

**INDIRA GANDHI NATIONAL CENTRE FOR THE ARTS
CENTRAL VISTA MESS BUILDING
JANPATH, NEW DELHI-110001**

Date: - 09/02/2021

BID NOTICE

Indira Gandhi National Centre for the Arts invite sealed bid from the interested bidders for Disposing of M.S. Joist, chequered plate, channel etc. placed at IGNCA, 11 Man Singh Road, New Delhi.

Bid details are as under:

- | | | | |
|---|---|--|----------------------------|
| 1. Bid No. | : | <u>73/2020-21;</u> | <u>Dated: - 09/02/2021</u> |
| 2. Closing Date & Time for receipt of Bid | : | <u>15/02/2021 at 02:00pm</u> | |
| 3. Place of submitting Bid: | : | Tender Box placed at Estate Management Unit,
No. 3, Dr. R.P. Road, IGNCA. | |
| 4. Bid opening Date and Time | : | <u>15/02/2021 at 03:00pm</u> | |
| 5. Place of Bid opening | : | EMU office, No.3, Dr. R.P. Road, IGNCA. | |
| 6. Earnest Money Deposit | : | <u>Rs.5,000/-</u> | |

Note: If Public holiday declared on the above dates than the bid will be received/opened on the next working day of the scheduled date mentioned above.

Late submission of bid: The bids received after the specified date and time will not be considered.

Submission of bid-

- Interested bidders may quote their prices in the enclosed Performa (**Annexure-B**) in a sealed cover. The sealed cover containing the price should be super scribed "**Price for disposing of M.S. Joist, chequered plate, channel etc. placed at IGNCA, 11 Man Singh Road, New Delhi**" and should be dropped in the tender box kept in EMU Section at No.3, Dr. R.P. Road, New Delhi on or before the **15/02/2021 latest by 02:00pm**, which will be opened on the same day at **03:00pm** in "Estate Management Unit (EMU)" Office in the presence of such bidders who wish to be present. The Department reserves the right to accept or reject any bid without assigning any reason thereof.
- Bidders must fill the Details as mentioned in Annexure-A and quote their price in the Annexure-B.
- The complete bid document may be downloaded free of cost from IGNCA's website www.ignca.gov.in and the same may be used for submission of bid.

4. Earnest money Deposit-

Rs.5,000/- (Rupees Five Thousand Only) in the form of Demand Draft/ Pay Order/Banker Cheque in favour of "**IGNCA, New Delhi**" must be attached along with the Sealed Quotation and should be dropped in the tender box kept in EMU Section at No.3, Dr. Rajendra Prasad Road, New Delhi on or before the **15/02/2021 latest by 02:00pm**. No cash/ cheque will be received/accepted and quotations received without EMD will be summarily rejected. IGNCA shall without prejudice to any other right or remedy, be at liberty to forfeit the EMD if bidder withdraws his offer or makes any modifications in the terms and conditions of the bid which are not acceptable to IGNCA.

IMPORTANT INFORMATION AND GENERAL INSTRUCTIONS

1. **Seller:** INDIRA GANDHI NATIONAL CENTRE FOR THE ARTS (IGNCA), 11 Man Singh Road, NEW DELHI.
2. **Single bid system:** This Bid will be processed in a single bid system and on an "As is where is Basis".
3. **Firm and fixed rates:** Bidder should clearly quote their rates for whole lot i.e. 2305 kg of M.S. Joist, chequered plate, channel etc. The rates should be written in figures and words. Any overwriting on rates and any change and/or alteration without attestation is liable to rejection of the Bid. In case, there is any error/mismatch between the amount specified in the figures and words, the amount written in words will be taken as final.
4. The rates shall be quoted inclusive of all charges i.e. cartage, labour, loading, unloading and cleaning of site and nothing will be paid on this account.
5. **Deduction:** The amount quoted in Annexure- B of the bid shall be paid by the successful bidders to the institute without any deduction of taxes, duties, cartage, labour charges, loading, unloading etc. Bid for partial lot will not be accepted.
6. **Non-transferability:** This tender is non-transferable. The contractor will not be permitted to authorize any sub contractor or any other firm to collect the material or execute the contract on his behalf.
7. **Terms & Conditions:** Terms & Conditions as set out in this Bid Document shall have to be complied with by the participated firm. Offers not complying with such terms and conditions shall be ignored/rejected at the discretion of this Department.
8. **Inspection of Items:** The disposal of obsolete items shall be on an "As is where is basis" and no guarantee of certificate of its worthiness of quality will be given by the IGNCA. The condition of the items can be inspected physically between 10:00 am to 01:00 pm on any working day from 09/02/2021 to 15/02/2021.
9. **Prescribed Forms:** Bids of firms received in the format prescribed in this Bid document shall only be considered. Offers not received in prescribed format shall be rejected and no correspondence in this regard will be entertained. Telegraphic/ Telex/ Fax/ E-mail/ Letterhead/ Quotations will not be accepted.
10. **Late/ delayed:** Bids received late/ delayed after prescribed closing time due to any reason whatsoever will not be accepted under any circumstances. In the event of any confusion, the time set in the clock in the room of Under Secretary (EMU), IGNCA will be taken as standard and decisive. Bidders may note that if the date of tender opening given in this Bid Document is declared a closed holiday by the Central Government, the bid shall be opened on the next working day at the same time. In such an event the closing hours for receipt of bids in IGNCA, NEW DELHI will stand automatically extended up to 02:00 pm of the next working day in the Central Government offices.
11. **Department's right:** IGNCA, New Delhi reserves the right to reject any or all bids in full or part thereof without assigning any reasons.

