



TENDER DOCUMENT

OF

PROCUREMENT OF SERVICES FOR INFRASTRUCTURE/INTERIOR  
WORKS AT VJTI-TBI

FOR

**M/s. VJTI TECHNOLOGY BUSINESS INCUBATOR**

Outward no: VJTI-TBI/2022-23/OW/038



# **Veermata Jijabai Technological Institute - Technology Business Incubator**

(Established under DST-NIDHI Initiative of Government of India)

H R Mahajani Road, Matunga (E), Mumbai-400019

## **LETTER OF INVITATION TO TENDERING PARTIES:**

**Name of the Work:** Procurement of Services for **Infrastructure/Interior Work** at VJTI-TBI

Sealed tenders are invited for the proposed procurement of Services for Infrastructure / Interior Work to be carried out for Technology Business Incubator in Veermata Jijabai Technological Institute, Matunga, Mumbai. Only those contractors should submit the Tender who has PAN number and Goods and Service Tax Registration Certificate. Submit Photocopy of PAN number and GST certificate along with the Tender.

The estimated amount of the entire work is **Rs. 9,97387/- (Inclusive of GST)**

The other Particulars are as below: -

1. Tender Processing fee: Rs. 3,776/- (Rs. 3,200 + GST @ 18% Rs. 576/-)
2. Earnest Money Deposit: Rs.16,000/-
3. Date of Submission of Tender Document: From 11.11.2022 to 25.11.2022
4. Completion Period: 60 days from date of Commencement

You are invited to quote for the work as per the above-mentioned schedule

**CHAIRPERSON**  
**VJTI-TECHNOLOGY BUSINESS INCUBATOR**

### General Conditions

(Note: Contractor, please read the general conditions carefully before giving offer)

1.	Good Service Taxes (GST) should be included in the rates quoted by the contractor. Any other Government (State / Center) Taxes as applicable shall be done. Deduction towards TDS shall also be done as per existing rules. The details of the PAN Card, GST Company details shall be submitted along with tender document, failing which the tender shall be rejected.
2.	The contractor shall see the site personally before quoting the rates & submitting offer.
3.	The contractor will be disqualified if tender becomes unbalanced due to their quoted rates.
4.	The Chairperson of VJTI-TBI reserves the right to reject any one or all the tenders without assigning any reason there for.
5.	The EMD of unsuccessful bidder will be refunded after 30-60 days.
6.	Contractor to give complete Bank Details.
7.	The contractor shall mention below the BOQ the GST assumed in his rates.
8.	The Earnest Money Deposit & Tender processing fee in the form of Demand Draft. (2 Nos D.D. made separately) shall be put in the same envelope of tender; If the said D.D. are not found in the envelope the tender will be rejected. EMD and Tender Fee shall be made in the name of <b>VJTI TECHNOLOGY BUSINESS INCUBATOR</b> , payable at Mumbai.
9.	Contractor has to start the work within 5 days after acceptance of the work order. If the work is not started within the stipulated period after placing the order with the successful bidder, the EMD will be forfeited by the Institute.
10.	The work will be carried out without disturbing classes, laboratories when they are in session.
11.	The work may be carried out on all days from 9.00 AM to 7.00 PM. Necessary prior permissions for working during late hours shall be obtained from competent authority.
12.	The contractor shall be responsible for injuries to persons, animals and damage to material and properties of the Institute.
13.	All the passages shall be kept clean every day after completion of work that day.
14.	No labour hutment will be allowed in the institute.
15.	Please note that the contractor will not be given Ladder.
16.	The items shown in Bill of quantity are indicative only. Any item may be cancelled partially or wholly by the competent authority. Only actual measured and executed quantities shall be paid in bills.
17.	Contractors have to take prior approval in writing from Chairperson, VJTI-TBI before executing extra items and excess quantity.

18.	If the contractor has failed to complete the work within the stipulated period mentioned in work order, then 0.5% of the tender amount per day will be deducted as a penalty from Final RA Bill, subject to 5% of total executed project value.
19.	Defects Liability Period shall be one year from the date of successful installation and commissioning, and handover of furnished space.
20.	Contractor shall quote their offer in prescribed format only given in a tender document on letterhead. Tenders in any other form will be rejected.
21.	Contractor's own conditions will not be accepted.

I accept the above conditions.

