**INDIAN INSTITUTE OF TECHNOLOGY MADRAS, CHENNAI 600036**

Tel: : 044-2257 8100 Fax: 044-2257 0509 Web: www.iitm.ac.in

TENDER DOCUMENT

Date of release of tender : 16/02/2018

NAME OF WORK : Designing and commissioning of Interiors in the Buffet Hall at First Floor of IITM Campus Cafe

EMD AMOUNT : Rs.10,000/- (Rupees Ten Thousand only)

PRE-BID MEETING : 28/02/2018 (Wednesday) at 3 p.m.

 Venue : Conference Hall, 2nd Floor,

 Administrative Building, IIT Madras

LAST DATE OF TENDER SUBMISSION : 09/03/2018 (Friday)

 up to 15:00 hrs.

ADDRESS FOR SUBMISSION OF TENDER : The Registrar, IIT Madras,

 Chennai-600 036.

DATE OF OPENING OF TECHNICAL BID : 09/03/2018 (Friday)

 at 15:30 Hrs

**Ref: IITM/ADVT-TENDER/BH/2017-18/1 Date : 16.02.2018**

## NOTICE INVITING TENDERS FOR

## Designing and Commissioning of Interiors

## in the Buffet Hall at First Floor of IITM Campus Cafe

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| --- |
| **Last date for submission of Tender: 09.03.2018 by 15.00 Hrs.** |

Dear Sir/Madam,

The Institute proposes to select an Interior Designer for designing and installing interiors in the Buffet Hall at the First Floor of IITM Campus Cafe. The Tender document can be obtained in person/by post from Deputy Registrar (Admin), IIT Madras Campus, Chennai 600036, on production of this invitation letter along on **or before 09.03.2018.**

The tenders should be submitted under the two-bid system, i.e., Technical bid and Financial bid, in separate sealed covers as instructed below. The duly signed tender documents (with Technical and Financial bids in separate covers) shall be either sent to the address mentioned below by speed/registered post, or dropped in the tender box kept in the IIT Madras Campus, Chennai 600036, **so as to reach on or before 09.03.2018 by 3.00 p.m**. Bidders, who wish to participate, shall submit both the Technical and Financial bids, in two separate sealed envelopes, then placed them together in a single sealed envelope. Technical bids of the Bidders will be opened by the Committee to decide the technical suitability of their service based on the pre-laid terms and conditions.

**Schedule for opening of Technical bids: 03.30 p.m. on 09.03.2018**

**Venue: Conference Hall, 2nd Floor, Administrative Building, IIT Madras.**

Technical bids with any price indications will be summarily rejected. The Financial bids/offers will be opened only for the qualified bidders whose Technical bids are acceptable to the Committee. The schedule for opening Financial bids will be intimated to short-listed Bidders. Final selection of the Interior Designer(s) will be based on a weighted criteria scoring system to be derived from the tender documents. **The decision of the Tender Committee is final and binding in awarding the contract.**

**Registrar, IIT Madras**

# Tender Schedule

**IIT Madras, Chennai 600036**

# (To be read along with Schedules A, B and C)

**Important Conditions of the tender process to be followed by all Bidders**

**1. Eligibility to participate in the tender:** This is an open tender process.

**2. Submission of Tender:**

The tender can be submitted on all days except Saturdays and Sundays. The due date and time for the submission of the tender is on or before 09.03.2018 **by 15:00 hrs.** In the event of the last day being declared as a holiday, the tenders can be submitted up to 15:00 Hrs. on the following working day. In that case, Tenders will be opened at 15.30 Hrs. on the same day.

**3. Two-bid System:**

The offers/bids should be submitted under the two-bid system, i.e., Technical bid and Price bid. The following documents are required to be submitted in response to the tender notice.