12. **Submission of bid:** The quotation should be addressed to "Under Secretary, (EMU), and should be dropped in the **Tender Box of Estate Management Unit (EMU), No.3, Dr. R.P. Road, New Delhi-110001**. In case the sealed envelope is larger than the opening of the Tender Box, and cannot be dropped in the Tender Box, the same may be submitted by hand to Under Secretary (EMU), IGNCA, NEW DELHI. The bid sent through, FAX, e-mail, post/ speed post or by any other means other than as stipulated in the Bid Notice without covering letter in Firms' letter Head will not be considered by the IGNCA and shall be liable to be rejected. Any doubts or clarifications with regard to the interpretation of the Terms & Conditions stipulated in this Bid Enquiry, may be got clarified from ESTATE MANAGEMENT UNIT (EMU), IGNCA, NEW DELHI, at least 03 days before Bid closing date. Requests for postponing the Bid opening date for the same shall under no circumstances be accepted by IGNCA, New Delhi.

13. **Warranty:** The Department does not offer any warranty of the obsolete/ damaged/ BER for the items.

14. **Validity of offer:** This offer shall be valid upto 30 days from the date of opening of the bid.

15. **Applicable law:** The resultant contract shall be interpreted in accordance with the laws of Union of India. Settlement of disputes and shall be within the jurisdiction in Delhi/New Delhi.

Subject Description

16. **Litigation:** Any disputes/ differences arising shall be settled through arbitration. The sole Arbitrator will be appointed by the Director (Admin) of IGNCA. The purchaser and contractor shall first try to resolve the differences/disputes amicably by mutual consultation. If they fail to resolve the disputes by such mutual consultation within 15 days, then, depending upon the position of the case, either the purchaser or the contractor shall give notice to the other party of its intention to commence arbitration as per the Indian Arbitration and Conciliation Act, 1996.

17. **Payment Terms & Job Execution period:** The successful bidder will be required to deposit the total bid/ quoted amount by means of Demand Draft/ Pay Order/ Banker's Cheque in favour of IGNCA, New Delhi within **03** working days from the date of award of contract and the items will be lifted within **03** days which can be extended for **two days** in extra ordinary circumstances by the IGNCA after issue of the work order to the firm. Failure to do so shall result in forfeiting of EMD.

18. **Lifting of materials:** The goods will be allowed to be lifted by contractor on any working day as specified between 10 a.m. to 4 p.m. The contractor will have to inform at least one working day in advance of the intended date of lifting of the materials in writing. The contractor will be required to bring his own vehicle for lifting the materials and will employ his own labour, bags and other items as required for packing and lifting of the materials. No assistance will be rendered in this regard by the IGNCA. The contractor will be responsible for cleaning the area from where the obsolete materials are lifted. The lifting of the obsolete materials shall be undertaken only under the supervision of Under Secretary (EMU), IGNCA, NEW DELHI or any other officer nominated for the purpose by the IGNCA. The lifting of the obsolete materials will be allowed from the designated places only and after issuance of necessary security/ gate pass. Under no circumstances the contractor shall lift any material other than the items mentioned in the Annexure-B.

