

**SOFTWARE TECHNOLOGY PARKS OF INDIA, GUWAHATI**

Near LGBI Airport, Borjhar, Guwahati - 781 015, Assam

**TENDER DOCUMENT**

STPIGHY/COE/NIT/FY24-25/01 Dated 30.04.2024

**NAME OF WORK**

**Providing PVC Paneling, Partition and Fixing of Non-Transparent Glass in Partition at STPI-GUWAHATI CENTRE**



## SOFTWARE TECHNOLOGY PARKS OF INDIA, GUWAHATI

Near LGBI Airport, Borjhar, Guwahati - 781 015, Assam

### NOTICE INVITING TENDER

**Tender No- STPIGHY/COE/NIT/FY24-25/01 Dated 30.04.2024**

Sealed tenders are invited from experienced & competent contractors for following works at STPI GUWAHATI Centre:

Name of works	Providing PVC Paneling, Partition and Fixing of Non-Transparent Glass in Partition at STPI-GUWAHATI CENTRE
Estimated Cost	₹ 1,50,000.00
Bid System	Two Bid System (Technical Bid & Financial Bid)
Date of availability of tender for download in STPI Guwahati website <a href="https://guwahati.stpi.in/en/directorate-tenders">https://guwahati.stpi.in/en/directorate-tenders</a>	From 01.05.2024 to 07.05.2024
Last Date & time of submission of tender	<b>07.05.2024 up to 5.00 PM</b>
Time of Completion	10 (Ten) days
Cost of Tender Paper	NIL
Tender Opening Date & Time	<b>08.05.2024 at 11.00 AM</b>

#### Qualifying criteria for participation in the Tender:

- (1) The contractor/ firm should have valid Registration in Central/State PSUs & other Govt. / Semi Govt. Dept. / Govt. Autonomous Body.
- 2 Valid registration copies of PAN, TAN, TIN, GST
- 3 Copy of certificate of incorporation/registration of firm certificate/memorandum of Articles of Association Partnership deed/ Proprietorship deed/Declaration of proprietorship etc in support of legal entity of the tenderer.
- 4 Copy of Income Tax return for the last three financial years 2021-22, 2022-23, and 2023-24
- (5) Minimum Annual Turnover from Construction works during last 3 consecutive years should not be less than **2.00 lakh** during the immediate last three consecutive years.
- (6) Experience in Work : Shall have experience in execution of civil work consisting PVC/Aluminum works completed satisfactorily during the last Three years as follows:  
One work of value not less than **₹ 1.50 lakh** against a single work order OR two works of each value not less than **₹ 1.00 lakh** each against two separate work order in Govt./ Semi Govt. department / Autonomous body during Three years.  
(Work order with BOQ and completion certificate must be submitted along with the tender)
- (7) BLACK LIST : Bidder should submit Self-declaration that he is not blacklisted by local authorities/professional bodies CPWD/PWD (states)/ competent local authorities / professional bodies any other statutory bodies fully / partly governed by the Government
- (8) Time of Completion : 10 (Ten) days

**Note:** Tender papers shall be downloaded from the website <https://guwahati.stpi.in/en/directorate-tenders> from 01.05.2024 to 07.05.2024 & to be submitted at STPI-Guwahati centre, Near LGBI Airport, Borjhar, Guwahati **on or before 07.05.2024 up to 05.00 PM.**

### Submission of Bid:

- (a) The prospective bidders should examine all instructions, forms, terms and specifications in the tender documents and to furnish with its bid all documents or information as required by bidding/ tender document.
- (b) The language for all the correspondence and documents related to this tender shall be in English/ Hindi only. Moreover, the printed literature for **“Providing PVC Paneling, Partition and Fixing of Non-Transparent Glass in Partition work at STPI-Guwahati Centre work** shall also be in English/ Hindi.
- (c) The bid must be placed in a properly sealed bigger envelope addressed to The DIRECTOR, STPI-GUWAHATI, NEAR LGBI AIRPORT, BORJHAR, GUWAHATI-781015 and the said bigger envelope shall contain Two sealed envelopes, each containing, Technical & Commercial bids, respectively. The bigger envelope must be super-scribed **“Providing PVC Paneling, Partition and Fixing of Non-Transparent Glass in Partition work at STPI-Guwahati Centre”** with tender inquiry number and its due date. The two sealed envelopes inside the bigger envelope must be super-scribed as:

***Envelope No-1: The said envelope is for Technical bid & shall be superscribed as “Tender for the Providing PVC Paneling, Partition and Fixing of Non-Transparent Glass in Partition at STPI-Guwahati Centre work Technical Bid”.***

***Envelope No-2: The said envelope is for Financial bid & shall be superscribed as “Tender for the Providing PVC Paneling, Partition and Fixing of Non-Transparent Glass in Partition at STPI-Guwahati Centre” work Financial Bid-FORM-A”.***

***“Financial Bid” is not to be submitted with Technical bid.***

- (d) If both or either of the envelopes are not sealed and marked as required, the Purchaser shall not be responsible for the misplacement or premature opening of the bid.
- (e) All the columns of the tender document/form shall be duly, properly and exhaustively filled in. Any cutting/over writing etc. in the tender document/form must be signed by the person who is signing the tender/bid.
- (f) Tenders received in open covers/ letters/ fax/ email will not be considered.

### Financial Bid Submission:

- (a) Rates shall be quoted in the Financial Bid format FORM-A furnished in figures and in words. If there is any variation between the rates quoted in figures and rates quoted in words, the rates quoted in words shall be considered.
- (b) The rate shall be inclusive of all taxes(including GST), Royalty, loading, unloading and transportation etc. of all the materials to work site at STPI Guwahati centre, Borjhar, Guwahati-15. All taxes as applicable to the work as per state/central government shall be deducted from the bills.
- (c) The rates shall be firm up to the completion of work. No price escalation will be paid on any account.

### Last date of submission of Bid:

- (a) The bid should reach the office of the Director, STPI-Guwahati, Near LGBI Airport, Borjhar, Guwahati-781015 by **07.05.2024 up to 05.00 PM**
- (b) The purchaser may, at its discretion, extend the deadline for the submission of bids by amending the Tender Documents, in which case all rights and obligations of the Purchaser and Bidders previously subject to the deadline shall thereafter be subject to the deadline as extended. The prospective bidders are advised to remain in touch with website for any update in respect of this tender.

(c) The purchaser shall not consider any bid that submitted/received after the deadline i.e. date and time for submission of bids. Any bid received by the Purchaser after the deadline for submission of bids shall not be considered and shall be rejected.

**Opening of Technical Bid:**

(a) The technical bid of tenders will be opened at office of Director, STPI-Guwahati, Near LGBI Airport, Guwahati-781015 on 08.05.2024 at 11:00 AM. The Bidder or their authorized representative (One person only) may be present at the time of opening of the Bid.

**Opening of Financial Bid:**

1. (a) The Financial Bid of only technically qualified bidders will be opened on the stipulated date. The date & time for opening of Financial Bid shall be intimated to the technically qualified bidders through email/Phone after the evaluation of Technical Bid. The Financial Bid of tender of those tenderers who do not qualify for opening of the Part-B shall be returned.

**Validity of Tender:**

(a) The tender shall be valid for a period of 60 days from the date of opening of the Technical Bid of this tender. Terms and financial details submitted in the bid shall be treated as firm during the said period of 60 days.

b) In exceptional circumstances, prior to the expiry of the bid validity period, the Purchaser may request bidders to extend the period of validity of their bids. The request and the responses shall be made in writing.

**Evaluation of Bids:**

(i) In case of two bid system, Part-A tenders shall be opened on the date and time as mentioned above. But price bids of only of those tenders are technically qualified shall be opened on a later date. Prior notification shall be given to the all tenderer who qualify for opening of the FINANCIAL BIDS to enable them to attend the opening of the Price bids, Part-B of tender of those tenderers who do not qualify for opening of the Part-B shall be returned.