**Signature of the Bidder**  
**Seal and Stamp**

**SPECIAL CONDITIONS OF CONTRACT**

1.	Earnest Money Deposit	Rs. 16,000/- D.D. favouring ' <b>VJTI TECHNOLOGY BUSINESS INCUBATOR</b> ', payable at Mumbai.
2.	Security Deposit/Retention Money	2% of Total contract value amount put to tender as Bank Guarantee to be returned after completion of Defects Liability Period
3	Refund of Earnest Money Deposit	To be adjusted against RA Bills
4.	Refund of Security Deposit	After completion of Defects Liability Period
5.	Advance Payment	Nil
6.	Date of Commencement	Maximum 5 days from the issue of work order
7.	Completion period	Max. 60 days from Date of Commencement
8.	Period of Honouring Certificates	30 days
9.	Final bill Certification	60 days
10.	Tender validity	60 days
11.	Extra work	If found necessary, approval of competent authority to be taken before executing extra items.
12.	Payment Stages	<ol style="list-style-type: none"><li>1) 50% of Tender value released on delivery and inspection of materials.</li><li>2) 30% of Tender value on completion of 100% of work listed in BOQ.</li><li>3) 20% of Tender value on handover of refurbished space and evaluation of work as per satisfaction.</li></ol>
13)	Vendor selection criteria	Vendor Should have completed similar type of work within last financial year. (Completion certification from client is compulsory)

I accept the above conditions.

**Signature of the Bidder**  
**Seal and Stamp**

### **A. Submission of Tender and its accompaniments**

The bidder shall submit the Tender and documents as follows:

(It shall contain strictly the following documents duly numbered, signed and stamped by the bidder or his representative and in the serial order given below)

1.	Covering Letter for Enclosure	A covering letter stating the list of enclosures should be attached in the offer along with the checklist. Complete Address, contact details, email address, website address etc must be there on the letterhead for easy and fast communication.
2.	Payment of the Tender Fees	Demand Draft on nationalized/scheduled bank drawn in favour of: <b>VJTI TECHNOLOGY BUSINESS INCUBATOR</b> , payable at Mumbai  For the value of Rs. 3,776/- as a Tender Fee MUST be attached. Name of the firm and tender number should be written on the back side of the Demand Draft/ Pay Order has validity of 3 months. ** If the tender fee is not submitted, the offer of the bidder will be rejected.
3.	Earnest Money Deposit	Demand Draft on nationalized/scheduled bank drawn in favour of: <b>VJTI TECHNOLOGY BUSINESS INCUBATOR</b> , payable at Mumbai  For the value of Rs. 16,000/- as an Earnest Money Deposit MUST be attached. Name of the firm and tender number should be written on the back side of the Demand Draft/ Pay Order has validity of 3 months. ** If the EMD is not submitted, the offer of the bidder will be rejected.
4.	Goods & Service Tax registration certificate	A photocopy of the GST Registration Certificate duly signed and attested, by the owner or his representative.
5.	PAN Copy	A photocopy of the PAN Card duly signed and attested, by the owner
6.	Income Tax Returns/Balance Sheet	Self-attested copies of Income Tax Returns of the firm for last Three consecutive years or Balance sheets of last Three consecutive years duly certified by a chartered accountant required as a proof to establish the financial capacity of the Bidder.
7.	List of Clients for past experience (Please See Format 1)	List of Clients other than this institute for verifying the quality of the equipment being supplied and after sales service rendered by the Bidder. This list will help the purchaser to ensure good performance of the make and model which is offered by the Bidder.
8.	Performance of Bidder (Please see Format 2)	Past experience of bidder with other Clients or elsewhere regarding equipment supplied to this Department (Information to be submitted in giving Order No., date, name of equipment, name of consignee.)

1. The full name and address of the bidder delivering the sealed cover containing tender shall be written on the bottom left hand corner.
2. The bidder should ensure that their tender is received by **04:00 pm at VJTI Technology Business Incubator, Veermata Jijabai Technological Institute, H. R. Mahajani Road, Matunga, Mumbai -400019** before the last date & time of the closing of the tender.
3. The tender received after the closing date and time will not be accepted at all. All the bidders should submit their tender to **VJTI Technology Business Incubator, Veermata Jijabai Technological Institute, H. R. Mahajani Road, Matunga, Mumbai -400019.**

### **B. Site Visit and Pre-Bid Meeting**

Site visit is scheduled on 16<sup>th</sup> November 2022. A Pre-Bid meeting will be held on 21<sup>st</sup> November 2021 (Monday) to clarify and offer comments on any items mentioned in the Tender. Bidders should make sure to attend the site visit and pre-bid meeting for any clarifications.

