

D-13023/3/2024-DGTR
Government of India
Ministry of Commerce and Industry
Department of Commerce
Directorate General of Trade Remedies

4th Floor, Jeevan Tara Building
Sansad Marg, New Delhi
25th January, 2024

TENDER NOTICE

Subject: Renovation & Refurbishing of 'Reception and Lift Area' and 02 washrooms of DGTR' – reg.

Quotations through e-procurement mode are invited for undertaking renovation and refurbishing 'works' for the 'Reception and Lift Area' and 02 washrooms of DGTR at the address mentioned above.

2. Interested bidders fulfilling eligibility criteria as mentioned in the annexure are required to submit their quotations through CPP portal (e-procurement module), with the relevant documents as mentioned in the Annexure, within a period of Seven (07) days from the date of issue of this Notice.

3. The bidders, who will be awarded the contract, will have to complete the works within a period of three months from the date of award of contract, unless otherwise extended by DGTR.


25/1/2024

(S Kapur)

Under Secretary to the Government of India
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Scope of Work

Renovation, repair and refurbishing of Reception area, Lift area and two adjacent washrooms adjacent to DGTR's reception which includes work related to the civil, electrical, plumbing, carpentry, Information technology, Audio visuals, security-CCTV and access control, FAS, Passive net-working and HVAC system by making suitable changes as per approved design.

The bidder shall ensure to obtain all approvals/permits that may be required from the local authorities and LIC (the owners) for undertaking the works and for transportation of malba etc. for completion of the 'works' to the satisfaction of DGTR/LIC (as applicable).

Eligibility Criteria

- i) Agency should have latest ISO certifications
- ii) The bidder should have done similar " Scope of work" of minimum value of INR 1.00 crore in past 3 years, and
- iii) The bidder should have in house Interior design team and relevant associated documents need to be provided in technical bid.
- iv) The average annual turnover of bidders should be minimum Rs.2 crores during the past three years which must be duly ink signed and date certified by a Chartered Accountant/Auditor/any other prescribed authority;
- v) The service provider should self-certify to have at least three years' experience in providing contractual workers for similar work to Public Sector Company/Banks and Central/State Government departments etc.;
- vi) Bidder offer is liable to be rejected if they do not upload any of the certificates/documents sought/undertakings and fulfil the eligibility criteria as per bid documents, ATC and corrigendum, if any;
- vii) The bidder should not have been indicted for any criminal, fraudulent and anti-competition activity. Undertaking as per enclosed Annexure is required to be uploaded with bid duly ink signed, stamped & dated after the date of tender publication;
Annexure
"The bidder Agency M/s _____ has not been indicted for any Criminal, Fraudulent or anti Competition activity by any Government Departments/Public Sector Undertaking/Private Sector/or any other agency. No Criminal case is pending against the agency or its partners/directors."
- viii) The agency should not have been blacklisted by any organization;
- ix) An undertaking as given below duly ink signed, stamped and dated after the date of tender publication must be furnished by the bidder along with the bid;

Annexure

On the letter head of the Service Provider

I/We have visited the site for the proposed work at the office of the Directorate General of Trade Remedies, Jeevan Tara Building, New Delhi on at time. Proof of site visit is enclosed.

I/We have assessed the nature of work and the working atmosphere at the site and are competent to complete the work, once assigned.

Other general conditions

The bidder is expected to examine all instructions, eligibility criteria, forms, general terms and conditions and special terms & conditions in the tender documents. Failure to furnish complete information as required with reference to the tender documents shall result in rejection of the bid;

- i) The office timing of DGTR is from 09:30 am to 06.00 pm between Monday and Friday. All works to be carried out at site will have to be planned in such a manner that there is minimum dislocation and disturbance to other occupants of the Jeevan Tara Building. The service provider has to ensure that the staff deployed for the work does not loiter or create any kind of disturbance to other occupants of Jeevan Tara Building.
- ii) The agency shall be directly responsible for settlement of any dispute or grievance in any other matter that may arise in this regard and this Directorate, in no way, be responsible for settlement of such issues/dispute.
- iii) Any liability regarding payments of wages to the 'personnel' deployed at the site, arising due to non-compliance with any of provisions of the labour laws or due to any human loss/injury during the course of work will be the sole and personal responsibility of the agency executing the work.
- iv) The bidder will be liable to (a) obtain all approvals, as may be required from the local authorities and LIC (the owners) for undertaking the works; (b) make own arrangement for obtaining permit for transportation of malba etc.; (c) ensure that no structural damage is caused to the exterior of the building and damage caused to the interior of the building for execution of the works (other than the work site). Repairing has to be done by the bidder to the complete satisfaction of DGTR/LIC (as applicable) in case of any inadvertent damage caused during the work.
- v) The agency shall undertake to provide the services till the completion of work, failing which the performance security deposits and such other amount that may be due from this Directorate to the agency shall stand forfeited;
- vi) If, at any point of time, the services being provided by the agency/ are found to be unsatisfactory in any manner, the DGTR will have full authority to discontinue the services of the agency by giving a notice in writing. The decision of the Directorate in this regard shall be final and binding on the agency;
- vii) If, at any point of time, the services of any personal deployed by the agency are found to be unsatisfactory or not of the expected level in any manner, the agency shall change the personal immediately;
- viii) The exemptions as applicable under extant guidelines issued from time to time, in respect of MSME and Start-up would apply.

