

**Council for Advancement of People's  
Action and Rural Technology  
(CAPART)**

---

**Notice Inviting Tender for Renovation  
and repairing of SARAS Gallery at Rajiv  
Gandhi Handicrafts Bhawan, Baba  
Kharag Singh Marg, New Delhi**

---

**Council for Advancement of People's Action and Rural Technology (CAPART)**

(Under the aegis of Ministry of Rural Development, Govt. of India)

Zone-5A (Core-C), 2<sup>nd</sup> Floor, India Habitat Centre,

Lodhi Road, New Delhi - 110 003

Tel. No. 011-24642395

**Background:**

Ministry of Rural Development, Govt. of India had taken the Gallery No.4 (SARAS Gallery) at Rajiv Gandhi Handicrafts Bhawan, Baba Kharak Singh Marg, New Delhi from DC, Handicrafts, Ministry of Textiles, Govt. of India measuring 4293.65 sq. feet on rent to showcase the best products of Self Help Groups (SHGs) of National Rural Livelihood Mission (NRLM). Over the years this Gallery has been developed as showroom of best products made by SHGs.

Council for Advancement of People's Action and Rural Technology (CAPART) has been assigned the management of the SARAS Gallery by Ministry of Rural Development. Some civil/electrical works is required to be carried out before the Gallery can become operational.

CAPART invites sealed tenders from well established, experienced, reputed and professional agencies in the field of civil construction and electrical work.

The interested bidders will have to apply on prescribed format for both technical and financial bids. The interested bidders have to pay an earnest money deposit (EMD) of Rs.10,000/- by demand draft in favour of CAPART, New Delhi.

1. Last date for submission of Bid : 12.01.2017 by 2:00 p.m.
2. Date of opening of Technical Bid : 13.01.2017 at 11:00 a.m.
3. Date of opening of Financial Bid : 16.01.2017 at 11:00 a.m.

Before submission of bids, interested parties can visit the actual site: Gallery No.4 (SARAS Gallery) at Rajiv Gandhi Handicrafts Bhawan, Baba Kharak Singh Marg, New Delhi on 06.01.2017 between 11:00 a.m. to 2:00 p.m. If any clarification is required they may contact on telephone No. 011-24642395.

Authorized representatives of the Bidders are permitted to attend the technical and financial bid opening.

The interested parties will have to submit tender document in two parts with an application letter as per **Annexure-A**. First part will be "**Technical Bid**" consisting earnest money deposit (security deposit) of Rs.10,000/- (Rupees ten thousand only) in the form of Demand Draft in favour of CAPART, New Delhi, proof of eligibility criteria with broad details about the agency/firm and also signed copy of terms & conditions as given in tender document at **Annexure-B**, complete in all respects. The second part of bid will be "**Financial Bid**" containing all the details as required in "Financial Bid" document given in tender document at **Annexure-E**.

The envelopes containing "Technical Bid" and "Financial Bid" be superscribed as under:-

1. "Technical Bid" for Renovation and repairing of SARAS Gallery at Rajiv Gandhi Handicrafts Bhawan, Baba Kharag Singh Marg, New Delhi.
2. Financial Bid" for Renovation and repairing of SARAS Gallery at Rajiv Gandhi Handicrafts Bhawan, Baba Kharag Singh Marg, New Delhi.

Both the above envelopes containing Technical bid & Financial bid shall be together placed in a third sealed envelope with the superscription "Technical & Financial Bid for Renovation and repairing of SARAS Gallery at Rajiv Gandhi Handicrafts Bhawan, Baba Kharag Singh Marg, New Delhi. All the envelopes should contain the detailed address of the bidders.

The bid document, completed in all respects and sealed properly shall be placed in sealed Tender box located at Facilitation Centre of CAPART, Zone-5A, 2<sup>nd</sup> Floor, India Habitat Centre, Lodhi Road, New Delhi-110 003. The financial bid of the bidders who do not conform to requisite specification and fulfill other conditions in their technical bid shall not be opened. One authorized representative of each of the vendor may be present at the time of opening of bid.

**Scope of Work:**

1. **Civil Work** - Plastering/painting, renovation of toilets, floor cleaning, glass and door cleaning etc.
2. **Electrical Work** - Servicing/repairing of Air Conditioners/fans, all light points to be made functional and replaced wherever required.
3. **Furniture** - Purchasing of new Chair - 20 and Table - 10 and wooden divider if needed.
4. Any other relevant requirement.