19. **General:** (a) The bidder should sign & stamp all the pages of the document and same should required to be submitted along with the offer quoted by the firm as stipulated in the document with a covering

letter in the firm's letter head & duly signed & stamped. No page should be removed/ detached from the Bid Notice.

(b) **Quotations which are not complete in all respects are liable to be rejected.**

(c) The contractor shall observe all security provisions as applicable to the offices of the IGNCA, New Delhi which comes under the security cover by the Ministry of Culture. Any violation shall be his responsibility.

20. **Damage:** No damage should be caused to the existing property of the IGNCA while lifting goods from the site, loss/damage to the IGNCA or injury or personal accident suffered by any person due to the negligence or action of the successful bidder or his authorized worker/supervisor, will have to be indemnified by him.
21. **Delivery:** The person authorized by the successful bidder will be allowed to take delivery. The Vehicle number to lift the material should be provided to IGNCA one day prior to lifting.
22. **Address of the Bidder:** The address given in the tender shall be deemed to be the bidder's address and correspondence sent on that address shall be considered to have been delivered to the purchaser. No claim will be entertained for the reason of forfeiture of the sum deposited in case the correspondence is returned back undelivered. **Bidder must enclose copy of address proof (Voter I-card/Aadhar Card/Driving License etc.) and PAN Card along with his bid.**
23. The bidder should submit the copy of GST Registration certificate.
24. The bidder should be responsible for the safety of his workers in case of any mishappening the IGNCA will not be responsible.

(Signature of the bidder (s) with stamp)

INDIRA GANDHI NATIONAL CENTRE FOR THE ARTS
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JANPATH, NEW DELHI-110 001

Contractor's details (Mandatory Information)

Not filling up the Mandatory Information and non-submission of document will attract cancellation of bid.

Supporting documents be annexed with the application form (Applications found deficient in any respect are liable to be rejected without further correspondence)

Description Information

- 1 Name of the Applicant/ Firm _____
- 2 Nationality _____
- 3 Address _____
- a) Regd. Office _____
- b) Head office _____
- 4 Telephone Numbers Landline/ Mobile No. _____
Fax No. _____
E-mail address _____
- 5 Other Details (Enclose copies) PAN Details _____
GST Registration Number _____
7. Is any person working with the applicant a near relative of the official of IGNC, NEW DELHI? If yes, give details _____

8 Description Information

Earnest Money Deposit (EMD) details _____

- a. Amount in INR _____
- b. DD/ BC/ PO No. _____
- c. Date of Issue:- _____

- d. Name of issuing Bank:- _____
- e. Address of the issuing Branch:- _____

9. **Certificates/ Undertakings**

- a. I/ we (including all partners) certify that I/ we have carefully read the Terms & Conditions mentioned in the Bid enquiry form and shall abide by them.
- b. I/ we certify that the information given is true to the best of my/ our knowledge. I/ we also understand that if any of the information is found wrong/ false at any stage. I/ we are liable to be deregistered from panel of approved contractors/ banned for doing any business dealings with Government Departments or blacklisted or subject to any monetary penalties that be deemed fit and appropriate by IGNC, NEW DELHI.
- c. I/ We agree to the forfeiture of the Earnest Money Deposit if I/We fail to comply with all or any of the terms & conditions in whole or in part as laid down in the Tender Notice No. **73/2020-21, Dated : - 09/02/2021** which would constitute and have force of a contract between me/ us and the IGNC. if I/ we am/ are declared a successful bidder.
- d. I/ we hereby declare the items mentioned in the Schedule to this notice will be used for bonafide/ lawful purposes only as per the guidelines of Department of Environment & Forest, Govt. of NCT Delhi.
- e. I/ we hereby also certify that, I/ we have signed all the pages of the document with my/ our conscious and no body from this Department influenced/ compelled to do so.

(Signature of the bidder (s) with stamp)

INDIRA GANDHI NATIONAL CENTRE FOR THE ARTS
CENTRAL VISTA MESS BUILDING
JANPATH, NEW DELHI-110001

Bid No. 73/2020-21 Dated: - 09/02/2021

Scope of work: Bid for Disposing of M.S. Joist, chequered plate, channel etc. placed at IGNC, 11 Man Singh Road, New Delhi.

A: Location : IGNC, 11 Man Singh Road, New Delhi.

B: Approximate weight (kg) : 2305 kg

C: Rates (Quotes): = Rs.....for the whole material.

(in words Rupees _____)

(Signature of the bidder with stamp)