

Punjab Information & Communication Technology Corporation Ltd
(Punjab Infotech)

REPAIR AND MAINTENANCE
OF THE
CORPORATE OFFICE
AT
5TH & 6TH FLOOR UDYOG BHAWAN
SECTOR 17 CHANDIGARH

Punjab Information & Communication Technology Corporation Ltd
(Punjab Infotech)
5th & 6th Floor, Udyog Bhawan, Sector 17 Chandigarh
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DISCLAIMER

The information contained in this Request for Proposal document (the "RFP") or subsequently provided to Bidder(s), whether verbally or in documentary or any other form by or on behalf of Punjab Information & Communication Technology Corporation Ltd (PICTC) or any of their employees or advisors, is provided to Bidder(s) on the terms and conditions set out in this RFP and such other terms and conditions subject to which such information is provided.

This RFP is not an agreement and is neither an offer nor invitation by PICTC to the prospective Bidders or any other person. The purpose of this RFP is to provide interested parties with information that may be useful to them in preparing their technical proposals and financial offers pursuant to this RFP (the Proposal").

This RFP includes statements, which reflect various assumptions and assessments arrived at by PICTC in relation to the Assignment. Such assumptions, assessments and statements do not purport to contain all the information that each Bidder may require. This RFP may not be appropriate for all persons, and it is not possible for PICTC, its employees or advisors to consider the investment objectives, financial situation and particular needs of each party who reads or uses this RFP. The assumptions, assessments, statements and information contained in this RFP may not be complete, accurate, adequate or correct. Each Bidder should, therefore, conduct his/her own investigations and analysis and should check the accuracy, adequacy, correctness, reliability and completeness of the assumptions, assessments, statements and information contained in this RFP and obtain independent advice from appropriate sources. Information provided in this RFP to the Bidder(s) is on a wide range of matters, some of which depends upon interpretation of law. The information given is not an exhaustive account of statutory requirements and should not be regarded as a complete or authoritative statement of law. PICTC accepts no responsibility for the accuracy or otherwise for any interpretation or opinion on law expressed herein. PICTC, its employees and advisors make no representation or warranty and shall have no liability to any person, including any Bidder or Bidder under any law, statute, rules or regulations or tort, principles of restitution or unjust enrichment or otherwise for any loss, damages, cost or expense which may arise from or be incurred or suffered on account of anything contained in this RFP or otherwise, including the accuracy, adequacy, correctness, completeness or reliability of the RFP and any assessment, assumption, statement or information contained therein or deemed to form part of this RFP

or arising in any way in this Bid Stage. PICTC also accepts no liability of any nature whether resulting from negligence or otherwise howsoever caused arising from reliance of any Bidder upon the statements contained in this RFP. PICTC may in its absolute discretion, but without being under any obligation to do so, update, amend or supplement the information, assessment or assumptions contained in this RFP. The issue of this RFP does not imply that PICTC is bound to appoint the Selected Bidder for the Assignment and PICTC reserves the right to reject all or any of the Bidders or Proposals without assigning any reason whatsoever.

The Bidder shall bear all costs associated with or relating to the preparation and submission of its Proposal including but not limited to preparation, copying, postage, delivery fees, expenses associated with any demonstrations or presentations which may be required by PICTC or any other costs incurred in connection with or relating to its Proposal. All such costs and expenses will remain with the Bidder.

PICTC shall not be liable in any manner whatsoever for the same or for any other costs or other expenses incurred by a Bidder in preparation or for submission of the Proposal, regardless of the conduct or outcome of the Bidding Process.

Document Control Sheet

Sealed bids are invited by Punjab Infotech, Government of Punjab for repair and maintenance of the Corporate Office at 5th & 6th Floor Udyog Bhawan Sector 17 Chandigarh

The document controlsheet mentioned below

Sr. no	Particulars	Details
1.	Document Reference no.	Tender no : PICTC/Admin/2023/civil/01
2.	Start date of issue of request for quotation	09.12.2023
3.	Last date for submission of Quotations	03.01.2024
4.	Last date for submission of queries	14.12.2023
5.	Last date for inspection of the area	02.01.2024
6.	Office Address	Punjab Infotech, 5th-6th floor Udyog Bhawan Sector 17 Chandigarh
7.	Tender Cost	Nil
8	Website	www.punjabinfotech.in
9.	Punjab infotech contact details	Pargat Singh Manager (Admin) 0172-5256431 / 8194881967

DEFINITIONS

Unless the context otherwise requires, the following terms whenever used in this tender have the following meanings:

- a) **“Bidder”** means vendor who submits Bid in response to this tender document.
- b) **“Bids/ Proposals”** means offline Bids / proposal submitted by bidders in response to the tender issued by the Corporation.
- c) **“Committee”** means tender committee constituted for evaluation of Bids.
- d) **“Contract”** means the Contract entered into by the parties for providing services defined in the tender along with the entire documentation specified in the tender.
- e) **“Corporation”** means Punjab Information & Communication Technology Corporation Ltd (PICTCL/PICTC) also known as Punjab Infotech.
- f) **“Client”** means Punjab Information & Communication Technology Corporation Ltd (PICTCL) also known as Punjab Infotech
- g) **“Last five Financial Years”** means FY 2020-21, FY 2021-22 and FY 2022-23
- h) **“Parties”** means Punjab Infotech
- i) **“PBG”** means Performance Bank Guarantee
- j) **“Services”** means the work to be performed by the bidder pursuant to this tender and to the contract to be signed by the parties in pursuance of any specific assignment awarded by the Corporation.
- k) **“SOW”** means Scope of Work for the selected bidder
- l) **“Tender No. or Document Reference No”** means the document or tender no. mentioned in the Document Control Sheet irrespective of whatever may be mentioned in the text of this document.
- m) **“Vendor”** means bidder to whom the contract is awarded.

Important Notices

1. The bidder should forward all required documents / information with clear visibility, avoid missing documents and avoid bidding mistakes. The Corporation reserves its right in seeking clarification from bidder and may disqualify bidder if bidder is not able to provide clarification / desired information.
2. The bidder shall bear all costs associated with the preparation and submission of the response, including clarification of the bid, if so desired by PICTC Ltd. PICTC Ltd will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the short listing process.
3. PICTC Ltd reserves the right to accept or reject any or all responses without assigning any reason.

1 Invitation for Bids

a. Introduction

Punjab Information & Communication Technology Corporation Limited (Punjab Infotech) is a Punjab State Undertaking for the promotion of IT & ITeS Industry in the State.

The corporate office of the Corporation is situated at 5th and 6th floor of Udyog Bhawan, Sector 17, Chandigarh. The office was renovated with best in class infrastructure in year 2010. However, with the passage of time some imperfections have developed which need to be rectified.

b. Request for Proposal

- Through this request for quotation, Punjab Infotech invites responses from reputed contractors engaged in the field of civil work as per the scope of work mentioned in this document
- This will be a one-time assignment
- The tender will be available on the web portal www.punjabinfotech.in from the start date till the last date of the rfp. Interested parties may download the tender free of cost and submit the bids as per terms and conditions
- The Corporation may, at its discretion, extend the date for submission of quotations. In such a case all rights and obligations of the Corporation and bidders previously subject to the deadline will thereafter be subject to the deadline as extended. Any such extensions shall be informed to bidders through corrigendum issued on web portal www.punjabinfotech.in

2 Instructions to Bidders

- This tender document is not transferable.
- The response to this tender document should be complete in all respects. Incomplete or partial responses are liable to be rejected.
- Bidders are advised to study all instructions, forms, requirements and other information in the RFP documents carefully. Submission of the bid shall be deemed to have been done after careful study and examination of the RFP document with a full understanding of its implications.
- Further clarifications, corrigendum and any other information related to this tender will be available at the www.punjabinfotech.in website.
- The Corporation reserves the right to accept or reject any or all responses without assigning any reason.
- RFP Proposal Preparation Costs & related issues
 - a) The bidder is responsible for all costs incurred in connection with participation in this process, including, but not limited to, costs incurred in conduct of informative and other diligence activities, participation in meetings /discussions /presentations /demo, preparation of proposal, in providing any additional information required by Punjab Infotech to facilitate the evaluation process
 - b) The Corporation will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.
 - c) This RFP does not commit the Corporation to award a contract or to engage in negotiations. Further, no reimbursable cost may be incurred in anticipation of award or for preparing this RFP
 - d) All information/materials submitted by the bidder will become the property of the Corporation and may be returned completely at its sole discretion. The information/material shared by the Corporation with the bidders under no circumstances should be disclosed to another party/individual/organization/department.

