



Central Cottage Industries Corporation of India Ltd.

(A Govt. of India Undertaking)
7, Jawahar Lal Nehru Road,
Chowringee, Kolkata – 700013

Short term limited tender notice

**Appointment of
Consultant for providing technical drawing for interior Decoration Service at
Kolkata emporium of CCIC.**

1. DEFINITIONS

CCIC shall mean Central Cottage Industries Corporation of India Limited.

Bidder shall mean the firm who participates in the tender and submits its Bid.

Bid/ Proposal shall mean the Bid submitted by the Bidders in response to this tender.

Bid Validity Period shall mean a period of not less than **365 days** from the last date for submission of the Bid Proposal.

Project shall mean providing technical layout for Interior Decoration Services Project for CCIC Kolkata emporium .

Successful Bidder The Bidder who interalia meets the following requirements

- (a) meets the eligibility criteria;
- (b) whose Bid Proposal are acceptable to the evaluation committee of CCIC and
- (c) adheres / consents to adhere to all other conditions laid by CCIC.

2. BRIEF ABOUT CCIC

Central Cottage Industries Corporation of India Limited (CCIC) is Government of India Undertaking under Ministry of Textiles. CCIC operates retail showrooms in the name and style of Central Cottage Industries Emporium in New Delhi, Mumbai, Kolkata, Bengaluru, Patna, Hyderabad, and Chennai. CCIC.

CCIC retails high quality handicrafts and handlooms products from all over the country. The handlooms includes, Sarees, shawls, ready-to-wear for men, women, children, accessories, Home furnishing such as table Linen and Bed Spreads, material for dresses and other made ups. Handicrafts products include brassware, marble ware, art objects, lamps, furniture and wooden ware, carpets, pottery and terracotta items.

CCIC showrooms are visited by VVIPs, art lovers, delegates, dignitaries, NRIs and foreign tourists. Many Heads of states and Spouses have visited Central Cottage Industries Emporium during the last few years. A visit to CCIC invariably finds a place in the itinerary of a foreign tourist as this provides an opportunity to witness the rich heritage, tradition and culture of India.

CCIC sources its merchandise directly from artisans, weavers, potters, sculptors and craftpersons. It has a large base of artisans and craftsmen from all over the country. Many of the suppliers are National Awardees, State Awardees and Shilpgurus. This provides a marketing platform for craftpersons of India to market their production for their sustained development. By virtue of its long experience in handicrafts business spanning over 58 years, CCIC has a brand name and goodwill for quality.

CCIC also undertakes interior design projects for PSUs, Govt. Bodies or other big firms on turnkey basis.

CCIC intends to appoint a Consultant who can provide above said work for its Kolkata Office.

3. BID SCHEDULE & VENUE

S. No.	Activity	Scheduled Date & Time
1.	Date of commencement of Bid Document	17.12.16
2.	Last Date to obtain Bid Document	Can be downloaded from CCIC website within 07 days
3.	Submission of Technical cum Financial Bid	Bids should be dropped in tender box for the same purpose, 7 days from the release of advertisement in the website on 23.12.16 latest by 14.30 hrs.
4.	Location of Tender Box	Reception of Central Cottage Industries Emporium, 7, Jawahar Lal Nehru Road, Chowringee, Kolkata – 700013
5.	Venue of opening of bid	7, Jawahar Lal Nehru Road, Chowringee, Kolkata – 700013
6.	Date & time of Opening of Bid	24.12.16 at 11.00 AM

4. THE TENDER

CCIC invites tenders for appointment of a Consultant for providing layout in relation to Interior Decoration Projects for its Kolkata office subject to terms and conditions given hereunder.

4.1 SUBMISSION OF BID

The Bidding Process shall be in single bid format.

- Technical-cum-Financial Bid

Technical-cum-Financial Bid is to be submitted in sealed envelope superscribing "**EMPANELMENT OF CONSULTANT FOR PROVIDING TECHNICAL LAYOUT**". The bidder should take care in submitting the bid properly filled so that enclosed papers are not found loose. The bid document should be properly numbered and signed on each page by the authorised signatory of the company under company seal and submitted in a file in proper manner so that paper do not bulge out and tear during scrutiny.

