Notices

The Marine Products Export Development Authority (Ministry of Commerce & Industry, Govt. of India) invites quotations for "Supply and Installation of SS Handrails" at MPEDA, H.O, 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. 3,500/- (Rupees Three Thousand Five Hundred 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 financial bid. The sealed quotation and Earnest Money Deposit shall reach the following address not later than 10 AM on 14th August, 2019.

Deputy Director (Admn)
The Marine Products Export Development Authority
MPEDA House, Panampilly Avenue,
Kochi — 682 036, Kerala

Eligibility Criteria

1. The bidder should have executed similar works preferably in Govt organization. Copy of work order and work completion certificates may be enclosed as proof for the experience.

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 B.

Scope of Work

Subject to overall supervision and control by MPEDA, the contractor shall provide the scope of services mentioned below.
1. Supply and installation of Stainless Steel Hand Rails over the existing parapet at MPEDA Head Office, Kochi, Kerala.
2. The contractor shall be responsible for proper and legitimate disposal of the waste (Debris).
3. The contractor should ensure that, the works shall not affect the general functioning of the office.
4. The contractor should ensure the presence of a qualified civil supervisor, throughout the work till completion for supervising the work.
5. The MPEDA shall have no legal responsibility due to the disposal of the above said Waste (Debris).
6. 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.
7. 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.
8. 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.
9. 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 14 days from the receipt of work order.

Payment Terms

Up on Satisfactory completion of work and submission of the Invoice with Detailed Bill, payment will be made after verification by the MPEDA. 7½ % of the final bill amount shall be retained as security deposit and shall be released on completion of the defects liability period of one year. The EMD of 3,500/- shall be refunded along with the security deposit without interest after defect liability period of one year if no complaint exists or after rectifying the complaint.
Selection of Contractor

The quotations received by MPEDA will be opened at **11.00 AM on 16th August 2019** 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 Quotation through post or by hand along with the EMD (DD) in an envelope superscribing “**Supply and installation of SS Hand Rails**” to Deputy Director (Admn), MPEDA, MPEDA House, Panampilly Nagar, Kochi, before **14th August 2019**.

2. The quotation should contain:
   a. Cover Letter in the Format prescribed in Annexure A
   b. Earnest Money Deposit (EMD) of Rs 3,500/-
   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 August 14th 2019** 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 Head office to know about the requirements in person on any working day during office hours.

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**

<table>
<thead>
<tr>
<th>SI. No.</th>
<th>Description</th>
<th>Details</th>
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<tbody>
<tr>
<td>1.</td>
<td>Name of the bidder</td>
<td></td>
</tr>
<tr>
<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></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>3.</td>
<td>Details of the Civil Supervisor employed for the contract work</td>
<td>(qualification &amp; Contact information)</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/Multiplicity cheque No., Bank’s branch etc)</td>
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</table>
# Annexure B

## BILL OF QUANTITY FOR SUPPLY AND INSTALLATION

**OF SS HAND RAIL AT MPEDA, KOCHI**

<table>
<thead>
<tr>
<th>Work Detail</th>
<th>Qty</th>
<th>Rate per running meter in Rs</th>
<th>Amount in Rs</th>
</tr>
</thead>
<tbody>
<tr>
<td>Supply and Installation of SS 304 grade 18 guage 2&quot;x2&quot; square pipe handrail with 3/4&quot; balusters and 1/2&quot; cross bars as per the design. All joints should be tig welded and polished with three level stones and civil work, transportation etc. The height should be maintained @ 30 cm from FFL/Existing cement hand rail.</td>
<td>47 Running meter</td>
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<tr>
<td>GST</td>
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<td>TOTAL</td>
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<tr>
<td>Rupees .................................................................</td>
<td>Rupees .................................................................</td>
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Signature  
Name & Designation  
Company Name  
Address  
Contact No.

Place :  
Date :