

F.No.7/1(32)2013-15/SD/EMU
NDIRA GANDHI NATIONAL CENTRE FOR THE ARTS
(ESTATE MANAGEMENT UNIT)

Quotation No. 006

New Delhi, the 10th September, 2015

NOTICE INVITING QUOTATION

Name of Work : **Partition work for Accounts Branch and Administration Section in NMM Hall (3rd floor) at 11 Man Singh Road, IGNC, New Delhi.**

Sealed item rate quotations are invited on behalf of Indira Gandhi National Centre for the Arts (IGNCA) from the approved Contractors of CPWD, DDA, PWD(Delhi) and MES only for above named work in the IGNC premises. The quotation shall be addressed to The Consultant (Chief Engineer), EMU, IGNC, No.-3, Dr. R. P. Road, New Delhi-110 001 and dropped in the tender/quotation box kept in the Office of Section Officer (EMU) latest by 22.09.2015 **till 3:00 PM** which will be opened on the same day i.e. 22.09.2015 (Tuesday) at **3:30 P.M.** The work shall be carried out as per enclosed layout plan.

The last date of issue of quotation form and other details are shown in the table below:-

Sl. No.	Name of work	Estimated Cost	Cost of Quotation	Earnest Money	Last date of Sale/Issue of quotation form	Last date of receipt of quotation	Last date of Opening of Quotation	Period of Completion of work
1.	Partition work for Accounts Branch and Administration Section in NMM Hall (3 rd floor) at 11 Man Singh Road, IGNC, New Delhi.	9,51,000/-	FREE OF COST	30,000/- (Rupees thirty thousand only)	21.09.2015 (Monday) till 4.30 PM	22.09.2015 (Tuesday) till 3.00 PM	22.09.2015 (Tuesday) till 3.30PM	21 (twenty one) days.

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(BIJENDER)

Section Officer (EMU)
Tel. No. 011 – 2338 8270

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Name of Work: **Partition work for Accounts Branch and Administration Section in NMM Hall (3rd floor)**
at 11 Man Singh Road, IGNC, New Delhi.

(Schedule of Quantity)

Sl. No.	Description of Items	Qty.	Unit	Quoted Rate		Total Amount (In Figure)
				In Figures	In Words	
1.	Providing and fixing aluminium work for doors, windows, ventilators and partitions with extruded built up standard tubular sections/ appropriate Z sections and other sections of approved make conforming to IS: 733 and IS: 1285, fixing with dash fasteners of required dia and size, including necessary filling up the gaps at junctions, i.e. at top, bottom and sides with required EPDM rubber/ neoprene gasket etc. Aluminium sections shall be smooth, rust free, straight, mitred and jointed mechanically wherever required including cleat angle, aluminium snap beading for glazing/ panelling, C.P. brass/ stainless steel screws, all complete as per architectural drawings and the directions of Consultant (Chief Engineer). (Glazing, panelling and dash fasteners to be paid for separately): (a) for shutters of doors, windows & ventilators including providing and fixing hinges/ pivots and making provision for fixing of fittings wherever required including the cost of DPDM rubber/ neoprene gasket required (Fittings shall be paid for separately) (i) For fixed portion (a) Powder coated aluminium (minimum thickness of powder coating 50 micron)	1475	Kg.			
2.	Providing and fixing 12 mm thick pre-laminated particle board flat pressed three layer or graded wood particle board conforming to IS: 12823 Grade I Type II, in panelling fixed in aluminium doors, windows shutters and partition frames with C.P. brass/ stainless steel screws etc. complete as per architectural drawings and directions of engineer in-charge. (a) Pre-laminated particle board with decorative lamination on one side and balancing lamination on other side.	140	Sqm.			
3.	Providing and fixing glazing in aluminium door, window, ventilator shutters and partitions etc. with EPDM rubber/ neoprene gasket etc. complete as per the architectural drawings and the directions of Consultant (Chief Engineer). (Cost of aluminium snap beading shall be paid in basic item): (a) With float glass panes of 5.5 mm thickness.	80	Sqm.			
4.	Providing and fixing double action hydraulic floor spring of approved brand and manufacture conforming to IS : 6315, having brand logo	14	Each			

	embossed on the body / plate with double spring mechanism and door weight upto 125 kg, for doors, including cost of cutting floors, embedding in floors as required and making good the same matching to the existing floor finishing and cover plates with brass pivot and single piece M.S. sheet outer box with slide plate etc. complete as per the direction of Consultant (Chief Engineer). (a) With stainless steel cover plate minimum 1.25 mm thickness.					
5.	Providing and fixing bright finished brass 100 mm mortice latch and lock, ISI marked, with six levers and a pair of anodised (anodic coating not less than grade AC 10 as per IS : 1868) aluminium lever handles of approved quality with necessary screws etc. complete.	14	Each			
6.	Wall painting with acrylic emulsion paint of approved brand and manufacture to give an even shade : Two or more coats on new work.	400	Sqm.			
7.	Providing and fixing aluminium hanging floor door stopper, ISI marked, anodised (anodic coating not less than grade AC 10 as per IS: 1868) transparent or dyed to required colour and shade, with necessary screws etc. complete. Single rubber stopper.	14	Each			
8.	Providing and fixing bright finished brass 100 mm mortice latch and lock, ISI marked, with six levers and a pair of anodised (anodic coating not less than grade AC 10 as per IS : 1868) aluminium lever handles of approved quality with necessary screws etc. complete.	14	Each			
9.	Providing and fixing aluminium tower bolts, ISI marked, anodized (anodic coating not less than grade AC 10 as per IS: 1868) transparent or dyed to required colour or shade, with necessary screws etc. complete: 100x10mm.	14	Each			


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TERMS & CONDITIONS :-

1. Tenderer should ensure that the tender/quotation is received before the date and time as specified.
2. The work shall be carried out as per CPWD Specifications for Civil Works as amended up to date also as per Manufacturers Specifications wherever required.
3. The tender/quotation can be obtained free of cost from the Office of Consultant (Chief Engineer), EMU, IGNCA at No.3, Dr. R. P. Road, New Delhi.
4. The sealed quotation shall be addressed to **'The Consultant (Chief Engineer), EMU,** Indira Gandhi National Centre for the Arts, at No.3, Dr. R. P. Road, New Delhi.
5. The Tender / Quotation shall be signed stamped and submitted in a sealed envelope by the Contractor/Firm.
6. The Tenderers/Quotationers shall have to submit EMD of Rs.30,000/- (Rupees thirty thousand only) by way of Demand Draft/ Pay Order in favour of **"Indira Gandhi National Centre for the Arts" Payable at New Delhi.** The EMD will be refunded to un-successful bidders within a Month of Opening of Tender/Quotation and no interest will be paid on it.
7. The site of work may be inspected before quoting the rates.
8. The rates should be given in figures and words and will be inclusive of all taxes and cartage etc. nothing extra shall be paid on any account.
9. The rates quoted by the Tenderers shall be valid for acceptance for a period of three Months (90) days from the date of opening of the Tender / Quotation.
10. Any deficiency in the Tender / Quotation or in the tendering process shall be brought to the notice of the Consultant (C.E), IGNCA before quoting the rates.
11. All Corrections/ over writing wherever filing Tenders must be initial by the Tenderer/Quotationer.
12. The Conditional Tenders / Quotations will not be accepted.
13. IGNCA reserves the right to reject or accept any Tender / Quotation without assigning any reason. Decision of IGNCA in this regard, will be final and binding to the Contractors/firms.
14. The materials to be used in the work shall be got approved from Consultant (Chief Engineer), IGNCA at No.3, Dr. R. P. Road, New Delhi-110 001.
15. The Contractor shall acquainted himself with the site conditions and make his own arrangements for storage of materials at site. No materials and men power shall be supplied by the IGNCA.
16. Prior permission has to be taken by the Contractor in advance if the work is to be carried out before or late Office Hours i.e. from 9:00 AM to 5:30 PM or Saturdays, Sundays & Govt. Holidays. If the permission is not granted by the Competent Authority, IGNCA, the work shall not be carried out.
17. During the time of execution of work the contractor will be fully responsible for any injury or accident to any person(s) employed by them, to the residents and for any damage to any structure or any part of the property which may arise due to operation/negligence of the contractor of its workers.

18. If any extra item is required to be executed during the execution of work a prior approval for the same has to be taken by the Contractor from the Competent Authority, IGNCA. If the work of extra items shall be carried out without obtaining any approval from the Competent Authority, the same shall not be paid to the Contractor/firm.
19. If the contractor fails to complete the work within the stipulated time frame a penalty for non-completion of the work @ Rs. 100/- (Rupees one hundred only) for each day of delay including Holidays subject to maximum of 10% (ten percent) of the cost of work. The decision of IGNCA in this regard, shall final and binding to the contractor.
20. Security Deposit (SD) @ 5% (five percent) of the Gross Amount of the Contractor's Bill shall be deducted which will be refunded after six months from the date of successfully completion of work.
21. **TDS** : Income tax @2% (Two Percent) and water/electricity charges @ 1% (one percent) shall be deducted from the gross amount of contractor's bill.
22. After completing the work the Contractor has to clean the site in all respect at his own risk/cost to the entire satisfaction of Consultant (Chief Engineer). No extra payment shall be made in this account.
23. The quotations/tenders can be taken/purchased from the concerned division i.e. Estate Management Unit (EMU) of IGNCA without any cost. The same can also be downloaded free of cost from the IGNCA website www.ignca.nic.in.
24. After completion of work the contractor shall submit the bill in Duplicate, giving complete description of items of work done strictly as per Bill/Schedule of Quantities. Full and Final payment shall be made on completion of work satisfactorily.
25. Completion period:- 21 (twenty one) days from the date of issuance of work order.


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LAYOUT PLAN FOR ADMINISTRATION & ACCOUNTS OFFICE

- A S.O -1
- B ASST. -2
- C UDC -2
- D Sr. PA / PA -4

ADMINISTRATION
23'-0"x14'-0"

LOW HEIGHT
PARTITION

XEROX

SPECTRIAL
STAFF

PS TO DIRECTOR
& STAFF
14'-0"x5'-9"

LOW HEIGHT
PARTITION

PA TO US

US
11'-0"x14'-0"

DIRECTOR
15'-0"x14'-0"

UDC 2 Nos.
6'-7"x14'-0"

FA/CAO
12'-0"x14'-0"

PS TO CAO
&
PS TO DFA
6'-7"x14'-0"

DFA/Sr. A.D
12'-0"x14'-0"

A.O.
8'-6"x14'-0"

CABIN No2
10'-0"x10'-0"

CABIN
No.1

UDC- 2 Nos.
15'-2"x10'-0"

CASH COUNTER
10'-6"x10'-0"

W

PASSAGE
35'-8"x9'-0"

LOW HEIGHT
PARTITION

SPACE FOR
IMPORTANT
FILE
5'-9"x7'-6"

4'-0" WIDE PASSAGE

ROLLING DOOR

19'-1"

19'-1"

19'-1"

9'-8"

37'-9"