

06 February, 2017

TENDER NOTICE

Quotations are invited from reputed and quality conscious civil contractors for the Renovation of Basement, First Floor, Third Floor and part of Ground Floor of SHASTRI INDO-CANADIAN INSTITUTE, 5, BHAI VIR SINGH MARG, NEW DELHI-110001.

The Institute needs to appoint a reputable contractor to renovate its office and implement the approved office plan. The construction will include works on electrical, plumbing, ceiling, flooring and painting. The floor wise quotations should be submitted in two parts: (i) Civil work with furniture & fixture; and (ii) civil work only (build structure).

Scope of Work

Existing Office Space

1. The Institute is built on 4 floors (includes Basement, Ground and 3 Floors).
2. Ground Floor has Director's Room, Reception Area, Server area and two cabins.
3. First Floor has Vice President Room, Conference Room and small washroom.
4. Second Floor has Library
5. Third Floor has two vacant rooms & washroom

Services Required

The Institute wishes to appoint a reputable and licensed constructor to remodel the current space according to the approved plans. Work will take place only in the interior. The usage of the space will be as follows:

Basement:

- Big conference room to accommodate 50-70 persons (free seating style)
- Filing Almira's to be built in the two walls of Conference Room
- One Room for Vice President/President elect
- One small dry kitchen
- One Washroom (Unisex)
- Shifting of Electricity Panel (From basement to Terrace)

Ground Floor:

- 1 meeting room for 5-6 guests
- 2 work areas
- Server area
- Shed outside the main entrance
- Shed in the backyard

* The Director room & Reception Areas will remain as it is.

First Floor:

- Closed cubical/cabins for 5 members
- Open plan sitting area to accommodate 4 persons
- Photocopier area

Third Floor

- 3 Workstations
- one small guest room with attached washroom
(Existing washroom to be split in two)

KEY DELIVERABLES

- a) The Institute is seeking a suitably qualified and licensed building contractor to complete construction and renovations work according to the approved architectural plans.
- b) The scope of work upon which quotations are invited to submit quotations include general construction services.
- c) Work will include but not limited to interior work such as demolition of walls, structural steel and wood, wood finishes, glass, doors, partitioning, plumbing, mechanical and electrical as well as painting and flooring.
- d) The contractor is required to mention the period of completion

Time , date and Place of Submission of Quotations:

On or before 4.00 PM. 20.02.17 at
SHASTRI INDO CANADIAN INSTITUTE
5, BHAI VIR SINGH MARG,
NEW DELHI-110001

The Institute will not be bound to accept the lowest quotation and reserves the right to accept or reject any or all the quotations without assigning any reason whatsoever.

Director
Shastri Indo Canadian Institute
5, BHAI VIR SINGH MARG,
NEW DELHI-110001

For Renovation Work at Shastri Indo Canadian Institute
5, Bhai Vir Singh Marg, New Delhi-110001

Terms & Conditions

1. The Contractors shall inspect the site and examine the layout plan before submitting the quotations.

2. Scope of Work:

The existing space to be utilized as per the below plan:

Basement:

- Big conference room to accommodate 50-70 persons (free seating style)
- Filing Almirahs to be built in the two walls of Conference Room
- One Room for Vice President/President elect
- One small dry kitchen
- One Washroom (Unisex)
- Shifting of Electricity Panel (From basement to Terrace)

Ground Floor:

- 1 meeting room for 5-6 guests
- 2 work areas
- Server area
- Shed outside the main entrance
- Shed in the backyard

* The Director room & Reception Areas will remain as it is.

First Floor:

- Closed cubical/cabins for 5 members
- Open plan sitting area to accommodate 4 persons
- Photocopier and Server area

Third Floor

- 3 Workstations
- one small guest room with attached washroom
(Existing washroom to be split in two)

3. The contractor should submit the details of the structure, civil works, woodworks, fitting, fixtures, finishes and all service (water supply, drainage, electrical, plumbing etc.)

4. The contractor should submit the sample of drawings and “Drawings” shall include maps, plans and tracings or prints or sketches thereof with any modifications approved and such other drawing as may from time to time be furnished or approved in consultation with Shastri Institute.

5. Utmost care should be exercised in handling the construction materials as well as muck / debris to minimize spread of dust to maintain hygiene in the office premises.

6. Rates shall remain firm till completion of entire works and shall be inclusive of all taxes, duties, VAT/WCT, Service tax, Labour Cess and other levies etc as applicable.
The income tax deductions shall be made from all payments made to the contractor in accordance with the provisions of Income Tax act.
7. PAYMENT TERMS:
 - i. 10% advance will be paid.
 - ii. 70% payment shall be released on prorata Basis. Bills shall be raised after completion of Floor wise work.
 - iii. Balance 20% payment shall be released after the completion of work.
8. Completion period - Two (2) months. The date of start of contract shall be reckoned 07 days from the date of issue of LOI.
9. Compensation for Delay: The entire works should be completed within the prescribed time. Penalty @ Rs. 1000/ per day will be imposed on the Contractor in case of persistent delay. This amount shall be deducted from pending Bills / dues to the Contractor.
10. Defect Liability / Maintenance period - The Contractor shall be responsible for the rectifications of defects in the works for a period of 12 months from the date of successful completion of entire work.
11. Before supplying the building material, sample of the same have to be shown and certified by SICI officials. No material will be accepted without sample approval. The rejected material/s will need to be collected by the supplier within a reasonable period of time for replacement from SICI premises and all the charges on the same including transport/packing charges will have to be borne by the supplier only.
12. The scope of the work includes Supply, Erection, Installation and Commissioning of the various materials at the Institute and shall be the responsibility of the supplier or their authorized representatives. All the associated costs shall have to be borne by the supplier or their representatives. No extra charges will be paid.