



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

RIS/109/9/2014

6 April 2016

RIS invites bids from well-established, experienced and reputed service providers for the reconfiguration of its Dispatch Unit area. The work involved is outlined at Annexure – I.

2. Interested firms/suppliers with 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 7 days from the date of receipt of the Work Order. Some 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 work 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.
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 9th and 11th April 2016 between 1100 hrs to 1300 hrs after seeking appointment with Assistant (Admn.), RIS at Tel. 24682177-80.

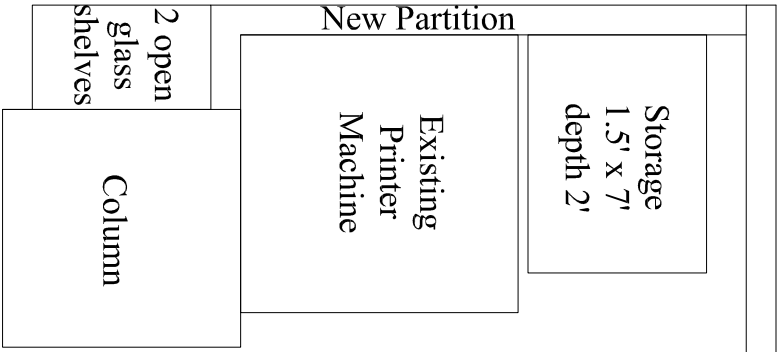
7. Bid proposal to be submitted to RIS is required to be accompanied by the following documents/instruments as the case may be:

- 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 unsuccessful 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 Wednesday, 13 April 2016 (1200 hrs.). The bid cover should be super-scribed "Reconfiguration of Dispatch Unit" 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 Wednesday, 13 April 2016 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.
- x. The broad drawing of the layout of the new area is attached.
- xi. The bid amount should include all charges including cartage and disposal of rubble for the site.

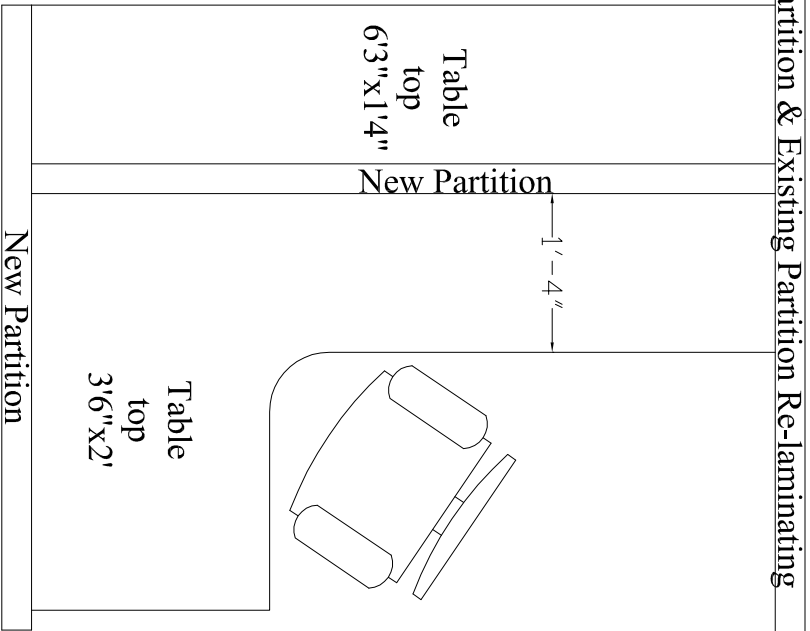
A BROAD OUTLINE OF WORK INVOLVED

- i) Dismantling of the existing structure which would include a part of the false ceiling, partition cabin and workstation. The existing door has to be shifted to pave the way for the extended dispatch unit.
- ii) Required work on AC duct, light fixtures and fittings would be needed.
- iii) A 4 feet high wooden partition with high quality toughened glass with frosted film is required to be constructed. The area will be partitioned into two separate zones, one for the dispatch unit and the other for the photocopier, with usable photocopy set assembly board table and a L shaped table with sufficient space for placing the franking machine etc.
- iv) Creation of required storage facility in the area.
- v) Resetting of false ceiling in the zone.
- vi) High quality plastic emulsion on ceiling.

Use Existing Door



Part New Partition & Existing Partition Re-laminating



Existing Partition

Existing Door

Proposed Layout 29.03.16-2