

**INVITATION FOR QUOTATIONS FOR ISOLATION SHED AT BAIF
DEVELOPMENTRESEARCH FOUNDATION CENTRAL RESEARCH STATION
URULIKANCHAN PUNE**

Date: 30.01. 2016

1. The **BAIF DEVELOPMENT RESEARCH FOUNDATION** invites bids for the construction of works detailed in the table. The bidders may submit bids for any or all of the works indicated in the table below.
2. Bidding documents may be purchased from the office of **BAIF DEVELOPMENT RESEARCH FOUNDATION, CENTRAL RESEARCH STATION-URULIKANCHAN, TAL HAVELI DIST-PUNE**, Phone No 020 26926248/265 from **30.01.2016 to 08.02.2016** for a non-refundable fee of Rs. 2000/- as indicated, in the form of cash or Demand Draft on any Scheduled bank payable at **Pune** in favor of BAIF DEVELOPMENT RESEARCH FOUNDATION. Interested bidders may obtain further information at the same address. Bidders can also download the bidding document from BAIF website (www.baif.org.in). The bidders who have downloaded the bidding document shall submit a separate demand draft towards the cost of the document along the offer.
3. Bids must be accompanied by security of the amount specified for the work in the table below, drawn in favor of **BAIF Development Research Foundation** Bid security will have to be in the form of Demand Draft on any Scheduled bank payable at **Pune** in favor of BAIF DEVELOPMENT RESEARCH FOUNDATION and shall have to be valid for 45 days beyond the validity of the bid.
4. Bids must be delivered to **BAIF Central Research Station (CRS) Urulikanchan Tal –Haveli Dist-Pune, Maharashtra** on or before **14.00hours** on **10.02.2016** and will be opened on the same day at **14.30 hours**, in the presence of the bidders who wish to attend. If the office happens to be closed on the date of receipt of the bids as specified, the bids will be received and opened on the next working day at the same time and venue. Late Bids will be rejected
5. The address for communication is as under:
BAIF Central Research Station (CRS) –Urulikanchan, Tal Haveli Dist-Pune.
 - (a) Name & Designation of Officer **Dr. A.B Pande, Senior Vice President.**
 - (b) Official Address **BAIF Central Research Station (CRS) –Urulikanchan, Tal Haveli Dist-Pune.**
 - (c) Email **crspurchase@gmail.com**
 - (d) Telephone **020-2692 6265, 2692 6248, 26926448, Fax: 020-26926 347**

TABLE

Package No	Name of Work	Bid Security * (Rs.)	Cost of Document (Rs.)	Period of Completion
1	2	3	4	5
1	CIVIL WORK OF ISOLATION SHED IN GAT NO 314 AT TILEKARWADI DIST PUNE. FOR BAIF Central Research Station Uralikanchan Pune.	Rs 23000/-	Rs. 1000/-	3 (Three) Months

2. To assist you in the preparation of your quotation, we are enclosing the following:

- i. Layout Drawings of the works;
- ii. Structural Details;
- iii. Detailed Bill of Quantities, with estimated rates and prices;
- iv. Instructions to Bidders (in two sections).
- v. Draft Contract Agreement format which will be used for finalizing the agreement for this Contract.

You are requested to provide your offer latest by **14 hrs on 10 Feb, 2016**

Quotations will be opened in the presence of Bidders or their representatives who choose to attend at **14.30 hrs** on same day in the office of **BAIF Central Research Station (CRS) –Urulikanchan, Tal Haveli Dist-Pune.**

We look forward to receiving your quotations and thank you for your interest in this project.

BAIF Central Research Station (CRS) –Urulikanchan.

BAIF Central Research Station (CRS) –Urulikanchan, Tal Haveli Dist-Pune.

