



RIS
Research and Information System for
Developing Countries
विकासशील देशों की अनुसन्धान एवं सूचना प्रणाली

Zone IV-B, Fourth Floor
India Habitat Centre, Lodhi Road
New Delhi-110 003 (India)
Phones
General : 91-11-2468 2177-80
Fax : 91-11-2468 2173-74
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7 November 2014

1. RIS invites bids from well-established, experienced and reputed service providers for creation of a modernized work zone with eight workstations in place of two rooms and some adjacent area at RIS. The works involved is outlined at Annexure – I.
2. Interested firms/suppliers in the field are requested to send their quotations in sealed covers for the works involved.
3. Selected bidder will have to ensure the completion of work at RIS within 4-5 weeks from the date of receipt of the Work Order. A major portion of the works would have to be executed/carried out at RIS office premises beyond its working hours from 0930 to 1800 hrs in order to minimize disturbance to the Faculty during the course of its working hours.
4. The payment would be released by RIS in the form of a crossed cheque in favour of the service provider after the completion of the works involved in a satisfactory manner. However, RIS would give due consideration to requests from successful bidder for an advance upto 30% of the value of the amount of the contract awarded against submission of bank guarantee from a commercial bank. On successful completion of the works, the remaining part of the value of the contract would be released by RIS in such case.
5. The successful bidder awarded the contract will have to submit a Performance Security of 10% of the value of the awarded contract in the form of an Account Payee Demand Draft, Fixed Deposit Receipt from a commercial bank or Bank Guarantee from a commercial bank in favour of 'Research and Information System for Developing Countries' payable at New Delhi valid for at least 12 months. Bid Security instrument submitted by the successful bidder would be returned on receipt of Performance Security.
6. If required bidders can visit RIS to have a firsthand view of the site of work or for clarification, if any, on 10th, 11th and 12th November 2014 between 1100 hrs to 1300 hrs after seeking appointment with Assistant (Admn.), RIS at Tel. 24682177-80.

7. Bid proposal to be submitted to RIS is required to be accompanied by the following documents/instruments as the case may be:

1. Monetary value, including taxes, in respect of each of the items listed at Annexure-A.
2. Bid Security of two percent of the quoted value of the bid in the form of an Account Payee Demand Draft, Fixed Deposit Receipt from a commercial bank or Bank Guarantee from a commercial bank for a period of forty-five days beyond the final bid validity period. The Bid Security instrument has to be in favour of 'Research and Information System for Developing Countries' payable at New Delhi. (Bid Securities of the unsuccessful bidders would be returned to them at the earliest after the expiry of the final bid validity and latest on or before the 30th day after the award of the contract.)
3. An undertaking confirming that the above terms and conditions for the award of the Works involved are acceptable.
4. Time-frame within which repair and maintenance work would be carried out by the service provider free of cost during the first one year of completion of work.
5. The last date for submission of bid proposals at RIS is Friday, 21 November 2014 (1800 hrs.). The bid cover should be super-scribed "Tender for the Creation of modernized work zone with eight work stations" and addressed to Deputy Director (Finance and Accounts), Research and Information System for Developing Countries, Zone IV-B, 4th Floor, India Habitat Centre, Lodhi Road, New Delhi – 110003.
6. Bids would be opened on Monday, 24 November 2014 at 1500 hrs by a Committee designated for this purpose and the work would be awarded to the most competitive and well qualified bidder in accordance with RIS rules and regulations.
7. Ineligible, incomplete or late bids would be summarily rejected by RIS without citing any reason whatsoever.
8. RIS reserves the right to declare the bidding process null and void at any stage without citing any reason.

ANNEXURE - I

S.N.	Item Description	Unit	Qty	Unit rate in Rs.	Amount in Rs.
1.	Dismantling Work				
1.1	Dismantling of existing part partitions, part false ceiling, existing workstations, existing storages, existing doors with door frames, part electrical excluding LAN, miscellaneous dismantling, disposal of debris	L.S.	1		
2.	Partition Work				
2.1	Wooden glass partition-wooden battened framework 2" x 2" section of mirandi wood or equivalent 3'6" height with glass on top till ceiling height along with all fixtures & fitting with lamination on both sides	Sq. Ft.	190		
2.2	Providing and fixing in place single partition in curved shape between 8 tables as per design upto a height of 5'	Sq. Ft.	130		
2.3	Repairing of existing partition post dismantling	L.S.	1		
3.	Flooring Work				
3.1	Providing & fixing of wooden flooring	Sq. Ft.	355		
4.	False Ceiling Work				
4.1	Repairing of false ceiling post removal of partitions	L.S.	1		
5.	Wood Work				
5.1	General Workstations – All tables in 19 mm commercial block board laminated on both sides including a Table top, legs, size of tables 4' x 2'	Nos.	8		
5.2	Providing and fitting of Storage behind workstation made in 19 mm commercial block board laminates finish with required hardware fixture and fittings & polish wherever necessary (size – 16'3" x 3'6" x 2 sides)	Sq. Ft.	115		
6	Painting Work				
6.1	Plastic emulsion on the ceiling & part wall	Sq. Ft.	550		
7.	Electricals and Networking Work				
7.1	Providing and fixing of Electric Material – Including conduits, Wires, Switches and sockets and other miscellaneous items, installation, commissioning, Connections and testing (2 numbers 5 AMP switch & socket per Workstation)	Sq. Ft.	355		
7.2	Light fixtures & fittings as LED lighting within the ceiling (12 numbers 6" dia fixtures)	L.S.	1		
7.3	LAN – Providing, Conducting, Pulling of CAT 5 Cables from Server to each table along with connections on table with CAT 5 information	Sq. Ft.	355		

	outlet and face plate.				
8.	Window Work				
8.1	Vertical blinds for windows	Sq. Ft.	72		