Bids with all the relative annexure as above should be dropped in tender box / send by post kept at Reception of Central Cottage Industries Emporium, 7, Jawahar Lal Nehru Road , Chowringhee, Kolkata 700013 by the date of Submission of Bid as per Bid Schedule/Venue on Page No 3.

To ensure uniformity at the time of evaluation and finalization of offers the bidder shall ***strictly follow the format & procedure*** indicated in the Annexure.

4.2 Earnest Money Deposit

The Bid must be accompanied by a Pay order/demand Draft of **Rs 1000/-** (Rupees One Thousand only) favouring "**CCIC OF INDIA LTD.**" towards EMD payable at Kolkata. ***The bids not accompanied with the above Pay order/Demand Drafts are liable to be rejected.*** The EMD of unsuccessful bidders will be returned to them on completion of the tender process. No interest shall be paid on the EMD. If any of the selected bidders, refuses/ or is unable to execute the order, his EMD will be forfeited.

The EMD deposited by the successful bidder shall be converted to Security Deposit which shall be refunded after six months of satisfactory completion of work.

- 4.3** The bids will be examined by a Committee of CCIC which may call for clarifications / additional information from the vendors, if any which must be furnished to the Committee within the time stipulated by the Committee.
- 4.4** The tender shall be awarded to the L-1 party selected through the evaluation of bid.

Yours Faithfully

(Manoj Kumar Sahu)
Manager , kolkata

5. INSTRUCTIONS TO THE BIDDER

5.1 GENERAL TERMS & CONDITIONS OF THE TENDER

- 5.1.1 The response to the present tender will be submitted in Technical cum financial bidding process. The bid details with the relevant information / documents / acceptance of all terms and conditions strictly as described in this tender document should be submitted.
- 5.1.2 Tender should strictly conform to the specifications. Tenders not conforming to the specifications will be rejected summarily.
- 5.1.3 Any incomplete or ambiguous terms/conditions/quotes will disqualify the offer.
- 5.1.4 CCIC reserves the right to accept / reject any or all quotations without assigning any reasons thereof.
- 5.1.5 Any new set of terms and conditions from the bidders is not acceptable to CCIC at any stage.
- 5.1.6 CCIC reserves the right to stop the tender process at any stage and go in for fresh tendering without assigning any reasons.
- 5.1.7 The bidder(s) who do not qualify will not be considered.
- 5.1.8 No binding legal relationship will exist between any of the Respondents and CCIC until execution of a contractual agreement / Issuance of Work Order. Bids must remain valid and open for evaluation according to their terms for a period of one year or 30.11. 2018 whichever is later.
- 5.1.9 Respondents should provide details of their Fax, email and full address(s) to ensure that replies to Bids could be conveyed promptly.
- 5.1.10 If CCIC, in its absolute discretion, deems that the originator of the question will gain an advantage by a response to a question, then CCIC reserves the right to communicate such response to all Respondents.
- 5.1.11 CCIC may, in its absolute discretion, engage in discussion or negotiation with any Respondent (or simultaneously with more than one Respondent) after the bid closes to improve or clarify any response.
- 5.1.13 Any form of canvassing / lobbying / influence / query regarding short listing, status, etc will be a disqualification.
- 5.2.1 NAME OF WORK: **“Empanelment of Consultant providing layout for Interior Decoration Services for Kolkata”**
- 5.2.2 Please read the terms & conditions governing the tender carefully.
- 5.2.3 Please fill in the relevant information in the blanks provided.

