

RFP for Painting & Allied work of Incubation 1B of STPI Pune



**Bid Enquiry No. STPI/P/PUR/04/2022-23
Dated.08.12.2022**

SOFTWARE TECHNOLOGY PARKS OF INDIA

**(An Autonomous Society Under Ministry of Electronics & Information Technology,
Govt. of India)**

**Plot No. P-1, Rajiv Gandhi Infotech Park, MIDC,
Hinjawadi, Phase -1, Pune- 411057
Tel. No. 91-20-2298 1000/ Fax No. 91-20-2298 1035/ 1010.
Website: <https://pune.stpi.in>**

SECTION I
REQUEST FOR PROPOSAL (RFP)

Software Technology Parks of India (STPI) invites sealed bids under two bid system for **Painting & allied work of Incubation 1B of STPI Pune.**

The important Bid Schedule & Venue are mentioned below:

Table 1:

I	Tender inviting officer Authority, Designation and Address	The Director, Software Technology Parks of India, Plot no. 1, Rajiv Gandhi Infotech Park, MIDC, Phase 1, Hinjewadi, Pune, Maharashtra -411 057 Tel No.:- 020 2298 1000
II	Name of the Work	Painting & allied work of Incubation 1B of STPI Pune
III	Place of Execution	Address Mentioned at S. No.- I above
IV	Place of Prebid meeting	Address Mentioned at S. No.- I above
V	Place of submission of Bid	Address Mentioned at S. No.- I above
VI	Place of Bid Opening	Address Mentioned at S. No.- I above
VII	Any other important criteria specified by the tender inviting authority	Tender received after due date and time will be summarily rejected

Table 2:

Published on https://pune.stpi.in	08.12.2022
Bid Document Download Start Date	08.12.2022
Date & time of Prebid Meeting	13.12.2022 at 1500 Hrs.
State Date & Time of Bid Clarification	14.12.2022 at 0900 Hrs
End Date & Time of Bid Clarification	17.12.2022 at 1700 Hrs.
Bid Submission Start Date & Time	17.12.2022 at 1710 Hrs
Bid Submission End Date & Time	20.12.2022 at 1500 Hrs
Bid Opening Date & Time	20.12.2022 at 1530 Hrs.

RFP document can be downloaded from the website <https://pune.stpi.in>

**Director
STPI- Pune**

SECTION II

INSTRUCTIONS TO BIDDERS (ITB)

1. PURPOSE OF TENDER

Software Technology Parks of India (STPI) is an Autonomous Society under Ministry of Electronics and Information Technology, Government of India.

The purpose of this RFP is to invite competitive bids for **Painting & allied work of Incubation 1B of STPI Pune in conformance with the scope of work mentioned in Section-III.**

2. BIDDER'S ELIGIBILITY CRITERIA

- 2.1. Bidder shall be a registered Indian company or proprietorship. (Documentary evidence to be submitted.)
- 2.2. Bidder should have valid GST registration certificate. (GST registration certificate to be submitted)
- 2.3. Bidder should have PAN card (Copy of PAN card to be submitted)

3. TENDERING PROCESS

Bidders should submit their proposal in **SEALED MASTER ENVELOPE** via speed post/ courier/ by hand to

**The Director,
Software Technology Parks of India.
Plot No. P-1, Rajiv Gandhi Infotech Park,
Phase 1, Hinjewadi, Pune, Maharashtra-411057**

Please super scribe on the Master envelope as "*Painting & allied work of Incubation 1B of STPI Pune*".

The quote should reach us on or before **20.12.2022 .at 1500 Hrs.** The quotation received after the due date will not be accepted.

The Master envelope must contain **TWO SEPARATE SEALED ENVELOPES** labelled as under: -

- I. Technical Bid (Envelop No. 1)
- II. Commercial Bid (Envelop No. 2)

The following documents should be contained in Bid submission:

A. CONTENT OF TECHNICAL BID (ENVELOPE 1)

Bidder should submit technical bid inside the sealed envelope labelled "*Technical Bid*".

- I. Copy of Registration/ Incorporation of the firm/Company/Proprietorship, etc. of the bidder
- II. Copy GST registration certificate of the bidder.
- III. Copy of PAN card of the bidder

- IV. Copy of the duly filled in-Technical bid (format as per Annexure-I), printed on the company letter head.

