



**TENDER FOR RENOVATION WORKS
(INTERIOR)
OF ROOM NO.2, 3, 4, AND 8)**

at

Entrepreneurship Development Institute of India, Ahmedabad



ENTREPRENEURSHIP DEVELOPMENT INSTITUTE OF INDIA (EDII)
(Via Ahmedabad Airport & Indira Bridge); P.O. Bhat 382 428 - Dist. Gandhinagar Gujarat - India
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Website: www.ediindia.org



**INVITE QUOTES FOR RENOVATION WORKS (CIVIL & INTERIOR)
OF ROOMS NO.2, 3, 4, AND 8) AT
ENTREPRENEURSHIP DEVELOPMENT INSTITUTE OF INDIA, AHMEDABAD**

INTRODUCTION: Entrepreneurship Development Institute of India (EDII), Ahmedabad, was set up in 1983 as an autonomous and not-for-profit Institute with the support of apex financial institutions – the IDBI Bank Ltd., IFCI Ltd., ICICI Bank Ltd., and State Bank of India (SBI). The Government of Gujarat pledged twenty-three acres of land on which stands the majestic and sprawling EDII Campus. EDII has been recognized as the Centre of Excellence by the Ministry of Skill Development and Entrepreneurship, Govt. of India.

EDII MISSION

- To augment the supply of new entrepreneurs through education, training, and research.
- To increase the competitiveness of MSMEs
- To contribute to the dispersal of business ownership and thus expand the social base of the entrepreneurial class
- To institutionalize entrepreneurship development strategy at the national and international level

Relevant Information at a Glance:

SR NO	CONTENTS	DESCRIPTION
1	Description of Works	Renovation Works (Civil & Interior) of Rooms No. 2, 3, 4, and 8
2	Location	Entrepreneurship Development Institute of India, Nr. Village Bhat, Via Ahmedabad Airport & Indira Bridge, Bhat 382428, Dist. Gandhinagar.
3	Possession of Site	Immediately on issuance of Letter.
4	Commencement day of Work	Immediately on issuance of Letter.
5	Earnest Money/ Security Deposit	2% of the total value of the contract in the form of a bank demand draft favoring M/s. Entrepreneurship Development Institute . The same shall be converted into a security deposit after the contract is awarded. [EMD will be returned to the unsuccessful bidder within 15 days period after the award of the contractor]
6	Time of Completion	Time Limit for completion of work by all means 02 months from the issuance of work order
7	Date and place for collection of Tender Document	Tender can be obtained from the website of the Entrepreneurship Development Institute of India (https://www.ediindia.org/the-institute/tenders/) from 22.10.2024 from 10.00 am onwards . The duly filled tender document may be submitted along with a Demand Draft of Rs. 1,000/- in favour EDI of India . The Tender fee shall be non-refundable
8	Last date of receipt and place of submission of tender document by the bidder	The Tender with a complete set of the tender documents shall be enclosed in a sealed cover super scribed with name of work, Consultant Name and sent through Registered Post/Courier/Hand delivery only, on or before 17:00 hrs. on 12.11.2024 , Late tenders, delayed tenders and ordinary post tenders shall not be opened and considered.



9	Defect liability period	12 months from the date of virtual completion.
10	Pre-bid meeting	06 th November 2024
11	Period for submitting of RA Bill	15 Days
12	Period for Submitting Final Bill	15 Days from the completion of works
13	Grace Period	Due to any reason if commencement of works delayed after issuance of work order than same delayed time shall be granted to the contractor as a grace period and liquidated damages shall be applicable after grace period.

Terms of Reference (ToR)

EDII invites sealed quotations from reputed service providers for the **Renovation Works (Civil & Interior) of Rooms No. 2, 3, 4, and 8**. The **last date for submission of tender is 12.11.2024 by 16.00 hours**. Tenders received after the last date of submission will not be considered. The tender document should be addressed to:-

Sr. Manager (Estate),
Entrepreneurship Development Institute Of India;
(Via Ahmedabad Airport & Indira Bridge); P.O. Bhat 382 428
Dist. Gandhinagar Gujarat – India

Guidelines on Bid submission:

1. Bids should be delivered in a single plain sealed envelope (containing the Technical & Financial Bid superscribing with the tender name), bearing the full name, postal address, telephone no., fax no., and e-mail address of the Tenderer. Additionally, it shall bear on top, the following:

“Renovation Works (Civil & Interior) of Rooms No. 2, 3, 4, and 8 at EDII Campus”.

- i) Technical Bid: - should be super scribed with Tender No., the title of the tender i.e. **“Tender for “Renovation Works (Civil & Interior) of Rooms No. 2, 3, 4, and 8”** and word **“TECHNICAL BID”** (prescribed hereinafter).

