

F. No. 31-6/PARAKH/ESD/2022-23
EDUCATIONAL SURVEY DIVISION

Date: 25.01.2023

E-TENDER NOTICE

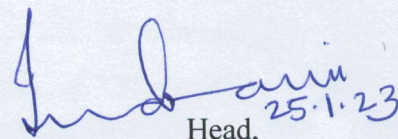
Online e-tenders are invited in two bid system i.e. Technical bid and Financial bid by the undersigned from reputed and experienced Firms/Agencies for establishing of 30 work station cubicles, 1 meeting room and 1 kitchenette with all electrical work (wiring, switch sockets, light fittings etc.) and required furniture(table, chair, cupboards and drawers) at ESD, NCERT through Central Public Procurement (CPP) portal <http://eprocure.gov.in/eprocure/app>. However, the complete tender document together with terms & conditions may also be downloaded from NCERT website i.e. www.ncert.nic.in.

Critical Date Sheet:

Published Date	25/01/2023 at 4:00PM
Bid document download start Date	25/01/2023 at 5:00PM
Bid submission start Date	26/01/2023 at 11:00AM
Pre Bid Meeting	06/02/2023 at 11:00AM
Bid submission end Date	15/02/2023 at 05:30PM
Bid Opening Date	17/02/2023 at 11:00AM

Offline/ physical/ manual bids shall not be accepted and no request will be entertained at any ground/ reasons except for the original document/ instruments as mentioned in the tender. Interested parties may view and download the tender document containing the detailed terms & conditions from the website <http://eprocure.gov.in/eprocure/app> and NCERT website www.ncert.nic.in

Bidders should regularly visit the NCERT website to keep themselves updated.

 25.1.23

Head,
Educational Survey Division
Room No. 18, 04th Floor,
Zakir Hussain Khand, NCERT
Sri Aurobindo Marg,
New Delhi - 110016

प्रभागाध्यक्ष/HEAD
शैक्षिक सर्वेक्षण प्रभाग/E.S.D
रा.शै.अ.प्र.प./N.C.E.R.T.
नई दिल्ली-110016/New Delhi-110016

NATIONAL COUNCIL OF EDUCATIONAL RESEARCH AND TRAINING
SRI AUROBINDO MARG, NEW DELHI - 110016

E-TENDER DOCUMENT

E-Tender for

30 work station cubicles, 1 meeting room and 1 kitchenette with all electrical work (wiring, switch sockets, light fittings etc.) and required furniture (table, chair, cupboards and drawers) at ESD, NCERT

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SECTION – I

INSTRUCTION FOR ONLINE BID SUBMISSION

The bidders are required to submit soft copies of their bids electronically on the Central Public Procurement (CPP) Portal i.e. <http://eprocure.gov.in/eprocure/app>, using valid Digital Signature Certificates. The instructions given below are meant to assist the bidders in registering on the CPP Portal, prepare their bids in accordance with the requirement and submitting their bids on the CPP Portal.

REGISTRATION

- i. Bidders are required to enroll on the e-Procurement module of the Central Public Procurement Portal by using the “Online Bidder Enrollment” option available on the home page. Enrollment on the CPP Portal is free of charge.
- ii. During enrolment/registration, the bidder should provide the correct/true information valid email-id & mobile no. All the correspondence shall be made directly with the contractor/ bidders through email-id provided.
- iii. As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.
- iv. For e-tender possession of valid Digital Signature Certificate (DSC) (Class II or Class III Certificates with signing key usage) is mandatory which can be obtained from SIFY/nCode/eMudra or any Certifying Authority recognized by CCA India on eToken/SmartCard.
- v. Upon enrollment on CPP Portal for e-tendering, the bidders shall register their valid Digital Signature Certificate with their profile.
- vi. Only one valid DSC should be registered by a bidder, Bidders are responsible to ensure that they do not lend their DSCs to others which may lead to misuse and should ensure safety of the same.
- vii. Bidders can then log into site through the secured login by entering their User ID/ password and the password of the DSC/eToken.

