

BAY OF BENGAL PROGRAMME – INTER GOVERNMENTAL ORGANISATION, CHENNAI

Date: 19.01.2024

TENDER NOTICE

Sub: Inviting Tender for Interior Work

Bay of Bengal Programme Inter-Governmental Organization (BOBPIGO), which has its headquarters at TANFED Building (4th Floor), 91, St. Marys Road, Abhiramapuram, Chennai, intends to undertake minor renovation / repair work within its premises to earmark an area to establish the BiMReN Cell, a Project funded by MEA, GoI.

The brief description of the proposed works is given below:

Brief Description of the Works
Renovation of Room for BIMReN Cell (1) Furniture: Executive Tables with drawers and side table; Cabinets & Executive Chairs (2 sets) (2) Vinyl Flooring, LED Lighting, Wall panelling, Renovation works
Renovation of Reception Area (3) Wall Panelling, Whitewashing, waterproof Flooring, Lighting (4) Replacing main doors with glass embossed with project name

Scope of the Work - The Director, BOBP-IGO invites quotations for the Interior work as detailed in Annexure I

The tender is governed by the following terms and conditions. The rate quoted shall be valid up to 31 March 2024. The tender shall be sent in two parts namely, Technical Bid and Commercial Bid. Tenders may be submitted by post, email or in person.

Interested service providers may submit the completed application forms and send it to the BOBP-IGO Office, Chennai.

The last date for submitting the tender is 17 Feb 2024 and tenders will be opened on the same day at office of the BOBP, Chennai.

Director

BAY OF BENGAL PROGRAMME – INTER GOVERNMENTAL ORGANISATION, CHENNAI

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TENDER NOTIFICATION

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Preamble:

Bay of Bengal Programme Inter-Governmental Organization (BOBPIGO), which has its headquarters at TANFED Building (4th Floor), 91, St. Marys Road, Abhiramapuram, Chennai, intends to undertake minor renovation / repair work within its premises to earmark an area to establish the BiMReN Cell, a Project funded by MEA, GoI.

1. PURPOSE OF THE TENDER

It is proposed to engage a vendor to undertake the Interior work in the BOBP-IGO premises.

The selected vendor will be responsible for coordinating all the tasks as per the Scope of Work provided in Section 5 of this tender document, under the control and supervision of BOBP-IGO.

This Tender is called for selection of a suitable vendor to undertake the Interior work in the BOBP-IGO premises.

2. CALENDAR OF EVENTS

Tender forms may be downloaded from the BOBP-IGO website (www.bobp-igo.org), under the section Opportunities (Tender/EoI).

The last date for submitting the Tender is **17 Feb 2024 upto 3 pm**. The tenders will be opened on **the same day at 4 pm**, at the BOBP Secretariat, Chennai.

3. PROCEDURE FOR SUBMISSION

The tender shall be submitted in two parts namely;

- a) **Technical Bid:** The Technical bid shall be submitted as per Annexure – I and II.
- b) **Commercial Bid:** The Commercial Bid shall be quoted BoQ as per Annexure V.
 - (i) The tenders shall be signed only by Proprietor if it is a Proprietary concern. In support of which an affidavit of ownership, a copy of certificate of registration has to be submitted.
 - (ii) One of the Partner or a person authorized by the partners shall sign the tender if it is a Partnership firm. Copy of the Partnership deed shall be submitted to know the person authorized to sign the documents.

- (iii) The Chief Executive of the company or a person authorized shall sign the tender, if it is a public or private limited company, in support of which necessary authorization letter with seal and signature shall be submitted. (Enclose copy of the Memorandum and Articles of Association and authorization letter)
- (iv) All further communications relating to this tender including but not limited to corrigendum/modifications/corrections, bid opening, evaluation etc will be published in BOBP website only.
- c) The Tenderer shall submit a proposal along with specifications and drawings of the Interior work to be undertaken.

4. ELIGIBILITY CRITERIA

- a) The bidder should have experience of having undertaken similar nature of work hosted by (Government/PSUs/Central or State Autonomous Societies, and/or MNCs), in a single or multiple contracts.
- b) Bidder should submit a list of major clients to whom they are providing / have provided such services in the last 3 years, supported by work orders and / or testimonials from competent authorities as evidence.

BOBP, Chennai would be free to make enquiries from such clients about the work, conduct, performance, quality of service and such other related general enquiries about the event manager (except the confidential commercial details like bid rates, etc).

- c) Bidders should hold valid PAN/TAN number, GST Registration as applicable.
- d) Bidders should have an average annual turnover of over 25 lakhs (Rupees Twenty lakhs) for the last three years (2020-23) in the business and/or an annual turnover of over Rs. 1.00 crore in any one of the past five years (2019-23).

Copies of relevant account statements/audited accounts/other documents need to be submitted in support of the claim.

- e) The bidder must have registered address in India.
- f) The bidder should not have been 'blacklisted' by any client of any Government Department/organization, in the last 5 years for defective/deficient service. *The tenderer shall submit a declaration to this aspect along with Technical Bid.*
- g) Enclose income tax returns for three years (2020-23).
- h) Enclose GST registration and GST returns for the three years (2020-23).

5. SCOPE OF THE WORK

The Scope of the work is detailed in Annexure-3. The tenderers are expected to carefully study Annexure-3 and submit along with the technical bid with their seal and signature. The tenders submitted without duly signed **Annexure-III** shall be rejected.

6. **VALIDITY OF TENDER**

- a) The rates quoted or tendered would be valid up to 45 days from the date of opening of Financial Bid or for extended period as decided by the BOBP-IGO.
- b) Any price revision during the validity period of tender or extended thereof will not be entertained.
- c) If any information provided by the Tenderer in Commercial/Financial Bids are found to be factually false or misleading, such Tenders will be summarily rejected at any time during the validity of the tender and liable for penalties as applicable.
- d) The Tenders are liable for rejection due to the following reasons:
 - Incomplete / non-submission of any of the documents sought for
 - For any disqualification made by the Department / GOI
 - Default in the previous transactions.
 - Incomplete Commercial/Financial bid submissions
- e) No document or queries will be accepted after opening of the tender.

7. **TENDERED RATES**

- a) The rates quoted by the tenderer shall be most competitive and subject to further negotiations if found suitable. The rates quoted should be inclusive of all applicable taxes & duties, cess, insurance, freight including loading and unloading up to the supply point etc.,
- b) After opening of the Commercial Bid, the eligible and qualified tenderer will be selected and tenderer shall execute a CONTRACT as per the existing procedure at his cost with Director, BOBP-IGO, Chennai.
- c) **Performance guarantee:** The selected (successful) agency shall deposit 5% of the contract value in favour of Director, Bay of Bengal Programme, Chennai in the form of demand draft or through any online payment methods, as the Performance Security Deposit. This amount shall be forfeited in case, if the selected agency fails to execute the work to the full satisfaction of the BOBP-IGO.

The Performance Security Deposit will be refunded to the contractor only after satisfactory completion of the work, duly certified by the authorized person(s) at BOBP. No interest will be paid to these deposits.

8. **OPENING OF TENDER & TENDERS SCRUTINY**

- a) The tenders will be opened on **17 Feb 2024 at 5 pm**, at the BOBP Secretariat, Chennai.
- b) Technical Bids will be evaluated by the Tender Scrutinizing Committee (TSC) appointed by Director, BOBP. Technical bids will be evaluated only of those Vendors who possess the eligibility criteria (*vide* section 4).

Technical evaluation will be based on the following matrix. Experience in organizing scientific events will attract higher score across categories.

- i. Fulfilling all the eligibility criteria : Essential

ii. Past experience (No/type of job completed) : Max. 100 marks

Government/PSUs/Central or State Autonomous
Societies, and/or MNCs

The minimum eligibility for qualifying in the technical bid is 70%.

- c) The Commercial Bids in respect of those Tenderers whose technical bids are qualified will be opened by the Tender Scrutinizing Committee, in the presence of the tenderers, who choose to be present.
- d) Financial and technical capacity/experience of parent/subsidiary associate company (ies)/Joint venture partner of the applicant will not be considered for the purpose of technical evaluation.
- e) The bidder having lowest evaluated price will be awarded the contract.

9. PAYMENTS PROCEDURE

- a) The payment will be made directly to the Firm's Bank Account (as mentioned in the Annexure-I).

First instalment: Upto 60% of the contract value on initiation of work and based on production of evidence of expenditure incurred/payment in connection with the purchase of materials, related to the contract awarded.

Final Payment: Remaining amount will be paid on satisfactory completion of work, duly certified by the authorized person(s) at BOBP.

- b) The final payment will be released on the basis of the satisfactory report duly authorized by the authorized committee.
- c) The Director BOBP has the right to make changes in the quantity of items mentioned in the BoQ and the vendor / service provider is liable to provide the required quantity at the same price quoted.
- d) The Invoice amount should include all applicable taxes.
- e) Payments are subject to Statutory Deductions applicable on this types of contract and other contractual deductions mentioned in the contract.

10. PENALTIES FOR NON-COMPLIANCE, VIOLATIONS AND NONPERFORMANCE

- a) On approval of the tender, if the tenderer does not perform his obligations as per the tender's terms and conditions and as per the agreement executed by the tenderer such tenderer shall be blacklisted and the BOBP-IGO shall reserve all rights to make alternative arrangements.
- b) Violation of any of the terms and conditions of the Tender or the agreement executed by the tenderer is liable for stringent actions like forfeiting of performance guarantee amount and disqualification for a period of three years or any other punishment as deemed fit in the opinion and judgement of the Tender Accepting Authority, depending on the nature of violation.

11. OTHER TERMS AND COMPLIANCES:

- a) The successful tenderer shall execute CONTRACT covering the Terms and Conditions of Tender as per the existing procedure with Director, BOBP-IGO, Chennai.
- b) In respect of any dispute arising out of implementation of this tender, the decision of the Director, BOBP-IGO shall be final.

12. RIGHTS RESERVED

The Tender Accepting Authority reserves the right to reject the tender even after opening of Commercial Bid without assigning any reasons whatsoever.

Director
BOBP-IGO

Annexure – I

TECHNICAL BID TENDERER'S PROFILE

No	Particulars	Details
1	Name and address of the tenderer	
2	Tender reference	
3	Status of Firm a) Registered Firm b) Sole Proprietorship firm c) Partnership firm d) Private Limited Company e) Public limited company	Please tick the appropriate and furnish documentary proof as shown against each (Registration Certificate) (Name and Address of proprietor with document) (Partnership agreement and letter of consent and authorization by other partner to bid for this tender) (Certificate of Incorporation & authorization from CEO, if not represented by CEO) & relevant document)
4	GST No. (Please enclose photo copies of Registration certificate)	
5	Service tax returns filed for previous 3 years i.e. , 2020-21, 2021-22, 2022-23	
6	Attested copies of income tax returns filed for previous 3 years i.e 2020-21, 2021-22, 2022-23.	
7	Annual Turnover (in Rupees) for five years (2018-23), duly certified by Chartered Accountant	
9	No. of jobs completed in the last 3 years (work orders/experience certificates to be furnished)	

Place :

Date :

Authorized signatory
(Name & Designation of the person signing)

Annexure – II
**TECHNICAL BID
CHECK LIST**

No.	Eligibilities specified	Have you uploaded the necessary documents?
1	Annual Turnover (in Rupees)* i.e, 2020-21, 2021-22, 2022-23. *To be certified by Chartered Accountant	
2	List of major clients (Government and/or private) to whom you have provided such services in the last 3 years	
3	Past Experience : No of Jobs undertaken in Government/PSUs/Central or State Autonomous Societies, and/or MNCs (Work order/certificate to be enclosed)	
4	Proposal along with specifications and drawings of the Interior work to be undertaken.	
5	Proof of registration of firm in India (attach certificate of registration)	
6	Duly filled Annexure I: Tenderer Profile along with required document	
7	Duly Signed Annexure III	
8	Annexure IV: Declaration of Tenderer (Duly Signed)	

Place:

Date: **Seal and Signature of the Tenderer**

ANNEXURE - III

DETAILS SCOPE OF WORK OF THE CONTRACTOR TO UNDERTAKE INTERIOR WORK IN THE BOBP-IGO PREMISES

1. Renovation of Room No. 9 as BIMReN Secretariat

No	Description	Qty
1	PLY Panelling	329 Sqft
	P/F of Ply panelling laminate finish Using 8mm thick commercial ply with 1mm thick laminate as approved shade/colour. (Considered area - Passage left and right side, Meeting room left and right side)	
2	Furniture	1 Nos
(a)	Supply of Meeting table 3' (L) x 2' (W) x 3'6" (H) (Room 1) - Foldable type Top - 25mm prelaminated particle board with 2mm edge banding Leg - 50 x 50 x 1.6mm thick MS Sq pipe with powder coated.	
(b)	Supply of 5' x 2'6" x 2'6" Manager table with side unit (Room 1) Top - 25mm thick Prelaminated particle board with 2mm edge banding Leg - 50 x 50 x 1.6mm thick MS Sq pipe with powder coated Apron - 18mm thick Prelaminated particle board with 0.8mm edge banding	2 Nos
(c)	3 drawer pedestal Unit	1 Nos
3	Others	
(a)	Relaminating the existing door for single side (Without changing the hardwares)	1 Nos
(b)	Removing and refixing the existing door at new place. Rate including cutting the existing partition1	1 Nos
(c)	P/F of 1.5mm thk vinyl strip flooring	281 Sqft
(d)	P/F of Planter box - laminate finish. (without Artificial plants)	10 Sqft
(e)	P/F of Storage unit - 450mm depth – pre-laminated partial board with edge banding finish.	22 Sqft
(f)	Removing Old door	1 Nos

2. Renovation of Reception Area

No	Description	Qty
1	P/F of Plywood panelling - laminate finish	195 Sqft
2	P/F of Plywood ceiling - laminate finish	148 Sqft
3	P/F of 30mm thk laminated flush door	2 Nos
4	P/F of 12mm thk toughened glass door. 4' x 7'	2 Nos
5	Painting -2 coat putty, 1 coat primer and 2 coat premium emulsion paint	375 Sqft
6	P/F of 1.5mm thk vinyl strip flooring	144
7	P/F of Plywood boxing - laminate finish(planter box)	10 RFT
8	P/F of Roller blinds	67 Sqft
9	P/F of Acrylic logo	1
10	P/F of Frosted sticker	30 Sqft
11	Removing the existing door	1
12	P/F of 1" wide profile light -3'	14 Nos
13	P/F of Down light 6" dia	2 Nos
14	Wiring looping works	1
15	P/F of 1mm thk SS name boards with stickering. Size 3' x 6" - 6nos	9 Sqft

I / we agree to execute all the above-mentioned activities and accordingly quoted our price.

Date:

Signature of the Tenderer

Place:

Seal

Annexure - IV

DECLARATION BY THE TENDERER

- ☐ I have read and understood the relevant Terms and Conditions of Tender Notification No. _____ dated _____ and I have submitted the Technical Bid in accordance with the Terms and Conditions of the above notification and tender document.
- ☐ The information furnished in the Technical Bid are true and factual and I clearly understand that our tenders are liable for rejection if any information furnished is found to be not true and not factual at any point of time.
- ☐ I have gone through the scope of work as detailed in Annexure-III and specifications mentioned in the tender document and the commercial Bid is submitted separately in accordance with the Terms and Conditions of the above notification and tender document
- ☐ I have gone through the Terms and Conditions governing this tender and rates have been quoted without any ambiguity in my mind and would abide by the terms and conditions governing this tender

Place:

Seal & Signature of the Tenderer

Date:

ANNEXURE – V

FINANCIAL BID IN FORM OF BILL OF QUANTITIES (BoQ)

1. Renovation of Room No. 9 as BIMReN Secretariat

No	Description	Qty	Rate	Amount
1	PLY Paneling	329 Sqft		
	P/F of Ply panelling laminate finish Using 8mm thick commercial ply with 1mm thick laminate as approved shade/colour. (Considered area - Passage left and right side, Meeting room left and right side)			
2	Furniture	1 Nos		
(a)	Supply of Meeting table 3' (L) x 2' (W) x 3'6" (H) (Room 1) - Foldable type Top - 25mm prelaminated particle board with 2mm edge banding Leg - 50 x 50 x 1.6mm thick MS Sq pipe with powder coated.			
(b)	Supply of 5' x 2'6" x 2'6" Manager table with side unit (Room 1) Top - 25mm thick Prelaminated particle board with 2mm edge banding Leg - 50 x 50 x 1.6mm thick MS Sq pipe with powder coated Apron - 18mm thick Prelaminated particle board with 0.8mm edge banding	2 Nos		
(c)	3 drawer pedestal Unit	1 Nos		
3	Others			
(c)	Relaminating the existing door for single side (Without changing the hardwares)	1 Nos		
(d)	Removing and refixing the existing door at new place. Rate including cutting the existing partition1	1 Nos		
(c)	P/F of 1.5mm thk vinyl strip flooring	281 Sqft		
(d)	P/F of Planter box - laminate finish. (without Artificial plants)	10 Sqft		
(e)	P/F of Storage unit - 450mm depth – pre-laminated partial board with edge banding finish.	22 Sqft		
(f)	Removing Old door	1 Nos		

2. Renovation of Reception Area

No	Description	Qty	Rate	Amount
1	P/F of Plywood panelling - laminate finish	195 Sqft		
2	P/F of Plywood ceiling - laminate finish	148 Sqft		
3	P/F of 30mm thk laminated flush door	2 Nos		
4	P/F of 12mm thk toughened glass door. 4' x 7'	2 Nos		
5	Painting -2 coat putty, 1 coat primer and 2 coat premium emulsion paint	375 Sqft		
6	P/F of 1.5mm thk vinyl strip flooring	144		
7	P/F of Plywood boxing - laminate finish(planter box)	10 RFT		
8	P/F of Roller blinds	67 Sqft		
9	P/F of Acrylic logo	1		
10	P/F of Frosted sticker	30 Sqft		
11	Removing the existing door	1		
12	P/F of 1" wide profile light -3'	14 Nos		
13	P/F of Down light 6" dia	2 Nos		
14	Wiring looping works	1		
15	P/F of 1mm thk SS name boards with stickering. Size 3' x 6" - 6nos	9 Sqft		
16	Transportation, handling & other charges	Lumpsum		

The vendors shall visit the place, before submitting the quotes. They may discuss with the Administrative Officer for any clarification in terms of the requirements.

Place :

Date :

Authorized signatory
(Name & Designation of the person signing)