* Technical Bid should consist of all the details as specified in the Schedules along with commercial terms and conditions. *There should be no cost indication whatsoever in the Technical Bid.*
* Envelope 1 should contain a covering letter and the EMD for Rs.10,000/- (Rupees Ten Thousand only) vide Demand Draft/Banker's pay order drawn in favour of The Registrar, IIT Madras”, payable at Chennai. This envelope should be super-scribed as "EMD".
* Envelope 2 should contain signed tender document, Schedule A, Schedule B, Schedule C with a profile document containing details of projects already undertaken with photographs/links to website and approx. cost of these projects, drawings/pictures/softcopy of the proposed design, duration sought for implementation, warranty against defect in manufacturing. This envelope shall be super-scribed as "Tender Schedules".
* Envelope 3 should contain Schedule-D (Price Bid) indicating the price for detailed design, drawings, procurement, commissioning and supervision. This envelope should be sealed and super-scribed as "Price Bid". The second cover will be opened only for the design proposals (in first cover) that are found to be acceptable, and the winning bid will be selected based on a combination of points awarded to both design and price.

All the above three envelopes, namely, Envelopes 1, 2 and 3, must be placed in a larger envelope, sealed and submitted on or before the due date and time. The larger outer envelope shall be super-scribed as “**Tender for Designing Interiors in the Buffet Hall at First Floor of IITM Campus Cafe.”**

**4. Earnest Money Deposit (EMD):**

*Any tender without the EMD will be considered as NON-RESPONSIVE and SUMMARILY REJECTED.* photo/Fax copies of the Demand Draft/Banker pay orders will not be accepted. No interest will be paid on the EMD. The EMD shall be converted as security deposit of the successful bidder(s). EMD of unsuccessful bidder(s) will be returned to them within two months of opening the tender.

**5. Authority to Sign:**

All documents must be duly signed by the authorized signatory of the Bidder.

a) If an individual or a proprietor of a firm is a signatory, he/she must sign above the full typewritten name and current address.

b) In the case of a partnership firm, all the Partners of the firm or a Partner holding Power of Attorney for the firm (a certified copy of the Power of Attorney must accompany the Documents) must sign. In both cases, a certified copy of the Partnership Deed and current address of all the partners of the firm must be furnished.

c) In the case of a limited Company or a Corporation, the Documents shall be signed by a duly authorized person holding Power of Attorney for signing the Documents, accompanied by copies of the Power of Attorney and the Memorandum of Articles of Association duly attested by a Notary Public.

d) The operation of the Interior Designer will be monitored by a Committee consisting of members authorized by the management of IIT Madras.

**6. Compliance/Confirmation**:

Compliance or Confirmation report with reference to the Basic Technical Details (Schedule-A), Terms & Conditions for Designing Interiors in the Buffet Hall at First Floor of IITM Campus Cafe (Schedule-B), and Scope of Work (Schedule-C) must be included in the tender bid.

**7. Opening of the Tender:**

The bids will be opened by the Tender Committee duly constituted for this purpose, in the presence of such Bidders or their authorized representatives, who choose to be present, at the appointed place, time and date. Offers found without the EMD or with an invalid EMD will be summarily rejected. On verifying the EMD, the Technical bids will be examined to decide their eligibility for the said work. Bidders whose Technical bids are not found acceptable will be advised of the same and their sealed covers containing the respective Price Bids will not be opened. Their EMD will be returned to them. Only those Price bids of the Bidders whose Technical bids are qualified will be opened.

**8. Visit to Bidders’ Clients:**

Complete details of clients of the Bidders must be enclosed with the Technical bid. Clients’ addresses, name(s) of contact person(s) with phone numbers must be listed in the enclosure. The Tender Committee may carry out surprise visits to inspect the interiors designed recently by the Bidders, and their reports will form valuable input for the short-listing process.

**9. Price:**

The Financial bid must include price for detailed design, drawings, procurement, commissioning and supervision. Scope of work shall be as per Schedule B. Bidder must all the services as per conditions prescribed in the tender document. The price quoted by the Bidders should be inclusive of all taxes as levied by Central and State Governments. The percentage of taxes must be clearly indicated therein.

**10. Alternative Proposals:**

Bidders shall submit offers that strictly comply with the requirements of the Tender Document. Any alternatives or modifications shall render the respective Bidders invalid. Offers with conditional rebate will become automatically invalid.

**11. Validity of Offer:**

Bidders shall agree to keep the tender open for sixty (60) days from the due date of submission thereof and not make any modifications in the stated terms and conditions.

**12. Late offer**:

The offers received after the due date and time will not be considered and the same will be returned unopened to the respective Bidders.

**13. Acceptance and Rejection**:

The Tender Committee reserves the right to shortlist/reject any or all tenders and accept the whole or any part of a tender without assigning any reason.

**14. Final Selection:**

Final selection of the Interior Designer shall be based on a weighted criteria scoring system to be derived from the submitted tender documents and inspection reports. Various factors, namely, design proposed, duration, etc apart from the quoted cost, shall be considered during the finalization process. If the Tender Committee arrives at a decision that the rate quoted by any Bidder is too low with reference to the quality and quantity expected by the Institute, the respective tenders are likely to be rejected from further consideration. The Tender Committee reserves the right to negotiate the prices quoted by the Bidders.

**15. Disputes and Jurisdiction**:

Any legal disputes arising out of any breach of contract pertaining to this tender process shall be settled in the court of competent jurisdiction located within the city of Chennai in Tamil Nadu.

**16. Schedules:**

1. The Tender schedule highlights the important conditions to be strictly followed by all Bidders.
2. Schedule A lists the technical details to be furnished by the Bidders based on which their suitability for designing interiors in the Buffet Hall at IIT Madras will be assessed.
3. Schedule B refers to the terms and conditions for designing interiors.
4. Schedule C refers to the scope and Performance Guarantee.
5. Schedule D is the price bid to be submitted by the Interior Designer.

It is mandatory for all Bidders to sign and submit these Schedules along with their tender submissions. Please refer to and follow the procedures given in this Tender schedule for submission of tender documents.

**17. Payment to the Designer :**

The Institute will release payment amounting to the percentage of completion, as agreed upon with the selected bidder. Any penalties levied for lapses in quality, or willful/careless damage to the Institute infrastructure as described in the next paragraph will be recovered before payment is made.

The payments shall be made **tentatively** in the following stages:

1. Completing the final detailed design and drawing as approved by the Committee – 20%
2. Certificate with proof of procurement of inventory – 20%
3. Completion of Interiors except Furniture – 20%
4. Handing over of the premises to IIT Madras – 40%

The final Schedule for payments shall be as per mutually agreed terms at the time of signing of Contract.

**18. Non-compliance charges**

The bidder will be responsible for compliance with all statutory obligations and conditions placed by the Institute for maintenance of operations. By placing a bid, the bidder agrees to the above conditions. The Committee shall review the designs and installations through regular inspection visits and meetings. It is mandatory that the designer should attend these meetings without fail. Appropriate penalty clause will also be invoked for non-compliance of the terms as mutually agreed in the Tender and Contract.

**19. Acknowledgement:**

**It is hereby acknowledged that we have gone through all the Schedules as well as the conditions mentioned above and we agree to abide by them.**

Date: Signature of Bidder

Place: Official seal and address

**Encl :**

Schedule-A - Basic Details of Interior Designer

Schedule-B - Terms and Conditions for Designing Interiors in the Buffet Hall at First Floor of IITM Campus Cafe

Schedule-C - Scope of Work

Schedule-D - Price Bid

 **Schedule A: Basic details**

|  |  |  |
| --- | --- | --- |
| **S.No.** | **Description** | **Information** |
| 1a | **Name of the Interior Designer:** |  |
| **Complete Address:** |  |
| **Phone No.** |  | **E-mail ID:** |  |
| 1b | **Contact Person / Representative Name and Designation:** |  |
| **Phone** | **Mobile Phone:** |
| 2a | **License No:** | **Registration No.:** |
| **PAN:** | **TAN:** |
| **ESI:** | **EPF:** |
| **(Enclose copies of the above)** |  |
| 2b | **Proof for payment of income tax and Service Tax/ GST (last three years)**(copy of Income Tax and Service Tax/ GST payments to be enclosed) |  |
| 3 | **No. of Interiors designed** **(Enclose list of work handled up to 2016-17 and ongoing work, separately with all the relevant documents)**(List to be included with name of the organisation, total project cost, duration from designing to installation, type of service provided) |  |
| 4 | **No. of dining facilities designed****(Enclosed list of work handled up to 2017-18 and ongoing work separately with all the relevant documents)** (List to be enclosed) |  |
| 5 | **Whether any Quality Certification/ Patent obtained for any designing**(If Yes, copy to be enclosed) |  |
| 6 | **Turnover per annum Rs. (in Lacs)**Authenticated copy of audited Statement of Accounts for the last three years should be enclosed (In case the work was executed for private firms/persons, TDS certificate should be submitted) |  |
| 7 | **No. of Employees:** | **Regular** | **Temporary** |  |
| 8 | **Litigations, if any, connected with Designing Work** | **Yes/ No (if yes, details to be furnished)** |
| 9 | **Any other information in support of the credentials** | **Details , if any, to be furnished** |

Date: Signature with Seal

***Note: i) Authenticated certificates, testimonials and proof of experience to be produced in support of Sl. Nos.2, 3, 4, 5 and 6.***

