

SHORT TENDER NOTICE FOR SUPPLYING AND FIXING VENETIAN BLINDS FOR THE WINDOWS OF CMLRE OFFICE, PUTHUVYPU

The Centre for Marine Living Resources & Ecology (ATAL BHAVAN), LNG Road, Puthuvypu invites sealed tenders from competent firms/ persons for the work of "Providing and Fixing of Venetian Blinds and sun films to the windows of CMLRE office at LNG Road, Puthuvypu (South), Ochanthuruth P.O., Vypeen . The tenderer needs to submit their lowest quotation for the said service.

1. GENERAL TERMS AND CONDITIONS

- a. The present Tender is for submission of Technical Bid and Financial Bid in a single sealed cover for Providing and Fixing of Vertical and Horizontal Venetian Blinds of superior quality and of leading manufactures, with approved colour, shade and fabrics including the cost of necessary powder coated aluminium channels, rollers and other accessories complete all as per manufacture's specifications as per the norms of CMLRE. The details of total area are as follows;
Horizontal blinds – 17.25sqm (5 windows)
Vertical blinds - 262.22sqm(86 windows)
Sun film - 17.25sqm (5 windows)
- b. Measurements shall be taken as the frontal area of the blinds for the purpose of payment . The bidder can take the measurements on site on working days between 0900AM-1730PM during the tender period.
- c. The technical bid should contain duly completed form as per ANNEXURES-II and signed. The cover needs to be sealed and shall be submitted in separate sealed covers and super-scribed with "Technical Bid – Providing and Fixing of Venetian Blinds". The financial bid should contain duly completed form as per ANNEXURES-III and signed. The cover needs to be sealed and shall be submitted in separate sealed covers and super-scribed with "Financial Bid – Providing and Fixing of Venetian Blinds". Both the Technical bid and Financial bid should be thereafter put in a single cover, sealed and super-scribed with "Tender for Providing and Fixing of Venetian Blinds". The tender to be addressed to the The Director, CMLRE(ATAL BHAVAN), LNG Road, Puthuvypu (South), Ochanthuruth P.O., Vypeen, Kochi-682 508 , by 3.00 P.M. on 18-March-2020. The sealed covers should be
- d. The Technical Bids& Financial bids will be opened on 18-March-2020 at 3.30 P.M in the presence of interested bidders or by their duly authorized representatives in the Office of CMLRE, LNG Road, Puthuvypu (South), Ochanthuruth P.O., Vypeen, Kochi-682 508. Incomplete Bid documents shall be rejected.
- e. Late submission of Bids shall not be accepted. If the tender is sent by post / courier, it should be ensured that the cover is intact at the time of reaching the destination without any damage or loss. Department is not responsible for the delay on account of Postal / Courier Services.

2. Earnest Money Deposit of Rs.18,750/- (Rupees eighteen thousand seven hundred and fifty only) per application in the form of Demand Draft/Banker's cheque of scheduled Bank drawn in favour of The AO, CMLRE, Cochin shall accompany the Bid. Technical bids without Earnest Money Deposit will be rejected. EMD will be returned to all the unsuccessful bidders at the end of the selection process. However, the EMD shall be forfeited in case the successful bidder who withdraws or the details furnished in the

Technical bid are found to be incorrect or false during the tender selection process. No interest shall be paid on the Earnest Money Deposit.

3. The tenderer shall sign and stamp each page of the Tender Document and all other enclosures appended to it as a token of having read and understood the terms and conditions contained therein and submit the same along with the Technical Bid. The tenderer would fill up the information in the Annexure enclosed at the end of this document in clear and legible terms. Wherever required, copies of the supporting document in respect of the details mentioned in the annexure should be enclosed. The price quoted by the bidder shall be written in figures & words aswell. ANNEXURES-II&III shall also have to be signed and stamped by the bidder or its authorized signatory.
4. The tender forms shall be rejected if it is not complete in any aspect.
5. The tender documents are not transferable
6. Scope of work: Providing and Fixing of Vertical and Horizontal Venetian Blinds of superior quality and of leading manufactures, with approved colour, shade and fabrics including the cost of necessary powder coated aluminium channels, rollers and other accessories complete all as per manufacture's specifications and as per the directions of CMLRE
7. **SPECIFIC CONDITIONS:**
 - a. The Firms/Agencies should be Cochin based.
 - b. The submission of bid will not place CMLRE under any obligation to place the order with the Contractor/Agency and no expenses incurred by the contractor in this regard will be payable by the Department.
 - c. If any dispute arises between the Contractor/Agency and its manpower in the matter of wages or any service conditions, the same will be settled by the Firm/Agency and the workers engaged by it themselves.
 - d. **CMLRE in no case shall be a party to dispute of any kind, especially labour dispute.**
 - e. Under normal circumstances the rate shall be valid for a period of 90days from the date of issue of work order.
 - f. Evaluation of tender for deciding L1 bidder shall be done on the basis of total lowest value quoted for the items as indicated in Annexure-I
8. Conditions to be satisfied in the Technical bid:
 - a) Bidder must have Sales Tax/service tax Registration. Evidence should be enclosed.
 - b) The bidder must have obtained Permanent Account Number (PAN) under the Income Tax Act, 1961. Evidence should be enclosed.
 - c) Copy of Income Tax Return filed for the last three financial years.
 - d) The tenderer shall be specialized in Providing and Fixing of Vertical and Horizontal Venetian Blinds. Evidence for the same shall be enclosed.
 - e) In case of individual, he shall submit the details of work done by him for any Government/PSU/Bank/Insurance Company with evidence or certification from that company.
9. **Payment Terms:** The contractor shall submit the bill only after completing the work along with the acknowledgements obtained from the respective office that the entrusted work has been completed. The payment will be made within 15 days of submission of bills in duplicate. No payment will be made in advance to the supplier.
10. The selected contractor should be in a position to complete the work assigned within 10days of awarding the contract.

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9.3.20
Head of Office, CMLRE

TECHNICAL BID DOCUMENT

1. Name of the Contractor :
2. Address of the Contractor with mobile
& landline number :
3. Evidence for Sales Tax Registration : (Yes /No)
4. Evidence for Permanent Account Number : (Yes /No)
5. Evidence for filing of Income Tax Returns : (Yes /No)
6. Turnover for the last three years. :
7. Earnest Money Deposit : (Yes /No)

DECLARATION

I/We hereby certify that the information furnished above is true and correct to the best of my/our knowledge. I/we understand that in case any deviation is found in the above statement at any stage, I/we will be blacklisted, my Earnest Money Deposit (EMD) will be forfeited and that I/we will not be permitted to have any dealing with the Department in future.

(Signature of Authorized Signatory with date)

FINANCIAL BID DOCUMENT

- 1. Name of the Contractor :

- 2. Address of the Contractor
(with Tel No.,FaxNo.) :

- 3. Contact Person(s) (with mobile number) :

- 4. Consolidated Rate (Both in words and figures) :
Rates should be inclusive of all taxes

DECLARATION

I/we hereby certify that the information furnished above is true and correct to the best of my/our knowledge. I/we understand that in case any deviation is found in the above statement at any stage, I/we will be blacklisted and will not be permitted to have any dealing with the Department in future.

(Signature of Authorized Signatory with date)