- 5.2.4 Please sign in full by the Authorised Signatory(ies) with Company Seal in all the relevant Annexure and return the complete set in sealed cover.
- 5.2.5 Sealed Envelop of Bids should be dropped in Tender Box kept at Reception of CCIC of India Ltd. 7, Metropolitan Building, Jawaharlal Nehru road, Chowringhee, Kolkata- 700013. No advance copy of bid through Email/Fax or in any other form should be disclosed to any of the employee/consultant of CCIC.
- 5.2.6 No consideration will be given to bids received after the time stipulated above and no extension of time will be permitted for submission of quotation.
- 5.2.7 The bidder will submit his Bids after carefully examining the document/conditions and the items covered under the tender.
- 5.2.8 Bids not fulfilling any or all of the conditions prescribed or which are incomplete are liable to be rejected.
- 5.2.9 No amount should be quoted during warranty period towards training/ any other charges, violation of these instructions would entail disqualification.
- 5.2.10 All prices quoted in technical cum financial bid should be inclusive of all taxes, duties, levies etc CCIC will not issue certificates of any kind pertaining to tax exemptions. The rate of taxes & duties included needs to be mentioned in the Bid.
- 5.2.11 During the validity period of tender quotes, any upward change in the duty or tax are to be borne by the bidder. In the event of any downward revision of levies/duties etc., the same should be passed on to CCIC, notwithstanding what has been stated in the quotation or in the Letter of Intent.
- 5.2.12 No price escalation adjustment or any other escalation will be payable.
- 5.2.13 canvassing in connection with tender process is strictly prohibited and bids submitted by bidders who resort to canvassing are liable to be rejected.
- 5.2.14 The Interior Designer should not be black listed by any Agency / Govt. Bodies / PSUs etc.
- 5.2.15 The Applicant may be an individual / partnership firm or private or public limited Co.
- 5.2.16 The consultant cannot at any stage deal directly with the clients of CCIC. If there is any need to do so, prior approval of CCIC in writing shall be required to obtain.

6. CONDITIONS GOVERNING THE TENDER:

Signature: The authorised person(s) should sign the Tender Document and related Annexure only. A copy of the letter issued by competent authority

authorising the person(s) to sign on behalf of the company should be enclosed.

7. SCOPE OF WORK

CCIC undertakes Interior design work for its kolkata emporium. It includes, interior, civil, electrical air-conditioning, fire fighting, wood works and other technical nature work layout.

The scope of work of Consultant includes “design, preparation and submission of detail interior layouts in relation with interior, civil structure which includes flooring plumbing, tiling etc. Electrical and air-conditioning, fire fighting, wood works , placement of CCTV and other technical works drawing and details.”

8. MINIMUM ELIGIBILITY CRITERIA

The Consultant must satisfy the following minimum eligibility criteria.

- 8.1 The bidder should have implemented at least five (5) Interior decoration consultancy project in India during last 3 years.
- 8.2 The bidder must have minimum annual turnover of Rs 7.5 lakhs in the field of consultancy for interior decoration work in last one year or Rs. 5 lakhs in each of last two years or Rs. 4 lakhs in each of last three years ending 31.3.16 (attach proof).
- 8.3 The bidder should at least possess degree equivalent to diploma from recognised Institute of interior designing in India and should have minimum Five years experience in providing technical drawing for Interior Decoration Work and should be based in Kolkata (attach Proof.)

8. BIDDER NOT TO MAKE ALTERATION IN TENDER DOCUMENT:

No alterations, which are made, by the bidder in the specifications accompanying this notice shall be recognised, and if any such alterations are made, the quotation shall be invalid. Any quotation, which purports to alter, vary or omit any of the conditions herein, is liable to be rejected.

9. BIDDER TO GATHER ALL INFORMATION

Bidder has to gather all information for the purpose of submission of bids. He will also bear cost for submitting the bid.

- 9.1 The bidder must obtain for himself on his own responsibility and at his own expenses all the information necessary including risks, contingencies and other circumstances to enable him to prepare a proper quotation and to enter into a contract with CCIC.
- 9.2 The bidder should also bear all the expenses in connection with the preparation and submission of his quotation.
- 9.3 The bidder whose quotation is accepted shall not be entitled to make any claim for increase in the rates quoted and accepted.

10. RATES SHOULD BE COMPLETE IN ALL RESPECTS

The rates must be complete in itself, properly worked out to cover all the bidder's obligations under the contract and all matters and things necessary for the proper completion of the work, and the rates quoted therein must be correct and sufficient to cover the bidder's costs, overheads and profits etc. The same shall not be allowed to be reworked.

11. Quoted rates not subject to escalation during the engagement period.

12. VALIDITY PERIOD OF BID

The bidder shall be valid upto 31.11.2018 and his technical cum financial bid should be applicable for this period.

13. Rights of CCIC:

13.1 CCIC does not bind itself to accept the lowest quote and reserves the right to reject any or all the quotes received, without assigning any reason therefor.

13.2 While placing the order, CCIC further reserves its right to delete or reduce any item without assigning any reason therefor.

14. Co-ordination with other agencies at work: The bidder shall be required to co-operate and work in co-ordination with and afford reasonable facilities for such other agencies/specialists as are/may be employed by CCIC on other works/sub-works in connection with the project/scheme of which this work forms part and in this connection it shall be deemed that the bidder has prior to submitting the quotation inspected the premises and taken all circumstances into consideration.

15. AWARD OF CONTRACT

The bids who fulfil the minimum eligibility criteria mentioned in clause 8 of the tender documents shall be continued. The contract shall be awarded to Lowest (L-1) party.

16. PAYMENT TERMS:

90% payment shall be made against completion and submission of layout and balance 10% will be paid after twelve month from the date of submission of final layout and date of certification of work whichever is later.

The bidder shall pay any taxes, duties/levies etc. which are payable in relation to the performance of the consultancy work as per law.

Payment shall be made by CCIC after deduction of TDS and statutory levies, if any.

DOCUMENTS TO BE ENCLOSED FOR PAYMENT: Invoice(s) reflecting fees and taxes, in duplicate shall be submitted to CCIC. A copy of the relative certification of project work should also be submitted along with the invoice.

17. OTHER TERMS AND CONDITIONS

- a) The agreement will be in force for a period of one year initially or till 31.11.2018 which ever is later. This shall be subject to satisfactory performance and can be terminated by one months notice from CCIC side and for bidder till selection of new consultant.
- b) No escalation in rates due to any reasons, statutory or otherwise shall be allowed.
- c) In case the Consultant fails to give satisfactory service the work will have to be got done from any other consultant / agency even at higher rates and excess amount will be deducted from the consultant bill and the security deposit shall also be forfeited.
- d) On account of non-acceptance of award or on account of non-completion of Tender conditions within prescribed time, the bidder shall be debarred by CCIC for further participation in the tender under the control of CCIC for a period of 3 years and EMD / Security shall be forfeited.
- e) In case the documents submitted by the firm(s) / consultant along with tender are found inadequate / false / incorrect such tenders(s) will be liable to be rejected without assigning any reasons thereof and EMD /Security deposit shall be forfeited.
- f) CCIC reserves itself the right to reject the conditional offer without assigning any reason thereof.
- g) The defect liability period will be 12 month from the end of the work.

18. SUBCONTRACTING NOT ALLOWED WITHOUT PERMISSION OF CCIC

The bidder shall not, without the prior written consent of CCIC, sub-contract or permit anyone other than the bidder's own personnel to perform any of the work, services or other performance required of the bidder. No extra payment shall be paid if CCIC agrees for sub-contract further.

19. ARBITRATION

It is incumbent upon the Consultant to avoid litigation and disputes during the course of his tenure. However, if such disputes take place between the consultant and CCIC, effort shall be made first to settle the dispute at the Company level.

The Consultant should make request in writing to MD CCIC for settlement of such dispute / claims within 30 days of arising of the cause of the dispute / claim failing which no dispute / claims of the consultant shall be entertained by the CCIC.

If difference still persists, the redress of the dispute maybe sought in the court of law, kolkata Jurisdiction

Technical cum financial Bid Form

To,

Manager
 Central Cottage Industries Corporation of India Ltd.
 7, Jawaharlal Nehru road ,
 Chowringhee
Kolkata -700013

Description of the works: Appointment of Consultant Designer for providing layout for Interior Decoration Services.

1.	Name of The Bidder / Organization	
2.	Address of Corporate Office	
3.	Address of Dealing Branch Office	
4.	Telephone No	
5.	Fax No./E-Mail	
6.	Contact Person for the project With Telephone No, Email	
7.	Experience in the Consultancy on Interior Decoration Projects (No. Of years)	

8.	Nature of the Bidder (Proprietorship/Partnership firm / Company / others)	
9.	Name(s) of the Proprietor / Partners / Directors etc. (as the case may be)	
10.	Any other name(s), associate / subsidiary firm doing similar consultancy under the umbrella of firm	
11.	Year of incorporation and Registration details (attach proof) for Sr. No. 8 & 10	
12.	P.F. No. ESI No. PAN No. (mandatory) Service tax no.	Attach Proof
13.	Closest field office to CCIC showroom at Kolkata.	
14.	No. of Interior Decoration Projects completed & value. 2015-16 : 2014-15: 2013-14: (attach details as per performa I attached)	
15.	Names and designation & qualification of key functionaries.	Please enclose separate annexures as per Performa II attached
16.	Does your company have an existing relationship with CCIC? Describe the nature and extent of this relationship.	