Email crspurchase@gmail.com

Telephone 020-2692 6265, 2692 6248, 26926448, Fax: 020-26926 347

Fax No: 020-225231661

Instructions to Bidders

SECTION - A

1. Scope of Works

BAIF Central Research Station (CRS) –Urulikanchan, Tal Haveli Dist-Pune (Employer) invites quotations for the works as detailed in the table given below

Brief Description of the Works	Approximate value of Works (Rs.in Lakh)	Period of Completion
CIVIL WORK OF ISOLATION SHED IN GAT NO 314 AT TILEKARWADI DIST PUNE. FOR BAIF Central Research Station Uralikanchan Pune	2250000(Twenty Two Lakh Fifty Thousand Only)	90 days from the award of contract

The successful bidder will be expected to complete the works by the intended completion period specified above.

2. Qualification of the bidder:

- a. Financial turnover not less than Rs. 50 Lakh
- b. satisfactorily completed as prime contractor (or as a sub-contractor duly certified by the employer/main contractor) at least one similar work of value not less than Rs. 20 Lakh OR satisfactorily completed as prime contractor (or as a sub-contractor duly certified by the employer/main contractor) at least two similar works of value not less than Rs.12 Lakh .
- c. The following work will be considered as similar- Civil, structural works for RCC Frame Structures and Industrial Sheds.

3. The bidders should have valid VAT & Income tax clearance certificate.

4. **Bid Price**

- a) The contract shall be for the whole works as described in the Bill of quantities, drawings and technical specifications. Corrections, if any, shall be made by crossing out, initialing, dating and re writing.
- b) All duties, taxes and other levies payable by the contractor under the contract shall be included in the total price.
- c) The rates quoted by the bidder shall be fixed for the duration of the contract and shall not be subject to adjustment on any account.
- d) The rates should be quoted in Indian Rupees only.

5. **Submission of Quotations**

- a) The bidder is advised to visit the site of works at his own expense and obtain all information that may be necessary for preparing the quotation.
- b) Each bidder shall submit only one quotation.
- c) The quotation submitted by the bidder shall comprise the following:-

I. Quotation in the format given in Section **B**.

II. Signed Bill of Quantities; and

The bidder shall seal the quotation in an envelope addressed to **BAIF Central Research Station (CRS) –Uruli kanchan** Pune. The envelope will also bear the following identification:-

- Quotation for Construction of Isolation Shed in Gat No.314
At. Tilekarwadi, Uruli Kanchan, Pune
- Do not open before 14.30 hrs on **Feb 10, 2016**

- d) Quotations must be received in the office of **BAIF Central Research Station (CRS) –Urulikanchan** Pune not later than the time and date given in the letter of invitation. If the specified date is declared a holiday, quotations shall be received up to the appointed time on the next working day.

- e) Any quotation received by **BAIF Central Research Station (CRS) –Urulikanchan Pune** after the deadline for submission of quotations will be rejected and returned unopened to the bidder.

6. **Validity of Quotation**

Quotation shall remain valid for a period not less than 45 days after the deadline date specified for submission.

7. **Opening of Quotations**

Quotations will be opened in the presence of bidders or their representatives who choose to attend on the date and time and at the place specified in the letter of invitation.

8. Information relating to evaluation of quotations and recommendations for the award of contract shall not be disclosed to bidders or any other persons not officially concerned with the process until the award to the successful bidder is announced.

9. **Evaluation of Quotations**

The Employer will evaluate and compare the quotations determined to be substantially responsive i.e. which

- (a) Meet the qualification criteria specified in clause 2 above;
- (b) Are properly signed; and
- (c) Conform to the terms and conditions, specifications and drawings without material deviations.

10. **Award of contract**

The Employer will award the contract to the bidder whose quotation has been determined to be substantially responsive and who has offered the lowest evaluated quotation price and who meets the specified qualification criteria.

11. Notwithstanding the above, the Employer reserves the right to accept or reject any quotations and to cancel the bidding process and reject all quotations at any time prior to the award of contract.

12. The bidder whose bid is accepted will be notified of the award of contract by the Employer prior to expiration of the quotation validity period.

