

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 control sheet mentioned below

Sr. no	Particulars	Details
1.	Document Reference no.	Tender no : PICTC/Admin/2024/civil/01
2.	Start date of issue of request for quotation	19.06.2024
3.	Last date for submission of Quotations	12.07.2024
4.	Last date for submission of queries	21.06.2024
5.	Last date for inspection of the site	08.07.2024
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 three Financial Years”** means FY 2020-21, FY 2021-22 and FY 2022-23
- h) **“Parties”** means Punjab Infotech and selected vendor
- i) **“PBG”** means Performance Bank Guarantee
- j) **“Services”** means the work to be performed by the bidder pursuant to this tender
- 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 RFP, 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 non 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 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 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. Disposal 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 PBG.
- Billing should be as per actuals.
- Punjab Infotech does not bind itself to accept the lowest bid and reserves to itself the authority to reject any or all the responses received without assigning any reason. All bids wherein 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 tender is strictly prohibited and the bids / responses submitted by the contractors who resort to canvassing will be rejected.

- 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 bids 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 Bids should be type written and printed on the Company's letter head and stamped and signed by 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
- 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 2024**”

- **Selection of the bidders:** - Received bids 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

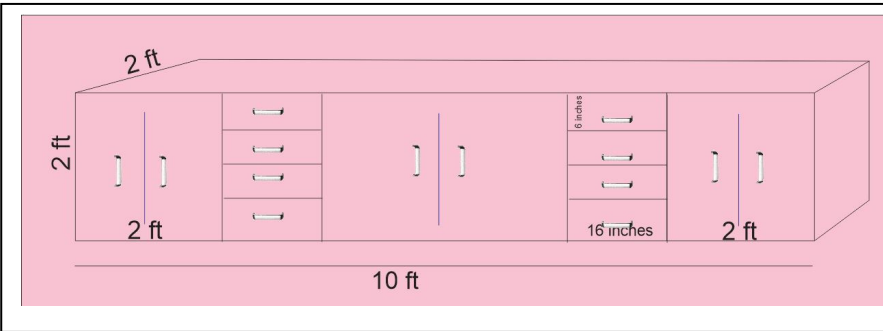
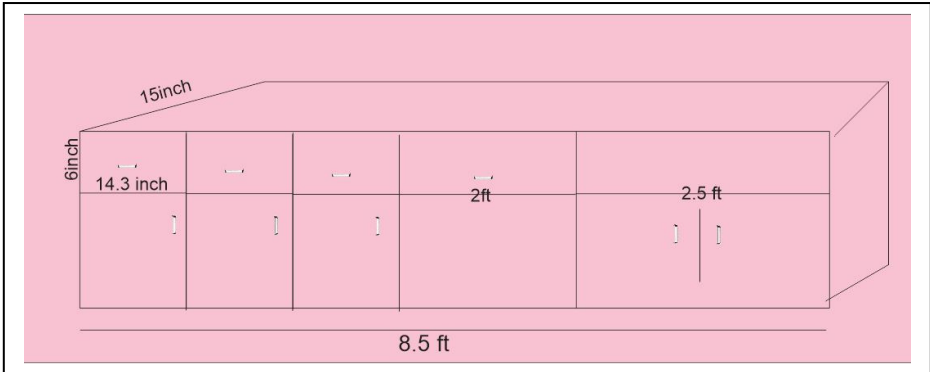
Stage 02 – The financial bids of successful bidders of stage 01 will be opened by the Committee. The detailed process will be as under:

- 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 years 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 assignment of Rs 5 lac or above value 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) in civil work

