

F.No. D.21013/35/2019-DC
Government of India
Directorate General of Health Scheme
Central Drugs Standard Control Organization

FDA Bhavan, Kotla Road,
New Delhi-110002

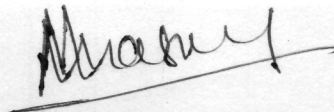
Dated :- 2nd April, 2019

SHORT TERM TENDER NOTICE

Subject:- Creation of modern Conference Hall by modifying/innovating the existing Library premises on 2nd Floor in CDSCO(HQ) at FDA Bhawan, New Delhi.

Central Drugs Standard Control Organization (HQ) invites sealed tenders from the reputed contractors under two bid system, i.e. technical bid and financial bid for creation of a modern Conference Hall (having approx. area of 1800 sq. ft.) with necessary infrastructure by modifying/innovating the existing Library on 2nd Floor of FDA Bhawan in compliance of terms and conditions stipulated in this tender document. The said area is already available for creation of the Conference Hall in question. The bidders may inspect the area before submitting their bids. The scope of the work to be done, the material to be used etc. are mentioned below. The layout plan is at **Annexure-I:-**

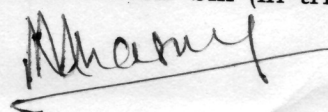
- (i) Providing & fixing new floor tiles/carpet tiles including labour, fixing material and tiles complete including grout with matching pigment. The sample of the material to be used for the purpose will have to be shown in advance i.e. before actual execution of work.
- (ii) Providing & fixing wooden cabinets in Pantry area wherever required as per plan.
- (iii) Melamine polish/enamel paint to wooden paneling, wooden light fixtures including Pantry area and ancillary area wherever required.
- (iv) Providing & fixing new false ceiling as per site conditions and as per plan to conceal existing Ducts, pipelines and wooden fixtures for light, etc.
- (v) Providing of wooden Paneling/partition as per plan.
- (vi) Ducting of split Air conditioners with below given specification:-
 - (a) VRV Work low side:
 - 01 PH outdoor unit testing and commissioning
 - 01 PH indoor unit installation
 - Y joints
 - (b) Copper pipe installation:
 - 6.4 dimension
 - 9.4 dimension
 - 12.7 dimension
 - 15.9 dimension
 - 19.1 dimension



- 22.2 dimension
 - 28.6 dimension
- (c) Cable supply 1.5 x 2 core communication wire
(d) PVC pipe : 32 mm and 25 mm
(e) All Y joints will be done on the basis of brand of air-conditioners.
- (vii) Glass work – Provision of toughened glass on the entry side of the proposed Conference Room and along with paneling wherever required as per design and plan attached herewith.
- (viii) Wooden Conference Table 42 seater as per size and specification mentioned in the plan and drawing includes good quality of particle board with machine pressed ISO Certified Veneer such as Virgo, Safe Lam or lam or any other reputed brand with M.S./SS (202) frame. The sample of the material to be used for the purpose will have to be shown in advance i.e. before actual execution of work.
- (ix) Laying of water pipe line in Pantry area of Conference Hall with good quality of fittings like CPVC pipe (astal or equivalent) and sanitary fittings (Hindware, Jaguar, etc.).

2. **TERMS AND CONDITION:**

- a) The tender in two bids with filled up technical information in the **Annexure-II** and financial information in **Annexure-III** shall consist of rates inclusive all charges/GST etc.
- b) The quotation should be given on firm's letter head giving address, telephone number, Pan Number, GST No. etc.
- c) The contractor may visit this office for inspecting the site before quoting of rates between office hours except any gazette holiday between 1:00 AM to 5:00 PM. If any information related to the above proposed work, is desired the bidding firms may contact Admn. Division of CDSCO.
- d) The bidder firm must furnish the layout plan along with designs/drawings in 2-D/3-D dimensions as per specified areas.
- e) Unsealed/unsigned quotations shall not be considered for evaluation. Quotations without EMD shall be summarily rejected. There should be not erasing and/or overwriting. The quotations with erasing and/or overwriting shall be summarily rejected.
- f) The rate should be mentioned in figures as well as in words exclusive of taxes and levies in the financial bid document attached as **Annexure-III**. Financial bids submitted in any other format will not be accepted. The taxes and other levies, if any, should be indicated separately. **In case nothing is mentioned, it will be assumed that taxes/other levies are included in the rates quoted.**
- g) The bidder firm should also furnish earnest money deposit amounting of Rs. 1,25,000/- (Rupees one lakh twenty five thousand only) in form of DD/Pay order in favour of P&AO, DGHS, New Delhi along with quotation. The amount of the earnest money deposit will be released to unsuccessful firms after the finalization of the contract.
- h) No advance payment will be made. All payments will be made after the execution of the works only. The approved contractor shall submit their bill (in triplicate) on

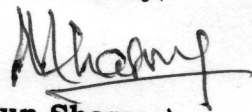


completion of awarded job and payment will be made within three or four weeks after completion of work/submission of bill.

- i) The contract can be terminated by this office at any time without assigning any reason, if the work of the contractor is not found satisfactory. In this connection, the decision of DCG(I) shall be final and binding on the contractor.
- j) The successful bidder (L-1) will be required to furnish **security deposit amount @ 5% to 10% of total contract value** within 10 days from the date of acceptance of job order. The security deposit shall be in the form of DD/Pay Order/Fix deposit receipt/ Bank Guarantee in favour of P &AO, DGHS, Nirman Bhawan, New Delhi. The Security Deposit will be refundable only after the satisfactory completions of work. No interest will be paid on the security deposit.
- k) This department has the right to forfeit the security deposit in full or in part in the event of failure on the part of contractor to fulfil the terms and conditions of the contractor. After expiry of last date, No quotation will be entertained.
- l) The awarded work should be completed within the period indicated in the job order, if it is not completed within the time as specified in the order then penalty will be charged as decided by the CDSCO.
- m) The contractor or his authorized representative could be present at the times of opening of quotation, if they so desire.
- n) In case any accident occurs with the deployed labour of the contractor/agency while working, it will be the responsibility of the contractor/agency. This office will not be liable for any claim on that account.
- o) After renovation in question is done, procurement of various items like Conference mike system, Cassette ACs, Conference Chairs, LED TVs, Projectors, etc. will be done separately through GeM.

3. Quotations should be in proper sealed cover superscribed as **"Bid regarding Creation of modern Conference Hall by modifying/innovating the existing Library premises on 2nd Floor in CDSCO(HQ) at FDA Bhawan, New Delhi"**. This cover should contain two separate sealed envelopes one containing Technical Bid along with relevant documents and superscribed as **"Technical Bid" regarding creation of modern Conference Hall by modifying/innovating the existing Library premises on 2nd Floor in CDSCO(HQ) at FDA Bhawan, New Delhi** while the other sealed envelope should contain Financial Bid superscribed as **"Financial Bid" regarding Creation of modern Conference Hall by modifying/innovating the existing Library premises on 2nd Floor in CDSCO(HQ) at FDA Bhawan, New Delhi**. The quotation should be addressed to Dy. Director Admn.(Drugs), CDSCO(HQ), FDA Bhawan, Kotla Road, New Delhi so as to reach her latest by 3:00 PM. on 12.04.2019 or dropped into Tender Box on the Ground Floor. The tender will be opened on the same day at 4:00 PM. The selected bidder will be handed over vacant space for creation of the Conference Hall in question.