SEARCHING FOR TENDER DOCUMENTS

- i. There are various search options built in the CPP Portal to facilitate bidders to search active tenders by several parameters. These parameters could include Tender ID, organization name, location, date, value, etc. There is also an option of advanced search for tenders, wherein the bidders may combine a number of search parameters such as organization name, form of contract, location, date, other keywords, etc., to search for a tender published on the CPP Portal.
- ii. Once the bidders have selected the tenders they are interested in, they may download the required documents/ tender schedules. These tenders can be moved to respective ‘My tenders’ folder. This would

enable the CPP Portal to intimate the bidders through SMS/ E-mail in case there is any corrigendum issued to the tender document.

- iii. The bidder should make a note of the unique Tender ID assigned to each tender, in case they want to obtain any clarification / help from the Helpdesk.

PREPARATION OF BIDS:

- i. For preparation of bid Bidders shall search the tender from published tender list available on site and download the completed tender document and should take into account corrigendum if any published before submitting their bids.
- ii. After selecting the tender document same shall be moved to the 'My favorite' folder of bidders account from where bidder can view all the details of the tender document.
- iii. Bidders shall go through the tender document carefully to understand the documents required to be submitted as part of the bid. Bidders shall note the number of covers in which the bid document have to be submitted, the number of documents – including the names and content of each of the document that need to be submitted. Any deviations from these may lead to rejection of the bid
- iv. Any pre-bid clarifications if required, then same may be obtained online through the tender site, or through the contact details given in the tender document.
- v. Bidder should get ready in advance the bid document in the required format (PDF/xls/rar/dwf/jpg formats) to be submitted as indicated in the tender documents/schedule. Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.
- vi. Bidders can update well in advance, the documents such as experience certificates, annual report, PAN, EPF & other details etc., under "My Space/Other Important Document" option, which can be submitted as per tender requirements . This will facilitate the bid submission process faster by reducing upload time of bids.

SUBMISSION OF BIDS:

- i. Bidders should log into the site well in advance for bid submission so that he/she upload the bid in time i.e. on or before the bid submission date & time.
- ii. Bidder should prepare the Tender Fee as per the instruction specified in the tender document. The details of the DD others physically sent should tally with the details available in the scanned copy and the date entered during bid submission time. Otherwise the uploaded bid is rejected.
- iii. While submitting the bids online. The bidder shall read the terms & conditions (of CPP Portal) and accepts the same in order to proceed further to submit their bid.
- iv. Bidder shall digitally sign and upload the required bid document one by one as indicated in the tender document.
- v. Bidders shall note that the very act of using DSC for downloading the tender document and uploading their offer is deemed to be a confirmation that they have read all sections and pages of the tender document without any exception and have understood the completed tender document and are clear about the requirement of the tender document.

- vi. Bid document may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document. For the file size of less than 1 MB, transaction uploading time will be very fast. If price quotes are required in XLS format, utmost care shall be taken for uploading Schedule of quantities & Prices and change/modification of the price schedule render it until for bidding. Bidder shall download the Price schedule, in XLS format and save it without changing the name of the file. Bidder shall quote their rate in figures in the appropriate cells, thereafter save and upload the file in financial bid cover (Price bid) only.
- IF the template of Price schedule file is found to be modified/ corrupted in the eventuality by the bidder, the bid will be rejected and Earnest Money shall be forfeited.
- The bidders are cautioned the uploading of financial bid elsewhere i.e. other than in cover 2 will result in rejection of the tender.
- vii. Bidder shall submit their bids through online e-tendering system to the Tender Inviting Authority (TIA) well before the bid submission end date & time (as per Server Clock). The TIA will not be held responsible for any sort of delay or difficulties faced during the submission of bids online by the bidders at the eleventh hour.
- viii. After the bid submission (i.e. after clicking “Freeze Bid Submission in the portal). The bidders shall take print out of system generated acknowledge number, and keep it as a record of evidence for online submission of bid, which will also act as entry pass to participate in the bid opening
- ix. Bidder should follow the server time being displayed on bidder’s dashboard of the top of the tender site, which shall be considered valid for all actions of requesting, bid submission, bid opening etc., in the e-tender system.
- x. All the documents being submitted by the bidder would be encrypted using PKI (Public Key infrastructure) encryption techniques to ensure the secrecy of the data. The data entered cannot be viewed by unauthorized person until the time of bid opening. The confidentiality of the bids is maintained using the secured Socket Layer 128 bit encryption technology.