- Bidders are advised to inspect and examine the site and its surroundings and satisfy themselves before submitting their quotations as to the form and nature of the site, the means of access to the site, and in general shall themselves obtain all necessary information as to risks, contingencies or of other circumstances which may influence or affect their tender. A Bidder shall be deemed to have full knowledge of the site whether he inspects it or not and no extra charges consequent on any misunderstanding or otherwise shall be allowed. The Bidders shall be responsible for arranging and maintaining at his own cost all materials, tools & plants, water, electricity, access, facilities for execution, workers and all other services required for executing the work unless otherwise specifically provided for in the contract documents. Submission of a quotations by a Bidder implies that he has read this notice and all other contract documents and has made himself aware of the scope and specifications of the work to be done at corporate office, Punjab Infotech.
- The bidder is expected to use best quality material available in the market as per the prevailing setup.
- Bidder has to dispose off the melba/ waste material at his/her own cost. Dispose of the same in Udyog Bhawan premises is strictly prohibited.
- The bidder will be responsible to supervise the execution of work at site (Security, Fire & electricity).
- The bidder will have to pay the damage charges to the corporation for the loss or damage to the Corporation either from the bill or from the PGB.
- Billing should be as per actual.
- Punjab Infotech does not bind itself to accept the lowest or any other tender and reserves to itself the authority to reject any or all the tenders received without assignment of any reason. All tenders in which any of the prescribed conditions are not fulfilled or any condition including that of the conditional rebate is put forth by the Bidders shall be summarily rejected.
- Canvassing whether directly or indirectly, in connection with tenders is strictly prohibited and the tenders submitted by the contractors who resort to canvassing will be liable to rejection.

- Punjab Infotech reserves the right of acceptance of the whole or any part of the tender and the Bidders shall be bound to perform the same at the rate quoted.
- All information called for in the enclosed forms should be furnished against the relevant columns in the forms. If for any reason, information is furnished on a separate sheet, this fact should be mentioned against the relevant column. Even if no information is to be provided in a column, a “nil” or no such case” entry should be mentioned made in that column. If any particulars/query is not applicable in case of the applicant, it should be stated as “not applicable”. The Bidders are cautioned that not giving complete information called for in the financial bid or not giving it in clear terms or making any change in the prescribed forms or deliberately suppressing the information may result in the Bidders being summarily disqualified.
- The Financial Bid should be typewritten and printed on the Company's letterhead and stamped with an Authorized Signatory.

3 Information & Instructions

The complete bidding process will involve the following

- a) Eligibility Criteria Bid
- b) Financial bid

- **Eligibility Criteria Bid** : Duly filled eligibility criteria as per **Annexure A** should be submitted in sealed envelope by writing on top Eligibility Criteria bid – Envelope no.01. Also, tender cost of Rs 1000/- in form of DD payable /postal orders/ cash deposit receipt of the Corporation in favour of Punjab Information & Communication Technology Corporation Ltd (payable at Chandigarh) be inserted in Envelope no 01
- Duly filled Financial bid as prescribed by **Annexure B** should be submitted in sealed envelope- by writing on top Financial bid - Envelope no.2
- Above two envelopes shall be properly sealed and put together in a single envelope and super- scribed as “ **Qtn for repair and maintenance Corporate office 2023**”

- **Selection of the bidders:** - **Received** quotations will be opened by the Purchase Committee of the Corporation.

Stage 01 - The Committee will open the eligibility bids (Envelope 01.) and check the eligibility criteria details submitted by the bidders. Bidders, qualifying this stage will move on to Stage 02

Stage 02 – The financial bids of successful bidders of stage 01 will be opened by the Committee. The detailed process will be as under:

- i. Financial bids would be opened for only those bidders who qualify the eligibility criteria.
- ii. Financial bids would be examined by the Purchase Committee
- iii. Least cost financial proposal will be designated as L1. In case, there are two or more bidders having the same 'L1' price in the financial bid then these bidders will be asked to re-submit financial bid within specified time period, which shall be communicated to the bidders.

4 Eligibility Criteria (Filled form to be submitted in envelope 01)

- (i) Company/ firm should have a valid GST number and Pan Card
- (ii) Company/firm should have a bank account in any of the nationalized or private bank
- (iii) Company/ firm should have been in existence for more than 5 year in the same business. A purchase order before Oct 2019 is required.
- (iv) Vendor should not be blacklisted by any PSU/Govt./Private Organization
- (v) Should have completed minimum one purchase order of value Rs 5 lac or above with any of the PSU/Govt organization or private organization in the past three years (FY 2023-2022, FY 2022-2021 and FY 2021-2020) similar to that defined in scope of work

5 Scope of work

BRIEF PARTICULARS OF THE WORK:

Conference Room 5th Floor	
Sr No.	Item
1	Dry-clean the roller blind fabric and replace the old roller motorized mechanism with the new one- Rollup Mechanism - Remote. The size of the blinds are as under 72cm X 72cm - 01 Nos. 72cm X 98 cm - 01 Nos 72cm X 98cm-01 Nos 47cm X75cm-01Nos
2	Removal of gypsum board 8X 10 ft – construction of 4 inches brick wall 8ft X 10 ft wall with cement plaster for pasting of tiles.
3	To install endless tiles 9 mm glossy finish - Italica esnabg size of the tiles should be 8 X4 in an area of 8 ft by 10 ft (Crema Shade)- bidder will get the tiles approved from the Committee before installing
4	Paste logo Punjab Infotech on acrylic base 2'X2'
5	Install endless tiles in10'4" X 5"5" + 5'5" x 3' - bidder will get the tiles approved from the Committee before installing
6	Providing and applying melamine polish to panels doors cabinets etc. in the conference room
5th Floor Reception Area	
1	Polish the Reception desk
2	Area behind the reception veneer paneling with 19 mm ply base with complete polish + Pantry
3	Providing and fixing shaft door made of 19mm thick ply board and 4mm thick veneer to be fixed with hinges

4	Providing 1st grade teakwood cut piece of chokhats and 4mm thick veneer fix in Gents toilet door/chokhat behind reception 5th floor
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Cafeteria 6th Floor

1	Providing and fixing shaft door made of 19mm thick ply board and 4mm thick veneer to be fixed with 6inches Double Action Hinge Door Hinges and Swinging Door Hinge Heavy Duty Self Closing Brown in mild Steel 2 Doors - Thickness of door 2 inches Height and width 78inches and 37 inches respectively
2	Providing and applying melamine polish to match of existing polish
3	Wooden modern modular kitchen cabinets- Wall mounted - glossy finish preferable in light gray shade with accessories - drawer basket, slide drawer, handles and knobs etc.
4	Fixing granite side slab of black colour (Sink Side)
5	Providing and fixing 4mm thick veneer paneling over 19mm thick ply and GI Frame work if required for cushion to the entire satisfaction of client

Chairman room

1	dismantling old shelves and throw all malba and waste material away from building
2	Providing and fixing designer paneling/counter/shelves of 19mm ply finish with laminate with help of fevicol
3	Providing and fixing back ply & veneer
4	providing and applying polish on veneer paneling
5	Wall paper to be replaced

Last Cabin - 6th Floor

1	Providing & Fixing Gypsum board (12.5mm) ceiling with appropriate GI Channels// Including putty and paint /emulsion
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2	Providing & Fixing drain for expansion with joint gali drap 5ft x 4ft
3	Providing and fixing vertical blinds as per the current specifications
Workstation area- 6th Floor	
1	Providing and fixing vertical blinds as per the current specifications
2	Gents Washroom & workstation area - Providing and fixing elevation - PVC sheet - 19 MM ply and veneer paneling with current specifications and polish 16ft x8 ft
3	Gents Washroom & workstation area - Repair of three doors and applying polish
4	Gents Washroom & workstation area - Urinal port Hindware to be replace with same type of product
5	Ladies Washroom & Workstation Area - Providing and fixing veneer on shaft door and polish
6	Ladies Washroom & Workstation Area - Repair and polish of three doors
Behind Reception	
1	Veneer paneling with 19 mm ply base with complete polish

Bidders are advised to submit their respective Bids after visiting the Project site and ascertaining for themselves the site conditions, location, surroundings, climate, availability of power, water and other utilities for renovation, access to site, handling and storage of materials, weather data, applicable laws and regulations, and any other matter considered relevant by them.

