



E-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 .

(Only Through Online e-Procurement Mode)

TISS E-Procurement Website : <https://www.tenderwizard.com/TISS>

E-Tender Ref No.: TISSSODS2020

Date:04/03/2020

E-Tender Name of Work: e-Tender “ **Renovation of Room No. 709 for School od Development Studies**”

E-NIT Cum Tender Document (Single Bid System) for the following Services :

e-Tender No.:	TISSSODS2020
ESTIMATED COST :	Rs.2,21,340/-
Tender Cost Fees , EMD & E-Tender Processing Fees.	Rs.Nil (Tender Fees). The e-Payment Gateway are available on TISS e-Procurement Portal for making the Tender Form /Cost Fees & EMD payment. through online payment method by the payment gateway in e-Tender portal i.e. https://www.tenderwizard.com/TISS . E-Tender Processing Fees are applicable (Non-Refundable)
Type of e-Tender	Financial Bid
Last Date of Submission of Tender through Online	16 th March , 2020 16:00 hrs p.m.
Date of Opening of Bids	17 th March , 2020 at 11.30 a.m

1. Financial Bid to be submitted online within the due date.
2. Tenders should be submitted only through e-Tender portal and obtain the Tender Acknowledgement copy as a proof of successful submission.
3. All prospective bidders are requested to visit our TISS E-PROCUREMENT WEBISTE regularly for any such updates / corrigendums.
4. Please see attached e-Tender Documents ...

Standard e-Tender Terms & Conditions For TISS e-Procurement .
TISS e-Procurement Website are : <https://www.tenderwizard.com/TISS>

1. The details of tender notification can be downloaded from www.tenderwizard.com/TISS under "Tender of TISS" link in the homepage.
 2. Vendors should obtain the USER ID and PASSWORD from www.tenderwizard.com/TISS by clicking on "Enrolment" link in the homepage.
 3. The Vendor registration fees has to be paid to ITI Ltd for Rs. 2360/-. Using the e-Payment link provided at the time of registration, and the mode of payments are Credit Card, Debit Card and Internet Banking. Vendor Registration is Valid for 1year.
 4. For further details on e-Tender participation, please contact ITI Help desk on :
 - Telephone: 080-49352000 (Bangalore) & Sanjay KC – Mumbai & Maharashtra (09665721619) Email : sanjay.kc@etenderwizard.com
 - Email: harishkumar.kb@etenderwizard.com, ambasa@etenderwizard.com.
 5. Tenders should be submitted only through e-Tender portal and obtain the Tender Acknowledgement copy as a proof of successful submission.
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INFORMATION & INSTRUCTIONS TO THE BIDDERS
FOR USING ONLINE ELECTRONIC TENDERING SYSTEM (eTS).

Special Conditions & instructions for using online Electronic Tendering System through portal (website) <http://www.tenderwizard.com/TISS> adopted by Tata Institute Of Social Sciences , Mumbai .Vendor Registration Fees Rs.2,000/-+ 18%(GST) through e-Payment Gateway on TISS e-Procurement Portal i.e., <https://www.tenderwizard.com/TISS>

Note : The e-Payment Gateway are available on e-Procurement Portal for making the Online Vendor Registration Payment.

Bidders are required to Enrol for Vendor Registration on the TISS e-Procurement Tender wizard Portal (URL: <https://www.tenderwizard.com/TISS>) by clicking on the link " Enrolment " on the home page of e-Portal which is chargeable. (Rs.2000/- + GST(18%)(Non-Refundable) to be paid online by e-payment gateway).

The bidders are required to submit soft copies of their bids electronically on the TISS Tender Wizard e-Procurement Portal, using valid Class III Digital Signature Certificates. The step by step instructions about e-Tender Process are given in "Vendor Help Manual " .

Class III Digital Signature Certificate are mandatory for e-Tender /e-Procurement .

Note : Information about e-Procurement Portal.

More information useful for submitting online bids on the NIA e-Procurement Tenderwizard Portal may be obtained at: <https://www.tenderwizard.com/TISS> . **N.B:** Bidders can download the Vendor's manual by visiting on home page of TISS e-Procurement Website : <https://www.tenderwizard.com/TISS> . **KEY INSTRUCTIONS for BIDDERS** by clicking on "**Latest Circulars/Formats/Help Manuals/Faq**". **The complete Step by Step "Vendors Help Manual For e-Procurement / e-Tendering Process , Vendors Registration Process , System Settings Requirements & JAVA Settings Manuals , e-Payment Guidelines" & "Digital Signature Certificate Process"** this details are available on TISS e-Procurement Website for e-Tenders.

Note: Online Support / Web Support / E-Mail Support / Phone Support are also available for Bidders as well as Department Officials . Online support through "Team viewer" , "Ammy Admin " Or "Any Desk" Remote software only. For Downloading this software , the downloading software links are available on home page of TISS e-Procurement Website.

NOTICE INVITING e-TENDER

- 1) **Online** tenders are invited by The Registrar , TISS, Deonar, Mumbai 400088 for **Renovation of Room No. 709 for School od Development Studies**
- 2) The estimated cost of work is Rs2,21,340/-, which is merely a rough guide.
- 3) The tender shall be in prescribed form consisting of NIT, bill of quantities, general and special conditions of contract can be downloaded from TISS e-Procurement website at www.tenderwizard.com/TISS from **05/03/20 to 16/03/20**
- 4) Online tenders shall be uploaded on above mentioned website as per the instructions therein from 05/03/20 to **16/03/20 16.00 hrs.**
- 5) 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 tender shall be rejected.
- 6) Tenderers are advised to inspect similar equipments in Main Campus of TISS 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 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.
- 7) All the tenders wherein the prescribed conditions are not fulfilled or are incomplete in any respect are liable to be rejected.
- 8) The tender for the work shall remain valid for acceptance for a period of four months from the date of opening of tender.

(N. R. Bhole)
Chief Engineer

Signature of Contractor

GENERAL CONDITIONS OF CONTRACT

1. The work shall be completed within 30 days reckoned from the day of issue of work order including period of mobilization.
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 GST and all other taxes. GST will be reimbursed on production of GST R1. Any other charges incurred by contractor but not payable as per this work order, will not be paid / reimbursed. The cost shall include delivery and installation of materials at TISS Campus Mumbai.
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 Institutes's decision in this regard will be final and binding on contractor.
7. . The labourers engaged by contractor for the said work should strictly follow the rules, discipline, and decorum of the Institute and contractor will be liable for any loss or damage caused by them to the Institute property.
8. The Institute will not be held responsible for payment of any compensation to the labourers engaged by contractor. Contractor will pay all compensations etc. including accident compensations due to his labourers.
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. 5% of the bill amount will be retained by the Institute, which will be released after completion of defect liability period of 12 months .
12. The validity of the tender(s) shall be 120 days from the date of opening of tender.
13. 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 register as require by the said acts, statutes, rules, regulations etc.

SPECIAL CONDITIONS OF CONTRACT

1. No mobilization advance or material advance will be paid under this contract.
2. Any rectification during defect liability period if not rectified by contractor will be carried out by Institute at cost & consequences of the contractor.
3. The Institute will not be held responsible for payment of any compensation to the labourers engaged by contractor.
4. The contractor shall submit the running/final bills. These bills shall be paid after proper and thorough scrutiny by the Institute Engineer within one month of submission of bill. GST will be reimbursed only after submission of GST R1.
5. The contractor will 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.
6. Contractor shall obtain necessary gate pass; labour tokens from the security officer.
7. Contractor shall obtain prior permission for carrying out work on Sundays & holidays.
8. 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.
9. 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.
10. If there is any abnormal increase or reduction in quantities shown in BOQ no compensation or extra rate shall be paid on this accounts.
11. The owner will be at liberty to cancel some of the items from the contract. In such cases, the contractor cannot claim any commission or percentage as profit.
12. The Contractor shall employ full-time technically qualified staff with adequate experience during the execution of the work.
13. 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.
14. 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.
15. 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.
16. On receipt of confirmed works order 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
17. Contractor to remove all the debris created during the work out of campus at his own cost.

Signature of Contractor

Note : Below BOQ form are available in EXCEL (.xls) format on e-Tender website , vendors needs to download the same from website and filled the rates and same should be uploaded online only . Below form are for reference purpose only .



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Name of The Work : e-TENDER FOR Renovation of Room No. 709 for School od Development Studies”

Tender No :-TISSSODS2020

BILL OF QUANTITIES

Name Of The Bidder (Mandatory):

SL	Type of work	Unit	Qty	Rate	Amount
1	L-type workstations:Size will Be 5 ft X 4 ft X 4 ft X 21 Inch Depth with 3 Drawer Pedestal Fixed / Softboard / Wire Manager/1 Side Frosted glass Partition and 8 model Electrical Socket all make in 18 mm Pre-laminated Board (BSL)Both Side Laminate (all the image are for reference only the final product may differ as per size and design)	No.	3		0.00
1	Carpet:- Illusion type Nylon	Sqft.	300		0.00
2	Black window film	Sqft.	35		0.00
3	Oval Shape table: Providing and fixing Conference table of size 8'-0"X5'-6" , design similar to conference table of Director's office all in teak wood vineer finish and melamine polish. The rate includes for compartment for electric & data plugs including connections	L.S.	1		0.00

4	Providing and fixing 18W LED concealed downlight ceiling mounted light fitting of size 600X600mm of approved make	No.	4		0.00
5	Projector screen 6Ft. * 4Ft.	No.	1		0.00
6	Wooden boundary work	L.S.			0.00
				Total	0.00
			CGST	6.00%	0.00
			SGST	6.00%	0.00
				Total Cost	0.00

Instructions To Bidders : The above BOQ sheet allow only enter the "Rate In Figures" in above "Coloured Blue Cells" only .The bidders can quote and allow only in above "Blue Cells" .

" This Is Electronic Spread Sheet Siganture Is Not Required"