ASSISTANCE TO BIDDERS:

Interested eligible bidder may obtain further information in respect of the Bidding Documents from the Prof. Indrani S Bhaduri, Educational Survey Division, 04th Floor, Zakir Hussain Block, NCERT, Sri Aurobindo Marg, New Delhi – 110016.

Any queries relating the process of online bid submission or queries relating to CPP Portal in general may be directed to the 24x7 CPP Portal Helpdesk.

Toll Free Number 0120-4001002, 0120-4001005, 0120-6277787

Technical - support-eproc@nic.in Policy related- cphp-doe@nic.in

SECTION – II

INVITATION OF BID

1. National Council of Educational Research and Training (NCERT) is an autonomous organization under the Ministry of Education, Government of India was established in the year 1961.
The broad scope of work includes:-

2. NCERT intends to engage a reputed and experienced Firm/Agency for 30 work station cubicles, 1 meeting room and 1 kitchenette with all electrical work (wiring, switch sockets, light fittings etc.) and required furniture (table, chair, cupboards and drawers) for cubicles, meeting room at ESD, NCERT with the approval of competent authority.
3. In line with the stated details and in compliance of the terms and conditions as mentioned in the tender document, the bidders may submit their on-line bids (technical and financial) at CPP portal for the said job in the prescribed format only.
4. Pre-bid meeting will be held on the date and time mentioned in the tender notification for clarification of queries of the perspective bidders who would like to attend the meeting.
5. Bids without the non-refundable 'tender fee of Rs. 5,000/- (Rupees Five Thousand only) will not be considered and summarily rejected.
6. After searching on internet and discussing with C & W official the estimated amount of the tender is Rs. 1.00 crore and online bids should be accompanied with the refundable earnest money deposit (EMD) i.e. 2.5% of the estimated amount of the tender, in the form of online payment **Account No. 10137881331**, Name of the Account Holder **Secretary**, Name of the Bank **State Bank of India**, NCERT New Delhi-**110016**, IFSC Code **SBIN0001690**.

Bids without EMD will not be considered and rejected summarily and no further correspondence will be entertained in this regard.

7. The opening of financial bid will be separately notified on the CPP portal for information of all technically shortlisted/ qualified bidders.
8. NCERT reserves the right to accept/reject any or all bids and cancel all the e-tender proceedings without assigning any reason whatsoever.
9. The Firm, committee will finalize be required to furnish performance security i.e. **3% (Three Percent)** of the tendered amount.

SECTION – III

SCOPE OF WORK

1. The scope of work includes establishing of 30 work station cubicles, 1 meeting room and 1 kitchenette.
2. The work also includes central air conditioning (as required), all electrical work (includes light fittings, switch sockets, wirings etc.) & required furniture (table, chair cupboards and drawers) for the above mentioned work.
3. Modular kitchenette included cabinet, door panel, accessories, handle, sink, faucet and regular laminate counter top and have a platform for sitting of 20 persons to have refreshment.
4. The above task shall be developed at specified location of the site at **Educational Survey Division, 04th Floor, Zakir Hussain Block, NCERT Sri Aurobindo Marg, New Delhi – 110016**
5. Total area 1,326 Sq. feet. One room is for 24' (length) x 24' (width) x 11' (height) and another room 30' (length) x 25' (width) x 11' (height).
6. The total area available to build the kitchenette is 275 Sq. feet. 25' (length) x 11' (width) x 11' (height)
7. Entire construction shall be made of such material which shall be sturdy, stable for many years as per relevant I.S. codes and shall be able to withstand local extreme conditions and the vendor shall be liable for at least for 2 years after the date of completion of the project/work of the quality of the work. In case, if the quality is not up to the mark and not able to sustain firm/agency need to replace the product/setup by standard products as selected by the first party.
8. No leakages, seepages through walls, roof shall be permitted. All joints between wall panels, roof level shall be properly sealed by the tenderer after erection of walls to avoid ingress of water/insects/reptiles etc.
9. All external walls of pre-fabricated panels along with Door/Windows, flooring & roofs are part of tenderer's scope of work.
10. The number of doors and windows needs to be specified in the designing.
11. Door PUF insulated panels same material (7'X3' with desired finish) with standard hardware, door closure, handle, S.S. latches with lock.
12. Required structure size of 30 cubicles 4'x2' feet each. It includes all electrical work (light fittings, switch sockets, internet connection points etc.) LAN connection for internet & printers etc. the bidder shall submit the drawing with the bid after the actual site visit.
13. The floor and foundation material will be of Cement Concrete (CC) with CC flooring, best quality of tile as per requirements, noise proofing of the walls and concealed lights in the ceiling
14. One meeting room with a round table of capacity of 25-30 persons including sound systems (mic, charging points, USB points and internet point etc.)
15. In front of each table in meeting room as well as cubicles, two number of composite 5/15A, 3 pin switch socket box (mounted on cabin wall) shall be provided completely wired.
16. All wiring shall be done using PVC casing or PVC conduits. Wiring shall be done using minimum 1.5 sq. mm copper wires for light fittings, fan points, exhaust fan point & 5A socket points. However, wiring of AC, fridge, heater & 15A socket points etc. shall be done using minimum 2.5 sq. Mm copper wires.
17. After the completion of the given work the second party provides the service for any defects, problems in the usage of the material/premises. Second party will give priority in providing the aforesaid services.

TECHNICAL SPECIFICATIONS FOR 30 work station cubicles, 1 meeting room and 1 kitchenette including air conditioning (as required) all electrical work (includes light fittings, switch sockets, wirings etc.) & required furniture (table, chair, cupboards and drawers).

Introduction:

30 work station cubicles, meeting room and kitchenette for office purpose as per the scope & specification mentioned below required for upcoming PARAKH Stars Project.

Intent of specification:

The intent of this specification was to make the tenderer appraise of his involvement/commitment for the above unit covered in this tender. The successful bidder shall submit his offer on the information contained in this specification and related documents.

The Tender calls for turnkey execution of the job covering design and engineering of the following 30 work station cubicles, 1 meeting room and 1 kitchenette including air conditioning (as required) all electrical work (includes light fittings, switch sockets, wirings etc.) & required furniture (table, chair, cupboards and drawers) in all respect as per the scope in this specification.

The 30 work station cubicles, 1 meeting room and 1 kitchenette including air conditioning (as required) all electrical work (includes light fittings, switch sockets, wirings etc.) & required furniture (table, chair, cupboards and drawers) in all respect shall be completed in all respect with all necessary work and any items not explicitly covered in the technical specifications but are essential for proper design, engineering, shall be deemed to be included in the scope of the tenderer.

The successful bidder shall satisfy himself, before submission of the offer, the nature and location of work place, general and local conditions, as well as all other matters.

The successful bidder shall be responsible for coordinating the entire work in his scope as well as with other agencies for interfacing works and execute the contract within specified time schedule.

SECTION – IV

ELIGIBILITY CRITERIA

Eligibility Criteria (Essential for Technical Bid):- All related documents must be attached/uploaded as proof.

Bidders shall provide such evidence of their continued eligibility satisfactory to the tendering authority as per the “Eligibility & Pre-qualification criteria” mentioned in the bidding document and/ or as the tendering authority shall reasonably request. The Bidder must furnish the self-attested copies of supporting documents as per following details in the Technical Bid, failing which the proposal shall not be considered.

S. No.	Eligibility & Pre-Qualification Criteria	Supporting documents
1.	Tender Acceptance Letter	On Applicant's Letter head as per format at Annexure- A.
2.	Bidder must possess and submit a valid: i. Permanent Account Number(PAN) of Bidder ii. GST Registration Certificate, if applicable	Valid copy of all the mentioned/required Certificates / Documents.
3.	The bidder should not have been under sanction, cross-debarred, blacklisted/debarred in participating in any procurement activities in any State or Central Government or autonomous body/SPSUs/CPSUs/any other govt. Organization or its undertakings.	Undertaking to this effect shall be submitted by the applicant as per Annexure-A.
4.	a) The Bidder should have average annual turnover of at least Rs. 1 Crore during the last three financial years i.e. 2019-20, 2020-21 and 2021-22 as evidenced by the audited accounts of the organization/ CA Certificate certifying turnover. If the vendor is a joint venture, the turnover of at least one partner should be as above. b) The bidder should not have incurred loss in last three years i.e. 2019-20, 2020-21 and 2021-22 as evidenced in audited Profit & Loss Account.	Copies of audited balance sheets including profit & loss accounts/ CA Certificate.
5.	The bidder should have experience in projects involving fabrication of Office Interiors for 3 years as on 31-03-2022.	Documentary evidence such as supply orders, invoices with proof of payment, etc.

(All supporting documents must be uploaded duly signed and stamped otherwise no cognizance with regard to mere filling up the documents will be taken. The pagination of attached document is must along with index/checklist.)

SECTION – V

TERMS AND CONDITIONS

1. Procedure for submission of Bid

- a) The tender will be invited in two bid system i.e. Technical bid and Financial bid by online through CPP portal.
- b) The prospective bidders are requested to go through the tender documents and submit their bids only online on CPP Portal. Offline bids will not be entertained at any cost. The bidders are also requested to submit original copy of tender fee and EMD Amount to the Prof. Indrani S Bhaduri, NAS Cell, Educational Survey Division, 04th Floor, Zakir Hussain Block, NCERT before closing date and time of tender.
- c) After opening the Technical Bid and analyzing requisite criteria at technical bid, the financial bid of only those bidders will be opened who have technically qualified with the approval of Competent Authority.

2. Amendment of Bidding Documents

- a) At any time prior to the deadline for submission of Bids, the NCERT may amend the Bidding Documents by issuing an addendum/ corrigendum.
- b) The amendment/addendum/corrigendum etc. if any will be notified/ displayed on NCERT's website i.e. www.ncert.nic.in and CPP Portal <http://eprocure.gov.in/eprocure/app> and the bidder should regularly visit the NCERT website to keep themselves updated. The amendment will be binding on all the Bidders.
- c) In order to afford prospective bidders reasonable time in which to take the amendment into account in preparing their Bid. The NCERT may, at its discretion, extend the deadline for the submission of Bids.

Bid Prices

- a. Bid prices will not be adjusted for any conditional or unconditional circumstances.
- b. Prices quoted by the Bidder shall remain fixed during bidder's performance of the contract and not be subjected to variation on any account.
- c. A bid submitted with any different adjustable price quotation will be treated as non-responsive and rejected.
- d. Bid Currencies Prices shall be quoted in Indian Rupees only. (INR)

3. Documents Establishing Bidder's Eligibility and Qualifications

The Bidder shall provide documentary evidence of his/her eligibility and qualification to perform the contract (to NCERT's satisfaction) if his/her Bid is accepted, as per the Eligibility Criteria specified in the Bidding/ Tender document.

4. Deadline for submission of Bids

1. Bids must be uploaded on CPP portal on or before the closing date and original copy of EMD & Tender fee in form of Online payment in favour of Secretary NCERT must be submitted to Prof. Indrani S Bhaduri, Educational Survey Division, 04th Floor, Zakir Hussain Block, NCERT New Delhi – 110016 on or before the closing date.
2. The NCERT may, at its discretion, extend this deadline for submission of Bids by amending the Bid Documents.