Bidders may visit on any working day from the start date to the last date from 11:00 am to 4:00pm.

6 Work Schedule

The job is to be completed within 45 days including holidays from the date of the issuance of the work order. Selected bidder will complete the assigned work during the off- office hours.

7 Payment Schedule

The Corporation will release 20% of the total work value including taxes to the vendor against the Performa invoice raised by the vendor. The payment schedule will be as under:

Milestone	% of the payment
At the time of work order	40% of the total work order
After completing complete work at 6 th floor	20 % of the total work order
Completion report as approved by	All pending payment

8 Performance bank Guarantee (PBG)

- a) The successful bidder shall have to submit to Punjab Infotech an undertaking in the form of Performance Bank Guarantee equivalent to 20% of the contract value at his own expense within fifteen (15) working days from the date of issue of Work Order. The advance for the work order will be issued after the submission of PBG
- b) All charges and expenses whatsoever such as premium; commission etc. with respect to the performance bank guarantee shall be borne by the bidder.
- c) The performance bank guarantee shall be valid till 05 months from the date of issue of Work Order which will be retained by Punjab Infotech for 03 month after the completion of work. The performance bank guarantee may be discharged/ returned by the Corporation upon being satisfied that there has been due performance of the obligations of the bidder as per the request of quotation document. However, no interest shall be payable on the performance bank guarantee.
- d) In the event of the selected bidder being unable to complete the work within 45 days as per work order for whatever reason, Punjab Infotech would revoke the PBG. Notwithstanding and without prejudice to any rights whatsoever of Punjab Infotech under the Work order in the matter, the proceeds of the PBG shall be payable to Punjab Infotech as compensation for failure to perform/comply its obligations as per the request for quotation. Punjab Infotech shall notify the contractor in writing of the exercise of its right to receive such compensation within a reasonable time.
- e) The Corporation shall also be entitled to make recoveries from the selected bidder's bills, performance bank guarantee, or from any other amount due to him,

an equivalent value of any payment made to him due to inadvertence, error, collusion, misconstruction or misstatement.

- f) Selected bidder will be responsible to clear all the imperfection that may arise within 3 months from the completion report. In case bidder fails to clear the faults, the cost of repair and maintenance of the imperfection will be deducted from the performance bank Guarantee.
- g) Performa of the bank guarantee at **annexure c**

9 Penalty

In case bidder fails to complete the work within 45 days, a penalty upto 10% will be deducted from the payment of the bills as per details given below:

Delay beyond 45 days	Percentage % of the total bill (exclusive of GST)
Days 45 to Day 55	5%
Day 56 to Day 60	8%
Day 61 to Day 70	10 %

Exceptions will be given only in case delay is beyond the control of the selected bidder.

10 Right to Terminate the Process

- a) The Corporation may terminate the tender process at any time and without assigning any reason. The Corporation makes no commitments, express or implied, that this process will result in a business transaction with anyone.
- b) This RFP does not constitute an offer by Punjab Infotech. The bidder's participation in this process may result in selection of the bidder.

11 Validity of Bids

- a) Quotations shall remain valid for a period of 90 days from the date of opening of Bids. The Corporation reserves the right to reject a Bid valid for a shorter period as non-responsive.
- b) In exceptional circumstances, the Corporation may solicit the bidder's consent for extension of the period of validity. The request and the response thereto shall be made in writing. Extension of validity period by the bidder should be unconditional.

12 Clarifications and Amendments of Tender

- a) During the process of evaluation of the Bids, the Corporation may, at its discretion, ask Bidders for clarifications on their Bid. The Bidders are required to respond within the prescribed time frame.
- b) The Corporation may for any reason, modify the tender from time to time. The amendment(s) to the tender would be clearly spelt out through corrigendum and the bidders may be asked to amend their Bid due to such amendments. All corrigendum to be published on web portal www.punjabinfotech.in
- c) In order to allow bidders reasonable time in which to take amendment into account in preparing their bids, the Corporation may at its discretion extend the deadline for submission of bids.

13 Disqualifications

The Corporation may at its sole discretion and at any time during the evaluation of Bid, disqualify any Bidder, if the Bidder has:

- a) Made misleading or false representations in the forms, statements and attachments submitted in proof of the eligibility requirements;

- b) Exhibited a record of poor performance such as abandoning works, not properly completing the contractual obligations, inordinately delaying completion or financial failures etc. in any project in the preceding three financial years;
- c) Submitted a Bid that is not accompanied by correct / relevant documents or is non- responsive;
- d) Failed to provide clarifications when sought within applicable/cited stipulated time;
- e) Submitted a Bid with price adjustment/variation provision.

14 Award of Purchase Order

The Corporation will notify the successful bidder in writing that its proposal has been accepted. On receipt of notification the bidder shall give its acceptance for the same within seven (07) days of the issue of the award and furnish PBG as per Performa within 15 days from the issuance of Purchase Order.

15 Taxes and Duties

The Vendor shall be entirely responsible for all taxes; duties, etc. incurred as may be applicable at any given point of time within Union of India

16 Resolution of Disputes

Any dispute or difference, whatsoever, arising between the parties to this agreement arising out of or in relation to this agreement shall be resolved by the Parties through mutual consultation, in good faith and using their best endeavors. To this end, the parties agree to provide frank, candid and timely disclosure of all relevant facts, information and documents to facilitate discussions between them/ their representatives or officers.

a) Amicable Settlement

Performance of the Contract is governed by the terms and conditions of the Contract, however at times dispute may arise about any interpretation of any term or condition of Contract including the scope of work, the clauses of payments etc. In such a situation either party of the contract may send a written notice of dispute to the other party. The party receiving the notice of dispute will consider the Notice and respond to it in writing within 15 days after receipt. If that party fails to respond as expeditiously but not later than 15 days, or the dispute cannot be amicably settled within 30 days following the response of that party, then the second Sub-clause of resolution of disputes shall become applicable.

b) Arbitration

Any disputes arising out of or in connection with this Contract shall be submitted for arbitration to a sole arbitrator, if attempts at settlement by negotiations and/or conciliation have failed. Selection of arbitrator shall be made by mutual consultation. The arbitrator shall give its award on the costs, which may be divided between the parties. The decision rendered in the arbitration shall constitute final adjudication of the dispute. The venue of arbitration shall be at Chandigarh in India. The arbitration shall be governed by the Arbitration and Conciliation Act 1996 as amended from time to time. In any arbitration proceeding hereunder: i. English language shall be the official language for all purposes; and ii. The decision of the sole arbitrator shall be final and binding and shall be enforceable in any court of competent jurisdiction in India and the parties hereby waive any objections to or claims of immunity in respect of such enforcement.

Performa for Eligibility Criteria (For Envelope no 01)

Name of Bidder: _____

Sr. No.	Condition / Item	Yes / No Page No.
1	Date of registration of firm/ company	Any proof of registration Attached/ Not attached
2	PAN card of the Company	Copy of the pan card Attached/ Not attached
3	GST registration certificate	Copy of the registration certificate Attached/ Not attached
4	Bankers with address	Self-declaration Attached/ Not attached
5	Vendor should not be blacklisted by any PSU/Govt./Private Organization	Declaration as per Performa Attached/ Not attached
6.	Minimum 1 purchase order of value Rs 5 lac or above completed with any of the PSU/Govt organization or private organization in the past two years in similar to that defined in scope of work for the past three years	Purchase Order copy Attached / not attached

(Signature of the Bidder)
 Printed Name
 Designation
 Seal
 Date:
 Place:
 Business Address:

Performa for Financial bid

Conference Room 5th Floor					
Sr No.	Item	Qty	Unit	Rate	Total
1	Dry-clean the roller blind fabric and replace the old roller motorized mechanism with the new one- Rollup Mechanism - Remote. The size of the blinds are as under 72cm X 72cm - 01 Nos. 72cm X 98 cm - 01 Nos 72cm X 98cm-01 Nos 47cm X75cm-01Nos	2.5 sq m	sq meter		
2	Removal of gypsum board8X 10 ft – construction of 4 inches brick wall 8ft X 10 ft wall with cement plaster for pasting of tiles.	80 Sq ft	Sq ft		
3	To install endless tiles 9 mm glossy finish - Italica esnabg size of the tiles should be 8 X4 in an area of 8 ft by 10 ft (Crema Shade)- bidder will get the tiles approved from the Committee before installing	64 sq ft	sq ft		
4	Paste logo Punjab Infotech on Acrylic base 2'X2'	2	Nos.		
5	Install endless tiles in10'4" X 5"5" + 5'5" x 3' - bidder will get the tiles approved from the Committee before installing	73	sq ft		
6	Providing and applying melamine polish to panels doors cabinets etc. in the conference room	200 sq ft	sq ft		

5th Floor Reception Area					
1	Polish the Reception desk	30	Sq ft		
2	Area behind the reception veneer paneling with 19 mm ply base with complete polish + Pantry	96	Sq ft		
3	Providing and fixing shaft door made of 19mm thick ply board and 4mm thick veneer to be fixed with hinges	12	Sq Ft		
4	Providing 1st grade teakwood cut piece of chokhats and 4mm thick veneer fix in Gents toilet door/chokhat behind reception 5th floor	2 (Pairs)	Nos.		
Cafeteria 6th Floor					
1	Providing and fixing shaft door made of 19mm thick ply board and 4mm thick veneer to be fixed with 6 inches Double Action Hinge Door Hinges and Swinging Door Hinge Heavy Duty Self Closing Brown in mild Steel 2 Doors - Thickness of door 2 inches Height and width 78inches and 37 inches respectively	0.96 sq m	sq meter		

2	Providing and applying melamine polish to match of existing polish	11 sq m	sq meter		
3	Wooden modern modular kitchen cabinets- Wall mounted - glossy finish preferable in light gray shade with accessories - drawer basket, slide drawer, handles and knobs etc.	8X2.5 ft 10X2.5 ft	Ft		
4	Fixing granite side slab of black colour (Sink side)	4inches X 110 inches	Inches		
5	Providing and fixing 4mm thick veneer paneling over 19mm thick ply and GI Frame work if required for cushion to the entire satisfaction of client	10 sq Ft	Sq ft		

Chairman room

1	dismantling old shelves and throw all malba and waste material away from building	1	Nos.		
2	Providing and fixing designer paneling/counter/shelves of 19mm ply finish with laminate with help of fevicol	4.83	sq m		
3	Providing and fixing back ply & veneer	9	sq m		
4	providing and applying polish on veneer paneling	9	sq m		

5	Wall paper to be replaced	120	Sq ft		
Last Cabin - 6th Floor					
1	Providing & Fixing Gypsum board (12.5mm) ceiling with appropriate GI Channels// Including putty and paint /emulsion	145	sq ft		
2	Providing & Fixing drain for expansion with joint gali drap 5ft x 4ft	1	Nos.		
3	Providing and fixing vertical blinds as per the current specifications	74	sq ft		
Workstation area- 6th Floor					
1	Providing and fixing vertical blinds as per the current specifications	156	sq ft		
2	Gents Washroom & workstation area - Providing and fixing elevation - PVC sheet - 19 MM ply and veneer paneling with current specifications and polish 16ft x8 ft	140	sq ft		
3	Gents Washroom & workstation area - Repair of three doors and applying polish	3	Nos.		
4	Gents Washroom & workstation area - Urinal port Hindware to be replace with same type of product	1	Nos.		
5	Ladies Washroom & Workstation Area - Providing and fixing veneer on shaft door and polish	50	sq ft		
6	Ladies Washroom & Workstation Area - Repair and polish of three doors	3	Nos.		
Behind Reception					
1	veneer paneling with 19 mm ply base with complete polish	50	sq ft		

Declaration Letter on Non Blacklisted Company/Firm)

[Bidders are required to submit the Declaration letter as given here on their letterhead]

To

*Managing Director
PICTC LTD, 5th & 6th Floor, Udyog Bhawan
18 Himalaya Marg, Sector 17, Chandigarh - 160017*

Sub: Declaration for not being ineligible due to corrupt or fraudulent practices or blacklisted by any Government or Public Sector Units in India.

Dear Sir,

We, the undersigned, hereby declare that:

We are not under a declaration of ineligibility / banned / blacklisted by any State or Central Government / any other Government institutions in India for any reason as on last date of submission of the Bid or convicted of economic offence in India for any reason as on last date of submission of the Bid.

