



भारत सरकार / GOVERNMENT OF INDIA
पोत परिवहन मंत्रालय / MINISTRY OF SHIPPING

नौवहन महानिदेशालय, मुंबई
DIRECTORATE GENERAL OF SHIPPING, MUMBAI

No.15-Admn/(4)/CTM/2019

31.01.2020

**TENDER DOCUMENT FOR RENOVATION OF TRAINING ROOM
OF DIRECTORATE GENERAL OF SHIPPING, MUMBAI**

(CIVIL AND ELECTRICAL WORK)

Subject: Supply and installation of audiovisual, civil and electrical work for
Renovation of training room of D.G.Shipping – reg.

INSTRUCTION OF BIDDERS

Directorate General of Shipping is a Central Govt office under Ministry of Shipping having its office at 9th floor, beta building, I-Think Techno campus, Kanjur Marg East, Mumbai 400 042 invites tenders for supply & installation of items/consumables in the Directorate as per the details given in the Financial Bid of the Tender Document.

PART "A"

The terms and conditions governing the instant Tender are as under:

- (a) The bidders should submit their responses as per the format given in the tender document in the following manner
 - (a) Technical bid.
 - (b) Financial bid
- (b) Details/supporting documents wherever applicable, if attached with the tender should be duly authenticated by the vendor/s. All the pages of the tender document shall be sequentially numbered.
- (c) Please note that prices should not be indicated in the technical bid but should only be indicated in the financial bid. Also, a bidder cannot submit more than one bid.
- (d) Submission of the tender shall be through Central Public Procurement Portal.(e-procurement)
- (e) Any deficiency in the documentation may result in the rejection of the tender document.

- (f) The documents shall be submitted **on or before 1300 hrs of 20.02.2020.**
- (g) Tenders received after the stipulated date and time shall not be entertained and are liable to be rejected summarily without giving any reason
- (h) The Technical Bid shall be opened **on 20.02.2020 at 1400 hrs** in the Directorate General of Shipping, Kanjurmarg [East], Mumbai, in the presence of those tenderer(s), who wish to be present. No separate communication will be sent in this regard. *In the event of due date being declared Holiday for Central Government offices, the due date for opening of the bids will be the following working day at the appointed date and time.*
- (i) The Directorate General of Shipping, Mumbai shall have the right to assess the competencies and capabilities of the tenderer by going through the credentials given in the Technical Bid and on the basis of such credentials, the Directorate may reject the candidature of the tenderer without assigning any reason. In such case(s) the Financial Bid shall not be opened for that particular tenderer. The Financial Bid of only those parties who qualify in the technical scrutiny shall be opened either immediately after opening of the technical bids or on the time and date intimated for opening the financial bids.
- (j) Prices quoted should be inclusive of all charges including installation.
- k) The Principal Manufacturer will provide a certificate of warranty for the supplied material.
- l) Delivery and installation period should be mentioned clearly in the proposal. Penalty for the late delivery and installation would be levied at the rate of half percent per week subject to a maximum of 10 percent of the value of the order as has not been supplied during the stipulated period. In case of delay beyond fifteen days from the stipulated period, Directorate may at its discretion cancel the order and arrange to procure the same from the next bidder on the panel/open market at the sole risk, cost and responsibility of the vendor.
- m) Vendor will be fully responsible for onsite comprehensive maintenance free of charge during the warranty period and in case of default, the Directorate will have the right to arrange maintenance at vendor's risk, cost and responsibility.
- n) The rates quoted should be valid for at least 90 days from the date of opening of quotations.

GENERAL CONDITIONS :

- o) The Directorate reserves the right to accept or reject any or all tenders including the lowest tender/s without assigning any reason at its sole discretion and the decision of the Directorate will be final and binding on all concerned

- p) The quantities indicated in Financial Bid are tentative and may be increased/decreased at the sole discretion of the Directorate and the vendor shall have no right to claim any minimum/definite volume of business.
- q) The vendor shall supply the detailed design of work including samples and make of electronic items to be carried out along with this bid.

PART- 'B'

(A) SCOPE OF WORK (CIVIL)

1. The existing table which can accommodate approx 15 persons can conduct a meeting needs to be replaced by bigger table measuring 30 feet by 4 feet in teakwood.
2. There are already 18 chairs available in the training room and additional 35 chairs to be added of the same design & quality.
3. Polishing of old veneers inside meeting room
4. The entire meeting room needs to be painted.
5. Puffed panel cloth changing
6. The entire carpet on the floor of the training room to be replaced
7. A new White board need to be replaced.
8. False ceiling to be done.

(B) SCOPE OF WORK (ELECTRICAL)

1. 90 inch LED screens shall be installed in the front of the Chairman's table.
2. 55 to 60 inches LED Screens to be installed on both the sides of the walls.
3. 1 Pop up screen in front of Chairman – 19/21 inches.
4. Laptop points and Mikes to be provided for all the users.
5. Table seating for 12 on one side of the room.
6. Table seating for around 7 people on the other side of the room.
7. Ex-DGs name roll- A name board containing all the ex-DG's name is displayed need to be prepared aesthetically.


Time schedule of E-bid

The time schedule/other details are given below. Bidder may note that they should visit the site from 7 & 10-Feb-2020 at given hours. No request for any extension thereafter will be entertained.

Query in writing pre bid confer will be clarified within 2 working days. Clarification will be part 2 parcel of the tender document.

Estimated cost of tender	Rs.40,00,000/-
Earnest Money Deposit(EMD)/Bid security	Rs.1,00,000/-
Date/Time of publishing e-tender	31.01.2020
Bid opening date	20.02.2020
Onsite visit start date/time	07.02.2020-1000 hrs
On site visit end date/time	10.02.2020-1700 hrs
Bid submission start date/time	31.01.2020
Bid submission end date/time	20.02.2020/1500 hrs

- (j) The tenderers are required to deposit an earnest money of **Rs.1,00,000/- (Rupees One lakh only)** for supply and commissioning of Tender for Supply and installation of all the items mentioned in **Part B by way of demand draft drawn in favour of D G Shipping, Mumbai payable at "Mumbai"**. The tender not accompanied with earnest money shall be rejected summarily. The bidder shall upload photocopy of the bank draft with technical bid. The bidder has to submit the bank draft in an envelope to the D.G.Shipping, Beta Building, I think Techno campus, Kanjur Marg (East), Mumbai 400 042 **latest by 1200 hrs on 20th February, 2020** failing which the bid of the bidder will not be opened. The earnest money of unsuccessful tenderers will be refunded without any interest/bank commission/collection charges after the order has been issued in favour of successful party. EMD amount of the successful tenderer will be refunded without any interest/bank commission/collection charges after the order has been executed successfully and payment to the vendor for the procurement has been settled as per the terms and conditions of the purchase order.


[Rajesh Kumar]

Asstt. Hydrographic Surveyor

TECHNICAL EVALUATION CRITERION

1	Name and complete address of the firm	
2	Tele/Fax/E-mail/Cell No. of the Tendered Company	
3	Contact person's name & mobile Number	
4	Details of registered office alongwith documentary evidence	
5	Legal status i.e. proprietorship / partnership firm / company – copy of the proprietorship / partnership deed /certificate of registration	
6.	Contact details of partners /Directors	
7.	PAN No	
8	GST No.	
9	List of existing installations/construction/ being maintained [at least two during the last two financial years]	1. 2.
10	Brochures of the product with detailed specifications	
11	Escalation matrix for lodging the complaint during the warranty	
12	Last 3 years audited balance sheet	
13	Annual turnover for last 3 years should not be less than 40 lakhs	

Name and Signature of
Authorised signatory

" FINANCIAL BID"

Rates Quoted should be Net Unit Rate (Unit Price + GST, if any)

Sl. No	Item Name/Specification	Make or company	Quantity [in unit]	Rate per unit [in Rupees]
1.	Installation of new AV Rack including Amplifier and DSP			
2	Detachable goose neck microphone on Conference table between 2 users			
3	Pop up screen for chair person			
4	New Projector, motorized screen for projection and 90/100 inches LED screen		1 no	
5	Video conferencing system			
6	Main screen opp Chairman's table- 90 inches		1 no	
7	Side Screen LED 55/65 inches		2 nos.	
8	Installation of wireless presentation set up for visitors compatible for laptop/tab (for podium)			
9	Installation of lighting automation system to control AV equipment's, lights, projector, etc.			
10	Installation of Ceiling speaker			
11	New Dim-able lights			
12	HDMI/VGA ports			
13	Electrical wiring, LAN cable, junction box, plug points		As per requirement	

Scope for interior work

Sl. No	Item Name/Specification	Quantity [in unit]	Rate per unit [in Rupees]
01	Replacement of existing table	1	
02	Polishing of old veneers inside meeting room		
03	Painting the meeting room		
04	Puffed panel cloth changing		
05	Carpet replacement		
06	Additional Chairs	35	
07	White board		
08	False ceiling		
09	Ex-DGs name roll		

Terms & Conditions:-

On site comprehensive warranty for AV rack, microphone, projector, screen for projection, laptop and all other items mentioned in Financial Bid with 4 hours call attending support. The same should be repaired or replaced with same configuration within 24 hours of lodging the complaint. In case of default, a penalty of Rs.500/- per day would be levied.

Delivery :

Delivery period days :	
Validity of offer :	
Any special terms [please specify]	

Payment terms: Full and final payment will be released on successful completion of the entire work to the satisfaction of the Competent Authority.

Name and Signature of Bidder with
Corporate Seal and Mobile No.