5. Award Criteria

NCERT will engage the successful Bidder whose Bid has been determined to be substantially responsive and has been determined as the lowest evaluated Bid.

6. Fraudulent and Corrupt Practices

NCERT requires the Bidder to strictly observe the laws against fraud and corruption in force in India, namely, Prevention of Corruption Act, 1988 and undertakes not to approach any concerned official or bring to bear any influence of inducement upon any official with the intent to gaining any undue advantage in securing the contract.

7. Dispute Resolution

If any difference or dispute arises between agencies (second party) and the NCERT (first party) relating to tendering process or agreement after finalizing the firm either party may approach the Secretary, NCERT and the matter shall be referred to a sole arbitrator appointed by the Secretary, NCERT (first party) and the award given by the sole arbitrator shall be final and binding on both the parties.

Both parties further agree that all disputes/claims shall be subject to the jurisdiction of Courts in Delhi only.

The Secretary, NCERT, reserves the right to cancel/terminate the contract awarded if the performance is not found satisfactory without assigning any reason any time during the contract.

SECTION – VI

Technical bid only (Eligibility Criteria for Technical bid as per Section- V of Tender Document to be filled by the bidder)

PROFORMA FOR TECHNICAL BID

1.	Name of Agency	Scanned copy of document must be uploaded
1.	a) Profile of the Firm	
	b) Name of Proprietor/ Director/ Authorized person/Authorization letter	
	c) Full Address of registered Office and Operating office in Delhi/NCR	
	a. Telephone No. b. Fax No. c. E-mail Address	
2.	Self-attested scanned copy of the Firm having at least 3 years (Minimum) Experience in projects involving Fabrication of Office Interiors	
3.	Self-attested scanned copy of experience and performance in (Govt./PSU/Autonomous)	
4.	Self-attested scanned copy of the Firm having minimum average annual turnover of Rs.1.00 Crore in last three F.Y 2019-20, 2020-21 & 2021-22	
5.	Self-attested scanned copy of the Firm should not have incurred loss in last three years i.e. 2019-20, 2020-21 & 2021-22 as evidenced in audited Profit & Loss Account:-	
6.	Self- attested scanned copy of payment of non-refundable processing fee of Rs. 5,000/- in form of online payment in favour of Secretary NCERT payable at New Delhi on account of tender cost (non-refundable)	
7.	Self-attested scanned copy of refundable payment of Rs. 2,50,000/- in favour of Secretary NCERT payable at New Delhi on account of EMD of tender document.	
8.	Self-attested scanned copy of Registration number, License number and validity of firm/agency.	
9.	Self-attested scanned copy of PAN Number to be uploaded. However, PAN card in the name of proprietor can be considered subject to production of ITR acknowledgement and computations of taxable income duly certified by C.A.	

10.	Self-attested scanned copy of Undertaking regarding acceptance of all the terms and conditions of the tender document as per Annexure-A (Copy may be enclosed)	
11.	Non-blacklisting/ Non- Debarment certificate on non-judicial stamp paper of Rs. 100/- as per Annexure –B attested by notary.	
12.	Organizational/agency contact details (Annexure – C)	
13.	List of Organization/Institutions served in the past in the field of Fabrication Of Office Interiors. (Annexure – D)	
14.	Financial Strength of the Organization/Agency. (Annexure – E)	

I hereby certify that the information furnished above is complete and correct to the best of my knowledge and belief. I understand that in case any deviation is found in the above statement at any stage. The bid will be rejected and our firm will be blacklisted. I also certify that I have read and understood all the section of the tender document and acceptable to me.

All supporting documents should be attached duly signed and stamped along with the Annexure. Otherwise no cognizance with regard to mere filling up the document will be taken.

Signature and stamp of authorized signatory

Place:.....