- ix) The contract may be terminated any time before the completion of the works with mutual consent of DGTR and the agency, in the following circumstances:
- (a) in case any of the conditions mentioned in the GTC and STC are found to be violated during the currency of the work;
- (b) Any incident of short payment/pay-back or corrupt practice adopted by the service provider is reported.
- x) The selection of vendors/service providers would be done taking recourse to 'Quality and Cost Based Selection criteria (QCBS) for procurements as under:

Criteria for Evaluation

Pre-Qualification Criteria

S.No.	Criteria	Document/Proof
1	The bidder should have done similar " Scope of work" of minimum value of INR 1.00 crore in past 3 years.	As per requirement
2	The agency should have achieved a minimum average annual turnover of INR 2 Crore during the last three financial years.	A certificate from Chartered Accountant (CA) should be enclosed stating the same.
3	The agency should have demonstrated experience in handling similar projects of comparable stature for any organizations of repute.	Detail of at least three similar projects along with the work completion testimonial and project cost needs to be provided.
4	The service provider should have in house interior design team to work closely with DGTR.	A Certificate from HR Department/Authorized signatory should also enclose a list of employees/ team members proposed to work on this project with contact details.
5	The agency must have latest ISO certifications.	Copies of the said valid certificates should be enclosed.
7	A participating agency should never have been barred by any State /UT Government or Central Government Department / Agency in India from participating in bidding process for providing similar services.	The participating agency shall be required to furnish an affidavit/declaration that there is no such bar imposed and existing as on date.

Bidders who meet the pre-qualifications eligibility criteria requirements would be considered as qualified to move to the next stage of technical bid evaluations.

TECHNICAL BID EVALUATION CRITERIA

S. No.	Parameter	Maximum Marks
1	Company Profile Average Annual Turnover of company over last three years from the bid related services (in INR)	10
2	Relevant Past Experience Experience of handling similar projects of comparable stature in organizations of repute	10

3	Approach, Methodology, Demonstration of understanding of the DGTR's requirements, creativity and Project work break down structure	20
4	Technical Presentation by the bidder, Understanding of proposed design including features and functionalities, logo placement and material proposed to be used	50
5	Resource Profile	10
	Total	100

Technical Evaluation Committee

- A. The DGTR will constitute a Technical Evaluation Committee to evaluate the responses of the bidders and this committee shall evaluate the responses and all supporting documents / documentary evidence. Inability to submit requisite supporting documents / documentary evidence, may lead to rejection.
- B. The decision of the Technical Evaluation Committee in the evaluation of the responses shall be final. No correspondence will be entertained outside the process of evaluation with the Committee.
- C. The Technical Evaluation Committee may ask for meetings and presentations with the Bidders and/or seek clarifications on their proposals.
- D. The Technical Evaluation Committee reserves the right to reject any or all proposals on the basis of any deviations.
- E. Each of the responses shall be evaluated as per the criteria and requirements specified in tender document.

Financial Bid Evaluation

The Financial Bids of only technically qualified bidders will be opened and no correspondence in this regard would be entertained by this Directorate. The bids conforming to the technical specifications, terms and conditions stipulated in the bidding document and considered to be responsive after subjecting to Bid Rejection Criteria will be considered for further evaluation as given below:

- a. Bids shall be evaluated both in terms of 'Quality' assessment as well as 'Quoted Price' i.e. Quality & Cost Based Selection (QCBS) methodology.
- b. The weightage for the 'Quality' assessment is 70 (seventy) and the weightage for the 'Quoted' price is 30 (thirty).

