HLL INFRA TECH SERVICES LIMITED (HITES)
(Subsidiary of HLL Lifecare Limited
A Government of India Enterprise)
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TENDER DOCUMENT

Tender Notice No. : HITES/FM/JIP/Civil/2018-19/001 Dated: 18.04.2018

NAME OF WORK: PROVIDING AND FIXING SUSPENDED METAL CEILING SYSTEM WITH POWDER COATED METAL CEILING TILES AT WARD 41, JAWAHARLAL INSTITUTE OF POSTGRADUATE MEDICAL EDUCATION AND RESEARCH (JIPMER), TERTIARY EDUCATIONAL INSTITUTION IN PONDICHERRY, INDIA.

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NOTICE INVITING TENDER

Tender Notice No. : HITES/FM/JIP/Civil/2018-19/001 Dated: 18.04.2018

HLL Infra Tech Services Limited on behalf of JIPMER invites item rates tenders under Two Bid System for the following works from the appropriate class who have satisfactorily completed similar works during the last five years, ending last day of the month previous to the one in which the Tenders are invited at least three similar works** of costing not less than the amount equal to 40%of the estimated cost put to Tender or two similar works** costing not less than the amount equal to 60% of the estimated cost put to Tender or one similar work** of aggregate cost not less than the amount equal to 80% of the estimated cost put to Tender.

** Similar works means relevant Civil Engg. Works.

SALIENT FEATURES OF THE BID:

Sl. No.	Particulars	Detailed of Tender
1	**Tender Notice No.**	HITES/FM/JIP/Civil/2018-19/001 Dated: 18.04.2018
2	**Name of the Work**	Providing and fixing suspended metal ceiling system with powder coated metal ceiling tiles at Ward 41, Jawaharlal Institute of Postgraduate Medical Education And Research (JIPMER), Pondicherry
3	**Tender Fee [Non refundable]**	**Rs. 590/-** By D.D. of Nationalized Bank only in favour of 'HLL Infra Tech Services Limited', payable at Trivandrum and to be enclosed along with technical bid only , failing which tender will not be considered as a valid tender
4	**Availability of tender**	Tender documents may be downloaded from www.hllhites.com
5	**Approximate Cost of work**	**Rs. 7,70,000.00/-**

6	**Earnest Money Deposit**	**Rs. 15,400/-** By D.D. of Nationalized Bank only in favour of 'HLL Infra Tech Services Limited', payable at Trivandrum and to be enclosed along with technical bid only, failing which tender will not be considered as a valid tender
7	**Performance Guarantee (for the successful bidder)**	5% of contract value
8	**Security Deposit (for the successful bidder)**	Security Deposit will be deducted from RA bills @ 5% of the value of the contract amount.
9	**Completion period of the Work**	45 (Forty Five) days from the date of issue of letter of acceptance.
10	**Date of Issue of Bid Documents**	From 18.04.2018 to 25.04.2018 during office hour
11	**Date of Submission of Bid Documents**	Up to 25.04.2018, Time: 3.30 pm
12	**Date of Opening of Technical Bid**	On 25.04.2018, Time: 4.00 pm

HITES reserves the right to reject any or all the tenders without assigning any reason thereof and also not bound to accept lowest tender. Tenders in whom any of the prescribed conditions are not fulfilled or found incomplete in any respect are liable to be rejected.

Canvassing, whether directly or indirectly in connection with tender is strictly prohibited and the tender submitted by the contractors who resort canvassing will be liable to be summarily rejected.

Sd/-

Signature of Chief Engineer
Facility Management Division
For and behalf of the HITES

SUBMISSION OF TENDER

The tender document shall be submitted in two parts.

1. **Part I - TECHNICAL BID**

The following documents are to be submitted within the period of bid submission furnished by the Contractor along with Technical Bid as per the tender document:

i) Demand Drafts towards the cost of Tender Document and Earnest Money Deposit.
ii) Copy of valid registration certificate of appropriate value issued by any Organisation as Specified in Tender Notice.
iii) Copies of Registration certificate under Indian Partnership Act in case of Partnership Firm/Company Incorporation certificate in case of Ltd. Company/Affidavit in case of proprietary firm along with power of attorney and other documents as per the conditions stipulated under the General Rules & directions for the guidance of contractors in the tender document.
iv) Copies of experience/work completion certificates of required amount as per the conditions of Tender Notice.
v) Tender Acceptance Letter in the firm/Company letterhead duly filled & signed by the Authority with a seal of Firm/Company.
vi) Copy of PAN Card.
vii) Copy of Goods and Services Tax registration certificate.
viii) Copy of balance sheets / Profit and Loss statement for previous three years duly certified by Chartered Accountant.

