Limited Tender Notice for the Design, Supply and Porta Cabin use as Video Conferencing Room

Tender Notice No. GA-11031/1/2020-GA (Two bid System)

Under Secretary to the Govt. of India
011-24364277/24302542/24
Ministry of Minority Affairs

Tender notice for the Design, Supply and installation of Porta Cabin use as Video Conferencing Room

Limited Tender Notice No. GA-11031/1/2020-GA

Last Date for Submission of Tender: 01/09/2020 by 3.00 P.M.

Opening of Technical Bid 01/09/2020 at 3.30 P.M.

Name and Address of the Official Calling tender:
The Under Secretary (Admin), Ministry of Minority Affairs, Pt. Deendayal Antyodaya Bhawan, CGO Complex, Lodhi Road, NEW Delhi-1100, India.

Telephone/Fax No.: 011-24364277/24302524

E-Mail Address: sa.khan15@gov.in

Tender Purchase Details:
This tender document can be downloaded from the Ministry's website www.minorityaffairs.gov.in or CPP portal or can be obtained from the office of the Ministry of Minority Affairs by paying Rs 1000/-. Sealed tender documents, if downloaded from the website must be accompanied by a demand draft of Rs. 1000/- in favour of Ministry of Minority Affairs, payable at New Delhi.

(3.A.Khan)
Under Secretary to the Govt. of India
011-24364277/24302542/24
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<thead>
<tr>
<th>Sr. No</th>
<th>Points to be verified</th>
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<tbody>
<tr>
<td>1</td>
<td>Technical specifications compliance sheet</td>
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<td>2</td>
<td>Tender fee</td>
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<tr>
<td>3</td>
<td>EMD</td>
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<tr>
<td>4</td>
<td>Photocopy of PAN</td>
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<tr>
<td>5</td>
<td>Experience certificates issued by clients</td>
</tr>
<tr>
<td>6</td>
<td>Copy of income tax return certificate</td>
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<tr>
<td>7</td>
<td>All other certificates as asked in tender document</td>
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<tr>
<td></td>
<td>a. Spare parts availability/AMC certificate</td>
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<td></td>
<td>b. Certificate indicating country of manufacture</td>
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<td></td>
<td>c. GST/Sales tax registration certificate</td>
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<tr>
<td></td>
<td>d. Copy of “General/Special Conditions of Contract” signed and stamped on each page</td>
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Place: [Signature of Authorized Person]

Date: [Designation]

Seal
Ministry of Minority Affairs, New Delhi

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[Signature]
Ministry of Minority Affairs, New Delhi

Ministry of Minority Affairs, GOI wishes to have the video conferencing room at the earliest which may be expanded to accommodate as Office / Conference room accommodation is ready. The Porta Cabin will be at residential office of Hon'ble Minister (MA) inside the premises and should have almost all facilities that a Video conferencing Room has except V.C. systems and accordingly invites sealed tenders from reputed Manufacturers/ Dealers/ Suppliers for the under mentioned items:

<table>
<thead>
<tr>
<th>Item</th>
<th>Qty</th>
<th>Tender Fee (in INR)</th>
<th>EMD (in INR)</th>
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<tr>
<td>Design, Supply and Erection of Porta Cabin 27ft x 35 ft</td>
<td>one Porta Cabin including foundation</td>
<td>1000/-</td>
<td>10,000/-</td>
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I. INSTRUCTIONS TO BIDDERS

1. PREPARATION OF TENDER:

i. The tender number and due date should invariably be superscribed on the envelop cover.

ii. The proposals shall be submitted in two parts, viz. "Technical bid" and "Financial bid" in two separate sealed envelopes (with respective marking superscribed in bold).

iii. The first envelope (envelope 1) marked "Technical bid" should include the technical specifications. The first envelope should not contain any cost information whatsoever. The second envelope (envelope 2) marked "Financial bid" should contain the detailed price offer in prescribed format (price schedule). EMD and Tender fee submitted, if any, should not be placed inside the financial bid.

iv. Both the sealed envelopes, technical bid and financial bid, should be placed in a bigger sealed cover. The top of cover must also contain Name and Address of the tenderer, telephone and other contact details for further correspondence.

v. The tenderer competing in technical evaluation will only be considered for financial evaluations. The price envelopes of others will not be considered. At second stage, financial bids of only technically acceptable offers shall be opened for further evaluation and ranking before awarding the contract.

[Signature]
vi. The financial proposal shall be opened in the presence of the tenderers or their representative who choose to attend. The prior information in this regard will be given to the qualified tenderers.

vii. The printed literature and catalogue/brochure giving full technical details should be included with the technical bid to verify the specifications quoted in the tender.

2. DELIVERY OF TENDER

i. All tender documents should be addressed to Under Secretary (Admn), Ministry of Minority Affairs, Pt. Deendayal Antyodaya Bhawan, CGO Complex, New Delhi-110003, India.

ii. Tenders duly sealed and sent only by post/courier/by Hand will be considered. No tender by electronically will be accepted.

iii. No responsibility with regard to postal-delays due to any reason, whatsoever, will be accepted.

3. PERFORMANCE SECURITY

i. Tenderer selected for supply of instrument will have to provide Performance Bank Guarantee (PBG) on any scheduled bank situated in India, equivalent to 5 percent of the cost of the Infrastructure which should be valid for a period of sixty days beyond the date of completion of all contractual obligations of the Manufacturers/Dealers/Suppliers including warranty obligations.

ii. Performance Security should be submitted through Demand Draft in favor of Ministry of Minority Affairs, payable at New Delhi.

iii. Bid Security (EMD) will be refunded to the successful bidder on receipt of performance security. The institute will pay no interest for the deposits.

(S.A.Khan)
Under Secretary to the Govt. of India
011-24364277/24302542/24
II. GENERAL CONDITIONS OF CONTRACT (GCCs)

1. GENERAL DIRECTIONS:

i. Tender should be submitted along with tender fee, EMD and all other necessary documents. The main envelope should be superscribed: "Quotations for Design, Supply and Erection of Porta Cabin, Last date of submission 01/09/2020 till 3.00 PM".

ii. Blank tender forms for the above items along with details can be downloaded from www.minorityaffairs.gov.in or e-procurement portal (CPP). The non-refundable application fee of Rs. 1,000/- must be accompanied with each tender/quotations in this case.

iii. Tenders must accompany a copy of the “General/Special Conditions of Contract” section of this document, duly signed and stamped on each page indicating that they agree to the same.

iv. Last date of submission of tender along with requisite fee, EMD and all documents is 01/09/2020 upto 3.00 P.M. Technical bids will be opened on same day at 3.30 P.M. The firms who wish to be present at the time of opening of Technical Bids may depute their representatives accordingly.

v. The DD for application fee, EMD or any other must be drawn in favour of DDO, Ministry of Minority Affairs, payable at New Delhi.

vi. Electronic submission of documents (by facsimile, email and so on) is not acceptable.

vii. If the last date of submission is declared holiday in MINISTRY OF MINORITY AFFAIRS (in exceptional cases), the date of submission and tender opening will be the next working day.

viii. Validity of tenders shall be 120 days from the last date of submission of the tenders.

ix. Place of delivery of the material will be in Delhi and is the sole liability of the Manufacturers/ Dealers/ Suppliers only.

x. The MINISTRY OF MINORITY AFFAIRS reserves right to accept/reject any or all the tenders at any time without assigning any reason.

[Signature]
xi. The tenders received late, without tender fee, without earnest money, without required documents or incomplete in any respect / misleading will be rejected outrightly.

xii. Financial bid and Technical compliance sheet for each instrument should be strictly as per tender format, and signed on each page.

xiii. If the supplier/firm is manufacturer/authorized dealer/sole distributor of any item, the certificate to this effect must be attached.

xiv. The tenderer should give an undertaking that necessary service/maintenance will be provided within the specified periods as and when ordered.

xv. If the material be imported one, Certificate indicating country of manufacture must be attached.

xvi. The tenderer who gets the contract will have to sign integrity pact as per instructions of the government. Copy of the same will be made available on request.

2. EVALUATION OF BIDS RECEIVED

The Ministry has the full right to evaluate, segregate, rank the responsive bids and select the successful bidder for placement of the contract. Any decision by the Ministry of Minority Affairs in this regard will be final. No legally enforceable right vested in the quoted party merely because it was ostensibly the lowest bidder.

3. DELIVERY, INSTALLATION AND WORK COMPLETION

The delivery and erection of the Porta Cabins will be made within stipulated time period i.e. 6 weeks of the placement of Supply/Work Order otherwise will attract penalty @ 0.5% of the total cost of the order per week. The supply of material should be done within first 3 weeks so that the erection work starts. Otherwise above penalty may be imposed after 3 weeks. In case of imported item, the supplier/their Indian Agent will be responsible for delivery from the place of dispatch of material to final point, supply and erection of the Porta Cabin.
4. **PRICE AND DELIVERY**

i. The prices quoted must be cost per unit F.O.R. Ministry of Minority Affairs, New Delhi, including taxes and other levies, if any.

ii. All other charges including VAT/CST, Excise Duty and other levies payable by MINISTRY OF MINORITY AFFAIRS should be clearly indicated otherwise it will be presumed that the rates quoted are inclusive of all these charges and will not be paid.

iii. Exact Delivery Schedule and Warranty/Guarantee etc. must be clearly indicated in the technical bid. The charges for extended warranty and/or Annual Maintenance Contract after the expiry of offered warranty period should be clearly specified in the financial bid but separately so that if required it can be considered. The schedule of supply, erection and commissioning etc. will be given preferably day-wise or alternatively on weekly basis.

iv. The manufacturers' printed literature/catalogue/drawing/user's list in respect of range of products being quoted should also be submitted with the offer.

v. In case, the rates are being offered by the dealer/stockiest, a certificate from the manufacturer in original about the authorization of dealership/stock holder and to quote rates on their behalf, be furnished with the offer along with a certificate from the manufacturer that for the material supplied through the authorized dealer, they will be responsible for its quality and guarantee/warranty.

vi. The supply of items of approved specifications shall have to be made strictly as per given delivery schedule on placement of order, failing which the material may be rejected and returned at the expenses of the supplier.

vii. The firms shall be required to arrange demonstration of the offered item, if required by the University.

5. **PAYMENT**

Final payment will be released after completion of work (plinth and erection upto roof level and also completion of all defects/pending works) within 30 days in all respects.
6. **WARRANTY**

Any defective goods should be replaced or repaired by the supplier free of charge. Delivery of goods and its installation at Ministry of Minority Affairs, New Delhi during part repair/replacement should be free of charge. A warranty certificate declaring these points must be supplied with the technical bid.

7. **SALES TAX REGISTRATION CERTIFICATE**

Tender applications must be accompanied by duly attested Photostat copy of the GTS tax declaration to the effect that the firm is registered under the Tax Department.

8. **INCOME TAX**

Photostat copy of the latest income tax return (ITR) along with Balacesheet and a copy of PAN should be provided.

9. **THIRD PARTY INSPECTION**

The payments will be released on satisfactory Report by an accredited agency who will be entrusted with the job of inspection of material and works.
III. TECHNICAL SPECIFICATIONS & SPECIFIC CONDITIONS OF CONTRACT FOR PORTA TYPE CABIN STRUCTURES FOR VIDEO COMFERNING ROOM ACCOMMODATION

A. Planning Aspects

i. The Porta Cabin must provide minimum size 27X31 sqft (approx.). Porta cabin must be inclusive for provision of desert cooler/Windows/AC Units fixing arrangement with the opening closeable with suitable arrangements during the winters/Summer seasons.

ii. The layout plan shall consist of 27x31 sq ft (approx) sides and provision of one cabin / with one Room/Hall only. The Seller shall install / Erect structure on the foundation constructed upto plinth level.

iii. The opening/entry shall be controlled by enclosed at least single entry with an entry gate.

iv. The Conference room accommodation will include the construction of plinth and flooring thereof, wiring and switch boards, main switching station and suitable connection for computer, fan, light, AC units etc.

v. A rough tentative sketch of layout is also given for reference.

vi. The firms will quote for a total figure in Rupees for this video conferencing suitable for at Delhi location.

B. TECHNICAL BIDS

In Technical bid the firms will justify their financial standing, experience & qualifying criteria, turnover etc. It will be enclosed in a separate envelope marked 'Tech Bid'.

[Signature]
C. Earnest Money

The bidders will send Demand Draft payable in the name of Ministry of Minority Affairs, New Delhi @ 2% of the cost quoted i.e. approximate 2 lacs. This will be put in a separate envelope marked "Earnest Money".

D. FINANCIAL BID

The firm will quote their rates for design, supply & construction of portable type cabins suitable for Video Conferencing room with all amenities as mentioned in tender specifications and specified in Planning Aspects in above TECHNICAL SPECIFICATIONS i.e., the firms will quote total cost to be incurred:

a. Rs. __________ for Porta Cabin (incl. of Designed, erection,& supply cost)
b. Rs. __________ for Plinth with Foundation (incl. of construction cost)
c. Rs. __________ for if any other work

Total Rs. __________

This will be enclosed in a separate envelope marked "Financial Bid".

Technical Bid & Financial Bid will be sealed in a bigger envelope marked Tender for Porta Cabin and be sent to The Under Secretary (Admn), Ministry of Minority Affairs, New Delhi, on or before 01/09/2020 by 3:00 p.m.

E. Qualifying Criteria for Firms

1. The firms should have an experience of minimum 3 years in this field of construction/ Work stations & supplying of Porta Cabins.

2. The firm should have undertaken supply and construction of /cabins/porta Cabin/ work stations during last 3 years.

3. It should have at least minimum a turnover of Rs. 10 lakhs during any of the last 3 years.

4. Preferably the firm should have an experience of constructing Cabins/Workstations/Porta Cabins for CPWD, State Governments or Centre Government Departments.
F. Specification

1. Scope of work: Design manufacture supply and erection complete in all respects the porta cabin Accommodation with hall/common room suitable for video conferencing room of Porta type cabins structure office and store.

2. Overall Dimensions: As approved by the organization design and layout shall be got approved from Ministry of Minority Affairs. Four sets of the approved plan/drawings shall be submitted.

3. Design Criteria:
   (i) Seismic Co-efficient: Seismic Zone III
   (ii) Wind Pressure: 55m/s (Ref: IS: 875)
   (iii) Roof Slope: 1:4
   (iv) Water Absorption/penetration: as per standard criteria
   (v) Termite Proofing: Termite Proof
   (vi) Fire Resistant: Fire resistant and should not emit toxic flames/fumes.
   (vii) Ease of construction: Shelter should be modular in design.
   (viii) Design Load: As per slandered

4. Wall Panel: Walls made of sandwich panel system using 1 no. 10mm thick cement flat sheets/boards (Asbestos Free) & 1 no. 10mm thick laminated board of desired color/cement flat sheets/boards (Asbestos Free), confirming to IS-14276-1995, as skins with 40mm gap in between filled with 40mm the puff sheet/puff core. Panels will be strengthened on all four sides by W/U shaped pre profiled steel section made from 0.63mm GI steel sheet/coil.

5. Roof: Roof slope shall be 1:4 approx. Span of structure is 6.1m; the height at ends shall be 2.5 and 4.0 at the end gable. The roof shall be done with 0.5 mm pre-coated, pre-colored steel (Green /Color) pre-profiled sheets confirming to IS-14246-1995 for steel components. These sheets are laid over a frame works of trusses, columns and purlins fixed using suitable fasteners like ‘screw’ with washers and bitumen washers etc. a ridge cover of size 225x225x0.5mm made from pre-colored steel sheet is to be fixed on top junctions of the roof using suitable fasteners.

6. Roof Projection: The roof shall have min projection of 0.40m from the eaves wall other than verandah side and 0.30m from the end walls. Purlins will also be provided on the roof at the eaves and at the gable roof extension.
(outside the structure) made from RHS section of size 66x33x2.9mm conforming to IS-4923:1997 amdt 1 with open hollow and closed with welded 4mm MS plate.

7. **Roof Structure fame work**: The roof shall be laid over a frame work of trusses, purlins and columns fixed using suitable GI fasteners, nuts and bolts, steel and bitumen washers etc. The trusses shall be made using rectangular hollow sections of size 66x33x2.9mm conforming to IS-4923:1997 amdt 1. The trusses shall be provided at suitable distance of total length and shall be supported on columns made using rectangular hollow steel sections of size 96x48x3.2mm conforming to IS 4923:1997 amdt 1, fixed with each using 10mm thick MS end plates and 10mm nuts and bolts at top level. The columns shall be welded with 10mm thick MS end plate and shall be fixed to the foundation bolts 16mm x 450mm long through this plate. The purlins shall be made using rectangular hollow steel sections of 66x33x2.9 mm conforming to IS 4923:1997 amdt. Provided on the trusses at a max. Pitch of 1m or less and are fixed and flushed with the top level of trusses with the help of 10mm thick MS plates and 10mm nut and bolts.

8. **False Ceiling**: False ceiling made out of PVC coated gypsum tiles, suspended on grid fame GI 'L' section of size 30mmx20mmx1.25mm thick and 'T' section of size 30mmx35mmx0.80mm thick with fixing at site.

9. **Foundation**: A suitable foundation will be provided with brick masonry wall above GL up to PL over a brick masonry step foundation in cement mortar 1:6, 15mm thick cement plaster in cement mortar 1:6 will be done on brick masonry above ground level the plinth height shall be 600mm above average GL.

10. **Anti Termite Treatment**: Bottom and sides of excavation, top surface of filled earth, soil under plinth protection will be treated at the rate of 5 ltr/sqm of surface area and backfill in contact with foundation at the rate of 7.5 ltr/sqm of vertical surface area will be treated with emulsion of chloropyriphos concentrate 20% conforming to IS-3944-78 all complete as specified including plinth protection area.

11. **DPC**: Damp Proof Course 40mm thick, in PCC 1:2:4 type B1, using 20mm graded stone aggregate with water proofing compound (3% by the weight of cement) shall be provided over the plinth wall.

12. **Plinth Protection**: Plinth protection 600mm wide, 50mm thick PCC 1:3:6 (using 20-40mm graded crushed stone aggregate) over 40-60mm thick hard core will be provided.
13. **Flooring**: The shall be made using Kota Stone of size 600x600mm, 20mm thick, laid on 20mm thick CM 1:4 screed over 75mm thick RCC sub-base 1:4:8, using 20-40mm graded stone aggregate. The flooring of all rooms to be provided with appropriate slope towards door and the slope of the verandah flooring towards outside for easy drainage of water. The bathroom/toilet shall have Kota Stone flooring of 20 mm thick.

14. **Cement**: Ordinary cement shall be ordinary Portland cement conforming to IS: 8112. White cement shall be white Portland Cement conforming to IS: 8042. Cement shall be fresh when delivered to the site, batch no and month of mfg. will be checked not more than six months old cement will be accepted.

15. **Curing**: All the cement works shall be cured for a minimum of 07 days after final setting time.

16. **Door**: Door frame shall be made from GPCC (Galvanized Plane Colour Coated) of size 75x45x1.2mm thick. The shutter for door shall be made out of 32mm thick wood flush door as per IS : 2201 (Part I) 1991. The door shutters shall be fixed with the door frame with 4 nos. hinges 100mm length. The door shall be provided with 2 no. aldrops on each sides of 300mm length, tower bolts of size 200mm at the top and 100mm at the bottom on each shutter and two nos. 150mm long handles.

17. **Window**: Aluminium anodized window of size 1.2x1.2 mtr with two sliding panels and suitable size of aluminium frame section weighing 0.55kg/m or as per relevant ISI. Two shutters shall be provided with 5mm size the sheet glass panel using aluminium ‘Z’ type beading with rubber gasket and shelters will be fixed with the help of rawl plug and screws/fixing clips to fill up gaps. The frame shall be provided with Aluminium grill of approved pattern dia/thickness of guards bars not less than 8mm. Aluminium windows shall be of make jindal/Hindalco/Balco. The sliding window shall be wire meshed confirming to IS std. for mosquito proofing.

18. **Cooler Windows**: Opening arrangement for desert cooler 60cmx60cm made by Al frame section of size 63x38x3mm thick with 3" hinges to the fame of size 38x12.7x3mm thick with locking arrangement with properly fixed 4mm thick glass pane/PVC sheet.

19. **Sunshades**: Suitable sunshades made out of CGI/PGI sheets and angle iron frame shall be provided to all external windows, ventilators and doors. The min projection for the sunshades shall 450mm from the wall and 300m wider
than the opening as marked in the drawing supported over angle iron fame work and fixed on wall using nut/bolts.

20. **Surface finish:** the internal wall surface shall have one coat of cement primer and two coats of plastic emulsion paint. The false ceiling surface shall have two coats of Plastic Emulsion paint and all external wall panels shall have two coats of exterior acrylic paint. The steel surface of doors and windows also have two coats of synthetic enamel paint over one coat of red oxide primer. All wooden surfaces shall be treated with two coats of synthetic enamel paint over one coat of primer.

21. **Electrical wiring and fitments:** complete electrical wiring with DB's with MCB's tube lights, exhaust fan and switch sockets shall be provided of Havel like reputed makes. Wires will be of make Havell/Finolex. In addition a changeover Switch ISI/ISO marked will be supplied will be of make Anchor/Havels/SSK.

22. **Earthing:** Earthing with galvanized steel earth plate electrode 30cmx30cm, buried directly in ground (earth pit not less than 2.25m deep below ground level) with tope edge of the plate not less than 1.5m below normal ground level connected to galvanized earth lead wire 4.0 mm dia. by means of bolts, nuts, check nuts and washes of GI, filled with charcoal salt mixture all as per specifications, connected to earthing test point including GI pipe welded with Ms funnel and earth pit cover all as specified.

23. The firm will have to give 5 years structure stability certificate and the firm will stand warranty for that.

24. **Shifting & Reinstallation:** The Manufacturer/ Dealer/ Supplier will quote his rates separately in a different envelope marked "Rates for Shifting". The shifting will include dismantling, transportation 25 kms away from the present location and reinstallation of the Porta Cabins at the new location.

(S.A.Khan)

Under Secretary to the Govt. of India

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IV. CERTIFICATE BY SUPPLIER

"It is certified that I/we have carefully read and understood the entire GCCs and SCCs of these documents and agree to abide by all of these. All the information and commitments provided with the quotations are truthful and binding on the firm."

Place: 

Signature of Authorized Person Date:

Designation

Seal