	<p>total area of $(118 \times 98) + (31 \times 65) = 13,579$ sq inc</p> <ul style="list-style-type: none"> Wall tile on side wall with double vitrified tiles - 65 inches X 125 inches <p>Bidder will get the tiles approved from the Committee before installing</p>	5.3 sq m	
3	<p>Paste Punjab Infotech logo on the above wall. The logo to be prepared with GI sheets and Acrylic</p>  <p>— 25inchX27inch</p>	1	Nos.
4	Providing and applying melamine polish to panels doors, cabinets etc. in the conference room	260sq ft	sq ft
5th Floor Reception Area			
1	Reception desk to be polished with - Lacquer Wood Polish	82 sq ft	Sq ft
2	<p>The wall at the back of Reception (conference room & Toilet wall) to be refurbished with</p> <p>170 inch x 86 inch veneer (4mm) paneling with 19 mm ply base (water proof , Termite proof -preferably Century ply, Green ply or Kitply) and polish</p>	9 sq m	Sq m
3	Providing and fixing shaft door made of 19mm thick ply board (water proof , Termite proof preferably Century ply, Green ply and Kitply) 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 for fixing in Gents toilet door/chokhat behind reception 5th floor	2 (Pairs)	Nos.
Cafeteria 6th Floor			
1	<p>Install 2 doors –</p> <p>(a) thickness 2 inches, height 78 inch and width 37 inches) made of 19 mm thick ply (water proof , Termite proof preferably Century ply, Green ply or Kitply)-</p> <p>(b) thickness 2 inches, height 78 inch and width 31 inches) made of 19 mm thick ply (water proof , Termite proof from the make of Century ply, Green ply and Kitply)-</p> <p>Install with double action heavy duty swing door hinges- self closing</p> <p>Apply melamine polish to the doors</p>	2 nos	Nos.
2	<p>Wooden modern modular kitchen cabinets- Wall mounted - glossy finish in light gray shade with accessories - drawer basket, slide drawer, handles and knobs etc.</p>  	02 nos.	nos
3	Fixing granite side slab of black colour - Absolute Black	4inches X 110 inches	Inches

4	Providing and fixing 4mm thick veneer paneling over 19mm thick ply (water proof , Termite proof from the make of Century ply, Green ply and Kitply) and GI Frame work if required for cushion to the entire satisfaction of in charge 125 inch X 57 inch	50 sq Ft	Sq ft
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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 19mm ply (lifetime water proof , Termite proof preferably Century ply, Green ply and Kitply) finish with laminate with help of fevicol	4.83	sq m
3	Providing and fixing back ply & veneer 18 inch X 40 inch	720	sq inch
4	providing and applying polish on veneer paneling	2	sq m
5	Wall paper to be replaced	10	Sq m

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 Polyester Vertical Blinds with mount as per the current specifications Colour – Cream Opacity – 90% Control - Corded- manual operation	66	sq ft

Workstation area- 6th Floor

1	Providing and installing Polyester Vertical Blinds with mount as per the current specifications Colour – Cream Opacity – 90% Control - Corded- manual operation	170	sq ft
2	Gents Washroom workstation area - Providing and fixing elevation - PVC sheet - 19 MM ply (lifetime water proof , Termite proof preferably Century ply, Green ply or Kitply) and veneer paneling with current specifications and polish 16ft x8 ft – apply melamine polish	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 replaced with same type of product	1	Nos.
5	Ladies Washroom(Workstation Area) - Providing and fixing veneer on shaft door and polish - Ply -lifetime water proof , Termite proof preferably Century ply, Green ply or Kitply)	50	sq ft
6	Ladies Washroom (Workstation Area) - Repair and polish of three doors	3	Nos.
Behind Reception 6th floor			
1	veneer paneling with 19 mm ply (lifetime water proof , Termite proof preferably Century ply, Green ply and Kitply) base with complete polish	50	sq ft

Please note – the entire ply to be used must be coated with waterproof wood polish Polyurethane - towards the exposed side

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 the premises on any working day as per the control sheet.

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 payment as per the payment schedule below:

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

8 Performance bank Guarantee (PBG)

- a) The successful bidder shall submit an undertaking to Punjab Infotech 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 issuance 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 12 months from the date of issuance of Work Order which will be retained by Punjab. 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 RFP. 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 70 days from the issuance of work order for whatever reason, Punjab Infotech reserve the right to 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 RFP. 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 imperfections that may arise within 10 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 is at **Annexure C**

9 Penalties

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)
Day 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. In case bidder fails to complete the work order within 70 days, the Purchase Order will be cancelled and PBG will be forfeited.

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) Bids 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 issuance 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 Work order is governed by the terms and conditions of the RFP, however at times dispute may arise about any interpretation of any term or condition of RFP 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 work order 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	Company should have been in existence for more than 5 years in same business. A purchase order / bill/work order before Oct 2019 is required	Purchase order / bill/work order 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 three financial 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:

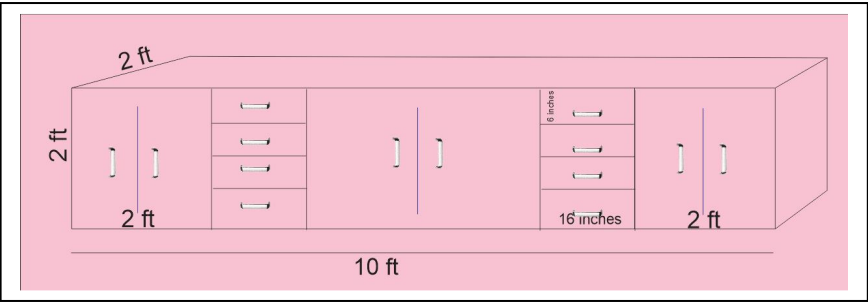
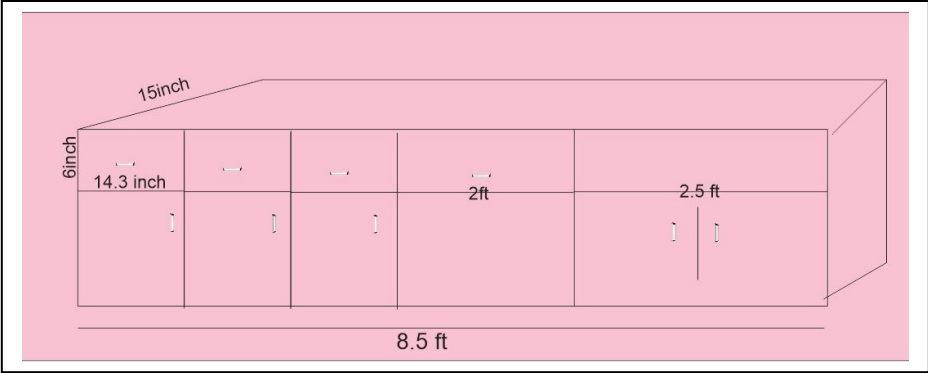
Business Address:

Performa for Financial bid

Conference Room 5th Floor					
Sr No.	Item	Qty	Unit	Rate	Total
1	<p>Replace 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: 80inch X 72inch - 01 Nos. -5760 sq inch 80inch X 98 inch - 01 Nos - 7840 sq inch 80 inch X 98 inch-01 Nos – 7840 sq inch 47inch X80inch-01Nos - 3760 sq inch</p> <hr/> <p align="center">25,200 sq inch</p> <p>Technical Detail:- Type of Fabrics:- Blackout Roller Blinds Composition of Fabrics:- 100% Polyester Woven 80.25/80.75/18 Inch Thickness (average):- 0.45mm Coating:- Acrylic Coating resistant to Cracking & Fraying Cleaning:- Conditionally Cleanable Tearing Strength:- Very High Hanging Properties:- Excellent</p> <p>High Quality Tubular Motor 220V 50MHZ DM35R Motorized Only-5Roller-Rolling-Blinds built -in receiver 433MHz for smart home <input type="checkbox"/> Wattage min110W. <input type="checkbox"/> Rolling Speed min 16r/min. <input type="checkbox"/> Voltage220-240V Motor Warranty – min 3 years Switch & remote warranty – min 1 yr</p> <p>On site warranty certification from OEM All the four motors should be independent with remote operations.</p>	16.5 sq m	sq meter		

