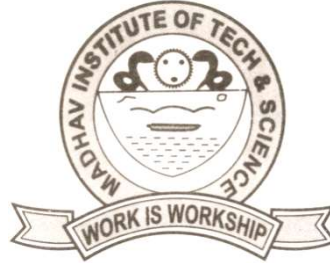


**MADHAV INSTITUTE OF TECHNOLOGY & SCIENCE, GWALIOR – 474 005**  
(A Govt. Aided UGC Autonomous NAAC Accredited Institute Affiliated to RGPV, Bhopal)



**TENDER DOCUMENT**

**FOR**

**Interior Refurbishment Work (Civil) in the Main Building in the  
MITS Campus**

**Tender, 2022-2023**

The tender documents contains pages 07 from page no.01 to 07

**MADHAV INSTITUTE OF TECHNOLOGY & SCIENCE, GWALIOR – 474 005**  
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**TENDER NOTICE**

Sealed tenders are invited from eligible Suppliers/agencies having PAN/GST No. and Income Tax return form. The tender form shall be issued to those Suppliers/agencies who qualify the above criteria.

<b>Cat.No.</b>	<b>Category of Tenders</b>	<b>Earnest Money (Rs.)</b>	<b>Cost of Tender form Rs.</b>
1.	<b>Interior Refurbishment Work (Civil) in the Main Building in the MITS Campus</b>	20,000/-	2,000/-

The tender form can be obtained from the office of the Deputy Registrar, on or before up to 20-09-2022 2:00 PM by depositing the cost of tender form in cash (Non-refundable) during Institute working hours. The last date for the submission of completed tender form is up to 20-09-2022 3:00 PM and tenders will be opened on 20-09-2022 @ 4:00 PM in the presence of the tenderers or their representatives. The tender documents can be downloaded from the institute website [www.mitsgwalior.in](http://www.mitsgwalior.in). The tenders directly downloaded from the Institute website, must be attached with a demand draft of Rs 2000/- in favor of the Director, MITS, Gwalior, payable at Gwalior, as the cost of tender form.

**DIRECTOR**

## GENERAL TERMS AND CONDITIONS

1. Tender documents can be obtained against cash payment/DD of Rs.2000/- in favour of DIRECTOR, MITS, Gwalior payable at Gwalior (non-refundable) on or before 20-09-2022 upto **02:00 PM** from the Institute during working days. The tender form can also be directly downloaded from the institute website **www.mitsgwalior.in** and shall be enclosed with tender form fees of Rs.2000 in form of a D.D. in name of Director, MITS, payable at Gwalior.
2. Earnest money amount of **Rs. 20,000/-** deposit (EMD) is to be submitted directly as per item Head along with the completed tender form duly sealed in 1<sup>st</sup> cover. The EMD shall be in the form of Demand Draft in favour of the **Director, MITS, Gwalior** payable at Gwalior.
3. Eligibility Criteria for applying for the tender:-
  - A. Valid GST Number is compulsory.
  - B. Valid PAN Card.
  - C. Proof of the Latest Income Tax Return
  - D. Special Conditions as per Annexure-1 (page no-5)

### **These certificates are to be put inside the 1<sup>st</sup> envelope.**

4. The tenderers shall submit the tender in two sealed envelopes marked as 1<sup>st</sup> and 2<sup>nd</sup>. **The first envelope should contain the E.M.D. Tender Cost (if downloaded from institute website) and copies of all relevant documents pertaining to eligibility criteria and the second envelop should contain the tender form of the price bid.** In case the 1<sup>st</sup> cover is not annexed for eligibility criteria in the proper form as mentioned above in clause (3) and/or is without E.M.D. the envelop marked 2<sup>nd</sup> will not be opened at all and the same will be rejected and no representations shall be entertained in this regard. The sealed covers must be super-scribed with the contents contained there in.
5. The last date and time of submission of tenders is on 20-09-2022 upto **03:00 PM**.
6. Tenders will be opened on 20-09-2022 at **04:00 PM**. First envelop will be opened from **04:00 PM** and the second envelope for the eligible tenderers will be opened on the same date.
7. Validity of the rates will be up to **one year**.
8. Telegraphic/Fax and conditional tenders shall not be accepted.
9. **Director, MITS, Gwalior**, reserves the right to accept or reject any or all tenders without assigning any reason thereof, **even the lowest tender does not necessarily qualify for the order.**
10. The rates should be **F.O.R. at site (Institute Premises)**. No extra charges on this account (for Octroi, sales tax and surcharge, etc) shall be payable to the suppliers.
11. Our Institute is exempted to pay excise duty.
12. The rates should include all material, labour charges, profit & relevant taxes including GST, if any.
13. The tenderers whose tender is accepted shall have to sign an agreement as per the format of institute.
14. Any amount due or becoming due for the tender shall be recovered from their bills.
15. The competent authority reserves the right to increase or decrease the quantity of any item or cell during the period of contract. The tenderers will be bound to comply with the order of the competent authority without any claim and compensation.
16. The rate should be competitive and workable.
17. Any controversy will be subject to display in Gwalior Jurisdiction only.
18. The Income Tax shall be deducted from the bills as per the rules.

