

CENTRAL COTTAGE INDUSTRIES CORPORATION OF INDIA LTD.
(An ISO 9001:2008 Certified Company)
(A Govt. of India Undertaking, Ministry of Textiles)



"Tender for Repair Work at Chennai Showroom (Basement)"

Central Cottage Industries Corporation of India Ltd.
672, Anna Salai, Temple Tower, Nandanam,
Chennai- 600 035

Ref: CCIC/TENDER/2016-17

Date: 27/12/2016

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, Hyderabad and Chennai.

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 woodenware, 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.

By virtue of its long experience in handicrafts business spanning over 66 years, CCIC has a brand name and goodwill for quality.

Bid Schedule & Venue

S.No.	Activity	Scheduled Date & Time
1.	Date of Commencement of Bid Document	27/12/16
2.	Pre-Bid Conference	05/01/2017 at 4.30pm
3.	Date of obtaining Bid Document	Can be downloaded from the website of CCIC from 27/12/2016 onwards.
4.	Submission of Technical & Financial Bid	Bids should be dropped in tender box for the same purpose, up to 16/01/2017 till 4:00 PM.
5.	Location of Tender Box	Reception of Central Cottage Industries Corporation of India Ltd., 672 Anna Salai, Nandanam, Temple Tower, Chennai – 600 035.
6.	Venue of Opening of Technical Bid	AGM's Office Central Cottage Industries Corporation Of India Ltd, 672 Anna Salai, Nandanam, Temple Tower, Chennai – 600 035.
7.	Date & time of Opening of Technical Bid	At 4:30 PM on 16/01/2017

**Central Cottage Industries Corporation of India Ltd.
672, Anna Salai, Temple Tower, Nandanam,
Chennai- 600 035**

Ref: CCIC/TENDER/2016-17

Date: 27/12/2016

INVITATION FOR BID

CCIC invites Sealed Bids for Repair Work for our showroom (Basement) in Chennai as per the terms and conditions listed in the enclosed Annexure from Interior Decorators, Contractors for the work of Showroom renovation at CCIC of India Ltd, Showroom, Basement, 672 Anna Salai, Nandanam, Chennai – 600 035.

The necessary Tender Documents are attached in the form of Annexure

1. SUBMISSION OF BID

The Bidding Process shall be in two parts, viz.

Part- I: Technical

Part- II: Financial Bid

Technical & Financial Bid is to be submitted on same date and time in different sealed envelopes superscribing “**TECHNICAL BID For SHOWROOM REPAIR**” and “**FINANCIAL BID For SHOWROOM REPAIR**” respectively.

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 authorized 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.

1.1 Parts of Bid

ANNEXURE - I contains Terms & Conditions, Instructions to the bidder, conditions governing to the tender Selection Criteria etc. The bidder should sign each page of this annexure

ANNEXURE – II is a format of Technical Bid.

ANNEXURE – III is a format of Contractors Bid / Tender

ANNEXURE – IV is a format of Financial Bid.

ANNEXURE – V is a format of Letter of Acceptance.

ANNEXURE – VI is a format of Agreement.

ANNEXURE – VII is a format of issue of notice to proceed with the works

- 1.2 Above bids with all the relative annexure as detailed above should be dropped in tender box kept in Reception at CCIC OF INDIA LTD, 672, Anna Salai, Temple Tower, Nandanam, Chennai – 600 035 by the due date of Submission of Technical & Financial Bid as per Bid Schedule / Venue on Page No 2.

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

2. Earnest Money Deposit

Technical bids should be accompanied by a Pay order / Demand Draft of Rs.10000/- favouring “CENTRAL COTTAGE INDUSTRIES CORPORATION OF INDIA LTD.” towards EMD. Technical bids not accompanied with the EMD, are liable to be rejected even if it is claimed that the EMD is enclosed to the Financial Bid. The EMD of unsuccessful bidders will be returned to them on completion of the tender process. The EMD of the successful bidder(s) shall be returned after timely execution of work. 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.

