



MANOHAR PARRIKAR INSTITUTE FOR  
DEFENCE STUDIES AND ANALYSES  
मनोहर पर्रिकर रक्षा अध्ययन एवं विश्लेषण संस्थान

No.1 Development Enclave, Rao Tula Ram Marg, Delhi Cantt, New Delhi – 110 010

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MP-IDSA/EM/ROLLER BLINDS/2022

Date: 07 Aug 2024

**ONLINE E-TENDER (GOVERNMENT E- MARKETING SYSTEM (GEM) FOR SUPPLY AND INSTALLATION OF ROLLER BLINDS AT INSTITUTE'S LIBRARY BUILDING AND BANQUET HALL**

Online bids, **Government E- Marketing System (Gem)** are invited under **single bid** system from bonafide and experienced Firm/ Contractor for “Supply and Installation of Roller Blinds at Institute’s Library building and Banquet Hall” at MP-IDSA premises located at No. 1 Development Enclave, Rao Tula Ram Marg, Delhi Cantt, New Delhi - 110 010 as per details given in formats.

Detailed Tender Documents are available online from the date of tender publication at **GeM portal, [www.idsa.in](http://www.idsa.in)**. The interested bidders are advised to register themselves with e-procurement Portal- **GeM** to participate in the e-Tender. The bidders should download and then upload duly signed tender form and their bids along with scanned copies of all the relevant certificates, documents etc. in support of their technical bids and financial bids on the GeM, latest by **30<sup>th</sup> Aug 2024** by 1500 hrs. Demand Draft for Rs. **12000/- (Rupees Twelve thousand only)** in favour of “**MP-IDSA**” payable at **New Delhi** as Earnest Money Deposit shall be submitted in sealed cover addressed to the **Assistant Director, MP-Institute for Defence Studies and Analyses**, may be sent at the Institute’s address mentioned above either by Speed Post / By hand delivery at Tender Box kept at the reception office, should reach on or before **1500 hrs, 30<sup>th</sup> Aug 2024** duly mentioning on top right hand corner of the sealed envelope “**EMD and any other supporting documents for “Supply and Installation of Roller Blinds at Institute’s Library building and Banquet Hall”**”.

All the tenders are to be submitted on the prescribed forms, as enclosed, duly signed, stamped and dated on each page of tender and Annexures as their unconditional and explicit concurrence to the terms and conditions laid down by the Institute.

**The bids shall only be opened online on GeM. No manual bids will be accepted. All quotation should be submitted on the E-procurement portal.**

MP-IDSA reserves the right to accept or reject any or all quotations including the lowest bidder without assigning any reason at its sole discretion and the decision of the MP-IDSA will be final and binding to all concerned.

**Critical Dates of Tender:**

(i) Publish Date & Time	<b>08/08/2024, 11:00 hrs</b>
(ii) Document Download Start Date & Time	<b>08/08/2024, 11:30 hrs</b>
(iii) Bid Submission Start Date & Time	<b>08/08/2024, 12:00 hrs</b>
(iv) Bid Submission End Date & Time	<b>30/08/2024, 15:00 hrs</b>
(v) Offline submission, EMD, and other supporting documents	<b>30/08/2024, 15:00 hrs</b>
(vi) Bid Opening Date & Time	<b>30/08/2024, 15:30 hrs</b>
(vii) Cost of Tender	Free of cost

**Note : Corrigendum / addendum / modification to this tender, if any, will be notified through GeM only.**



**Col. Rajeev Agarwal (Retd.)  
Assistant Director (Admin)**



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**TENDER FOR SUPPLY AND INSTALLATION OF ROLLER BLINDS AT  
INSTITUTE'S LIBRARY BUILDING AND BANQUET HALL**

**MEMORANDUM OF WORK IN BRIEF**

1	<b>Name of work</b>	Supply and Installation of Roller Blinds at Institute's Library building and Banquet Hall
2.	Cost of Document	Free of Cost
3	Earnest Money	Rs.12,000/- (MSME Bidders are exempted)
4.	Bid Validity period	90 days
7.	Publish Date & Time	08.08.2024 by 1100 hrs
8.	Submission Start Date & Time	08.08.2024 by 1130 hrs
9.	Site visit	On all working day between 1030 hrs to 1530 hrs till submission end date.
10.	Tender Submission End Date	30.08.2024 by 1500 hrs.
11.	Tender Opening Date	30.08.2024 by 1530 hrs.
12.	Mode of Sending	EMD and relevant documents of In sealed cover by Speed post/Hand Delivery in the tender box kept at reception.

  
**Col. Rajeev Agarwal (Retd.)  
Assistant Director (Admin)**

**Signature of bidder**

**Name :**

**Company seal**

**Date**

## **SUBJECT: Supply and Installation of Roller Blinds at Institute's Library building and Banquet Hall**

Online Quotations are invited for the work as mentioned above and scope of work and terms & Conditions of the order shall be as follows: -

1. **Time Schedule:** The work shall be completed within 30 days from the date of award. In case of delay on account of reasons attributable to the Contractor Liquidated Damages shall be levied. The amount of Liquidated Damages payable by the Contractor to the institute would be 0.25% of the value of order for each calendar day of delay subject to a maximum of 5% of the value of order. Director General, MP-IDSA, decision in this regard shall be final and binding.

2. **Execution of Work:** The work shall be executed in best workman like manner, to the entire satisfaction of the Institute.

3. **Unit Price:** Unit rates quoted for the work shall be deemed to include for all material, labour, tools and accessories, as required for proper execution of work complete in all respects. Any missing minor details which are not spelt out in the description of items but are required for proper completion of work shall be deemed to have been taken into account in the quoted rates. The rates shall also include for transportation including at of completion. The contractor shall re-do the work including replacement of items, wherein defects have developed during this period under the direction of the Estate cell, at no extra cost.

6. **Delivery of Materials/Items and Completion:** Inspection of the finished work will be carried out by the representative of MP-IDSA. The work shall be completed to the entire satisfaction of the Institute. On completion of the work, the contractor shall inform the Estate cell in writing with the date of physical completion of work for final approval for issue of completion certificate. Before start the work, the bidder shall forward 2-3 samples for approval of shade, color and quality of fabric. Bidder has to ensure sufficient stock of approved sample. No deviation shall be accepted once the sample is approved.

7. **Submission of quotation:** Appendix 'A' to the tender duly quoted and signed on all pages along with this letter in token of the acceptance of terms and conditions mentioned herein-before, should be uploaded on GeM by 1500 hrs on **30<sup>th</sup> Aug 2024**.

8. Upon acceptance of the quote, no subletting/transfer would be allowed by the Contractor.

9. **Earnest Money Deposit:** Bidders shall deposit Earnest Money Deposit (EMD) along with their bids. While submitting the bid, the vendor shall deposit Earnest Money of **Rs. 12000/-** by demand draft "**MP-IDSA**" payable at **New Delhi**. No other mode of remittance shall be accepted. EMD is to remain valid for a period of 90 days beyond the final bid is accepted. EMD of the unsuccessful bidders will be returned to them at the earliest latest on or before the 30th day after the award of the work. The EMD of the

successful bidder would be returned, without any interest whatsoever, after the receipt of Performance Security from them as called for in the contract. EMD is not required to be deposited by those Bidders who are registered MSME, etc. The EMD will be forfeited if the bidder withdraws or amends, impairs or derogates from the tender in any respect within the validity period of their tender. The bidders found without EMD are liable for outright rejection.

**10. Defect Liability:** The materials & work of the contractor shall be under 2 (Two) years Defect Liability Period (DLP). Defect/s noticed during the defect liability period shall be rectified by the contractor without any cost to MP-IDSA, failing which the Security Deposit of the Contractor shall be forfeited. The contractor may also be debarred from any future tendering in the Institute. The contractor shall re-do the work, wherein defects have developed during this period under the direction of the Estate cell, at no extra cost.

**11. Security Deposit:** On receipt of the Letter of intent (LOI), the successful bidder shall furnish 5% of the contract value as security deposit in the form of Fixed Deposit Receipt from Nationalized Bank or Bank guarantee from Nationalised Bank. The Security deposit shall be valid for a period of 60 days beyond the defect liability period ( 24 Months).

**12. Payment Terms:** 100% payment shall be made by the Institute against satisfactory completion of work. Bidders will be fully responsible for proper installation and making the roller blind functional before the final settlement of account. All statutory deductions like TDS, GST as applicable rules shall be made from the due payment of the bidder.

**13. Scope of work –** Providing and Fixing of Roller blinds make of **Vista / Mac-Decor / Hunter Douglas/Nova or equivalents**. Roller Blinds of superior quality and of leading manufactures, with approved colour, shade and fabrics including the cost of necessary powder coated aluminium channels, rollers and other accessories complete all as per manufacture's specifications and as per the directions of MP-IDSA. **The total area for roller blinds is 200 Sqm for 42 Nos of roller blinds for different size of windows ( Approx. size is 6x8 feet ,+- 3 inches variation).** Details of specification is tabulated below:-

