

D-13023/1/2023-DGTR  
Government of India  
Ministry of Commerce and Industry  
Department of Commerce  
Directorate General of Trade Remedies  
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4th Floor, Jeevan Tara Building  
Sansad Marg, New Delhi  
7<sup>th</sup> June, 2023

TENDER NOTICE

**Subject: Renovation & Refurbishing of 'Reception and Lift Area' of DGTR' –  
reg.**

Quotations through e-procurement mode are invited for undertaking renovation and refurbishing 'works for the 'Reception and Lift Area' of DGTR at the address mentioned above.

2. Interested contractors fulfilling pre-qualification criteria as laid down in annexure and having experience of similar works with any Union Government Ministry/Department have to submit their quotations through CPP portal ( e-procurement Module), with the specifications as mentioned in the Annexure, within a period of fifteen (15) days from the date of issue of this Tender Notice.

3. The firm will have to complete the works within a period of one month from the date of award of contract, unless otherwise extended by the competent authority in DGTR.

  
(S. Kapur)

Section Officer (Admn)

## Annexure to Tender Notice

### 1. Brief Scope of work

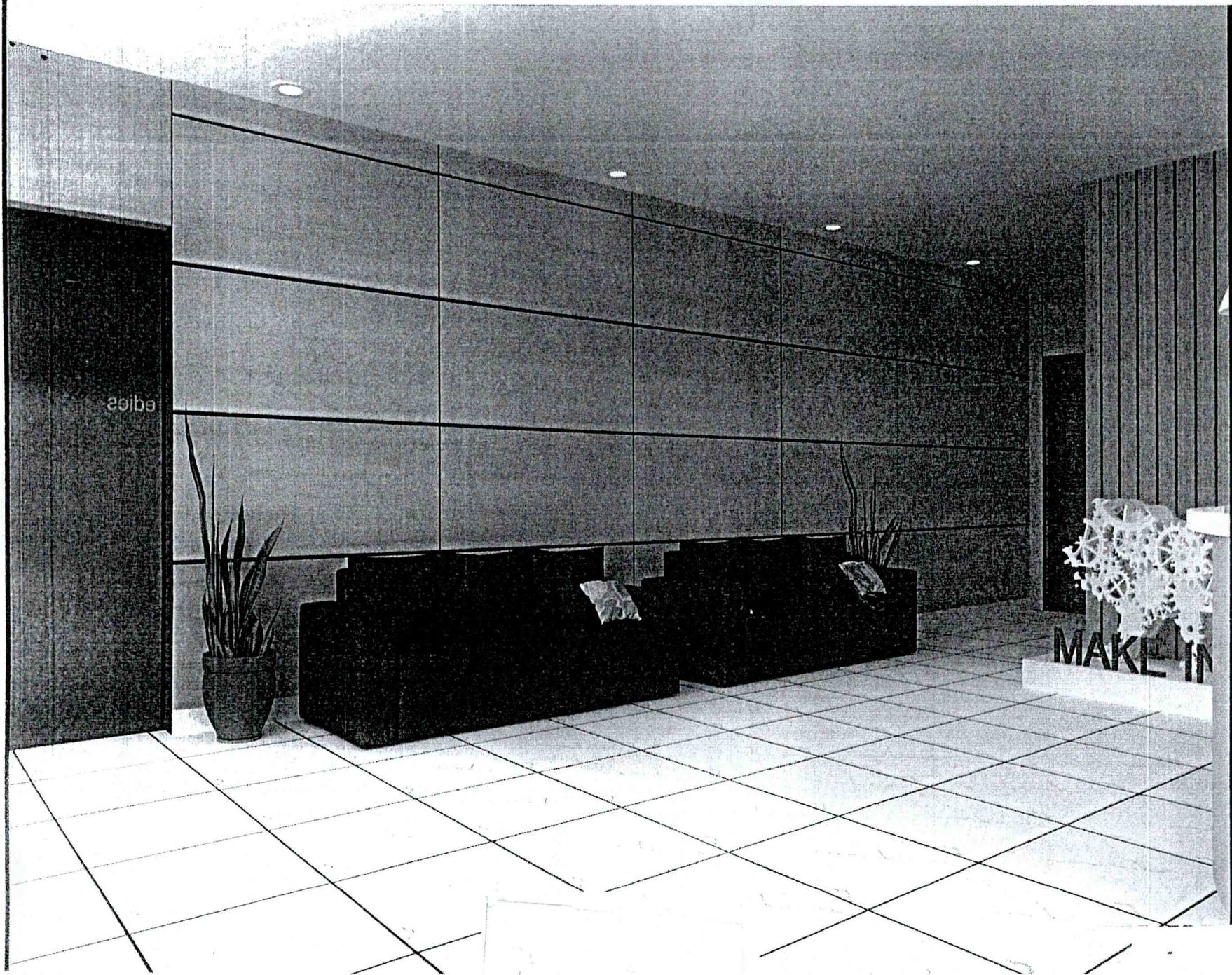
- A. Civil renovation & refurbishment work at Reception Area shall include but not limited to carrying out Interior and furnishing work involving
- i. Installation of False ceiling (Gypsum Board + Tiles)
  - ii. Electrical works (including electrical fittings and wiring wherever required, new light panels/LED downlighters, ceiling lights, light & power points, Power and network points for computer etc.) Electrical work has to include
  - iii. Wall/Column panelling (PVC or wooden or combination)
  - iv. Wooden door with chokhat (if required as per the design)- else its estimated cost will be adjusted from the total payment if included in the quoted price
  - v. Any artistic item for better façade
  - vi. Reception desk including Draws/Pedestal and side table (if any as per design)
  - vii. Branded /designer 5-seater Sofa set with corner tables and centre table.
  - viii. One LED Full HD TV 40' (if required as per the design)- else its estimated cost will be adjusted from the total payment if included in the quoted price
  - ix. The design and layout of Reception Area must include installation of Made in India logo of GeM.
- B. Civil renovation & refurbishment work at Lift Area adjacent to O/o DGTR shall include but not limited to carrying out work involving
- i. Installation of False ceiling (Gypsum Board + Tiles)
  - ii. Electrical works (including electrical wiring wherever required, new light panels/LED downlighters, ceiling lights etc)
  - iii. Wall/Column panelling (PVC or wooden or combination) and Wall Tiles on the side of Lift
  - iv. Replacement of Flooring (tiles)
  - v. Supply and Installation of Office Name Board etc.
2. Details of Area: Work is to be carried out in the premises of DGTR at, 4<sup>th</sup> Floor, Jeevan Tara Building, Patel Chowk, New Delhi. The interested bidders need to visit the site to understand the scope of work and get acquainted with the area, local conditions, availability of resources etc.