Additional Terms and Conditions

1. The Contractor will have to deposit EMD value of INR 2,00,000/-only payable through 'Fixed Deposit Receipt' from any of the Commercial Banks in favour of CPAO Commerce payable at New Delhi (exempted as per extant rules of GoI, wherever applicable)
2. Bidders need to submit the design of the said work under consideration along with bid in 3D format else the bid shall be rejected.
3. The bidder has to mention the cost exclusive of taxes as per BoQ. The price bid shall be open only for those technically qualified bidder, who meet the approved design aspect.
4. The decision of the authority would be final and binding in respect of accessories/materials to be used in the "scope of work".
5. The bidder should share the sound study reports and lux level study reports along with the technical bid.
6. The contract shall be required to complete the work within a period of three months unless otherwise extended by DGTR. The Administrative Authority in DGTR will evaluate the performance of services provided by the contractor and if the services are not found satisfactory, the Authority in DGTR reserves the right to deduct appropriate amount from the contracted value in case the service provider is unable to rectify the defects pointed out by the DGTR officials;
7. Sofa/Coffee table/Beds/Chairs designs shall be provided during design/implementation phase as per approved design.
8. An ePBG of 3% of the contract value will have to be submitted through Bank Guarantee/Fixed Deposit Receipt from any of the Commercial Banks in favour of CPAO Commerce payable at New Delhi.
9. The Contractor has to ensure that the premises is kept clean of all the hinderances;
10. The contractor shall provide, along with bid, the following documents:
 - (i) Copy of valid PAN card of the Proprietor/Company;
 - (ii) Copy of the Aadhar Card of the Proprietor (not valid in case of Company);
 - (iii) Copy of the GST registration certificate
11. Terms of payment: The contract shall be carried out in three stages and the terms of payment for each stage of work shall be as under:

Stage	Work/Job to be completed as per Scope of Work	%age of payment admissible subject to satisfaction of DGTR
I	Repair and renovation work of 02 washroom	35% of the total contract value
II	Renovation of Reception area	35% of the contract value
III	Repair and renovation of Lift lobby area	25% of the contract value

IV	After two months from the date of completion of work	5% of the contract value
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Details of Item mentioned in BoQ

1	2	4	5
1	Civil and related works	Quantity	Unit
1.01	Demolition Of existing LIFT LOBBY WALL Cladding, Other WALLS stone cladding, MALE & FEMALE washroom Wall tiles, Existing FLOORING of Lift Lobby, Reception Area, Passage, MALE & FEMALE washroom, Wall Hung Urinals, Water Closets, Washroom Countertops & Removal Of Old Plaster And Skirting. Dismantling Of Existing Removal Of Office Door Flooring, Wall Panelling, Removal Of Main Glass Door , washroom door and internal washroom doors Removal Of Old Wiring & Conduiting Removal Of OLD Gypsum Grid Ceiling. This includes the disposal of Malba, building rubbish dismantled or waste material from the site as per standard guidelines of DMC/LIC and associated agencies.	1.000	Job
1.02	Disposal of malba, building rubbish dismantled or waste material from the site	1.000	Job
1.03	Providing and Laying water proof treatment in sunken portion of Water closets, bathroom etc., by applying cement slurry mixed with water proofing cement as per approved design and applications.	295.000	sq.ft
1.04	Providing Gypsum board Ceiling - 12.5mm thk. single layer gypsum board fixed on suspended G.I. tubular channels as per manufacturers' specifications, including jointing, finishing with gypsum compound, jointing tape and top coat. The surface shall up be duly sanded and finished. Rate shall include cost of marking as/ reflected ceiling plan and making all the necessary cutouts for lights, grills, diffusers etc. The rate shall also include providing perimeter channel for grills, lights, diffusers as called for in HVAC and Electrical Drawings. The rate shall also include providing for edge/ angle bits at all corners, necessary taping, filling with jointing compound as per manufacturers specifications. Providing and fixing trap doors for access to the areas above false ceiling. (Minimalistic -16" Wide X 6" Drop) as per approved design and application.	1597.000	sq.ft
1.05	Complete Laying of Anti-skid tiles (2' x 2') in both washrooms, this includes the cement pasting and complete in all respect as per approved design and applications.	290.000	sq.ft

