NOTICE

INVITING TENDERS FOR SETTING UP OF

"CANTEEN AT MPEDA HEAD OFFICE, PANAMIPILLY NAGAR"

The Marine Products Export Development Authority (MPEDA), Ministry of Commerce and Industry, Govt. of India invites tenders for submission of design, setting up and maintenance of Canteen proposed to be set up by MPEDA in its Headquarters at Panampilly Nagar, Kochi, Kerala.

The proposed canteen would contain 2 floors. Ground floor and Mezzanine floors basically for a kitchen and seating space in pre-fabricated steel structure as mentioned in the drawings and BOM.

The sealed tenders along with an Earnest Money Deposit of Rs 25,000 (Rupees Twenty Five Thousand) in the form of Demand Draft or Multicity Cheque (payable at par) in favor of Secretary, MPEDA, Kochi, shall reach the following address not later than 5pm on 18 December 2017.

Joint Director (Aquaculture)

The Marine Products Export Development Authority

MPEDA House, Panampilly Avenue,

Kochi — 682 036, Kerala

Eligibility Criteria

1. The bidder should have ‘sufficient knowledge, experience, reference material and expertise in setting up and creating Specified detailing in the interior design layout mentioned in the tender. The bidder should have also capability and expertise in executing the mechanical, electrical, plumbing, HVAC, security etc mentioned in the tender document.

2. The bidder shall do the work in an aesthetic and appealing manner in line with the existing dimensions of space available in the designated area and requirements stated by the designers.

3. The bidder should have a dedicated team capable to ensure that the manpower in hand is capable of executing the works as described in (1) above.

4. The bidder should have at least 5 years of experience in executing the works as described in (1) above.

5. The bidder should have an annual turnover of at least Rs. 2 Crores (Rupees Two Crore) average for last three years.

Scope of Work

The project space envisaged for the Canteen has been mentioned in the layout. Subject to overall supervision and control by MPEDA and Life Inspired (Design Consultant), the scope of services to be provided has been included in the annexures.
Payment Terms

MPEDA will pay 30% advance payment of the approved project cost while issuance of the work order. Another installment of 40% upon completing the work, 20% on commissioning to the entire satisfaction of MPEDA, Life Inspired (Designers) and the remaining 10% payment will be done after the defect liability period of 1 year.

Timeline of the project

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GENERAL INSTRUCTION TO BIDDERS AND SPECIAL CONDITIONS

I. Sealed Tenders shall be submitted in two envelopes consisting of the following:

Part - I - Technical Bid accepting terms and conditions of the tender furnishing details as per Annexure A.

An Earnest Money Deposit (EMD) of Rs 25,000 (Rupees Twenty Five thousand only), by way of Demand Draft or Multicity Cheque (payable at par) drawn on any Bank in favour of Secretary, MPEDA, Kochi shall be enclosed in a sealed cover and attached to the technical bid.

Part - II - Financial Bid as per Annexure B.

The cover should be properly sealed and clearly super-scribed as:
"Part-1 Technical Bid - Tender for setting up of the Canteen of MPEDA” and “Part- II Financial Bid-Tender for setting up of the Canteen of MPEDA”

Tenders should be addressed to Joint Director (Aquaculture), The Marine Products ExportDevelopment Authority, MPEDA House, Panampilly Avenue, Kochi — 682 036, Kerala, with respective cover details, so as to reach not later than 5pm on 27 November 2017.

1. Bids that are not submitted in two separate covers shall be summarily rejected.

2. No Tender will be entertained after 5pm on 18 December 2017 under any circumstances, whatsoever.

3. (a) Part - I: Technical Bid will be opened on 19 December 2017 at 11.15 am.

(b) The bidders will be required to make an audio visual presentation (Power Point or any appropriate format) of maximum 15 minutes duration about the concept, technology used and raw materials proposed immediately after the tender opening.
(c) Bidders who score a minimum of 80% marks in the Technical bid and presentation will only be qualified for opening of their financial bids.

4. Part – II : Financial Bid of the technically qualified bidders will be opened on the sameday or later, which shall be advised separately to the bidders.

5. Technical Bid will be evaluated by the committee identified by MPEDA.

6. The bidder must substantiate all claims made in the Technical Bid by submitting the copies of the following documents as enclosures to the technical bid:

(a) Copy of Annual Reports / Audited Balance Sheet, and IT Return for the last 3 years ie; Financial Years 2016-17, 2015-16 and 2014-15

(b) Statement of Experience (including name of clients(s), nature of project and number of years) in executing similar or related work.

(c) PAN, TAN, ST No. & Service Tax No., GST / VAT No. (which ever is applicable)

(d) Profile of Management Team, Organization Structure, Employee Strength

(e) Photographs/ Videos of projects undertaken

8. The Tender shall remain valid for an acceptance period of 45 days from the date of opening the financial bid and the bidder shall not cancel or withdraw the tender during this period, failing which the EMD submitted will be forfeited.

9. (a) Each page of the Tender document shall be signed by the person or persons submitting the tender as a token of his/their having acquainted himself/themselves with the Eligibility criteria, Scope of work, General Conditions of the Tender, General Specifications, and Special Conditions etc., as laid down. Any tender with any of the documents not so signed will be rejected.

(b) The tender submitted on behalf of a firm shall be signed by the person who has the necessary authority on behalf of the firm to enter into the proposed contract. Otherwise the tender may be rejected by MPEDA.

10. MPEDA reserves the right to reject/fail any applications without assigning any reasons thereof. Mere submission of an offer to MPEDA does not entitle an applicant to any benefits/rights/preference. Canvassing in any form is prohibited and will lead to disqualification.

11. The bidder shall keep confidential all the information relating to work or to any other aspect of MPEDA’s business that comes into his possession as a result of or in connection with this work.

12. The EMD deposited by the successful bidder shall be kept in possession by MPEDA as a security deposit for a period of minimum 3 years or till the completion of AMC, whichever is later.

II. BIDDER TO INFORM HIMSELF FULLY:

1. MPEDA shall be the sole 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.
2. The contractor shall indemnify MPEDA against any loss/claim whatsoever in respect of the workers employed by the contractor for construction and also for AMC.

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

4. If the bidder shall have any doubt as to the meaning of any portion of the general conditions, or the special conditions or the size and scope of the work or the specifications and drawings or any other matter concerning the contract he shall in good time, before submitting his tender, put forth the particulars thereof and submit them to MPEDA in writing in order that such doubts may be clarified authoritatively in writing before tendering. Once a tender is submitted the matter will be decided according to tender conditions in the absence of such authentic pre-clarification.

5. The bidder 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:-

   Joint Director (Aquaculture)
   The Marine Products Export Development Authority
   MPEDA House, Panampilly Avenue,
   Kochi — 682 036, Kerala
   Tel. No.: 0484-2317762
   Email: anilkumarp@mpeda.gov.in

I/We hereby declare that I/We have read and understood the above instructions for the guidance of bidders.