

Ref: IFCI/HO/Security/Proc- Porta Cabin/2017-18/05

Dated: 21.03.2018

Subject: Supply & Installation of Pre-fabricated Portable Security Cabins at IFCI Ltd., IFCI Tower, New Delhi.

IFCI Ltd., (IFCI) is the first Development Financial Institution of India (DFI), set up in 1948 under the Ministry of Finance, having its Registered Office at IFCI Tower, 61 Nehru Place, New Delhi-110019. IFCI requires 04 in numbers (four) new Pre-fabricated Portable Security Cabins for its sites at New Delhi. Sealed quotations are invited from the reputed vendors dealing in supply and installation of portable cabins for Supply of Portable Security Cabins as per specifications mentioned in the enclosed proforma at the end of this document.

(I) Schedule of Work

S. No.	Description	Timeline
(i)	Name of Work	Supply & Installation of 04 Portable Security Cabins
(ii)	Last Date of Submission of Quotation	Friday, April 13, 2018 up-to 1400 Hrs.
(iii)	Opening of Quotations at 7 th Floor at IFCI Tower, New Delhi	Friday, April 13, 2018 at 1430 Hrs.
(iv)	Address for Submission of Quotations	General Manager (Services & Security) IFCI Limited, IFCI Tower 61 Nehru Place New Delhi-110 019 Tel.: 011-26487444/41732000.
(v)	Time Period for Completion of Work	15 days from the date of award of work
(vi)	Specifications	As per Annexure

Note: Notice for amendment if any, shall be hosted on IFCI website www.ifcilttd.com separately under the link <https://www.ifcilttd.com/?q=content/procurement-goods-and-services>.

1. **Procedure for Submission of Quotation:** The quotations shall be submitted in a sealed cover duly stamped and super-scribed on top of the envelope 'Supply & Installation of Portable Security Cabins. The bids can be dropped in the Tender Box kept at Ground Floor at IFCI Ltd., IFCI Tower, New Delhi - 110063 or the same may be sent through 'Speed Post/Registered Post/By Courier', however IFCI takes no responsibility for any postal delay. Bids sent through email and Bids received after last date and time of submission, will not be entertained.

2. **Contact Person:** In case of any query, you may contact any of the following officials:

- Shri Gurpreet Singh, Manager (Security) at New Delhi (011-41732176 / 7042505089) and email: services.dept@ifcilttd.com
- Shri Inderjeet Singh, AGM at New Delhi (011-41732146) and email: services.dept@ifcilttd.com

(II) TERMS AND CONDITIONS FOR SUBMISSION OF THE BID

1. **Maximum Ceiling Price:** IFCI has set the maximum ceiling price for supply and installation of 04 Security Porta Cabins at Rs. 1,60,000/- plus taxes @ Rs. 40,000/- plus taxes per cabin. Interested bidder is required to quote its price under the maximum ceiling price.

2. **Buy Back of Old Security Porta Cabins:** IFCI has four old porta cabins for buyback (approx. 7 years old). The bidders are required to indicate Buyback value in the 'Annexure'. The price quoted as Buyback value by the bidder (s) shall not be binding upon IFCI and the decision of IFCI will be final in this regard. Interested parties may visit and inspect these cabins on any working day between 0900 - 1700 hours before last date of submission of the bids.

Note: 02 old cabins are kept at IFCI Tower, Nehru Place, 01 at Vasant Vihar & 01 cabin at AGVC Khelgaon, New Delhi for the purpose of Buyback and pick-up after delivery of new cabins. It will be the sole prerogative of IFCI to select the suitable vendor for award of the work.

3. **Defect Liability Period:** Defect Liability Period (**DLP**) will be of six months from the date of supply of the items. During this period, the selected vendor will be liable to carry out repair/service etc. at site(s) without any additional charges. IFCI will retain five percent (5%) of the Tendered Rates/Net Quoted Price as Security Deposit to cover the Defect Liability Period which shall be released only after successful completion of DLP i.e. after 06 months from the date of delivery to the satisfaction of IFCI.

Note: Net Quoted Price shall be the rates at which the work shall be awarded by IFCI which shall be arrived at by subtracting the Buyback Value of Old Cabins from the Total Quoted Price of New Cabins minus. However, Buyback value will not be binding upon IFCI as mentioned at Para '2' above.

4. **Payment Terms:** Payment will be made only after supplying the ordered articles/materials in full quantity and as per prescribed technical specifications to the satisfaction of IFCI. No advance payment will be made to the selected vendor in any circumstance. IFCI shall release ninety five percent (95%) of the **Net Quoted Price** and remaining five percent (5%) shall be retained as security deposit towards **DLP** after submission of the bill by the selected bidder upon completion of the work.

5. The quoted rates should be exclusive of applicable taxes and inclusive of material charges, transportation charges, octroi, loading & unloading charges, accessories, installation charges and visiting charges during **DLP** etc. No hidden/other cost will be entertained after submission/opening of the quotation.

6. The firms may depute their authorised representative (s) during opening of quotations by issuing an authorization letter. Offer (s) submitted by the bidder (s) will remain valid for a period of 90 (ninety) days from the last date of submission of the bids.

