



TENDER DOCUMENT

OF

INTERIOR AND ALLIED WORKS AT VJTI-TBI

FOR

M/s. VJTI TECHNOLOGY BUSINESS INCUBATOR

IN

CO-WORKING SPACE & INCUBATOR CENTER

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: Interior and Allied Works at VJTI-TBI

Sealed Tenders are invited for the proposed works to be carried out at the Co-Working Space and Incubator Center located at VJTI Technology Business Incubator in Veermata Jijabai Technological Institute, Matunga, Mumbai. Only those contractors should submit the Tender who have 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 5,95,000/- (Inclusive of GST)**

The other Particulars are as below:-

1. Tender Processing fee: Rs. 3,540/- (Rs. 3000/- + GST @ 18% Rs. 540/-)
2. Earnest Money Deposit: Rs. 15,000/-
3. Date of Submission of Tender Document: From 18.01.2021 to 01.02.2021
4. Completion Period: 45 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 his 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 VJTI TECHNOLOGY BUSINESS INCUBATOR , payable at Mumbai.
9.	Contractor has to start the work within 7 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 stipulated period mentioned in work order then 0.5% of 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 completion of work and handover of co-working with completed interiors and allied works.
20.	Contractor shall quote their offer in prescribed format only given in tender document on letterhead. Tender in any other form will be rejected.
21.	Contractor's own conditions will not be accepted.
22.	The contractor shall be responsible to ensure labourers will follow all COVID-19 related measures while working at the site at VJTI-TBI.

I accept the above conditions.

Signature of the Contractor
Seal and Stamp

SPECIAL CONDITIONS OF CONTRACT

1.	Earnest Money Deposit	Rs. 15,000/- D.D. favouring ' VJTI TECHNOLOGY BUSINESS INCUBATOR ', 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 7 days from the issue of work order
7.	Completion period	45 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">1) 50% of Tender value released on delivery and inspection of raw materials required and beginning of work.2) 30% of Tender value on completion of 70% of interior work as per BOQ.3) 20% of Tender value on completion of interior works and handover of space to VJTI-TBI.

I accept the above conditions.

Signature of the Contractor
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: VJTI TECHNOLOGY BUSINESS INCUBATOR , payable at Mumbai For the value of Rs. 3,540/- 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: VJTI TECHNOLOGY BUSINESS INCUBATOR , payable at Mumbai For the value of Rs. 15,000/- 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 Contractor.
7.	List of Clients for past experience (Please See Format 1)	List of Clients other than this institute for verifying the quality of Interior and Allied Works being supplied and after works service rendered by the Contractor. This list will help the purchaser to ensure good performance of the make and model of items which is offered by the bidder.
8.	Performance of Bidder (Please	Past experience of bidder with other Clients or elsewhere regarding Interior and Allied Works supplied to this Department (Information to be submitted in giving

	see Format 2)	Order No., date, name of equipment, name of consignee.)
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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 **05:00 pm at VJTI Technology Business Incubator, CoE-CNDS Lab, Veermata Jijabai Technological Institute, Matunga, Mumbai -400019** before the last date & time of the closing the tender.
3. The tender received after closing date and time will not be accepted at all. All the bidders should submit their tender to **VJTI Technology Business Incubator, CoE-CNDS Lab, Veermata Jijabai Technological Institute, Matunga, Mumbai -400019.**

B. Pre-Bid Meeting

A Pre-Bid meeting will be held on Thursday, 27th January 2021 to clarify and offer comments on any items mentioned in the Tender. Bidders should make sure to attend the meeting for any clarifications.

The meeting will be held in VJTI Technology Business Incubator, CoE-CNDS Lab, Veermata Jijabai Technological Institute, Matunga, Mumbai -400019 at 05:00 pm.

C. Acceptance of Tender

Award of contract (Acceptance of Tender)	The Contractor awarded the tender is required to sign the work order as acceptance. Site mobilization is expected to start within 7 days of signing the Work Order.
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Mandatory form for NEFT / RTGS Payment to Party / Contractor

Name of the Party / Contractor As written on Passbook	
Address of Party / Contractor for Communication	
Party / Contractor Permanent Account No. (PAN No.)	
Party / Contractor 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 respect.	

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

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

Sr. No.	Description	Qty.	Unit	Price per unit	Amount	Space
1	Incubator Infrastructure for Shared / Coworking Spaces					
A	CARPENTRY WORK FOR CO-WORKING SPACE					
1	Writeable Panel : Providing & Fixing writeable panel with cpvc surface of approved make and shade of size 1800x30x400mm. The soft board shall be fixed on 1" x 1" BTC Wood frame structure made & 12mm Marine plywood and painted in Black metal frame of 19mm x 19mm. Cost to include all necessary hardware as need be. (Green Ply, Century ply, kit Ply)	2	Nos.			Conference Room
2	Writeable Panel : Providing & Fixing writeable panel with cpvc surface of approved make and shade of size 3000x30x900mm. The panel shall be fixed on 1" x 1" BTC Wood frame structure made & 12mm Marine plywood and painted in Black metal frame of 19mm x 19mm. Cost to include all necessary hardware as need be (Green Ply, Century ply, kit Ply)	1	Nos.			Conference Room
3	Wood Cladding for the Flex Seating podium. The cladding to be done in 12mm Rubber jointed wood, finished in Matt & clear PU polish. The framing for the wood cladding to be done in BTC wood, and the edges for the cladding to be rounded 5mm, as desired by the Architect. The seating to be adjusted as required on site and labour cost for that work to be included The cost to include rate for providing strip LED lights as a cove in the steps, as desired and shown in Architects Drawings. Cost to include all necessary hardware as need be (Green Ply, Century ply, kit Ply)	300	Sq ft			Central Area
4	Pelmet for the projector in the conference room, to be made in 12 mm Marine ply. Ply to be finished in Paint / laminate matching the existing color of the space. Provision for 5A point required for operation of projector to be made in the pelmet. Cost to include all necessary hardware	20	Rft			Conference Room

	as need be (Green Ply, Century ply, kit Ply)					
5	Counters for the Washbasins having a size of 3' x 2'6" x 2'. The Storage to be made in Marine Plywood, and the counter top to be finished in Corian. The storage at the bottom to have two shutter of 450mm x 750mm x 25mm, and the shutters to be finished in maple veneer / laminate matching the existng one in the space. Cement sheets to be used instead in place where the basin comes in contact with water. Cost to include all necessary hardware as need be	3	LS			Toilets & conference
6	Installation of Mirrors on all walls. Mirrors to be 6mm thk and installed on the walls with a 6mm ply backing. Cost to include all necessary hardware as need be	50	Sq ft			Toilets
7	3D feature wall to be designed on the wall in the conference room, using high grade MDF or charcoal sheets done in 3D CNC Milling as per Architects Design and specs. The Feature to be finished in Duco Paint as shown in the drawings. The size of feature wall to be nearly rounded off to 2250mm x 3000mm. Cost to include all necessary hardware as need be (Green Ply, Century ply, kit Ply)	75	Sq ft			Conference Room
8	3D feature wall to be designed on the wall in the Pvt Office 01, using high grade MDF or charcoal sheets done in 3D CNC Milling as per Architects Design and specs. The Feature to be finished in Duco Paint as shown in the drawings. The area for the feature wall to be rounded off to 3000mm x 3000mm. Cost to include all necessary hardware as need be (Green Ply, Century ply, kit Ply)	110	Sq ft			Pvt Office
9	Modification to the Existing Podium seating in the central area. Making it larger to accomodate the wider furniture to be used in the space. Cost to include labor price, along with any necessary material required for the modification. Cost to include all necessary hardware as need be (Green Ply, Century ply, kit Ply)	100	Sq ft			Central Area
10	Framing for Inspirational Content in the conference room to be done in 19 mm Marine Ply. Old BTC framing around it, and the cost to include all the necessary hardware required to mount it on the wall. Provison for procuring & printing of art work to be also done as a part of the rate. (Green Ply, Century ply, kit Ply)	5	Nos.			Conference Room

TOTAL OF IDEATION ACCESSORIES FOR CO-WORKING SPACE				A			
Sr. No.	Description	Qty.	Unit		Amount		
B	SEATING & FURNITURE FOR COWORKING SPACE						
11	Insertable cushions - Modular & stackable as per the design provided by the architect. The Dimesions being 900 x 450 x 100. Foam stuffing inside to be done aptly to provide a thick seating surface, comfortable to sit on for longer hours	6	Nos			Central Area	
12	Conference Tables with pop-up box - Supplying & Fixing conference table of Size: 4300mm x 1500mm x 750mm (LxDxH) 40 mm thick top made of 1mm thick Laminate + 19mm thick + 19mm thick+ 1mm thick Laminate.Ply shall be of 303 BWR grade and 1 MM thick Laminate of approved colour & shade. All shall be fixed on MS Die Cast Leg Structure with Black/white and Chrome finished as per design. Corner Connectors and Middle Connectors with MS Die casting and Aluminum Profile Beam with required thickness and design with all type of fittings, fixtures, hardware Hettich /Haffle make etc complete. The work shall be done as per the approved drawing ,specifications, sample approved and as directed by the Architect/Client . The rate shall be for complete item inclusive of all taxes, transportation,loading & unloading of material, labour, wastages, necessary tools & tackles, adhesives consumable hardware & required SS 304 grade hardware/accessories Hettich /Haffle make of approved make for all floors, all heights, all levels and all places within campus. Contractor shall do all the needful and shall fulfill Architect's design intent. No additional claims will be entertained for this. The work shall be done as per the approved shop drawing (to be prepared by contractor), specifications, mock up and as directed by the Architect and Engineer-in-charge. The table to have provison for outlets for HDMI, USB and 5A charging port.	1	Nos			Conference Room	

13	Private Cabin Table with pedestal Unit: Supplying & Fixing Office Table with pedestal unit of Size: 2800mm x 900mm x 750mm (LxDxH) made of 19mm thick 303 BWR grade plywood finished with 1 MM thick Laminate of approved make & colour fixed on metal framed structure with all type of fittings, fixtures, hardware Hettich /Haffle make etc complete. Pedestal unit shall be made of 19mm/12mm/6mm thick BWR ply inside finished with 1mm thick white laminate having of 3 (Three) nos of drawers with central locking system & powder coated telescopic channels. Sample shall be get approved prior to work start. All work shall be completed as per instruction of Architect/EIC/Client.The rate shall be for complete item inclusive of all taxes, transportation,loading & unloading of material, labour, wastages, necessary tools & tackles, adhesives consumable hardware & required SS 304 grade hardware/accessories Hettich /Haffle make for all floors, all heights, all levels and all places within campus. Contractor shall do all the needful and shall fulfill Architect approved design intent. No additional claims will be entertained for this. The work shall be done as per the approved shop drawing (to be prepared by contractor), specifications, mock up and as directed by the Architect and Engineer-in-charge.	1	Nos			Pvt Office
TOTAL OF SEATING		B				
Sr. No.	Description	Qty.	Unit		Amount	
C	FURNISHING WORKS					
14	Blinds : Supply And Fitment Of Blinds With The Following Specification. 1 Compostition: 100 Percent Polyester 2 Weight G/M2 : 420 Plus Or Minus 0.05 3 Moisture Resistance: No. 4 Coating Type : Front Acrylic / Backside Foam, 5 Light Transmittance L: 0 Percent 6 Maximum Width : 3M 7 Care Instruction : Spongeable 8 Fire Retardency : No, Make: Marvel, vista,Nova or as per approved by architect/EIC/Client. All work complete with Head rail and all necessary supporting	150	Per Sqft			Conference room & toilet

	components and shall be of approved make in proper line, level, colour, finish etc. complete as per the drawing, specification and direction of the Engineer in-charge.					
15	Carpet : Providing & laying carpet flooring as per approved make , & Selection by Architect/Client. Carpet fixed with SR 505 Pidilite or equivalent tile adhesive and 3 to 5 mm thick underlay foam material. carpet should be laid as closure to each other.Contractors will take care for level matching with other area flooring. Material : Carpet in PP in , pile height 3-4 mm. Pile yarn weight: 850 Gsm, Gauge: 1/12th, Total weight 4800 Gms/sq.mtr. Scope includes labour, under lay material, disposal of debris, necessary cutting of tiles without damaging the edges,and at require area provide 304 ss finish end profile to protect and cleaning, etc. complete. All works are carried as per detail decription / drawing / instruction of Architect /Client/ before laying carpet contractor shall prepare even surface up to 20 mm).	275	Per Sqft			Conference Room & Pvt office
TOTAL OF FURNISHING WORKS		C				

Signature of the Contractor
Seal and Stamp

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

FORMAT 2
PERFORMANCE OF BIDDER

List of Copies of Completion Certificates for Interior and Allied 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 atleast three P.O's of similar amount)

Signature of the Contractor
Seal and Stamp