



# **TENDER DOCUMENT**

(Through e-Tendering)

**Name of Work: Designing, Manufacturing, supplying, & installation of modular furniture for 06 No's PNB-CRDT, RSETI Buildings at various locations.**

**NITNO:HPL/DGM(Engg)/TC/PNB/Furniture/2019-20/34 Dated :18.10.2019**

ISSUED TO:- \_\_\_\_\_

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## **HINDUSTAN PREFAB LIMITED**

(A Govt. of India Enterprise)

Jangpura, New Delhi-110014

CIN: U74899DL1953GOI002220

Ph- (011) 43149800-899, Fax: (011) 26340365

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**HINDUSTAN PREFAB LIMITED  
JANGPURA, NEW DELHI- 110014**

**NOTICE INVITING e-TENDER**

**NITNO:HPL/DGM(Engg)/TC/PNB/Furniture/2019-20/34**

**Dated :18.10.2019**

1. HPL invites online “E-tender” in two bid system on behalf of “Punjab National Bank- CRDT” for the work of “**Designing, Manufacturing, supplying, & installation of modular furniture for 06 No’s PNB-CRDT, RSETI Buildings at various locations.**” from the reputed, experienced, technically and financially sound agencies.

NIT NO.	<b>HPL/DGM(Engg)/TC/PNB/Furniture/2019-20/34 Dated :18.10.2019</b>
Name of the Work	<b>Designing, Manufacturing, supplying, &amp; installation of modular furniture for 06 No’s PNB-CRDT, RSETI Buildings at various locations.</b>
Estimated Cost	Rs 87.68lacs
Period of Completion	45 days
Earnest Money Deposit	Rs. 1.75 Lacs
Non-refundable cost of Tender document	Rs. 5900/- in the shape of DD/PO in favour of Hindustan Prefab Limited and, payable at New Delhi
Non-refundable cost of e-tender	Rs.5173/- through e-payment gateway to ITI Ltd.
Last date & time of submission of online tender	<b>Up to 30.10.2019 by 3.00 PM</b>
Period during which hard copy in Original of EMD, Cost of Tender Document, e-tender processing fee, letter of Acceptance of tender conditions, enlistment order of the contractor and other documents as per NIT shall be submitted.	<b>Before and up to 3.00 PM on 30.10.2019</b> in the office of Head Tender Cell at Hindustan Prefab Limited, Jangpura, New Delhi-110014
Date & Time of Opening of technical Bid	<b>30.10.2019 at 3.30 PM</b>
Validity of offer	180 days from the date of opening of price tender
Opening of price bid	To be intimated later via email, only technically qualified agencies.

The tender document can be downloaded from website [www.tenderwizard.com/HPL](http://www.tenderwizard.com/HPL) and [www.eprocure.gov.in](http://www.eprocure.gov.in). **“Any Corrigendum/addendum, if any, would appear only on the HPL website and not to be published in any Newspaper”.**

2.0 The intending tenderer must read the terms and conditions of HPL carefully. He should only submit his tender if he considers himself eligible as per eligibility criteria and he is in possession of all the documents required.

3.0 **Those intending tenderers/contractors not registered on the website i.e. [www.tenderwizard.com/HPL](http://www.tenderwizard.com/HPL) mentioned above with M/s. ITI, are required to get registered beforehand. If needed they can be imparted training on online tendering process as per details available on the website i.e. [www.tenderwizard.com/HPL](http://www.tenderwizard.com/HPL).**

4.0 The intending tenderer must have class-III digital signature to submit the tender.

5.0 The Tender Document as uploaded can be viewed and downloaded free of cost by anyone including intending tenderer. But the tender can be submitted only after uploading the mandatory scanned documents such as (a) Demand Draft of any Nationalized or all Commercial Scheduled, HDFC, IDBI, ICICI, Axis Bank towards cost of tender document, (b) Proof of deposit of e-Tender Processing Fee, (c) Demand Draft of any Nationalized or all Commercial Scheduled, HDFC, IDBI, ICICI, Axis Bank against EMD & all other documents as per Notice Inviting e-tender.

