

**TERNA PUBLIC CHARITABLE TRUST**  
NERUL, NAVI MUMBAI.

TENDER DOCUMENTS  
FOR

**CONVERSION OF HOSTEL ROOMS TO STAFF QUARTER**  
**AT**  
**TERNA HOSTEL**

ON PLOT NO.12, SECTOR-22, NERUL, NAVI MUMBAI

- Last date of receiving Tender :- **05/05/2017** (on or before up to 4 pm)

- PRICE :- **Rs. 100/-** (Non Refundable)

- SR. NO. : -----

- ISSUED TO : -----

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**FROM**

**TERNA PUBLIC CHARITABLE TRUST,**  
**ROOM NO.206,2<sup>ND</sup> FLOOR,**  
**TERNA ENGINEERING COLLEGE,**  
**PLOT NO. 12, SECTOR-22, NERUL (W), NAVI MUMBAI.**  
**PH:- 022 61115448/ 61115449.**

# CONVERSION OF HOSTEL ROOMS TO STAFF QUARTER

AT

## TERNA HOSTEL

ON PLOT NO.12, SECTOR-22, NERUL (W), NAVI MUMBAI.

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## **TENDER NOTICE (SHORT)**

Item rate tenders are invited from civil and interior contractors those who have carried out similar type of civil works for **“Conversion of hostel rooms to staff quarters at Terna Hostel on Plot No.12, Nerul (W), Navi Mumbai”**. The blank tender copies, specifications and tender conditions will be available from the following address from **28/04/2017** to **05/05 /2017** between 10.00 a.m. to 5.00 p.m. except Sundays and holidays, on payment of **Rs.100/-** (Rupees One Hundred Only) in cash (non refundable) per set of the tender.

The tender forms duly filled, sealed and completed in all respects should be deposited in the office of the **Terna Public Charitable Trust** on or before **05/05/2017** up to **4:00 p.m.** and if possible shall be opened in the office of the Trust on **05/05/2017** at **5:00 p.m** or as declared by the client. The intending tenderers may remain present for opening of the sealed tenders.

Right to accept or reject any or all the tenders without assigning any reasons is reserved with client.

### **Client**

**Terna Public Charitable Trust,**  
Office No. 206, 2nd Floor,  
Terna Engineering College,  
Plot No. 12, Sector – 22, Nerul (W),  
Navi-Mumbai-400706  
Tel.- 022-61115448 / 49, Fax-022-61115440.

## DETAILED TENDER NOTICE

Terna Public Charitable Trust, invites item rate tenders from civil and Interior contractors those who have carried out similar type of civil works during last 3 years for **“Conversion of hostel rooms to staff quarters at Terna Hostel ”** on Plot No.12, Sec-22, Nerul (W), Navi Mumbai.

1. Earnest Money Deposit : **Rs. 20,000/-** D.D in favor of **“Terna Public Charitable Trust”**.
2. Completion period : **03 Weeks.**
3. Date of issue of blank tender forms : **28/04/2017 to 05/05/2017**
4. Place of submission of tender : **Terna Public Charitable Trust,**  
Room No.206, 2<sup>nd</sup> floor,  
Terna Engineering College,  
Plot No. 12, Sector-22, Nerul (W),  
Navi Mumbai-400706  
Ph:- 022 61115448/ 61115449  
Fax-02261115440.
6. Date of submission of tenders : **05/05/2017** up to **4:00 p.m**
7. Tentative date of opening of tender : **05/05/2017 @ 5:00 p.m.**  
**or as declared by the Client**
8. The Contractors should fill the rates, both in figures as well as in words in ink and in English. Any discrepancy or inaccuracy thereof may hold the tender liable for rejection.
9. Tender documents are required to be signed including the general conditions, specifications etc. as laid down and incorporated in the tender form. Tenderers are also presumed to have inspected the site of works, standing at site, availability of water and power, nearness to an important running road and any other conditions thereof.
10. Intending tenderers should keep their offer open up to a period of **30 days** from the date of submitting the tender.
11. Intending tenderers shall pay as E.M.D. a sum of **Rs. 20,000/- (Rupees Twenty Thousand Only)** by Demand Draft in favor of **“Terna Public Charitable Trust”** Any tender unaccompanied by the E.M.D. will be rejected. The Earnest Money deposit as paid above will be paid back to the unsuccessful tenderers within **15 days** from the date of submission of the tender and to all tenderers in case any decision is not taken before this period.
12. Decision of issue of tender papers is at the discretion of Terna Public Charitable Trust
13. Blank tender copies will be available from the office of the client on the above address.
14. The right to reject any or all other tender is reserved, without assigning any reason thereof.

