



Tender No.
GERMI/CIVIL-HO/2016/01

**GUJARAT ENERGY RESEARCH &
MANAGEMENT INSTITUTE (GERMI)**

1st Floor, Energy Building,
Pandit Deendayal Petroleum University Campus,
Raisan, Gandhinagar, Gujarat - 382 007, INDIA
Phone: +91 79 2327 5364
Fax: +91 79 2327 5380
Web: www.germi.org

**GUJARAT ENERGY RESEARCH AND MANAGEMENT INSTITUTE INVITES
QUOTATIONS FOR CARRYING OUT DEVELOPMENT OF BALCONIES AT ITS
HEAD OFFICE AT RAISON, GANDHINAGAR, GUJARAT**

Issue Date:
7th April, 2016

Last date for submission of
quotations:
11th April, 2016

1 Introduction

1.1 Background of the GERMI and the Work

- 1.1.1 Gujarat Energy Research & Management Institute (hereinafter referred to as “GERMI”), promoted by Gujarat State Petroleum Corporation Ltd. (GSPC) is a fully integrated energy company.
- 1.1.2 GERMI is a centre of excellence in industry learning and has been set up to develop human resource assets to cater to the petroleum and allied energy sectors, improve knowledge base of policy makers and technologists and provide a competitive edge to leaders to compete in the global arena. GERMI has already established Pandit Deendayal Petroleum University (PDPU) which is actively pursuing initiatives in the areas of education and research in alternative energy resources.
- 1.1.3 GERMI plans to develop a World-Class Research Centre with all the high-tech state-of-the art facilities. The research centre is currently at a very nascent stage and needs a long way to go.
- 1.1.5 Through this tender we are looking forward to invite quotations for carrying out development of existing balconies through proper design, which includes civil, furniture, electrical work as well, the details of which are given in next section.

2 General Terms and Conditions

2.1 General Instructions

- 2.1.1 Director, GERMI reserves the right to reject any/all offers without assigning any reasons thereof.
- 2.1.2 The scope of work should be carried out in accordance with the directions of the GERMI representative available for this purpose.
- 2.1.3 The time allowed for completion of work shall be maximum **15 (Fifteen) days**, which shall be reckoned from the date of acceptance of Work Order by the successful contractor.
- 2.1.4 The quotation submitted in response to this tender should remain valid for **at least 60 days** from the date of opening of quotations.
- 2.1.5 Income tax and other statutory dues shall be deducted from the contractor's bill as per Govt of India rules before making payment.
- 2.1.6 The contractor shall ensure compliance of all statutory laws and bylaws of the Central Govt./State Govt./Municipal authorities related to the employment of their staff and all such obligation under Wage Act, Workmen Compensation Act, ES-II Act, Provident Fund and Miscellaneous Provisions Act, Bonus Act, and Contract Labor Act, 1970 etc. and GERMI will not be responsible for such purposes in any way.
- 2.1.7 No escalation in any form either of materials or labor shall be payable by GERMI.
- 2.1.8 Time allowed for completion of work shall be strictly followed; otherwise the contractor shall be liable to pay compensation at the rate of 0.5 % of the work order value of the job undone per week of delay on the part of the contractor subject to a maximum of 5% of the total work order value.
- 2.1.9 No claim for any compensation during the extended period shall be entertained and GERMI's decision in this regard shall be final.
- 2.1.10 All or any Claim(s), dispute(s) or difference(s) arising out of or in with connection with this tender shall be subject to the jurisdiction of the Courts at Gandhinagar/Ahmedabad only.

2.2 Terms of Payment

- 2.2.1 The contractor is required to submit its invoice and after verification of which the payment process shall be initiated.
- 2.2.2 100% of the payment shall be made after completion of the work to the satisfaction of GERMI.
- 2.2.3 The payable amount shall be paid within 25 (twenty five) days time after receipt of invoice/bill through cheque.
- 2.2.4 Subject to any deduction which GERMI may be authorized to make, the contractor shall be entitled to payment as follows:
 - a) All payments shall be made in Indian Rupees.
 - b) The contractor shall submit the bill / invoice for the work executed showing separately VAT, Service Taxes and any other statutory levies in the bill / invoice.

3 Detailed Scope of Work & Price Bid Format

3.1 Detailed scope of work and bill of material

3.1.1 The Contract shall have to perform the following activities as its Scope of Work:

Sr.No	Description	Qty	Unit	Rate	Tax	Amount
1	Providing and fixing aluminum section with 20 micron anodification with all necessary fixtures. Height shall be divided into 3 parts, top 2 panels shall be fixed with Tinted glass and bottom part shall be fixed with compact sheet with proper laminates. A) Aluminium section specification : 1) Aluminium Section thickness : 1mm 2) Make : Jindal, Nationl, 3) Aluminium section size : 70 mm x 40 mm . B) Glass Specification : 1) Thickness : 5mm 2) Make: Saint Gobain, Modiguard C) Compact sheet specifications : 1) Thickness : 6mm 2) Make : 1) Century 2) Royale Touche Note : Rate shall be inclusive of all like transportation, scaffolding, shifting etc	800	Sq.ft			
2	Providing and fixing roller blind with all necessary fixtures. 1) Make : Vista, Aerolux	120	Sq.ft			
3	Ply wood Partition with both side laminate finish. It should have openable compartment for maintenance purpose. Specification : 1) Ply Make : Centry and Green 2) Ply Thickness Note : 12mm Rate shall be inclusive of all like preparation of frame work etc.	275	Sq.ft			
4	Providing and fixing work station, 38 mm ply board top with PVC edge band, 1mm lamination and exposed edge with 2mm PVC edge bend of approved shade. Gable end shall be of 25mm thick ply board with both side edge band. Total height of Partition shall be of 4 feet and with 75 mm thickness of aluminium having both side ply with laminates. Including Soft board with fabric covering with cable manager.	5	No.s			
5	Providing and fixing modular storage unit made up ply with single shutter having size 2 ft x 2 ft x 4 ft including hardware	1	No.s			
6	Providing and fixing Armstrong suspended ceiling system with prima fine fissured tile(microlook edge). HR-99%, NRC-0.55, SA-34 db.	100	feet			
7	Providing and fixing Tubelights with fixture. 1) Make : Surya, 40 W with electronic choke	6	No.s			
8	4 mm ² wiring mains, single phase-3- wire, in open PVC conduit or PVC casing capping patti. Make : RR, KEI, Finolex	170	feet			
9	Providing and fixing 2 x 10 A plugs controlled by single with cover plate. Make : Roma, Anchor	5	No.s			
10	Providing and fixing modular type RJ 45 data point with cover plate.	5	No.s			