B. CONTENT OF COMMERCIAL BID (ENVELOPE 2)

- I. Duly filled-in and signed copy (with company seal) of commercial bid in the format specified in Annexure-II (printed on Company letter head) should be submitted inside the sealed envelope labelled "Commercial Bid".
- II. **The bidder should quote "PER SQUARE FOOT RATE" in the commercial bid.**
- III. The quoted price should be inclusive of all charges, taxes, etc. and the validity of the same should be at least 90 days.

4. CLARIFICATION OF BID DOCUMENTS:

The bidding process is stipulated in the tender document clearly. In case of any clarifications about this tender, the bidders may seek clarification during the Prebid meeting. **The clarifications sought after the Prebid meeting will not be entertained.**

5. SITE VISIT:

- I. Bidders are advised to compulsorily inspect the place of execution of the work, on week days between 10:00 AM to 5:00 PM before submitting the bid.
- II. A tenderer shall be deemed to have full knowledge of the site and scenarios whether he/she/they inspect(s) it or not.
- III. In order to carry out the inspection, the bidders are requested to send the email to mah.pur@stpi.in (Contact No. 020-22981018) for necessary coordination/ arrangements for inspection.

6. BID EVALUATION PROCESS

The Bid evaluation process shall be in two-stage

- A. Technical Bid evaluation
- B. Commercial Bid evaluation

A. Technical bid evaluation

Technical bid shall be opened first and will be evaluated for fulfilment of the Bidder's Eligibility Criteria stated **as per para 2** and documents mentioned in **para 3A** above.

Commercial Bids will be opened only for those who are technically qualified.

B. Commercial bid evaluation

Further to the identification of technically qualified bidders, their commercial bids will be opened.

The Bidder, whose total commercial offer as per price schedule is determined to be the lowest after evaluation, will be considered for the issue of Work Order.

At the time of evaluation of the bids, STPI Pune may ask for clarification from the bidder about the submitted bid. However, the mode of communication of this clarification and its response by bidder should be in writing. STPI Pune will not entertain any query from bidder after prebid meeting.

STPI-Pune reserves the right to reject any or all the bids without assigning any reason, whatsoever.

7. AWARD OF CONTRACT:

Contract will be awarded to L1 bidder among all technically qualified bidders. However, STPI Pune reserves the right to award the contract partly or wholly to one or more bidders.

8. PAYMENT SCHEDULE:

8.1. No advance payment will be made.

8.2. 100% Payment will be made against the invoice raised by the vendor after completion of work, subject to acceptance of the work by STPI Pune.

9. Service Delivery: The complete scope of the work should be carried out and completed within 1 week from the date of placing the Purchase/ Work order.

10. Liquidity Damages: In case of delay in completion of work, the successful bidder will be charged liquidity damages from the payment as follows,

- | | | |
|---|---|----------------------|
| 10.1. For delay up to 7 days | : | No penalty |
| 10.2. For delay more than 7 days and up to 14 days | : | 1% of order amount |
| 10.3. For delay more than 14 days and up to 21 days | : | 5% of order amount |
| 10.4. For delay more than 21 days and up to 30 days | : | 7.5% of order amount |
| 10.5. For delay more than 30 days, 10% of the order amount will be levied from the contractor as liquidity damages and STPI Pune may decide to cancel the contract. | | |

11. Delay will be counted 7 days after the date of award of the contract.

12. If the delay is caused due to STPI Pune, that delay period will not be considered for liquidity damages to the contractor.

13. In respect of the liquidity damages, decision of Director, STPI Pune shall be final and binding on both parties.

14. Precaution and Disclaimer: All necessary and foreseeable safety precautions and equipment are to be used by the bidder while working. The physical wellbeing and Safety of all personnel working at STPI Pune is soul responsibility of the bidder. STPI cannot be held responsible for any accidents/ damages.

15. Charges pertaining to loading, unloading or any logistical tasks involved in supply of material or picking up of existing material will be borne by the bidder.