1.06	Complete Laying of vitrified tiles on floor & lift lobby cladding with 4' x4' (Lift Lobby, Reception area & Passage) , this includes the cement pasting and complete in all respect as per approved design and applications.	2500.000	sq.ft
1.07	Providing the Partition of men urinal by designer toughened glass (4partition 4'x 1'-8") as per approved design and applications.	40.000	sq.ft
1.08	Providing and applying desired paint premium finish to walls and ceiling of approved shade. The surface of wall to be painted shall be prepared and applied with two coats of primer, two coats of putty and touch up putty if required to achieve smooth finish.as per approved design and applications.	2775.000	sq.ft
2	Carpentry work		
2.01	Providing and installing PVC panelling in passage area wall as per approved design and applications.	300.000	Nos
2.02	Providing and installing PVC Panelling/TEXTURE paint as per design in lift lobby wall as per approved design and applications.	260.000	sq.ft
2.03	Supply and Installation of DGTR logo as per Design finalised by DGTR team and fixing up the same on the respective wall as per approved design and applications.	1.000	Nos
2.04	Highlighting Main Reception wall with wall panelling in laminate/PVC as per approved design along with LED strip/LED lights and should be complete in all respect.	95.000	sq.ft
2.05	Providing New door shutters as per the approved design only and shade with handle.	2.000	Nos
2.06	Providing New waterproof door shutters as per the approved design only and shade with handle	3.000	Nos
2.07	Providing & fixing of lockable Toughened Glass Door with chokat with duel locks & handle as per approved design.	48.000	sq.ft
2.08	Providing & fixing of 18mm Plywood to close fixed window as per approved design.	45.000	sq.ft
2.09	Providing & fixing of 18mm Plywood to close office area as per approved design	24.000	sq.ft
3	Plumbing work		
3.01	Providing and fixing with complete fitting & fixtures of flat back half stall urinal (HINDWARE, KHOLER) for male and female washrooms as per approved design.	7.000	Nos
3.02	Providing & fixing of 18mm Plywood for guard room as per approved design	54.000	sq.ft
4	Electrical work		

4.01	Providing & Wiring for light point/ exhaust fan point/ call bell point with 1.5 sq.mm fire resistance low smoke Poly Vinyl Chloride insulated copper conductor single core cable in surface/ recessed medium class PVC (New switchboard from LEGRAND) as per approved design.	1.000	Job
4.02	Fitting & Fixtures of Concealed Lights Brand: Philips, round as per approved design.	35.000	Nos
4.03	Fitting & Fixtures of Linear light above Reception Table as per approved design	1.000	Nos
4.04	Providing Cove Lights (Soft Yellow light as per approved design.	80.000	Rft
4.05	Fitting & Fixtures of Exhaust Fan In both Washrooms matching with interior and approved design.	2.000	Nos
5	Furniture Items		
5.01	Guard Chair: As per Design Finalisation/ Catalogue Selection	2.000	Nos
5.02	Reception Table: Providing Reception Table consisting of 2 worktop both in (Laminate finish) made of 18mm thick comm. Plywood. Top and sides finished in 1.0mm thick laminate of approval sheet. Reception desk including Draws/pedestal as per approved design	1.000	Nos
5.03	Reception Chair: as per Design Finalisation/ Catalogue Selection	2.000	Nos
5.04	Sofa: 4-Seater sofa as per Design Finalisation/ Catalogue Selection	1.000	Nos
5.05	Centre Table: As per Design Finalisation/ Catalogue Selection	1.000	Nos
5.06	Side Table: As per Design Finalisation/ Catalogue Selection	2.000	Nos
6	Common Toilet		
6.01	Male washroom: Providing Stone/ Quartz top for countertop (SIZE= 11'-9" X 6") & as per approved design	54.000	sq.ft
6.02	Mirror in male washroom: Providing separate 6mm thick clear mirror with frame in male and female wash room as per approved design.	75.000	sq.ft
6.03	Storage: Providing Laminate finish Storage (SIZE= 3' X6') Considering depth 18 " in male and female washrooms as per approved design	30.000	sq.ft
7	Centralised AC This will include removal and refixation of Centralised AC vent in Reception Area and opening trap door, wherever required.		

8	<p>Miscellaneous: Providing Electrical works (including electrical fittings wherever required for new light panels/LED downlighters, ceiling lights, light & power points, power & network points for computer etc.) Electrical work should be complete in all respect. Providing and laying armoured Category 6 (CAT 6) cable for TV transmission and to be fixed on wall with MS clamps. clips Removing all hanging wires, unserviceable cables and sundry items, including smoke detection sensors, fire resistance sensor, refixing sprinklers etc as advised by DGTR and as per approved design. (Lumpsum rate may be quoted for all the above works).</p>	1.000	Job
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