**Eligibility Criteria:**

- a) The agency/firm should be registered under Companies Act. or any other Association. The proof of registration with registration number should be enclosed.
- b) The agency/firm should have minimum 05 years experience in the field of **Civil Construction and Electrical Work**. The agency/firm should have undertaken at least 03 works for CPWD/Govt. Deptts./PSUs/Autonomous Bodies during the last 05 years. Details of the work carried out for last 05 years may be enclosed as per **Annexure – C** alongwith the documentary proof for the same i.e. work order and completion certificate etc.
- c) The agency/firm must have annual turnover of at least Rs. Twenty lakhs for each year for last three years. (Copies may be enclosed as a proof). Details may be enclosed as per **Annexure - D**.
- d) The agency/firm should be registered with Sales tax/VAT/Service Tax department, copy of certificate to be submitted along with bid.
- e) The agency/firm should have PAN number issued by Income Tax Department.
- f) The agency/firm should submit a demand draft of Rs.10,000/- (Rupees ten thousand only) in favour of CAPART payable at New Delhi as EMD alongwith technical bid.
- g) The firm/agency should not have been banned/de-listed/ black listed/ de-barred from business by any PSU / Govt. Department during last three (03) years. **Self-declaration** in this regard is to be submitted by the bidder.

If, any bidder will not fulfill the above mentioned criteria, the same would not be entertained or may be treated as rejected.

**Terms & Conditions:**

- 1. Defect liability period of entire work done would be 06 months from the date of completion. If in case of any problems within the defect liability period the firm/agency would be responsible for rectifying the same without any charges.
- 2. Work is to be completed within 30 days from the date of work-order.
- 3. The CAPART reserve the right to reject any or all quotations without assigning any reason thereof.
- 4. In case there is any lapse found on the part of firm/agency, the Council reserves the right to terminate the contract without any notice/reason.
- 5. The EMD of successful bidder will be refunded on satisfactory completion of the contract. No interest will be paid on Earnest Money deposit.

6. Dispute, if any arising in the matter shall be settled by an arbitrator to be nominated by the Council.
7. TDS will be deducted as per Income Tax Rules/Acts applicable from time to time, if any.
8. The rates should be quoted without taxes. The taxes, if any, shall be paid by the Council as applicable.

**Selection Criteria:**

The technically qualified agency having the lowest financial bid, will be selected.

**Terms of payment:**

Advance payment of 30% of the total contract value will be made to the selected firm/agency after award of the work and acceptance of Terms and Conditions by the firm/agency. The balance payment will be made within 15 days after completion of the contract and submission of the bills and necessary documents, etc. The payment will be made to the agency on actual quantity/Nos. carried out against the work-order and as verified by the verification team of CAPART.

**Performance Guarantee:**

A security deposit of an amount equivalent to 5% of the total value of the contract amount should be deposited by the successful bidder with CAPART towards Performance Guarantee. The performance guarantee should remain valid for a period of 60 days beyond the date of completion of all contractual obligations of the agency including defect liability obligation. The Performance Guarantee, EMD amount would be released to the successful bidder. During the work period, if the agency failing to comply with any provision of the contract, CAPART reserves the right to forfeit the Performance Guarantee.

The work order will be issued after depositing Performance Guarantee.

**Note: Agencies/Firms are requested to visit site before submitting bids.**

**ANNEXURE-A**

**APPLICATION LETTER**

(On the letter head of the Bidder)

Date: .....

To  
Marketing Division  
CAPART  
Zone-5A, 2nd Floor, India Habitat Centre, Lodhi Road  
New Delhi - 110 003

**Sub.: Bid for renovation and repairing of SARAS Gallery at Rajiv Gandhi Handicrafts Bhawan, Baba Kharag Singh Marg, New Delhi.**

Dear Sir,

Being duly authorized to represent and act on behalf of ..... (Hereinafter referred to as "the Bidder"), and having reviewed and fully understood all the requirements of the department, the undersigned hereby apply for the work referred above.

I/We are enclosing the following documents with the details as per the requirements of the tender document.

- (i) Earnest Money of Rs.10,000/- (Rupees ten thousand only) (vide Demand Draft No....., of <.....Name of the Bank.....> dated ..... drawn in favour of CAPART, New Delhi.
- (ii) All other documents/information relating to Technical Bid (Part A) and Financial Bid (Part B) with supporting documents wherever necessary.

I/We understand that concerned authorities of CAPART reserves the right to reject any application without assigning any reason.

I/We also understand that application alongwith annexure and formats not completed in all respects is liable to rejection.

Yours Sincerely,

Signature

Name (Authorized Signatory)  
<Company/Firm/Agency Name with stamp>

Date: .....

Time: .....

Encl.: .....