3. Scope of work: work as per Bill of quantities attached with Financial Bid.
4. The Technical bids will be examined by a Committee of CCIC which may call for clarifications / additional information from the vendors which must be furnished to the Committee within the time stipulated by the Committee.
5. Financial Bids of the vendors short-listed by the Committee will only be opened. The prices quoted in financial bid should be Local Delivery at site inclusive of all taxes, duties, levies, VAT, transport, Entry Tax, Octroi, Transit Insurance, loading-unloading, labour charges, installation charges etc. The rate should be firm and valid for 06 (six) months from the date of Tender Closing Date. No price escalation on any ground whatsoever will be entertained during the period of validity of the rates.

6. Performance Security

- (i) An Interest free Performance Security of five percent of the value of the contract may be furnished in the form of an Account Payee Demand Draft favouring “CENTRAL COTTAGE INDUSTRIES CORPORATION OF INDIA LTD.” towards Performance Security by the successful bidder.
- (ii) Performance Security should remain valid for a period of sixty days beyond the date of completion of all contractual obligations of the supplier including warranty obligations.
- (iii) Bid Security will be refunded to the successful bidder on receipt of Performance Security.

Yours Faithfully
M Anantharaj
Addl.Gen.Manager
CCIC, Chennai

ANNEXURE – I

TENDER DOCUMENT FOR SHOWROOM REPAIR AT CCIC CHENNAI SHOWROOM(BASEMENT)

TERMS & CONDITIONS OF THE TENDER – GUIDELINES TO BIDDERS

1. GENERAL:

- 1.1 The CCIC wishes to receive bids for Showroom Repair work through these bidding documents the terms bid and tender and their derivative (bidder/tenderer, bid/tendered, bidding/tendering, etc) are synonymous. Any incomplete or ambiguous terms / conditions / quotes will disqualify the offer.
- 1.2 The response to the present tender will be submitted by way of 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 vendor will be opened.
- 1.3 Tender should strictly conform to the specifications. Tenders not conforming to the specifications will be rejected summarily.
- 1.4 CCIC reserves the right to accept / reject any or all Bids without assigning any reasons therefore.
- 1.5 Any set of terms and conditions from the Vendors are not acceptable to CCIC.
- 1.6 CCIC reserves the right to stop the tender process at any stage and go in for fresh tendering without assigning any reasons.
- 1.7 The bid for the works shall remain open for acceptance for a period of sixty days from the date of opening of bids. If any bidder withdraws his bid before the said period or issue of letter of acceptance, which-ever is earlier, or makes any modifications in the terms and conditions of the bid which are not acceptable to the department, then the CCIC shall, without prejudice to any other right or remedy, be at liberty to forfeit the said earnest money.
- 1.8 CCIC reserves the right to impose and recover penalty from the vendors who violate the terms & conditions of the tender including refusal to execute the order placed on them for any reasons.
- 1.9 CCIC has the right to reject the work at site during final inspection though the work have already been inspected and cleared at testing stage by the CCIC's inspector.
- 1.10 No binding legal relationship will exist between any of the Respondents and CCIC until execution of a contractual agreement. Bids must remain valid and open for evaluation according to their terms for a period of at least six (6) months from the date/time of submission of Bids. Bids valid for less than 6 month are liable to reject.
- 1.11 The financial bids of vendor(s) who do not qualify in the technical bid, will not be opened/considered.
- 1.12 The vendor (if selected) shall under take work as per Annex.IV.
- 1.13 If required, any further clarification, please get in touch with the following officers of this Department within five days of tender notification date, after which no such communication will be entertained:
Shri. M.Anantharaj, Phone: 044 24330898 ; Mob:+91 98410 25349

