

समुद्री उत्पाद निर्यात विकास प्राधिकरण

(वाणिज्य एवं उद्योग मंत्रालय, भारत सरकार)

एम पी ई डी ए भवन, पनंपिल्ली एवन्यू  
डाक पेटी सं. 4272, कोच्ची - 682 036, भारत

## The Marine Products Export Development Authority

(Ministry of Commerce & Industry, Govt. Of India)

MPEDA House, Panampilly Avenue,  
P.B. No. 4272, Kochi-682 036. India



फोन } : 2311979, 2311901  
Phone } : 2311854, 2311803  
          } : 2313415, 2314468  
          } : 2315065

फाक्स } : 91-484-2313361  
Fax }

E-mail : ho@mpeda.gov.in  
Website : www.mpeda.gov.in

संदर्भ/Ref:

तारीख/Date:

ADMN-MOB/HOP/4/2023-ADMN

17.01.2024

### QUOTATION NOTICE

Sealed quotations are invited from experienced Contractors for **Interior works at Aqua Section of MPEDA Head Office**, Panampilly Nagar Kochi-682036. The quotation form is enclosed herewith. The contractors may visit the site and assess the work to be done on any working days from 22.01.2024 to 31.01.2024 between 10 AM and 5 PM. interested parties are requested to quote the lowest rate for the above works in the prescribed format. The envelope of the quotation should be superscribed as "**Quotation for Interior works at Aqua Section of MPEDA Head office**" and should reach to the undersigned on or before 3.00 PM, **on 2<sup>nd</sup> February 2024**. The terms and conditions of the contract attached as Annexure -A.

Yours faithfully,

Vinu P. K  
Deputy Director (Admn)

**Terms and Conditions of contract.**

1. The contractors may visit the site to understand the site conditions before quoting the rate. Arrangements may be made to clean the site on completion of the work. There will be no additional payment for the same. The rate quoted shall be inclusive of all Taxes.
2. The envelope should contain;
  - a. Cover Letter in the Format prescribed in Annexure B
3. The EMD in the form of DD for **Rs.8, 000/- (Rupees Eight Thousand Only)** in the name of the Secretary, MPEDA payable at Ernakulam, shall be submitted in original in a sealed envelope before due date of Tender.
4. The EMD will be returned without interest to the unsuccessful tenderers. The EMD of selected tenderer shall be retained against performance guarantee.
5. If the tenderer is exempted from submission of EMD, the valid certificate issued by National Small Scale Industries Corporation (NSIC) or MSME certificate should be uploaded in the technical bid.
6. Bill of Quantities (**BOQ**) **listed in Annexure C**
7. Quotations that are not submitted complete documents as listed below shall be summarily rejected.

Signed copy of quotation notice, EMD in the form of DD/MSME certificate, Annexure -A, Annexure -B, Annexure C. Registration certificate of Office.
8. Quotations should be addressed to The Secretary, The Marine Products Export Development Authority, MPEDA House, Panampilly Avenue, Kochi — 682 036, Kerala, with respective cover details, so as to reach not later than **03:00 PM on 02/02/2024**.
9. No quotations will be entertained after **03:00 PM on 02/02/2024** under any circumstances, whatsoever.
10. 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.

11. 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.
12. 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.
13. 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.
14. 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.
15. Any statutory payments/remittances like EPF contribution in respect of the workers shall be the sole responsibility of the contractor.
16. The applicant or the authorized signatory shall sign all the pages of the Quotation notice and the supporting documents as acceptance to have read and understood the EOI.
17. **The contractor should have a registered office in the state of Kerala documentary evidence should be submitted.**
18. The Successful bidder shall submit 10% of the contract value as security deposit. EMD already submitted by the bidders will be adjusted to security deposit. SD will be released after one year without interest.

**COVER LETTER**

Sl. No.	Description	Details
1.	Name of the bidder	
2.	Address — Office  (With Name of the contact person and telephone & fax numbers and email address)	
3.	Local sales tax Registration No., PAN, TAN, and VAT No. or GST no. (As applicable)	
4.	EMD details (Bank Guarantee/DD/Multicity cheque No., Bank's branch etc)	
5.	Banker and their address, A/c No. with RTGS/NEFT details.	

I/We hereby declare that I/We have read and understood the above notice for Quotation invited by MPEDA for Interior works at Aqua Section at MPEDA Head Office, Kochi. I/We are competent to undertake the works to the complete satisfaction of the MPEDA and I/We have the enough experience and resources to complete the work within the prescribed timelines as per the expected quality. The information provided in the **Annexure B** attached with this quotation is true to the best of my/our knowledge.

Signature of the Applicant/Authorized Signatory

Name:

Date:

Place:

Seal:

## Annexure –C

## BOQ towards the renovation works of Aqua section and Drivers room at MPEDA HO

Sl. No.	Work/item description	Qty	Rate	Amount
1	Dismantling of the existing overhead cupboards and workstations (wooden) and skirting as per the instruction form the site in charge. The dismantled non usable items should be removed from site. Usable items to shifted as per the direction of site in charge.	1 Job		
2	<p>Partition work: Fabrication and fixing in position Toughened glass 8 MM, over the existing wooden half partition at a height of 4 ft. after that wooden frame with 12MM marine pay double skin partition up to false ceiling level. The frame work of partition should be supported to roof slab. (approx. size of partition 90cm Height and 240cm width 10cm thick . The rate including all necessary Stainless Steel finish fittings/hardware, modification of existing false ceiling etc. as per list of approved material and as approved by the Project in charge.</p> <p>Note: In case of false ceiling, the vertical members to be fixed with pucca ceiling. For fixing the vertical members the existing gypsum board modification required.</p>	55 Sq ft		
3	Sliding Door: Fabricating and fixing hard wood framed flush sliding door 32mm thick, in fill of 8 mm toughened glass with sticker work 2 side finished with mica lamination SS Hardware including door closer, Door stopper including the cost of all materials and labour etc. complete As per in instruction of site in charge.	1 No		



4	Work station: Modification of existing work station (Table) as per the new design finished with new Mica Lamination 1mm. (L shape table). The rate includes providing new hinges, drawer's handles, lock, sliders etc. As per the instruction of site in charge.	1 No		
5	Electrical work: Providing UPS power points. Wiring using 2.5 sq mm FRLS wire from the existing points to work station. And fixing of power socket /switch (Modular 6A Socket 3 Nos, 16A Switch 1 No in open suitable box), rewiring of Fan point, Light point, switch back box ect. AC point wiring by using 2.5 sq mm single phase circuit with proper earthing and installation of 16A socket switch 3 Pin top etc. Complete.	1 Job		
6	Curtain blinds: Supply and installation of window blinds as per the approve modal	30 Sq ft		
7	Relocating existing LAN point Telephone points through suitable casing and capping. DD Aqua cabin.	1 job		
8	Supply and installation Air conditioner (1 Ton split AC 3 star)	1 No		
9	Fabrication supply and installation of new al. window. Rate including removing of existing window.	30 sq ft		
10	Fabrication supply and installation of new Al. Door .90x2.10, Door including lock, door closer door stopper etc. Driver's room.	1 No 21 Sq ft		
11	Fabrication installation of new coat (6ftx3ft) with GI square pipe frame work and marine ply wood rate including painting supply bed, pillow bed sheet etc.	1 No		
12	Shifting of ext. telephone line, DD Aqua, OI Section, Drivers room from EPABX.	3 Nos		
			<b>Sub total</b>	
			<b>GST 18%</b>	
			<b>Total</b>	

**Name & address of Contractor:**

**Seal & Signature:**