13. Bid security of unsuccessful bidders will be refunded prior to expiration of the quotation validity period.

14. **Performance Security**

Within 15 days of receiving letter of acceptance, the successful bidder shall deliver to the **BAIF Central Research Station (CRS) –Urulikanchan** Pune the performance security (either a bank guarantee or a bank draft in favour of **BAIF Central Research Station (CRS) –Urulikanchan** Pune for an amount equivalent of 2% of the contract price. The Performance Security shall be valid till the expiry of the period of maintenance of the work, specified in clause 15.

15. **Period of Maintenance:**

The “Period of Maintenance” for the work is **Twelve months** from the date of taking over possession or one full monsoon season whichever occurs later. During the period of maintenance, the contractor will be responsible for rectifying any defects in construction free of cost to the Employer.

16. Purchase of all construction materials including cement and steel as per the specifications (ISI certification marked goods wherever available) shall be the responsibility of the contractor.

.....

SECTION - B

- 1. Format for Submission of Quotation.**
- 2. Format of Letter of Acceptance.**

QUOTATION

Description of the Works: Civil work for Isolation Shed in Gat No 314 at Tilekarwadi for
BAIF Central Research Station (CRS) –Urulikanchan Pune

To:

**BAIF DEVELOPMENT RESEARCH FOUNDATION,
CENTRAL RESEARCH STATION-URULIKANCHAN,
TAL HAVELI
DIST-PUNE**

Subject : Quotation for CIVIL WORK OF ISOLATION SHED IN GAT NO
314 AT TILEKARWADI –DIST PUNE.

FOR BAIF CENTRAL RESEARCH STATION URALIKANCHAN PUNE.

Reference : Request for quotation dated **January 18, 2016** from **BAIF Central Research
Station (CRS) –Urulikanchan Pune**

Sir,

We offer to execute the Works described in your letter referred to above in accordance
with the Conditions of Contract enclosed therewith for a total Contract Price of -

Rs. ** _____ [in figures]

Rs. _____ [in words] including
taxes.

This quotation and your written acceptance of it shall constitute a binding contract
between us. We understand that you are not bound to accept the lowest or any
quotation you receive.

We hereby certify that we have taken steps to ensure that no person acting for us or on
our behalf will engage in bribery.

We hereby confirm that this quotation is valid for 45 days as required in Clause 6 of the
Instructions to Bidders.

Yours faithfully,

Authorized Signature : Date: _____

Name & Title of Signatory : _____

Name of Bidder : _____

Address : _____

** To be filled in by the Bidder, together with his particulars and date of submission at the bottom of this Form.

LETTER OF ACCEPTANCE
CUM NOTICE TO PROCEED WITH THE WORK
(LETTERHEAD OF THE EMPLOYER)

Dated: _____

To: _____ [Name and address of the Contractor]

Dear Sirs,

This is to notify you that your Quotation dated _____ for
execution of _____ the
_____ for the
contract price of _____ Rupees

[Amount in words and figures], is hereby accepted by us.

You are hereby requested to furnish performance security for an amount of Rs.
_____ (equivalent to 2% of the contract price) within 15 days of the
receipt of the letter. The Performance Security in the form of Bank guarantee or a Bank
draft in favor of(Employer) shall be valid till the
expiry of the period of maintenance i.e. upto _____. Failure to
furnish the Performance Security will entail cancellation of the award of contract.

You are also requested to sign the agreement form and proceed with the work
not later than _____ under the instructions of the Engineer,
_____ and ensure its completion within the contract period.

With the issuance of this acceptance letter and your furnishing the Performance
Security, contract for the above said work stands concluded.

Yours faithfully,

Authorized Signature

Name and title of Signatory

Draft Agreement form for Construction

ARTICLES OF AGREEMENT

This deed of agreement is made in the form of agreement on _____ day _____ month _____ 2016, between the **BAIF Central Research Station (CRS) –Urulikanchan** Pune or his authorized representative (hereinafter referred to as the first party) and _____ (Name of the Contractor), S/O _____ resident of _____ (hereinafter referred to as the second party), to execute the work of construction of Miscellaneous Civil Works for **BAIF Central Research Station (CRS) –Urulikanchan** Pune (hereinafter referred to as works) on the following terms and conditions.