19. The whole supply should be satisfactorily executed within stipulated time from the date of issue of order. Time extension will not be permitted.
20. The tenderers shall execute the work as per specification mentioned in the supply order.
21. Before making any supply of any materials to the Institute, the tenderers or his representative shall get it approved by the competent authority, otherwise the supply shall not be approved. To check the rest of supply, he should submit the approved sample in our office, if items do not belong to reputed or registered make.
22. The tenderer should satisfy himself regarding the magnitude of the supply and no claim on this account shall be entertained thereafter.
23. Warranty period should be clearly specified as per the latest terms & conditions of the original manufacturers and the parts and labour cost are to be included for the full warranty period.
24. The warranty period will be considered from the date of supply of the items.
25. 2 % Income Tax shall be deducted from the bill as per rules.
26. 1% CGST and 1% SGST shall be deducted from the bills.
27. 5% Security amount shall be deducted from the bills.
28. 1% Electricity/Water charges shall be deducted from the bills.
29. 1% Labour welfare Tax will be deducted.
30. A duly constituted committee of the Institute may inspect the supply made by the tenderer at other places. The committee may also inspect infrastructure of those applicants who qualify the eligibility criteria in clause-3, for satisfaction.
31. M.I.T.S., Gwalior will have rights to check the sample before supply.
32. Payment will be made after the successful and satisfactory supply and installation/completion of the work.
33. The contractor/firm have to be completed the assigned works or part of work positively otherwise it will be treated as breach of the contract and deposited earnest money shall be forfeited.
34. The EMD of successful tenderer will be released only after Completion of Tender duration.

**(Dr. R.K Pandit)**  
**Director**

I have studied the above general terms & conditions of contract and shall abide by them.

**Signature with Seal of Contractor/Firm**

**Name:**.....

**Date :**.....

## Annexure-1

### SPECIAL TERMS & CONDITIONS

1. In furniture the manufacturer should have a dealer based in Gwalior with or in a city with in 100 km from Gwalior, or have a company authorized shop/service centre along with display space, to prove its capability to provide after sales service as and when required.
2. The Tenderer must have GST number and Pan number and must submit legible attested copies of the same with Technical Bid. Technical Bid not accompanied by these documents would be summarily rejected.
3. The bidder must give warranty of at least **12 months** of the products supplied and should undertake to rectify/attend to the complaints within 2 days, excluding Sundays/Holidays during the warranty period.
4. The tenderer should arrange for samples of the following items before opening of Financial bid with the tender, Those companies/firms who fail to supply the sample or whose sample are not found accurate and as per specification will be rejected in the technical bid and their financial bid will not be opened at all.
  - A. Each sample of all furniture items.
  - B. Sample of wooden flooring
  - C. Sample of MDF Paneling
  - G. Sample of single seater Sofa
  - H. Sample of Centre Table
  - I. Sample of loop pile carpet
  - J. Sample of wooden Blind
  - K. Sample of Roller Blind
5. At the time of payment 5% security amount will be deducted and will be released after completion of warranty period.
6. Taxes will be deducted as per government norms.
7. Financial bid will be opened after successful completion of technical bid.

**FINANCIAL BID**

**Refurbishment work :-**

S.no	Item Description	QTY	Unit	Rate
1	Providing and fixing of engineering wood wooden flooring of overall thickness size of 15mm. Out of the total size 3 mm top layer made up of veneer and balance 12 mm made up of pinewood block. Overall length and width size is 195mmx2420mm and of 3 strip plank with glueless joint on all edges, Surface layer consist of sliced strip of hardwood and a backing of pine with accessories as under	1	sqft	
	Providing and fixing of underlay sheet of 2 mm thickness			
	Providing and fixing of T profile 15x58 mm thickness			
	Providing and fixing of wooden skirting 15x70 mm thickness			
	Providing and fixing of reducer of 15x51 mm thickness			
2	Providing and fixing of wooden paneling on wall surface with necessary hardware of the following specifications: Providing and fixing of wall paneling made of 18 mm thick ply/board in proper level with required support frame work.	1	sqft	
3	Providing and fixing of 8 mm thick MDF planks of size 192mm x 1220 mm on the wall/floor as per the design approved by the institute. On wall top should be covered with 1mm thick corner beading duly polished. Abrasion class should be 2000 RC with 75 gsm decorative paper and 45 gsm overlay paper edges sealed with molted wax and stain resistance should be of Group 5 abrasion resistance should be AC -3.	1	sqft	
4	P/f of loopile carpet of 5-6 mm +- 5 % thickness to be pasted on the floor with good quality adhesive .Providing and fixing of good quality hit sheet of 8 mm thickness below the carpet. The carpet should be pasted above hit sheet.	1	sqft	
5	Providing and fixing of 8 mm thick hit sheet with good quality SR.	1	sqft	
6	P/f of door closer of good quality makes Godrej or equivalent.	1	Nos	
7	Providing & Fixing premium quality Manually operated Roller blinds made up of good quality polyester cloth with pelmet and should block the light flux & offer elimination of glare and sunlight.	1	sqft	
8	Providing & Fixing premium quality Manually operated wooden blinds made up of good quality MDF/softwood with pelmet of approved color and shade complete with installation.	1	sqft	
9	Providing cushion sofa set made up of frame of 19 mm thick plywood for seat back & arm with high density foam of 4 inch thick & making with approved colour & design / on arm seat & back.			
	(a) Single seater	1	Nos	

	(b) Double seater	1	Nos	
10	Providing Centre table made up of teak wood frame (1-1/2" x 3") I/c polishing with the 12 mm frosted glass top.			
	(a)1.6 x1.6 Ft	1	Nos	
	(b) 2.0 x2.0 Ft	1	Nos	
11	Brass Hardware Set :- Providing and fixing of 4 nos Brass door handle 300mm C shaped, 2 No of Brass Tower Bolt 200 mm, 1 no of 300 mm Brass Aldrop,1 no Door stopper	1	Nos	
12	Finishing of the faces of the flush door/chowkhat or board/ply frame finished with 3.5 mm thick teak ply bonded to the surface of the ply/flush door using high strength cross linked PVAC based adhesive duly polished with melamine finish or 1 mm thick sunmaica bonded to the surface of the ply.	1	sqft	

**Name:**

**Signature:**

**Date:**