



Central Cottage Industries Corporation of India Ltd.
(A Govt. of India Undertaking)
Jawahar Vyapar Bhawan
Janpath
New Delhi – 110 001

Tender for

**Appointment of
Consultant Interiors Designer for Delhi**

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 the Interior Decoration Services Project for CCIC.

Successful Bidder The Bidder who interalia meets the following requirements

- (a) meets the Technical and Financial 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, and Chennai. CCIC also has showrooms on franchise basis in Gurgaon, Patna, Bodh Gaya and Rajgir. The first overseas showroom on franchisee basis was opened in Copenhagen, Denmark in April, 2009.

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 Interior Designer for its Delhi Office.

4. BID SCHEDULE & VENUE

S. No.	Activity	Scheduled Date & Time
1.	Date of commencement of Bid Document	12.10.2011
2.	Last Date to obtain Bid Document	Can be downloaded from CCIC website from onwards
3.	Submission of Technical & Financial Bid	Bids should be dropped in tender box for the same purpose, by 02.11.2011 upto 4:00 PM
4.	Location of Tender Box	Reception of Central Cottage Industries Emporium, Jawahar Vyapar Bhawan, Janpath, New Delhi 110001
5.	Venue of Opening of Technical Bid	Board Room, Central Cottage Industries Emporium, Jawahar Vyapar Bhawan, Janpath, New Delhi 110001
6.	Date & time of Opening of technical Bid	At 4:15 PM on 02.11.2011

5. THE TENDER

CCIC invites tenders for appointment of a Consultant Interior Designer for (Interior Decoration) Projects for its Delhi Office subject to terms and conditions given hereunder:

5.1 SUBMISSION OF BID

The Bidding Process shall be in two parts, viz.

Part- I : Technical Bid

Part- II: Financial Bid

Technical & Financial Bids are to be submitted on same date and time. The Technical bid and Financial bid will be sealed in different envelopes superscribing "TECHNICAL BID FOR EMPANELMENT OF Consultant Interior Designer" for interior decoration services projects. Both the bids will be sealed in a bigger envelope and superscribed as "BID FOR APPOINTMENT OF Consultant Interior Designer".

The bidder should take care in submitting the bid properly filed so that enclosed papers are not found loose and fall apart at the time of opening of the tender or later. 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.

5.2 Parts of Technical Bid

ANNEXURE - I contains instructions for the bidders.

ANNEXURE – II is the format for Technical Bid

ANNEXURE – III is the format for Mandate for payment through NEFT/ RTGS.

5.3 Part of Financial Bid

ANNEXURE – IV is the format for Financial Bid.

Bids with all the relative annexure as above should be dropped in tender box kept at Reception of Central Cottage Industries Emporium, Jawahar Vyapar Bhawan, Janpath, New Delhi – 110 001 by the date of Submission of Bid as per Bid Schedule/Venue on Page No 2.

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

5.4 Earnest Money Deposit

Technical Bid must be accompanied by a Pay order/demand Draft of **Rs 10,000/-** (Rupees Ten Thousand only) favouring "**CCIC OF INDIA LTD.**" towards EMD payable at New Delhi. ***Technical 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 to the extent of 5% value of bid. The successful bidder will make payment equivalent

to the difference amount to CCIC to bring the Security Deposit to the level of 5% of Bid value.

- 5.5** EXAMINATION OF TECHNICAL BIDS : The Technical bids will be examined by the Technical Committee of CCIC which may call for clarifications/ additional information from the bidders which must be furnished to the Technical Committee in the time stipulated by the Technical Committee.
- 5.6** VALIDITY OF TENDER : Financial Bid of the bidders short-listed by the Technical Committee will only be opened. The consultancy fees quoted in Financial Bid should be inclusive of all taxes, duties, etc. The quote should be firm and valid till 31.3.2012. No price escalation on any ground whatsoever will be entertained during the period of validity of the rates.
- 5.7** The tender shall be awarded to the lowest Financial Bidder selected through the evaluation of Technical Bid process.

Yours Faithfully

-sd-
(Deepak Kumar)
Addl. Genl. Manager (Showroom)

6. INSTRUCTIONS TO THE BIDDER
- 6.1 GENERAL TERMS & CONDITIONS OF THE TENDER
 - 6.1.1 The response to the present tender will be submitted in two stage bidding process. The technical details with the relevant information / documents / acceptance of all terms and conditions strictly as described in this tender document should be submitted. If short listed, the Financial Bid of the bidder will be opened.
 - 6.1.2 Tender should strictly conform to the specifications. Tenders not conforming to the specifications will be rejected summarily.
 - 6.1.3 Any incomplete or ambiguous terms/conditions/quotes will disqualify the offer.
 - 6.1.4 CCIC reserves the right to accept / reject any or all quotations without assigning any reasons therefore.
 - 6.1.5 Any new set of terms and conditions from the bidders is not acceptable to CCIC.
 - 6.1.6 CCIC reserves the right to stop the tender process at any stage and go in for fresh tendering without assigning any reasons.
 - 6.1.7 The bidder(s) who do not qualify in the technical bid will not be considered for financial bidding.
 - 6.1.8 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 31.3.2012 whichever is later.
 - 6.1.9 CCIC may, in its absolute discretion, seek additional information or material from any Respondents after the Bids closes and all such information and material provided must be taken to form part of that Respondent's response.
 - 6.1.10 Respondents should provide details of their Fax, email and full address(s) to ensure that replies to Bids could be conveyed promptly.
 - 6.1.11 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.
 - 6.1.12 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.
 - 6.1.13 Any form of canvassing / lobbying / influence / query regarding short listing, status, etc will be a disqualification.
 - 6.2.1 NAME OF WORK: **“Empanelment of Consultant Interior Designer for Interior Decoration Services for Delhi”**
 - 6.2.2 Please read the terms & conditions governing the tender carefully.
 - 6.2.3 Please fill in the relevant information in the blanks provided.
 - 6.2.4 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.

- 6.2.5 Sealed Envelop of Bids should be dropped in Tender Box kept at Reception of CCIC of India Ltd. Jawahar Vyapar Bhawan, Janpath, New Delhi. No advance copy of bid through Email/Fax or in any other form should be disclosed to any of the employee/consultant of CCIC.
- 6.2.6 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.
- 6.2.7 The bidder will submit his Bids after carefully examining the document/conditions and the items covered under the tender.
- 6.2.8 Bids not fulfilling any or all of the conditions prescribed or which are incomplete are liable to be rejected.
- 6.2.9 No amount should be quoted during warranty period towards training/ any other charges, violation of these instructions would entail disqualification.
- 6.2.10 All prices quoted in 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 Financial Bid.
- 6.2.11 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.
- 6.2.12 No price escalation adjustment or any other escalation will be payable.
- 6.2.13 Canvassing in connection with tender process is strictly prohibited and bids submitted by bidders who resort to canvassing are liable to be rejected.
- 6.2.14 The Interior Designer should not be black listed by any Agency / Govt. Bodies / PSUs etc.
- 6.2.15 The Applicant may be an individual / partnership firm or private or public limited Co.

7. 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.

8. SCOPE OF WORK

CCIC undertakes Interior design projects of PSU / Govt. bodies / other big firms on turnkey basis. It includes, interior, civil, electrical air-conditioning, fire fighting, wood works and some other technical nature work. The basic work of interior Designer would be to help CCIC in planning, designing and executing these projects. The works will cover the following activities :

- 8.1 The Interior Designer will undertake the work of appraisal and analysis of the feasibility of undertaking the interior project proposal received from various Govt. / non-Govt. Parties.

- 8.2 Conceptualization, preparation of preliminary concept Architectural drawings (based on EIL inputs) along with presentation materials including rendered views for approval of scheme.
- 8.3 Detail Engineering including design and preparation of detail interior layouts, structural design and details, electrical, HVAC (as required) etc. drawings and documents including furniture drawings and details.
- 8.4 The cost estimation of the proposed interior projects along with the detailed designs and drawings, material specifications etc. to be submitted to CCIC for offering quotes.
- 8.5 Drafting the letter to be submitted to the party detailing terms and conditions keeping in mind all the basic requirement of the client, and requirement of CCIC for undertaking their project.
- 8.6 He will help in forming a team of contractors to work on the project, monitor the works being executed at site and liaison of work with the client wherever necessary during the different stages of execution of the project.
- 8.7 Assisting in selection of electrical fittings / fixtures. Decoration articles etc.
- 8.8 Providing color scheme including material samples for owner's approval.
- 8.9 Assisting in execution of work at site including regular supervision of all aspects of the works, quality check of contractor's work for technical correctness, compliance to client's requirements, drawings, tender specifications and instructions of CCIC.
- 8.10. The consultant will inform CCIC for timely completion of projects undertaken to the satisfaction of the client.

9. MINIMUM ELIGIBILITY CRITERIA

The Consultant must satisfy the following minimum eligibility criteria.

