

1. Notice Inviting Tender

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

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Panampilly Avenue, Panampilly Nagar PO,
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TENDER NOTICE

AP4-ADMN/FF/1/2025-O/o-QC-LAB/BHIMAVARAM

27.05.2025

The Marine Products Export Development Authority (MPEDA), Kochi invites bids through e-Tendering System under the single stage: two bid system separately (i.e. Technical BID and Financial Bid) from eligible bidders for the **FabricationSupply and installation of Laboratory Furniture at newly constructed Office building of MPEDA at Bhimavaram, AndhraPradesh** . The details of requirements and terms & conditions for each item are also available in the MPEDA Website:eprocure.gov.in <http://mpeda.gov>. **Dead line for submission of bid: 1400 hrs on 18-05-2025**. The bids are required to be uploaded in two separate parts i.e. techno-commercial bid & Financial Bid. **The techno-commercial bids will be opened at 15:30 hrs. on 19 -06-2025**. The Financial Bids of bidders whose techno-commercial bids get qualified would be opened on completion of evaluation of technical bid.

**SECRETARY
MPEDA, KOCHI**

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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 Fabrication, Supply and installation of Laboratory Furniture at MPEDA Office complex at 215,2nd Floor, GRK Complex, JP Road, Bhimavaram-534205, AP. The works has to be done as per the BOQ and terms and conditions of the tender document. 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: admn@mpeda.gov.in

4. GENERAL CONDITIONS

4.1. ELIGIBILITY CRITERIA.

- (i) The tenderer should have **successfully completed 3 (three) similar works** (Fabrication, Supply and installation of Furniture and fixtures in commercial /industrial/ office building, etc.) costing not less than the amount of Rs.24 Lakh. OR two similar completed works costing not less than Rs 30 Lakh or one similar works costing not less than Rs.48 lakh, during the last 3(Three) years,in Govt. Organizations, Autonomous Bodies or Private enterprises of repute ending 31/03/2024 . Work orders and Work completion certificates should be submitted as proof.
- ii. The tenderer should have average **annual financial turnover** of Rs. 60.00 Lakh during last 3 (Three) consecutive years, ending 31/03/2024 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 bidder should have a registered or functional office in the state of Andhra Pradesh, Telangana and Karnataka
Tel at the time of bidding. Address Proof of the office should be submitted.

4.2. Earnest Money Deposit (EMD)

The EMD in the form of DD for Rs.**3,00,000/- (Rupees Three Lakh Only)** in the name of the Secretary, MPEDA payable at Kochi. A copy of the DD shall be uploaded along with the Technical bid.

The EMD will be returned without interest to the unsuccessful tenderers.

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.

4.3. Performance Guarantee

The successful bidder, even if exempted from payment EMD, shall submit 5 % 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 **10 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 10 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 **40 days** from the receipt of work order in synchronization with other works going on simultaneously in the premises.

4.5Penalty Clause.

If the contractor fails to commence the work within the time frame as mentioned in the work order /Tender document then no payment will be made to the party for that period. If firm/contractor continues to fail to complete the work for more than one month besides deduction of the payment, the contractor shall be liable to pay the liquidated damage (LD)/penalty charges at the rate 0.5 % (half percent) of the total cost of the work in accordance with agreement to the MPEDA per week beyond such time frame subject to a maximum of 10% (Ten percent) of the total cost of work.

5. Payment Terms

Up on Satisfactory supply of all the items at site as per the BOQ 50% of the contract amount shall be released against submission of **part** bill/invoice and certification by the competent authority at MPEDA. Balance 50% will be released on completion of entire work to the satisfaction of MPEDA and submission of the Invoice with Detailed Bill and after verification by the MPEDA or any other agency appointed by MPEDA. Statutory deductions if any will be deducted from both payments as per bill amount.

5.1. Scoring Pattern.

S1 No	Eligibility Criteria (As pr Notice Inviting tender, Ref.)	Marking Scheme	Max Marks	Documents to be submitted (PDF) along with technical bid document
1	The bidder shall be in the business of Fabrication Supply installation of laboratory furniture MSME/Start-ups: 5 Marks	Up to Three Years: 5 Marks Above 5 Year up to 10 Year: 10 Marks. Above 10 Years: 20 Marks.	20	The copy registration certificate of firm to be submitted.
2	The bidder should be successfully completed 3 similar works (Supply installation of laboratory furniture) in Last 3 Years ending 31/03/2024, in State/Central Govt. Organizations, Autonomous Bodies, Public sector Undertaking etc. MSME/Start-ups: 5 Marks	3 Projects -5 Marks. 2 marks Additionally for each project.	25	Copy of the Contract/ agreement issued. Details Work order, Work completion certificate etc.
3	The bidder shall have a fully equipped Service setup/Registered/Functional office in the states of Andhra Pradesh, Telangana and Karnataka MSME/Start-ups: 5 Marks	<ul style="list-style-type: none"> Minimum of 3 staff – 5 Marks. 5 staff with 24x7 service call centre – 15 marks. 10 staff with 24x7 service call centre – 30 Marks 	20	The office Equipped with Service centre, Technically Qualified Personals List of available Staff, pay roll should be attached. Service call centre details to be attached.
4	The firm having key personals on its payroll who are dealing in advisory/implementation support/supervision. B.Tech in Civil/Mechanical Engineering, Project Manager with 7 to 10 Years experience and Engineer with 5 to 7 years experience. Supervisor with Diploma in Civil/Mechanical and experience above 3 years. MSME/Start-ups: 5 Marks	Project manager -1 Engineer-1 Supervisor-2	20	Qualified Personals List of available Staff, pay roll should be attached. Certificate signed by authorized signatory on official letter head. The copy of experience and qualifications of Project manager, Engineer and supervisor to be attached.
		ISO Certification – 5 Marks Green building certification - 5 Marks	15	along with the technical bid document

5	The firm/OEM should be produced the below mentioned certifications, ISO9001, Green building certification, any award winning in last three years ending 31/03/2024. MSME/Start-ups: 5 Marks	Award winning in last three years ending 31/03/2024 – 5 Marks.		
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6. GENERAL INSTRUCTIONS TO THE BIDDERS

6.1 PREPARATION OF BIDS

Tenderer/bidder should take into account any corrigendum published to the tender document before submitting their bids. Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid.

6.2 SUBMISSION OF BIDS

6.2.1. To facilitate the evaluation of the Bids, the Authority may, at its sole discretion, seek clarifications from any Bidder regarding its bid. Such clarification(s) may without prejudice include clarifications concerning minor deviations found in the bid and shall be provided within the time specified by the Authority for this purpose.

6.2.2. The Authority encourages vendors under the MSME category if they have prior experience in Creative campaign projects for internationally reputed organizations. (This has reference to OM No. F. 20/2/2014-PPD(Pt) dated 20.09.2016 issued by DoE).

6.2.3. **Price matching facility for MSMEs** - In this tender, participating MSMEs quoting price within the band of L1+15% shall also be allowed to render the required services by bringing down their price to L1 price, in a situation where L1 price is from someone other than an MSME. (With reference to O.M. 1(3)/2018-MA Part III, dated 27.01.2022 n FAQ)

6.2.4. As regards the Authority, if the Agency, **(i)** commits a breach of its representations and warranties, **(ii)** fails to commence Services at the agreed timelines except to the extent deferred by the Authority on account of a Force

Majeure Event **(iii)** becomes insolvent or bankrupt or enters into any agreement with its creditors for relief of debt or takes advantage of any law for the benefit of debtors or goes into liquidation or receivership whether compulsory or voluntary, **(iv)** fails to comply with any final decision reached as a result of arbitration proceedings pursuant to this Contract, **(v)** submits to the Authority a statement which has a material effect on the rights, obligations or interests of the Authority and which the Agency knows to be false, **(vi)** engages in prohibited practices, **(vii)** any document, information, data or statement submitted by the Agency in its Proposals, based on which the Agency was considered eligible or successful, is found to be false, incorrect or misleading, then the contract will be terminated.

7. SPECIAL CONDITIONS

7.1. The contractor shall submit the TENDER through CPP Portal

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. 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.

7.5. 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.

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

7.7. The tenderer may visit the site at MPEDA, Office complex at Bhimavaram Andhra Pradesh to know about the requirements in person, on any working day, during office hours.

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

7.9 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.

7.10 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. No additional clauses, alterations in specifications by the tenderer will be accepted. If done, the tenderer will be disqualified. The tenderer shall on submission of this tender be deemed to have accepted the terms and conditions contained in the tender documents.

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

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

7.14. 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.

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

7.16 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.

7.17. 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.

7.18 The material specified has to be strictly adhered to and the workmanship should be of superior quality.

7.19 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.

7.20 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.

7.21

7.22. 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.

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

7.24. 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.

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

7.26 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.

7.27 If the successful tenderer does not complete the work within the stipulated time, MPEDA reserves the right to recover the liquidated damages as per clause 4.5 of the tender document.

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

7.29 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'.

7.30 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.

7.31 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.

7.32 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.

7.33 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.

7.3 The tender shall remain valid for minimum 60 days. A bid valid for lesser period shall be rejected by MPEDA as non responsive'.

ANNEX I

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 hereby certify that I / we have read the entire terms and conditions of the tender documents (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.

2. The corrigendum(s) issued from time to time by your department/ organization too has also been taken into consideration, while submitting this acceptance letter.

3. I / We hereby unconditionally accept the tender conditions of above mentioned tenderdocument(s) / corrigendum(s) in its totality / entirety.

4. I / We do hereby declare that our Firm has not been blacklisted/ debarred by any Govt. Department/Public sector undertaking.

5. 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)

Annex II

GENERAL INFORMATION ABOUT THE TENDERER

1	Name of the Tenderer					
	Registered addresses 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.		Proprietorship	
	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	Other relevant Information provided * (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.)					
Date:		Office Seal		Signature of the tenderer / Authorized signatory		

Annex-III**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	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	Yes/No	

	requisite		
C	BOQ properly filled and uploaded	Yes/No	

**Signature of Bidder
Name & Designation**

**Date:
Seal**

ANNER-IV

**DETAILS OF SIMILAR WORKS DONE DURING PAST
THREE YEARS ENDING 31.03.2025**

Sl. No	Full postal address of employer and with EMAIL ID/ land line Numbers/Mobile Number	Description of work	Amount of the contract	Work start date / Completion date
1.				
2				
3				
4				

5				
6				