Documents to be submitted along with Technical Bid

- a. **Profile of Agency**
- b. **Work Experience**
- c. **Certificates like GST, Pancard, Cancelled cheque copy, etc.**
- d. **Vendor Registration form**
- e. **Annual Turn Over documents (minimum 3 years)**
- f. **Profit & Loss Statement (minimum 3 years)**
- g. **Annexure III in the letterhead of your Chartered Accountant**
- h. **Undertaking**
- i. **Proof showing financial stability of your agency**
- j. **Certificate mentioning that your company is not blacklisted by anyone**



k. Documents related to the Year of Establishment

Kindly note loose papers are not accepted. The technical bids are to be kept in a single bundle. Hard-bound copies only shall be accepted.

- ii) Financial Bid: - should be super scribed with Tender No., the title of the tender i.e. **"Tender for "Renovation Works (Civil & Interior) of Rooms No. 2, 3, 4, and 8"** and the word **"FINANCIAL BID"** containing the rate quoted by the party duly signed by an authorized representative. For more details go through Annexure-IV.
- iii) The Bid documents submitted must be without any overwriting, interlineations, corrections, double typing, etc. The Employer or its appointed committees may however, at its discretion, consider any document with any overwriting or corrections if the same has been duly initialed and dated by the Authorized Representative of the Tenderer.

Proposal Ownership

The bid and all supporting documentation submitted by the bidders shall become EDII property and it reserves the right to accept or reject any request made by any bidder to return or destroy the bid and accompanying documentation.

Indemnity

The selected Bidder shall indemnify, protect, and save EDII and its personnel against all claims, losses, costs, damages, expenses, action suits, and other proceedings.

Confidentiality of tender submissions:

The Contractor shall strictly treat and maintain the Employer's Confidential Information as "Confidential Information".

Force Majeure

"Force Majeure" means an event beyond the control of the select Bidder not involving the vendor's fault or negligence and not foreseeable. Such events may include but are not limited to, Acts of God or public enemy, acts of the Government of India in their sovereign capacity, acts of war, fire, floods, strikes, lock-outs, and freight embargoes.

If a Force Majeure situation arises, the select Bidder shall promptly notify EDII in writing of such conditions and the cause thereof within 30 calendar days. In such a case, the time for performance shall be extended by a period not less than the duration of such delay. If the duration of delay continues beyond a period of three months, EDII and the select Bidder shall hold consultations with each other in an endeavor to find a solution to the problem.

General Conditions:



1. From the time the bids are opened and the contract is awarded, the bidders should not contact the employer on any matter related to its technical and/or financial Bid.
2. Any effort by the bidder to influence the employer in the examination, evaluation, ranking of Bids, and recommendations of award of contract may result in the rejection of the bidders' bid
3. Any bid received by EDII after the last date for bid submission will be rejected
4. The Bidder shall bear all costs associated with the preparation and submission of its bid at EDII.
5. Payment terms: One month after submission of the bill. The rates quoted should be all-inclusive including GST. Submit a copy of Goods and Services Tax Registration documents along with your offer.
6. The Tenderer shall be responsible for the taxes, duties, cess, fees, and other impositions payable by it under the Applicable Laws.
7. The Tenderer shall not sub-contract the work to any sub-contractor without the prior approval of the Institute. In case the contractor is found engaging the subcontractor without prior approval, the Institute reserve the right to terminate the contract.
8. The Contract rates shall remain firm for the entire duration of the Contract. No revision of the rate or adjustment of the Contract price shall be allowed on any account. The Contract rates are deemed to include the effect of all fluctuations in the cost of execution of Works during the duration of the Contract and completion of Works
9. The Contractor shall provide the proof of Insurance and relevant insurance policies, prior to signing this Contract
10. The Agency should sign all the pages of the tender documents before submission, as a token of having read & accepted the terms and conditions.
11. The Employer also accepts no liability of any nature whether resulting from negligence or otherwise, howsoever caused, arising from reliance of any Tenderer.
12. The tenderer who has downloaded the tender from the Institute's website www.ediindia.org shall not tamper/modify the tender form including the downloaded price bid template in any manner. In case the same is found to be tempered/ modified in any manner, the tender will be completely rejected and EMD/Bid Security would be forfeited
13. Amendments to Notice Inviting Tender (NIT), if any, would be published on the website only, and not in the newspaper.
14. The Tenderer shall bear all its costs associated with or relating to the preparation and submission of its Bid including but not limited to preparation, copying, postage, delivery fees, and expenses associated with any demonstrations or presentations which may be required by the Institute or any other costs incurred in connection with or relating to its Bid. All such costs and expenses will remain with the Tenderer and the Institute shall not be liable in any manner whatsoever for the same or any other costs or other expenses incurred by a Tenderer in preparation or submission of the Bid, regardless of the conduct or outcome of the Selection Process.
15. Interested Tenderers should carry out an independent assessment and analysis of the requirements of the information, facts, and observations
16. Intending tenderers are advised to visit again the Institute's website <https://www.ediindia.org/the-institute/tenders/> at least 3 days prior to the closing date of submission of tender for any corrigendum/addendum/ amendment
17. Not more than one tender shall be submitted by one contractor or contractor having a business relationship. Under no circumstance will the father and his son(s) or other close relations who have a business relationship with one another (i.e. when one or more partner(s)/director(s) are common) be allowed to tender for the same contract as separate



- competitors. A breach of this condition will render the tenders of both parties liable to rejection.
18. Before quoting the rates, every tenderer is expected to inspect the site of the proposed work and to have satisfied himself as to the nature of all works, all existing roads, water-way and other means of communication and access to and from the site and work and the building that may be required for temporary purposes in connection with the construction, completion, and maintenance of the works and must make his own inquiries as to work, yard sites and depot and dumps and as to acquisition of such additional sites and areas as may be necessary for temporary purpose for constructing, completing and maintaining the works. He must ascertain the availability of space for storage of construction materials, water supply, electricity, means of access to the work, nature of work and acquaint himself with all local conditions. A tenderer shall be deemed to have full knowledge of all the relevant documents, samples, site, etc. whether he inspects them or not before submitting the tender.
 19. Persons tendering are informed that no erasures or alterations by them in the text of the document sent herewith shall be allowed and any such erasures or alterations shall be disregarded. If there is an error in writing, no overwriting should be done, the wrong word or figure should be struck out and the correct one written above or neat it in an unambiguous way.
 20. **The Institute will NOT ACCEPT ANY TENDERS THROUGH EMAIL.**
 21. Any dispute, difference, or objection with regard to any matter relating to this contract shall be referred to the Sole Arbitration of any person appointed by the Director-General at the time of reference. The decision of the Arbitrator so appointed, shall be final and binding on both the parties.
 22. Institute shall have the right to reject tender without assigning any reason and will have the discretion to award the work to more than one firm for the expediency of work. Therefore, EDII reserves the right to choose one or more parties or cancel the tender at its sole discretion.
 23. EDII reserves the right to terminate the contract if the services are not found satisfactory, by giving one month's notice, and if the Agency wants to terminate the contract they will be required to give one month's notice in writing giving reasons thereof.
 24. Jurisdiction for all legal matters will be at Gandhinagar, Gujarat State.

Sd/-
Authorized Signatory

**AGENCY INFORMATION SHEET**

1.	Name of the Agency	:	
2.	Address of Registered Office/Head Office: (With telephone no.)	:	
3.	Contact Person/Mobile No.	:	
4.	Email address	:	
5.	Year of Establishment	:	
6.	Constitution of the Firm: (Public Ltd./Private Ltd./Partnership/ Proprietorship, etc.)	:	
7.	Name of the Proprietor/Partners/ Directors: (Strike out whichever is not applicable)	:	
8.	INS Accredited No.	:	
9.	PAN card No.	:	
10.	GST Registration No.	:	
11.	Experience in a number of years in handling various accounts	:	
12.	Is the Agency empanelled with Educational Institutions? If yes, name of the Institutes: (Attach separate sheet, if required)	:	
13.	Annual Turnover of the firm during the last financial year. Attach a copy of the certified audited statement of accounts or a certificate of the agency's Chartered Accountants.	:	
14.	Details of EMD (amount, bank, demand draft/cheque no./ date, etc.)	:	
15.	Infrastructure available in Ahmedabad and other cities in India	:	
16.	Attach a statement of employees, including technical and administrative staff, etc.	:	
17.	Attach a statement showing list of clients (Names, address, contact person's name and phone nos., etc.) (<i>please refer Annexure –II</i>)	:	



Annexure – II

DETAILS OF WORK EXPERIENCE CERTIFICATES

Sr. No.	Name, Address, Contact Person & Phone No. of the Client	Date and No. of Completion Certificate	Date of Start	Date of Completion	Cost of Work on Completion	Reference and Page No. of Documentary Proof of the detail missing in completion certificate



Annexure – III

FINANCIAL DETAILS

Sr. No.		1 st FY	2 nd FY	3 rd FY	4 th FY	5 th FY
		Rs. (In Lacs)	Rs. (In Lacs)	Rs. (In Lacs)	Rs. (In Lacs)	Rs. (In Lacs)
		a	b	c	d	e
1	Profit / Loss					
2	Gross Annual Turnover of Previous 5 Financial Years ending as on 31st March of last FY					
3	Average Annual Turnover for previous 5 financial years(Rs in Lacs) = $(a+b+c+d+e) / 5$					
4	Net Worth (paid up capital + reserves) as on 31st March of last FY					

(The print is to be taken in the letter head of the Chartered Accountant). The original document is to be submitted along with Technical bid)

Signature of Tenderer with Seal

Signature of Chartered Accountant with Seal



Annexure – IV

Undertaking by the Service Provider

I/We have gone through the tender terms and conditions and they are acceptable to us.

Place:.....

Date:.....

Name:

Address:.....

.....

Signature:.....
(Signature of Authorized Person of Agency / Company with Official Seal)

Email:..... Mobile:.....



Annexure – IV

Financial Bid

Renovation Works (Civil & Interior) of Rooms No. 2, 3, 4, and 8

Sr. No.	Description	Qty.	Unit	Rate	
				Rate	Amount (Rs.)
1	Executive Table (5'x2'-6"): Providing executive table as per design with veneered top in melamine polish made up of 19mm ply and wooden border	No.	1		
2	Executive Chair: providing high back executive revolving chair as per sample with tapestry	No.	1		
3	Visitors Chair: Providing Medium Back visitor's chair matching the executive medium back	No.	3		
4	Sofa 5': Providing and making sofa with sw ply and 40 mm foam of food quality with tapestry of 650/mtr range	Rft	5		
5	Side Table (3'x15"x30'): Provide and fix the side table matching to the main table with 19mm ply laminate at the side laminate and laminate on top	Sft	7.5		
6	Table Top (4'-3"x2'): Providing and fixing table top matching to the main table with 19mm ply laminate at the side and laminate on top	Rft	4.33		
7	Full ht storage (4'3"x78"): Providing and fixing full ht storage unit having 30' storage at bottom and 24' storage 1t top with all lock etc. comp for filing purposes, it shall have the soft board in between with tapestry to pin up	Sft	20		
8	Overhead storage (4'-6"x2'): Providing and fixing overhead storage with glass and wooden frame with melamine polish or anodized shutter	Sft	9		
9	Electrical: Providing new points and electrical fittings as per requirements with ac, ccv, hdmi, cat-6 etc. comp	Job	1		
10	Paint: Applying Royale plastic paint with all line levels etc. comp	Sft	650		
11	Oil paint: Applying oil/paint on doors and windows	sft	350		
12	Roller curtain: Providing and fixing new roller curtains on windows	Sft	50		
13	Total				
14	GST @ 18%				
15	Total amount for one room				
16	Grand Total for 04 Rooms	Nos	4		
	Other terms & Conditions, if any				

Signature:

Seal:

Date:



ENTREPRENEURSHIP DEVELOPMENT INSTITUTE OF INDIA
(Via Ahmedabad Airport & Indira Bridge); P.O. Bhat 382 428 - Dist. Gandhinagar Gujarat – India

VENDOR REGISTRATION FORM

1	Name of the Vendor/Client (Please submit valid proof for the same)	:	
2	Type	:	<input type="checkbox"/> Proprietorship <input type="checkbox"/> Company <input type="checkbox"/> Firm <input type="checkbox"/> Trust Others Please Specify _____
3	Status of Vendor	:	<input type="checkbox"/> Manufacturer <input type="checkbox"/> Authorised Dealer <input type="checkbox"/> Service Provider <input type="checkbox"/> Stockist/ Traders Others _____
4	Registered Address	:	
5	State	:	
6	Name of Contact Person	:	
7	Designation of Contact Person	:	
8	Contact Number	:	
9	Official E Mail Address	:	
10	PAN (Please attach copy for the same)	:	
11	Status of Vendor under GST	:	<input type="checkbox"/> Registered <input type="checkbox"/> Un-registered
12	GST No./Provisional ID Number (Please attach copy for the same)	:	
13	Payment Terms	:	
14	Are you associated or having relationship with any of the EDII employee?	:	<input type="checkbox"/> Yes <input type="checkbox"/> No
15	If YES, please provide the relationship details	:	



16	Have you ever worked with the EDII before	:	<input type="checkbox"/> Yes <input type="checkbox"/> No
17	If YES, please provide the reference	:	
	of transaction done	:	
18	Name of the Bank	:	
19	Address of the Branch	:	
20	Beneficiary Name (The Bank account to which any payment will be made, preferably, should not be on Individual's name. In case of proprietorship proper KYC should be submitted where name must match with the name provided in 1st row)	:	
21	Bank Account No.	:	
22	Bank Account Type	:	
23	IFSC Code for RTGS/NEFT	:	
	List of Documents to be provided	:	
1	Copy of PAN	:	
2	Copy of GST registration Certificate (All 3 pages) - If registered under GST	:	
3	Cancelled Cheque / Bank Passbook 1st page containing Bank details	:	
4	If Company, Certificate of Incorporation	:	
5	If Partnership firm / LLP, List of Partners	:	

Date:.....

Place:.....

Prepared by:.....

Approved by:.....