

**TENDER Document for Rough cost estimate Providing and fixing 1st quality ceramic glazed wall tiles in HIPA MESS at HIPA Complex, Sector-18 ,Gurugram**

E-Tender is invited for purchase of below mentioned items in sr. No. 1- 4nos.-

<b>Sr. No.</b>	<b>Name Work</b>	<b>Tender Document Fee+ e-Service Fee</b>	<b>EMD Fee</b>	<b>Approx. Value of items</b>	<b>Start Date &amp; Time of Bid Preparation &amp; Submission</b>	<b>Expiry Date &amp; Time of Bid Preparation Y Submission</b>
1	<b>Providing and fixing 1st quality ceramic glazed wall tiles in HIPA MESS at HIPA Complex, Sector-18 ,Gurugram</b>	Rs. 200/- + Rs. 1180/- =1380/-	Rs. 3100/-	1.55 lac	19.05.2022	18.06.2022

1. The Applicants/bidders have to complete 'Application/Bid Preparation & Submission' stage on scheduled time as mentioned above. If any Applicant/bidder failed to complete his/her aforesaid stage in the stipulated online time schedule for this stage, his/her Application/bid status will be considered as 'Applications / bids not submitted'.
2. Applicant/Bidder must confirm & check his/her Application/bid status after completion of his/her all activities for e-bidding.

**Envelope 1: Technical Bid**

The bidders shall upload the required eligibility & technical documents online in the Technical Bid.

**Envelope 2: Commercial Bid**

The bidders shall quote the prices in price bid format under Commercial Bid.

**Instructions to bidder on Electronic Tendering System**

**These conditions will over-rule the conditions stated in the tender documents, wherever relevant and**

**applicable.**

1. **Registration of bidders on e-Procurement Portal: -**

All the bidders intending to participate in the tenders process online are required to get registered on the centralized e-Procurement Portal i.e. <https://etenders.hry.nic.in> Please visit the website for more details.

## 2. Obtaining a Digital Certificate:

**2.1** The Bids submitted online should be encrypted and signed electronically with a Digital Certificate to

establish the identity of the bidder bidding online. These Digital Certificates are issued by an Approved

Certifying Authority, by the Controller of Certifying Authorities, Government of India.

**2.2** A Digital Certificate is issued upon receipt of mandatory identity (i.e. Applicant's PAN Card) and Address proofs and verification form duly attested by the Bank Manager / Post Master / Gazettes Officer. Only upon the receipt of the required documents, a digital certificate can be issued

**2.3** The bidders may obtain Class-II or III digital signature certificate from any Certifying Authority or Sub certifying Authority authorized by the Controller of Certifying Authorities or may obtain information and application format and documents required for the issue of digital certificate from.

**2.4** Bid for a particular tender must be submitted online using the digital certificate (Encryption & Signing), which is used to encrypt and sign the data during the stage of bid preparation. In case, during the process of a particular tender, the user loses his digital certificate (due to virus attack, hardware problem, operating system or any other problem) he will not be able to submit the bid online. Hence, the users are advised **to keep a backup of the certificate** and also keep the copies at safe place under proper security (for its use in case of emergencies).

**2.5** In case of online tendering, if the digital certificate issued to the authorized user of a firm is used for

signing and submitting a bid, it will be considered equivalent to a no-objection certificate /power of attorney / lawful authorization to that User. The firm has to authorize a specific individual through an authorization certificate signed by all partners to use the digital certificate as per

Indian Information Technology Act 2000. Unless the certificates are revoked, it will be assumed to represent adequate authority of the user to bid on behalf of the firm in the department tenders as per Information Technology Act 2000. The digital signature of this authorized user will be binding on the firm.

**2.6** In case of any change in the authorization, it shall be the responsibility of management / partners of the firm to inform the certifying authority about the change and to obtain the digital signatures of the new person / user on behalf of the firm / company. The procedure for application of a digital certificate however will remain the same for the new user.

**2.7** The same procedure holds true for the authorized users in a private/Public limited company. In this case, the authorization certificate will have to be signed by the directors of the company.

### **3. Online Viewing of Detailed Notice Inviting Tenders:**

The bidders can view the detailed N.I.T and the time schedule (Key Dates) for all the tenders floated through the single portal eProcurement system on the Home Page at <https://etenders.hry.nic.in>

### **4. Download of Tender Documents:**

The tender documents can be downloaded free of cost from the eProcurement portal <https://etenders.hry.nic.in>

### **5. Key Dates:**

The bidders are strictly advised to follow dates and times as indicated in the online Notice Inviting Tenders. The date and time shall be binding on all bidders. All online activities are time tracked and the system enforces time locks that ensure that no activity or transaction can take place outside the start and end dates and the time of the stage as defined in the online Notice Inviting Tenders.

<https://etenders.hry.nic.in>

**NOTE:-** Bidders participating in online tenders shall check the validity of his/her Digital Signature Certificate before participating in the online Tenders at the portal <https://etenders.hry.nic.in>. For help manual please refer to the 'Home Page' of the e-Procurement <https://etenders.hry.nic.in>.

Tender Document Rough cost estimate Providing and fixing 1st quality ceramic glazed wall tiles  
in HIPA MESS at HIPA Complex, Sector-18 ,Gurugram

**PART-I**

**Technical BID**

**(ELIGIBILITYPARAMETERS)**

<b>Ser No</b>	<b>Description</b>	<b>Remarks</b>
1.	Name of the Supply Agency	
2.	Address along with Phone No	
3.	Registration/License No.	
4.	Name of contract person with Address and phone No	
5.	Financial Position (annual turnover from Rs. 10 Lacs or above.	
6.	Experience(Minimum 5 years)	

**A. Criteria for award the contract**

1. The party willing to offer rates must have 5 years minimum experience in civil work with current annual turnover from Rs. 10 Lacs or above.
2. The offers of those firms who do not submit proper documents in support of their experience in this business will not be considered.
3. Preference will be given to the contractor whose service have been recognized /appreciated by an Institute of repute.
4. Only those firms which qualify in technical bid will be eligible for financial Bid.

**PART-II**  
**Financial Bid**

New HSR 2021	Description	Qty	Unit	Quoted Rate by Firm
10.58	Providing and fixing 1st quality ceramic glazed wall tiles conforming to IS : 15622 (thickness to be specified by the manufacturer ) of approved make in all colours, shades except burgundy, bottle green, black of any size as approved by Engineer-in-Charge in skirting, risers of steps and dados over 12 mm thick bed of cement Mortar 1 :3 (1 cement: 3 coarse sand) and jointing with grey cement slurry @ 3.3kg per sqm including pointing in white cement mixed with pigment of matching shade complete.	249.00	Sqm.	
5.43.1	Dismantling tile work in floors and roofs laid in cement mortar including stacking material within 50 metres lead. For thickness of tiles 10 mm to 25 mm	168.00	Sqm.	

**TERMS AND CONDITIONS:**

1. Tender will be issued to those contractor(s) who are enlisted with MCF/CPWD/MES/Railway/PWD (B&R), HUDA, HSIDC, Haryana Marketing Board etc. and other Central Govt./State Govt./Semi Govt. Departments/ Undertakings/ Boards in appropriate categories of estimate amounts who have successfully & satisfactorily executed at least 2-3 projects of similar nature and cost, as mentioned in condition No.(a),(b)&(c) of eligibility criteria shall only be eligible to quote.
2. No tender will be issued to the agency if it fails to qualify the terms & conditions/eligibility mentioned above.

3. The undersigned reserves the right to reject any or all the tenders without assigning any reason what so ever and no conditional and postal tenders will be accepted.
4. The contractors will have to quote their rates including the cost of cement of ISI quality 43 grade OPC cement brands like ACC, Binani, J.K., Ambuja, Vikram, Birla or approved by Engineer in charge. The cement manufactured by mini plant shall not be allowed.
5. The offer will remain valid upto 20 days from the date of opening of tenders.
6. Application for tender documents must accompany with an attested copy of registration certificate of the contractor/ societies.
7. Proof of sale Tax, Vat, EPF, ESI and labour registration and work conduct are to be supplied before issuance of tender.
8. That the rate of bitumen/emulsion at the refinery on the date of receipt of tender shall be considered as base rate. If during execution of the works, the rate of bitumen/emulsion increases or decreases at refinery, the difference in cost shall be paid/recouped from the contractor in the bill, subject to the following conditions:-
  - A. The bitumen/emulsion will be arranged by the contractor from approved refinery only.
  - B. The contractor shall submit original bill/voucher of the refinery while claiming the payment for the work done. The bill/voucher should pertain to the period of original contractual time limit and should correspond with the progress of work. No extra payment due to increase in rate of bitumen/emulsion will be paid if the original bill/vouchers are not submitted by the agency. No increase in prices of the bitumen/emulsion shall be reimbursed to the contractor beyond the original time period allowed for construction as per contract agreement irrespective of extension of time limit granted to the agency for any reason, whatsoever.

- C. After approval of tender, the contractor shall submit the work programme for execution of work and get it approved from the Engineer-in-Charge in the time limit prescribed in the tender document. The increase in rates of bitumen/emulsion shall only be paid if the bituminous work is carried out within the prescribed period as per the approved work programme.
9. The execution of entire work will be monitored by a citizen supervisory committee comprising persons who are stake holder in the work. The contractor shall be bound to keep the committee apprised of various important phases of the work right from the beginning till the end. The contractor shall also give due consideration to the suggestion this committee may make from time to time with regard to the quality of work. In the event of contractor finding such a suggestion to be irresponsible or unacceptable he will bring the matter to the notice of the HIPA Gurugram.
10. The Construction as per the orders of the National Green Tribunal as well as MoEF Guidelines 2010 in relation to precautions required to be taken while carrying construction material for the works and to store the construction material of any kind fully covered in all respect so that it does not disperse in the air in any form under MCF.
11. The contractors executing construction work that they shall carry all the construction material and debris in the trucks or other vehicle which are fully covered and protected so as to ensure that the construction debris or the construction material does not get dispersed into the air or atmosphere, in the form whatsoever and the dust emissions from the construction site should be completely controlled.

12. The Contractors executing construction work that they shall provide mask to every worker working on the construction site involved in loading, unloading and carriage of construction material and construction debris to prevent inhalation of dust particles.

**Assistant Director (Admin)**  
**HIPA**