



ENQUIRY LETTER

ENQ. NO.: HD/PUR/SP-32/INP/85/2018-19/10775

Date: 07.03.2019

Subject: INTERNAL PARTITION WORK – regarding

Due date for receipt of the quotations	28	03	2019	TIME BY:13.00 hours
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Sir,

Sealed quotations conforming to the specifications are invited for the following work(s) from reputed manufacturers/authorized distributors/dealers. Quotation may please be submitted, keeping in view, the terms and conditions given below and overleaf, otherwise quotations will be rejected.

S. No.	Description of the item	Specifications
01	INTERNAL PARTITION WORK	As per 'Annexure – I' enclosed

Terms & Conditions:

C-MET is registered under Department of Scientific and Industrial Research (DSIR) and eligible for concessional GST rates @ 5% for Research Institutions as per Notification No. 45/2017- Central Tax (Rate) dated 14.11.2017. The requisite certificate for availing concessional GST Rate along with documents will be provided.

Note:

- (i) The envelope super-scribed with [a] Quotation No. [b] Due Date & [c] Description of the Item and be sent to the undersigned before the due date.
- (ii) The Technical bid & Financial bid should be in separate sealed covers
- (iii) The quotation should be submitted in the enclosed format only.
- (iv) The Enquiry Letter No. & date should be clearly indicated in the quotation, otherwise quotation will be rejected.
- (v) Firms or their authorized representatives are requested to attend the opening of **Combined/Technical bids on 29.03.2019 at 1100 hours**. If there is any delay in opening of the bids it will be intimated to all bidders.
- (vi) These details are also available in our website: <http://www.cmet.gov.in> & **CPP Portal**

Thanking you,

Yours faithfully,

(G.K.VENKATESAN)
Administrative Officer
venkatesan@cmet.gov.in

Encl.: As above.

Specific terms and conditions to the tender:-

1. Please submit the Technical Details/Catalogue/Data Sheets.
2. The offer should be valid for a period of 90 days from the date of opening of Tender.
3. **Please send the quotations ONLY in 'SEALED COVER' indicating our tender enquiry No. and due date by Hand/speed post/courier so as to reach us on or before the due date & time. C-MET will not be responsible for any postal delays.**
4. **E-Mail/fax quotations 'WILL NOT BE ACCEPTED'.**
5. **All Tax invoices shall invariably bear your GST Registration No. (GSTIN) and the applicable GST rates. In the absence of which, the invoice(s) shall not be processed for payment.**
6. Our standard delivery term is FOR, C-MET. In case any vendor offers delivery term of Ex-works, Packing and Forwarding charges if any should be indicated separately either as a percentage of the quoted rate or as a Lump sum amount.
7. We are exempted from the payment of Customs Duty **as per Notification No. 51/96-Customs dated 23.07.1996** and necessary exemption certificate shall be issued upon request.
8. Our standard payment term is 100% within 30 days for indigenous orders and sight draft for foreign orders. Firm should provide Bank details for RTGS remittance.
9. **Liquidated Damages: – The delivery period quoted should be realistic. The delivery period so quoted and mentioned in the order is the essence of the order/contract. In case of delay in delivery of material as per the delivery schedule, Liquidated Damage @ 0.5% per week or part thereof on the undelivered portion subject to a maximum of 10% of the contract value shall be levied. Wherever, installation and commissioning is also involved, the supply will be deemed to have been completed only when the entire stores is supplied, installed and accepted.**
10. **Security Deposit:-** Wherever the offer value is Rs. 5.00 lakhs or above, the successful tenderer should submit Security Deposit@10% of the order value by way of Bank Guarantee /FC Receipt. The Bank Guarantee shall be obtained from any Scheduled Bank on Rs. 200/- Non Judicial Stamp paper and should be valid beyond 2 months from the completion of all contractual obligations. **(Not Applicable)**
Note: Clause No. 9 & 10 are mandatory and offers of the vendors who have not agreed for the above conditions will be excluded from the procurement process. Micro and Small Vendors are not exempted from the submission of Security Deposit.
11. In order to avail of the benefits extended to by Govt. of India to the Micro and Small Sectors, please submit attested copy of the valid Entrepreneur Memorandum Part-II signed by the General Manager, District Industries Centre/ Udyog Adhar / NSIC Registration Certification along with your offer.
12. If any bidder submits forged / false document along with the tender, offer of such vendors will be summarily rejected and such bidders will be blacklisted for all future tenders.
13. Wherever samples are required to be submitted along with the quotation, offer without sample will not be considered.

Note: Bidders who downloaded tender documents from our web site shall send an email to venkatesan@cmet.gov.in as well as to lakshmi@cmet.gov.in immediately giving the tender reference number, date of downloading, your full address and contact details. This will help us post any corrigendum or addendum to the tender taken place after the bidder downloaded it. Addendum/corrigendum will be posted in our website as well as in CPP portal only. It will also be sent to bidder who had informed after downloading of the document from our website.

14. Earnest Money Deposit (EMD) and Performance Security Deposit:

(A) Bidders from Micro and Small Enterprises (MSEs) as defined in MSE Procurement Policy issued by Department of Micro, Small and Medium Enterprises (MSME) or are registered with the Central Purchase Organization or the concerned

Ministry or Department or Startups as recognized by Department of Industrial Policy & Promotion (DIPP) are exempted from payment of EMD @ Rs. 45,000/- as per this tender document.

FOR OTHERS IT IS Rs.45000/- (Rs FORTY FIVE THOUSAND only)

E.M.D or Bid Security should be deposited by the bidders, in any one of the following forms, alongwith the Technical bid:-

- (a) Call Deposit Receipt duly endorsed in favour of C-MET or Pay Order or Demand Draft in favour of C-MET, Hyderabad.
- (b) Fixed Deposit Receipt issued by Nationalized banks endorsed in favour of C-MET Hyderabad.
- (c) Bank Guarantee from a Nationalized Bank in favour of C-MET - irrevocable and operative till the expiry of forty days after the validity of offer.

In case the vendor/supplier/contractor would like to submit EMD by Bank guarantee (BG), then the original BG shall be routed through the banker to C-MET Hyderabad by registered post with acknowledgment due. In case the BG is handed over to the vendor/supplier/contractor by the bank for any genuine reasons, the BG issuing branch shall immediately send an unstamped duplicate copy of the BG directly to C-MET Hyderabad by registered post with acknowledgment due with the covering letter to verify the BG issued by us and confirm that it is in order. The vendor/supplier/contractor shall comply this provision meticulously.

- (d) The EMD shall be put in a separate envelope super- scribing tender reference no. as such on it and put in the envelope containing technical bid. In the absence of EMD the Bid will not be accepted.
- (e) The Earnest Money Deposit will be returned along with necessary endorsement for payment to the bidder (without interest) whose offers are not acceptable to C-MET after placing the final order.
- (f) The EMD shall also be forfeited:
 - (i) if a Bidder withdraws its bid or increases rates during the period of Bid validity specified by the Bidder on the Bid Form ;
 - (ii) or in case of a successful Bidder, if the Bidder fails:
 - (a) to accept the Purchase Order or refusal to execute the tender after it has been awarded or obligations under the same are not fulfilled; or
 - (b) to furnish the performance security deposit in accordance Purchase order.

(B) Performance Security Deposit

Within 15 days of the receipt of notification of award of purchase order / contract from C-MET, the Bidder shall furnish a Performance Security Deposit equivalent to 10% of the contract value in anyone of the forms as given below:

- (a) Call Deposit Receipt duly endorsed in favour of C-MET or Pay Order or Demand Draft in favour of C-MET.
- (b) Bank Guarantee from a Nationalized Bank in favour of C-MET - irrevocable and operative for the entire period starting from acceptance of the contract ending 60 days after completion of the warranty period or 30 months, whichever is longer.
- (c) In case the vendor/supplier/contractor would like to submit security performance security Deposit by Bank guarantee (BG), then the original BG shall be routed through the banker to C-MET Hyderabad directly by registered post with acknowledgment due. In case the BG is handed over to the vendor/supplier/contractor by the bank for any genuine reasons, the BG issuing branch shall immediately send an unstamped duplicate copy of the BG directly to C-MET Hyderabad by registered post with acknowledgment due with the covering letter to verify the BG issued by us and confirm that it is in order. The vendor/supplier/contractor shall comply this provision meticulously.
- (d) Fixed Deposit Receipt issued by Nationalized banks endorsed in favour of C-MET Hyderabad.
- (e) The Performance Security Deposit is required towards fulfillment of the Purchase order / Contract obligations. This Security Deposit will be forfeited in case the successful Bidder fails to execute the Purchase order/ Contract.