Roller blinds Specification	
Types of blind	Roller blind
Types of fabrics & Color	As approved by Institute
Fabrics weight	350 gram (+- 10)
Shading Solutions	Single roller blind required one layer fabric
Operating Mechanism	Side winder
Installation bracket type	L Brackets
Top roller type	Aluminium pipe with groove
Dimension of blinds	1000 mm x1000 mm
Hanging Properties	Hanging Properties
Tearing Strength	Very High
Coating	Acrylic coating resistant to Cracking & Fraying
Cleaning	Conditionally cleanable with damp cloth



- Note:-
- (i) Any minor work like applying cement based putty observe during installation required to be completed without any extra cost.
  - (ii) Cleaning of stain marks before start fresh work.
  - (iii) All fitting must be covered while performing work.
  - (iv) The contractor has to make arrangements for cleaning the work site every day and on completion of the work from the work area at his cost.
  - (v) The contractor shall be paid on the basis of the actual quantity of completed work as per the scope of work. Measurements shall be taken as the frontal area of the blinds for the purpose of payment.
  - (vi) Materials bearing ISI certification mark certification shall be given highest preference for use in the works. Where the Contractor is required to do, perform, execute (etc.) any work or service or the like, it shall be deemed to be at his own cost.
  - (vii) The rates accepted in the Schedule of Quantities apply to all floors, heights, depths, leads, lifts, spans, sizes, shapes, locations, etc. unless a distinction has been included in the very Schedule.
  - (viii) Screws, bolts, nuts, washers, hold fasts, lugs, anchors, clamps, plugs, suspenders, brackets, straps and fasteners of the like are deemed to be included in the rates.
  - (ix) Resetting any displacements, making good holes/chases and such other incidental jobs are included in rates of respective items for which these are required at his own cost.

14. Warranty / Guarantee:

- (a) For the equipment The Tenderers must quote for 02 years comprehensive on-site warranty (Including all Spares, Accessories and Labour) from the date of completion of the satisfactory installation. The warranty charges shall not be quoted separately otherwise the offer shall be summarily rejected. Failure to comply this condition will entail the rejection of the bids.
- (b) No offer of the vendor will be accepted without warranty/ guarantee of their supplied/ installed goods.

15. Eligibility:

- (i) Bidder should have satisfactorily completed **one similar work** in Central Autonomous Body/Central PSU/ Central Undertaking Body/ /Educational Institute).
- (ii) Firm should produce completion certificate of such works from organization /Autonomous body.
- (iii) Firm should have PAN & GST registration.
- (iv) Firm should produce ITR for last 3 years.

\* Definition of similar work means: The work executed by firm of replacement/installation of blinds, interior designing and furnishing work. The firms having experience in civil work shall also be considered.

**16. Pre-qualification sheet:-**

Sno	Parameter	For General Bidder	For MSME/MII registered bidder
(a)	Work Experience	03 Years	01 Years
(b)	Average Annual Turnover last 03 years	3 Lakhs	2 lakhs ( One Year)
(c)	In case of OEM, average Annual Turnover last 03 years	20 Lakhs	10 Lakhs
(d)	PAN & GST Number	Required	Required
(e)	One similar nature of work	Required	Required
(f)	ITR last 03 years	Required	Required ( One Year)

**17. Evaluation & Award of work:** The bids will be evaluated as per the Eligibility criteria given at Clause 15 & 16 above. The bids which are found to be fulfilling the eligibility criteria shall only be considered for opening of Price-Bids. MP-IDSA may seek clarifications in the bids from the bidders during the evaluation process. The work will be awarded to the lowest responsive (L-1), evaluated bidder and Work- order will be issued to the firm. MP-IDSA may like to visit the similar completed works of the successful bidder before considering their bid/ award of work. Substantially responsive financial bids will be checked for any arithmetic errors. Arithmetic errors are to be rectified on the basis of the standard procedure as follows: -

- a) If there is a difference between the amount of rate in figure and in words of an item, and the total amount is worked out, then the rate which corresponds to the amount worked by the bidder shall be taken as correct.
- b) If the bidder has not worked out the amount of an item, or the same does not correspond with the rates written either in figures or in words, then the rate quoted by him in words shall be taken as correct.
- c) If the rate quoted by the bidder in figures and in words tallies, but the amount is not worked out correctly, the rate quoted by the contractor shall be taken as correct and not the amount.
- d) If the selected bidder refuse to execute the work after award of work, his EMD will be forfeited.

**18. Time of Completion and Extension for delay:**

- i) The work shall be completed within 30 days from the date of receipt of work order from MP-IDSA.
- ii) Due to an event, not attributable to the contractor, causing delay, occurs or a variation order is issued, which makes it impossible to complete the work by scheduled completion date, MP-IDSA may consider extending the completion date on the specific request of the contractor.

**19. Dispute Resolution.**

- (a) Any dispute and or difference arising out of or relating to this contract will be resolved through joint discussion of the authorities' representatives of the concerned parties. However, if the disputes are not resolved by joint discussions, then the matter will be referred for adjudication to a sole Arbitrator appointed by the Director General, MP-IDSA.
- (b) The award of the sole Arbitrator shall be final and binding on all the parties. The arbitration proceeding's shall be governed by Indian Arbitration and Conciliation Act 1996 as amended from time to time.
- (c) The cost of Arbitration shall be borne by the respective parties in equal proportions. During the pendency of the arbitration proceeding and currency of contract, neither party shall be entitled to suspend the work/service to which the dispute relates on account of the arbitration and payment to the contractor shall continue to be made in terms of the contract. Arbitration proceedings will be held at Delhi/New Delhi only.




### Additional Conditions

- (A) All the T& P is to be arranged by Contractor and nothing extra shall be paid on this account
- (B) The contractor shall make his own arrangement for making electric connections to equipment like drill machine etc. If any.
- (C) The Contractor shall be bound to follow the restrictions on the movement of labour, at MP-IDSA campus due to security or any other reason(s). No Claim shall be entertained on this account.
- (D) The contractor shall personally responsible for violation of any guidelines and shall have to pay the fine /penalty imposed by appropriate authority. No claim on this account shall be entertained.
- (E) TDS & GST will be deducted as per applicable rules.
- (F) The contractor shall be fully responsible for safe custody of the material even if the materials are under double lock system.
- (G) Quantity can be increased or decreased depending upon the requirements.
- (H) Contractors are advised to Visit the site and condition before quoting. After opening the bids no excuse will be entertained with regards to site conditions, security restrictions, etc.
- (I) Due care must be taken to ensure that existing services are protected and not damaged during the course of the works. In case of any damage to such items during the course of the works, the same shall be got done at the risk and cost of the agency.
- (J) The Contractor is required to comply with all Acts of Government relating to labour, safety, environment and other Rules and Regulations made there under from time to time and to submit at the proper times all particulars and statements required to be furnished to the appropriate Authorities.

*Director General, MP-IDSA reserves the right to accept or reject the lowest or any offer or all offers without assigning any reasons thereto.*

Please acknowledge.

  
Yours sincerely,  
**Col. Rajeev Agarwal (Retd.)**  
**Assistant Director (Admin)**

**Form of Quotation**

**(Note: the appendix forms the part of the Quotation)**

To,

**MP-IDSA  
No 1, Development Enclave  
Rao Tularam Marg, New Delhi-110010.**

Sir,

**Name of work: Supply and Installation of Roller Blinds at Institute's Library building and Banquet Hall**

1. Having visited the site condition and examined the conditions of contract, specifications and schedule of quantities for the above named work, we offer to undertake and complete the whole of subject work in conformity with the said conditions of the contract and schedule of quantities of this quotation.
2. We undertake to complete and deliver the whole of the work comprised in the contract within the time limit.
3. We have independently considered the amount of liquidated damages shown in the appendix hereto and agree that it represents fair estimates of loss likely to be suffered by you in the event of the works not being completed properly.
4. Unless and until a formal agreement is prepared and executed, this quotation together with your written acceptance thereof shall constitute a binding contract between us.
5. We understand that if our quotation is accepted, we are to be jointly and severally responsible for the due performance of the contract.

Dated ..... Day of .....

Signature.....In the capacity of .....  
Duly authorized to sign for and on behalf of.....  
Name and address of the tenderer.  
(IN BLOCK CAPITALS)

Financial Bid –

**Supply and Installation of Roller Blinds at Institute’s Library building and Banquet Hall**

To be filled properly, reasonably and upload on e-portal. The rates should be filled in prescribed format including GST.

Sn o	Description	Area (Sqm)	Rate per (Sqm) in Rs.	Total Amount (Rs) including GST
(I)	Providing and fixing roller blinds with Louver, quality of approved make fabric made of 100% polyester+Viscose including all fixtures and fittings complete in all respect as per design/color/shade including requisite installation brackets etc as required for installation at site with anchoring arrangement as per scope of work.	200 Sqm 42 in Nos.		
<b>Grand Total</b>				

Total amount in words: \_\_\_\_\_

Signature of Bidder with stamp

Note: -

1. **The amount quoted should be including of GST.** Conditional Tenders will be rejected.
2. No Wastage shall be considered for measurement. The contractor shall include cost of supply & transportation of materials, labour, tools, etc. to the site.
3. If any discrepancy found in quoting the financial bid in words and figures, the higher quoted amount will be considered.
4. GST & TDS will be deducted as per rules from the quoted amount and may be catered for while quoting the rates.