1. Cost of the Contract

The total cost of the works (hereinafter referred to as the “total cost”) is Rs. _____ as reflected in Annexure - 1.

2. Payments under its contract:

Payments to the second party for the construction work will be released by the first party in the following manner:-

Payments at each stage will be made by the first party:

(a) On the second party submitting Running accounts bills (RA bills) for completed works & minimum value of RA bill should be Rs. 5.00 Lakh;

(b) On certification of the invoice by the engineer in charge nominated by the first party with respect to quality of works in the format in Annexure - 2; and

3. Security Deposit:

- (a) As 3% of the bill value shall be deducted from running bill of the said work.
- (b) The amount so retained will be refunded after successful completion of the defect liability period which is 12 months from the completion of the work or one full monsoon season whichever occurs later

4. Notice by Contractor to Engineer

The second party, on the works reaching each stage of construction, issue a notice to the first party or the Engineer nominated by the first party (who is responsible for supervising the contractor, administering the contract, certifying the payments due to the contractor, issuing and valuing variations to the contract, awarding extensions of time etc.), to visit the site for certification of stage completion. Within 15 days of the receipt of such notice, the first party or the engineer nominated by it, will ensure issue of stage completion certificate after due verification.

5. Completion time

The works should be completed in 90 days from the date of this Agreement. In exceptional circumstances, the time period stated in this clause may be extended in writing by mutual consent of both the parties.

6. If any of the compensation events mentioned below would prevent the work being completed by the intended completion date, the first party will decide on the intended completion date being extended by a suitable period:
- a) The first party does not give access to the site or a part thereof by the agreed period.
 - b) The first party orders a delay or does not issue completed drawings, specifications or instructions for execution of the work on time.
 - c) Ground conditions are substantially more adverse than could reasonably have been assumed before issue of letter of acceptance and from information provided to second party or from visual inspection of the site.

- d) Payments due to the second party are delayed without reason.
 - e) Certification for stage completion of the work is delayed unreasonably.
7. Any willful delay on the part of the second party in completing the construction within the stipulated period will render him liable to pay liquidated damages. @ Rs. * _____ per day which will be deducted from payments due to him. The first party may cancel the contract and take recourse to such other action as deemed appropriate once the total amount of liquidated damages exceeds 2 % of the contract amount.

(Note: The amount of liquidated damages per day should be determined at 0.05 % of the contract value of the works and indicated here).

8. **Duties and responsibilities of the first party**

- (a) The first party shall be responsible for providing regular and frequent supervision and guidance to the second party for carrying out the works as per specifications. This will include written guidelines and regular site visit of the authorized personnel of the first party, for checking quality of material and construction to ensure that it is as per the norms.
- (b) The first party shall supply 3 sets of drawings, specifications and guidelines to the second party for the proposed works.
- (c) Possession of the site will be handed over to the second party within 10 days of signing of the agreement.
- (d) The Engineer or such other person as may be authorized by the first party shall hold meeting once in a month where the second party or his representative at site will submit the latest information including progress report and difficulties if any, in the execution of the work. The whole team may jointly inspect the site on a particular day to take stock of activities.
- (e) The Engineer shall record his observations/instructions at the time of his site visit in a site register maintained by the second party. The second party will carry out the instructions and promptly rectify any deviations pointed out by the engineer. If the deviations are not rectified, within the time specified in the Engineer's notice, the first party as well as the engineer nominated by it may instruct stoppage or suspension of the construction. It

shall thereupon be open to the first party or the engineer to have the deviations rectified at the cost of the second party.