NOTE: Bidder should sign on each of the page as read and accepted thereof with signature and official stamp of the firm

Administrative Officer
C-MET, Hyderabad

CHECK LIST

Documents to be submitted along with the bids
(TECHNICAL BID)

S No	Description	Yes/No	Page No
1	Covering/introduction letter from the Firm referring to C-MET's tender enquiry No and date towards participation in the tender.		
2	Acceptance of terms & conditions of tender enquiry		
3	Signed copy of tender enquiry		
4	Price Reasonability Certificate		
5	Bid form and Price schedule with commercial terms WITHOUT PRICE (BOQ)		
6	Previous experience details alongwith documents like POWO etc. (not more than 3 years old)		
7	Undertaking and declaration		
8	Technical compliance statement with/without deviation		
9	Technical brochure of the Product offered or drawings		
10	GST Registration certificate or No		
11	Bank details for NEFT/RTGS		
12	Warranty		
13	AMC (if applicable) in Prescribed format but WITHOUT PRICE		

**Documents to be submitted alongwith Commercial bids
(PRICE BID)
(Separate sealed cover)**

S No	Description	Page No
1	Bid form and Price schedule with commercial terms WITH PRICE	



(in the company letter head)

BIDDER'S DETAILS

1	Name of the supplied/party/firm	
2	Name of the authorized representative	
3	Communication address	
4	Telephone Nos.	
5	Mobile Nos.	
6	Fax and e-mail address	
7	Web address	
8	Bank details for payment through NEFT/RTGS	
9	Name of Bank	
	Branch	
	Account No	
	IFSC No	
	MICR No	
	Cancelled cheque for verification of above details	

Signature of Tenderer_____

Name_____

Business Address_____

Seal of the Tenderer_____

(in the company letter head)

PREVIOUS EXPERIENCE DETAILS

Sl. No.	Name of the Organization	Contact person Name, telephone / mobile no., fax, e-mail	Date of Supply	Quantity	Remarks

Signature of Tenderer _____
Name _____
Seal of the tenderer _____

(in the company letter head)

PRICE REASONABILITY CERTIFICATE

It is certified that the rates quoted _____ are not more than as charged to other Govt. /PSU's for similar supplies made in recent past. Copies of the supply orders received from other Govt/PSU's are enclosed alongwith the technical bid.

Signature of Tenderer_____

Name_____

Business Address_____

Seal of the Tenderer_____

(TO BE SUBMITTED ALONG WITH TECHNICAL BID)

(in the company letter head)

UNDERTAKING/ DECLARATION

I/We having our office at
declare that I/we have never been blacklisted by any State Government/Central Government or any State/Central PSU.

2. I/We, hereby declare that the particulars furnished by me/us in this offer are true to the best of my/our knowledge and I/We understand and accept that, if at any stage the information furnished by me/us are found to be incorrect or false, I/We am/are liable for disqualification from this tender and also liable for any penal action that may arise due to the above, besides being black listed.

3. I/We _____ hereby accept to provide warranty/ guarantee and Free Service for a period of minimum one year from the date of supply/ installation of the materials.

4. I/We of hereby agree on the acceptance of this tender by Director, C-MET to _____, in accordance with the terms and conditions of contract and at the rates or price specified in financial bid (BOQ).

5. This is also certified that the rates quoted in the financial bid are not more than the rates charged from any other Institution/Department/ Organization in the last six months. No Other charges would be payable by the Institute.

6. I/We _____ have gone through the terms and conditions and will abide by them as laid down above. I hereby undertake that the information provided above and elsewhere in the tender is true and the tender is liable to rejection if the same is found to be false or the information is found to have been suppressed by me.

Name & Signature of the Supplier/Contractor/
Authorized signatory with Official stamp/seal

(TO BE SUBMITTED ALONG WITH TECHNICAL BID)

(in the company letter head)

To,

Date:

The Administrative Officer
C-MET, IDA Phase III
Cherlapally,
Hyderabad 500 051

Sub: Acceptance of Terms & Conditions of Tender.

Tender Reference No. ----- dated _____

Name of the Tender/Work: - Internal Partition Work

Sir/Madam,

I/We have downloaded/obtained the tender document(s) for the above mentioned 'Tender/Work' for the web site(s) namely:

as per your advertisement, given in the mentioned website(s)/enquiry letter.

2. I/we hereby certify that I/we have read the entire terms & conditions of the tender documents from Page No. _____ to _____ (including all documents like Annexure(s), schedules(s), etc.) which form part of the contract agreement and I/We shall abide hereby by the terms/conditions/clauses contained therein.

3. The corrigendum(s) issued from time to time by your department/organization too have all been taken into consideration, while submitting this acceptance letter.

4. I/We hereby unconditionally accept the tender conditions of above mentioned tender document (s)/Corrigendum(s) in its totally/entirely.

5. In case any provisos of this tender are found violated, then your Department/Organizations shall without prejudice to any other right or remedy be at liberty to reject this tender/bid including the forfeiture of the full said earnest money deposit absolutely.

Yours faithfully,

Name & Signature of the Supplier/Contractor/
Authorized signatory with Official stamp/seal

CENTRE FOR MATERIALS FOR ELECTRONICS TECHNOLOGY (C-MET)

Annexure I

Technical Specifications

Partitions are required in E-Waste demonstration plant for housing laboratory furniture and sophisticated equipments which are to be maintained under air conditioned atmosphere. The detailed specifications are provided below:

Sl.no	Description	Unit	Estimated Area/ weight/ nos.
A	1st FLOOR		
1.	Supply and fixing of walls with 50 mm thick pre-fabricated panel made of light weight concrete core composed of Portland cement binders siliceous & micaceous material with panel tongue and groove jointing arrangement including galvanized iron channels on top and bottom of panels.	SFT	650
2.	Supply and fixing of false ceiling using imported metallic alloy frames of 'T' & 'L' section and 600mm X 600mm of Armstrong (Mineral Fibre) tiles Fixed in to it, all the frames suspended from steel sections.	SFT	300
3.	Supply , Fabrication and erection of steel column supports for Aerocon Partition support	KG'S	400
4.	Supply & fixings of openable door using 1.5mm gauge aluminum powder coated section for frame & shutter with Novapan / 5mm thick plain glass, door lock, handles, tower bolt ,door stopper		
A	D Size : 0.9m X 2.1m	NOS	02
5.	Supply & fixing of sliding windows using 1.5mm gauge aluminum powder coated sections for frames & shutters with 4mm thick plain glass.		
A	W Size : 1.2m X 1.2m	NOS	03
6.	Supply & Fixing of Aluminum Partitions using 1.5mm gauge powder coated sections including particle board	SFT	250
7.	Supply and Painting of areocon walls with two coat of Luppam, One coat of primer and Two coats of oil bond Distemper.	SQM	90

Sl. No	Description	Unit	Estimated Area/weight/nos.
B	Ground Floor		
1	Supply and fixing of walls with 50 mm thick pre-fabricated panel made out of light weight concrete core composed of Portland cement binders siliceous & micaceous material with panel tongue and groove jointing arrangement including galvanized iron channels on top and bottom of panels.	SFT	1600
2	Supply and fixing of false ceiling using imported metallic alloy frames of 'T' & 'L' section and 600mm X 600mm of Armstrong (Mineral Fibre) tiles Fixed in to it, all the frames suspended from steel sections.	SFT	1530
3	Supply, Fabrication and erection of steel supports for false ceiling support using with 75 X 40 Rectangle Box sections and Column supports with 72 X 72 square box.	KG's	1000
4	Supply & fixings of sliding door using 1.5mm gauge aluminum powder coated section for frame & shutter with Novapan / 5mm thick plain glass, door lock, handles, tower bolt ,door stopper.		
A	D Size : 1.5m X 2.1m	No's	01
5	Supply & fixings of openable door using 1.5mm gauge aluminum powder coated section for frame & shutter with Novapan / 5mm thick plain glass, door lock, handles, tower bolt ,door stopper .		
A	D Size :0.9mX 2.1m	No's	04
B	D Size :1.8m X 2.4 m	No's	01
6	Supply & fixing of sliding windows using 1.5mm gauge aluminum powder coated sections for frames & shutters with 4mm thick plain glass		
A	W Size : 1.2m X 1.2m	No's	07
7	Supply & Fixing of Aluminum Partition using 1.5mm gauge powder coated sections including particle board	SFT	550
8	Supply and Painting of aerocon walls with two coat of Luppam, One coat of primer and Two coats of oil bond Distemper	SQM	300

Sl.no	DESCRIPTION	UNIT	AREA
C	STAIR CASE		
1.	Supply, Fabrication and erection of steel for staircase using ISMC Channels, ISA angles and Checkered Plate of 6mm thick	KG'S	1300
2.	Supply, Fabrication and erection of steel for Railing using 50 X 50 X 3mm thick and 25 X 25 Square box	KG'S	300
3.	Supply and Painting of Steel Staircase with Enamel Paint		L/S

OTHER SPECIFICATIONS AND TERMS AND CONDITIONS

1	Height of partitioned rooms is ~ 10 ft.
2	Please quote for unit prices
3	Actual quantity of the work shall change according to actual site condition and requirements
4	Floor drawing is enclosed only for the rough estimation. Party has to prepare STRUCTURAL drawings once WO/PO placed
5	Similar works carried out during last 3 years may please be indicated in the prescribed proforma attached.
6.	Performance Security Deposit @ 10% should be submitted by the firm within 10 days from the date of receipt of work/purchase order. For some category of contractors exempted from submission of EMD, may please go through tender documents.
7	Actual/structural drawings shall be submitted within 10 working days from the date of work/purchase order alongwith PSD.
8	Work should be taken on turnkey basis and should be completed within 8 weeks from the date of approval given on structural drawings.
9	Warranty: 12 months from the date of installation and commissioning of paneling work. A Warranty certificate issued by the Principal supplier of items may be handed over to us for records.
10	<p>Payment terms are as under:</p> <p>(a) 70% of material value and 100% GST within 10 days of certification by the in-charge of the Project that items delivered as per WO/PO as the case may be in respect of supplies only. Irrespective of number of supply of material, payment will be made in two installment only.</p> <p>(b) Remaining 30% of material value and 100% installation charges will be paid within 30 days from the date of completion of work in all respects and submission of Bank Guarantee for the warranty period @ 12 months from the date of installation & commissioning of internal partition work.</p>
11	Imposing liquated damages: For delay in providing structural drawings within 10 days from the date of WO/PO and consequent delay in completion of work liquated damages as per tender will be levied.

s/d XXXXX
ADMINISTRATIVE OFFICER
C-MET

BID FORM AND PRICE SCHEDULE

CONSOLIDATED SUMMARY OF PRICE BREAK UP SCHEDULE

Ref. No. HD/PUR/SP-32/INP/85/2018-19/10775

Date: 07.03.2019

**INTERNAL PARTITION WORK
(CONSOLIDATED SUMMARY OF BOQ)**

SI No	Nomenclature	Sub-Total			Sub-Total			Total amount (5+8)
		Basic Cost	GST	Amount	Installation charges	GST	Amount	
1	2	3	4	5	6	7	8	9
A	1 ST FLOOR							
B	GROUND FLOOR							
C	STAIR CASE							
	Total							

(Rupees)

1. Payment Terms:
2. Bid Validity:
3. Delivery Schedule:
4. Place of delivery:
5. Warranty, if applicable:
6. GST Registration No.
7. Any other relevant information:

Signature_____

(In the Capacity of)

Duly Authorized to sign bid for and on behalf of

(Name & Address of Bidder WITH STAMP : _____)

5.	Supply & fixing of sliding windows using 1.5mm gauge aluminum powder coated sections for frames & shutters with 4mm thick plain glass.														
a	W Size : 1.2m X 1.2m	NO S	03												
6.	Supply & Fixing of Aluminum Partitions using 1.5mm gauge powder coated sections including particle board	SFT	250												
7.	Supply and Painting of areocon walls with two coat of Luppam, One coat of primer and Two coats of oil bond Distemper.	SQ M	90												

(End of PART-A)

6	Supply & fixing of sliding windows using 1.5mm gauge aluminum powder coated sections for frames & shutters with 4mm thick plain glass														
A	W Size : 1.2m X 1.2m	No's	07												
7	Supply & Fixing of Aluminum Partition using 1.5mm gauge powder coated sections including particle board	SFT	550												
8	Supply and Painting of aerocon walls with two coat of Luppam, One coat of primer and Two coats of oil bond Distemper	SQM	300												

SI. No	DESCRIPTION	UNIT	AREA	Rate	Total	HSN Code	% of GST	GST	Total	Inst. Charges	HSN Code	% of GST	GST	Total	Grand Total
C	STAIR CASE														
1.	Supply, Fabrication and erection of steel for staircase using ISMC Channels, ISA angles and Checkered Plate of 6mm thick	KG'S	1300												
2.	Supply, Fabrication and erection of steel for Railing using 50 X 50 X 3mm thick and 25 X 25 Square box	KG'S	300												
3.	Supply and Painting of Steel Staircase with Enamel Paint		L/S												

Signature of Tenderer _____
Name _____

Seal of the tenderer _____

DATE:

BANK GUARANTEE FORM FOR BID SECURITY/EMD

Whereas _____ (hereinafter called the "Tenderer") has submitted its quotation dated _____ for the supply of _____ (hereinafter called the "tender") against the purchaser's tender enquiry No. _____ Know all persons by these presents that we _____ of _____ (Hereinafter called the "Bank") having our registered office at _____ are bound unto _____ (hereinafter called the "Purchaser) in the sum of _____ for which payment will and truly to be made to the said Purchaser, the Bank binds itself, its successors and assigns by these presents. Sealed with the Common Seal of the said Bank this _____ day of _____ 20____. The conditions of this obligation are:

- (1) If the Tenderer withdraws or amends, impairs or derogates from the tender in any respect within the period of validity of this tender.

- (2) If the Tenderer having been notified of the acceptance of his tender by the Purchaser during the period of its validity:-
 - a) fails or refuses to furnish the performance security for the due performance of the contract.
or
 - b) fails or refuses to accept/execute the contract.
or
 - c) if it comes to notice that the information/documents furnished in its tender is incorrect, false, misleading or forged

We undertake to pay the Purchaser up to the above amount upon receipt of its first written demand, without the Purchaser having to substantiate its demand, provided that in its demand the Purchaser will note that the amount claimed by it is due to it owing to the occurrence of one or both the two conditions, specifying the occurred condition(s).

This guarantee will remain in force for a period of forty-five days after the period of tender validity and any demand in respect thereof should reach the Bank not later than the above date.

(Signature of the authorized officer of the Bank)
Name and designation of the officer
Seal, name & address of the Bank and address of the Branch

BANK GUARANTEE FORM FOR PERFORMANCE SECURITY DEPOSIT

To

The Administrative Officer
C-MET, IDA Phase-III
Cherlapally, HCL Post
Hyderabad – 500 051
TELANGANA STATE
INDIA

WHEREAS _____ (Name and address of the supplier) (Hereinafter called "the supplier") has undertaken, in pursuance of contract no _____ dated _____ to supply (description of goods and services) (herein after called "the contract").

AND WHEREAS it has been stipulated by you in the said contract that the supplier shall furnish you with a bank guarantee by a scheduled commercial bank recognized by you for the sum specified therein as security for compliance with its obligations in accordance with the contract;

AND WHEREAS we have agreed to give the supplier such a bank guarantee;

NOW THEREFORE we hereby affirm that we are guarantors and responsible to you, on behalf of the supplier, up to a total of _____ (Amount of the guarantee in words and figures), and we undertake to pay you, upon your first written demand declaring the supplier to be in default under the contract and without cavil or argument, any sum or sums within the limits of (amount of guarantee) as aforesaid, without your needing to prove or to show grounds or reasons for your demand or the sum specified therein.

We hereby waive the necessity of your demanding the said debt from the supplier before presenting us with the demand.

We further agree that no change or addition to or other modification of the terms of the contract to be performed there under or of any of the contract documents which may be made between you and the supplier shall in any way release us from any liability under this guarantee and we hereby waive notice of any such change, addition or modification.

This guarantee shall be valid up to (In words) months from the date of Notification of Award i.e up to ----- (indicate date)

.....
(Signature with date of the authorized officer of the Bank)

.....
Name and designation of the officer

.....
Seal, name & address of the Bank and address of the Branch

