



SCHOOL OF PLANNING AND ARCHITECTURE, BHOPAL

**TENDER DOCUMENT FOR
Refurbishing work for old Drafting Tables at SPAB Bhopal.**

No. : SPAB/S&P/Tender/2023-24/02 Dated 04-08-2023

Neelbad Road, Bhauri, Bhopal– 462 030 (M.P.)

Ph: 0755-2526800, Ext. 429, 414, 0755-2526829, 814

E-mail: storespurchase@spabhupal.ac.in

Website: www.spabhupal.ac.in

School of Planning and Architecture, Bhopal

(An Institution of National Importance under Ministry of Education, Government of India)

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1. INTRODUCTION

School of Planning and Architecture, Bhopal an Institute of National Importance under Ministry of Education, Government of India is working towards the promotion and development of education and research in the field of Architecture and Planning. SPAB provides Planning and Architecture, education across the country.

2. NOTICE INVITING TENDER

SPA Bhopal invites tenders under **"TWO BID SYSTEM"** for Refurbishing work for old Drafting Tables at SPAB Bhopal from reputed firms.

"TWO BIDS SYSTEM" shall be followed for this tender. Bids received shall be evaluated as per the criteria prescribed in the tender document.

SPA BHOPAL will not entertain any modifications subsequent to opening of bids and bids not conforming to tender conditions shall be liable to be rejected. Therefore, bidders are advised to submit their bids complete in all respects as per requirement of tender document specifying their acceptance to all the clauses of Bid Evaluation Criteria, General terms and conditions and compliance to the Scope of Work etc.

The tender document is not transferable to any other person. The tender document can be downloaded from the SPA Bhopal official website www.spabhupal.ac.in

In case of any clarification required relating to this tender, the same can be sought from the following officer of SPA Bhopal:

Assistant Registrar (S&P),
School of Planning and Architecture,
Neelbad Road, Bhauri, Bhopal -462030

Phone No. 07552526829,842
email id : storespurchase@spabhupal.ac.in.

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3. SUBMISSION OF TENDER

Tender Title	Refurbishing work for old Drafting Tables at SPAB Bhopal
Tender Fees	₹ 3,000/- (Three Thousand Only) (non-refundable) RTGS/NEFT Account No.: 2073201002565 Account Name: SPABHOPAL Internal Receipts IFSC code: CNRB0004725 Bank Name: Canara Bank Branch Name: Bhauri Bhopal (Attach RTGS/NEFT Copy otherwise tender not considered)
EMD Amount	RTGS/NEFT of INR ₹ 30,000/- (Thirty thousand Only) Account No.: 2073201002565 Account Name: SPABHOPAL Internal Receipts IFSC code: CNRB0004725 Bank Name: Canara Bank Branch Name: Bhauri Bhopal (Attach RTGS/NEFT Copy otherwise tender not considered)
Last date & time for Receipt of Tender	16-08-2023 up to 4.00 Pm
Date and Time of the opening of Technical Bids	17-08-2023 on 3.00 Pm at Senate Block SPA Bhopal (Interested Firm/Representative may participate)
Date and Time of the opening of Financial Bids	will be notified to the technically qualified bidders
To whom the tender documents can be submitted	The Assistant Registrar, School of Planning and Architecture, Neelbad Road, Bhauri, Bhopal – 462030 (M.P.) Should be put in a Tender Box kept at Estate cum Security Office, Main Gate, SPA Campus, Neelbad Road Bhauri, Bhopal. OR through Speed Post/Courier On OR before 16-08-2023 up to 4.00 Pm Be submitted in a sealed cover superscripting “ Refurbishing old Drafting Tables at SPAB Bhopal ” Institute is not responsible for any postal delay in receipt of tender document at SPA Bhopal.
Address for Communication	The Assistant Registrar, School of Planning and Architecture, Neelbad Road, Bhauri, Bhopal – 462030 (M.P.) Phone(Direct):0755-2526829, 2526842 E-mail : storespurchase@spabhupal.ac.in

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Technical Bid in the prescribed Format as **Annexure- I** is to be submitted along with original copies of transaction details of Tender Fees and Earnest Money Deposit (EMD) in a sealed cover envelop superscripting “**Refurbishing old Drafting Tables**”

Financial Bid in the prescribed Format as **Annexure- II** is to be submitted in a sealed cover envelop superscripting “**Refurbishing old Drafting Tables**”

Both the sealed envelopes of technical and financial bid should be kept in separate envelop superscripting “BID for Refurbishing old Drafting Tables”

The above process is mandatory to be followed by Bidder for submission of tender.

Guideline for MSME and Startup firms will be applicable as per Govt. of India rules.

