

INVITATION FOR QUOTATION

Date: 24.12.2024

You are invited to submit your most competitive quotation for the following works: -

Work No.	NAME OF THE WORK	EVC (Rs. In Lakhs approx. with Tax)
1	Renovation of Zilla Parishad High School (Girls) –Zaheerabad Village, Zaheerabad Mandal, Sangareddy District, Telangana.	17.89

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

- a) Layout Drawings of the works.
- b) Detailed Bill of Quantities.
- c) Instructions to Bidders.
- d) Draft Contract Agreement format which will be used for finalizing the agreement for this Contract.

You are requested to provide your offer latest by 29-12-2024 before 5:00 PM.

Quotations will be opened in the presence of Bidders or their representatives who choose to attend on 31-12-2024 at 11:00 AM in the office of **BAIF INSTITUTE FOR SUSTAINABLE LIVELIHOODS AND DEVELOPMENT, 17-1-382/SN/52, Srinivasa Nagar Colony, Near Sports Club, Champapet, Hyderabad – 500059**. We look forward to receiving your quotations and thank you for your interest in this project.

For BAIF INTITUTE FOR SUSTAINABLE LIVELIHOODS AND DEVELOPMENT.



Shri. B. Shivarudrappa.
Regional Director

Instructions to Bidders

1. Scope of Works

**BAIF INSTITUTE FOR SUSTAINABLE LIVELIHOODS AND DEVELOPMENT,
Telangana (EMPLOYER)**

invites quotations for the works as detailed in the table given below.

Work No.	NAME OF THE WORK	EVC (Rs.In Lakhs approx. with Tax)
1	Renovation of Zilla Parishad High School (Girls) –Zaheerabad Village, Zaheerabad Mandal, Sangareddy District, Telangana.	17.89

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.40 Lakh OR
- 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.30 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.15 Lakh.
- c) The following work will be considered as similar- Civil, structural works for RCC Frame Structures and Industrial Sheds. The bidders should produce latest valid GST & Income tax clearance certificate and contractor license valid as on date.

3. 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.

4. 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: -
 1. Quotation in the format given in Annexure I
 2. Signed Bill of Quantities as per annexure II; and
 3. Audited financial statement and work completion report from the concerned

authorities as proof for items mentioned in clause 2(a) & 2(b).

4. GST & Income tax clearance certificate and contractor license valid as on date

d) Quotations must be received in the office of **BAIF INSTITUTE FOR SUSTAINABLE LIVELIHOODS AND DEVELOPMENT, 17-1-382/SN/52, Srinivasa Nagar Colony, Near Sports Club, Champapet, Hyderabad – 500059**, 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 INSTITUTE FOR SUSTAINABLE LIVELIHOODS AND DEVELOPMENT – 17-1-382/SN/52, Srinivasa Nagar Colony, Near Sports Club, Champapet, Hyderabad - 500059**, after the deadline for submission of quotations will be rejected and returned unopened to the bidder.

5. Validity of Quotation

Quotation shall remain valid for a period not less than 15 days after the deadline date specified for submission.

6. 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.

7. 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.

8. 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.

9. 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 among the lowest three evaluated quotation prices, who meets the specified qualification criteria, and who agrees comprehensively to all the terms and conditions mentioned in this document and agrees to enter into an agreement as given below. NGST will reserve the rights for the finalization of bidders amongst the lowest three bidders.

- a. The party whose quotation is accepted will be notified of the award of the contract by the Employer prior to the expiration of the quotation validity period. The terms of the accepted offer shall be incorporated in the purchase order.
- b. The contract may be given to more than one bidder/s as found suitable if they agree to provide the material at the least price offered.
- c. The contract shall anytime be terminated if the quality of material delivered, the scope of work, and specifications are found not to be satisfactory. The payment for work done till date shall be released in favor of the bidder, only after satisfactory inspection by NGST.
- d. Arrangement of water and electric power and any other machine and equipment (as cranes, excavators, etc.) necessarily required for installation, transportation, and

handling, etc. will be in bidders' scope. Bidders are requested to give all such costs included.

- e. The bidder shall submit a work completion report mentioning the amount of work done.

10. 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.

11. 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.

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

13. Performance Security

Upon completion of the work by the successful bidder, **BAIF INSTITUTE FOR SUSTAINABLE LIVELIHOODS AND DEVELOPMENT, 17-1-382/SN/52, Srinivasa Nagar Colony, Near Sports Club, Champapet, Hyderabad – 500059**, shall hold the performance security of 2% of the total cost of work or contract price from the payment to be processed **as per the shared Invoices from the contractor**. The Performance Security shall be valid till the expiry of the period of maintenance of the work, specified in clause 14.

14. 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.

15. 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.

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QUOTATION

Annexure I

To:

**BAIF INSTITUTE FOR SUSTAINABLE LIVELIHOODS AND DEVELOPMENT,
17-1-382/SN/52, Srinivasa Nagar Colony, Near Sports Club, Champapet, Hyderabad -
500059**

Subject: **Quotation for Renovation of Zilla Parishad High School (Girls) –Zaheerabad
Village, Zaheerabad Mandal, Sangareddy District, Telangana.**

Reference: Request for quotation dated _____ from BAIF Institute for
SustainableLivelihood Development – 17-1-382/SN/52, Srinivasa Nagar
Colony, Champapet, Hyderabad - 500059

Sir,

We offer to execute the Works described in your letter referred to above in accordance withthe
Conditions of Contract enclosed therewith for a total Contract Price of Rs. _____
(as per details of work specifications given in the annexure II attached herewith)

[in figures]

Rs. _____ [in words] including taxes.

This quotation and your written acceptance of it shall constitute a binding contract betweenus.
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 onour
behalf will engage in bribery.

We hereby confirm that this quotation is valid for 45 days as required in Clause 5 of the
Instructions to Bidders.

Yours faithfully,

Date: _____

Authorized Signature :

Name & Title of Signatory : _____

Name of Bidder : _____

Address : _____

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

To:

Date:

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 informed that performance security for an amount of Rs. _____ (equivalent to 2% of the contract price) shall be kept on hold based upon receiving the final Invoice. The Performance Security shall be valid till the expiry of the period of maintenance i.e. first monsoon or the 12 months whichever is earlier.

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, contract for the above said work stands concluded.

Yours faithfully,

Authorized Signature
Name and title of Signatory

**Work – 1: Repair & Renovation of the existing school building “Zilla Parishad High School (Girls)” – Zaheerabad Village**

Project Name		“Ekakrit Vikas – LMM”			
Structure		PUP School			
Village		Zaheerabad			
Panchayat		Zaheerabad			
BOQ Number		Infra- 01			
File Name		Detailed estimate			
Estimated Rates Reference		Mahindra and Mahindra ARC and Local rates			
S No	Description	UoM	Quantity	Rate	Amount
1	Providing and applying acrylic emulsion paint apex of Asian paints or approved equivalent as per manufactures instructions in approved shade & colour in 2 coats after one coat of primer as per manufactures instructions on external surface of walls including preparation of surface, scaffolding etc., complete	SQM	3250		
2	EXTERIOR PAINTING: Providing and applying of 1 coat of Primer and 2 coats of Special type weather proof Exterior Emulsion including Surface preparation and Filling the Cracks with Cement based putty with approved make and shade including all necessaries required accessories, scaffoldings, transportation, labour, cleaning, etc. completed as directed by engineer-In charge	SQM	2400		
3	Providing and applying synthetic enamel to doors and windows of Asian paints or approved equivalent as per manufactures instructions in approved shade & color in 2 coats after one coat of primer as per manufactures instructions on external surface of walls including preparation of surface, scaffolding etc., complete	SQM	350		
4	Painting school name board with artist	LPSM	2		



BAIF INSTITUTE FOR SUSTAINABLE LIVELIHOODS AND DEVELOPMENT

South Region/State Office: Telangana & Andhra Pradesh

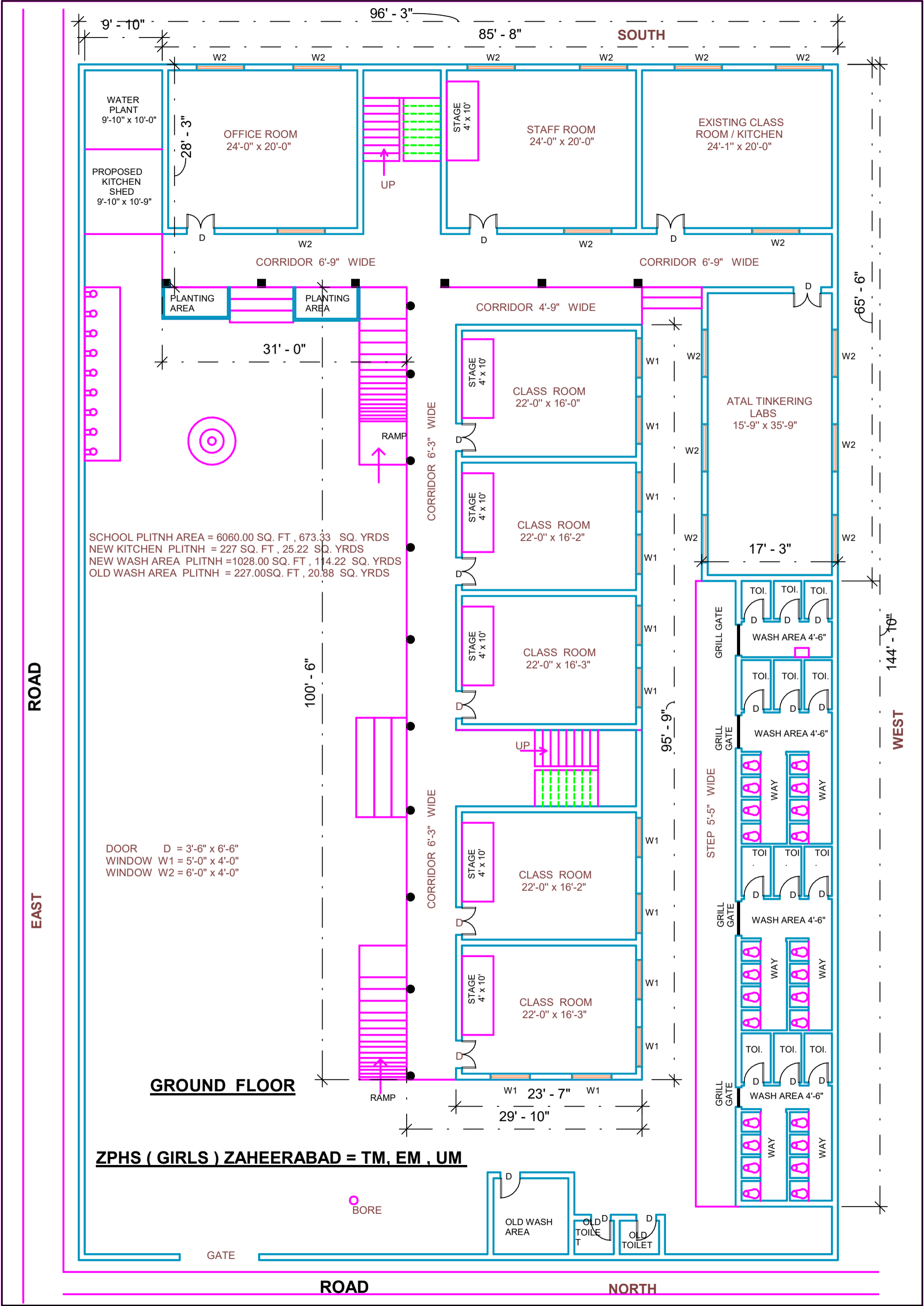
17-1-382/SN/52, Srinivasa Nagar Colony, Near sports Club, Champapet, Hyderabad 500059, India

Ph: +91 040-24075405, Fax: +91 040-24075405

Email: bisld.south@baif.org.in, Website: www.bisld.org.in

CIN: U73200PN2012NPL142984

5	Supply and fixing or installation of RO water plant of 250 Liters capacity with stainless steel storage tank	RO Plant - 250 Liters	1		
6	Dismantling of old platform and removal of debris	LPSM	1		
7	Construction of drinking water platform of RO water and plumbing work with five taps 3mtr length	Unit	1		
8	Construction of Hand wash with bore water platform and plumbing work with five taps 3 metre length	Unit	1		
9	Painting of patriotic pictures of 4 x 4 size with artist	NOS	18		
10	writing patriotic and life motivational slogans by artist 10 feet length	NOS	100		
11	Construction of kitchen shed with kirby (6.5 L x 3.5 Wx3 H) with gate and partition up to 4feet height front side	NOS	1		
12	supply and fixing of Notice board 4 feet x 5 feet	NOS	15		
13	Construction of stage 5mtr x 4 metre with brickwork plastering and flooring with steps	NOS	1		
14	Total Cost				
15	GST @18%				
16	Total Estimation including GST				



SCHOOL PLITNH AREA = 6060.00 SQ. FT , 673.33 SQ. YRDS
 NEW KITCHEN PLITNH = 227 SQ. FT , 25.22 SQ. YRDS
 NEW WASH AREA PLITNH = 1028.00 SQ. FT , 114.22 SQ. YRDS
 OLD WASH AREA PLITNH = 227.00SQ. FT , 20.88 SQ. YRDS

DOOR D = 3'-6" x 6'-6"
 WINDOW W1 = 5'-0" x 4'-0"
 WINDOW W2 = 6'-0" x 4'-0"

ZPHS (GIRLS) ZAHEERABAD = TM, EM , UM

GROUND FLOOR

ROAD

EAST

ROAD

WEST

ROAD

NORTH

SOUTH

96' - 3"

85' - 8"

9' - 10"

65' - 6"

100' - 6"

95' - 9"

17' - 3"

23' - 7"

29' - 10"

31' - 0"

OFFICE ROOM
24'-0" x 20'-0"

WATER PLANT
9'-10" x 10'-0"

PROPOSED KITCHEN SHED
9'-10" x 10'-9"

STAFF ROOM
24'-0" x 20'-0"

EXISTING CLASS ROOM / KITCHEN
24'-1" x 20'-0"

CLASS ROOM
22'-0" x 16'-0"

CLASS ROOM
22'-0" x 16'-2"

CLASS ROOM
22'-0" x 16'-3"

CLASS ROOM
22'-0" x 16'-2"

CLASS ROOM
22'-0" x 16'-3"

ATAL TINKERING LABS
15'-9" x 35'-9"

WASH AREA 4'-6"

WASH AREA 4'-6"

WASH AREA 4'-6"

WASH AREA 4'-6"

WASH AREA 4'-6"

WASH AREA 4'-6"

WASH AREA 4'-6"

WASH AREA 4'-6"

WASH AREA 4'-6"

WASH AREA 4'-6"

WASH AREA 4'-6"

OLD WASH AREA

OLD TOILET

OLD TOILET

PLANTING AREA

PLANTING AREA

UP

RAMP

UP

RAMP

BORE

GATE

CORRIDOR 6'-9" WIDE

CORRIDOR 6'-9" WIDE

CORRIDOR 4'-9" WIDE

CORRIDOR 6'-3" WIDE

CORRIDOR 6'-3" WIDE

STEP 5'-5" WIDE

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GRILL GATE

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