

NATIONAL INSTITUTE FOR EMPOWERMENT OF PERSONS  
WITH MULTIPLE DISABILITEIS (NIEPMD)

(Department of Disability Affairs, Ministry of Social Justice & Empowerment, Govt. of India)  
E.C.R. Muttukadu Kovalam P.O, Chennai- 603 112

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**TENDER NOTICE FOR PROVIDING, LAYING & FIXING OF CARPET**

Tender No. : NIEPMD/Pur4 (29)/2014-15

Date: 22 Nov.2014

Sealed tenders are invited in *two bid system i.e. (i) Technical bid and (ii) Financial bid* from eligible contractors who have worked for CPWD, Railway, Post & Telegraph Dept., MES, State PWD,s, other government departments or Semi Government Organizations / Institutes or previously worked with NIEPMD and have successfully carried out Building works of Similar nature in a National Institute, Higher Academic Institute, Hospital, Medical Institute, Central Govt./State Govt./PSU Etc. *The tender document can be purchased from NIEPMD at above address. The tender document can also be downloaded from our website [www.niepmd.tn.nic.in](http://www.niepmd.tn.nic.in) and submitted along with DD for Rs.500/-drawn in favour of Director, NIEPMD, Payable at Chennai.*

Name of Work	-	Providing, laying & fixing carpet
Last date for sale of Tender Document	-	3.00 PM. on 15 Dec 2014
Pre Bid Meeting & Sample verification	-	2.00 PM on 05 Dec 2014
Cost of Tender document	-	Rs.500/-
Last Date, Time & place for submission of Tender Document	-	3.30 PM. on 15 Dec 2014 Tender Box at NIEPMD
EMD	-	Rs.10, 000/-
Date & Time of Opening of Tender Documents-		04.00 PM. on 15 Dec 2014

Tele: 044-27472046/27472113 Telefax: 044-27472389 Email:niepmd@gmail.com

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**DIRECTOR**

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(Department of Disability Affairs, Ministry of Social Justice & Empowerment, Govt. of India)  
East coast Road, Muttukadu, Kovalam (post) Chennai-603 112  
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**DIRECTOR**

National Institute for Empowerment of Persons with Multiple Disabilities (NIEPMD) is a Central Autonomous Body under the Ministry of Social Justice & Empowerment, Government of India invites sealed tender in *two bid system i.e. (i) Technical bid and (ii) Financial bid* from eligible contractors who have worked for CPWD, Railway, Post & Telegraph Dept., MES, State PWD,s, other government departments or Semi Government Organizations / Institutes or previously worked with NIEPMD and have successfully carried out Building works of Similar nature in a National Institute, Higher Academic Institute, Hospital, Medical Institute, Central Govt./State Govt./PSU Etc.(Attach proof).

Detailed terms and conditions, tender format and specifications of the items can be downloaded from the institute's website [www.niepmd.tn.nic.in](http://www.niepmd.tn.nic.in) or can be obtained from our office in Chennai on all working days (Mon to Fri except on Saturday, Sunday & Govt. Holidays) from **24-11- 2014 to 15-12-2014 between 10.00AM and 3.00pm.**

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Date: 22 Nov 2014

**Deputy Registrar (Admin)**

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**DIRECTOR**

## **GENERAL TERMS & CONDITIONS**

1. The tender forms will be available on all working days from 24/11/14 to 15/11/14 between 10.00 AM. to 3.00 PM.
2. The Technical Bid should accompany a Demand Draft of Rs. 10,000/- (Rupees Ten Thousand Only) drawn on any nationalized Bank in the Name of "Director, NIEPMD Chennai" payable at Chennai towards Earnest Money Deposit (EMD). In case of tender document downloaded from our web site tender document fee of Rs. 500/- (Nonrefundable) in the form of Demand Draft of any nationalized bank in the Name of "Director, NIEPMD" to be enclosed along with Technical Bid. In case document purchased from our office, receipt should be enclosed. Tender received without EMD & Tender Fee or lesser amounts will be summarily rejected.
3. No alteration or amendments shall be allowed after submission and opening of the tenders.
4. **The "Technical Bid" and "Financial Bid" put in different envelopes duly marked as such on the top of the envelope shall be put in one big envelop. The big envelope should be addressed to the Director, NIEPMD, Chennai and must reach NIEPMD, Chennai either by speed post or Courier (R) Speed post or courier by 3.30 PM. On or before 15.12.2014.**
5. **The bidder should display the sample material of carpet during pre-bid meeting for evaluation and finalization. It is mandatory to attend the pre bid meeting and showing suggested samples for approval.**
6. **Tender from bidders not attending pre bid meeting will not be considered for evaluation. No further communication will be entertained in this regard.**
7. Bidder must submit approved sample with technical bid to finalization the quote.
8. The list of technically qualified bidders will be published on the Notice Board of NIEPMD on same day or next day.
9. The financial bids of technically qualified bidders only will be opened same day or the time of opening will be intimated.
10. Tender submitted shall remain valid for 90 days from the date of opening of Financial Offer for the purpose of acceptance and award of work, validity beyond 90 days from the date of opening shall be by mutual consent.
11. The order will be awarded for supply laying & fixing of carpet to the lowest cost quoted bidder from the technically qualified bidder.
12. The Director, NIEPMD, reserves all rights to reject any tender including of those tenderers who fail to comply with the instructions without assigning any reason what so ever and does not bind itself to accept the lowest or any specific tender. The decision of Director, NIEPMD in this regard shall be final and binding
13. **In case of any dispute arising with regards to this tender or its conclusion, the decision of the Director NIEPMD shall be final.**

## **DEFINITION**

- a) The term Institute shall mean NIEPMD, Chennai.
- b) The term Bidder shall mean the bidder selected by the Institute for the supply of materials.

## **SCOPE OF WORK**

National Institute for Empowerment of Persons with Multiple Disabilities (NIEPMD) is a Central Autonomous Body under the Ministry of Social Justice & Empowerment, Government of India intended to execute **carpeting work in its 02 suits (Suite 1 & 2) of NIEPMD guest and mini committee hall in NIEPMD main building 3<sup>rd</sup> floor.**

NIEPMD is inviting sealed Tenders from reputed suppliers & Agencies with proven track record in similar type of work executed earlier and **having atleast three years' experience in this business.**

The items wise Details are given below:

<b>Sl.No.</b>	<b>Particulars</b>	<b>Area ( in Square Feet)</b>
<b>01</b>	<b>Carpet floor:</b> Providing and laying of loop pile synthetic carpet of approved colour of tufted yarn weight - 26 ounce/ sq. Yds., Solution Dyed with textured loop pile 100 % perma colour (Polypropylene) . The carpet to be supplied in full width only. The carpet to be installed only after cleaning the surface thoroughly and with approved adhesive accompanied with a P.U. foam underlay of 8 mm to be laid before installation all complete as per manufacturer's specification and as per the instruction and direction of the Engineer in Charge NIEPMD.	<b>1750 Sqf. (Approximately)</b>

**Note: Area mentioned above is approximate only. Bidders are requested to visit the site before quoting.**

## **Special Terms & Conditions**

- 1) The tender shall have to provide Copy of PAN Card.
- 2) Certificate of Firm Registration should be provided.
- 3) The rates offered shall be valid for **90 days**. Prices quoted by the tenderer should be inclusive of all taxes including transportation, loading & unloading, removing and placing the materials from/to work area and any other work deemed to be carried out during execution of said work. No extra cost will be paid beyond the quoted price.
- 4) The tenderer will have to pay security deposit equal to the amount of 5% value of work; it will be deducted from his bills.
- 5) The amount of security deposit will be released after one year satisfactory completion of defect liability period.
- 6) The defect liability period will be one year from date of virtual completion of work.

- 7) All carpets shall be of approved colour / shade as per the direction from NIEPMD authorities. Carpet shall be Stain resistant, non-fading and moth-proof
- 8) If the tenderer fails to complete the work within stipulated time and as per specifications NIEPMD will be entitled to get the work completed at the risk and cost of the successful bidder. The successful bidder shall not be entitled for any payment for defective work.
- 9) The completion period of this work in all respects shall be **60 days** from the date of work order.
- 10) If any defect noticed during defect liability period is not rectified by the contractor at his cost, the same shall be got rectified at his risk and cost and the cost thereof shall be recovered by adjusting the same against his security and retention deposit.
- 11) While working, it is your responsibility of keeping the tools and material safe.
- 12) If the raw material is of poor quality/not matching with specification it will be rejected and the bills will not be paid.
- 13) Specification for quality of material and work shall be as per approved sample..
- 14) No advance payment will be given.
- 15) After satisfactory completion of work, bill will be forwarded for payment.
- 16) The quantum of work may be reduced if quality is unsatisfactory.
- 17) Bidders must sign each & every page of the tender, as an unconditional acceptance of all the terms & conditions.**
- 18) Other terms & conditions as may be decided by this office, to ensure observance of all statutory/legal norms, as well as optional utilization of Government funds.
- 19) The Contractors Agency shall be solely responsible for the compliance of the labour laws or such other laws as may be required to be adhered whether local or central laws and NIEPMD shall not be held responsible for the consequence of any contravention or not following the law/s.
- 20) The right to accept or reject the tender is reserved with Director NIEPMD.

We agree to all terms and conditions as mentioned above including the validity of the offer.

Utmost confidentiality of the data provided shall be maintained.

Name, Designation & Signature of the bidder with the seal

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**TECHNICAL BID**

(To be enclosed in separate sealed cover)

Name and address of the bidder:

Note: A DD for Rs.10, 000/-(EMD) should be enclosed with this bid.

1. Name of the bidder
  - a) Full postal address
  - b) Full address of the premises
  - c) Telegraphic address
  - d) Telex number
  - e) Telephone number
  - f) Fax number
2. Monthly supply capacity of goods quoted for
  - a) Normal
  - b) Maximum
3. Total annual turn-over (value in Rupees)(Previous year)  
( Copy of Balance Sheet / Audit Statement / IT returns, etc. to be attached as proof)
4. Past supply details for 3 years (Attach proof)
5. Whether similar job work undertaken in the past, if so details.  
(Samples to be displayed if required)

<b>Customer</b>	<b>Quantity supplied</b>	<b>Year</b>
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6. Have you worked with NIEPMD earlier? If yes, please give details of the work done.

Signature and seal of the bidder

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**FINANCIAL BID**

(To be enclosed in separate sealed cover)

<b>SI No.</b>	<b>Description of Work</b>	<b>Quantity ( in Square .Feet)</b>	<b>Rate (Rs.) (Per Sq. ft.)</b>	<b>Amount (Rs.) (Total)</b>
01	<b>Carpet floor:</b> Providing and laying of loop pile synthetic carpet of approved colour of tufted yarn weight - 26 ounce/ sq. Yds. Solution Dyed with textured loop pile 100 % perma colour (Polypropylene). The carpets to be supplied in full width only. The carpet to be installed only after cleaning the surface thoroughly and with approved adhesive accompanied with a P.U. foam underlay of 8 mm to be laid before installation all complete as per manufacturer's specification and as per the instruction and direction of the Engineer in Charge NIEPMD. The rate is to be quoted inclusive of all wastage.			

**Signature and seal of the bidder**

## CHECK LIST

***The Technical Bid shall be summarily rejected, if these documents are not attached.*** Documents must be attached in following serial order only.

Sl. No.	Particulars	Yes / No
01.	Technical Bid	
02.	Demand Draft for `500/- (Rupees Five Hundred only) in favour of Director, NIEPMD, Chennai as cost of Tender <b>(Non-Refundable)</b> .	
03.	Demand Draft for ` 10,000/- (Rupees Fifty Thousand Only) in favour of Director, NIEPMD, Chennai as EMD. (Govt. Agencies & PSUs are exempted to submit EMD)	
04.	(a) 3 Years' experience proof in present business.	
	(b) List of Previous Job executed (attach copy of work orders / completion report).	
05.	Copy of affidavit duly notarized or certificate issued by Competent Authority as a proof of proprietary (in case of Proprietorship firm).	
06.	Copy of appropriate PAN Card	
07.	Copy of Income Tax Return of the firm/company/agency (Individual in case sole proprietary firm) for last financial year.	
8.	Copy of Registration with Service Tax/ Sales Tax/ VAT Department.	
9.	Undertaking to supply on credit of 30 days after clear receipt of materials	
10.	Proof of attending pre bid meeting	