## NOTICE INVITING THE TENDER

From: **Terna Public Charitable Trust,**  
Room No.206, 2<sup>nd</sup> floor,  
Terna Engineering College building,  
Plot No.- 12, Sector-22, Nerul (W), Navi Mumbai.  
Ph:- 022 6111 5448 / 6111 5449.

Terna Public Charitable Trust invites item rate tenders for **“Conversion of hostel rooms to staff quarters at Terna Hostel”** on Plot No.12, Sec-22, Nerul (W), Navi Mumbai. from contractors those who have carried out similar work worth above Rs. 15,00,000/- during last 3 years.

The blank tender copies, specifications, drawings and tender conditions will be available from the office of the undersigned on the following address on any working day from **28/04/2017** to **05/05/2017** between 10.00 a.m. to 5.00 p.m. except sunday and holidays.

**TERNA PUBLIC CHARITABLE TRUST,  
ROOM NO.206, 2<sup>nd</sup>FLOOR, TERNA ENGINEERING COLLEGE,  
PLOT NO 12, SECTOR -22, NERUL (W), NAVI MUMBAI 400 706.  
PH – 022 – 61115448 / 61115449**

- 1) Last date for tender submission is **05/05/2017** up to **4 p.m.**
- 2) If possible the tender will be opened on **05/05/2017** at **5.00 p.m.**
- 3) The clients reserve their right to reject the lowest, any or all tenders without assigning any reason thereof.
- 4) The contractor should fill the rates, both in figures as well as in words.
- 5) Every page of tender documents should be signed by contractor.
- 6) Intending tenders shall pay EMD a sum of **Rs. 20,000/-** D.D. in favor of **“Terna Public Charitable Trust”**.
- 7) EMD deposit paid will be returned to the unsuccessful tenders within 15 days from the date of opening of tender.
- 8) EMD deposit does not bear any interest.

## ELIGIBILITY CRITERIA & SUBMISSION OF TENDER

To be eligible for bidding, the applicants shall provide satisfactory evidence of their eligibility and of their capability and adequacy of resources to carry out the proposed projects effectively. To this end, tender submitted shall include all required information.

For this purpose, applicant should meet the following qualifying criteria as a minimum:

1. The applicant must be a well-established contractor with experience and capability in planning and construction of civil & interior projects.
2. The applicant must give evidence of having adequate experience in mobilizing equipments and personnel for large value contract and in the deployment of equipments
3. Joint venture is not allowed.
4. To qualify, the applicant must fulfill minimum criteria for various items mentioned in Table

**TABLE**

<b>Sr. No.</b>	<b>Item</b>	<b>Minimum Criteria</b>
1	Minimum age of organization	3 years
2	Minimum number of civil projects executed in last 3 years	15 Lakhs
3	Income Tax & balance sheet of last 1 year	Mandatory
5	EMD (D.D in favor of “Terna Public Charitable Trust”)	20,000/-
6	List of equipments, tools.	Mandatory
7	Technical manpower with qualifications / experience available in total and can be deployed for this project.	Mandatory

**The eligibility of the applicant with respect to criteria mentioned above shall be determined first and only if found eligible shall be considered for further evaluation.**

## TENDER FORM

To: **Terna Public Charitable Trust,**  
Room No.206,2<sup>nd</sup> floor,  
Terna Engineering College building,  
Plot No. 12, Sector-22, Nerul (W), Navi Mumbai.  
Ph:- 022 61115448/ 61115449.

Dear Sir,

This has reference to the inviting tenders sent to me/us for **“Conversion of hostel rooms to staff quarters at Terna Hostel ”** on Plot No.12,Sec.-22, Nerul (W), Navi Mumbai.

