

Invitation of Proposals from PSU Service Management Consultants for Interior Furnishing of Rented Office Premises and Shifting of Existing Office Premises on End-to-End Solution Basis.

PEC Ltd (formerly known as The Project & Equipment Corporation of India Ltd), an International Trading Company under the aegis of Department of Commerce, Ministry of Commerce & Industry Government of India would like to shift its Office Premises From Barakhamba Road to Jhandewalan as per the details given as under:

Proposed Assignment to PSU Service Management Consultants :

Part A : Interior Furnishing including Civil & Electrical work of New Location as per the requirement detailed in **Annexure-1**.

Part B : Shifting of Office Furniture,Almirah,Equipment like Computers,Printers, Photocopiers ACs,Files,Documents from current location to new location.

Current Location & Address : PEC Ltd., "Hansalya".15,Barakhamba Rd, New Delhi

New Location &Address : PEC Ltd., MMTC Bldg, 3rd Floor, Jhandewalan, New Delhi.

Detailed Scope of Work : The Consultant shall perform the following jobs

1. The Project (Part A& Part B of the above assignments) consists of Consultancy for Planning,Preparation of detailed Design, Drawing & Layout for complete interior work , monitoring and execution the progress of the work to complete the assignment in stipulated time period.
2. To study the new Vacant Premises at Jhandewalan & prepare Lay out plan as per PEC's requirement.
3. To supervise all Civil, Electrical, Networking of Computer and other communication cables etc.
4. The interior work is for arranging the space for around 40 employees towards seating and other arrangement for staff & managers, which require 8 Cabins for various Senior officials and 2 cabins for Board Level along with Cubical/workstation for Board assistants. Meeting room for 10-15 officials.
5. Preparation of Bill of Quantity and submission of corresponding estimation of cost to arrive at budgeted cost and get the approval of PEC before issue of tender for procuring BoQ to finalise and place order as per the tender. The requirement of PEC's new location is attached in **Annexure-1**.

6. Monitoring of the progress of the work on day to day basis to ensure quality of work and completion of the work as per the Design Drawings.
7. Planning, Assessment and salvaging Furnitures & Fittings from existing location for onward transportation to New Location as per the requirement of PEC.
8. To arrange delivery and installation of Furniture & Fixtures.
9. To Certify all bills to PEC for payment
10. To arrange shifting of office records from Present Premises to New Location.
11. Any other work required for shifting of office from Present Location to New Location.

General Terms & Conditions:

1. The consultant shall be fully responsible to PEC with respect to complete the project as stipulated above within the stipulated time period irrespective of their back end arrangement with the contractors & labours etc.
2. The Contractor shall arrange to supply, transport, install and arrange all furnitures, fittings & accessories as per the Design Layout got approved by PEC Ltd., All furniture, fittings & accessories shall be of standard quality / brand. The BoQ as submitted by the consultant to have a brand name indicated and there shall be option for PEC to opt the required brand.
3. **Inspection of Premises:** The Consultant / contractor shall visit and examine the site and satisfy as to the nature and correct dimensions of work and facilities for obtaining material and shall obtain generally his own information on all matters affecting the execution of work. No extra charge made in consequence of any misunderstanding or incorrect information on any of these points on the ground of insufficient description will be allowed. All expenses incurred by the contractors in connection with obtaining information for submitting this tender including his visit to site and efforts in compiling the tender shall be borne by the tenderer and no claims for reimbursement thereof shall be entertained.
4. **Vouchers / bills:** The consultant shall upon the request of PEC LTD., furnish bills, invoices, accounts, receipts and other vouchers for all materials brought on site to prove that the material purchased are as mentioned in the specification.

5. **Completion Period** Time is essence of the contract. The work should be completed in all respects in accordance with the terms of contract within a period of **3 months** from the date of handing over of the site.
6. Time of completion of the Project is the essence of the assignment. There shall be Liquidated Damage(LD) of **0.50%**of cost of the award for every fortnight delay after the stipulated time period and maximum LD shall be **10%**.
7. The validity of the proposal for the acceptance of PEC Ltd shall be **60 days** from the date of closing of tender.
8. The consultant to submit their proposal along with the Application as per the **Annexure-2**.
9. **Rate to include**:The Consultant shall quote the Consultancy Fee for Design, Planning, TenderPreparation/Evaluation for Civil, Electrical,Plumbing,Network for communication, Wood Work including Interiors, Furnitures&Fixutresetc, Order Placement, Supervision of complete shifting process, Certification of bills, Shifting of office records, furnitures, fixtures, computers, ACs etc.in **terms of %age of total project cost**. The Consultant has to submit an estimate of total cost involved in the complete shifting process.
- 10.All work shall be carried out in a workman-like manner to the entire satisfaction of the PEC LTD. The consultant/contractor shall follow all rules / regulations as per the Law of the Land in force including GFR / CVC guidelines and should possess the license for employing labour and also follow all safety measures, labour bye law and shall be responsible for any lapse.
- 11.**Arbitration** : In the event of any dispute or difference relating to the interpretation and application of the provisions of commercial contract(s) between Central Public Sector Enterprises (CPSEs)/Port Trusts inter se and also between CPSEs and Government Departments/Organizations (excluding disputes concerning Railways, Income Tax, Customs & Excise Departments), such dispute or difference shall be taken up by either party for resolution through AMRCD as mentioned in DPE OM No. 4(1)/2013-DPE(GM)/FTS-1835 dated 22-05-2018.
12. Security Deposit/Performance Bank Guarantee : The successful consultant to submit SD by way of Demand Draft in favour PEC LIMITED/ PBG **for 10%** of the value of the contract/award to be issued by a schedule **A** Bank.

5. PAYMENT TERMS:

- i) PEC shall release the payment to the consultant against submission of their Bills for every work completed and supply of BoQ on monthly basis after retaining pro-rata 10% retention charges along with Consultant's fee/charges at pro-rata basis.
- ii) 10% retention money shall be released to the consultant after satisfactory completion of the entire work as detailed in Scope of Work.

6. Award of Contract :PEC shall award & place the Contract of the Consultancy Work on Bidder whose quotation towards Consultancy Charges being the Lowest (L1) among the other bidders.

7. Earnest Money Deposit of Rs.20,000/- (Rupees Twenty Thousand) in the form of DD in favour of PEC Ltd., New Delhi to be submitted along with their Application.

8. PEC reserves the right to accept or reject any or all the Offer/Quotation submitted without assigning any reason whatsoever.

9. The Offer / Quotation be submitted by the interested Consultant latest by 08.02.2019 and the same be either sent by post/courier to the following address or may drop in the tender box kept at Chief General Manager(P&A)PEC LTD, Hansalaya, 13th floor, 15, Barakhamba Road, New Delhi -110001.The application in sealed envelope super scribed as **"APPLICATION FOR SELECTION OF PSU CONSULTANTS FOR INTERIOR WORK AND SHIFTING OF OFFICE PREMISES"** to be submitted before the due date and application received after due date will be rejected.

Details of tenders are as under:

1	Name of Work	Interior Furnishing including Civil & Electrical work of New Location: 3rd Floor MMTC Building, Jhandewalan, New Delhi.AND Shifting of Office furniture,Almirah,Equipment like Computers,Printers, Photocopiers ACs,Files,Documents from current location to new location.
2	Time allowed for completion	90 days from the date of award of contract
3	Earnest Money Deposit	Earnest Money Deposit of Rs.20,000 (Rupees Twenty Thousand) in the form of DD in favour of PEC Ltd.
4	Performance Bank Guarantee / Security Deposit	for 10 % of total value of the contract.
5	Address at which the tenders are to be submitted	PEC LTD, Hansalaya, 13 th floor, 15, Barakhamba Road, New Delhi -110001.
6	Date and time of submission of tenders	08.02.2019 , Before 3 PM
7	Date and time of opening tenders	13.02.2019 at 3 PM
8	Defects Liability Period :	12 months from the date of completion of the contract
9	Validity of offer :	90 days from the date of opening the tenders.
10	Liquidated Damages :	Of 0.50% of cost of the award for every fortnight delay, after the stipulated time period and maximum LD shall be 10%.

FORM OF PROPOSAL (To be filled up by the PSU Consultant)

To The Chief General Manager(P&A),

PEC LTD, Hansalaya, 13th floor,
15, Barakhamba Road, New Delhi -110001.

Dear Sir,

Reg.: **Interior, Furnishing, Electrical, & Air conditioning works fo Interior Furnishing including Civil & Electrical work of New Location: 3rd Floor MMTC Building, Jhandewalan, New Delhi AND Shifting of Office Furniture,Almirah,Equipment like computers,Printers, Photocopiers ACs,Files, Documents from current location to new location..**

1. I / We refer to the Proposal notice issued by you for Interior, Furnishing,Civil, Electrical, & Air conditioning &Shifting of Office works in connection with the above.

2. I / We hereby offer to perform, provide, execute, complete and maintain the works in conformity with the drawings, designs, conditions of contracts, specifications, schedule of quantities relating to the works for the sum of Rs...in figures.....(in words) at the respective rates quoted in the schedule of quantities.

3. I / We have satisfied myself / ourselves as to the site conditions, examined the drawings and all aspects of the tender conditions, subject to above, I / We do hereby agree, should this proposal be accepted in whole or in part, to:

a. Abide by and fulfill all the terms and provisions of the said conditions annexed here to,

b. Complete the works within Ninety days as per the work programme enclosed with the Proposal in two or three shifts if considered necessary by the Employer / Architects at no extra cost to the Employer.

4. I / We have deposited the earnest money of Rs. 20,000/- (Rupees Twenty Thousand only) will not bear any interest and is liable for forfeiture.

I. If our offer is withdrawn within the validity period of acceptance by the Employer. Or

II. If the contract agreement is not executed by us within 7 days from the date of receipt of the letter of acceptance. Or

III. If we fail to pay the initial security deposit as stipulated. Or

IV. If the work is not commenced within 7 days after issue of work order.

5. I / We understand that you are not bound to accept the lowest or any proposal you receive for: INTERIOR, FURNISHING, CIVIL WORK ELECTRICAL & AIR CONDITIONING WORK AT 3rd Floor MMTC Building, Jhandewalan, New Delhi AND SHIFTING OF PEC LTD, Hansalaya, 15, Barakhamba Road, New Delhi -110001.

The names of DIRECTORS of our firm are:

1. _____ 2. _____

3. _____ 4. _____

Yours faithfully,

(.....)

ANNEXURE-1

Information required planning & executing the interior fit out works in

SI No	Particulars	
1.	Area Available at New Premises i.e.MMTCBldg	4100 Sq ft.
2.	Drawing if any of the area	NO, Consultant to prepare Layout after site visit
3.	Wing No & floor No of the space	F Block, 3 rd Floor
4.	Hierarchy-wise sitting requirement of Sr. officers with area required by each officer (Full Height cabins)	2 Board Level Cabin alongwith cubicles for Secretaries & 8 Cabin for Senior Officials
5.	Nos of officers,if any to sit with half cabins / work stations	40 to 45 Employees (Number of Cabins to be decided)
6.	Nos of officers to sit in the open hall at work stations	
7.	Whether a Board room is required and if so capacity and size	2 - to be decided after site visit
8.	Seating capacity of the main conference room	NIL
9.	Meeting rooms required and capacity of each	1 - for 10 to 15 people
10.	Reception area & waiting lounge	Yes, to be suggested
11.	Number & size of storage rooms, if required	Yes, as per space availability
12.	Size of cafeteria, if required	NIL
13.	Size of canteen/ pantry etc	Yes, as per space availability
14.	Whether a compactor room is required and how much size and capacity	no
15.	Driver room, if any	no
16.	Library required	no
17.	Whether CCTV, Access control, LAN, Telephone & EPBAX, UPS, Server Systems are also required.	yes
18.	Whether painting, artifacts, sculptures, murals are also to be provided by Consultants	no
19.	Any other requirements/ information relevant to the planning of this work by us.	R&I Cubical/Work Station for Dak