#### **6.0 Set of Contract / Tender Documents:**

The following documents will constitute set of tender documents:-

- a) Notice Inviting e-Tender
- b) Technical & Financial Sheet
- c) Special Conditions of contract
- d) List of approved make
- e) General Condition of Contract-CPWD
- f) Bill of Quantities
- g) Tender Drawing
- h) Acceptance of Tender Conditions
- i) Integrity Pact
- j) Corrigendum, if any

7.0 If any problem related to online filling, please contact help desk no. 011-49424365. If not satisfied with help desk response. Kindly contact HPL Tender Cell, Jangpura, New Delhi.

8.0 HPL will not responsible for any type of failure of network at contractor end. So you are advised to fill tender with sufficient time in hand to avoid last moment rush.

9.0 E-tendering processing fees are seen on HPL website.

10.0 Joint ventures are not accepted.

11.0 HPL reserves the right to accept any or reject all the tenders and split up the work among more than one parties without assigning any reasons thereof. HPL reserve the right to terminate the work in between by giving one month notice without any financial liability

- 12.0 The tenderers are required to quote strictly as per terms and conditions, specifications, standards given in the tender documents and not to stipulate any deviations.
- 13.0 After submission of the tender the tenderer can re-submit revised tender any number of times but before last time and date of submission of tender as notified
- 14.0 When it is desired by HPL to submit revised financial tender then it shall be mandatory to submit revised financial tender. If not submitted then the tender submitted earlier shall become invalid.
- 15.0 On opening date, the tenderers can login and see the tender opening results.
- 16.0 Contractor can upload documents in the form of JPG and PDF format.
- 17.0 Contractor to upload scanned copies of all the documents including valid GST registration/EPF registration/VAT registration/Sales Tax registration, PAN No. as stipulated in the tender document.
- 18.0 If the contractor is found ineligible after opening of tender, his tender shall become invalid and cost of bid document and processing fee shall not be refunded.
- 19.0 If any discrepancy is noticed between the documents as uploaded at the time of submission of tender and hard copies as submitted physically by the contractor the tender shall become invalid and cost of tender document and processing fee shall not be refunded.
- 20.0 Notwithstanding anything stated above, HPL reserves the right to assess the capabilities and capacity of the tenderers to perform the contract, in the overall interest of HPL. In case, tenderers capabilities and capacities are not found satisfactory, HPL reserves the right to reject the tender.
- 21.0 In case of Percentage Rate Tender, Contractor must ensure to quote single percentage rate. The column meant for quoting rate in figures appears in pink colour and the moment rate is entered, it turns sky blue, The Rate shall be quoted upto 2Decimals.
- 22.0 In case of Item Rate Tender, price shall be entered against each item in the Bill of Quantities / Schedule of Quantities. The cost of item against which the contractor has failed to enter a rate or price shall be deemed to be covered by rates and prices of other items in Bill of Quantities / Schedule of Quantities and no payment shall be made for the quantities executed for items against which rate has not been quoted by the contractor. The column meant for quoting rate in figures appears in pink/yellow colour and the moment rate is entered, it turns sky blue. The Rate shall be Quoted up to 2 Decimals.
- 23.0 In addition to this, while selecting any of the cells a warning appears that if any cell is left blank the same shall be treated as "0". Therefore, if any cell is left blank and no rate is quoted by the tenderers, rate of such item shall be treated as "0"(ZERO).
- 24.0 The bidders have to provide their account details on their letter head So that EMD can be refunded at the earliest.
- 25.0 The documents as per PQ criteria should be spiraled and separate file. It should be properly Numbered.
- 26.0 The tenderer if required may submit questions in writing by e-mail at [tendercellhpl@gmail.com](mailto:tendercellhpl@gmail.com) to seek clarifications latest by 29.10.2019 to the office Hindustan Prefab Limited, Jangpura, New Delhi : 110014. The tenderers are requested to submit their technical and commercial queries separately so that those could be replied suitably.

## **Prequalification Criteria (PO)**

### **1 INITIAL CRITERIA FOR ELIGIBILITY FOR TECHNICAL BID:-**

The applicant should have experience of having successfully completed works during the last seven years ending last day of the month previous to the one in which applications are invited:

(i) Three similar completed works costing each not less than the amount equal to 40% of estimated cost put to tender,

OR

Two similar completed works, each of value not less than 60% of the estimated cost put to tender

OR

One similar completed work of value not less than 80% of the estimated cost put to tender

(ii) Similar works shall mean work of Designing, Manufacturing, supplying, & installation of modular furniture.

