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**PENSION FUND REGULATORY AND DEVELOPMENT AUTHORITY**

Date: 06<sup>th</sup> March, 2020

To,

**All the Bidders**

Dear Sir/Madam,

**Subject: Limited sealed Tenders for carrying out work pertaining to supply and replacement of carpet at PFRDA office.**

The undersigned is directed to invite Limited sealed Tenders from reputed / established contractors for carrying out work of replacement of carpet on the 4<sup>th</sup> floor of Pension Fund Regulatory and Development Authority, B/14-A, Chatrapathi Shivaji Bhawan, Qutab Institutional Area, Katwaria Sarai, New Delhi – 110016, as per the scope of work defined in Annexure I. The tender should be submitted in a sealed envelope super scribing, “Limited Tender for replacement of carpet at PFRDA office” as per the terms and conditions given below. The same should be addressed to the undersigned so as to reach us on or before **16<sup>th</sup> of March, 2020 upto 1500 Hrs.** in the office of PFRDA the address given below.

**Pension Fund Regulatory and Development Authority**

Chatrapathi Shivaji Bhawan,  
1<sup>st</sup> Floor, B/14-A,  
Qutab Institutional Area,  
Katwaria Sarai, New Delhi – 110016.  
Landline: 011 26543118

The opening of bids is scheduled at 15.30 Hrs on 16<sup>th</sup> of March, 2020.

**Terms and conditions**

1. The bidder should be a reputed / established contractor and should have experience of at least 5 years in the field of providing & installing carpet in Govt./Public/Private organization.
2. The bidder should be registered with the jurisdictional Government offices required as per the existing Laws relating to his business.
3. The rates in tender / quotation should be submitted in the format given under the heading “Price Quotation” at Annexure II. The rates should be quoted including removal

of old carpets, cleaning and levelling of floor, supply and laying of new carpet and disposal of old carpet.

4. The bidder should provide all the details along with copies of the relevant documents as listed in Annexure III of this tender document.
5. The bidder after completing the work, shall get the proof of completion of work approved by the concerned official of PFRDA.
6. The bidder shall quote the rates after visiting the site and proper assessment of the work.
7. The work has to be completed within 10 days from the date of issuing Award of contract. In case of delay, a penalty of 1 % of contract value per day shall be deducted. The carpet must be replaced without disturbing the existing cubicles or fixtures.
8. Subcontracting of work is strictly not allowed.
9. Rates are to be quoted in words and figures without any cutting / overwriting. In case if there is any cutting / overwriting anywhere then it must be duly attested by the authorized signatory. The bid will be rejected in case of non-attestation of cutting / overwriting.
10. PFRDA reserves its rights to place order on any other party in the event the successful party fails to complete the work within the prescribed period within 10 days from the date of issuing Award of contract. Time shall be an essence of the contract.
11. Terms of payment: - 80% payment upon successful completion of the work subject to the satisfaction of the concerned official. No advance payment will be made for the said work. Payment will be made as per exact measurement. However, payment based on progress of work may be considered based on the request of the shortlisted vendor on mutually agreed terms.
12. The bidder may visit the site on any of the working days between 9<sup>th</sup> and 11<sup>th</sup> to 13<sup>th</sup> of March, 2020 during 11 a.m. to 4 p.m. for the survey of the work to be carried out. The vendor must coordinate with GM, Administration Dept. for the Site visit.
13. The sample of the carpet to be attached with the quotation (design and color will be chosen at the time of issuing award of contract). The shortlisted vendor has to provide ample choice of color and design of the shortlisted carpet type to PFRDA for its selection.
14. The limited tender will remain valid for acceptance for a period of at least a month from the date of their opening.
15. Materials supplied or installed which do not conform to the appearance, quality, profile, texture or other determinant of the samples submitted along with tender will be rejected, and shall be replaced with satisfactory materials at the bidder's expense.
16. MEASUREMENTS – Before ordering material or doing any work, bidder shall verify, at the building, all dimensions which may affect their work. Bidder assumes full responsibility for the accuracy of their figures. No allowance for additional compensation will be considered for minor discrepancies between dimensions on drawings and actual field dimensions.
17. **Award Criterion:** Final choice of the bidder shall be made on the basis of conformity to technical specifications, appropriateness of the product offered, capability of bidder to execute and service the project and appropriateness of financial offer from the point of view of cost effectiveness over the entire maintenance period for the product. The

Financial bid of the technically qualified bidders shall be opened in their presence. The contract shall ordinarily be awarded to the lowest (L1) bidder.

18. The color, dimension, shape and sample of the material and all other material to be used in the project will be decided by Administration Dept. of PFRDA after opening of the financial bid.
19. The price quoted shall be on per square foot basis only. The price shall be inclusive of removing the existing carpet, fixing and laying of new carpet and disposal of old carpet.
20. Any other technical requirements beyond the scope of the above referred specifications and work may be brought to the notice of PFRDA at the time of premises visit / pre bid meeting and PFRDA reserves the right to reject or accept the same.
21. The documents furnished by the bidder will be subjected to verification, if found not meeting the requirement, such offers will be rejected.
22. The quotation not fulfilling the conditions mentioned above will be summarily rejected without any further reference.
23. Dispute, if any, arising in relation to the work assigned shall be subject to the exclusive jurisdiction of Courts at Delhi/New Delhi.
24. PFRDA reserves the right to cancel this tender unconditionally and at its sole discretion and shall not be liable for (any kind of loss or damages etc.) arising out of the same.

General Manager  
Administration Department

**SCOPE OF WORK**

**The new carpet shall have the following dimensions and quality;**

- **Carpet material: Polypropylene made carpet tile planks**
- **Design/ plain: Design**
- **Pile Height: 4 mm  $\pm$  0.5% Tolerance**
- **Pile Weight : Not less than 800 GSM**
- **Foaming beneath carpet: Not required**
- **Area: 3850 approx. (Payment will be made as per exact measurement)**

### Price Quotation

Name of the firm: \_\_\_\_\_

S.no	Particulars (A)	Area (in Sq. ft.) (B)	Amount (In Rs.) (AxB)
1	Rate per square foot Rs. _____/sq.ft [Cost includes the following;	<b>3850 sq.ft.</b>	
2	*Charges for <ul style="list-style-type: none"> <li>• Removal of old carpets,</li> <li>• Cleaning and levelling of floor,</li> <li>• Supply and laying of new carpet and</li> <li>• Disposal of old carpet.]</li> </ul>		
3	Add GST		
4	<b>Grand Total</b>		

**\*The price quoted must be inclusive of all charges, cartage, freight or any other unforeseen changes.**

**Name of the Authorised signatory:**

**Date:**

**Signature**

**Enclosures:** Please submit Samples of the carpet as per the specifications given in Annexure III, along with its details.

**List of Documents to be submitted**

The bidder, along with its bid shall submit the following details/documents (self attested);

1. Name of the firm
2. Office address and telephone number of the firm
3. Contact person and mobile number
4. PAN of the firm
5. GST registration no:
6. Experience of work with Govt./public/private organizations
7. Any other information considered necessary

The documents furnished by the bidder will be subjected to verification, if found not meeting the requirement, such offers will be rejected.