2. INSTRUCTIONS TO THE BIDDER:

- 2.1 NAME OF WORK: SHOWROOM REPAIR AT CCIC SHOWROOM,(BASEMENT) Chennai Branch.
- 2.2 Please read the terms & conditions governing the tender carefully. All documents relating to the bid shall be in the English language.
- 2.3 Please fill in the relevant information in the blanks provided.
- 2.4 Please sign in full by the Authorized Signatory (ies) with Company Seal in all the pages of the document and in all the relevant Annexure and return the complete set in sealed cover.
- 2.5 Sealed Envelop of Bids should be dropped in Tender Box kept in the Reception of Central Cottage Industries Emporium, 672, Anna Salai, Nandanam, Temple Tower, Chennai- 600 035. No advance copy of bid through Email / Fax or in any other form should be disclosed to any of the employee/consultant of CCIC.
- 2.6 No consideration will be given to a Bid received after the time stipulated above and no extension of time will be permitted for submission of Bid.
- 2.7 The vendor will submit his Bid after carefully examining the document/conditions and the items covered under the tender.
- 2.8 Bids not fulfilling any or all of the conditions prescribed or which are incomplete are liable to be rejected.
- 2.9 All prices quoted in Financial bid should be 'Local Delivery on Site' inclusive of all taxes, duties, levies, VAT, transport, Entry Tax, Octroi, Transit Insurance, loading / unloading, labour, installation charges etc. CCIC will not issue certificates of any kind pertaining to tax exemptions. The unit rates and prices shall be quoted by the bidder entirely in Indian Rupees (INR).
- 2.10 In case of item rate tenders, the rate shall be quoted by the Vendor for every item in words and also in figures and shall match with the amount figure. If a rate in words does not tally with rates in figure then the rates which correspond to the amount shall be taken as correct. If the amount of an item is not worked out by the contractor or it does not correspond with the rates written either in figure or in words then the rate quoted by the contractor in words shall be taken as correct.

The bidder shall seal the bid document and the envelope shall be addressed to the CCIC at the address provided in the bidding document. It should also be written on the envelope the time and date for the bid opening. Bid shall be received by the CCIC at the address specified and not later than the time and date stipulated in the bidding document.

CCIC may in exceptional circumstances and at its discretion, extend the deadline for submission of the bids by issuing an Addendum Any bid received by the CCIC after the deadline for submission of the bids will be returned unopened to the Vendor.

- 2.11 At any time prior to the deadline for submission of bids, the Employer may amend bidding documents by issuing addenda.

Any addendum thus issued, shall be part of the bidding document and shall be communicated in writing to all bidders of the bidding document. To give perspective bidders, reasonable time in which to take an addendum into account in preparing their bids, the Employer shall extend as necessary the deadline for submission of bids.

- 2.12 During the validity period of tender quotes, any upward change in the exchange Rate / excise duty and customs duty are to be borne by the vendor. 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 Bid or in the Letter of Intent etc.
- 2.13 CCIC will open the bids in the presence of bidders' designated representatives who choose to attend, at the time, date and location stipulated in the Bidding Document. The bidders' representatives, who are present, shall sign a register evidencing their attendance. Bids not opened and read out at bid opening shall not be considered further for evaluation, irrespective of the circumstances. The CCIC shall prepare minutes of the bid opening including the information disclosed to those present.
- 2.14 Information relating to examination, clarification, evaluation and comparison of bids and recommendations for the award of a contract shall not be disclosed to bidders or any other persons, not initially concerned with such process until the award to the successful bidder has been announced. Any effort by a bidder to influence the Employer processing of bids or award decisions may result in the rejection of the bidder's bid.
- A substantially responsive bid is one that conforms to all the terms and conditions and specifications of the bidding document without material deviation or reservation. A material deviation or reservation is one which affects in any substantial way the scope, quality, or performance of the work and which limits in any substantial way. Inconsistent with the bidding documents, the CCIC's rights or the bidder's obligations under the contract, or whose Rectification would affect unfairly the competitive position of other bidders presenting substantially responsive bids.
- If a bid is not substantially responsive, it will be rejected by the Employer and may not subsequently be made responsive by correction or withdrawal and the non-conforming deviations or reservations.
- 2.15 CCIC shall award the contract to the Bidder whose Bid has been determined to be responsive to the bidding documents and who has offered the lowest evaluated Bid Price.
- 2.16 The bidder whose bid has been accepted will be notified of the award by the employer prior to expiration of the Bid validity period. This letter of acceptance will state the sum that the employer will pay the contractor in consideration of the execution and completion of the works by the contractor. The agreement will incorporate all correspondence between the employer and the successful Bidder. Within 7 days of the receipt of letter of acceptance, the successful bidder shall deliver to the employer a performance security in the prescribed form for an amount equivalent to 5% of the contract price.
- 2.17 No price escalation adjustment or any other escalation will be payable.
- 2.18 The vendor should arrange for requisite road permit wherever applicable. CCIC will Place orders on vendor's Chennai Office.
- 2.19 The bidder shall bear all costs associated with the preparation of submission of its bids and the CCIC will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.
- 2.20 Each bidder shall submit only one bid either by himself or as a partner in a joint venture. A bidder who submits or participates in more than one bid will be disqualified.

- 2.21 The bidder is advised to visit and examine the site of work and its surroundings and obtain for itself on its own responsibility all information that may be necessary for preparing the bid and entering into a contract for conception of the work.
- 2.22 Canvassing in any form in connection with Bids is strictly prohibited and Bids submitted by vendors who resort to such practices are liable to be rejected.
- 2.23 ELIGIBILITY CRITERIA
- (i) Average Annual financial turnover during the last 3 years, ending 31st March of the previous financial year, should be at least Rs.1.20 lacs.
 - (ii) Experience of having successfully completed interior, civil works during last 7 years ending last day of month previous to the one in which applications are invited should be either of the following: -
 - (a) Three similar completed works costing not less than the amount equal to Rs.1.60 lacs of the estimated cost. **(or)**
 - (b) Two similar completed works costing not less than the amount equal to Rs.2.00 lacs of the estimated cost. **(or)**
 - (c) One similar completed work costing not less than the amount equal to Rs.3.20 lacs of the estimated cost.
- 2.24 It is expected that Bidders/Suppliers/contractors under this contract observe the highest standard of ethics during the procurement and execution of this contract. In pursuance of this policy, the employer
- (a) Defines for purpose of these provisions, the terms set forth below as follows: -
 - (i) 'Corrupt practice' means the offering, giving, receiving or soliciting of any thing of value to influence the action of a public official in the procurement process or in contract execution, and
 - (ii) 'Fraudulent practice' means a misrepresentation of facts in order to influence a procurement process or the execution of a contract to the detriment of the employer, and includes collusive practice among Bidders (prior to or after bid submission) designed to establish bid process at artificial non-competition levels and to deprive the employer of the benefits of free and open competition.
 - (b) Will reject a proposal for award of work if he determines that the Bidder recommended for award has engaged in corrupt or fraudulent practices in competing for contract in question. Bidders shall be aware of the provision stated in clause 2.1 and clause 8.3 of the general condition of the contract.

3. CONDITIONS GOVERNING THE TENDER:

Signature: The authorized person(s) should sign the Tender Document and related Annexure only. A copy of the letter issued by competent authority authorizing the person(s) to sign on behalf of the company should be enclosed.

4. Delivery:

- 4.1 The work to be completed within 45 days from the date of placing the Purchase order. In case any vendor awarded the contract is unable to complete by the stipulated days, CCIC will charge a **penalty of 1%** of order value for every day of delay, subject to a **maximum of 5%** of the order

value or will cancel the purchase order. The amount of penalty so calculated shall be deducted at the time of making payment. In the event of cancellation of the order, the vendor shall not be entitled to any compensation and EMD will be forfeited. Time shall be the essence of the contract.
No Advance Payment will be released along with purchase order.

- 4.2 CCIC reserves the full right to take any action as it deems fit in case the vendor does not make delivery by the stipulated delivery dates including forfeiture of Security Deposit held with CCIC.
5. **Quantities liable to vary:** The quantities are liable to alteration. It should be clearly understood that the contract is not a lump-sum contract. Payment shall be regulated on the actual quantities of supply made at the accepted rates.
6. **Vendor not to make any alteration in document:** No alterations, which are made, by the vendor in the specifications or probable quantities accompanying this notice shall be recognized, and if any such alterations are made, the Bid shall be invalid. Any Bid, which purports to alter, vary or omit any of the conditions herein, is liable to be rejected.
7. **Vendor to gather all information for / bear cost for submitting Bids:**
 - 7.1. The vendor 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 Bid and to enter into a contract with CCIC.
 - 7.2. The vendor should also bear all the expenses in connection with the preparation and submission of his Bid.
 - 7.3. The vendor whose Bid is accepted shall not be entitled to make any claim for increase in the rates quoted and accepted.
8. Rates should be complete, adequate and cover all taxes, statutory payments ESI etc., contingent costs including insurance. The Bid must be complete in itself, properly worked out to cover all the vendor'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 vendor's costs, overheads and profits etc, completely for the individual items of work including cost for all necessary materials and labour, taxes, excise or any other such tax or duty levied by Govt., Central or State or Local Authority as on the date of submitting Bids, if and as applicable, insurance against loss or damage by fire, theft or other usual risks during transit, and till the work is completed at site and handed over to the CCIC in all respects according to the true meaning and intent of the contract.
9. **Quoted rates not subject to escalation:** The rates should not be subject to any escalation in prices of components, basic material, exchange rate, taxes, duties, railway / freight and the like, labour rates, Octroi etc.
10. The rate should be firm for a period of six months from the date of submission of bids.
11. **Rights of CCIC:**
 - 11.1. 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.
 - 11.2. While placing the Purchase Order, CCIC further reserves the right to delete or reduce any item without assigning any reason therefor.

12. **Assigning Work:** The work or any part of it should not be transferred, assigned or sub-let without the written consent of CCIC.
13. **Other agencies at work:** The vendor shall be required to co-operate and work in coordination 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 vendor has prior to submitting the Bid inspected the premises and taken all circumstances into consideration.
14. **Acceptance Testing:**
- 14.1 Inspection/Acceptance test shall be carried out to the satisfaction of CCIC.
- 14.2 The Inspection/Acceptance Test shall be designed by CCIC and conducted by CCIC's officials to their satisfaction. The vendor shall provide/extend necessary assistance to CCIC in the conduct of the acceptance tests/inspection.
15. **Release of Shipment from the Check Post:** It is to be clearly understood that items shipped from factory, will be got cleared from any Check post by the vendor himself.
16. **PAYMENT TERMS:**
- 16.1 80 % of value of each stage of completion of work as per Annex. IV subject to maximum of Rs.1.00 lac after getting approval from competent authority, New Delhi of CCIC.
15 % of value of completion certificate of work and submission of bill of value of order.
Balance 5% after warranty period of 12 months.
- 16.2 The vendor should submit the bills to the AGM (CCIC, Chennai showroom) office that have issued the relative Purchase Order. The payments will be processed and Payment will be made.
- 16.3 **DOCUMENTS TO BE ENCLOSED:** Invoice(s) reflecting taxes and duties, delivery challan duly acknowledged by the consignee, packing slip-measurements with details, Report covering all the items supplied and duly signed by the department evidencing satisfactory installation of the items supplied etc, **all in duplicate**. The Invoice and Delivery Challans should indicate the list of items. **A copy of the relative Purchase Order should also to be submitted along with your claim.**
17. **Transfer of Ownership:** Transfer of ownership of the property shall be effective as soon as the fixtures are delivered, checked, tested and accepted by CCIC.
18. **Insurance:** Vendor shall arrange for suitable transit insurance cover at no extra cost to CCIC, which will cover the period till the system is delivered as mentioned above in point no 8.
19. **Warranty:**
- 19.1. The vendor / supplier shall warrant that the goods supplied under the contract is new, unused and incorporate all recent improvements in design and materials. The supplier further warrants that the goods supplied under the contract shall have no defect arising from design, materials.
- 19.2. All the items supplied under this tender should carry 12 months unconditional onsite comprehensive warranty.
- 19.3. Within the period of warranty / maintenance cover, CCIC shall have the right to shift the Fixtures to an alternate site of its choice, if required.