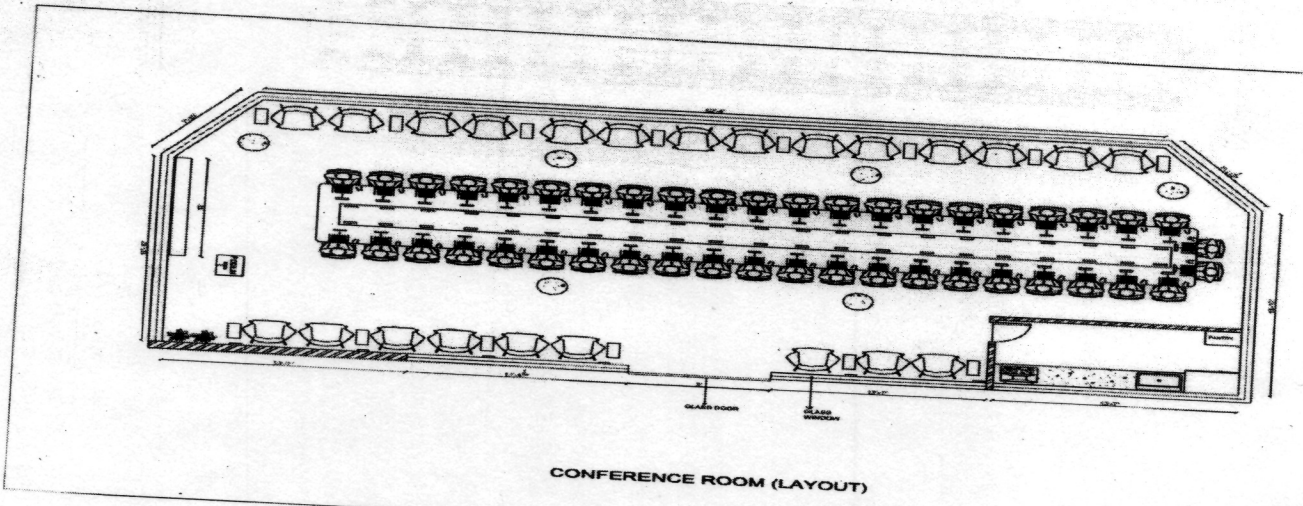
Yours faithfully,



(Arun Sharma)
Director (Admn.)

Tel. Fax No. 011-23236971

E-mail: drugsection@cdsco.nic.in



CONFERENCE ROOM (LAYOUT)

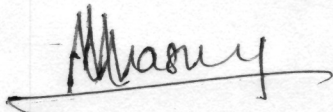
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TECHNICAL BID

S.No.	Particular	Self attested copy
1.	Proof of Income Tax Return for the last 03 years and turnover of the firm more than 10 Lakh	Yes/No
2.	Self Attested copy of PAN Number	Yes/No
3.	Self Attested copy of GST Number	Yes/No
4.	Orders/Satisfactory completion certificate for undertaking of work in Govt. Office/Govt. Undertaking office/Private Office etc.	Yes/No
5.	EMD for Rs. 1,25,000/- attached.	Yes/No. If yes, give details.

Signature of Authorized Signatory

Name of the Agency with Seal



FINANCIAL BID

S.No.	Description of Work	Qty. (Approx.)	Rate (Rs.)
1	Providing & fixing new floor tiles/carpet tiles including labour, fixing material and tiles complete including grout with matching pigment.	1370 sq. ft.	
2.	Providing & fixing wooden cabinets in Pantry area where required as per plan.	350 sq. ft.	
3.	Melamine polish/enamel paint to wooden paneling, wooden light fixtures including Pantry area and ancillary area wherever required.	1370 sq. ft.	
4.	Providing & fixing new false ceiling as per site conditions and as per plan to conceal existing Ducts, pipelines and wooden fixtures for light, etc.	1320 sq. ft.	
5.	Providing of wooden Paneling/partition as per plan	1600 sq. ft.	
6.	Ducting of split Air conditioners with below given specifications:- (a) VRV Work low side: • 01 PH outdoor unit testing and commissioning • 01 PH indoor unit installation • Y joints (b) Copper pipe installation: • 6.4 dimension • 9.4 dimension • 12.7 dimension • 15.9 dimension • 19.1 dimension • 22.2 dimension • 28.6 dimension (c) Cable supply 1.5 x 2 core communication wire (d) PVC pipe : 32 mm and 25 mm (e) All Y joints will be done on the basis of brand of air-conditioners	1500 sq. ft.	
7.	Glass work - Provision of toughened glass on the entry side of the proposed Conference Room and along with paneling wherever required as per design and plan attached herewith.	650 sq. ft.	
8.	Wooden Conference Table as per size and specification mentioned in the plan and drawing includes good quality of particle board with machine pressed ISO Certified Vineer such as Virgo, Safe Lam or lam or any other reputed brand with M.S./SS (202) frame.	882 sq. ft.	
9.	Laying of water pipe line in Pantry area of Conference Hall with good quality of fittings like CPVC pipe (astal or equivalent) and sanitary fittings (Hindware, Jaguar, etc.). Plan of laying new pipeline drain as well as supply may also be provided by the bidder.	210 sq. ft.	

Signature of Authorized Signatory

Name of the Agency with Seal