**The meeting will be held in VJTI Technology Business Incubator, Veermata Jijabai Technological Institute, H. R. Mahajani Road, Matunga, Mumbai -400019 at 04:00 pm.**

### **C. Acceptance of Tender**

<b>Award of contract (Acceptance of Tender)</b>	The Bidder awarded the tender is required to sign the work order as acceptance. Site mobilization is expected to start within 5 days of signing the Work Order.
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**Mandatory form for NEFT / RTGS Payment to Party / Bidder**

Name of the Party / Bidder As written on Passbook	
Address of Party / Bidder for Communication	
Party / Bidder Permanent Account No. (PAN No.)	
Party / Bidder Goods and services Tax (GST No.)	
Mobile No.	
Email ID	
Name of the Bank where NEFT / RTGS to be done	
Bank Branch Name	
Address of the Branch	
Bank IFSC Code	
Bank Account Number	
I declare that all the information provided by me is true in all respects.	

Note: Cancelled cheque (Photocopy Copy) attached with this form.



**PRICE STRUCTURE**  
(To be submitted on letter head of Bidder only)

**Details of Infrastructure/ Interior Works to be undertaken at VJTI-TBI**

<b>PROCUREMENT OF INFRASTRUCTURE/ INTERIOR WORKS AT VJTI-TBI FOR M/s. VJTI TECHNOLOGY BUSINESS INCUBATOR</b>						
Sr. No.	Items	Description	Units	Qty.	Rate	Estimated Cost
<b>A. MEETING ROOM</b>						
1	Curtain	Providing and installation of curtain on existing window in American plated pattern. Curtain material should be D'décor make. Cost to be inclusive of all required Rod brackets etc. Curtain material and design to be pre-approved.	SQFT	47		
2	Window repairing and hardware	Repairing of existing window With required all accessories like towel bolt large size, Handle, replacement of damage glass, Garware make frosted film on glass, hinges if any . Polishing of window with melamine. (Window size 1.2MX1.8M)	NOS	2		
3	Modification of Storage	Modification of existing laminated storage by uniformly changing to the lower height of storage to make as sitting place and replacement of Laminate. Laminate to be pre-approved.	SQFT	36		
4	Panelling on front wall	Providing and fixing laminate panelling on TV wall with required provision of raceway for Av cabling work .	SQFT	80		

5	Display Box on wall	Providing and fixing display wall with MS Box frame. Work to be finished in ply and laminate as drawing.	SQFT	24		
6	Glass panelling	Providing and fixing back painted glass writing panel 6mm thk . Cost to be inclusive of 12mm thk Ply panel for support	SQFT	24		
7	Aluminium Skirting	Providing and fixing 50mm high aluminium skating on wall	RFT	64		
8	Logo with Writing glass	Providing and fixing Writing glass on the back wall fixed on the SS stud. Cost to be inclusive of the TBI logo behind the glass.	SQFT	72		
<b>TOTAL COST OF MEETING ROOM WORK</b>						
<b>B. HALL AREA</b>						
1	vinyl Carpet flooring	Providing and fixing 1mm thk PVC carpet of Wonderfloor make on mezzanine floor as per approved sample and make. Mode of measurement will be installed qty	SQFT	288		
2	Switch Socket	Providing and fixing electrical Point in 6 Module Plate with 2 Socket and 1 Switch (Colour machining to sitting area) on sitting place in hall . Cost to be inclusive of Circuit wiring from nearest DB .	NOS	5		
3	Junction Boxes	Providing and fixing 265mm X265 mm thk floor junction boxes with provision of standard electrical point arrangement 4 Nos in each Box. Cost to be inclusive of junction box finished with matching floor finish	NOS	10		