(iii) The value of executed works shall be brought to current costing level by enhancing the actual value of work at simple rate of 7% per annum; calculated from the date of completion to last date of receipt of applications for tenders

- 2 For this purpose, cost of work shall mean gross value of the completed work including the cost of materials supplied by the Govt./ Client, but excluding those supplied free of cost. This should be certified by an officer not below the rank of Executive Engineer/ Project Manager or Equivalent.
- 3 The applicant should have had average annual financial turnover (gross) of 50% of total estimated cost put to tender during the last three years March 2018 onwards. This should be duly audited by a Chartered Accountant. Year in which no turnover is shown would also be considered for working out the average.
- 4 The applicant should not have incurred any loss in more than two years during the last five years 2017-18 onwards which should be duly certified by the Chartered Accountant.
- 5 The applicant should have a solvency of 40% of estimated cost certified by his Bankers. The solvency certificate should not be more than 6 months old.
- 6 The applicant should own Plants, machineries & equipment's as per list required for the proper and timely execution of the work, else, he should certify that he would be able to manage the equipment by hiring etc. and submit the list of firms from whom he proposes to hire.
- 7 The applicant should have sufficient number of Technical and Administrative employees for the proper execution of the contract. The applicant should submit a list of these employees stating clearly how these would be involved in this work.
- 8 The applicant's performance for each work completed in the last 7 years and in hand should be certified by an officer not below the rank of Executive Engineer or equivalent and should be obtained in sealed cover.

## 9 EVALUATION CRITERIA FOR PRE-QUALIFICATION

9.1 For the purpose of pre-qualification, applicants will be evaluated in the following manner:

9.1 The initial criteria prescribed in para 01 to 05 above in respect of experience of similar class of works completed and financial turnover etc. will first be scrutinized and the applicant's eligibility for pre-qualification for the work be determined.

9.3 The applicants qualifying the initial criteria as set out in para 01 to 05 above will be evaluated for following criteria by scoring method on the basis of details furnished by them:

a)	Financial strength (Form „A”)–	Max 20 Marks
b)	Experience in similar nature of works during last Seven years (Form „B”)–	Max 20 Marks
c)	Performance on works (Form „D”)–Time overrun	Max 20 Marks
d)	Performance on works (Form „D”)–Quality	Max 40 Marks

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Total 100 Marks  
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To qualify, the applicant must secure at least fifty percent marks in each above & sixty percent marks in aggregate.

The HPL, however, reserves the right to restrict the list of pre-qualified contractors to any number deemed suitable by it.

## 10.0 FINANCIAL INFORMATION

Applicant should furnish the following financial information: Annual financial statement for the last five year (in Form “A”)

## 11.0 EXPERIENCE IN WORKS HIGHLIGHTING EXPERIENCE IN SIMILAR WORKS

11.1 Applicant should furnish the following:

- a) List of all works of similar class Designing, Manufacturing, supplying, & installation of modular furniture successfully completed during the last seven years (in form “B”)

11.2 Structure & Organization (in Form “F”)

## 12.0 ORGANISATION INFORMATION

Applicant is required to submit the following information in respect of his organization (in Form “E”)

Number of Technical & Administrative Employees in parent company, subsidiary company and how these would be involved in this work (in Form “E”).

13.0 The document uploaded by the contractor / construction agency in support of their work experience, financial credential, Income tax return, Turnover etc. should be self-attested.

- 14.0 List of Mandatory Documents to be scanned and uploaded within the period of tender submission.

Demand Draft of any Nationalized or approved scheduled Bank against EMD

Demand Draft of any Scheduled Bank towards cost of Bid Document.

Certificates of work experience and documents pertaining to Prequalification criteria (PQ) for open tenderers. The enlisted contractor of HPL in the Category for works upto & above Rs 5.00 Crores will be exempted from Technical bid (PQ procedures) and need not to submit the Technical bid (PQ). Copy of certificate issued by the HPL will have to be attached/upload along with the Form-C (Project under execution-List) & Last 5 years turnover details at the time of applying.

Should have valid EPF Certificate

Letter of Acceptance of tender condition unconditional as per tender documents Annexure -I of this NIT.

Power of Attorney of the person having Digital Signature for signing/Submitting the bid.

Service tax registration/EPF registration/VAT registration/Sales Tax registration, PAN No

Forms A to G

- 15 All the uploaded documents including other documents as per NIT should be submitted in hard copy as per time and date mentioned in the NIT.
16. Price bid will submit online only, do not submit hard copy of pricebid.

### MEMORANDUM TO FORM OF TENDER

S.N.	Description	Clause No.	Values/ Description to be applicable for relevant clause(s)
i)	Name of work		Designing, Manufacturing, supplying & installation of modular furniture for 06 No's PNB-CRDT,RSETI Building at various locations.
	NIT No:		<b>HPL/DGM(Engg.)/TC/PNB/Furniture/2019-20/34 Dated : 18.10.2019</b>
ii)	Client/ Owner		<b>Punjab National Bank-CRDT</b>
iii)	Type of Tender		Sealed percentage rate
iv)	Earnest Money	NIT	<b>Rs. 1.75 Lacs (Only DD shall be accepted)</b> from any Nationalised Bank or ICICI, IDBI, HDFC & Axis Bank in India
v)	Estimated cost	NIT	<b>Rs. 87.68Lacs</b>
vi)	Time for completion of work	NIT	45 days
vii)	Mobilization advance	10 B	10 % of contract value in two installments.
viii)	Interest rate of Mobilization advance	10 B	<b>10% (Ten percent) per annum</b>
ix)	Schedule of rates Applicable		<b>DSR' 2014</b>
x)	Validity of tender		180 (Eighty) days
xi)	Performance Guarantee		5.00 % (Five percent) of awarded contract amount at the time of signing of agreement in the shape of bank guarantee only from any Nationalized Bank or ICICI, IDBI, HDFC & Axis Bank in India
xii)	Security Deposit/ Retention Money		5.00 % (five percent) of awarded contract amount, which shall be deducted in the manner, set out in tender document/contract.
xiii)	Time allowed for starting the work		The date of start of contract shall be reckoned from <b>03<sup>rd</sup> day</b> of issue of telegram/Letter/Telex/Fax of intent of Acceptance of tender or from the 1 <sup>st</sup> day of handing over of the site, whichever is later.
xiv)	Defect liability period		12 (Twelve) months from the date of handing over of the work to the client.



xv)	Escalation /Price variation	10 CC	Escalation /Price variation is not applicable/ payable in this contract. Rates are firm & fixed for the entire contract period including extended period, if any.
xvi)	Specifications to be followed for execution of work( all works)		The work shall be carried out as per latest CPWD specifications with upto date correction slips, which is being followed in state of work in general as per direction of Engineer-in-charge in addition to the additional technical specifications given in the tender document.

**Annexure-I**

**ACCEPTANCE LETTER  
TO BE ENCLOSED ALONGWITH EMD IN ENVELOPE – I**

Hindustan Prefab Limited

(Address of submission as mentioned in “Notice Inviting Tender”)

**Name of work :** Designing, Manufacturing, supplying & Installation of modular furniture for 06 No's PNB CRDT, RSETI Building at various locations.

**NITNo :** HPL/DGM(Engg.)/TC/PNB/FURNITURE/2019-20/34 **Dated:** 18.10.2019

Sir,

**ACCEPTANCE OF TENDER CONDITIONS**

1. The tender documents for the work as mentioned in “Memorandum to Form of Tender” have been sold to me/us by Hindustan Prefab Limited and I / we hereby unconditionally accept the tender conditions and tender documents, corrigendum, addendum in its entirety for the abovework.
2. The contents of the Tender documents (Instructions to the Tenderers) have been noted wherein it is clarified that after unconditionally accepting the tender condition in its entirety, it is not permissible to put any remark(s)/ conditions (s) (except unconditional rebate on price, if any) in the tender enclosed in “Envelope-1” and the same has been followed in presentcase.

In case this provision of the tender is found violated at any time after opening “Envelope-I” , I/ We agree that the tender shall be summarily rejected and HPL shall, without prejudice to any other right or remedy be at liberty to forfeit the full said earnest money absolutely.

3. The required earnest money for this work is enclosedherewith.

Yours faithfully,

(Signature of the tenderer)  
With rubber stamp

Dated:\_\_\_\_\_

## Instructions to Tenderer (ITT)

- 1.0 Online sealed percentage rate open tenders on behalf of PNB-CRDT are invited for the work of **Designing, Manufacturing, supplying & Installation of modular furniture for 06 No's PNB CRDT, RSETI Building at various locations.**
- 1.1 The Pre-qualification / enlistment of the contractors should be valid on the last date of submission of tenders. In case the last date of submission of tender is extended, the pre-qualification of contractor should be valid on the original date of submission of tenders.
- 2.0 The work is estimated to cost **Rs 87.68Lacs.** This estimate, however, is given merely as a roughguide.
- 3.0 The tender document as uploaded can be seen on website [www.tenderwizard.com/HPL](http://www.tenderwizard.com/HPL) or [www.eprocure.gov.in](http://www.eprocure.gov.in) and can be downloaded free of cost.
- 4.0 **Mode of Submission.**

### **Earnest MoneyDeposit**

Earnest Money Deposit of amount as mentioned in "NIT" required to be submitted along with the tender shall be in the form of Demand Draft payable at place as mentioned in NIT in favour of HPL limited from any Nationalized/Scheduled Bank. The EMD (DD) shall be valid for minimum period of 90 days from last day of submission of Tender. The EMD shall be scanned and uploaded to the e-Tendering website within the period of tender submission and original should be deposited in office of HPL.

The EMD of all unsuccessful tenderers will be returned within thirty (30) days of the declaration of successful tenderer (L-1). The EMD of L-2 party shall be returned after award of work to L-1 agency. No interest will be payable by the HPL on the said amount covered under EMD/Any other Security Deposit.

- 5.0 Interested contractor who wish to participate in the tender has also to make following payments in the form of Demand Draft/Pay Order or Banker's Cheque of any Scheduled Bank and to be scanned and uploaded to the e-Tendering website within the period of bid submission:

Cost of Bid Document- /- in the shape of DD/PO in favour of HPL Ltd payable at New Delhi.

e-Tendering processing fee- 5173/- through e-payment only.

Demand Draft against EMD and Cost of tender Document shall be placed in single sealed envelope superscripted as "Earnest Money", "Cost of Tender Document " with name of work, NIT No. and due date of opening of the tender also mentioned thereon.

Copy of pre-qualification/enlistment letter and certificate of work experience (if required) and other documents as specified in the tender and PQ shall be scanned and uploaded to the e-Tendering website within the period of tender submission and certified & self-attested with stamp copy of each shall be deposited in a separate envelope marked as "Technical Bid"

- 6.0** Both the envelopes shall be placed in another envelope with due mention of Name of work, date & time of opening of tenders and to be submitted in the office of HPL upto the last date & time of submission of tender on **30.10.2019 up to 03:00 PM** The documents submitted shall be opened on the same day

Online Technical tender documents submitted by intending tenderers shall be opened only of those tenderers, whose Earnest Money Deposit, Cost of tender Document and e-Tender processing fee and other documents placed in the envelope are found in order. The Price tenders of those tenderers who have qualified the technical bid shall be opened. The date of opening of price tender shall be informed to the tenderer subsequently.

- 7.0** The tender submitted shall become in valid if:-

- i) The tenderer is found ineligible.
- ii) The tenderers do not upload all the documents (including service tax registration/VAT registration/Sales Tax Registration) as stipulated in the tender document.
- iii) If any discrepancy is noticed between the documents as uploaded at the time of submission of tender and hard copies as submitted physically in the office of tender opening authority.

## **8.0 VALIDITY OF TENDER**

The Tender for the works shall remain open for acceptance for a period of One Eighty (180) days from the date of opening of financial tender. If any tenderer withdraws his tender before the said period or issue of letter of acceptance, whichever is earlier, or makes any modifications in the terms and conditions of the tender which are not acceptable to the HPL, then the HPL shall, without prejudice to any other right or remedy, be at liberty to forfeit the said earnest money as aforesaid. Further the tenderers shall not be allowed to participate in the retendering process of work.

## **9.0 ACCEPTANCE OF TENDER**

HPL reserves the right to reject any or all the tenders in part or full without assigning any reason whatsoever. HPL does not bind itself to accept the lowest tender. The HPL reserves the right to award the work to a single party or split the work amongst two or more parties as deemed necessary without assigning any reason thereof. The Contractor is bound to accept the part work as offered by HPL after split up at the quoted/negotiated rates.

- 10.0** The tenders shall be strictly as per the conditions of contract. Tenders with any additional condition(s)/modifications shall be rejected.
- 11.0** The witnesses to the Tender/Contract Agreement shall be other than the tenderer(s) competing for this work and must indicate full name, address, and status/occupation with dated signatures.
- 12.0** The acceptance of tender will rest with the HPL who does not bind itself to accept the lowest tender and reserves to itself the right to reject any or all the tenders received without assigning any reason thereof. Tenders in which, any of the prescribed conditions are not fulfilled or found incomplete in any respect are liable to be rejected.
- 13.0** On acceptance of tender, the name of the accredited representative(s) of the contractor who would be responsible for taking instructions from Engineer-in-Charge or its authorized representative shall be intimated by the contractor within 07 days of issue date of letter of Awards by HPL.

**14.0** The tenderer shall not be permitted to tender for works if his near relative is posted in the project office or concerned Zonal Office of the HPL. The contractor shall also intimate the names of persons who are working with him in any capacity or are subsequently employed by him and who are near relatives to any of the officers in HPL. Any breach of this condition by the tenderer would render him liable to the withdrawal of the work awarded to him and forfeiture of Earnest Money and Security Deposit. This may also debar the contractor from tendering for future works under HPL

**15.0** The time of completion of the entire work, as contained in contract shall be as mentioned in "NIT", which shall be reckoned from the 03<sup>rd</sup> day after issue of the letter of Award by the HPL

**16.0** Canvassing whether directly or indirectly, in connection with tenderers is strictly prohibited and the tenders submitted by the contractors who resort to canvassing will be liable for rejection.

**17.0** The tender award, execution and completion of work shall be governed by tender documents consisting of (but not limited to) Letter of Award/Letter of work order, Bill of Quantities, Conditions of Contract.

#### **18.0 ADDENDA/CORRIGENDA**

Addenda/ Corrigenda to the tender documents may be issued prior to the date of submission of the Addenda/ Corrigenda to the tender documents may be issued up to the date of submission of the tender to clarify or effect modification in specification and/ or contract terms included in various tender documents. The tenderer shall suitably take into consideration such Addenda/ Corrigenda while submitting his tender. The tenderer shall return such Addenda/ Corrigenda duly signed and stamped as confirmation of its receipt & acceptance and submit along with the tender document. All Addenda/ Corrigenda shall be signed and stamped on each page by the tenderer and shall become part of the tender and contract documents. In case of non-working of websites, addendum/corrigendum shall be uploaded immediately on its working

#### **19.0 CLARIFICATION AFTER TENDER SUBMISSION**

Tenderers attention is drawn to the fact that during the period, the tenders are under consideration, the tenderers are advised to refrain from contacting by any means, the HPL and/or his employees/ representatives on matters related to the tender under consideration and that if necessary, HPL will obtain clarifications in writing or as may be necessary. The tender evaluation and process of award of works is done by duly authorized Tender Scrutiny Committee and this committee is authorized to discuss and get clarification from the tenderers.

**Note:-**The quantities for some items are not given in the BOQs, those quantities may be considered as **NIL** & bidders need not to quote the rates for such items.

**20.0** The bidders have to provide their account details on their letter head So that EMD can be refunded at the earliest

**COMPLETION SCEHDULE**

<b>S.NO</b>	<b>NAME OF STATE</b>	<b>NAME OF LOCATION</b>	<b>TIME OF COMPLETION FROM DATE OF ISSUE OF WORK ORDER</b>
1	PUNJAB	• AMRITSAR	15 DAYS
2	UTTAR PRADESH	• BIJNOR	15 DAYS
3	HIMACHAL PRADESH	• KULLU • HAMIRPUR	40 DAYS
4	UTTARKHAND	• HARIDWAR	45 DAYS
5	UTTAR PRADESH	• LALITPUR	45 DAYS