(ii) The bid will be evaluated on Total Value of the rates quoted against the items in the Financial Bid for execution of work "Providing PVC Paneling, Partition and Fixing of Non-Transparent Glass in Partition at STPI-GUWAHATI CENTRE. The rates include cost of all operations and all inputs of labour, material, T&P, scaffolding, wastages, watch and ward, other inputs, all incidental charges all taxes, cess, duties, levies, (Including GST) etc. required for execution of the work.

(iii) If there is any variation between the rates quoted in figures and rates quoted in words, the rates quoted in words shall be considered.

2. The intending bidder must read the terms and conditions carefully. He should submit his bid only if he considers himself eligible and he is in possession of all the documents required.
3. Information and Instructions for bidders posted on website shall form part of bid document.
4. STPI Guwahati also reserves the right to accept or reject any or all of the tenders without assigning any reason thereof.
5. The rates include cost of all operations and all inputs of labour, material, T&P, scaffolding, wastages, watch and ward, other inputs, all incidental charges all taxes, cess, duties, levies, (Including GST) etc. required for execution of the work.

6. The downloading & submission of tender paper to by a contractor does not automatically mean the tenderer is considered qualified for the price part of the bid.
7. The acceptance of tender will rest with the authority of STPI Guwahati who does not bind itself to accept the lowest tender and reserves itself the right to reject any or all the tenders received without assigning any reason thereof. The work may be allotted in part or whole at the discretion of competent authority of the Centre.
8. For all clarifications regarding site conditions, items of works or any other related matters to the tender, bidders must be visited the site during office hours on all working days.
9. In case, the day of opening of the tender happens to be a holiday on account of Govt. notification and tender cannot be opened; the tender shall be opened on the next working day at the same time.
10. Only the authorized person(s) to attend tender opening. All the bidders shall send their representative(s) to attend tender opening with proper authorization during opening of the tenders.
11. **The Financial part of the tender (Financial Bid-Form-A) shall be submitted in a separate sealed envelope along with the tender.**
12. In case of two bid system, Part-A tenders shall be opened on the date and time as mentioned above. But price bids of only of those tenders technical bids (Part-A) are found acceptable shall be opened on a later date. Prior notification shall be given to the all tenderer who qualify for opening of the FINANCIAL BIDS to enable them to attend the opening of the Financial bids.
13. Tender papers shall be downloaded from the website <https://guwahati.stpi.in/en/directorate-tenders> from 01.05.2024 to 07.05.2024 & to be submitted at STPI-Guwahati centre, Near LGBI Airport, **Borjhar, Guwahati on or before 07.05.2024 up to 05:00PM.**

Thanking You,

Yours sincerely,

**Director, STPI-Guwahati**

## SOFTWARE TECHNOLOGY PARKS OF INDIA, GUWAHATI

### Submission of Tender

From : .....

To  
The Director,  
Software Technology Parks of India, Guwahati  
GUWAHATI – 781 015

1. I/We hereby tender for execution of the work “**Providing PVC Paneling, Partition and Fixing of Non-Transparent Glass in Partition at STPI-Guwahati Centre**” as per tender document within the time schedule mentioned therein and accepted by me/us, at the rates quoted by me/us for the whole work in accordance with terms and conditions, specifications, drawings, as detailed in the tender document. It has been explained to me/ us that the time stipulated for job and completion of works in all respects and in different stages mentioned in the “Time schedule” of completion of work and signed and accepted by me/us is the essence of the Contract.
2. It has been explained to me/ us that the time stipulated for job and completion of works in all respects mentioned in the “Time of completion” of work and signed and accepted by me/us is the essence of the Contract. I/We agree that in the case of failure on my/ our part to strictly observe the time of completion mentioned for work or any of them and to the final completion of works in all respects according to the completion of time set out in the tender, I/We shall pay compensation to the Owners as per provision and stipulations contained in the relevant clause of Contract and I/We agree to the recovery being made as specified therein. In exceptional circumstances extension of time which shall always be in writing may, however, be granted by the STPI-Guwahati at his entire discretion for some items of work, and I/We agree that such extension of time will not be counted for the extension of completion dates stipulated for work and for the final completion of works as stipulated in the said “Time of Completion” of Completion of work.
3. I/We agree and accept the terms and conditions laid down in the memorandum below in this respect.