2. **Part II - PRICE BID**

Completed Price bid

TENDER ACCEPTANCE LETTER

(To be given on Company Letter Head)

Date:

To,

_____
_____
_____
_____
_____

Sub: **Acceptance of Terms & Conditions of Tender**

Tender Reference No: _____

Name of Tender / Work: -

_____
_____
_____
_____

Dear Sir,

1. I/ We have downloaded / obtained the tender document(s) for the above mentioned 'Tender/Work' from the web site(s) namely:

_____
_____

As per your advertisement, given in the above mentioned website(s),

2. I / We hereby certify that I / we have read the entire terms and conditions of the tender documents from Page No. _____ to _____ (including all documents like annexure(s), schedule(s), etc .,), which form part of the contract agreement and I / we shall abide hereby by the terms / conditions / clauses contained therein.

3. The corrigendum(s) issued from time to time by your department/ organizations too have also been taken into consideration, while submitting this acceptance letter.

4. I / We hereby unconditionally accept the tender conditions of above mentioned tender document(s) / corrigendum(s) in its totality / entirety.

5. In case any provisions of this tender are found violated , then your department/ organization shall without prejudice to any other right or remedy be at liberty to reject this tender/bid including the forfeiture of the full said earnest money deposit absolutely.

Yours Faithfully,

(Signature of the Bidder, with Official Seal)

PART- I

GENERAL RULES & DIRECTIONS FOR THE GUIDANCE OF CONTRACTORS

1. AREA OF OPERATION:

The area of operation / work site is located at JIPMER, Dhanvantri Nagar, Gorimedu, Puducherry. The bidders are advised to visit the site to acquaint themselves with the working conditions before submitting the tender document.

2. SPECIFICIATIONS:

Work should be carried out as per various codes of practices provided by BIS and CPWD Norms.

3. ELIGIBILITY CRETERIA:

a) The Bidder should have Successfully completed one similar works costing not less than **Rs. 6.16 Lakhs** for State Govt., Central Govt., corporate or any reputed institutional in the last five years.

OR

Should have completed two similar works costing not less **Rs. 4.62 Lakhs** each, for State Govt., Central Govt., corporate or any reputed institutional in the last five years.

OR

Should have completed three similar works costing not less **Rs. 3.08 lakhs** each, for State Govt., Central Govt., corporate or any reputed institutional in the last five years.

b) The minimum average annual turnover of the bidder shall be 50% of the estimated cost for the last 3 consecutive financial years ending on 31.03.2018.

4. CONTRACT PERIOD:

The entire work shall have to be completed within 45 (Forty Five) days from the date of acceptance of work order.

5. DATE OF COMMENCEMENT OF WORK:

The contractor shall commence the above work within 7 (seven) days from the date of issue of work order.

6. TENDER SUBMISSION:

a) The bidder shall submit the Tender in envelope duly sealed and super scribed with the Tender Notice Number.

b) Tenders can be submitted either by post, courier service or deposited in the Tender box in this office.

c) Tenders not received in prescribed form will be liable to be summarily rejected.

d) Conditional Bids not adhering to the Tendered terms and conditions are liable to be rejected.

e) Tenders will be received up to 3.30 P.M. on 25.04.2018 and will be opened on the same day at 4.00 P.M. in the presence of bidders or their authorized representatives.

f) HITES reserves the right to accept or reject any or all tenders or distributes the work amongst different bidders without assigning any reason thereof.

g) The tender document shall have to be signed by the bidder in each page and the terms & conditions must not be altered; failing which, the tender will be rejected.

7. TENDER OPENING DATE & TIME: On 25.04.2018, Time: 4.00 pm

8. PERIOD OF VALIDITY:

The price quoted by the bidder shall remain valid for a minimum period of 180 days from the date of submission of the tender.

