TENDER FOR RENOVATION OF ADMINISTRATIVE BUILDING
AT MPEDA, VALLARAPADAM.

The Marine Products Export Development Authority (MPEDA) invites sealed tenders online/through e-tendering process from experienced Civil contractors with minimum 3 years experience in the field and preferably having experience in govt work. For renovation of administrative building at MPEDA Vallarpadam, Kochi, Kerala. The interested parties may respond on or before 10.00 am on 01.11.2018. The details are posted in MPEDA website (www.mpeda.gov.in) under the head Notifications - Tenders.

Sunil Kumar .U
Deputy Director (Admn)
The Marine Products Export Development Authority
(Ministry of Commerce & Industry, Govt. of India)
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E-mail: ho@mpeda.gov.in, support@mpeda.gov.in
Web: www.mpeda.gov.in

NOTICE

TENDER FOR RENOVATION OF ADMINISTRATIVE BUILDING
AT MPEDA, VALLARPADAM

The Marine Products Export Development Authority (MPEDA), Ministry of Commerce and Industry, Govt. of India invites quotations for renovation of an administrative building at MPEDA Vallarpadam, Kochi, Kerala. The BOQ along with the detailed Schedule of services are provided with this quotation as annex. Bidders have to submit the Earnest Money Deposit of Rs.23,750 (Rupees Twenty Three Thousand Seven Hundred and Fifty Only) in the form of Demand Draft (payable at Kochi) in favor of Secretary, MPEDA, in a sealed envelope. The Sealed envelope containing the EMD shall be opened together with the technical bid. The sealed tenders through e-tendering, Earnest Money Deposit shall reach the following address not later than 3 PM on 1st November, 2018.

Secretary
The Marine Products Export Development Authority
MPEDA House, Panampilly Avenue,
Kochi — 682 036, Kerala
**Eligibility Criteria**

1. The bidder should have sufficient knowledge and experience in Civil Structures and its demolitions.
2. The bidder should have a dedicated team capable to ensure that the manpower in hand is capable of executing the works as described in the Annexure C.

**Scope of Work**

Subject to overall supervision and control by MPEDA, The contractor shall provide the scope of services mentioned below.

1. Demolition/Dismantling to be carried out in the administrative building at MPEDA Vallarpadam, Kochi, Kerala.
2. Demolishing brick work manually / by mechanical means including stacking of serviceable material and disposal of unserviceable material as per the BOQ and Schedule Attached as Annexure.
3. The Dismantling has to be done with utmost care and proper cartage and proper clearing of site of debris of has to be provided.
4. The contractor shall be responsible for proper and legitimate disposal of the waste (Debris)
5. The contractor should ensure that, the works shall not affect the general functioning of the office.
6. The contractor should ensure the presence of a qualified civil supervisor, throughout the work till completion for supervising the work.
7. The MPEDA shall have no legal responsibility due to the disposal of the above said Waste (Debris).
8. The contractor shall plan his operations so as to avoid interference with the other Departmental works, other contractors or Sub-Contractors at the site. In case of any interference, necessary coordination shall be sought by the contractor from the Department for safe and smooth working.
9. The Contractor shall provide and maintain all lights, guards, fencing, warning signs, caution boards and other safety measures and provide for vigilance as and where necessary or as required by the Supervisor-in-charge for the protection of workers or for the safety of others.
10. The contractor shall make necessary arrangements for shifting debris and demolition left over from the demolition site to ground through an alternate route other than through the office building corridors and main entrance.
The Bidders will be given an opportunity to visit the site and analyze the quantum and type of work during office hours. The Civil Demolition BOQ & the Schedule of quantities has been attached as Annexure for the kind reference of the contractors.

Timeline of the project

The timeline is of utmost importance. The work needs to be completed within 2 weeks from the receipt of work order in synchronization with other works going on simultaneously.

Payment Terms

Up on Satisfactory completion of work and submission of the Invoice with Detailed Bill, 100% payment will be made after verification by the MPEDA.

Selection of Contractor

The quotations received by MPEDA will be opened at 3.00 PM on 1st November 2018 and assessed by a department committee. The work will be awarded to the contractor who submits the lowest quote.

General Instructions

1. The contractor shall submit the TENDER through e-procure.gov.in, EMD (DD) in an envelope superscribing “Renovation of administrative building at MPEDA Vallarpadam, to be submitted to Secretary, MPEDA, MPEDA House, Panampilly Nagar, Kochi before 31st October 2018.
2. The e-tender should contain:
   a. Cover Letter in the Format prescribed in Annexure A
   b. Copy of Earnest Money Deposit (EMD) of Rs 23,750/-. 
   c. Filled in BOQ listed in Annexure B
   d. Signed Copy of This Tender Notice.
3. Tenders that are not submitted with complete documents as listed in point no 1 shall be summarily rejected.
4. No Tenders will be entertained after 10.00 AM on November 1st 2018 under any circumstances, whatsoever.
5. MPEDA reserves the right to reject any or all applications without assigning any reasons thereof. Mere submission of an application to MPEDA does not entitle an applicant to any benefits / rights / preference. Canvassing in any form is prohibited and will lead to disqualification.
6. The applicant shall keep all the information relating to the work or any other aspect of MPEDA’s business that comes into his possession as a result of or in connection with this work as confidential.

7. In case of any discrepancies/dispute in the performance of any legal agreement regarding the construction/validity/breach/questions shall be dealt within the jurisdiction of offices/court in Ernakulam.

8. MPEDA shall be the sole and exclusive owner of the installations after successful commissioning and the contractor or anybody representing him shall not have any claim whatsoever on the works after commissioning.

9. The contractor shall indemnify MPEDA against any loss/claim that may occur to MPEDA, or against MPEDA whatsoever in respect of the workers employed by the contractor for construction.

10. Any statutory payments/remittances like EPF contribution in respect of the workers shall be the sole responsibility of the contractor.

11. The applicant or the authorized signatory shall sign all the pages of the Tender notice and the supporting documents as acceptance to have read and understood the EOI.

12. The applicant may also visit the site at MPEDA Vallarpadam office to know about the requirements in person on any working day during office hours.

13. In case of any clarification, you may please contact the following official on any working day during office hours (Monday – Friday from 9 Am to 5.30 Pm): Mr. Ivin Alex, Electrical Supervisor MPEDA. Email: ivinalex@mpeda.gov.in, Mob No: 9846525857.
Annexure A

COVER LETTER

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<tr>
<th>Sl. No.</th>
<th>Description</th>
<th>Details</th>
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<tbody>
<tr>
<td>1.</td>
<td>Name of the bidder</td>
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<td>2.</td>
<td>Address — Office</td>
<td>(With Name of the contact person and telephone &amp; fax numbers and email address)</td>
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<td>3.</td>
<td>Details of Experience in undertaking similar kind of works</td>
<td>(proof shall be attached along with)</td>
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<td>4.</td>
<td>Local sales tax Registration No., PAN, TAN, and VAT No. or GST no. (As applicable)</td>
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<td>5.</td>
<td>EMD details (DD/Multicity cheque No., Bank’s branch etc)</td>
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