7. The product should be complete in all respects as per specifications mentioned at Annexure and should be delivered within 15 days from the date of award of work along-with Guarantee/Warranty Certificate of at-least 06 months. Damages if any, occurred during supply/transportation of the work, the same shall be made good by the contractor within scope of the work without any additional charges.

8. The Vendor should be registered under GST Act. IFCI shall accept bids from the vendors registered under GST Act only. The bidder (s) shall enclose his/her GSTN details and certificate/communication received from the GST Authorities along-with quotation.

9. Documents to be Enclosed with the Bid

- a. All the pages of this document including terms & conditions, Annexures and Corrigendum, if issued, should be stamped and signed by the authorized person only and should be attached serially numbered with the offer.
- b. **A Cancelled Cheque:** Payment will be made through Cheque or electronic transfer in the Bank Account of the selected vendor after deducting TDS/other applicable taxes at prevailing rates. Hence, bidder (s) shall furnish their bank details along-with the bid by way of enclosing a Cancelled Cheque with the bid.
- c. The bid is to be submitted as per format given in the Annexure with covering letter of the Firm(s) in its Letter Head only duly stamped and signed.
- d. Copy of GSTN details and certificate/communication received from the GST Authorities.
- e. Copy of experience in manufacturing/supply of Porta Cabins: Bidder/Firm (s) should enclose copy (ies) of Work Order/Supply Order as proof of supply of Porta Cabins during last one year starting 1st March 2017 till 28 Feb 2018 having value/aggregate value not less than Rs. Two Lakh (Rs. 2,00,000/-) excluding taxes.

Note: In absence of any of the above documents, IFCI shall have the right to reject the bid without any obligation. However, IFCI at its discretion, may ask for any relevant document from the bidder.


10. In case of any discrepancy in price, the decision of the IFCI shall be final and binding to the bidder. The Committee may or may not accept the bid (s) with price discrepancy with/without asking any clarification from the bidder.

11. IFCI will not be responsible for any error made at the level of the bidder, be it valuation of the old cabins, make/specifications of the material to be supplied or for any reason whatsoever. It will be the sole responsibility of the bidder to examine everything minutely before submitting the final offer.

12. **Right to Accept or Reject Any or All Bids:** In case, no bid or single bid is received, or for any other reason whatsoever, IFCI reserves the right to accept or reject any bid or all the bids, and to annul the tender process at any time prior to award of contract, without assigning reasons thereof & without thereby incurring any liability to the affected bidder or bidders or any obligation to inform the affected bidder or bidders on the grounds for the IFCI action.

13. In case of any dispute or difference arising out of the execution of the work or the respective rights and liabilities of the parties or in relation to interpretation of any provision by the vendor in any manner, such dispute or difference shall (except as to any matters, the decision of which is specifically provided for therein) be referred to the sole arbitration of the arbitrator appointed by IFCI.

'ANNEXURE'

DESCRIPTION OF ITEM {SUPPLY AND FIXING OF 04 (FOUR) PORTABLE SECURITY CABINS}		
Size	All the four cabins: 4 ft x 3.5 ft x 8 ft (Length x Breadth x Height in feet) neatly finished & complete in all respects.	
Metal Sheet	Cabins to be fabricated with 18 Gauge MS Corrugated sheet having sufficient strength.	
Material	Reinforcement and frame work will be made of MS having Stiffener Top 40mm X 20mm with rainwater protection (sloppy rooftop). Stiffener Bottom- 75mm X 40mm, 32 x 32 sq. pipe. Cabins to have 04 hooks & legs. MS I-beam / channel frame work.	
Insulation	With water-proof 30mm Thermocol. Outer wall thickness 2-3 mm and inner wall thickness 1.5mm – 2mm. Overall thickness must be between 33-38mm.	
Base/Bottom Flooring	19 mm marine ply termite resistant finished with water proof thick vinyl flooring of 1.3mm – 1.5mm.	
Windows	Powder coated double shutter sliding Aluminum windows with MS grills on 3 sides of size 2 ft x 2 ft centrally fitted in the walls with rainwater protection (canopy for windows with 6 inch width).	
Door	One door of 2.5 ft x 6 ft with external opening and with bolt & locking arrangement from outside & aldrop arrangement from inside.	
Facilities/ Features	<p>01 wooden/metallic counter of size 2ft x 1ft (length x breadth in inches) with 02 wooden/metallic drawers below counter having dimensions 10 x 10 x 8 (length x breadth x height in inches) with locking arrangement.</p> <p>02 nos. of Electric Power Points of 05 Amps, 02 LED points with switch (01 inside & 01 outside), electrical wiring, telephone socket & earthing.</p> <p>Note: All fittings/wirings should be ISI marked.</p>	
Painting	Primer + 03 coats of synthetic enamel white paint with blue strips all around as shown in the image.	
Type	Rates Per Unit (in Rs.- excluding taxes)	Total Rates for 04 Units (in Rs.- excluding taxes)
<i>Rates in figures for new cabins</i>		
<i>Rates in Words for new cabins (A)</i>		
<i>Rates in figures for Buyback of old cabins</i>		
<i>Rates in Words for Buyback of old cabins (B)</i>		
Note: Please read carefully Para '5' of the terms & conditions before quoting the rates.		
Place of Delivery	03 Cabins at IFCI Tower, 61 Nehru Place, New Delhi – 110019 01 Cabin at F 10/8, Vasant Vihar, New Delhi	