2	<ul style="list-style-type: none"> Removal of gypsum board 118 inch X 98 inch construction of 4 inches brick wall 118 inch X 98 inches wall with cement plaster for pasting of tiles. To install endless tiles 9 mm glossy finish - with double vitrified tiles -size of the tiles should be 8 ft X4 ft f total area of (118 X 98)+ (31 X 65) = 13,579 sq inc Wall tile on Double vitrified tiles 65 inches X 125 inches <p>Bidder will get the tiles approved from the Committee before installing</p>	7.5 sq m 9 sq m 5.3 sq m	sq ft		
3	<p>paste Punjab Infotech logo on the above wall. The logo to be prepared with GI sheets and Acrylic</p>  <p>— 25 X 27 inche</p>	1	Nos.		
4	Providing and applying melamine polish to panels doors cabinets etc. in the conference room	260sq ft	sq ft		
5th Floor Reception Area					
1	Reception desk to be polished with - Lacquer Wood Polish	82 sq ft	Sq ft		

2	The wall at the back of Reception (conference room & Toilet wall) to be refurbished with 170 inch x 86 inch veneer (4mm) paneling with 19 mm ply base (water proof , Termite proof -preferably Century ply, Green ply or Kitply) and polish	9 sq m	Sq m		
3	Providing and fixing shaft door made of 19mm thick ply board (water proof , Termite proof preferably Century ply, Green ply and Kitply) 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 for fixing in Gents toilet door/chokhat behind reception 5th floor	2 (Pairs)	Nos.		
Cafeteria 6th Floor					
1	Install 2 doors – (c) thickness 2 inches, height 78 inch and width 37 inches) made of 19 mm thick ply (water proof , Termite proof preferably Century ply, Green ply or Kitply) (d) thickness 2 inches, height 78 inch and width 31 inches) made of 19 mm thick ply (water proof , Termite proof from the make of Century ply, Green ply and Kitply) Install with double action heavy duty swing door hinges- self closing Apply melamine polish to the doors	2 nos	Nos.		

2	<p>Wooden modern modular kitchen cabinets- Wall mounted - glossy finish in light gray shade with accessories - drawer basket, slide drawer, handles and knobs etc.</p>  	02 nos.	nos		
3	Fixing granite side slab of black colour - Absolute Black	4inches X 110 inches	Inches		
4	<p>Providing and fixing 4mm thick veneer paneling over 19mm thick ply (water proof , Termite proof from the make of Century ply, Green ply and Kitply) and GI Frame work if required for cushion to the entire satisfaction of in charge</p> <p>125 inch X 57 inch</p>	50 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 19mm ply (lifetime water proof , Termite proof preferably Century ply, Green ply and Kitply) finish with laminate with help of fevicol	4.83	sq m		
3	Providing and fixing back ply & veneer 18 inch X 40 inch	720	sq inch		
4	providing and applying polish on veneer paneling	2	sq m		
5	Wall paper to be replaced	10	Sq m		
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 Polyester Vertical Blinds with mount as per the current specifications Colour – Cream Opacity – 90% Control - Corded- manual operation	66	sq ft		
Workstation area- 6th Floor					
1	Providing and installing Polyester Vertical Blinds with mount as per the current specifications Colour – Cream Opacity – 90% Control - Corded- manual operation	170	sq ft		
2	Gents Washroom workstation area - Providing and fixing elevation - PVC sheet - 19 MM ply (lifetime water proof , Termite proof preferably Century ply, Green ply or Kitply) and veneer paneling with current specifications and polish 16ft x8 ft – apply melamine polish	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 replaced with same type of product	1	Nos.		
5	Ladies Washroom(Workstation Area) - Providing and fixing veneer on shaft door and polish - Ply -lifetime water proof , Termite proof preferably Century ply, Green ply or Kitply)	50	sq ft		
6	Ladies Washroom (Workstation Area) - Repair and polish of three doors	3	Nos.		
Behind Reception 6th floor					
1	veneer paneling with 19 mm ply (lifetime water proof , Termite proof preferably Century ply, Green ply and Kitply) base with complete polish	50	sq ft		

Please note – the entire ply to be used must be coated with waterproof wood polish Polyurethane - towards the exposed side

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 from the issuance 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 12 (Twelve) 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)