

Ref: -NCCF/HO/Project/2023-24/6506

Date: - 18.12.2023

SUBJECT: APPOINTMENT OF AGENCY FOR THE RENOVATION & REFURBISHMENT OF THE NCCF 2ND FLOOR OFFICE SPACE (2500 sqft approx) AT HEAD OFFICE, NCCF NEW DELHI

National cooperative consumers Federation of India Limited (NCCF) Head Office, invites short term tender for the NCCF 2nd floor office space renovation work at Head Office, NCCF New Delhi on EPC Mode in single bid system.

(Non-Empaneled bidder may participate in bidding process but they will have to get themselves Empanelled with NCCF by applying within one week of submission of Bids, along with necessary documents for Empanelment). However, preference for the work will be given to Empaneled Business Associates.

1. SCOPE OF WORK INCLUDE: -

RENOVATION & REFURBISHMENT OF THE NCCF 2ND FLOOR OFFICE SPACE (Approx.2500 SQFT):
Bidders has to visit the site to access through the work and make himself aware of site conditions and requirements for execution before submitting the bid.

2. Completion Time of the Work: -

4 weeks from the date of award.

All the Bidders have to submit their rates in a sealed envelope in the prescribed format along with other sought documents of the tender.

Technically qualified L1 Bidder shall be awarded order to execute the work in accordance with terms and condition mentioned in the tender.

3. EMD: - All the bidders have to submit an EMD of Rs. 5000/- in favour of MD NCCF with the following details

NAME OF THE BENEFICIARY: - MD, NCCF

ACCOUNT NUMBER: -34827894847

IFS CODE SBIN0007407

NAME OF BANK: - State Bank of India

**ADDRESS OF THE BANK: - Asian Games Vill. NCUI, 3 Siri
Institutional Area, August Kranti Marg, New Delhi 110016**

4. **Date and Time of starting of submission of Tender Bids:-** 18.12.2023 at 3:00 PM
5. **Date and Time of submission of Tender Bids is over:-** 26.12.2023 at 12:00 PM
6. **Date and Time of opening of Tender Bids:-** 26.12.2023 at 3:00 PM
7. **Address of Submission of Bids:-** In the tender box kept in the office of In-charge (P&A), NCCF
Delhi NCUI Complex .3 SIRI institutional Area, August Kranti Marg New Delhi-110016.
8. **Pre-Qualification criteria: -**

Bidder should have executed

1. One similar work of Rs.15 lacs +GST
or
2. Two similar works of Rs. 9 lacs +GST each
or
3. Three similar works of Rs.5.50 lacs + GST in the last 5 years for any
Govt./PSU/Autonomous Organizations or for any reputed Pvt. Ltd. Firms.

Notes: -

1. The Bids submitted shall consist all pages of tender documents and NCCF Construction Guideline October 2020, Signed on Each page by Authorized Signatory with Seal of firm Along with documents In support of eligibility criteria as per NCCF Construction Guideline issued on October 2020. All the documents shall enclosed and sealed in a closed envelope labeled as Bid for the "Renovation & Refurbishment of the NCCF 2nd Floor at NCCF, Head Office" and must have sealed and signature of Authorized Signatory along with date of submission on the Main Envelope. The rate shall be quoted on the prescribed format.
2. All the Bidders will be bound to accept NCCF's tender term and conditions/Guidelines. Noncompliance of this shall result into treating the tender as invalid.

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3. Agency / Firm's Average turnover for the last 3 years should have been at least 5.5 lacs + GST as per audited balance sheet.
4. Agency / Firm's Average should have not incurred any loss in last 3 years as per audited balance sheet.
5. The Bidder shall also attach their ongoing work list.
6. Conditional Bids will not be considered, NCCF has right to accept or reject any of the bid without assigning any Reason.
7. Time is the essence of the contract. **The work should be completed in 4 Weeks** from the date of the work order issued to the contractor to commence the work.
8. The successful Bidder should visit the site to ascertain the working conditions and shall be bound by local authority regulations / restrictions as applicable and other information required for the proper execution of the work before submit the bid.

For NCCF of India Ltd.

Form
(Shakti Singh)
In-charge(P&A)
18/12/2023

FORM OF SUBMISSION OF TENDER

(To be filled by the Bidder)

In-charge (P&A)
NCCF of India Ltd.
Head Office
Haus Khas, New Delhi

Dear Sir,

Subject: -RENOVATION & REDEVELOPMENT OF THE NCCF 2ND FLOOR OFFICE SPACE AT HEAD OFFICE NCCF OF INDIA LTD, NEW DELHI.

I / We the undersigned have carefully gone through and clearly understood, after visiting the site, the and tender documents comprising of the tender form, Notice of Contractors, Agreement and Conditions of building contract, Special Conditions, Specifications and Schedule of Probable Quantities prepared.

I / We do here by undertaken to execute and complete the whole or part of the work (as desired by you) at the respective rates quoted.

I / We are depositing as earnest of money sum of to **Rs. 5,000/- (Rupees Five Thousand only)**, by demand draft in favour of NCCF of India Ltd. payable at New Delhi, along with this tender for due execution of the work at my / our tendered rates together with any variations which shall be adjusted at prices based by the Client on our tendered rates.

In the event of this Tender being accepted I / We agree to enter into an agreement as and when required and executed the contract according to your form of Agreement, in default whereof, I / We do hereby bind my-self / ourselves to forfeit the aforesaid deposit.

I / We further agree to complete the work included in the said schedule of quantities within 4 Weeks from the date of the work order issued to commence the same.