20. **Subcontracting / Assignment:** The vendor shall not, without the prior written consent of CCIC OF INDIA LTD., sub-contract or permit anyone other than the vendor's own personnel to perform any of the work, services or other performance required of the vendor.

21. All disputes and differences of any kind whatsoever arising out of or in connection with this purchase order shall be referred to arbitration. The arbitrator may be appointed by both the parties or in case of disagreement; each party may appoint an arbitrator and the decision of the arbitrator(s) shall be final. Such arbitration shall be governed by the provisions of the Indian Arbitration Act.

22. **Miscellaneous Provisions**

22.1 The contractor shall at all times indemnify and keep indemnified CCIC of India Ltd against any claims in respect of any damages or compensation payable in consequences of any accident or injury sustained or suffered by its (contract's) employees or agents or by any third party resulting from or by any action, omission or operation conducted by or on behalf of contractor.

22.2 The contractor shall also at all times indemnify and keep indemnified CCIC of India Ltd against any claims by employees, workmen, contractors, subcontractors, supplier agents employed, engaged or otherwise working for the contractor in respect of wages, salaries, remuneration, compensation or like.

22.3 All claim regarding indemnity shall survive the termination or expiry of the contract.

23. **Force Majeure**

23.1 Notwithstanding the provisions mention in the document, the supplier shall not be liable for imposition of any such sanction so long the delay and/or failure of the supplier in fulfilling its obligations under the contract is the result of an event of Force Majeure.

23.2 For purposes of this clause, Force Majeure means an event beyond the control of the supplier and not involving the supplier's fault or negligence and which is not foreseeable. Such events may include, but are not restricted to, acts of the CCIC either in its sovereign or contractual capacity, wars or revolutions, hostility, acts of public enemy, civil commotion, sabotage, fires, floods, explosions, epidemics, quarantine restrictions, strikes, lockouts, and freight embargoes.

23.3 If a Force Majeure situation arises, the supplier shall promptly notify the CCIC in writing of such conditions and the cause thereof within twenty-one days of occurrence of such event. Unless otherwise directed by CCIC in writing, the supplier shall continue to perform its obligations under the contract as far as reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the Force Majeure event.

23.4 If the performance in whole or in part or any obligation under this contract is prevented or delayed by any reason of Force Majeure for a period exceeding sixty days, either party may at its option terminate the contract without any financial repercussion on either side.

23.5 In case due to a Force Majeure event the purchaser is unable to fulfil its contractual commitment and responsibility, the purchaser will notify the supplier accordingly and subsequent actions taken on similar lines described in above sub-paragraphs.

ANNEXURE – II
Tender for Repair work of Showroom basement
TECHNICAL BID

Sl	Particulars			
1.	Name of the firm Constitution or legal status of Bidder (attach copy) Place of Registration Principal place of business Power of attorney of signatory of Bid (attach)			
2.	Address of the firm			
3.	Contact Person			
4.	Telephone Number	Office: _____		
		Shop : _____		
		Resi : _____		
		Mob: _____		
		Fax No: _____		
5.	Number of years of experience in the trade, year wise value of works executed last five years and details of manpower with age and qualification. (Vendors may attach separate sheet for furnishing these details)			
6	Name, address, telephone, Mobile, fax, email id of the vendors' bankers who may provide reference if contacted by the CCIC. (Vendors may attach separate sheet for furnishing these details)			
7a.	Turnover (Rs.in lacs) Average annual Turnover during last three years should be at least Rs.1.20 lacs. Turnover (enclose a copy each of audited balance sheet, Profit & Loss A/c. as well as Attested copies of Assessment orders / Returns filed with Income Tax Deptt. For the last 3 years)	2013-14.....		
		2014-15.....		
		2015-16.....		
7b	Details of Interior-Civil works completed	2013-14	2014-15	2015-16
	(i) upto 1.60 lacs			
	ii) Rs.1.60 to 2.00 lacs			
	(iii) Rs.2.00 & above			
	Attached proof of work order / work completion Certificate for 7(b)			
8.	TIN No.			
9.	PAN No.			
10.	Service Tax No.			
11.	Information on litigation history in which the vendor is involved.			

