

**National Centre for Antarctic & Ocean Research
Headland Sada, Vasco-da-Gama, Goa-403804**

NOTICE INVITING TENDER

Tender No: NCAOR/EST/CE/02/15-16

The Director, NCAOR, Goa invites sealed tenders in one cover system, for the below mentioned work, from contractors of Government/PSU/Reputed Organizations, on turnkey basis who have carried out at least one single similar work of Rs. 30,000/- or above during last 3 years ending March 2015.

Description of work	Tender Cost (Rs.)	EMD (Rs.)
"Supply and Installation of Vertical Blinds" at NCAOR, Goa	100.00	2500.00

The tender documents & other details may be obtained from the Estate Division, NCAOR on all working days between 10.00hrs to 16.00 hrs on or before 01/06/2015 by a written request along with tender cost by DD drawn on NCAOR, Vasco-da-Gama. Tender form can also be down loaded from NCAOR website www.ncaor.gov.in and submitted along with cost of the tender. Tenders duly completed in all respect should be dropped in the tender box kept in the office of Estate section on or before 02/06/2015, 10.30 hrs. Date of opening of tender is 02/06/2015 at 12.00 hrs in presence of the tenderers, if any.

Director, NCAOR

Terms & Conditions

1. The Director, NCAOR, Goa invites sealed tenders in one cover system, for the mentioned work, from contractors of Government/PSU/Reputed Organizations, on turnkey basis who have carried out at least one single similar work of Rs. 30,000/- or above during last 3 years ending March 2015.
2. Time period for completion of work is **30 days** from the date of work order.
3. Tenderer may download the tender document available in website: www.ncaor.gov.in. Firms who have downloaded the tender document should submit Demand Draft for Rs.100/- (non-refundable) drawn in favour of **Director, NCAOR payable at Vasco-da-Gama, Goa** towards the cost of Tender along with the proposal. The proposal received without Tender Form Fee will be summarily rejected.
4. Tender document also be obtained from the office of Estate section, NCAOR during the office hours between 10.00 hrs to 16.00 hrs. on or before 01/06/2015 , by a written request, on payment of Rs. 100/- by DD drawn in favour of NCAOR, payable at Vasco-da-Gama, Goa. The proposal received without Tender Form Fee will be summarily rejected.
5. Entire tender document (signed and Stamped on all pages) should be submitted in a sealed cover, super scribed with the name of the work, date and time of opening. Tenders will be received upto 10.30 hrs on 02/06/2015 and will be opened at 12.00 hrs on the same day. Tenders should be dropped in the tender box kept in the Estate section before the closing date and time indicated. If the tender opening day happens to be a holiday then tenders will be opened on the next working day on the same time.
6. The Earnest Money Deposit Amount Rs. 2500/- (EMD) in the form of a demand draft from a scheduled bank, drawn in favour of Director, NCAOR, payable at Vasco-da-Gama only, should accompany the tender documents. Tender received without EMD will be rejected. EMD of the successful bidder will be converted to Security Deposit.
7. Tender submitted shall remain valid for 90 days from the date of opening for the purpose of acceptance and award of work. The extension of validity beyond 90 days from the date of opening shall be by mutual consent.
8. The tenderer shall quote RATES both in figures and words. He shall also workout the amount for each item of work and write in figures. On checking if there are differences between the rates quoted by the tenderer in words and figures or in the amount worked out by him, the following procedure shall be followed:
 - a) When there is a difference between the rates in figures and in words, the rates, which correspond to the amounts worked out by the tenderer, shall be taken as correct.
 - b) When the amount of an item is not worked out by the tenderer or it does not correspond with the rate written either in figure or in words, the rate quoted by the tenderer in words shall be taken as correct.
 - c) When the rate quoted by the tenderer in figure and in words tallies but the amount is not worked out correctly the rate quoted by the tenderer shall be taken as correct and not the amount.
9. Before submission of tender, tenderer may inspect the site to acquaint himself about the condition in regard to accessibility of site, nature and extent of ground, working condition of site and locality including stacking of materials, installations of tools and plants (T&P) etc., conditions affecting movement of labour etc. required for the satisfactory execution of work contract. No claim whatsoever on such account shall be entertained by NCAOR under any circumstance.
10. Tenders with conditional prices / discounts will be rejected.

11. Successful bidder should commence the work within one week from the date of work order. Failure of which the earnest money will be forfeited.
12. Except writing rates and amount, the tenderer should not write any conditions or make any changes, additions, alterations and modifications in the Price Schedule of tender.
13. Defects Liability Period (DLP): For the entire work is **One Year** from the date of completion of work as certified by NCAOR.
14. Security Deposit (SD): It is 10% amount of the total bill value. EMD of the successful bidder will be converted into SD. The balance SD amount will be deducted from the final bill amount of the contractor. SD will be released only after successful completion of Defect Liability Period.
15. In case of termination of contract, the security deposit shall be forfeited and amount necessary to make up this amount shall be recovered from the contractor under this contract, or any other contract with the Employer.
16. The job must be completed within the stipulated time period. Otherwise 2% of the total bill value will be deducted from the final bill for a delay of each week, subject to a maximum of 10% of total work value. If work is not completed within 90 days the contract will be terminated without any liability.
17. A tender is liable for disqualification, if bidder is found to have mislead or furnished false information in the forms / statements / certificates submitted in proof of qualification requirements or record of performance such as abandoning execution of the works, litigation history and or financial failures and or suppression of material facts and information.
18. NCAOR does not bind to accept the lowest or any tender and reserves the right of accepting the whole or any part of the tender and the tenderer shall be bound to perform the same at the rates quoted.
19. MODE OF PAYMENT: NCAOR will release the payment to the party within 30 days upon submission of bill in duplicate after satisfactory completion of the entire work as per the actual quantity executed on site, as certified by the engineer after deduction of statutory taxes. No part payment / advance will be made.
20. POST TENDER CORRESPONDENCE / ENQUIRIES: Any correspondence or enquiry subsequent to opening of the bids is not desirable, if the same is indulged into, it will be considered for disqualifying the tender. The Tenderer will be required to abstain from pursuing / canvassing the matter, directly or indirectly with any Officers of NCAOR, as otherwise the same would also amount to disqualification of the tender. However, bidder can ask their queries in writing regarding bidding conditions, bidding process prior to the bid opening and/ or rejection of its bid, reason for rejecting a tender after opening of bids.
21. SETTLEMENT OF DISPUTES/ARBITRATION: The decision of the Director, NCAOR shall be final and binding for any dispute whatsoever. All questions, disputes or differences whatsoever which may at any time arise between the parties to this agreement touching the agreement or subject matter thereof, arising out of or in relation there to and whether as to construction or otherwise shall be referred to the decision of the Sole Arbitrator, appointed by the Director of NCAOR and the decision of the said Arbitrator shall be final and binding upon the parties.
22. JURISDICTION: All questions, disputes or differences arising under out of or in connection with the Tender / Contract if concluded shall be subject to the exclusive jurisdiction of the court under whose jurisdiction the place from which the tender / Acceptance of tender is issued, is situated i.e.Goa.

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SCOPE OF WORK

VERTICAL BLINDS: Providing and fixing of Vertical blinds (100 mm) band width of plain black out series with powder coated channels as per the existing window size including all necessary fittings in top rail, sliding chains, weights, side over lap over window etc all as per the approved shade and make and as directed by the Engineer incharge. Clear Window size to be measured for payments. The job is inclusive of one year warranty. Before fixing a new Blind, the already existing old Blind has to be removed & handed over to the Estate section.

LIST OF APPROVED MAKES

Vertical Blinds: MARVEL / VISTA / ROLL ON.

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EMD & TENDER FEE DETAILS

I /we have enclosed,

1. A crossed DD No..... dated of Rs. 2500/- drawn in favour of NCAOR payable at Vasco-da-Gama, Goa towards EMD.
2. A crossed DD No..... dated of Rs. 100/- drawn in favour of NCAOR payable at Vasco-da-Gama towards Tender cost.

Name & Signature of the Tenderer with seal:

Date:

PARTICULARS OF THE TENDERER

Name of the Contractor : _____

Name of the Firm : _____

Telephone No. (Office) : _____

Telephone No. (Residence) : _____

E-mail ID / website : _____

Permanent office Address : _____

: _____

: _____

Residential Address : _____

: _____

Mobile No : _____

*PAN /TAN No.(If any) : _____

*Service Tax No. (If any) : _____

*Vat No. (If any) : _____

*(*pl. enclose true copy of registration certificates)*

Name, Signature of the Tenderer with seal:

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WORK COMPLETION PROFORMA

Give details of the similar works which were completed satisfactorily in the last Three years in the following format, Enclose self certified copies of Work Orders /Work Completion Certificates.

Sr. No.	Name of work	Name of the Client and Location of site	Value of work	Date of completion of work	Name of the Contact Person and contact numbers

Signature of the Tenderer with seal

Date & place:

