

# Motilal Nehru College

(UNIVERSITY OF DELHI)

Benito Juarez Marg, South Campus, New Delhi-110021

MLNC/BSM/2016/2076

## TENDER DOCUMENT

Limited Tender Enquiry No.: MLNC/2016/.....Dated 16/11/2016

**TITLE:** Limited Tender Enquiry for providing Architectural Services to Motilal Nehru College, Benito Juarez Marg, South Campus (University of Delhi) New Delhi, Delhi-110021.

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Last date for Submission of Tender: 08.12.2016 at 12:00 p.m.

Opening of Tender: 08.12.2016 at 12:30 p.m.

(Signature & seal of the bidder)

## I. NOTICE INVITING TENDER

Sealed tenders in the prescribed format under two bid system consisting of Technical and Financial Bids are invited from the competent Architects/ Architectural service firms addressed to Principal, Motilal Nehru College (MLNC), South Campus, New Delhi-110021.

### A. SCOPE OF WORK

1. Preparation of complete outlay plan of the college with proposed extension including future requirement of the college.
2. Drawing of college campus including the existing building , prospective constructions as per the requirement of the college.
3. Preparation of FAR status report as the latest guidelines of Ministry of Urban Affairs, Government of India.
4. Expedition of college layout drawing for N.O.C. from the concerned agencies (DDA, FIRE, DUAC etc.)
5. Preparation of budget estimate for the above mentioned work.
6. Preparation of tender document as per Government of India norms for new proposed construction.
7. Full time services to execute the work till N.O.C. be obtained from the concerned authorities.

## II. Technical Specifications

1. Architect/Architectural Service Firm must be competent and experienced in working with either Delhi University CPWD, PWD, NBCC, MES, DDA, MCD, IIT or any other public funded institution/university. Architect/Architectural Service Firm shall have to submit the proof of professional dealing the case of academic institution.
2. **EARNEST MONEY DEPOSIT:** Rs.50,000/-(Fifty Thousand only) as DD in favour of Principal Motilal Nehru Collge, payable at UBI Anand Niketan Delhi 110021.
3. Tender must be submitted in prescribed format in two parts, i.e., (i) Technical Bid and (ii) Financial/Price Bid. The tenderer must submit their tenders in two separate sealed envelopes prominently super scribed as 'Technical Bid' and 'Financial/Price Bid'. These two separate envelopes shall together be kept in a third envelope super scribed with Tender for Benches. Duly completed Tender in all respect must be sent to PRINCIPAL, Motilal Nehru College, Benito Juarez Marg, South Campus, New Delhi -110021 so as to reach latest by 12:30 PM on 08.12.2016 and Tender will be opened at 12:30 P.M. on 08.12.2016.
4. Technical bid should contain all the pages of tender documents duly filled & signed and stamped by the tenderer except the "Price Bid. All the relevent certificates, brochures, PAN, TIN details etc. shall be enclosed with Technical Bid only.

**(Signature & seal of the bidder).**

5. Price Bid should not contain anything except Price Bid in prescribed Format as given in Annexure-IV.
6. No tender will be accepted without requisite E.M.D. of Rs.50,000/-. The E.M.D. shall be in the form of A/C Payee Demand Draft from any scheduled State Bank of India in an acceptable form in favour of PRINCIPAL, Motilal Nehru College, Benito Juarez Marg, South Campus, New Delhi-110021. The EMD should be valid for Forty Five days beyond the bid validity. All SSI units registered with NSIC/DGS&D for this specific item are exempted from the EMD. Provided they have to enclose valid registration document/exemption certificate with their tender in this regard.
7. MLNC takes no responsibility for any delay/ loss of documents or correspondences sent by courier/post. Late tenders or delayed Tenders (received after Due Date & time) will be rejected.
8. The quoted rate should be inclusive of all taxes, duties and F.O.R. Motilal Nehru College, Benito Juarez Marg, South Campus, New Delhi -110021 (including Transportation and Installation) and it should be valid for 90 days from the date of opening of bid.
9. Technical Bids will be opened on 8th December, 2016 at 12:30 pm in principal office Motilal Nehru College, New Delhi in the presence of tenderers or their representatives who would like to be present. Sealed Price bids will be opened for the offers of only those tenderers, whose bids are found technically acceptable on the same day if not, date of opening of sealed Price Bid will be intimated, by post or e-mail or by notice on the College Website separately to the tenderers who qualify in the Technical bid.
10. **EVALUATION CRITERIA:** The criteria of evaluation of Technical bids will be on the basis of documents submitted by the bidders. Decision of MLNC in this regard shall be final and shall be a binding on bidders. MLNC may ask successful Bidder to submit a sample of selected Bench of design offered. Supply order will be placed on over all L-1 bidders if his sample found acceptable in terms of quality and self life.
11. If any information/documents submitted by the bidder are found false/fake at any stage, the tender will be cancelled and the bidder may be black listed for future.
12. **INSPECTION:** The inspection of Layout/Drawing/other related designs shall be carried out at the destination works by the MLNC official.
13. **TEST CERTIFICATES:** All the certificate of qualification and experience shall be submitted with Technical Bid of Tender. No additional certificate or document shall be considered after closing of tender.
14. **DELIVERY SCHEDULE:** All the required services must be available to the college from the date of appointment letter.
15. **TERMS OF PAYMENT:** All the payment shall be made by NEFT/RTGS as per agreement. All payment will be subject to deduction of taxes at source as per applicable rules. No advance payment shall be made by MLNC. The party shall submit the bank details along with the cancelled cheque for NEFT/RTGS.
16. **GUARANTEE CERTIFICATE:** The bidder shall have to produce the license/certificate of professional services from the competent authority.
17. **REJECTION:** The tender shall be in effect only at the satisfaction of MLNC.
18. Incomplete / Conditional/optional tender will not be accepted.

**(Signature & seal of the bidder).**

19. **ARBITRATION / CONCILIATION:** In the event of any dispute arising between the parties hereafter referred as MLNC and Tenderers in respect of or connected with this Tender, in all such matters the venue of proceedings will be Delhi and only Delhi or appropriate Courts will have jurisdiction over the same.

20 Principal, MLNC reserves the right to accept or reject any or all offer without assigning any reason thereof and the same shall be a binding on the bidder.

**(Signature & seal of the bidder)**

### **III. INSTRUCTIONS FOR TENDERERS:**

1. Each tender shall be accompanied by all information/ documents with sufficient details to enable the purchaser to make an appraisal of the quality and suitability of the material offered.
2. The offer shall be submitted as per the instructions of tender document only. One set of tender document duly signed by authorized representative of tenderer on each page shall be submitted as per Tender notice. Tenderer should note specifically that all pages of tender document, including the NIT page for this particular tender shall be submitted by them (after signing on each page) as a part of their offer. Price shall not be mentioned by them anywhere in the Technical Bid. Price shall be mentioned in the relevant price bid only and submitted in separate sealed envelope. In case of any clarification, bidder may contact Ms Kavita Sharma, AO, Motilal Nehru College, Contact No: 011-24112604.
3. No overwriting / correction in tender documents by tenderer shall be allowed. However if correction is unavoidable, the same must be signed by authorized signatory.
4. The bidders are strictly required to attach a Copies of VAT registration certificate of the firm, with the TIN number & PAN number in the name of firm, or owners PAN number in case of propriety supported valid certificate (Issued by competent Authority) of ownership with their quotation.
5. Bidder shall specify Architect/Architectural Service Firm's name, trademark and furnish illustrative leaflets, brochures, catalogues etc. giving technical particulars as enclosed at annexure-II of Technical Bid.
6. Bidder's details as per Annexure-I shall be submitted
7. Tender document is also available on MLNC website i.e. [www.mlncdu.ac.in](http://www.mlncdu.ac.in) in and the same can be downloaded and used as tender document for submission of bids.
8. MLNC shall not entertain any correspondence from bidders in this matter. In case any typing error/other clerical errors is noticed by the tenderer, in the tender documents, the same must be pointed out and got clarified before submission of offer, or else, MLNC interpretation shall prevail & shall be a binding on the tenderer.
9. Bids will be opened on the due date and time as mentioned above, in the presence of tenderers or their representatives who would like to be present.

**(Signature & seal of the bidder)**

#### IV. BIDDER'S DETAILS

1. Name of the Supplier /Manufacturer/ Firm	
2. Name of Authorized Representative	
3. Mailing Address	
4. Phone/ Landline Nos.	
5. Mobile Nos.	
6. Fax No.	
7. E-Mail Address	
8. Web Site Address ( If Any)	
<b>9. Bank details for payment through NEFT/RTGS</b>	
a. Name of Bank:	
b. Branch:	
c. Account No.:	
d. IFSC No.:	
e. MICR No.:	
f. Note: Submit a cancelled cheque for verification of above bank details.	

**(Signature & seal of the bidder)**

#### **IV. Compliance Certificate**

Certified that Services shall be complying all above mentioned technical specifications and requirements. (Note: Signed copy of this compliance statement should be enclosed with the Technical Bid.)

**(Signature & seal of the bidder)**