4. GENERAL INSTRUCTIONS:

- i. Interested bidders are advised to read carefully the entire tender document before submitting their tender. The tender documents are to be submitted in the hard copy in prescribed format. The tender submitted incomplete in any respect will be summarily rejected.
- ii. Bidders are required to sign each page of each part of this tender document for acceptance of terms and conditions and submit along with tender.
- iii. The name and address of the tenderer must be clearly written in the space provided and no overwriting, correction, insertion shall be permitted in any part of the tender
- iv. The tender is liable to be rejected if complete information is not given there-in or if the particulars of data (if any) asked for in the Tender document are not filled in.
- v. Tenders received after the specified date and time, due to whatever reason, shall not be considered for bidding.
- vi. All the technical bids will be opened by the Committee authorized for this purpose in the presence of tenderers / authorized person(s) of the tenderers on 17-08-2023 on 3.00 Pm.
- vii. Financial Bid of the technically qualified tenderers will be opened later on and the date and time will be informed to the bidders accordingly.

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5. ELIGIBILITY CRITERIA

Tenders are invited from reputed and experienced firms in the field of work repairing and maintenance of furniture. The firms applying for selection should preferably have:

- i. The firm should be active for last 3 years repairing and maintenance of furniture.
- ii. The Firms should have experience repairing and maintenance of furniture services to minimum 1 Government organization in last two financial years i.e. 2021-22 and 2022-23
- iii. The average annual turnover of **repairing and maintenance of furniture** of Rs 15 lakhs during the two consecutive financial years i.e. 2021-22 and 2022-23.
- iv. The firm should not have been blacklisted by any organization.
- v. Firm must have office/workshop in Bhopal district.

6. TERMS & CONDITIONS

1. RATES AND PRICES

All statutory applicable duties and GST maybe clearly specified. Price quoted shall be firm and any variation in rates, prices or terms during validity of the offer shall require forfeiture of the EMD.

2. TERMS OF PAYMENT

Payment will be released within 15 days on submission of bill full fill all the requirement as per scope of work with terms and conditions.

3. LIQUIDATED DAMAGES

SPA BHOPAL reserves the right for termination of the contract at any time by giving one month written notice, if the services are found unsatisfactory, and also has the right to award the contract to any other agency at the cost, risk and responsibilities of bidder and excess expenditure incurred on account of this will be recovered by SPA BHOPAL from Security Deposit or pending bill or by raising a separate claim as the case may be.

4. The EMD of the successful bidder shall be retained towards making of the security deposit for the performance of the contract and shall be discharged after submission of the required security deposit. EMD of unsuccessful bidders shall be discharged after award of work to the successful bidder and signing of contract thereof.

5. APPLICABLE LAW AND JURISDICTION

The jurisdiction of all matters connected with this shall be Bhopal, Madhya Pradesh.

6. SPA BHOPAL reserves the right to cancel the bidding process at any stage prior to award of contract and after award of contract by giving one month notice either side.

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Annexure-I

7. TECHNICAL BID (Refurbishing old Drafting Tables)

Sl. No.	Particular	Document attached	
		(Yes/ No)	Page No.
1	Name of the Firm		
2	Registered Office		
	Nature of firm (Proprietor / Pvt. Ltd Co/ Ltd. Co., Partnership etc.)		
3	Year of Establishment		
4	PAN No (Attach photocopy)		
5	GSTN No (Attach photocopy)		
6	Address of Communication		
	Telephone number of the contact Person (Mobile number if any)		
7	The firm should be active for last 3 years repairing and maintenance of furniture (Attach copy of proof)		
8	The Firms should have experience repairing and maintenance of furniture services to minimum 1 Government organization in each financial year i.e. 2021-22 and 2022-23 (Attach Copy of work order or work completion certificate)		
9	The average annual turnover of repairing and maintenance of furniture of Rs 15 lakhs during the two consecutive financial years i.e. 2021-22 and 2022-23. (Attach CA certificate)		
10	The firm should not have been blacklisted by any organization. (Undertaking on letter head dully signed by authorized person)		
11	Firm must have office/workshop in Bhopal district. (Attach any document as a proof in this regards)		

Any other information which you would like to add may be given on a separate sheet.

(Supporting Documents must be attached duly signed by the authorized signatory of the organization)

(Signature of the authorized person with seal)

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Annexure - II

8. FINANCIAL BID (Refurbishing old Drafting Tables)

The details of the items for refurbishing 1 table follows:

Item no:	Specification	Quantity No	Rate per unit with GST and all charges
1	Supplying of 12MM 8Ft x 4Ft (843.83 CM x 121.92 CM) good quality Multiwood/WPC boards,white in color of 0.6D or above density cut into the required size of 60CM x 80CM each of brands like Thomson/Denwud or equivalent and edges sanded and finished.	1	
2	Supplying of 12MM 8Ft x 4Ft (843.83 CM x 121.92 CM) good quality Multiwood/WPC boards,white in color of 0.6D or above density cut into the required size of 52.5CM x 32.5CM each of brands like Thomson/Denwud or equivalent and edges sanded and finished.	1	
3	Supplying of 8MM thick Chamfer Edged, Sand blasted (one side) Toughened/Tempered Glass of size 60CM x 80CM each of brands like Saint-Gobain /Asahi India Glass or equivalent.	1	
4	Supplying of custom-made 16 gauge (1.59mm) stainless steel angle (L) sections of 25MM x 25MM cut to finished length of 85CM each of brand/s like Jindal Stainless Ltd or equivalent.	1	
5	Supply of good quality 50 x 25 mm 1.59 mm thick (16 gauge) stainless steel hollow sections cut in to size of 50X25X25 MM	1	
6	Supply of 1 Inch (25 mm) Square Rubber Bush for 1 inch GI section frame.	4	
7	Complete Fitting Charges with Screw and etc		
Total with GST and all charges			

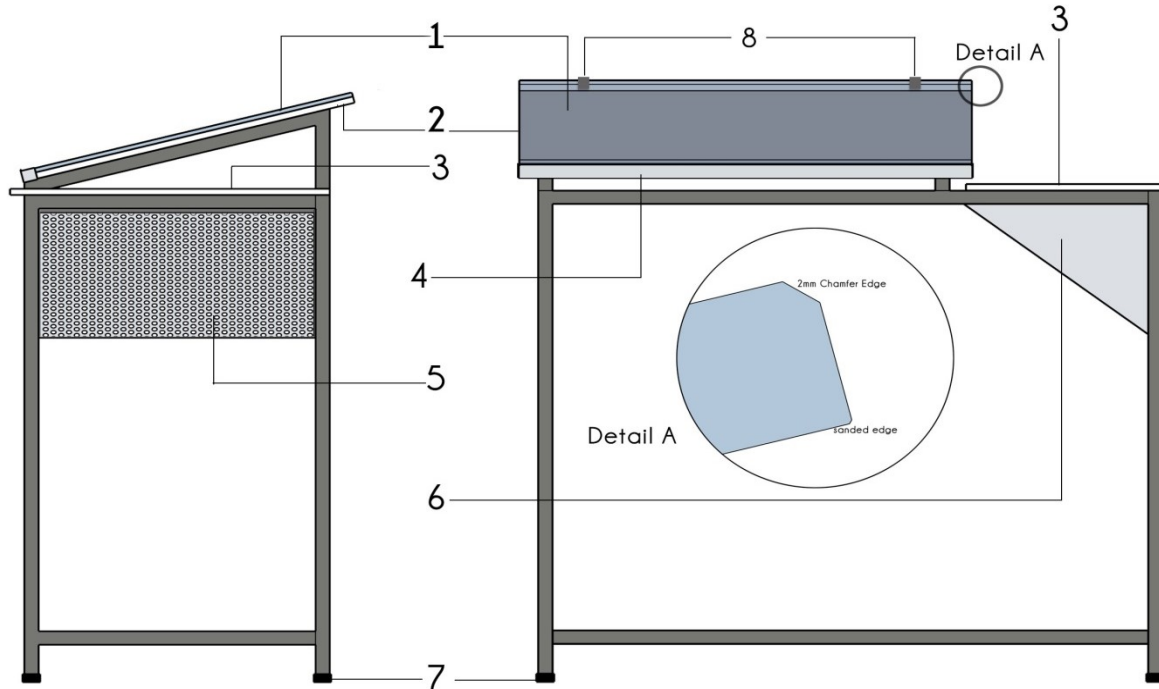
Refurbishing work are to be done for approximate 540 tables for, Number may increase or decrease as per work requirement and work has to be taken up on site that is SPA Bhopal campus. Conditional tender shall be liable to rejection.

(Signature of the authorized person with seal)

9. Scope of Work

Refurbishment of old Drafting Tables

Design Reference Drawing



8mm Frosted Toughened Glass with 12mm White
Muliti-Wood / WPC base and Triangular GI Storage fixed
on existing drafting table frames

Material Matrix

1. Item No:3 - 8mm thick Chamfer Edged, Sand blasted Toughened Glass of size 60CM x 80CM
2. Item No:1 - 12mm Multiwood/WPC boards,white in color of 0.6D density or above of size 60CM x 80CM
3. Item No:2 - 12mm Multiwood/WPC boards,white in color of 0.6D density or above of size 52.5CM x 32.5CM
4. Item No:4 - custom-made 16 gauge (1.59mm) stainless steel angle (L) sections of 25MM x 25MM cut to finished length of 85CM each
5. Storage box side with MS Perforated Sheet of Gauge 19
6. Storage box side with MS Plain Sheet of Gauge 19
7. Item no:6- Rubber Bush (25mm square)
8. Clip made from 50X25X25MM (customised from Item no 5)Hollow section

(Signature of the authorized person with seal)