11	1.5 mm ² wiring mains, single phase-3- wire, in open PVC conduit or PVC casing capping patti. Make : RR, Finolex, KEI	120	feet			
12	Providing and laying CAT-6 type data cable, in open PVC conduit or PVC casing capping patti.	350	feet			
13	Providing and fixing Ceiling fan. Make : Bajaj, Crompton	1	No.s			
14	Providing and fixing modular type switch board with 2 number switches with cover plate. Make : Roma , Anchor	2	No.s			
15	Providing and fixing the modular type switch board with 16 A plug point and 20 A switch with cover plate for AC. Make Roma, Anchor	2	No.s			
16	Providing and fixing 1.5 ton, 3 star, Split AC with necessary accessories. Make : Voltas, Daikin, Hitachi	2	No.s			
17	Providing and fixing full height storage unit of 18mm ply both side laminated with sliding door with all necessary hardware including locking arrangement and metal stand for gas cylinder	90	Sq.ft			
18	Providing and fixing the single phase distribution board with 1 x 20 A DP and 2 x 10 A SP MCB	1	No.			
19	Providing and fixing the Biometric switch for finger print with card scanning system. 3 cards for scanning shall be provided with Biometric switch. It shall be providing with all necessary fixture and accessories, and required demo shall be provided.	1	No			
Total Financial Bid:						
Price in words:						

Notes:

1. Contractor must furnish prices of each items and components separately.
2. Total Financial Bid should be inclusive of all direct and indirect costs till completion of scope of work including duties, taxes, levies, insurance, freight, labour charges etc.
3. GERMI shall not make any payment over and above Total price offered.
4. It is also mandatory to enlist all taxes and duties as applicable on date of submission of the bid.
5. Contractor has to follow all the specification specified above.
6. Any detail which is not considered but required to complete work is to be implemented by contractor
7. All items which are to be provided by contractor shall match the existing furniture, shade etc.
8. All electrical item shall be fixed and earthed properly with existing structure
9. Payment shall be done on actual measurement.
10. Completion schedule: 15days after the issuance of the Work Oder.
11. As there are 3 or more balconies to be developed, GERMI reserves the right to allot the work in stages.

Sign and Stamp

4 Instructions to Contractor

4.1 Submission of quotations

- 4.1.1 The quotation should clearly mention the scope of work that it is going to offer along with other terms and conditions, if any.
- 4.1.2 The quotations should be submitted on 11th April, 2016 latest by 1500 hrs along with Rs.1500/- DD on the name of Gujarat Energy Research and Management Institute, payable at Gandhinagar as a "Tender fee".
- 4.1.3 The envelop should be properly sealed, clearly mentioning on the top of it "Quotations for Development of balconies at GERMI's Head office - Tender No. GERMI/CIVIL-HO/2016/01".
- 4.1.4 Quotations should be submitted to:
- The Director**
Gujarat Energy Research and Management Institute,
1st Floor, Energy Building, Pandit Deendayal Petroleum University Campus,
Raisan Village, Gandhinagar, Gujarat - 382007, India
Phone: +91 79 2327 5364
Fax: +91 79 23275380
Email: deepak.m@germi.org
- 4.1.5 Any queries related to the scope of work may be addressed to Mr. Deepak Mishra on above given contact details.
- 4.1.6 The envelop should also include signed and stamped copy of this tender.

4.2 Earnest Money Deposit

- 4.2.1 Suppliers quoting their prices for the scope of work will be required to submit a Demand Draft along with their quotation as Earnest Money Deposit.
- 4.2.2 The Demand Draft should be on the name of Gujarat Energy Research and Management Institute, payable at Gandhinagar.
- 4.2.3 EMD amount should be of Rs. 50,000/-
- 4.2.4 EMD of all the bidders shall be returned once the successful selected bidder accepts the work order unconditionally.

4.3 Opening of quotations

- 4.3.1 The quotations shall be opened on 12.04.2016 at 1200 Hrs in the presence of all the available bidders.
- 4.3.2 All the bidders quoting their prices for this tender are invited to be present during the opening of quotations. Their absence during the opening shall mean that they have given their consent to open the same in the presence of other available bidders and GERMI Committee members.

4.4 Evaluation of quotations

- 4.4.1 Quotations shall be evaluated based on the scope of work specified in the quotations and the quoted price for the same.

4.4.2 Price of all the qualified bidders and other terms and conditions of this tender will then be compared and thus, the lowest quoted bidder shall be selected.

4.5 Negotiation and Award of Contract

4.5.1 GERMI reserves the right to call the bidders for negotiation before award of contract and it could be financial or technical negotiation, based on the bids received.

4.5.2 GERMI reserves the right to select the final successful bidder.

4.5.3 The contract shall be then awarded to the successful bidder and a work order shall be issued immediately after completing the internal process.

LAYOUT OPTION - D