Date:

SECTION –VII

PROFORMA OF FINANCIAL BID

PROFESSIONAL FEES

S. No.	Particulars	Basic Rate (Rs.)	Service Tax/GST in (%) percentage	Service Tax/ GST Amount (Rs.)	Total Amount (Rs)
1.	30 work station cubicles, 1 meeting room and 1 kitchenette including air conditioning (as required) all electrical work (includes light fittings, switch sockets, wirings etc.) & required furniture.				

Read carefully

Price Bid in BoQ_XXXX.xls

A standard BoQ format has been provided with the E-tender document to be filed by all the bidders. Bidders are requested to note that they should necessarily submit their financial bids in the format provided and no other format is acceptable. Bidders are required to download the BoQ file and enter their financial quotes and other details (such as name of the bidder). No other cells should be changed. Once the details have been completed, the bidder should save it and submit it online, without changing the file name. If the BoQ file is found to be modified by the bidder, the bid will be rejected. Upon the successful and timely submission of bids, the portal will give a successful bid submission message & a bid summary will be displayed with the bid Id and the date & time of submission of the bid with all other relevant details. The bid summary has to be printed and kept as an acknowledgement of the submission of the bid. This acknowledgement may be used as an entry pass for any bid opening meetings.

The rates quoted should be inclusive of all incidental expenditures like conveyance, photocopy charges, typing charges, generation of forms etc.

Name of firm
Name of owner/partners
Address of a firm

Signature and stamp of authorized signatory

PRICE SCHEDULE

(Financial Bid in the form of BOQ_XXXX.xls)

To be utilized by bidder for quoting their prices

Tender Inviting Authority: EDUCATIONAL SURVEY DIVISION, NCERT

Name of Work: 30 work station cubicles, 1 meeting room and 1 kitchenette including air conditioning (as required) all electrical work (includes light fittings, switch sockets, wirings etc.) & required furniture.

Contact No.:

Bidder Name :

(This BOQ template must not be modified/ replaced by the bidder and the same should be uploaded after filling the relevant columns, else the bidder is liable to be rejected for this tender. Bidders are allowed to enter the Bidder Name and Values only)

Sr. No.	Item Description	Quantity slabs	Unit Price	Unit Rate Excluding GST,Including other applicable taxesand Freight (in Rs.)	Total Excluding GST, Including other applicable taxes and Freight Amount (in Rs.)	Total price without GST (in Rs.)	Total price with GST (in Rs.)	Total Amount
A	30 work station cubicles, 1 meeting room and 1 kitchenette including air conditioning (as required) all electrical work (includes light fittings, switch sockets, wirings etc.) & required furniture							
TOTAL:								

Note: The total amount payable for ordered value under a particular slab shall be limited to the minimum value of next slab.

I undertake that:

- (a) Tendered rates are at par with the prevailing market rates and not more than the price usually charged for services/products/goods supplied of same nature/class or description from any private purchaser either foreign or as well as Government purchaser.
- (b) In respect of indigenous items for which there is a controlled price fixed by law, the price quoted is not higher than the controlled price.
- (c) Services/Products/Goods supplied, will be of requisite specification and quality.

Notes:

- 1. The rate not be provided as a percentage figure. The Bidder must quote rate in absolute Indian Rupees.
- 2. The rate quoted will be valid till the period specified in the tender document. The period of validity of rates can be extended with mutual agreement.
- 3. No condition will be entertained and conditional tender will be rejected out rightly.

Date: __/__/__

Place: _____

Name of the Bidder: -

Authorized Signatory: -

Seal of the organization: -

Annexure "A"

Tender Acceptance Letter
(To be given on Company's Letter Head)

To,
The Head,
Educational Survey Division
National Council of Educational Research and Training.
Sri Aurobindo Marg,
New Delhi - 110016.