17.	Turnover (enclose a copy of audited balance sheet, Profit & Loss A/c. or turnover certificate certified by CA)	
	Year 2015-16	
	Year 2014-15	
	Year 2013-14	
18.	Excellence of services certificate issued by a CIO/CEO/authorized official of a PSU / other company / Firm / Individual.	
19.	Detail of major orders executed with State Govt. / Central Govt./PSU/ Banks other clients in past 3 years	Please attach a separate list (Mention name of client & year & cost)

DECLARATION:

1. All the information furnished by me / us here above is correct to the best of my / our knowledge and belief.
2. I / we have no objection if enquiries are made about the work listed by me / us in the accompanying sheets / annexure.
3. I / We agree that the decisions of CCIC in selection of consultant will be final and binding to me / us.
4. I / we understand that if any false information is detected at a later date Application shall be cancelled at the discretion of CCIC..
5. I / We have read all the terms & conditions of tender and instruction of tender document and these are acceptable to us.

Signature of Authorized Signatory: _____

Name and Title of Authorized signatory: _____

Name of Firm/Company: _____

PLACE :

DATE :

PERFORMA- I
Detail of Projects executed

Sl. No	Name (name of the organization with address, concerned office & telephone no.) for which work has been executed.	Nature of work (in brief)	Location of The work	Actual value Of the works	Stipulated Time for completion	Actual time For completion	If work Left incomplete or terminated (furnish reasons)
1.							
2.							
3.							
4.							
5.							
6.							
7.							
8.							
9.							
10.							
11.							
12.							

(Documents / certificates from client for successful completion of projects be enclosed).

PERFORMA- II

Detail of Key personnel

Sl No.	Name	Qualifications	Experience	Particulars of Work done	Employed in your firm since	Achievement
1.						
2.						
3.						
4.						
5.						
6.						

TECHNICAL CUM FINANCIAL BID

Consultant for providing layout for Interior decoration works at kolkata
showroom of CCIC

Sl. No	Description	Amount (INR)
a	Professional fee for providing layout for Interior decoration projects at Kolkata emporium CCIC. Add:- Service Tax	
	Total	

Date : _____

Place: _____

We certify that the above rates are valid till 31.11.2018

Signature of Authorized Signatory: _____

Name and Title of Authorized Signatory: _____

Name of firm / company _____

Authorized Address of communication _____

Mandatory Information for Payment through NEFT/RTGS

1.	Name of the consultant/ Company/ Firm Name	
2.	Address of the consultant	
3.	City	
4.	State	
5.	Land line no. with std code	
6.	Fax No. with std code	
7.	Mobile no.	
8.	E-mail Address	
9.	PAN no. of Individual / firm (Mandatory)	
10.	Service Tax Registration No. With Date	
11.	Core banking account no. (for NEFT / RTGS transfer)	
12.	Name of the account	

	holder	
13.	IFSC code of bank branch (for NEFT / RTGS transfer)	
14.	Bank name of the Consultant/ Company/ Firm Name	
15.	Branch name	
16.	Branch telephone with std code	
17.	Branch address	
18.	MICR code of bank branch	

1. **COPY OF CANCELLED CHEQUE** of above mentioned account and **COPY OF PAN CARD** is enclosed.
2. I hereby declare that particulars given above are correct and complete, if the transaction is delayed or not effected at all for reasons of incomplete or incorrect information, I would not hold the CCIC OF INDIA LTD. responsible, I have read the option invitation letter and agree to discharge responsibility expected of me as a participant under the scheme.
3. I / We also undertake that I /We shall inform any changes in my / our bank account particulars in future to CCIC, failing which payment shall continue to be made as details submitted to CCIC by me/us, for which CCIC shall not be held responsible.
4. Certified that the particulars furnished above are correct as per my knowledge.

Date: _____

 (Signature of the Proprietor /
 Partner / Director) with Seal