16.	<u>Eligibility Criteria</u>	
	The consultant must satisfy the following minimum eligibility criteria.	
	1. Any person who has obtained a minimum 3 year full time diploma or degree from an accredited educational institution/Govt/IIID recognized institute and a minimum of 3 years practical experience in interior design.	
	2. Any person has been practicing for a minimum 5 years as on 30.4.2011 in the interior decoration field.	
	3. The consultant Interior Designer should have implemented Interior decoration consultancy projects in India as below:-	
	A	B
	Value upto 10 lacs.	Value upto 25 lacs.
1.	Three similar completed works costing not less than Rs.4 lacs.	Three similar completed works costing not less than Rs.10 lacs.
2.	Two similar completed works costing not less than Rs.5 lacs.	Two similar completed works costing not less than Rs.13 lacs.
3.	One similar completed works costing not less than Rs.8 lacs.	One similar completed works costing not less than Rs.20 lacs.

10. 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.

11. 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.

11.1 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.

11.2 The bidder should also bear all the expenses in connection with the preparation and submission of his quotation.

11.3 The bidder whose quotation is accepted shall not be entitled to make any claim for increase in the rates quoted and accepted.

12. 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.

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

14. VALIDITY PERIOD OF BID

The bidder shall be appointed for a minimum period of one year or till 31.3.2012 whichever is later and his financial bid should be applicable for this period.

15. Rights of CCIC:

15.1 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.

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

16. 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.

17. PRESENTATION BY BIDDERS:

Bidders will make a presentation of the profile of the firm, proposed solution process, key milestones etc before the technical committee in the premises of CCIC.

18. PAYMENT TERMS:

S. No.	Description	Percentage (of)the payment
1.	Submission of final conceptual drawings incorporating requirement & necessary modifications as suggested by CCIC office and the client.	NIL
2.	On award of works by the client, submission of final plan after getting approval from CCIC with detail drawings. BOQ detail estimate, schedule of Quantities specification of various materials to be used etc.	10%
3.	Preparation and submission of detailed tender document incorporating various terms & condition, statutory guidelines of the CCIC and providing assistance to the client for evaluation of tender and analysis of rate as and when required by client and CCIC.	10%
4.a)	Submission of detailed working drawing and other details including inspection (Author's supervision) at the time of execution of work-Final stage. Initially payment will be made as per the estimated cost made by the Interior Designer but the final payment will be made on actual cost / total cost of final executed works of the project. The total cost of final executed works will be used for computing the final fee.	10%
b)	Supervision of works half way through the project.	20%
c)	Supervision of works till completion of project, work includes getting satisfactory note from the client, billing and payment from the client, settlement of bills to the vendors.	50%

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

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 to be submitted along with the invoice.

19. OTHER TERMS AND CONDITIONS

- a) The agreement will be in force for a period of one year or till 31.3.2012 subject to satisfactory performance and can be terminated by one months notice from either side.
- b) No escalation in rates due to any reasons, statutory or otherwise shall be allowed.
- c) In case the Interior Designer fails to give satisfactory service the work will have to be got done from any other Architect / agency even at higher rates and excess amount will be deducted from the Architect bill.

- d) On account of non-acceptance of award or on account of non-completion of Tender conditions within prescribed time, the Interior Designer shall be debarred by CCIC for further participation in the tender under the control of CCIC for a period of 3 years.
- e) In case the documents submitted by the firm(s) / Interior Designer along with tender are found inadequate / false / incorrect the tenders(s) will be liable to be rejected without assigning any reasons thereof.
- f) CCIC reserves itself the right to reject the conditional offer without assigning any reason thereof.

20. 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.

21. ARBITRATION

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

The Interior Designer 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 Interior Designer shall be entertained by the CCIC.

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

Technical Bid Form

To,

Additional General Manager (Showroom)
 Central Cottage Industries Corporation of India Ltd.
 Jawahar Vyapar Bhawan,
 Janpath,
New Delhi – 110001

Description of the works : Appointment of Interior Designer 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.	
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)	
12.	P.F. No. ESI No. PAN No. (mandatory) Service tax no.	
13.	Closest field office to CCIC showroom at New Delhi.	
14.	No. of Interior Decoration Projects completed & value. 2009-10 : 2008-09: 2007-08: (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.)	

	Year 2009-10	
	Year 2008-09	
	Year 2007-08	
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 contractors 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	It 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.						

Financial BIDConsultant Interior Designer for Interior decoration projects of CCIC

Sl. No.	Cost of the project	Interior Designer fee including taxes	
		Percentage of Cost of the project	Minimum fee (Rs.)
a)	Project cost upto –Rs.5 lacs.		
b)	Project cost above Rs.5 lacs and upto Rs 10 lacs.		
c)	Project cost above Rs.10 lac and upto Rs. 25 Lacs.		
d)	Project cost above Rs. 25 lacs (Exclusive of taxes applicable on the cost of the project)		

Note ; Rate should be quoted separately for each category of project value.

Date : _____

Place: _____

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 Supplier/ Company/ Firm Name	
2.	Address of the Supplier	
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. (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	
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