Date:

(Signature & Seal)

ANNEXURE – III

Contractors Bid/Tender:

(A) Tender for the Repair work of showroom basement .

- (i) To be submitted by 4.00 pm hours on or before 16/01/17 o/o. AGM's Office, Central Cottage Industries Corporation Of India Ltd, 672 Anna Salai, Nandanam, Temple Tower, Chennai – 600 035.
- (ii) To be opened in presence of Tenderers who may be present at 4.30pm hours on date 00000 in the office of AGM's Office, Central Cottage Industries Corporation Of India Ltd, 672 Anna Salai, Nandanam, Temple Tower, Chennai – 600 035.

I/We have read and examined the invitation for bid, Bidding data, Specifications applicable, Drawings & Designs, Conditions of Contract, clauses of contract, Special conditions, Schedule of Rate & other documents and Rules referred to in the conditions of contract and all other contents in the Bidding document for the work.

I/We hereby tender for the execution of the work specified for the AGM of CCIC of India Ltd within the time specified in Bidding data, viz., schedule of quantities and in accordance in all respects with the specifications, designs, drawings and instructions given in guidelines to Bidders and in agreement / contract form of the Conditions of contract and with such materials as are provided for, by, and in respects in accordance with, such conditions so far as applicable.

We agree to keep the tender open for Sixty (60) days from the due date of submission thereof and not to make any modifications in its terms and conditions.

A sum of Rs.10000/- has been deposited by way of demand draft of a scheduled bank as earnest money. If I/we, fail to furnish the prescribed performance guarantee within prescribed period, I/we agree that the said AGM of CCIC of India Ltd or his successors in office shall without prejudice to any other right or remedy, be at liberty to forfeit the said earnest money absolutely. Further, if/we fail to commence work as specified, I/we agree that AGM of CCIC of India Ltd or his successors in office shall without prejudice to any other right or remedy available in law, be at liberty to forfeit the said earnest money and the performance guarantee absolutely, otherwise the said earnest money shall be retained by him towards security deposit to execute all the works referred to in the tender documents upon the terms and conditions contained or referred to therein and to carry out such deviations as may be ordered, up to maximum of the percentage mentioned in Bidding data and those in excess of that limit at the rates to be determined in accordance with the provision contained in Clause 4.2 of the Bidding document.

I/we hereby declare that I/we shall treat the Bidding documents drawings and other records connected with the work as secret/confidential documents and shall not communicate information derived there from to any person other than a person to whom I/we am/are authorized to communicate the same or use the information in any manner prejudicial to the safety of the State.

Signature of Contractor
Postal Address
Occupation

Place:
Date

ANNEXURE – IV

FINANCIAL BID

Sl	Description	Unit	Approx Qty	Rate	Amt
1	Supply and application of emulsion paint for ceiling area with putty complete as directed.	LS	1250 sq. ft		
2	Supply and application of enamel paint approved brand for wall area with touch up putty and complete as directed.	Sq. ft	2600 sq.ft		
3	Supply and application of enamel paint as approved brand for staircase and handrails with touch up putty wherever needed.	Sq. ft	200 sq. ft		
4	Supply and application of water proofing compound in the walls	Sq. ft	200 sq.ft		
5	Providing PCC (Portable cement concrete) flooring 1:4:8	Sq. ft	1100 sq.ft.		
06	Cleaning the surface and Painting of steel racks size6x3 ft. with enamel paint spray paintings with approved colour	30Nos	Per pc		
10	Extras required if any with complete details				
	Sub Total				
	VAT% on supply				
	SERVICE TAX.....% on Labour				
	Grand Total				
	Completion Period				
	Warranty Period				