9. PRICE BID:

a) The bidders are required to quote their unit rate in figures as per the **"B.O.Q."** format enclosed in Annexure-I of the Tender Schedule. In case of change in the taxes by the Government during the contract period, the same shall be considered to be paid extra.

b) The L-1 bidder will be evaluated on the basis of lowest quoted rate in the price bid. The rate quoted in the price bid should be the same as per the total value quoted in the B.O.Q. However, in case of discrepancy between these two amounts, the derived amount of B.O.Q. shall be considered for evaluation.

c) Non-mentioning of any price component by the bidder in any item of the BOQ will be taken as 'Nil' and the evaluation will be done accordingly. The concerned price element will be assumed to be included in the total price quoted by the bidder.

d) Tenders containing overwriting, corrections without authentication with full signature on the pages of **"B.O.Q."** will be liable for rejection. In case there is any discrepancy between figures and words, then the amount quoted in words will be considered for evaluation.

e) In case the quoted rate is abnormally lower than the estimate, the company reserves the right to call justification from the L-1 bidder. Further the bidder may have to submit a performance guarantee in form of Bank Guarantee towards the differential amount.

10. PAYMENT METHOD

The contractor shall submit the bill within one month of the date of the final certificate of completion furnished by HITES. No further claims shall be made by the contractor after submission of the bill. Payments will be made within one month; the period being reckoned from the date of receipt of the bill.

11. EARNEST MONEY DEPOSIT (EMD) / SECURITY DEPOSIT (SD) / PERFORMANCE GUARANTEE

Each tender must be accompanied by an Earnest Money @ 2 % value of contract amounting **Rs.15,400.00** in the form of Demand Draft in favour of '**HLL Infra Tech Services Limited**'. Any of the information furnished by him/her is found to be incorrect or false, the Earnest Money Deposited by him shall stand forfeited, without prejudice to any other rights and remedies of the HITES under the contract and Law, and the Tenderer will be liable for any loss suffered by the HITES on account of its withdrawal/modification etc. besides forfeiture of EMD. He will also be debarred from participating in any other Tender Enquiry with HITES for a period of five years.

The contractor whose tender is accepted will be required to furnish by way of Security Deposit for the due fulfillment of his contract sum as under :-

I. @ 5% of the tendered value of contract put to tender without limit. The Security Deposit will be collected by deduction @ 5% (five percentage) from the running bills of the contractor and the Earnest Money, if deposited at the time of tender will be treated a part of Security Deposit. The Security Deposit will be in addition to the Performance Guarantee.

II. The Security Deposit shall not earn any interest. If the successful tenderer had previously held any contract and furnished security deposit, the same shall not be adjusted against this tender and a fresh security deposit will be required to be furnished.

The successful tenderer has to deposit an amount equal to @ 5% of the tendered and accepted value of the work (without any limit) as Performance Guarantee in the form of:

I. Cash in case of guarantee amount is less than Rs.10, 000/- (Rupees Ten Thousand only)
II. Deposit of Call Receipt/Banker's cheque/Demand Draft/Pay Order of Scheduled Bank in case the guarantee amount is less than Rs.1, 00,000/- (Rupees One lakh)
III. An Irrevocable Bank Guarantee bond of any Scheduled Bank or State Bank of India in the prescribed Form in case the guarantee amount is more than Rs.1, 00,000/- (Rs. One Lakh)

The time allowed for submission of the Performance Guarantee by the contractor shall be 7 Days of issue of the Letter of Acceptance. This period can be further extended, if required by the Engineer-in-Charge for a maximum period ranging from 3 to 7 days at the written request of the contractor. The date of start of work may accordingly be fixed reckoning it after 7 days from the date of issue of letter of acceptance.

NOTE: - If the Tenderer who's Tender considered for acceptance fails to furnish the prescribed Performance Guarantee with in prescribed period the EMD will be absolutely forfeited by HITES.

12. PENALTY / FOREFEITURE, ETC.:

In case the successful bidder fails to take up the work after issuance of LOI/Work Order/Agreement, HITES may at its discretion, impose upon any or all of the following penalties

(a) 2% of the total contracted value for the extended period up to 7 days and up to 10% contracted value for the extended period of more than 7 days.

(b) Cancellation of LOI/Work Order/Agreement in part or full.

(c) Recovery of extra cost incurred by the company for getting the work done through other sources which may be without notice.

(d) Blacklisting of the Contractor.

(e) Recovery from any of the other present/future pending bills of the contractor.

13. DEFECT LIABILITY PERIOD:

If any defect in the work is detected by the concerned engineer, the agency shall make necessary rectification of such defects during the defect liability period of 12 (twelve) months from the date of completion of work. All such work shall be carried out by the agency at his own expenses.