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Date of commencement shall be either one week, from the date, the acceptance letter is issued to the contractor or day on which the contractor is instructed to take possession of site whichever is earlier

I / We agree not to employ sub-contractors other than those that may be approved by **NCCF of India Ltd.**

I / We agree to pay Government, GST and all other taxes.

I / We agree to pay Government and all other taxes as prevailing foretime to time, on such items for whom same is to be levied, and the rates quoted by me / us are inclusive of the same.

Yours faithfully,

Contractor's Signature _____

Designation _____

Address _____

SEAL:-

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General Notes

1. The contractor shall engage an authorized person at site who shall take the instructions from the NCCF of India Ltd. The work should not suffer due to lack of supervision, manpower and materials.
2. The Contractor is required to co-ordinate his works along with other agencies working at site. He has to reimburse any of the damage made by him or any of his representatives for any of the other agency or owner at site.
3. Making of any cut-out / opening for electrical wiring / fitting in any of false ceiling, partition, Paneling, masonry work etc., and providing panels of the same finish in partitions, paneling shall not be paid extra.
4. The contractor is required to fabricate a sample where required, or any item so installed for approved. Any changes made by the NCCF of India Ltd. in the sample to the specifications as mentioned in the tender, shall not be deducted or paid extra.
5. The partitions shall be so fixed that all joinery work is in plumb and true in line. The partition frame shall be firmly fixed to the floor and ceiling by using suitable wall plugs and screws
6. The contractor shall check all dimensions before fabricating and fixing the partitions or ceiling in position at site.
7. All measurements given in the schedule hereunder are for the purpose of tender only. Payment will be made on actual measurement of the work done. All measurements shall be as per relevant I.S.I. standards.
8. All materials to be used on the work shall be of reputed makes/ISI marked, as per the NCCF guidelines.
9. Cement, steel, fabricated material etc. required for the works will have to be arranged by the contractor, and his own cost.



10. All taxes as applicable shall be deducted from the bills of contractors.
11. The contractor will have to get samples of material and all fittings approved by the Engineer-In-charge NCCF for his representative before using them of the work.
12. The 1st & Final bill will only be submitted once after the completion of the work, during the work the firm shall not be paid any amount related the work.
13. No rate escalation will be entertained during the project.
14. The contractor will abide with all terms & condition as mentioned.
15. The contractor will have to finish the work within the quoted rate provided by him in the financial bid, no excess in the work will be entertained. No additional cost will be bearded by NCCF.
16. The EMD submitted by the contractor will only be returned to the contractor after the one month of the successfully completion of the work.
17. Inconvenience of Public: - The Contractor shall not deposit any materials outside the office area which will cause inconvenience to the public. The contractor may require to remove any materials which are considered to be dangerous or inconvenient to the public or cause them to be removed, at the contractor's cost as per direction of Engineer-in-charge. Works must be executed as per prevailing rules norms and NCCF guidelines.
18. The work shall be carried out as per latest CPWD specifications with relevant IS codes for works at Delhi, with up-to-date correction slips unless otherwise specified in the nomenclature of the individual item of work.
19. All related materials and belongings will be kept by contractor in good order. Any damage to lawns, services, existing structure etc. during execution of work will have to be made good by the contractor at his own cost.
20. The successful contractor or his representative should be made available at work site execution every day during the execution of the work who will receive day to day instructions from the Engineer-In- Charge or his



representative.

- 21.** The contractor has to make his own arrangement for execution of the work and no claim will be admissible on this account.
- 22.** The contractor shall fulfill all necessary safety requirement during the execution of the work.
- 23.** NCCF have the right to accept or reject the bid at any time. No claim in this regard shall be admissible.

97

NCCF OF INDIA LIMITED

FINANCIAL BID

**NAME OF WORK: - RENOVATION & REFURBISHMENT OF THE NCCF 2ND FLOOR OFFICE SPACE
AT HEAD OFFICE NCCF OF INDIA LTD, NEW DELHI .**

S.No	Description	Unit	Qty	Rate	Amount
1	Cubical ACP wall partition made of ACP sheet 4 mm thick supporting aluminium frame 18-gauge powder coated partition height up to 4 ft.	Sqft	900		
2	Cubical Glass Partition: partition made of 5 mm thick glass with NCCF logo on it	Sqft	350		
3	cubical table:-small table will be provided in each cubical partition	pcs	30		
4	Electrical work: -All electrical points along with the lights will be provided (including all wires, switch, socket, ceiling light & track light ((Wire plaza or equivalent & switch and socket cona equivalent) 20 No. track light ceiling light 140 nos, socket 150 no's) switch.	LS	1		
5	Paint & Repairing wall work :-paint & Repairing work on wall using Birla wall care putti & Asian paint.	Sqft	900		
6	Paint & Repairing work on ceiling using Birla wall care putti & emulsion paint	Sqft	2520		
7	Existing partition Removal: - Removal of old wooden partition	LS	1		
8	labour charges: -shifting wooden debris to ground floor .	LS	1		
9	Re-installation & shifting of old partition	LS	1		
10	Repairing & polish work of all existing partition and vent covering & repairing of damage	LS	1		
11	Pantry: -Providing slab & cabinate 3x4 sqft of particle board	LS	1		

12	Flooring: -Providing vynil Flooring covering the complete area of floor of 2500 sqft.	Sqft	2500		
				Total	
				Add GST 18 %	
				Grand Total	

Yours faithfully,

Contractor's Signature _____

Designation _____

Address _____

Email-ID _____

