



No: MSACS/Proc/Carpentry Work /2008

Date: - 11/11/2008

To,

Sub: Invitation of Quotation for “Carpentry Work” at ART centre, Indira Gandhi Hospital, Nagpur.

1) Sealed competitive quotations are invited by the undersigned for the procurement of following items of “Carpentry Work” at ART center, Indira Gandhi Hospital, Nagpur :

S.N.	Description	Qty.	Unit
A)	Doors :		
1.	Providing and fixing 50 mm solid core flush door finished with 4 mm melamine matt plished veneer on both sides and including eye view panel of 12” x6’6”, 6 mm wooden beading including fixing of handle, lock and as per detailed architectural drawing	8	Each
2.	Door Frames : Providing and fixing box type door frames made of 100 mm wide x 19 mm thick. On top 75 mm wide x 19 mm back for hinges fitting and 50 mm x 19 mm thick Facia Patti with provision of cutout for lock lever / baby latch. All finished as per architects instruction & details.	23.69	R. mtr
B)	File Storage :		
1.	Providing and constructing grid type file cabinet including shutters, as per architectural drawing, made of 19mm thick marine ply of approved brand including finishing internal surface with 1mm thick laminate and external with 4mm veneer with melamine matt polish.	25.94	Sq. mtr.

2) **Quoted Price:**

- ❖ All duties, taxes and other levies payable by the contractor (other than Sales Tax) under the contract shall be included in the item rate. Sales Tax if any should be quoted separately.
- ❖ The rates quoted by the quoter shall be fixed for the duration of the contract and shall not be subjected to the adjustment on any account.
- ❖ Rates or partial quantity of an item is not acceptable.
- ❖ Corrections, if any, shall be made by crossing out, re-writing, initiating, and dating.
- ❖ Telex or Facsimile quotations are not acceptable.

3) **Each Quoter shall submit only one quotation.**



- 4) Payment Terms :**
100% payment will be made after completion of work by submitting the bill.
- 5) Validity of Quotation :**
Quotation shall remain valid for a period not less than 15 days after the deadline fixed for submission of quotations.
- 6) Evaluation of Quotations :**
The purchaser will evaluate and compare the quotations determined to be substantially responsive i.e. which are properly signed and conform to the terms, conditions, and specifications in the following manners:
- The evaluation will be done excluding the sales tax. If the quoter has included the sales tax in his quotation for the items rate, it will be treated as though it is exclusive of the sales tax and no downloading of sales tax will be made.
 - The evaluation would be done for unit rate. The items for which no rates have been quoted would be treated as non-responsive and the total amount would be computed accordingly. The quoter who has quoted for partial quantity of any one or more item would be treated as non-responsive. Purchaser will award the contract to the responsive bidder whose total cost for all the items put different the lowest.
- 7) Award of Contract :**
- The purchaser will award the contract to the quoter whose quotation has been determined to be substantially responsive and who has offered the lowest evaluated quotation price.
 - The purchaser reserves the right at the time of contract award to increase or decrease the quantities of items indicated in para 2 above by 15% without any change in the unit price or any other terms and conditions.
 - The purchaser prior to the expiration of the quotation validity period will notify the bidder whose quotation is accepted of the award of contract. The terms of accepted offer shall be incorporated in the Purchase order.
 - Notwithstanding the above, the Purchaser reserves the rights to accept or reject any quotations and to cancel the bidding process and reject all quotations at any time prior to the award of contract.
 - Incomplete, irregular, unsealed and quotations received after the due date and time will not be considered.
 - If the quotation is accepted, the quoter will have to commence work after receipt of award of letter awarding contract and complete the same within 30 days.
- 8) Qualification requirements for Contractor :**
- Copies of original documents defining the constitution or legal status, place of registration and principal place of business, written power of attorney of the signatory of the bid to commit the bidder.
 - Total annual turnover expressed as total volume of construction work performed in each of the last five years.



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- C) Performance as prime contractor on works of a similar nature and volume over the last five years and details of other works in hand and contractual commitments; clients who may be contacted for further information on these contracts.
- D) Major items for construction equipment proposed for carrying out the Contract.
- E) The qualifications and experience of key site management and technical personnel proposed for administration and execution of the Contract, both on and off site.
- F) Information regarding any litigation or arbitration resulting from contracts executed by the Bidder in the last five years or currently under execution. The information shall include the names of the parties concerned, the disputed amount, cause of litigation, and matter in dispute.
- G) A statement establishing that the bidder/applicant (including all members of a joint venture) and his subcontractors are not associated, nor have been associated in the past, directly or indirectly, with the consultant or any other entity having prepared the design, specifications, and other bidding documents for the project or being proposed as Engineer for the Contract.
- H) Satisfactorily completed (not less than 90% of contract value) as a prime contractor, at least one similar work (_____) of value not less than Rs. _____ M (80% of estimated value).
- I) Executed in any one year the following minimum quantities of work.
- J) Availability for this work of a project manager with no less than five years experience in construction of similar civil engineering works and other key personnel with adequate experience as required.

9) Penalty :

- a) For delay in completion of work – penalty of 0.5% per week on total contract value or part thereof after expiry of the delivery period subject to maximum 10%.
- b) Failure to execute the work within 8 weeks contract.
- c) Variation in specification - material will be rejected and cost of the said material will be recovered from the supplier.

10) Site Work at ART Center, Indira Gandhi Hospital, Nagpur :

Schedule of Completion - The contractor will have to complete the work within 15 days.

11) Last Date and Time of receipt quotations:

The quotations should be sent in sealed envelope in the name of “**Project Director**” at above address.

You are requested to provide your offer latest by 5.00 p.m. hours on _____.

We look forward to receive yours quotations and thank you for your interest in this project.

Addl. Project Director