

Council of Architecture

Invitation to Bid

Tender Ref. No.CoA/IHC/Civil &Interior Fit Out Works/2021

Sealed Technical Bids are invited by the Council of Architecture (CoA) for the Civil & Interior Fit out works for CoA office at 1st Floor, Core- 6A, India Habitat Centre, New Delhi from eligible Contractors with requisite experience.

	Name of Work	Estimated Cost (Rs.)	Earnest Money Deposit (Rs.)	Time of Completion
1.	Civil & Interior Fit out works for CoA office, at IHC, New Delhi (having area of about 1400 Sq.Ft.)	60.0 Lacs	30,000/-	90 days

A. Eligibility Criteria-

- (i) Contractors who fulfil the following conditions shall be eligible to apply.
- (II) Joint ventures are not accepted.
- (III) Experienced Contractors, who have successfully completed works during the last five years ending 31st March,2021, having:

I) Three similar completed works costing not less than the amount equal to 60 % of estimated cost put to the tender or two similar completed works, costing not less than the amount equal to 70% of the estimated cost put to tender or One similar completed work costing not less than the amount equal to 80% of the estimated cost with any Central/ State Government Department/ Central Autonomous Body/ Public Sector undertaking/Corporate Offices.

II) At least one Completed work of similar nature costing not less than the amount equal to 60% of the estimated cost put to tender with any Central/ State Government Department/ Central Autonomous Body/ Public Sector undertaking/Corporate Offices.

III) Turnover: Average annual financial turnover in respect of Civil/Interior and furnishing works should be at least 60 % of the estimated cost during the immediate last five consecutive financial year.

IV) Profit/ Loss: The Tenderer should not have incurred any loss for more than two years during the immediate last five consecutive financial years.

B. Earnest Money:

(a) Earnest money shall be given along with tender in the form of D.D./ Pay order in favor of "Council of Architecture", payable New Delhi to be attached with Technical Bid.

(b) Bid not accompanied with Earnest Money shall be rejected by Council of Architecture as non-responsive

(c) The earnest money will be refunded to the unsuccessful Tenderer. In case of the successful Tenderer, it will be refunded after receiving the Performance Security Deposit. No interest will be paid would be paid by CoA on Earnest Money Deposits

C. Performance Security Deposit

(a) The successful Tenderer shall have to furnish Performance Security Deposit @ 3 % of the total contract amount/ cost to be submitted within seven days of the receipt of the communication of the Work Order by way of Bank Guaranty or Security deposit in favour of Council of Architecture, New Delhi.

(b) No interest shall be paid on the Security Deposit.

(c) The compensation for any loss resulting from the contractor's failure to complete his obligation under this contract shall be payable to Council of Architecture out of Performance Security Deposit.

(d) The Performance Security Deposit shall be refunded after the completion of defect liability period prescribed for the contract in accordance with the provisions in the Contract.

D. Documents to be Submitted

In addition to the above, the following information/ documents should also be submitted along with bid by the Tenderer for evaluation/ Determination of their eligibility.

(a) Copy of Income tax returns for the past three years in certified true copy.

(b) Copy of Permanent Account Number (PAN) for income Tax purpose

(c) Copy of the TDS Certificate issued by the clients to substantiate the claim for the value of works executed in the private sector.

(d) Certificate as a registered Contractor with the, MES/CPWD/ any other Central/State government agency, if any.

(e) Documentary evidence of having independent PF code number from Regional Provident Fund Commissioner

(f) GST Registration Certificate.

(g) Certificate of incorporation of the firm (Company Act/ Partnership etc.)

(h) Power of attorney in favour of partner submitting the tender, in case of partnership firm.

The Financial Bids shall be invited only from Bidder who are found eligible in Technical Bids.

E. SCOPE OF WORK (SOW)

The Detailed Scope of work shall be provided to Bidders found eligible in Technical Bids for submission of Financial Bids.

F. Terms & CONDITIONS:

- **TIME PERIOD:** Start of the work: - Within 07 (Seven) days from the date of issue of work order. Completion of the work: 03 (Three) Months from the date of start of work.(Enclosed)
- **PAYMENT :** Payment shall be made for actual quantity executed and measured at site or as per drawings on the basis of for timely RA bills duly checked and certified by Engineer-in- charge. 70% of the assessed Bill value shall be paid within **10** working days from the date of submission of complete bill by the Contractor. Balance 30% shall be released within **30** working days from the above date. Secured advance shall be provided against supply of material.
- **TAXES:** The Contract Value is inclusive of all direct and indirect cost including cost of materials, labour, (including payment to sub-contractors), equipment, plants & machinery, tools, overheads, profit, freights & cartage, loading & unloading charges, except GST and labour cess. After acceptance of tender, if any fresh taxes/duties directly imposed on the construction work by any Statutory Act or Order the same shall be reimbursed to Contractor by us on proof of submission of original documents by the Contractor.

- **MATERIAL:**
All material shall be provided by contractor.
- **CONSTRUCTION EQUIPMENT**
No construction equipment shall be provided by client. The contractor shall without prejudice to his overall responsibility to execute and complete the work as per Specifications and Time Schedule, progressively deploy adequate equipment, passenger/material hoists, DG and tools and tackles and augment the same as decided by the Architect / Project Manager depending on the urgency of the work so as to suit the finishing Schedule.
- **RETENTION MONEY/SECURITY DEPOSIT:** 5% of work value shall be deducted as security deposit from each R.A/Final bill. This shall be refunded after 12 (Twelve) Months from the date of completion of work.
- **WATER AND ELECTRICITY:** Water and electricity shall be supplied by client at one point of site. Further arrangement to supply and lay water supply lines and electrical cables and lighting fixtures shall be done by contractor at his own cost i.e. within the site.
- **LABOUR HUTMENT & STORE:**
No Labour or store allowed at site.
- **LEAD & LIFT:** Rates are inclusive for all lead & lift for all height.
- **STATUTORY COMPLIANCES:** All statutory liabilities such as minimum wages / overtime / bonus / gratuity/ ESI /Cess /P.F. and workman compensation etc. coverage would devolve upon the contractor only. Statutory compliances shall be submitted by the contractor along with RA Bills/Final Bill.
- **VARIATIONS:** Client has the right to increase or reduce the scope of work (SOW). The contractor shall have no say and the decision of client shall be final.
- **QUALITY ASSURANCE AND CONTROL PROGRAMME:** The Contractor shall establish an effective quality control system at the site and implement the same through an independent team consisting of the Contractor's Representative and qualified and experienced engineers and technical personnel to enforce quality control on all items of the Work and the Project at all stages.
- **SECURITY & IDENTITY CARD:** Every supervisory member of the Contractor's organization shall be supplied identity card which the individual shall always carry with him while working at the site. Identity cards will be made by Contractor at his own expenses. These cards shall be worn by the staff while on site.
- **INDEMNITY:** The Contractor shall indemnify and keep on indemnifying the CLIENT and Project Manager against all losses and claims for injuries or damage to any person or property which may arise out of or in consequences of the construction and maintenance of the works and against all claims, demands, proceedings, damages, costs, charges and expenses in respect of or in relation thereto.
- **SAFETY/SITE CONDITIONS:** The Contractor shall take full responsibility for the adequacy, stability and safety of all Site operations and ensure that the methods of carrying out the Work and the Project by the Contractor including his workmen, employees, Sub-Contractors and Vendors meet all the necessary safety standards

- **INSURANCE-** C.A.R. policy shall be in scope of client. W.C. policy & BOC for workers shall be in contractor scope
- **TERMINATION:** The Owner / Project Manager, may without, prejudice to any other right or remedy and after giving the Contractor seven days' notice in writing, terminate the employment of the Contractor and take charge of all materials, equipment, tools, and plant and machinery thereon and use these as the Owner's property for the completion of the Project

G. MANNER OF SUBMISSION OF TENDER AND ITS ATTACHMENTS:

1. Tenderer shall submit the Technical Bids through registered post/ speed post/ Courier/ by hand on or before 25.10.2021 till 17.00 hrs to Registrar, Council of Architecture, Core-6A, First Floor, India Habitat Centre, Lodhi Road, New Delhi-110003.
2. The Tenderer shall sign and put seal of his firm/ company on each page of "Technical Bid" while submitting the bid. The sealed cover shall be marked as- **Technical Bid for Civil & Interior Fit Out Works for CoA Office"**

Place: New Delhi
Date : 07 October, 2021

Registrar
Council of Architecture