3. Pre-Qualification Criteria: Interested parties to note that Bidder shall be required to fulfil the following pre-qualification criteria and will be required to submit relevant supporting documents to demonstrate their qualification during the bid submission against Tender document.
  - I. The bidder should have an average annual turnover of at least Rs. 50 lakhs during preceding three financial years.
  - II. Bidder must have experience of executing a single work order for Renovation & Refurbishment Work of minimum Rs. 20 lakhs at least once during last five years. Copy of work order / completion certificate to be submitted in this regard.
  - III. Contractor should possess ISO certification.
4. Intended Bidders will have to apply in the two-bid open tender/ bidding process (Technical and Financial) through CPP Portal which can be accessed at <https://eprocure.gov.in/eprocure/app> .
5. The prospective bidder excluding MSME Bidders has to submit Bid Security (EMD) of Rs. 50000/- with the Bids. The Selected Bidder has to provide performance Security deposit of Rs. 100000/- before the award of Contract. The EMD or Performance Security can be payable through bank Draft, Fixed Deposit Receipt, Banker's Cheque or Bank Guarantee from any of the Commercial Banks in favour of CPAO Commerce.
6. The Interested parties have to carry out work according to the pre-approved designs as enclosed with this notice. The design can be slightly modified/changed with the prior approval of Authority as per the requirement if need arise.
7. The bidders have to mention the total cost inclusive of taxes as per the format enclosed. The contract will be awarded to the technically qualified bidder who has quoted least total cost. Further, the individual rates of optional items such as Door and 40 inches LED TV etc. have to be mentioned separately and not to be included in the total cost.
8. Payment Terms and Other Contract Details – 100% payment will be released after completion of work. The other terms and conditions of the contract conditions will be in accordance with and as prescribed on CPP Portal.

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