as stipulated, action will be taken against the firm as agreed liquidated damages including administrative expenses and not by way of penalty a sum equivalent to ½ % per week of the price of any stores which the contractor has failed to execute/ deliver/install within the stipulated time limit. Where delivery thereof is accepted after expiry of the aforesaid period, the total damages so claimed shall not exceed 10% of the total contract price. The decision of RIS in this regard would be final and non-negotiable.
17.	Warranty	One year comprehensive from the date of completion of job. Any complaint shall be attended within a response time of 48 hours on 24X7 basis. Any defects in workmanship or deterioration in the quality or deviation to tender specifications coming to notice shall be rectified at site within 72 hours of the reporting of the same to the firm.
18.	Scope of Work	As mentioned in Schedule – I and II.
19.	Validity	Tender shall be kept valid for acceptance by RIS for a period of one month after the tender opening date.
20.	Rates	a) Rate should be quoted per unit basis in the enclosed Performa as per Schedule I & II attached with the tender document. b) During the entire period of the contract, no request for any increase in rates will be entertained.
21.	Award	The Department will award the contract to the tenderer whose tender has been determined to be substantially responsive and who has offered the lowest evaluated tender price.
22.	Terms	The payment shall be made in full after execution of entire job. The bill (in triplicate) be submitted to the undersigned after execution of job. RIS
23.	Tender documents collection / submission point	Set of the tender document may be collected personally from Deputy Director (Establishment and Administration), Zone – 4B, 4 th Floor, India Habitat Centre, Lodhi Road, New Delhi - 110003. It can also be downloaded from RIS website http://ris.org.in . Tender document along with required documents, have to be submitted to Deputy Director (Establishment and Administration), Research and Information for Developing Countries (RIS), in sealed cover with the inscription “ Tender for the reconfiguration of an office cubicle and associated works at RIS ”.
24.	Disputes	Any disputes/ differences arising shall be settled through arbitration. The purchaser and contractor shall first try to resolve the differences/ disputes amicably by mutual consultation. If they fail to resolve the disputes by such mutual consultation within 21 days, then, depending upon the position of the case, either the purchaser or the contractor shall give notice to the other party of its intention to commence arbitration as per the Indian Arbitration and Conciliation Act, 1996.

Annexure I
Research and Information System for Developing Countries (RIS)

Contractor's details

Supporting documents be annexed with the application form (Applications found deficient in any respect are liable to be rejected without further correspondence)

Sl No.	Description	Information				
01	Name of the Firm					
02	Address (attach separate paper for addresses of other offices)	Regd. Office				
		Head office				
03	Telephone Numbers	Landline No.				
		Mobile No.				
		Fax No.				
		E-mail address				
04	Other Details	PAN Details				
		VAT Registration Number				
05	Is Proprietor/ any Partner of the Company	Dismissed Government Servant	yes		No	
		Removed from approved list of contractors	Yes		No	
		Demoted to a lower class of contractors in CPWD/ PWDs	Yes		No	
		Convicted by a court of law	Yes		No	
		Retired official of Govt of India within last one year	Yes		No	
		Director or partner of any other company/ PWDs Department	Yes		No	
		Member of Parliament or any State Legislative Assembly	Yes		No	
		If answer to any of the above is "Yes", furnish details on a separate sheet				
06	Name of the Bankers with full details/ orders					

07	EMD details	
08	Place of business	
09	Certificates	
	a)	I/ we (including all partners) certify that I/ we have read the Terms & Conditions mentioned in the tender enquiry form and shall abide by them
	b)	I/ we certify that the information given is true to the best of my/ our knowledge. I/ we also understand that if any of the information is found wrong/ false at any stage. I/ we are liable to be deregistered from panel of approved contractors/ banned for doing any business dealings with Government Departments or blacklisted or subject to any monetary penalties that be deemed fit and appropriate by RIS/ Government.

Signature of the bidder

Schedule – I Civil Works**Research and Information System for Developing Countries (RIS)**

SI No.	Item Description	Unit	Qty	Unit rate in Rs.	Amount in Rs.
1	Dismantling Work				
1.1	Dismantling of ceiling, flooring, wall paneling, fixed wooden works, etc.)				
2	FLOORING				
2.1	Construction of floor with vitrified tiles of 600 mm X 600mm (Kajaria/Orient/Johnson)	Sq ft	150		
3	FALSE CEILING				
3.1	Providing and laying 12.5 mm thick gypsum plaster board suspended false ceiling in horizontal / vertical surfaces	Sq ft	160		
4	WOOD WORK				
4.1	Providing/fixing Main office Tables (W.S) with side unit with {top size 24 & 21" side table} with storage below, consisting of 19mm thick Ply .Top & exposed surface finished with 1mm thick Laminate & unexposed surface finished with spirite polish, this item includes teak wood lipping, key tray , hinges , ball catchers , tower bolts , handles / knobs , multi purpose locks , sliding channel, wire managers, etc complete as per design and drawing.		4		
4.2	Providing/fixing storage, consisting of 19mm thick Ply top, bottom, sides, partition, shutter and 6mm thick ply on back of cabinate & 1.0mm thick laminate on shutter & exposed sides and top of cabinate wherever required , synthetic enamel painting on unexposed inner faces , including teak wood lipping , melamine polishing , hinges , ball catchers , tower bolts , handles / knobs , multi purpose locks , sliding channel, etc complete as per design and drawing on the vacant areas (All hard ware fitting should be brushed steel finish of 304 grade)	Sq ft	20		
4.3	Providing/fixing O H Storage of different sizes as per detailed drawings, consisting of 19mm thick Ply top, bottom, sides, partition, shutter and 6mm thick ply on back & 1.0mm thick laminate on front & exposed sides wherever required , synthetic enamel painting on unexposed inner faces , including teak wood lipping , melamine polishing , hinges , ball catchers , tower bolts , handles / knobs , multi purpose locks , sliding channel, etc complete as per design and drawing.(All hard ware fitting should be brushed steel finish of 304 grade)	Sq ft	20		
4.4	Providing & Fixing 1.0mm thick Laminate paneling for walls including , 12 mm thick Ply backing with the help of hard wood framing including making grooves on the area above work stations for cabling/writing board /pin boards as per approved drawing.	Sq ft	15		
4.5	Providing and fixing 12 mm thick laminated ply on remaining walls	Sq ft	45		
4.6	Construction of full / low partitions with laminated skin over it for separating the work stations	Sq ft	75		
4.7	Providing and fixing og white writing board of size 18" x 24" for each work station		4		

4.8	Providing and fixing of pin up board of size 18" x 24" for each work station		4		
4.9	Providing / fixing of fixtures for Niches		6		
5	WOODWORK – DOORS				
5.1	Providing / fixing of Architrave, C.P. Teak wood in all door frames and where ever required (size 32 mm x 12 mm)	Sq ft	42		
6	PAINTING WORK				
6.1	Laying three or more coats of plastic emulsion paint on P.O.P surface (Dulux/Asian Paint)	Sq ft	200		

Signature of bidder

Schedule II: Electrical Works**Research and Information System for Developing Countries (RIS)**

Sl No.	Item Description	Unit	Qty	Unit rate in Rs.	Amount in Rs.
1	Electrical fittings and fixtures				
1.1	Point wiring for 6 Amp	No.	06		
1.2	Point wiring for 16 Amp	No.	02		
1.3	UPS Points	No.	05		
1.4	25 mm dia conduit	RM	10		
1.5	25 mm dia G.I. flexible conduit	RM	05		
1.6	Telephone points	No.	04		
1.7	Points for Data	No.	04		
1.8	Providing / fixing of ceiling lights 5" dia	No.	10		
1.9	Providing / fixing of 2x26W ceiling lights 12" x 12'	No.	05		

Signature of bidder

Summary of works: Reconfiguration of office cubicle and associated work in Research and Information System for Developing Countries (RIS), Zone – 4B, 4th Floor, India Habitat Centre, Lodhi Road, New Delhi – 110003.

Sl No.	Description of Work	Amount
01	Dismantling of work	
	1.1 Dismantling of ceiling, flooring, wall paneling, fixed wooden works etc.	
02	Flooring	
	2.1 Construction of floor with vitrified tiles of 600 mm x 600 mm	
03	False Ceiling	
	3.1 Providing and laying 12.5 mm thick gypsum plaster board suspended false ceiling in horizontal / vertical surfaces	
04	Fixed Wood Work	
	4.1 Providing/fixing Main office Tables (W.S) with side unit with {top size 24 & 21" side table} with storage below, consisting of 19mm thick Ply .Top & exposed surface finished with 1mm thick Laminate & unexposed surface finished with spirite polish, this item includes teak wood lipping, key tray , hinges , ball catchers , tower bolts , handles / knobs , multi purpose locks , sliding channel, wire managers, etc complete as per design and drawing.	
	4.2 Providing/fixing storage, consisting of 19mm thick Ply top, bottom, sides, partition, shutter and 6mm thick ply on back of cabinete & 1.0mm thick laminate on shutter & exposed sides and top of cabinete wherever required , synthetic enamel painting on unexposed inner faces , including teak wood lipping , melamine polishing , hinges , ball catchers , tower bolts , handles / knobs , multi purpose locks , sliding channel, etc complete as per design and drawing on the vacant areas (All hard ware fitting should be brushed steel finish of 304 grade)	
	4.3 Providing/fixing O H Storage of different sizes as per detailed drawings, consisting of 19mm thick Ply top, bottom, sides, partition, shutter and 6mm thick ply on back & 1.0mm thick laminate on front & exposed sides wherever required , synthetic enamel painting on unexposed inner faces , including teak wood lipping , melamine polishing , hinges , ball catchers , tower bolts , handles / knobs , multi purpose locks , sliding channel, etc complete as per design and drawing.(All hard ware fitting should be brushed steel finish of 304 grade)	
	4.4 Providing & Fixing 1.0mm thick Laminate paneling for walls including , 12 mm thick Ply backing with the help of hard wood framing including making grooves on the area above work stations for cabling/writing board /pin boards as per approved drawing.	
	4.5 Providing and fixing 12 mm thick laminated ply on remaining walls	
	4.6 Construction of full / low partitions with laminated skin over it for separating the work stations	
	4.7 Providing and fixing og white writing board of size 18" x 24" for each work station	
	4.8 Providing and fixing of pin up board of size 18" x 24" for each work station	
	4.9 Providing / fixing of fixtures for Niches	
5.0	WOODWORK – DOORS	
	5.1 Providing / fixing of Architrave, C.P. Teak wood in all door frames and where ever required (size 32 mm x 12 mm)	

6.0	PAINING WORK	
	6.1 Laying three or more coats of plastic emulsion paint on P.O.P surface (Dulux/Asian Paint)	
	Electrical works	
1	Electrical fittings and fixtures	
1.1	Point wiring for 6 Amp	
1.2	Point wiring for 16 Amp	
1.3	UPS Points	
1.4	25 mm dia conduit	
1.5	25 mm dia G.I. flexible conduit	
1.6	Telephone points	
1.7	Points for Data	
1.8	Providing / fixing of ceiling lights 5" dia	
1.9	Providing / fixing of 2x26W ceiling lights 12" x 12"	

Signatureofbidder

MATERIAL SPECIFICATON LIST

MATERIAL SPECTS	MAKE
Cement	Ultratech/ Ambuja 53 grade
White cement	Birla white
Floor tiles-Vitrified	Johnson / somany / kajaria
CARPENTRY ITEMS	
Hardwood	Marenti
Block Board	Alpro/Archid/Green
ALminated	Duratuff / Nuewood
Block board	Garnet / Galaxi or equivalent
Prelam boards	Nova Pan / Deco Board
Flush door	Green / GALAXY
Laminate	Formica / Merino / Sundek / Green Lam / Century
	Teak Samua – 456 Century or equivalent
	Egg White – Formica/Merino or equivalent
	Salt-and-Peper – 499 Suede or equivalent
Veneer	GARNET / COLOURPLUS / SAMRAT / GREEN LAM
Adhesive for wood	Fevicol SH
Rubberized Adhesive	SR 998 & SR Express of Pidilite
French Polish	LOCAL
Melamine finish	Local
PAINT, CELING AND FLOORING	
Acrylic emulsion paint	Asian / Berger
Plastic Paint	Asian / Berger
Gypsum Ceiling	India Gypsum
Glazing	Modi / Asahifloat / SAINT GOBAIN (Tempered glass)
Mirror	MODI / ASAHI/ SAINT GOBAIN
Duco paint	Asian / Berger
Modular ceiling	
MISCELLANEOUS ITEMS	
Vertical Blinds	Vista/ MARC
Magnetic Board	White Mark/ALTOP
Hand dryer	Kopal/ASKON
Foot mat	Duroturf/Birla 3 M

	HARDWARE ITEMS	
	Aluminum section	Jindal or equivalent GEETA / HINDAL
	Floor Spring	Hyper / Archies or equivalent
	Door Closure	Hyper / Hardwings or equivalent
	Door Stopper	Local
	Glass Handles	Local
	Cabinet Handles	Local
	Knobs	Local
	Door Hinges- BRASS	MARUTI
	Shutter Hinges	MARUTI
	Latch	GODREJ / TAG
	Tower bolt	Local
	Cylindrical lock	GODREJ
	Door Lock	Godrej / Vijayan
	Drawer Lock	Godrej
	Pedestal Lock	Godrej
	Storage Lock	Vijayan / Godrej
	Magnetic Ball Catch	Local
	Drawer Guide	Local
	Telescopic Channel	Albihari
	Wire Manager	Local
	Keyboard	INNOFIT/LOCAL
	CPU trolley	INNOFIT/LOCAL
	Steel Studs / spacers	304 SS QUALITY
	Screws	LAXMI / Local/GKW
	ELECTRICAL ITEMS	
	Electrical Wire	Kalinga/ Plaza/ Havells
	Electrical Switches/ sockets/ Power Sockets	Anchor/ Roma
	Pre-wired CFL Fittings	Philips
	Exhaust Fan	Usha/ Khaitan/ Crompton
	Geyser	Bajaj/ Crompton
	Hand Drier	Avro