### MEMORANDUM

- |     |                                   |   |
|-----|-----------------------------------|---|
| (a) | Tender No.:                       | <b>STPIGHY/COE/NIT/FY24-25/01 Dated 30.04.2024</b>  |
| (b) | General description of work       | <b>“Providing PVC Paneling, Partition and Fixing of Non-Transparent Glass in Partition at STPI-Guwahati Centre”</b> |
| (c) | Time allowed for starting of work | Immediately on the date of issue of PO/WO.  |

1. Should this tender be accepted I /We hereby agree to abide by and fulfill all terms and conditions referred to above and in default thereof, to forfeit and pay to the Owner or its successors or its authorized nominees such sums of money as are stipulated in conditions contained in Notice Inviting Tender and other tender documents.
2. I/We undertake and confirm that eligible similar work(s) has/have not been got executed through another contractor on back to back basis. Further that, if such a violation comes to the notice of Department, then I/We shall be debarred for tendering in STPI Guwahati in future forever.
3. I/we hereby certify that all the statement made and information supplied are true and correct.
4. I/we have furnished all information and details necessary for eligibility and have no further pertinent information to supply.
5. I/we submit the following previous executed Work Orders in support of our suitability, technical knowledge and capability for having successfully completed the following eligible similar works:

Sl. No.	Name of work	Work Order from
1		
2		
3		

**CERTIFICATE:**

It is certified that the information given in the tender are correct. It is also certified that I/we shall be liable to be debarred, disqualified in case any information furnished by me/us found to be incorrect.

Date.....day of .....2024

Witness:

Name in Block Letters:

Address:

Signature of Tenderer(s), with the seal of Firm

**SOFTWARE TECHNOLOGY PARKS OF INDIA, GUWAHATI**

**Special Terms & Conditions**



**NAME OF THE WORK**

**Providing PVC Paneling, Partition and Fixing of Non-Transparent Glass in Partition at  
STPI-Guwahati Centre.**



## **Special Terms & Conditions**

1. The present scope of work under this contract shall include “Providing PVC Paneling, Partition and Fixing of Non-Transparent Glass in Partition at STPI-Guwahati Centre”.
2. The Contractor shall provide all necessary materials, equipment, labour etc. for the execution and maintenance of the work till completion unless otherwise mentioned in this tender document. All materials required for the work shall be as per technical specifications and approved by STPI-Guwahati prior to procurement and use.
3. Rates shall be quoted in the Commercial Bid Format furnished in figures and in words. If there is any variation between the rates quoted in figures and rates quoted in words, the rates quoted in words shall be considered. **“Commercial Bid” is not to be submitted with technical bid”**.
4. The rates shall be firm up to the completion of work. No price escalation will be paid on any account.
5. The work shall be completed within 10 **(Ten) days** from the date of handing over of the site.
6. The rate shall be inclusive of all taxes(including GST), Royalty, loading, unloading and transportation etc. of all the materials to work site at STPI Guwahati centre, Borjhar, Guwahati-15. All taxes as applicable to the work as per state/central government shall be deducted from the bills.
7. All the pages of the tender document shall be signed and dated at the lower right hand corner by the tenderer. If the tender is signed by a person holding power of attorney, power of attorney authorizing him to sign on behalf of the tenderer should be submitted along with the tender.
8. The documents submitted along with the application for tender in respect of Experience, registration may be verified by the Institute with respect to that stated in the NIT for qualifying for the tender. If after verification any such data/ information are not found true or has attempted to conceal any unfavorable data/ information, his/her tender shall be summarily rejected.
9. The owner reserves the right to take inputs regarding performance of a bidder on any similar work (on-going or completed) from a client whether disclosed in the tender or not. If any such report from the client is found to be unsatisfactory, the tender is liable to be rejected.
10. Any tender submitted without the qualifying documents mentioned in the relevant clause of NIT, it shall be considered as incomplete tender and the tender will be rejected for which no communication will be made.
11. In case the work involves electrical works, the contractor must have electrical contract license and if the contractor does not have such license they should submit and undertaking to engage a party which fulfills the qualifying criteria. In such cases, Electrical License with his acceptance to take up the work shall be submitted.
12. The contractor shall arrange all the plants, equipment, machineries etc. required for the works for which no extra charges will be paid.
13. Care shall be taken by the contractor to avoid damage to any part of the building or its finishing. He/they shall be responsible for repairing all damages and resorting the same to their original finish at his own cost. He / they shall also remove at his own cost all unwanted wastage and materials arising out of his work from the site
14. Any abnormal rate quoted in the tender will summarily be rejected for which no communication will be made.
15. **Payment of Bills:** Payments will be released after successful completion of the work, as per specification and requirement, the bidder must submit their Bill including detail measurement.
16. All legal disputes will be subjected to jurisdiction of Gauhati High Court only.
17. All Specification of the work will be followed as per PWD/CPWD manuals or manufacturer specification.

**Date:**

**To**  
**The Director,**  
STPI Guwahati  
Borjhar, Guwahati-781015, Assam

**Sub: Submission of tender for the “Providing PVC Paneling, Partition and Fixing of Non-Transparent Glass in Partition at STPI-Guwahati Centre”**

**Sir,**

I/we do hereby submit our tender for “**Providing PVC Paneling, Partition and Fixing of Non-Transparent Glass in Partition at STPI-Guwahati Centre**”, as per Notice Inviting Tender No STPIGHY/COE/NIT/FY24-25/01 Dated 30.04.2024. The rates quoted by me / us are for the whole work in accordance with Notice Inviting Tender and Terms & Conditions.

Name of Firm/ Contractor :

Address for correspondence : Signature of

Contractor with seal : Date :

Contact Phone No – email id :

(i) Copy of the contractor/ firm valid Registration in Central/State PSUs & other Govt. / Semi Govt. Dept. / Govt. Autonomous Body.

(ii) Valid registration copies of PAN, TAN, TIN, GST,

(iii) Copy of certificate of incorporation/registration of firm certificate/memorandum of Articles of association Partnership deed/ Proprietorship deed/Declaration of proprietorship etc in support of legal entity of the tenderer.

(iv) Copy of Income Tax return for the last three financial years 2021-22, 2022-23, and 2023-24.

(v) CA certified copy of Minimum Annual Turnover from Construction works not less than 2Lakhs during last 3 consecutive years.

(vi) Self-declaration that he is not blacklisted by Central/State/Autonomous bodies/Local authorities.

**Seal & Signature of Contractor**

**SOFTWARE TECHNOLOGY PARKS OF INDIA, GUWAHATI**  
**FORM- A : FINANCIAL BID FORMAT**

**Tender ID :**

**Bidder Name :**

Item no.	Description of Items	Size/ Unit	Quantity (approx.)	Rate in (₹)		Amount (₹) (inclusive of all Taxes)
				in figure	in words	
1	WPC/MDF Board with PVC Laminate	8”X1” Sq.ft.	32 pcs			
2	PVC Laminate Sheet	8” X 4” Sq.ft.	8 pcs			
3	Adhesive (Fevicol)	20 kg	1 Jar			
4	Wooden Bit (Teak)	6 Running Fit	266			
5	Varnish Bit	¾”	200 rft			
6	5MM Non-Transparent Glass	90 Sq.ft.				
7	Silicon Adhesive	250ML	6pcs			
8	Partition Wall Board Lamination	19MM	2			
9	Laminate for Board		4pcs			
10	Wooden Bit for Framing		3 cubicfeet			
11	Silicon Adhesive for Gap Filling	250ML	3			
12	Pins/Nails/Fastener etc.		Nail-5kg, Pin-16pkts, Fasten-100 (approx.)			
13	Labour Charges					
GRAND TOTAL (inclusive of all Taxes)						

**NOTE : PRICE ARE INCLUSIVE OF ALL TAXES**

Date:

Signature:

Place:

Name:

Designation:

Seal:

**Note: Commercial Bid" is not to be Submitted with technical bid".**