16. 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.
17. No escalation in price shall be accepted after issuance of Work Order to L1 bidder.
18. The disposal of waste/unwanted material (if any) will be responsibility of bidder.
19. The bidder shall take utmost care of furniture, partition, AC duct installed etc. in the blocks to avoid any damage to property.
20. The bidder shall use best/high quality material for above scope of work. (i.e. Primer (single coat) with Luster painting (2 coats)).
21. In case of any dispute during any stage of the bidding process, the decision of Director, STPI Pune shall be final and binding on both parties.

SECTION III
SCOPE OF WORK

1. Painting area:

- 1.1. The painting area includes all inner walls and ceiling of the Incubation 1B of STPI Pune which is approximately 5,000 sq. ft.
- 1.2. The painting area mentioned above is indicative only.
- 1.3. Bidder will be responsible for measuring the actual area at his/ her/ their own cost.
- 1.4. The painting area will not include wooden frames, tiles, furniture, glass walls, sink, platforms, wash basins, ventilation ducts etc. Area included for the said scope of work is Incubation 1B cubical, conference room, NOC room, UPS room, washroom, toilets, etc.

2. The scope of the work will include the following,

- 2.1. Cleaning and patching of the painting area in case of any dent, patch, break, mark, etc. with high quality putty and POP work, as required.
- 2.2. Painting of ceiling, POP and walls, etc. (painting area) of Incubation 1B of STPI Pune with best/ high quality primer (single coat) and Luster (Double coat) in professional manner.
- 2.3. Cleaning the site after the painting work is done.
- 2.4. Repair and maintenance of any damages of any variety that occurred during the course of the painting work.

3. STPI shall not make any payment other than contract amount and painted area in any case.

4. The scope of the work will be deemed complete only when the painting done will be of professional nature and to the satisfaction of STPI Pune.

ANNEXURE-I

FORMAT FOR TECHNICAL BID

to be Printed on Company Letterhead

Tender Inviting Authority : The Director, Software Technology Parks of India, Pune
Name of Work : Painting & allied work of Incubation 1B of STPI Pune
Bid Enquiry No. : STPI/P/PUR/04/2022-23 Dated.08.12.2022
Name of Bidder Company :

TABLE-I

S. No.	Particulars	Bidder's Response	Remark
1	Name of Bidder (company/ firm/ proprietor, etc.)		
2	Type of organization (company/ firm/ proprietor, etc.)		
3	Address of Bidder		
4	Email ID & Contact No.		
5	GST Registration No. of Bidder		Enclose GST registration Certificate
6	PAN of Bidder		Enclose copy of PAN Card

Note: Bidder is required to mandatorily send the copies of following documents along with this technical bid,

- 1. Copy of Registration/ Incorporation of the firm/Company/Proprietorship, etc. of the bidder*
- 2. Copy GST registration certificate of the bidder.*
- 3. Copy of PAN card of the bidder.*

I/We hereby certify that

- I/we have read the bid document completely, visited the work site and understood the scope of the work completely and I/ We agree with all the mentioned terms and conditions mentioned therein.
- I/We have complete capability to carry out the complete work.
- I/ We have not been blacklisted by any government, autonomous or public sector organization.
- In case, any information given by me/us is found to be incomplete, incorrect or misleading during any stage of the bid process, my/ our candidature and/ award of contract will be forfeited.

Name:

Signature of Authorized Person

Designation:

Date:

Place:

Company Seal

ANNEXURE-II

FORMAT FOR COMMERCIAL BID

to be Printed on Company Letterhead

Tender Inviting Authority : The Director, Software Technology Parks of India, Pune
Name of Work : Painting & allied work of Incubation 1B of STPI Pune Bid
Enquiry No. : STPI/P/PUR/04/2022-23 Dated.08.12.2022
Name of Bidder Company :

TABLE-II

S. No.	Scope of Work	per Sq. ft. rate Without taxes (in Rs.)	GST @% (in Rs.)
A	B	C	D
1	Painting & allied work of Incubation 1B of STPI Pune as described in this bid document.		

Note: Bidder should quote "PER SQ. FT. RATE" in Table-II above.

I/We hereby certify that

- i. The prices mentioned above are lump sum, fixed, final and complete amount inclusive of all charges and taxes for the entire Scope of work.
- ii. The validity of the quote is at least 90 days from the last date of submission of bid.

Name:

Designation:

Date:

Place:

Signature of Authorized Person

Company Seal