- 1) I/we hereby offer to execute the works under contract at the respective rates mentioned in the schedule of quantities here in attached.
- 2) I/we have examined the technical specifications.
- 3) I/we have inspected the site of work / access to the work and local prevailing conditions.
- 4) I/we am /are depositing herewith a sum of **Rs. 20,000/-** towards EMD by demand draft for a maximum period of 1 months till the time decision in the matter is expected to be taken.
- 5) I/we agree to complete the whole work within the **stipulated time of completion of 3 weeks** immidiatly after the issue of work order.
- 6) I/we agree to keep my offer open for **30 days** from the date of submitting the tender.
- 7) I/we agree to carry out complete work as per technical specifications, drawings & instructions given by Terna Public Charitable Trust time to time.
  
- 8) **Rate quoted by us includes all applicable taxes (TDS, WCT other NMMC Charges etc),loading, unloading, transportation , Octroi, Mathadi, levis and other disturbances etc complete.**

Yours truly,

Name of Contractor/ company : -----

Sign of proprietor : -----

Address : -----  
-----  
-----

Mob. No. : -----

Office No. :-----

## IMPORTANT INSTRUCTIONS

- 1) Terna Public Charitable Trust, Nerul, Navi Mumbai reserve the right of rejecting any or all tenders without assigning any reasons for doing so.
- 2) All applicable taxes will be deducted at the sources.
- 3) All erasures and alternations made while filling in the tender must be attested by initials of the tender. Over writing the figures is not permitted. Failure to comply with either of these conditions will render the tender void. In case of difference between the written rates in words and the amount derived by adding or subtracting the quoted figures, the amount written in words shall be taken as correct.
- 4) Submit xerox copy of following with submission of tender
  - a) Pan card.
  - c) PWD or any another license etc.
  - d) Previous work orders of completed projected Rs. 15,00,000/- in last three years.
  - e) VAT/ Service tax.
- 5) A separate covering letter attached herewith shall contain all the above information desired in point No.04, on company letter head, Xerox copies of all related documents and demand draft of EMD.
- 7) Scope of the work: - **Proposed “Conversion of hostel rooms to staff quarters at Terna Hostel”** as per specification, drawings and colour patterns approved by Terna Public Charitable Trust, Nerul, Navi Mumbai.



# SALIENT FEATURES OF WORK

## TERNA HOSTEL

Plot No.12, Sector -22,Nerul, Navi Mumbai.

Name of work: - **Conversion of hostel rooms to staff quarter**

- 1 Total value of work :
- 2 Earnest money deposit with tender : Rs. 20,000/- ( D.D In favour of  
"Terna Public Charitable Trust")
- 3 Mobilization advance : Nil.
- 4 Material advance : Nil.
- 5 Security deposit : Nil
- 6 Date of commencement of work :
- 7 Period of work : **03 weeks** from issue of work order.
- 8 Date of completion of work :
- 9 Interim certificate for payment
  - a) Advance : Nil.
  - b) R. A. bills : 80% against work done.  
(Minimum R.A. bill of 30% of work order amount)
  - c) Final bill : 20% after completion of 100% work
- 10 Period of honoring interim certificate : 10 days after submission of bill.
- 11 Retention percentage : 5%
- 12 Defects liability period :12 months
- 13 Period of final measurements : 10 days after submission of final bill.
- 14 Final amount of retention till the defects liability period is over after final payment : 100%
- 15 Period of honoring final certificate :15 days after submission of final bill.
- 16 Liquidated damages :Rs. 1000/- per day subject to maximum ceiling of 4% of work order.
- 17 **Rates quoted in tender shall be includes of all taxes (TDS, WCT, loading, unloading, transportation, Octroi, Mathadi, levis, other disturbances & Labilities etc.) and which will be deducted from all bills as per rules.**

Name of Contractor / Company: \_\_\_\_\_

Sign of proprietor : \_\_\_\_\_

# **BILL OF QUANTITIES**

**Notes:- 1) Above rates are inclusive of all applicable taxes (TDS,Cess/LBT,WCT)**

**2) Measurements shall be taken as per IS standards.**

**Conditions :**

- Time limit : 3 weeks.
- Payment condition :
  - a) Advance : Nil
  - b) R. A. bills : 80% of work done  
(Minimum R.A. bill of 30% of work order amount)
  - c) Final bill : 20% After completion of 100% work
- Retention money : 5 % for defect liability period of 01 year.
- Name of Company : \_\_\_\_\_
- Name of Contractor : \_\_\_\_\_
- Mobile number : \_\_\_\_\_
- Intial offer : Rs. \_\_\_\_\_
- Sign of Contractor : \_\_\_\_\_

- 
- Discount % and amount on initial offer : \_\_\_\_\_% and Rs. \_\_\_\_\_
  - Amount after discount : Rs \_\_\_\_\_
  - Date & sign of Contractor :Date: \_\_\_\_\_ Sign: \_\_\_\_\_

- 
- Final discount % and amount on intial offer : \_\_\_\_\_% and Rs. \_\_\_\_\_
  - Final offer after final discount : \_\_\_\_\_
  - Date & sign of contractor : Date \_\_\_\_\_ Sign: \_\_\_\_\_

# **LIST OF APPROVED MAKES**

## LIST OF APPROVED MAKES/BRAND OF VARIOUS BUILDING MATERIALS

Unless otherwise mentioned specifically, any one of the following approved makes or brands shall be allowed to use. Other makes or brands of the building materials bearing I.S.I. monogram on the material itself will also be allowed to be used.

The Contractors should distinctly understand that it will not be their prerogative to insist on using a particular make/brand from the following list. The final selection will have to be done with the approval of the client.

S.NO.	MATERIALS	APPROVED BRAND
1.	Water Proofing Compounds	'IMPERMO', 'DR. FIXIT', 'ACCOPROOF' 'SUPERSEAL'.
2.	White Cement	A.C.C. (Silvicrete) Birla White 'AMBUJA', 'J.K.'.
3.	Cement 53 grade	ACC, BIRLA GOLD, BIRLA SUPER, GUJARAT AMBUJA, RAJSHRI & L& T, VASAVDUTTA/BINAMI
4.	Construction Chemical & water proofing chemical compounds	Portage, construction chemical /Par/Krishna/ Conchem/Innovatrices / Force/ Sunanda / Sika/Perma or any other as specified by consultant
5.	River Sand	Silt less than 5% by volume (Mahad sand not approved).
6.	Water	Portable water.
7.	LED tube light	Phillips
8.	Paint	Asian paint / Dulux

S.NO.	MATERIALS	APPROVED BRAND		
9.	Water Pipes and fittings (UPVC)	As per I.S.I. standards wherever available otherwise as per - Hydraulic Engineer's requirement.		
10.	SINK	"NIRALI"		
11.	C.I.Nahani traps	Best locally available or Calcutta make.	I.S. 1729	1979
12.	Bib cocks, stop handle.	Jaquer , L & K or equivalent cocks of crutch approved.	I.S. 781 -	1977
13.	C.P.fancy head long body bib cock.	"Jaquer", "Driples" "Gem", "Metro" "Parryware".	I.S. 8931	1978
14.	Piller Cock	"Parryware".	I.S. 781 -	1977

**Company letter Head**  
(Address & Phone Number)

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To,

Date:

**Chief Executive Officer,**

Terna Public Charitable Trust,

Nerul(W), Navi Mumbai.

- Office : Terna Engineering College

2<sup>nd</sup> floor, Room No.206 , Plot No. 12, Sector-22 Nerul, Navi Mumbai.

Office No : 022-6111548 / 022-61115449

**Sub :** Quotation for conversion of Hostel room to staff quarter in Terna hostel on Plot No.  
- 12, Sec- 22 Nerul, Navi Mumbai.

Dear sir,

We are submitting quotation conversion of hostel rooms to staff quarters at

Terna Hostel on Plot No.12, Sec.-22, Nerul (W), Navi Mumbai.

Please do the needful.

Thanking you,

Yours faithfully

- PAN Card No. :

Sign: \_\_\_\_\_

- VAT No. :

- CST No. :

Stamp: