

## **INVITATION OF TENDER**

Establishment of the Incubation Centre at SNDTWU, Mumbai

Tender Fee Rs. 18000/- (Non-refundable)



## WISE SNDTWU INCUBATION CENTRE, Mumbai

INVITATION OF TENDER

## Reference No: WISESNDTWUINCUBATIONCENTRE/TENDER/2022-23/01 DATE: 09-01-2023

## Establishment of the Incubation Centre at SNDTWU, Mumbai.

Wise Innovation Start-up Entrepreneurship Shreemati Nathibai Damodar Thackersey Women's University Incubation Centre (hereinafter referred as "WISE SNDTWU IC, Mumbai") Mumbai invites tender for **Incubation Centre** to be established at SNDTWU, Juhu Tara Road, Mumbai as per the Part1: Technical Bid and Part 2: Commercial Bid in the prescribed Bid forms.

Sealed bids are invited for Incubation Centre at SNDTWU, Juhu Tara Road, Mumbai from reputed/experienced organizations who have successfully carried out similar work in the past as mentioned in Part 1: Technical Bid: Annexure - I & II

Sr.No.	Tender No & Date	Reference No: WISESNDTWUINCUBATIONCENTRE/TENDER/2022-23/01 DATE: 10-01-2023
1.	Issue of Tender Forms	Form 10-01-2023 to 19-01-2023
2.	Last Date of submission of Tenders	19-01-2023 by 16:00 Hours
3.	Area	Unfurnished covered space approximately 3000 sq. ft
4.	Cost of the Project (Approximately)	Rs. 60,00,000 (excluding tax)
5.	Site Address	5 <sup>th</sup> Floor, Usha Mittal Institute of Technology (UMIT), SNDT Women's University Juhu Campus, Juhu Tara Road, Santacruz West, Mumbai – 400049 *Tenderer reserves the right to award the site either in total or partly basis
6.	Tender Fees	Rs. 18000/- The tender fee will be paid in the form of demand draft only. The demand draft shall be drawn in Favour of 'WISE SNDTWU IC, Mumbai".  Demand draft of Nationalized bank only will be acceptable. DD from any other Bank will not be acceptable.
7.	Correspondence Address	SNDT Women's University, 3RPJ+WC7, Juhu Tara Rd, Daulat Nagar, Santacruz West, Mumbai, Maharashtra 400049

#### 1. Eligibility Criteria:

- 1. The bidder must have minimum two years' experience in similar kind of work that is construction of interior work such as Cubical, Pantry area, Training Class, Board room etc. The bidder must have executed at least one purchase order of not less than Rs.25.00 Lakhs (Single order) during any of the last three years.
- 2. The bidder's annual turnover must be minimum Rs. 1 Crore in any of the last three financial years.
- **3.** Quality of work should be of prescribed standard with a warranty of 5 years.
- 4. In case of successful bidder, work awarded should be completed by himself and the same should not be subcontracted or executed in joint venture with other party, who was not a party at the time of bidding, unless you secure prior written approval WSIESNDT.

#### **Pre-Qualification / Eligibility Criteria details:**

Sr. No.	Pre – Qualification Criteria	Supporting Documents to be enclosed with the Bid		
1.	Bidder should be registered in India under The Companies Act, 1956/2013 as applicable	Certificate of Incorporation		
3.	Bidder must have experience of at least 03 years in the relevant field	Copies of relevant work- order(s)		
4.	Bidder should have duly filed Income Tax Returns, Service Tax and other applicable Govt./Statutory body Taxes for the past three years.	Relevant Documents including GST Registration Certificate		
5.	Prime bidder including the consortium members shall not be under a declaration of ineligibility for corrupt or fraudulent practices or blacklisted with any of the Government agencies.  Self - Certification			
6.	Bidder should hold valid Registration Certificate issued by PWD, Maharashtra, in class I-III, in interior decoration category	Self-certified copy of the PWD Registration Certificate		
7.	<ol> <li>Experience of having successfully completed similar works during last 5 years ending last day of month previous to the one in which applications are invited should be either of the following or currently working on incubation centres.</li> <li>a. Three similar completed works costing not less than the amount equal to 40% of the estimated cost.</li> <li>or</li> <li>b. Two similar completed works costing not less than the amount equal to 50% of the estimated cost.</li> </ol>	from customer		

c. One similar completed work costing not less than the amount equal to 80% of the estimated cost.

For the purpose of this clause –'Similar work' means "Interior Development of Incubation Centre"

#### Other Conditions:

- 1. Pre Bid meeting will be held at 2.30 p.m on 21/01/2023 at WISE SNDTWU INCUBATION CENTRE, 5<sup>th</sup> Floor Usha Mittal Institute of Technology (UMIT), SNDT Women's University, Juhu Campus, Juhu Tara Road, Santacruz (West), Mumbai 400049. Attending Pre-Bid meeting is compulsory, and Bids shall be accepted for only those bidders who attend the Pre-bid meeting.
- 2. Site Visit: The Bidder at the Bidder's responsibility and risk is encouraged to visit and examine the Site of Works and its surroundings and obtain all information that may be necessary for preparing the Bid and entering into a contract for the said works. The costs of visiting the Site shall be at the Bidder's own expense. Site inspection report dully signed by Bidder should also be submitted with the tender along with the necessary required documents.
- 3. Project completion timeline 45 days from the day of awarding the contract and handing over of the site.
- 4. Client will inspect similar project/s of bidders (which he has previously completed) before technical bid opening to validate the quality of the work of the bidders.
- 5. After shorting listing of successful bidders thru' technical bid round and who have been invited for commercial bid round, Client reserves the right to negotiate with all such bidders and may provide opportunity to compete to secure the bid amongst themselves.

Seal and signature of Manager /
Representative of the Firm On
behalf of the firm submitting
Tender
Telephone
Mobile
Fax
E-mail
Contact Person Name and Designation:

#### 2. Bidding Process:

The Bid / Tender document will be in two-cover system - <u>Technical Bid (Part 1)</u> and <u>Commercial Bid (Part 2</u>).

Part 1: Technical Bid - detailed profile of the agency/ organization, eligibility for selection, tender terms & conditions, etc. - to be submitted in a separate sealed cover. This should include Annexure-1 and documents in support of turnover, experience, list of similar projects, client list, Pre-Qualification / Eligibility Criteria, Appendix -A etc.

**Part 2: Commercial Bid** - As per the tender, commercial bid should be indicated in Indian rupees in figures as well as words. The final offer given by the bidder shall be with respect to the complete cost of the project.

#### 3. Submission of Tender Documents:

# 1. Format & signing of Bid Document: Bids must be accompanied with:

The date & time of physical submission shall strictly apply in all cases. The tenderers should ensure that their tender is submitted before the expiry of the scheduled date & time. Offers received after scheduled date and time will not be entertained.

If for any reason, any interested bidders fails to complete any of stages during the complete tender cycle, department shall not be responsible and any grievance regarding that shall not be entertained.

#### Instruction for submitting bids are given below:

3.1.1 Part 1: Technical Bid - in prescribed format sealed and duly signed

**Part 1:** shall contain the following:

- 1. A covering letter in the format enclosed and Annexure-I.
- 2. Details of bidder's experience and capabilities in the format (Appendix A)

Balance sheets / audited accounts for the past three years.

Part 2: Commercial Bid - Bidder shall submit their prices only in the prescribed format. Price quoted elsewhere shall be liable to rejection.

- The Bidder shall be required to deposit non-refundable tender fee for an amount of Rs.18000/ (Rupees Eighteen Thousand only) by way of demand draft only. The demand draft shall be drawn in favour of "WISE SNDTWU INCUBATION CENTER ". Demand draft of Nationalized bank only will be acceptable. DD from any other Bank will not be acceptable.
- The demand draft for tender fee must be enclosed in the envelope containing the bid.
- The quotation should clearly indicate the different components as specified in Annexure 2.
- Offers in the bid should be written in English and price should be written in both figures and words.
- The relevant supporting document(s) should be enclosed along with the offer.
- Envelope of the bid should be sealed and super-scribed with tender number, subject and due date of submission.
- The tender shall be submitted in a sealed envelope bearing the following reference on the top left-hand corner: interior work of WISE SNDTWU INCUBATION CENTER.
- Sealed Envelope shall be submitted at office of the "Director, WISE SNDTWU INCUBATION CENTER, Juhu, Mumbai".
- Name of contact person, address details along with telephone and mobile nos. must be provided by bidder

#### 4. Acceptance of Tender conditions:

Both cover of Part 1& 2 must be submitted on or before the last date for submission of Tender.

- 1. The last date for submission of tender document is 19-01-2023 before 16.00 hrs.
- 2. The Part 1 (Technical Bid) will be opened physically to verify its contents as per Requirements on 19-01-2023 at 16.00 hrs. At the same venue in presence of the Bidders' representatives who wish to attend. In the event of any change in the date of Opening, corrigendum the same will be intimated on WISE SNDTWU IC, Mumbai Website."
- 3. Part 2 (Commercial Bid) will be opened only after the technical evaluation of tenders Only eligible and technically qualified bidders will be invited for commercial bid Opening at the same venue in presence of the bidders' representatives who wish to attend. The date of opening of commercial bid will be intimated to only eligible and technically qualified "bidders. In the event of any change in the date of opening, the same will be intimated to all."
- 5. The Director of the Institute reserves the right to accept or reject any or all bids.
- 6. The Institute reserves the right to accept or reject any bids & to annual the bidding process and reject all bids at any time prior to award of contract, without

thereby incurring any liability to the affected bidder or bidders or any obligation to inform the affected bidder.

- 7. Incomplete tenders will be rejected without consideration.
- 8. Delivery Period for Item: The item mentioned in the tender should be delivered within 45 Days from the release of purchase order.
- 9. Execution Period for Supplied Item: The entire project is to be executed / commissioned Within 45 days from the release of purchase order.
- 10. Supply and Installation:

Bidder shall be responsible for successful Installation, Commissioning and testing of the lab instruments at WISE SNDTWU IC, Mumbai. Any defective component/device will be replaced by bidder at his cost.

#### 11. Service Support:

Onsite comprehensive Support (parts, labour) has to be provided for a minimum period of 3 years by the bidder from the date of installation and commissioning Of systems.

#### 12. Comprehensive Warranty:

Three years Comprehensive Warranty for Supplied item from OEM with hardware Replacement. The Supplier shall be fully responsible for the Manufacturer's warranty for All equipment, accessories, spare parts etc. against any defects arising from design, Material, manufacturing, workmanship, or any act or omission of the manufacturer / Bidder Or any defect that may develop under normal use of supplied equipment during the warranty Period. In case the Bidder is unable to fulfil his obligations during the warranty period, the Warranty obligations will fully and automatically evolve upon the Manufacturer of the Goods. The Bidder shall be fully responsible for getting the product replaced from the Principal Company or coordinating the same with the principal company during the Warranty period.

#### 13. Payment Terms & Conditions:

#### **Payment:**

80% of Payment will be on pro-rata basis after 100% completion of work in each area. On acceptance by the user at WISE SNDTWU IC as mentioned in Tender and remaining 20% after successful completion of work including installation and commissioning of equipments if any at WISE SNDTWU INCUBATION CENTER as notified by the purchaser.

- 14. Performance Security Documents/MOU should be signed with WISE SNDTWU INCUBATION CENTER for warranty & after warranty terms.
- 15. Offers in bid should be written in English & price should be written in both figures & words.
- 16. The relevant supporting document(s) should be enclosed along with the offer.
- 17. Bid(s) received after last date of bid submission will be rejected.

- 18. No bid will be entertained by E-mail / FAX.
- 19. The Institute reserves the rights to cancel the tender without any reason thereof and Tender fee will not be refunded.
- 20. The Institute reserves the rights to split the purchase order.
- 21. The Institute reserves the rights to cancel any of the items of tender without any reason Thereof.
- 22. The Institute reserves the rights to decide the quantity or delete of any of the items of tender for finalizing the purchase order without any reason.
- 23. Director, WISE SNDTWU Incubation Centre, Mumbai, SNDT Women's University, Mumbai reserves all the rights for any decision regarding the tender.

# Appendix -A (To be filled up by the bidder) Following details required for all bidders

Sr.No.	Name & Full Address of the firm	Necessary Documents Submitted (Yes/ No)
1	Registered Office with Address (Copy of registration certificate of firm may be enclosed)	
2	PAN NO. TAN NO	
3	Previous Purchase order details	
4	Whether limited company or pvt. ltd . or Partnership	
5	Name & Addresses of the person who will represent the firm while dealing with the Institute.	
6	Turnover for the last three financial years. 2019-20 2020-21 2021-22	
7	Do you have experience for at least 3 years in the relevant field of supply, installation, commissioning and maintenance of similar project? Have you completed at least one similar project during the previous three years?	
8	Do you have an office in Maharashtra or are you ready to open up an office in Maharashtra within one month of the award of contract?	
9	Have you duly filed Income Tax Returns, Service Tax and other applicable taxes for the past three years?	
10	Have you been blacklisted by any government authority in India? If so, then you will not be eligible. Submit Self- Certification stating you are not blacklisted in the past.	

Seal and signature of Manager / Representative of the firm On behalf of the firm submitting Tender
Telephone :
Mobile:
Fax :
Email:
Contact Person Name:
Contact Person Designation:

#### Part 1: Technical Bid:

Establishment of Incubation Centre at WISE SNDTWU IC, Mumbai

<b>FORMAT</b>	&	REC	DUIR	<b>EMENTS</b>
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1. Tend	ler Ref. No:
2. Nam	e of Tenderer:
4. Contact deta	plete office address of Tenderer
	b. Designation c. Phone (Office) d. Phone (Mobile)
	e. E mail
5. Due	date & Time of submission of bid:

Submission of technical confirmation to the requirement.

#### Kindly See List of Equipments & Material in attached annexures - as Below.

- 7. Please specify the make and model. Attach technical brochure/product catalogue. Eg. HVAC etc.
- 8. Higher Technical specification may be considered subject to competitive price offer.
- 9. Documents to be enclosed with Technical bid are as under:
- a. Copy of authorization letter from Original Equipment Manufacturer.
- b. Duly signed & stamped Tender documents (All Pages) as mark of your acceptance.
- c. Details of latest three buyers to whom similar supplies were made should be Submitted in the following format (if any)-

Sr. No	Name of Client/Partner along with contact details
1.	
2.	
3.	

- d. supporting information with respect to the technical data, booklets of product. Any Product manual brief, test certificates available may be enclosed.
- e. Copies of PAN, GST duly Signed & Stamped.

Signature of Tenderer with stamp

### PART 2: Commercial Bid

#### Establishment of Incubation Centre at WISE SNDTWU IC, Mumbai

FORMAT & REQU	IDEMENT
FORMAT & REQU	
	Tender Ref. No.:
	Name of the Tenderer/Bidder:
	The offer with rates for the schedule of requirements of items, as
	elaborated under, to be submitted adhering to the format given
	below is a pre-requisite for considering your quotations:
	However, quantity may
	increase/decrease The
	format of commercial
	offer is as below:

1) Part 2: Commercial Bid

Item No	Sr No.	Туре	Item	Specification	Qty	Rate per unit in RS	Total Amoun t in Rs.	GST in Rs	Total Amoun t
A1									
/ \1									
A2									
А3									
B2									
B2									

The rate quoted shall be in accounting units (A/U) and should be quoted as basic price.

All other costs including freight, insurance packaging and forwarding, all taxes, duties/levies to be quoted separately.

Note: Custom duly exemption certificate will be provided, if applicable.

Sd/-

**Chief Executive Officer** 

WISE SNDTWU IC, Mumbai

[Covering letter to submitted by the bidder]

To,

Director, SNDT, Juhu

Sub: Tender for Civil, Interior & Electrical Works

I have carefully gone through the tender document regarding the prequalification of agencies/ vendors for execution at SNDT Incubator, Juhu."

I shall be bidding in this tender as the sole representative of my company. I hereby declare that

- 1. All the information related to my company, customer base, projects, financial details, data sheet of the products offered etc., provided in my offer is true and without any alteration/modification.
- 2. All the provisions of this tender document are acceptable to my company. No violation of the terms and conditions as mentioned in the tender document has been made.
- 3. I declare that my company or any member of the company has not been debarred / blacklisted by any Government / Semi -Government organizations in India.
- 4. I certify that the period of validity of bid is 120 (one hundred and twenty) days from the last date of submission of proposal I further certify that I am authorized signatory of my company and I am, therefore, competent to make this declaration."

Your	s faithfully	,			
(Signature of the bidder) Seal					
and sign	of				
Manager/Repa	resentative	of			
the company /	firm On bel	nalf			
of the	company/F	irm			
submitting	ten	der			
Telephone:					
Mobile:					
Fax:					
Email:					
Contact Person Name:					
Contact Person Designation:					

#### Annexure I

Tenders are invited for interior work of WISE SNDTWU INCUBATION CENTER as per the standard of incubation center specification given by Maharashtra State Innovation Society (MSInS). WISE SNDTWU INCUBATION CENTER is funded by MSInS.

Following are the details:

#### 1. Available area – 3000 square feet

i.Workstation Area – 208 Square feet

ii.Director's Cabin – 114 Square feet

iii.CEO Cabin - 114 Square feet

iv.Fabrication Lab – 309 Square feet

v.Cubical – 117 Square feet (5 nos.)

vi. Training Room 238 Square feet

vii.Reception & Waiting Area – 188 Square feet

viii.Conference Area – 178 Square feet

ix. Dry Pantry – 70 Square feet (9'-3" Wide Passage)

x.Storeroom – 123Square feet

xi.Passage 20'8" x 21'10"

xii.Logo Panel

xiii.Writing Glass

xiv.Screen

#### \*Annexure - CIVIL, INTERIOR & ELECTRICAL WORKS

#### 2. Facilities -

i.Reception area

ii.Conference/Boardroom

• 20-seater

iii. Fabrication lab

iv.Training room

- 30-seater
- v. Maker space

vi.Fully Air Conditioner

vii.Furniture & Fixtures

viii.Electrification

- 3. Schedule for completion of work
- 4. Payment conditions details

#### **Annexure II**

A	CIVIL/INTERIOR WORKS	
1	Cement	Ambuja/Birla/ACC/Ultratech/JK (Sarva Shaktiman)
2	Vitrified Flooring/Ceramic Flooring	Johnson/Kajaria/Nitco/Somany
3	Wall Tiles	Johnson/Kajaria/Nitco/Somany
4	Waterproofing Chemical	Dr. Fixit/ISI Mark/Sunanda
5	Construction Blocks	Red brick, Ash brick
6	Paint (Royale grade)	Asian/Nerolac/Dulux
7	Vinyl Flooring	Vista/Poly floor/Armstrong/ISI Mark
8	GI Pipes and fittings (Specify thickness)	Jindal/TATA/Zenith/ISI Mark
9	CI Pipes (Specify thickness)	Neco/Zico
10	PVC Pipes and fittings	Prince/Supreme/ISI Mark
В	CARPENTRY	
1	Commercial Plywood	Century/Anchor/Samrat/Euro
2	Wood for door frame/Partition wood framing	SAG/SAL Wood/Rubber Wood
3	Flush Door (Pine wood)	Anchor/Century/ISI Mark
4	Block board	Guna/Kenwood/Greenply/Kit ply
5	MDF (6mm and 4mm thk.)	Euro/Green/ISI Mark
6	Pre-Laminate Particle Board	Novapan/Novateak/Bhutan Board/ISI Mark
7	Veneer	Samrat/Euro/Timex/Green/ISI Mark
8	Laminate	Greenlam/Merino/Century
9	Drawer Telescopic Channels (If not Modular)	Solo/ISI Mark
10	Locks	Hemco/Godrej/Vijayan/Doorset
11	Floor Spring,Door Closer,Handle	Dorma/Ozone/Enox/Kitch
12	Scew/Nails	Nettle Fold,JKW,Power Fastners
13	Adhesives	Fevicol/Jivanjor/Araldite/ISI Mark
14	Bonding Resin	Araldite
15	Fire rated metal door	Matrix/Shakti Door
16	Panic Hardware	Matrix/Dorma/Stanley
17	Glass (Toughned or Non Toughned) Back Painted Glass and Mirrors	ASAHI/MODI/Saint Gobain
18	Anti-Termite Paint	Wood guard/Termiseal/Bison by British Paint
19	Aluminium Partition sections (Modular)	Alloy/Matrix
20	False Flooring	Tankaria, Somany

21	Solid Acrylic Surface	LG/Samsung/Durlax
22	Vertical Blinds	Vista/Softlite/Gleecha
23	Frosted Film	Garware or equivalent
		_
С	GYPSUM/MODULAR FALSE CEILING/PUNNING	
1	Gypsum Board Sheet	Gyproc or Saint-Gobain
2	Section	Western or equivalent
3	Gypsum Bag	Stuco or equivalent
4	Grid Ceiling	AMF/Armstrong
5	POP Putty	Diamond/Superfine/ISI Mark
6	G.I. Section frames, Extrusions, Profiles, Sections	G.I. Sections ESSAR/ISI Mark/ Everest/Equivalent
7	Bison Board	Everest
8	Skirting Profiles, WallTrims	Matrix/ISI Mark
9	Particle Boards	Bajaj/Asis
10	Glass Wool Insulation	Saint Gobain/Twiga/U.P. Twiga
D	MODULAR	
1	Workstations, Cabin Tables, Meeting Tables, Storage Cabinets.	Local Indian brand
2	Chairs (Capacity125kg+)	Amardeep/Eurotech/ Lila Decore/Aristocrat
E	HVAC	
1	HVAC-High Wall (Capacity, Warranty should be specify) It should be 5 star rating in energy efficiency	Daikin, LG, Whirlpool, Hitachi
F	MISCELLANEOUS	
1	Blinds	Soft Lights/Vista/Galeech
2	Carpet	CCIL/Interface/Mohwak
G	ELECTRICAL & FIRE	
1	L.T. Cables (XLPE or PVC or otherwise)	Polycab / KEI/ Finolex
2	Wires PVC Insulated Copper (including Panel Wires)	Polycab/ KEI/Century/RR Kable
3	Cable Sockets/ Lugs	Dowells / Jainsons /
4	Cable Glands	Comet / Dolwells / Jainson / Wall
5	MCBs/ ELCBs	L & T /Legrand / HAGER / Seimens
6	MCCB	L & T/ Legrand / Hager / Seimens
7	Moduller Switches/ Sockets	Anchor Roma / Gold Madel /GM
8	L.T. Change Over Switches	L&T/ HPL

#### Reference No: WISESNDTWUINCUBATIONCENTRE/TENDER/2022-23/01 10-01-2023

9	L.T. Power Capacitors	Siemens Epcos
10	Selector Switches	L & T / Kaycee/ Siemens/ Cutler Hammer/ Sielzer
11	Ammeter/Voltmeter/P.F. Meter (Analog)	AE/ L & T
12	Digital Multi function Meters	AE / Conzerve/ Elmeasure
13	Indicating Lamps 22.5mm dia. (LED type)	Teknic/ Siemens/ Group Schneider/ L & T
14	Connectors/ Terminal Blocks	Elmex / Essen/ Connectwell
15	PVC conduit and accessories	Precision / BEC / Polycab
16	Hot Dip G.I. Conduit	BEC /NIC/ Vimco
17	Rubber Matting	any ISI marked
18	Lighting Fixtures	Wipro / Philips / Bajaj
19	Led Lamps	Wipro / Philips / Bajaj
20	Smoke Detectors	Sysetm Sensor/Apolo/Ravel
21	Fire Alarm System	Make :- Morle Honewell
22	Access controler	Smart-i/ Sepctra/ Solus
23	Access Card readers	HID/ HICKVISION / CP PLUS
24	CCTV Camera	HICKVISION / CP PLUS
25	CCTV DVR	HICKVISION / CP PLUS
26	UTP Cable	Digisol /AMPS / Molex
27	RJ-45, I/O FLASH PLATE	Digisol / AMPS / Molex

<sup>\*</sup>Anything in addition to above as applicable to design requirement should be included in the same