Sub: Acceptance of Terms & Conditions of Tender _____ for Tender ID _____

Dear Ma'am,

1. I/We have downloaded/obtained the tender document(s) for the above mentioned 'Tender/Work' from the CPP Portal.
2. I/We hereby certify that I/we have read the entire terms and conditions of Tender document including all documents Annexure's, which form part of the contract agreement and I/we shall abide hereby by the terms/conditions/clauses contained therein.
3. The corrigendum(s) issued from time to time by your department/ organization too has also been taken into consideration, while submitting this acceptance letter.
4. I/We hereby unconditionally accept the tender conditions of above mentioned tender document(s) / corrigendum(s) in its totality / entirety.
5. In case any provisions of this tender are found violated, then your department/ organization shall without prejudice to any other right or remedy be at liberty to reject this tender/bid including the forfeiture of the full said earnest money deposit, if any, absolutely and suspension as per terms of BSD.

Place: _____

Signature: _____

Date: _____

Name: _____

Designation: _____

Authorized Signatories:

Seal:

UNDERTAKING

(To be submitted on the letterhead of the firm)

1. I, the undersigned certify that I have gone through the terms and conditions mentioned in the bidding document and undertake to comply with them.
2. The rates quoted by me are valid and binding upon me for the entire period of contract and it is certified that the rates quoted are the lowest rates as quoted in any other institution in India.
3. I/We give the rights to the competent authority of the National Council of Educational Research & Training to forfeit the Earnest Money/Performance Security money deposit by me/us in case of breach of conditions of Contract.
4. I/We hereby undertake to provide consultancy services as per the direction/Terms and Conditions given in the tender document/contract agreement.

Signature of the Authorized signatory

Date:

Place:

Designation:

(Office seal of the Bidder)

Annexure “B”

Non-blacklisting/Non-debarment Certificate

(Format of Non-blacklisting certificate/non-debarment by any Central/State Govt. Organization/PSU/Autonomous bodies the past years to be submitted on non-judicial stamp paper of Rs. 100/-)

To,

The Secretary
NCERT
Sri Aurobindo Marg
New Delhi – 110016

Sir,

I/We hereby confirm and declare that M/s is not blacklisted/debarred by any Central/State Govt. organization/PSU/Autonomous bodies for which we have Executed/undertaken the works/services during anytime in the past years.

Authorized Signatory:

Official Stamp:

Date:

Place:

Organizational/agency contact details

S. No.	Organizational/agency contact details	
1.	Name of the agency	
2.	Main areas of work	
3.	Type of agency	
4.	Whether the agency has been blacklisted by any Organization/country. If yes, details thereof.	
5.	Address of registered office with telephone number and email address:	
6.	Address of offices in India (if any).	
7.	Contact Person with telephone no. & e-mail address	

Encl.:

1. Copy of certificate of incorporation
2. Copy of Article of Association in respect of 3 above
3. Undertaking in respect of 4 above

Signature of the applicant

[Full name of applicant]

Stamp/Office Seal

Date:../../2022

Annexure "D"

Experience: List of Organization/Institutions Served

S. No.	Experience	Number of Assignments during the last 3 years	Order Value of each assignments in Rupees (Enclosed copy of each order)	Name of the Client/Organization (enclosed completion certificate)
1.	Fabrication Of Office Interiors			

Signature of the applicant

(Full name of applicant)

Stamp & Date

Annexure "E"

Financial Strength of the Organization/Agency

S. No.	Financial Year	Overall annual Turnover (in Rupees)	Whether Profitable Yes/No	Annual Net Profit (in Rupees)
1.	2019-20			
2.	2020-21			
3.	2021-22			

Signature of the applicant

(Full name of applicant)

Stamp & Date

Declaration

We hereby confirm that we are interested in competing for 30 work station cubicles, 1 meeting room and 1 kitchenette including air conditioning (as required) all electrical work (includes light fittings, switch sockets, wirings etc.) & required furniture.

All the information provided herewith is genuine and accurate.

Authorized Person's Signature.

Name and Designation:

Date of Signature:

Note: The declaration is to be furnished on the letter head of the organization/agency.