Thanking you,

Yours faithfully,

(Signature of the Bidder)

Printed Name

Designation

Seal

Date:

Place:

Business Address:

Performa (To be Submitted within 15 days after Award of work order)

PERFORMANCE BANK GUARANTEE

PICTC LTD, 5th & 6th Floor Udyog Bhawan

18 Himalaya Marg, Sector 17, Chandigarh - 160017

Tel- 0172-5256400 Fax – 91-172-5256406

This deed of Bank Guarantee made this <<day>> day of <<month>> <<year>> by <<Name of Bank>> having its office at <<office address of the Bank>>, hereinafter referred to as “**The Bank**” which expression shall include their successors, in favor of Punjab Information & Communication Technology Corporation Ltd. situated at *PICTC LTD, 5th & 6th Floor Udyog Bhawan, 18 Himalaya Marg, Sector 17, Chandigarh – 160017* (hereinafter referred to as “Corporation” which expression shall include their successors).

2. Whereas the Corporation has issued notification no. <<Notification no.>> dated <<date of notification>> to M/s <<Name of the Company>> a company incorporated in India under the Companies Act, 1956 and having its registered office at <<registered office address>> (India) and place of business at <<business address of company>> hereinafter referred to as “**The Company**” (which term or expression unless excluded by or repugnant to the subject or context shall mean and include its successors-in-office and assigns) for Selection as Vendor <<project name>>.
3. In consideration the Corporation selecting the Company as Vendor to <<project name>> as per the terms and conditions of the Agreement entered into between the Corporation and the Company, we the Bank, hereby irrevocably and unconditionally guarantee to pay the Corporation on first demand without demur any sum up to Rs <<amount>> (Rupees <<in words>>) merely on claim or demand by telex and/ or writing by the Department by reason of breach by the Company of any of the terms or conditions contained in the said Agreement or by reason of the Company’s failure to perform the said Agreement. Any such demand made on the Bank shall be conclusive as regards the amount due and payable by the Bank under this guarantee.

4. We, the Bank, undertake to pay to the Corporation any money so demanded notwithstanding any dispute(s) raised by the Company in any suit or proceeding pending before any court or Tribunal relating thereto our liability under this present being absolute and unequivocal. The payment so made by us under this bond shall be valid discharge of our liability for payment there under and the Company shall have no claim against us for making such payment.
5. The Bank's liability herein contained in this guarantee shall not be impaired or discharged by any extension of time or any forbearance or neglect on the part of the Corporation or any variations or alterations made, considered or agreed to with or without knowledge or consent of the Bank by or between the Corporation and the Company.
6. The guarantee shall remain in all force and effect during the period that would be taken for the performance of the said Agreement and that it shall continue to be enforceable till all the dues of the Corporation under or by virtue of the said Agreement have been fully paid and its claim satisfied or discharged or up to 3 (Three) months from the date of its execution i.e. up to <<day>> day of <<month>> <<year>> , or the Corporation certifies that the terms and conditions of the said Agreement have been fully and properly carried out by the Company and accordingly discharges this guarantee
7. We, the Bank, further agree with the Corporation that the Corporation shall have the fullest liberty without our consent and without affecting in any manner our obligations hereunder to vary any of the terms and conditions of the said Agreement or to extend time of performance by the said Company from time to time or to postpone for any time or from time to time any of the powers exercisable by the Corporation against the Company and to forbear or enforce any terms and conditions relating to the said Agreement and we shall not be relieved from our liability by reason of any such variation, or extension being granted to the Company or for any forbearance, act or omission on the part of the Corporation or any indulgence by the Corporation to the said Company or by any such matter or thing whatsoever which under the law relating to sureties would but for this provision have effect of so relieving us.
8. The Bank Guarantee shall not be discharged due to any change in the constitution of the Bank or the Company.
9. NOTWITHSTANDING anything contained herein,
 - a. Our liability under this Bank Guarantee is restricted to Rs <<amount>> (Rupees <<in words>>),

- b. This Bank Guarantee shall be valid up to dd.mm.yyyy inclusive of the claim period, and
 - c. We are liable to pay the guaranteed amount or any part thereof under this Bank Guarantee only and only if the Corporation serve upon us a written claim or demand on or before dd.mm.yyyy.
10. We, the Bank, undertake not to revoke this Bank Guarantee during its currency except with the previous written consent of the Corporation in writing and the guarantee shall be continuous and irrevocable up to the sum stated hereinabove.

Place

Date

(Signature of Authorized signatory & Stamp of Bank)