4	Grill	Providing and fixing grill/ storage of size 300mm X150mm	NOS	6		
5	Wooden Skirting	Providing and fixing 50mm high wooden skirting as per existing skirting design and sample.	RFT	200		
6	Mirror in washroom	Providing and fixing 5mm thk mirror panelling, made out of 12mm thk marine ply with 5mm Mirror stick on it with 3M tape and Silicone sealant. - Size of mirror 2' X5'	NOS	1		
7	Mirror above basin	Providing and fixing 5mm thk mirror panelling, made out of 12mm thk marine ply with 5mm Mirror stick on it with 3M tape and Silicone sealant.- Size of mirror 2' X3'	NOS	1		
8	WC Seat Cover	Replacement of existing WC seat cover with new seat cover matching to existing cover and make.	NOS	1		
9	Grab Bar	Providing and fixing grab Bar in wash room for Handicapped	NOS	1		
10	Fire Exit signage	Providing and installation of fire exit Autoglow signage of size 450mm X150mm	NOS	1		
11	Panic Bar	Providing and fixing Panic bar at fire exit door (Without Alarm System)	NOS	1		
12	Vinyl design	Providing and installation of vinyl printing graphics on wall as per pre-approved design and artwork.	SQFT	600		
13	<b><u>Light fittings</u></b>					

a.	Liner light	Shifting of existing Liner light fitting at main entrance of hall	NOS	4		
b.	18-Watt panel Light	Providing and fixing 18 watt panel light fitting with modification in existing circuit ( Make - Phillips)	NOS	8		
c.	Storage Light	Providing and fixing Philips T5 light inside storage, cost to be inclusive of provision of wiring from existing circuit .	NOS	6		
14	Window repairing and hardware	Repairing of existing window With required all accessories like towel bolt large size, Handle, replacement of damage glass , Garware make frosted film on glass , hinges if any . Polishing of window with melamine. (Window size 1.2MX1.8M)	SQFT	7		
15	Curtain	Providing and installation of curtain on existing window in American plated pattern. Curtain material should be D'décor make. Cost to be inclusive of all required Rod brackets etc. Curtain material and design to be pre-approved.	SQFT	350		
<b>TOTAL COST OF HALL</b>						
<b>C. HALL AREA</b>						
1	Laminate Panelling	Providing and fixing laminate panelling on Backdrop wall with design element as per pre-approved drawing and design	SQFT	100		
2	Frosted designer film on glass	Providing and pasting frosted film on glass partition of 3M make with approved pattern	SQFT	100		

3	Wall Paper	Providing and fixing Marshall make wallpaper on wall as per approved design, cost to be inclusive of base preparation for wall. Wall paper sample to be pre-approved	NOS	2		
4	Curtain	Providing and fixing motorized blinds on glass partitions. Fabric has to be pre-approved and all required accessories	SQFT	100		
<b>TOTAL COST OF HALL</b>						
<b>FABRICATION</b>						
1	12mm Ply Fixing	Providing and fixing 12mm thick plywood in toilet door window closing as per given instruction Size 6,00" X 4,00"	SQFT	24		
2	Plumbing repairing	Plumbing work Repairing, Checking and Rectification, Fitting New Basin tap and other miscellaneous work as per given instructions	LS	1		
3	Plywood shutter	Plywood shutter below wash basin counter with approved Laminate finished as per given instructions	SQFT	8		
4	LED Tube Light	Providing and fixing LED Tube Light with Existing switch socket and new casing Caping	NOS	4		
5	Mirror	Providing and Fixing New Mirror in toilet area	NOS	1		
6	Grill Shutter	Providing and Fabricating Grill Shutter for battery area outside the Premises	NOS	1		
<b>TOTAL COST OF FABRICATION</b>						
<b>TOTAL COST OF TBI MISCELLANEOUS WORK</b>						
					<b>GST-18%</b>	
					<b>GRAND-TOTAL</b>	

Signature of the Bidder  
Seal and Stamp

(Note: Each page of the PRICE STRUCTURE document should have Bidders signature and seal.

**FORMAT 1**  
**LIST OF CLIENTS FOR PAST EXPERIENCE**

List of Clients other than VJTI-TBI for verifying the quality of Interior Works being supplied and after service rendered by the Contractor

Sr. No.	Name and address of Client	P.O. Number and Date	Contact Person	Amount	Remark (Please attach service reports of the Contractor)

Signature of the Bidder, seal and stamp

**FORMAT 2**

**PERFORMANCE OF BIDDER**

List of Copies of Completion Certificates for Interior Works projects executed within stipulated Period

Sr. No.	Name and address of Client	P.O. Number and Date	Amount	Remark (Please attach service reports of at least three P.O's of similar amount)

Signature of the Contractor  
Seal and Stamp