

Notice Inviting Tender

**The Marine Products Export Development Authority
(Ministry of Commerce & Industry, Govt. of India)**

Head Office, MPEDA House,
Building No: 27/1162, PB No:4272,
Panampilly Avenue, Panampilly Nagar PO,
KOCHI-682 036, KERALA
Telephone (EPABX) : +91 2311901 / 2311854
2311803 E-mail: admn@mpeda.gov.in

QUOTATION NOTICE

ADMN-MOB/HOP/2/2022-ADMN

21.06.2022

The Marine Products Export Development Authority (MPEDA), Kochi invites quotations through Limited tender System from eligible bidders for the **RENOVATION OF SECURITY CABIN AT MPEDA HEAD OFFICE, Kochi**. The details of requirements and terms & conditions for each items are available in the MPEDA Website: <http://mpeda.gov.in>. The bids shall be submitted online following the instructions appearing on the quotation document. **Dead line for submission of bid: 11.00 hrs on 30-06-2022**. The bids are submit their quotes through post or by hand. **The bids will be opened at 4:30 hrs. on 30-06-2022** in the presence of bidders or their representatives who choose to attend on the specified date and time at the MPEDA Head Office at the address given above.

Sd/-

SECRETARY

MPEDA, KOCHI

2. Introduction

The Marine Products Exports Development Authority (MPEDA) (hereinafter referred as “MPEDA”) is a statutory body under the Ministry of Commerce and Industry, Government of India. MPEDA with its Head office at Panampilly Nagar, Kochi is entrusted with the primary task of promotion of export of marine products from India.

3. SCOPE OF WORK

The **RENOVATION OF SECURITY CABIN** works are to be carried out in the ground floor, Head Office of MPEDA at Panampilly Nagar, Kochi, Kerala. The detailed Bill of Quantity (BOQ) and Drawings for the work is available in the website: <https://mpeda.gov.in> and the same have to be downloaded from the website for the submission of quotation.

Interested Bidders may obtain further information from the Head Office of MPEDA at the address given below from 10:00 to 17:00 hrs. (IST) on all working days –

Deputy Director (Admn)
The Marine Products Export Development Authority
(Ministry of Commerce & Industry, Govt. of India)
MPEDA House, Building No: 27/1162, PB No: 4272,
Panampilly Avenue, Panampilly Nagar PO,
Kochi-682 036, Kerala
Telephone (EPABX): +91 484 2311901, Extn- 304, 311
E-mail: admnn@mpeda.gov.in
Web: www.mpeda.gov.in

4. GENERAL CONDITIONS

4.1. ELIGIBILITY CRITERIA.

(i) The tenderer should be **successfully completed 3 (three) similar works** (similar work like construction of building, Renovation of office building, Civil works, Electrical works etc.) costing not less than the amount of Rs.2 lakh during last 7 years ending 31/03/2022 OR two similar completed works costing not less than Rs.5 lakh OR one similar completed work costing not less than Rs.7 lakh in Govt. Organizations, Autonomous Bodies or Private enterprises of repute in the last three years. Work orders and Work completion certificates should be submitted as proof.

ii. The tenderer should have average **annual financial turnover** during last 3 (Three) consecutive years, ending 31/03/2022 should be at least as Rs.3 Lakh. Relevant copies of Annual Accounts certified by Chartered Accountant and IT returns should be submitted as proof.

(iii) The **bidder should not have been blacklisted** by any Govt. agencies in India. A self declaration in this regard should be submitted along with the tender.

iv. Tenderer shall have valid GST Registration and PAN. Self attested copy of PAN and Goods & Service Tax (GST) registration certificate should be uploaded along with Technical bid.

v. **The tenderer should have a registered office in Kerala**, registration certificate and self declaration in this regard should be submitted along with the tender.

4.2. Earnest Money Deposit (EMD)

The sealed quotations along with an Earnest Money Deposit Rs. 6,500/- in the form of Demand Draft in favour of Secretary, MPEDA, Kochi should be submitted along with the tender.