Date:

(Signature & Seal)

ANNEXURE – V

LETTER OF ACCEPTANCE

_____ (date)

To: _____ (name and address of the contractor)

Dear Sirs,

This is notify you that your Bid dated _____ for execution of the Showroom Repair Work as per 2.1 of the instruction to the bidder for the Contract Price of Rupees _____ (amount in words) and figures as corrected and modified in accordance with the instructions to Bidders is hereby accepted by our company.

You are hereby requested to furnish performance Security.

Please acknowledge receipt.

Yours faithfully,

Authorized Signature

Name and Title of Signatory

Name of Company.

ANNEXURE – VI

AGREEMENT / CONTRACT FORM

This Agreement is made at _____ on this _____ day of _____ 2017

BETWEEN

Central Cottage Industries Corporation of India Ltd., a company registered under the Companies Act, 1956 and having its Registered Office at Jawahar Vyapar Bhawan, No.1 Tolstoy Marg, New Delhi – 110001 and a branch office at 672, Anna Salai, Temple Tower, Nandanam, Chennai – 600 035 acting through its duly authorised officer (here-in-after referred to as “CCIC” which expression shall include its successors and assigns) of the One part.

AND

M/s _____, (name and address of contractor) _____ acting through its partner Mr / Mrs _____ (here-in-after referred to as “Vendor” which expression shall include their successors and assigns) of the Other Part;

WHEREAS the Employer is desirous that the Vendor executes _____ (name and identification number of contract) (hereinafter called “the Works”) and the CCIC has accepted the Bid by the Vendor for the execution and completion of such works and the remedying of any defects therein, at a contract price of Rs.....

NOW, THEREFORE, IT IS HEREBY AGREED BETWEEN THE PARTIES AS FOLLOWS:

1. In this Contract, words and expressions shall assume the same meanings as are respectively assigned to them in the conditions of Contract hereinafter referred to and they shall be deemed to form and be read and construed as part of this Agreement.
2. In consideration of the payments to be made by the Employer to the Contractor as hereinafter mentioned, the Contractor hereby covenants with the Employer to execute and complete the works and remedy the defects therein in conformity in all aspects with the provisions of the contract.
3. The Employer hereby covenants to pay the Contractor in consideration of the execution and completion of the works and in remedying the defects wherein the Contract Price or such other sum as may become payable under the provisions of the Contract at the times and in the manner prescribed by the Contract.
4. The following documents shall be deemed to form and be read and construed as part of this Contract, viz.:
 - i) Letter of Acceptance
 - ii) Notice to proceed with the works
 - iii) Technical Bid
 - iv) Annex.1 to 7
 - v) General conditions of contract (including special conditions of contract)
 - vi) Specifications
 - vii) Bill of quantities
 - viii) Any other documents listed in the contract data as forming part of the con

IN WITNESS WHEREOF THE PARTIES HAVE SIGNED THESE PRESENCE ON THE DAY, MONTH AND YEAR FIRST ABOVE WRITTEN.

AUTHORISED SIGNATORY

For M/s

PARTNER

WITNESSES:

ANNEXURE – VII

ISSUE OF NOTICE TO PROCEED WITH THE WORKS

To

_____ (Name and address of the contractors)

Dear Sirs,

Pursuant to your furnishing the requisite security as per Tender and signing of the contract for the implementation / Showroom repair Work a Bid Price of Rs. _____.

You are hereby instructed to proceed with the execution of the said works in accordance with the contract documents.

Yours faithfully

(Signature, name and title of signatory
Authorized to sign on behalf of CCIC)