9. Duties and responsibilities of the second party

The second party shall:

- a) take up the works and arrange for its completion within the time period stipulated in clause 5;
- b) employ suitable skilled persons to carry out the works ;
- c) regularly supervise and monitor the progress of work ;
- d) abide by the technical suggestions / direction of supervisory personnel including engineers etc. regarding building construction ;
- e) be responsible for bringing any discrepancy to the notice of the representative of the first party and seek necessary clarification ;
- f) ensure that the work is carried out in accordance with specifications, drawings and within the total of the contract amount without any cost escalation ;
- g) keep the first party informed about the progress of work ;
- h) be responsible for all security and watch and ward arrangements at site till handing over of the building to the first party ; and
- i) Maintain necessary insurance against loss of materials/cash, etc. or workman disability compensation claims of the personnel deployed on the works as well as third party claims.
- j) Pay all duties, taxes and other levies payable by construction agencies as per law under the contract (First party will effect deduction from running bills in respect of such taxes as may be imposed under the law).

10. Variations / Extra Items

The works shall be carried out by the second party in accordance with the approved drawings and specifications. However, if, on account of site conditions or any other factors, variations are considered necessary, the following procedure shall be followed:-

- a) The second party shall provide the Engineer with a quotation for carrying out the Variation when requested to do so by the Engineer. The Engineer shall assess the quotation, which shall be given within seven days of the request before the Variation is ordered.
- b) If the quotation given by the second party is unreasonable, the Engineer may order the Variation and make a change to the Contract Price which shall be based on Engineer's own forecast of the effects of the Variation on the Contractor's costs.
- c) The second party shall not be entitled to additional payment for costs which could have been avoided by giving early warning.

11. Securities

The Performance Security shall be provided to the Employer no later than the date specified in the Letter of Acceptance and shall be issued in an amount and form and by a bank or surety acceptable to the Employer. The Performance Security shall be valid until a date 28 days from the date of issue of the Certificate of Completion in the case of a Bank Guarantee.

12. Termination

- 12.1 The Employer may terminate the Contract if the other party causes a fundamental breach of the Contract.
- 12.2 Fundamental breaches of Contract include, but shall not be limited to the following:
 - (a) The contractor stops work for 28 days and the stoppage has not been authorized by the Engineer;
 - (b) The Contractor has become bankrupt or goes into liquidation other than for a reconstruction or amalgamation;
 - (c) The Engineer gives Notice that failure to correct a particular Defect is a fundamental breach of Contract and the Contractor fails to correct it within a reasonable period of time determined by the Engineer;
 - (d) The Contractor does not maintain a security which is required;
- 12.3 Notwithstanding the above, the Employer may terminate the Contract for convenience.

12.4 If the Contract is terminated the Contractor shall stop work immediately, make the Site safe and secure and leave the Site as soon as reasonably possible.

13. Payment upon Termination

13.1 If the Contract is terminated because of a fundamental breach of Contract by the Contractor, the Engineer shall issue a certificate for the value of the work done less advance payments received up to the date of the issue of the certificate, less other recoveries due in terms of the contract, less taxes due to be deducted at source as per applicable law.

13.2 If the Contract is terminated at the Employer's convenience, the Engineer shall issue a certificate for the value of the work done, the reasonable cost of removal of Equipment, repatriation of the Contractor's personnel employed solely on the Works, and the Contractor's costs of protecting and securing the Works and less advance payments received up to the date of the certificate, less other recoveries due in terms of the contract and less taxes due to be deducted at source as per applicable law.

14. Dispute settlement

If over the works, any dispute arises between the two parties, relating to any aspects of this Agreement, the parties shall first attempt to settle the dispute through mutual and amicable consultation.

In the event of agreement not being reached, the matter will be referred for arbitration by a Sole Arbitrator not below the level of retired Superintending Engineer, PWD to be appointed by the first party. The Arbitration will be conducted in accordance with the Arbitration and Conciliation Act, 1996. The decision of the Arbitrator shall be final and binding on both the parties.

Format of certificate

Certified that the works upto ----- level in respect of construction of ----- at ----- have been executed in accordance with the approved drawing and technical specifications.

Signature

Name & Designation
(Official address)

Place:

Date:

Office seal

Bill of Quantities

(pl take print of attached pdf-BOQ)

DRAWINGS

(pl take print of attached Dwg)