If the tenderer is an MSME NSIC a valid certificate issued by National Small Scale Industries Corporation (NSIC) or MSME certificate should be uploaded in the technical bid for relaxation of EMD.

4.3. Performance Guarantee

The successful bidder shall submit 10% of the contract value as Performance guarantee within 7 days from the award of contract. The performance guarantee will be released after 60 days from completion of defect liability period (ONE YEAR) without interest.

In case the performance guarantee is not submitted within that time MPEDA shall reject the tender.

4.4. Timeline of the Project

The successful tenderer shall be required to execute an agreement within **7 days** from the date of receipt of the notice of acceptance of tender from MPEDA. In the event of failure on the part of the successful bidder to sign the agreement within 7 days, the EMD will be forfeited and the acceptance of the tender shall be considered as cancelled.

The timeline is of utmost importance. The work needs to be completed within **14 days** from the receipt of work order in synchronization with other works going on simultaneously in the premises.

5. Payment Terms

Up on Satisfactory completion of all the works mentioned in the BOQ and after verification/necessary certification 100% of the contract amount shall be released against final Invoice. No part payment will be released.

7. SPECIAL CONDITIONS

7.1. The contractor shall submit the quotation through post or by hand only.

7.2. Tenders that are not submitted with complete documents as listed shall be liable to be rejected.

7.3. MPEDA reserves the right to reject any or all tenders without assigning any reasons thereof. Canvassing in any form is prohibited and will lead to disqualification.

7.4. The tenderer 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.

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

7.6. The contractor shall indemnify MPEDA against any loss/claim that may occur to MPEDA, in connection with the execution of the work or against MPEDA whatsoever on account of the conduct or otherwise of the workers employed by the contractor for construction.

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

7.8. The tenderer may visit the site at MPEDA to know about the requirements in person on any working day during office hours.

7.9. The Successful tenderer shall appoint his own employees to carry out the works. Sub contracting in any form is not allowed.

7.8 Tenderers are expected to visit the site before quoting the rates and should satisfy themselves as to the nature and condition of the work and facilities available.

7.9 Tenderers are required to study the tender document and understand the conditions, drawings, specifications, etc. Doubts, if any, should be got clarified.

7.10 The tenderer should quote for all items in the tender schedule in figures. If there is any discrepancy between the unit rate and total amount, the unit rate will prevail.

7.11. The rates quoted in the tender shall be all inclusive including cost of materials, transportation, freight charges, taxes etc.

7.12. MPEDA has the right to reject any or all tenders without assigning any reason.

7.13. MPEDA reserves the right to delete or alter any item(s) from the tender schedule without assigning any reason. Claims by the contractor for compensation or damages on account of these shall not be entertained.

7.14. The contractor must co-operate with other agencies appointed by MPEDA so that the work shall proceed smoothly.

7.15 Quantities shown in the tender are approximate and payment shall be made against the invoice as per actual measurements taken jointly by the Contractor and MPEDA.

7.16 In the course of execution of if it become necessary to do any additional /excess work, prior consent of MPEDA shall be taken. The successful tenderer is not entitled to any sort of compensations with regard to variations, if any, between the actual quantities and tender quantities if prior permission for the same is not obtained.

7.17 The material specified has to be strictly adhered to and the workmanship should be of superior quality. All other materials not specified shall get prior approval from MPEDA before purchase/ installation. Commencement of work without approval of the material shall be entirely at the risk and cost of the contractor.

7.18 The responsibility for the safety, security and accounting of the materials and equipment brought or installed by the successful tenderer for completion of the work will remain with the contractor till the completed work is handed over to MPEDA.

7.19 MPEDA reserves the right to reject any portion of work or materials, which is found unsatisfactory or not up to the standard. If the performance of the successful tenderer is found to be unsatisfactory, MPEDA reserves the

right to cancel in part or whole of the contract and get the work executed through alternative means at the entire risk and cost of the successful tenderer.

7.20 The contractor will be responsible to provide all statutory benefits to the employees / labourers engaged by him and pay all statutory dues under Acts like EPF, ESI etc as are applicable and the contractor shall indemnify MPEDA against any claim/damage/loss suffered by MPEDA on that account. MPEDA shall have liberty, without referring to the contractor, to deduct, such sum as may be suffered as loss or damage due to the aforesaid reason from pending bill of the contractor. MPEDA shall not be responsible for the safety of the employees of the contractor. Any injury or loss suffered by the employees of the Contractor shall be compensated by the contractor.

7.21. The successful tenderer shall bestow all necessary personal attention to the work during the progress of work and also until the expiry of **Defects Liability Period', which is one year from the date of issue of work completion certificate** and may engage his own person for effective supervision at no extra cost.

7.22. Necessary lighting arrangements shall be made by the contractor at no extra cost for the work.

7.23. The contractor shall on request dismiss immediately from the work any person(s) employed thereon who may be unsuitable or incompetent or who may misconduct himself and such person shall not be employed again or allowed on the work without the permission of MPEDA.

7.24. TDS for Income tax and GST at prevailing rates will be deducted from the final bill and certificate will be issued to the contractor.

7.25 Any defect, shrinkage, settlement, unsound construction or other faults in materials, workmanship and / or equipment's supplied and installed which may appear within the defects liability period shall upon the direction of MPEDA be attended and made good by the contractor at his own cost. In the event of failure of the contractor to amend the faults within a reasonable time, MPEDA may rectify the damages / faults by employing other persons, and all loss and expenses consequent there on or incidental there to shall be borne by the contractor. The retention money will be released only after deducting the expenses or loss incurred by MPEDA during the defects liability period.

7.26 The Contractor shall not use the site for any purpose other than carrying out the work as defined in the Contract.

7.27 The Contractor is responsible for clearing the site of the debris, rubbish and the leftover materials as and when accumulated once in every day so that the site is kept clean and orderly. No additional payments will be made for this.

The contractor shall make arrangement for buy back of any usable / salvaged material or scrap accrued on account of dismantling, and any revenue generated thereof shall be adjusted against the dues to the contractor'.

7.28 The Contractor may use the electricity and water connections of the premises for carrying out the work but will have to pay a nominal amount which is mutually agreed up on between the contractor and MPEDA.

7.29 The Contractor shall take maximum care to safeguard the furniture, fixtures /stationary / electronic equipment etc in the MPEDA building & premises. Damages / loss caused shall be compensated by the Contractor failing which the cost shall be recovered from the Contractor's Bill.

7.30 MPEDA has the right to introduce new items, not included in the Tender schedule for which the rates shall be fixed by MPEDA as per the prevailing market rates. The contractor can give a cost analysis if asked to justify his rates which may be acceptable to MPEDA if the rates are justifiable.

7.31 The Contractor / his representative shall respect and obey the rules and procedures followed with regard to security and cooperate for the smooth functioning of MPEDA.

7.32 The tender shall remain valid for minimum 90 days from the date of opening Price bid. A bid valid for lesser period shall be rejected by MPEDA as non responsive'.

7.37 The tenderer should strictly ensure **Covid 19 protocol** in work place. OMs/Guidelines issued by Local Body/State/Central Government may be followed by the Contractor/representatives/labourers etc.,

DECLARATION FORM
(To be given on Company Letter Head)

Date:

Secretary, MPEDA,
MPEDA House,
Panampilly Nagar,
KOCHI-682 036

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' 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. 01 to _____ (including all documents like Annex(s), table(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/ organization too has 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. I / We do hereby declare that our Firm has not been blacklisted/ debarred by any Govt. Department/Public sector undertaking.

6. I / We certify that all information furnished by our Firm is true & correct and in the event that the information is found to be incorrect/untrue or found violated, then your department/ organization shall without giving any notice or reason therefore or summarily reject the bid or terminate the contract , without prejudice to any other rights or remedy including the forfeiture of the full said earnest money deposit absolutely.

Yours Faithfully,

(Signature of the Bidder, with Official Seal)

GENERAL INFORMATION ABOUT THE TENDERER

1	Name of the Tenderer					
	Registered address of the firm with GSTIN					
	State		District			
	Telephone No.		Fax			
	Email		Website			
Contact Person Details						
2	Name		Designation			
	Telephone No.		Mobile No.			
Communication Address						
3	Address					
	State		District			
	Telephone No.		Fax			
	Email		Website			
Type of the Firm (Please ✓ relevant box)						
4	Private Ltd.		Public Ltd.		Proprietors hip	
	Partnership		Society		Others, specify	
	Registration No. & Date of Registration.					
Nature of Business (Please ✓ relevant box)						
5	Original Equipment Manufacturer			Authorized Dealer /Representative		
	Direct Importer			Others, specify.		
Key personnel Details (Chairman, CEO, Directors, Managing Partners etc.)						
6	in case of Directors, DIN Nos. are required					
	Name		Designation			
	Name		Designation			
Bank Details						
7	Bank Account No.		IFSC Code			
	Bank Name & Address		Branch Name			
	Tel No		Email ID			
	PAN Card No					
8	Whether any criminal case was registered against the company or any of its promoters in the past?				Yes /	

					No
9	<i>Other relevant Information provided *</i> <i>(here enclose the details such as presentation on the details of the tenderer in a CD preferably, please avoid submission of detailed leaflets/brochures etc, if possible.)</i>				
<i>Date:</i>		<i>Office Seal</i>		<i>Signature of the tenderer / Authorized signatory</i>	

CHECK LIST FOR BIDDER

Name of the Bidder:.....

Sl. No.	Particulars	Document attached	Page No.
A	EMD- ₹...../- DD No..... Date:.....	Yes/No	
B	Technical bid with following Annexes: COVER A	Yes/No	
	1. Annex-I Declaration Form	Yes/No	
	2. Annex-II - General Information about the tenderer	Yes/No	
	3. Annex-III Check List For Bidder	Yes/No	
	4. Copy of Annual Turnover Certificate/Balance sheet in pdf (Last three years)	Yes/No	
	5. Copy of Valid GST /PAN Registration Certificate in pdf	Yes/No	
	6. Scanned copy of Registration certificate of the Firm/Company with appropriate Authority as applicable in pdf format	Yes/No	
	7. Scanned copies of specific WORK EXPERIENCE CERTIFICATES/ WORK COMPLETION CERTIFICATE along with Work Order/Letter of intent issued by Govt. /Semi-Govt. /Autonomous/PSUs and/or Reputed Institution of requisite	Yes/No	
C	BOQ properly filled and attached	Yes/No	

Signature of Bidder ;
Name & Designation :

Date:

Seal :

Boq for the renovation of security cabin

Sl No	Description	Unit	Qty	Rate	Amount
1	Demolition of existing brick work/floor tile and removing Doors - 2 Nos, Windows -4Nos (the dismantled items should be stacked as per the instruction from the site in charge) the brick work waste and unwanted items /waste removed form site from site as per the instruction from the site in charge	M3	1		
3	Brick work/Plastering: Providing and laying of 9" Brick masonry work in CM 1:5 (1 cement, 5 M.sand) with all lead, lift and depth including scaffolding, finishing, cutting, curing and such other works that are required to make it to complete at all floors & heights. The rate should be including plastering as per the specifications. As per the approved drawing and directed by the Engineer in charge	M3	1		
4	UPVC Windows: Providing and Fixing of glazed with (sliding shutter -3) UPVC frames (The profiles are hollow, multi-chambered and steel reinforced with an outer wall thickness of 2.2 mm) the rate including all hardware, fixings is of materials against atmospheric corrosion. And glass (white colour) at site as per the instruction of site in charge (Toughened Glass of 6 mm thick) provision for water drainage should be made in the profiles. All the gaps to be filled with silicon. Rate including all hardware.	Sq ft	65		
5	UPVC Door: Providing and Fixing of glazed with (Single UPVC door with floor spring) UPVC frames (The profiles are hollow, multi-chambered and steel reinforced with an outer wall thickness of 2.2 mm) the rate including all hardware , fixings is of materials against atmospheric corrosion and glass (white colour) at site as per Architects design and specification (Toughened Glass of 6 mm thick should be inserted top portion of the door and bottom portion the door will be fixed with 6 mm thick hylam sheet) provision for water drainage should be made in the profiles. All the gaps to be filled with silicon.(2.10 x.1.00) Approx	Sq ft	24		

6	<p>Shelf/work station: Supplying and fabrication shelf/workstation, shutters and top and bottom using 18mm Marine ply finished with laminate .The inner partitions are done by using 12mm thick marine ply and back partitions are done by using 6mm thick marine ply finished with laminate respectively, bottom shelf should lifted by giving skirting of 10cm height. The cabinet top edge with double thick ,doo and visible sides should be finished with laminate .1mm thick and non visible area should be painted with wood primer and paint. The rate includes cost of automatic closing hinges, locks, handles etc. complete. Edges finished using good quality tape and good sliding systems. Edges finished drawer unit using good quality ISI branded adhesives, metallic heavy duty draw slides on good quality nylon bushes for easily movement. Fabrication of Shelf using marine play as per the above specifications.</p> <p>Rates should include labour and materials, transportation, installation etc.</p> <p>Complete, as per approved drawing and specifications.</p>	Sq ft	40		
7	<p>Interior Wall /Ceiling /Partition Painting: Surface finishing -Internal Wall/ceiling painting with 1 coat putty1 coat primer and 2 coat plastic Emulsion paint of approved quality as specified (ISI marked) of required shade to give an even shade including brushing the surface clean of all dirt, dust and sand papered smooth wherever required. The rate includes the cost of all materials, labour charges, cleaning etc., complete.</p>	Sq ft	360		
8	<p>Electrical work: Supply & Wiring of Light point using 3 Runs of 1.5 Sq.mm 1.1 KV grade ISI marked PVC insulated FRLS single core stranded copper wire through 20/25 mm dia. medium duty electrical grade ISI marked PVC conduit/casing and capping in recessed system including supply & fixing of 1 No.6A one way Modular type control switch/1 No 6A socket (3 Nos)with base plate / cover, suitable metal boxes, inter connections , earthing the box etc. complete as required.(wires make:v guard, switches Make: Legrand -Mylink</p>				

8a	One light point controlled by 1 No. 6A 1 way switch	Point	3		
8b	Two light point controlled by 1 No. 6A 1 way switch	point	2		
8c	Three light point controlled by 1 No. 6A 1 way switch	Point	1		
8d	one fan point controlled by 1 No. 6A 1 way switch	point	2		
8e	One ceiling fan/wall point controlled by 1 No 1 way switch the rate including supply and installation of fan regulator	Point	1		
9	Double skin partition: Providing and fixing in position full height Partition work, with Cement fibber board: Providing and fixing in position 12mm cement fibber board flat double skin partition using GI section as per the standard specification.	Sq ft	60		
10	Fabrication and supply of single cot with bed: Fabrication and supply, installation of single cot and bed (6ft x 3ft) size fabricated with 2" GI square tube (18 gauge) and fixed with 18mm marine pay. The frame work should be painted with primer and enamel paint and ply wood painted with wood primer and paint. The rate should included with bed sheet and pillow with cover complete.	No	1		
11	Floor Tile: Providing and laying in position 600mm X 600mm floor Tile and of approved make, colour and shade for Flooring in approved pattern, size & shape to true line and level on average 40 mm thick bedding of 1:4 mix cement sand mortar floated with neat cement, filling the joint with grouting of matching colour including cleaning, watering, curing, filling, etc. complete as per detail drawing, as specified and as directed by Designer. The rate including fixing of Skirting.	sq ft	100		
				Sub total	
				GST	
				Total	

**Details of the Bidder:
Name & Designation:**

**Signature:
Date:
Seal :**