**Schedule B: Terms & Conditions for Designing Interiors in the Buffet Hall at First Floor of IITM Campus Cafe**

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| --- | --- |
| 1. | Estimated cost: around Rs 10 lakhs. Estimated timeline: Completion and handing over of premises within 2 months from the date of finalization of the Design by IITM. |
| 2. | The restaurant will operate only in buffet mode. Nominal seating capacity : 80-100 Pax |
| 3. | The flooring, false ceiling, airconditioning are already provided. Bidder are advised to visit site by informing Estate Section, 2nd Floor, Administrative Building, IIT Madras. |
| 4. | Caterer will bring in semi-prepared food and only do heating, frying etc on site. Kitchen work area at the back not in scope |
| 5. | Seating arrangement should be such that reservations can be made for groups of 4, 8, 12, 16 (by combining 2, 3, 4 adjacent tables for 4). Such reservations should be possible for at least half the total capacity. Remaining tables should be tables for 4. |
| 6. | Buffet counters should have space for juice, salads, raithas, papads, etc,, space for fruits and deserts, and around up to Bain-maries/serving stands for food. In addition, at least five lockable shuttered storage cupboards should be provided below the counters. Counter top should be granite. |
| 7. | Seating tables, chairs, buffet counters, drapes, lighting, décor, wall hangings, to be designed. |
| 8. | Existing lighting and door/frame at entrance may be retained or replaced. |
| 9. | Tables should be planned without table-cloths, and chairs should be such that soiling can be wiped off easily without leaving stains. Table tops should be made of a material than can be wiped clean easily without staining (e.g. isoTop, but any other resilient material is acceptable) |
| 10. | Institute wants to install one or two large audio-less LCD/LED screens for showcasing recent achievements. Suitable location(s) for this should be provided on the walls. Provision of TVs is not within the scope. |
| 11. | The designing and installation will be monitored on a regular basis through a Committee. Meetings of the Committee should be attended by the Designer. All recommendations made should be strictly complied with. Non-compliance can result in instant monetary fine/termination of contract. |
| 12. | The rate quoted should be inclusive of all taxes, as levied by the Central and State Governments. Institute will not pay any additional charges to the Designer. |
| 13. | The rates stipulated in the contract should remain valid till the completion of the project**.** |
| 14. | No employees of the Designer may stay on the premises during the nights. Violations may lead to fine/termination of contract. |
| 15. | The Designer shall not assign or part with the possession of the premises under any circumstances.  |
| 16. | On completion, the Interior Designer must hand over the premises. All fixtures, fitting etc. which are properties of IIT Madras should be handed over to the Institute in good and tenable condition, and all furniture/equipment belonging to the Designer must be removed from the premises. Cost of repair charges for mishandling and willful damage (except normal wear and tear) will be deducted from the Performance Guarantee. If any additional charges are payable by the Designer, the same shall be paid before vacation of the premises. If any furniture/equipment belonging to the Designer is left behind, the Institute reserves the right to dispose of the same and recover the cost, if any, of the disposal from the Performance Guarantee. |
| 17. | The Designer shall not construct or make any structural alterations or install additional fittings inside the premises of the work place without prior written approval from the Institute. |
| 18. | The Performance Guarantee has to be deposited with the Institute during the tenure of the Project. No interest is payable on the same. It will be refunded on successful completion of the Project. |
| 19. | Based on the periodic inspection and other requirements, the Institute reserves the right to instruct the designer to increase their staff strength in case of slow performance. **It is mandatory that the Designer should deploy the adequate manpower throughout the project to follow timelines.** |
| 20. | Employment of child labour, defined as per relevant laws is strictly prohibited. The Designer shall arrange security pass to all his employees from security section of IIT Madras though Estate Section. |
| 21.  | The Designer shall be responsible for the proper conduct and behavior of the employees engaged.  |
| 22. | Smoking, consumption/distribution of alcohol, use of *pan* and *gutka* by the employees is strictly prohibited in the IIT campus.  |
| 23. |  All expenses related to the functioning of the employees engaged shall be in the scope of the Designer. |
| 24. | The Designer is solely responsible for the payment of minimum wages, ESI and EPF for their employees, if applicable, as per the Government of Tamil Nadu and GoI norms as applicable and should meet any other statutory and non-statutory benefits/obligations.  |
| 25. | No material wastage should be thrown out of the windows of the Buffet Hall nor should any food should be fed to the animals. Non-compliance of waste disposal rules will invite penalty. Under no circumstances shall the Designer dispose plastic and food waste into the drainage. Damages caused to the drainage system by breaking the jallies etc, which will result in appropriate repairs will be recovered completely from the Designer. The Institute reserves the right to give directions regarding segregation of waste periodically and the Designer shall abide by the same.  |
| 26. | Any heavy duty electrical appliance or machines should be used only with the prior approval of the Institute. |
| 27. | Decision of the Institute is final in awarding the contracts. |

 Signature of Bidder

 Official seal and address

**Schedule C: Scope of work and Performance Guarantee**

**1) Scope of Work**

Designing and commissioning the interiors along with the provision requisite furniture for dining and serving in the Buffet Hall at First Floor of IITM Campus Cafe as per the terms and conditions in Schedule-B.

**2) Performance Guarantee**

 On receipt of our Offer Letter, the Interior Designer will pay 10 % of the value of the project as Performance Guarantee before signing the Agreement, after adjusting the EMD of Rs. 10,000/- already issued at the time of bidding of Tender. No interest will be payable on such Deposit and the amount will be refunded on successful completion of the Contract.

I/We agree to the above terms and conditions specified**.**

 Signature of Bidder

 Official seal and address

**Schedule-D : Price Bid**

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| --- | --- | --- |
| 1. | All inclusive Cost for detailed design, drawings, procurement, commissioning and supervision. ( Price includes all charges and Taxes as per extant rules)  | In numbers: Rs.\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| In words: Rupees \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| 2. | Duration required to complete the proposed work from the date of receipt of Work Order from IIT Madras | \_\_\_\_\_\_ Days, \_\_\_\_\_\_\_\_ Months |

 Signature of Bidder

 Official seal and address