**TECHNICAL BID**

**ANNEXURE - B**

**Details of the Firm/Agency**

1.	Name of the firm/agency	:	
2.	Address	:	
3.	Telephone No(s).	:	
4.	Fax No(s).	:	
5.	Email and Website	:	
6.	Name, Address, Phone number and e-mail id of the Proprietor/Partners	:	
7.	Date of Registration of the Firm/Agency and Registration No. (Please attach necessary documents)	:	
8.	Sales Tax/VAT/Service Tax No. (Please attach necessary documents)	:	
9.	PAN No. of the firm/agency (Please attach necessary documents)	:	
10.	Bank accounts number with branch name and IFC code of the Bank	:	
11.	RTGS/NEFT No. of the Bank	:	

12.	Copies of the Income Tax Returns of the firm for the last three financial years (Please attach necessary documents)	:	
13.	Details of Earnest Money deposit in favour of CAPART payable at New Delhi, from any of the Commercial Bank (Amount Rs., Demand Draft No., Issuing Date, Bank name)	:	
14.	Work Experience (as per format at <b>Annexure - C</b> )	:	
15.	Annual Turnover (As per format at <b>Annexure -D</b> )	:	
16.	Detail profile of agency/firm	:	

**Note: Please provide the details and enclose the relevant formats, annexures and mention page numbers.**



**ANNEXURE - C**

**DETAILS OF COMPLETED WORKS OF SIMILAR NATURE**

(During last **five years** ending March 31<sup>st</sup> 2016)

<b>S. No.</b>	<b>Name of the Client/department</b>	<b>Brief Description of the works</b>	<b>Date/Duration of completed work</b>	<b>Value (Rs.)</b>

--	--	--	--	--

**Note:** Please attach supporting documents with work-order and completion certificate for the above furnished information.

Seal and Signature of bidder  
(Name and Designation of the authorized signatory)

**ANNEXURE - D**

**ANNUAL TURN OVER**

<b>FINANCIAL YEAR</b>	<b>ANNUAL TURNOVER (in Rupees). Proof to be enclosed</b>
2013-2014	
2014-2015	
2015-2016	
<b>Total</b>	

Note: Copies may be enclosed as a proof.

Seal and Signature of bidder

(Name and Designation of the authorized signatory)

**ANNEXURE - E**

**FINANCIAL BID**

<b>S.No.</b>	<b>Details of Items</b>	<b>Tentative Quantity Required</b>	<b>Rate per unit (without tax) in Rs.</b>	<b>Total Price (without tax) (Rs.)</b>
1.	Charges for laying Plastic Emulsion white color after scraping and repairing of old surface at all heights	9500 sq. feet		
2.	Charges for wooden Polish on wall paneling and other area i.e. windows	800 sq. feet		
3.	Charges for repairing of fire cabinet locks, removal and replacement of broken glass complete with red paint.	01 Nos.		
4.	Charges for making wooden racks for displaying and storing material 16" deep as per existing design and pattern with coating paint finish complete in all respect.	1000 sq. feet		
5.	Charges for laying cement plaster in c.m. 1:4 on walls	300 sq. feet		
6.	Charges for making wooden Tables size 5'x2'x3' height box type for storing the materials with openable door with lockable arrangements complete as per existing pattern (as per sample).	10 Nos.		
7.	Supply of office chairs	20 Nos.		
8.	Repairing of Main Gate shutter door installation of fitting including locks including painting.	01 Nos.		
9.	Painting and minor repairs of existing Racks and Tables	Lump sum		
<b>Toilets</b>				
9.	Charges for installation of accessories of reputed brands after removal of old accessories			

	i. W.C. Seat	2 Nos.		
	ii. Wash Basin	2 Nos.		
	iii. Pillar Cock	2 Nos.		
	iv. Bottle Trap	2 Nos.		
	v. C.P. Waste	2 Nos.		
	vi. P.V.C. Connection	5 Nos.		
	vii. Angle Valve	6 Nos.		
	viii. Two in one Tap	2 Nos.		
	ix. Health faucet	2 Nos.		
	x. C.P.V.C. Pipe ½ "	25 Meter		
<b>Electricity Work</b>				
10.	Air Conditioner (AC) Servicing - Split	16		
11.	Filling of Gas in AC-Split	16		
12.	LED Tube Lights - 22W - Halonix	80		
13.	Wall Lights 36W 4 Pin - Halonix	8		
14.	Fitting of Tube Lights	80		
15.	Fitting of Wall Lights	8		
16.	Ceiling Fans - Servicing	14		
	<b>Total</b>			

**\* Taxes will be payable as per applicable.**

Seal and Signature of bidder

(Name and Designation of the authorized signatory)

Date: