



TENDER NOTICE

**Tata Institute Of Social Science ,
V.N.Purav Marg, Deonar , Mumbai-
400 088.**

Telephone :91-22-25525000

E-Mail :infomumbai@tiss.edu , Website : www.tiss.edu .

Tender Ref No.: SHSSCON23-24

Date:- 31/08/2023

Name Of the Work : Tender for ‘Provision and fixing of Conference Table and other allied services for SHSS meeting room, Main Campus’

Tender No.	:-	SHSSCON23-24
Estimated cost	:-	Rs.1,20,738/-
Tender Fees	:-	
EMD	:-	Rs.2500/-
Tender Validity	:-	90 days from opening of bid
Type of Tender	:-	Item Rate Contract (Single Bid)
Tender issue date	:-	31/08/2023
Last date of Submission	:-	07/09/2023 4:00pm
Pre-bid meeting	:-	
Bid opening	:-	08/09/2023 11:00am (Subject to availability of Competent authority)

Conditions of contract

- Tenders for Item rate contract are invited by The Registrar , Tata Institute of Social Sciences, Deonar, Mumbai400088 **‘Provision and fixing of Conference Table and other allied services for SHSS meeting room, Main Campus’**
- The tender shall be in prescribed form consisting of NIT, BID Sheet, Terms of contract which can be downloaded from website **www.tiss.edu from 31/08/2023 to 07/09/2023.**
- Tenders shall be submitted to the Office of Assistant Registrar, Infrastructure development and support division, TISS, Mumbai 400 088 as per the instructions therein from **31/08/2023 to 07/09/2023 up to 4:00pm**
- Envelope No. I– shall contain attested documents confirming qualification criteria, Signed copy of NIT and its conditions .
- Envelope No. II– shall contain only Schedule of Quantities (BID SHEET) duly priced and completed in all respects. This shall not include any conditions whatsoever. In case any conditions are included in Envelop no. II, the same shall not be taken into consideration. Further, the tender in such case is liable to be rejected.
- Both the sealed envelopes i.e. Part-I and Part-II should be covered in a third envelope which shall be sealed and should be submitted to Office of Chief Engineer, Infrastructure development and support division, TISS, Mumbai 400 088.
- The earnest money will be forfeited , if the contractor backs out after tendering or does not start the work within seven days after Date of work order.
- EMD shall be drawn by the name of ‘TATA INSTITUTE OF SOCIAL SCIENCES’
- On finalizing the tender , the Institute will return the EMD of unsuccessful tenderer .
- The acceptance of tender shall rest with The Registrar, Tata Institute of Social Sciences, who does not bound to accept the lowest tender and reserves the right to reject any or all of the tenders received without assigning any reason. The Registrar reserves the right of acceptance of whole or any part of the tender and the tenderer shall be bound to perform the same at the rates quoted. Any attempt of influencing on tender process by the contractor shall not be entertained and his/her tendershall be rejected. Team of TISS may visit sites of bidders before award of contract after verificationof documents.
- Tenderers are advised to inspect and examine the site and its surrounding and satisfy

themselves before submitting their tender and in general shall themselves obtain all necessary information as to risks, contingencies and other circumstances which may influence or affect their tender. A tenderer shall be deemed to have full knowledge of site, whether he inspects it or not and no extra charges consequent on any misunderstanding or otherwise shall be allowed.

- All the tenders wherein the prescribed conditions are not fulfilled or are incomplete in any respect are liable to be rejected. Tenders received without EMD will be summarily rejected.

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(Eligibility criteria)

- Each bidder shall submit following documents including the tender document. Tender submitted without any of the following documents will be disqualified from the bid process.
 - a) Notice Inviting Tender (NIT) duly signed by the bidder.
 - b) Terms of Contract duly signed by the bidder.
 - c) PAN Card copy
 - d) GST registration copy.
 - e) In addition to above, the documents regarding satisfactory performance of works, personnel, establishment, plant, equipment etc. may be incorporated.

Scope of work

As per attached BOQ

Performance guarantee

- 1) Performance guarantee of 5% of the tendered amount shall be submitted by vendor within 7 days from the date of issue of work order. Retention amount of 5% will be deducted from each bill as a security against the performance, and will be released after completion of defect liability period of six months.

Bill payment and Advance

No advance will be paid against any bill or material. Contractor shall generate the invoice as per certified measurements and will be processed for payment after certification by institute engineer/ chief engineer. Vendor shall produce GST R1 and B2B along with the bill. Bill will not be accepted without B2B form.

Measurement and records

Contractor should maintain daily work register and shall obtain the sign of end user/Engineer Incharge at completion of work. Register should include date, executed work, quantity etc. Contractor should maintain daily attendance register of its workers and other man power and should produce as and when asked.

Compensation for delay of work (Liquidity damages)

With rate 2% (two percent) of tender amount to be computed on per day basis based on quantum of damage suffered due to stated delay on the part of Contractor. However, Total amount of liquidity damages recoverable shall not exceed 10% of the total tender amount.

Quality of material

Any material/ fitting to be installed in the institute shall be of ISI mark and IS standards. No lower quality/grade material is allowed. Contractor shall surrender the removed material/fitting to institute. Newly installed material will be property of institute and no claims will be entertained.

Completion Certificate

Contractor shall obtain completion certificate from Engineer in charge/Chief engineer before submitting bill of the particular month.

Suspension /Termination of work

TISS reserves the right to terminate/suspend the work with one day notice in case of unlawful activities, use of lower standard material/fittings, inferior work quality, break of contract etc.

Integrity Clause

- a) It is hereby specifically agreed that the firm/vendor/contractor will not pay offer, demand or accept bribes of any sort and that they shall disclose all commissions and similar expenses paid to anybody in connection with the contract.
- b) It is understood that violation of the aforesaid clause shall entail sanction, which could include loss or denial of contract, forfeiture of bid or performance security liability for damages, debarment for future contracts. Besides, action in accordance with law and criminal or disciplinary action against any, employee of the institute, who seeks, demands accepts bribes of any sort.
- c) The vendor/supplier/contractor shall declare that they have not been convicted by any court for any have not been formally investigated of a corruption crime and have not/will not resort to bribery or any other form of corruption in the context of the contract.
- d) Any misinformation or wrong declaration shall provide the TISS the right to cancel the contract unconditionally.

Standard Conditions

1. . The contractor shall complete the work within stipulated time frame as per the accepted rates and specifications as and when required basis.
2. The entire work shall be carried out by contractor in accordance with the conditions and specifications stipulated in the schedule of quantity/quotation and in the best workmanship manner and as per standard practice.
3. Materials required for satisfactory completion of work shall be of best quality, make, grade, as mentioned in quotation and / or conforming to Indian standard specification (latest edition), wherever applicable, and approved by Engineer In-Charge.
4. Contractor to quote the rates including all taxes other than GST, Octroi, entry tax and all other taxes. Any other charges incurred by contractor but not payable as per this work order, will not be paid / reimbursed. GST will be paid in addition to the

quoted rates on production of B2B form.

5. Any damage to the Institute property will be made good at contractors risk and cost.
6. The Institute reserves the right to reject the bad work / or pay for the inferior quality work at reduced rates, as will be worked out by Institute. The Institute's decision in this regard will be final and binding on contractor.
7. Space for labour huts will not be provided in campus.
8. The Institute will not be held responsible for payment of any compensation to the laborers engaged by contractor. Contractor will pay all compensations etc. including accident compensations due to his laborers.
9. Implements / materials required for the work shall be provided by contractor. Institute's property/materials shall not be used by the contractor. A suitable penalty shall be charged if contractor fail to observe this condition.
10. Contractor shall follow all safety rules and security procedure that are in force and applicable during execution of work.
11. The contractor shall comply with the provisions of all acts, statutes, rules, regulations etc., of the central and state governments the case may be that may apply to his case. And if necessary get himself duly registered as require by the said acts, statutes, rules, regulationsetc.
12. The Institute will not be held responsible for payment of any compensation to the labourers engaged by contractor. the labours can not claim any right for employment in TISS.
13. The contractor shall submit the running/final bills. These bills shall be paid after proper and thorough scrutiny by the Institute Engineer after submission of bill.
14. The contractor shall not at any time cause or permit any nuisance on the site or adjoining areas or do anything, which shall cause unnecessary disturbances or inconveniences to the owner, residents, guests, students etc.
15. Contractor shall obtain necessary gate pass; labor tokens from the security officer.
16. Contractor shall obtain prior permission for carrying out work on Sundays & holidays.
17. In case machine is not repairable in the premise, same shall be carried to your

workshop at your own expenses with written permission of competent authority.

18. Method of work, specification, mode of measurement and other details wherever not mentioned should be followed as per Indian standard code of practice or as per engineer in charge's instructions.
19. Contractor shall intimate in advance and obtain prior approval before undertaking any extra items. The rate for such extra items, if approved, will be based on calculation of existing market rates.
20. If there is any abnormal increase or reduction in quantum of work as mentioned in NIT, no compensation or extra rate shall be paid on this accounts.
21. The owner will be at liberty to cancel some of the items from the contract. In such cases, the contractor cannot claim any compensation or percentage as profit.
22. The Contractor shall employ full-time technically qualified staff with adequate experience during the execution of the work.
23. The quality, time schedule for completion of work and well behavior with Client, and engineers of this project shall be essential & must for this project.
24. This contract shall be deemed to have been made in Mumbai and only the court of competent jurisdiction in Mumbai shall have jurisdiction to determine any question or dispute arising out of the contract.
25. On the completion of the works the contractor shall at his own cost clear away and remove from the site all construction material, equipments, surplus materials, rubbish and leave the entire site and works clean in a workmanship condition to the satisfaction of the employer.
26. Before starting of any work the contractor shall prepare detailed works schedule showing all milestones in order to complete the work in time and to the satisfaction of Architect/Engineer in charge
27. Vendor must submit work methodology/method statement & checklist prior to starting the work. Vendor will not be permitted to work unless method statement is approved.

28. Safety of the labours is entirely contractor's responsibility.
29. Contractor has to take out all the debris created during the work out of campus at his owncost.
30. Contractor must execute the work as per IS standards relevant to the particular work

BID SHEET

BOQ for New conference table for SHSS meeting room

Sr. No.	Description	Qty.	Unit	Rate	Amount
1	Oval Shape table: Providing and fixing Conference table of size 12'-0"X4'-6" , design similar to conference table of Director's office all make in engineered solid ply with teak wood vineer finish and melamine polish. (extreme ends of oval shape shall be considered for Measurement)	54	Sqft.		
2	Supply and Installation of electrical pop up box.	3	No.		
3	Fixing of electrical points with modular switch and plates.	15	No.		
4	Mounting the existing projector to ceiling with necessarty arrangements like manufacturing and fixing of projector tray/ projector holder rod with bracket and necessary fittings, Supply and installation of HDMI cable of desired length, cutting repairing and refixing of existing false ceiling, cutting and laying of cable trunk and cables for TV and other connections.	1	Lum Sum		
				Total	
				9% CGST	
				9% SGST	
				Gross Total	

IN WORDS:-