



**Ref No. STPI/P/PUR/02/2022-23**

**Date: 13.09.2022**

**Subject: Cabin Renovation and Other Miscellaneous Carpentry Works at STPI Pune.**

Software Technology Parks of India (STPI), Ministry of Electronics and Information Technology (MeitY), Government of India, invites sealed bid under **TWO Bid system** (1. Technical Bid and 2. Commercial bid) from reputed bidders for Cabin Renovation and Other Miscellaneous Carpentry Works at STPI Pune.

STPI Pune is required to have following work at its office at Software Technology Parks of India, Plot No. P1 , Phase 1, Rajiv Gandhi Infotech Park, MIDC, Hinjawadi, Pune, Pincode- 411 057 (Maharashtra)

**I. Cabin Renovation and Other Miscellaneous Carpentry Works at STPI Pune.**

**A. Details of Work:**

<b>Sr. No.</b>	<b>Description</b>	<b>Qty</b>
<b>1</b>	10 ft X 15 ft Cabin Renovation <ul style="list-style-type: none"><li>• Removal of partition</li><li>• Table Removal and dismantling</li><li>• Corner Storage 6ftX4ft</li><li>• Wooden Door &amp; frame 3ftX 7ft with glass fitting</li><li>• Door closer-1 No.</li><li>• Lock for storage -4 Nos.</li><li>• Main Door lock-1No.</li><li>• Glass on table 12mm.</li><li>• Any other Miscellaneous minor work.</li></ul> With labour charges.	<b>1 No.</b>

**B. Other Terms and Condition:**

1. The Bidder shall mandatorily visit the STPI Pune premises before submitting the bid.
2. The bidder shall be responsible to make site ready as per the scope of work.
3. The bidder will submit the bid only after inspection of the site and analyses the actual requirement of material and other requirements to quote the techno-commercial bid. The quoted rates shall be all inclusive.
4. No escalation in price shall be accepted after issuance of Work Order to L1 bidder.
5. The above-mentioned work shall be considered complete upon completion of the installation and acceptance of the work.
6. The disposal of waste/unwanted material (if any) will be responsibility of bidder.
7. The bidder shall take utmost care of furniture, partition, AC duct installed etc. in the blocks to avoid any damage to property.
8. The bidder shall use best/high quality material for above scope of work.

**C. PAYMENT TERM:**

- 1) Payment will be made within 15 days of completion and acceptance of the work.
- 2) The GST No. of STPI Pune and other details as per GST compliance shall be mentioned in invoice.

**D. The interested bidders are required to submit below mentioned documents:**

- i. Name of the proprietor/Firm/Company (Copy of registration certificate to be furnished)
- ii. Address of the Company/Firm (with telephone No. Fax & E-mail)
- iii. Contact person(s) (with mobile numbers)
- iv. Permanent Accounting Number /TAN Number (Copy of the same to be furnished)

**Note: kindly submit the document as per Checklist format Annexure I**

**The work is to be completed within 10 days from date of acceptance of WO/PO.**

You are requested to **submit your sealed proposal** mentioning/ super scribing on the envelope with Cabin Renovation and Other Miscellaneous Carpentry Works at STPI Pune at Software Technology Parks of India, Plot No. P1, Rajiv Gandhi Infotech Park, MIDC, Hinjewadi, Phase 1, Pune – 411 057 by **1500 Hrs** on or before **28<sup>th</sup> September, 2022** and the bids received will be opened on **same day at 1530 Hrs.**

**The enquiry is available on STPI- Pune website: [pune.stpi.in](http://pune.stpi.in)**

You shall visit STPI-Pune office located at Software Technology Parks of India, Plot No. P1 , Phase 1, Rajiv Gandhi Infotech Park, MIDC, Hinjawadi, Pune, Pincode- 411 057 (Maharashtra) for inspection/any clarification before submission of your proposal/bid between 10 a.m. to 5 pm on all working/holidays.

**Director  
STPI Pune**

**“Annexure I”**

(  ENVELOPE 1: Technical BID)

**CHECKLIST**

	<b>Documents</b>	<b>Documents Attached (Yes or No.)</b>
<b>a.</b>	Copy of Tender Enquiry	
<b>b.</b>	Name of the proprietor/Firm/Company (Copy of registration certificate to be furnished)	
<b>c.</b>	Address of the Company/Firm (with telephone No. Fax & E-mail)	
<b>d.</b>	Name and address of the Partners/Directors of the Company/Firm (with mobile in case of a firm/company)	
<b>e.</b>	Contact person(s) (with mobile numbers)	
<b>f.</b>	Permanent Accounting Number /TAN Number (Copy of the same to be furnished)	

Name & Signature of bidder

**“Annexure II”**

(  ENVELOPE 2: Price Bid Format)

Sr. No.	Description	Qty	Amount in Rs.
1	10 ft X 15 ft Cabin Renovation <ul style="list-style-type: none"><li>• Removal of partition</li><li>• Table Removal and dismantling</li><li>• Corner Storage 6ftX4ft</li><li>• Wooden Door &amp; frame 3ftX 7ft with glass fitting</li><li>• Door closer-1 No.</li><li>• Lock for storage -4 Nos.</li><li>• Main Door lock-1No.</li><li>• Glass on table 12mm.</li><li>• Any other Miscellaneous minor work.</li></ul> With labour charges.	1 No.	
		Total	
		Taxes if Any	
		Grand Total	

Grand Total (Words in Rupees):

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.....

Date:

*Signature* Authorized Signatory

Place:

COMPANY SEAL