

MORADABAD DEVELOPMENT AUTHORITY

MORADABAD

EXPRESSION OF INTEREST

**Project: PREPARATION OF DETAILED PROJECT REPORT FOR
RENOVATION OF INTERIOR AND SEATING
ARRANGEMENT PLANNING OF MDA OFFICE**

Date of Submission of Bid 17.01.2018, to be submitted by 15:00 hrs

Date of opening of Technical Bid 17.01.2018, Time of opening 16:00 hrs

कार्यालय, मुरादाबाद विकास प्राधिकरण, मुरादाबाद

पत्रांक :- /मु0वि0प्रा0/मु0अभि0/2017-18

दिनांक / /2017

रूचि की अभिव्यक्ति

मुरादाबाद विकास प्राधिकरण द्वारा अपने कार्यालय के अन्तर्गत उपलब्ध ऑफिस फ्लोर स्पेस, स्टोरेज स्पेस एवं सर्कुलेशन स्पेस का नियोजन करते हुये कार्यालय आधुनिकीकरण/सौन्दर्यीकरण तथा आन्तरिक साज सज्जा का कार्य कराया जाना प्रस्तावित है। इसके अन्तर्गत प्राधिकरण कार्यालय में विभिन्न अधिकारियों एवं कर्मचारियों के बैठने की व्यवस्था को उपलब्ध ऑफिस फ्लोर स्पेस का ऑप्टिमम उपयोग करते हुये इसे अत्याधुनिक स्वरूप में विकसित किया जाना है जिसमें अत्याधुनिक स्वरूप के पार्टिशनस एवं फर्नीचर का प्रयोग करते हुये कॉम्पैक्ट केबिन/क्यूबिकल्स तथा वर्क स्टेशन तैयार किये जाने हैं। इस कार्य हेतु ऑफिस स्पेस प्लानिंग करते हुये एक विस्तृत रिपोर्ट एवं आगणन (डिटेल्ड प्रोजेक्ट रिपोर्ट) तैयार करने के लिये ऑफिस स्पेस/फ्लोर प्लानिंग के कार्य में दक्ष संस्थाओं से प्रश्नगत कार्य से सम्बन्धित टर्म्स ऑफ रिफरेन्स के क्रम में टू-बिड पद्धति पर ऑफर आमंत्रित किये जाते हैं। ऑफर प्रपत्र मुरादाबाद विकास प्राधिकरण की वैबसाइट www.mdamoradabad.org से दिनांक 05/01/2018 से 15/01/2018 तक डाउनलोड किये जा सकते हैं। ऑफर प्रपत्र के साथ रू0 1180/- का डिमान्ड ड्रॉफ्ट (उपाध्यक्ष मुरादाबाद विकास प्राधिकरण के नाम मुरादाबाद पर देय हो) तथा धरोहर राशि रू0 10,000/- मात्र की एफ0डी0आर0 जो अधिशासी अभियन्ता, मुरादाबाद विकास प्राधिकरण के नाम बन्धक हो, के साथ रूचि की अभिव्यक्ति मुख्य अभियन्ता कार्यालय में रखे निविदा बॉक्स में दिनांक 17/01/2018 को अपरान्ह 3:00 बजे तक डाले जा सकते हैं। प्राप्त सभी रूचि की अभिव्यक्ति उसी दिनांक को अपरान्ह 4:00 बजे उपस्थित ऑफरदाताओं (यदि उपस्थित हों) के समक्ष खोले जायेंगे। टर्म्स ऑफ रिफरेन्स प्राधिकरण की वैबसाइट www.mdamoradabad.org पर देखा/डाउनलोड किया जा सकता है। मुरादाबाद विकास प्राधिकरण द्वारा बिना कोई कारण बताये किसी भी अथवा समस्त रूचि की अभिव्यक्ति को अस्वीकृत किया जा सकता है।

मुख्य अभियन्ता

MORADABAD DEVELOPMENT AUTHORITY
MORADABAD

EXPRESSION OF INTEREST

**Project: PREPARATION OF DETAILED PROJECT REPORT FOR
RENOVATION OF INTERIOR AND SEATING
ARRANGEMENT PLANNING OF MDA OFFICE**

PART – I

TECHNICAL BID

TERMS OF REFERENCE

1.0 INTRODUCTION

Moradabad Development Authority proposes to remodel and renovate the interiors of its office to the latest style according to seating arrangement requirement of staff and officers. This would include optimum planning of available office floor space, proposal of modern looking officers' chambers and cabins/cubicles for staff equipped with modern furniture and accessories. The scope of work shall contain the following main features of office planning and designing.

Sealed tenders in two bid system are invited on behalf of the Vice Chairman, M.D.A. from Agency, Consultant, Firm or Individual having experience for preparation of detailed project report for renovation of interior and seating arrangement planning of MDA office. The tender document consists of two parts viz. PART-I of tender (Technical Bid) and PART-II of tender (Financial bid) for above mentioned work. Please note that one copy of Part-I and one copy of Part-II both marked original, duly filled in and sealed in two separate envelopes super scribed as "technical bid" and "financial bid" respectively on top central part and further that both these envelopes shall be enclosed in the third envelope and the covering envelope be sealed and super scribed with the name of work should be submitted in the tender box placed in the office of the Chief Engineer, Moradabad Development Authority, Moradabad before 15:00 hours on 17.01.2018. The earnest money of Rs. 10,000/- (Rupees Ten thousand Only) in the form of F.D.R./T.D.R. of Nationalized/Scheduled Bank, duly pledged in favour of Executive Engineer, Zone-1, M.D.A. shall be enclosed with technical bid i.e. in the envelope containing part-I of tender (consisting of prequalification conditions, specification etc.)

2.0 INSTRUCTIONS TO BIDDERS

The bidder is advised to visit the MDA office to see the existing floor space and existing configuration of MDA's office before bidding for EOI and acquaint him with all the field conditions existing there. Complete set of tender document can be downloaded from website of MDA (www.mdamoradabad.org) from 05.01.2018 to 15.01.2018.

The cost of the tender document is **non-refundable** and the tender documents are **non-transferable**.

The tender document can be seen and downloaded from our website www.mdamoradabad.org In case downloaded tender document is being used for bidding, then the same must be accompanied by D.D. of Rs. 1180/- of any Nationalized / Scheduled bank in favour of V.C. M.D.A., Moradabad payable at Moradabad.

Sealed tenders accompanied by earnest money of Rs 10000.00 (Rs Ten thousands only) in the form of F.D.R. of any Nationalized/Scheduled Bank, pledged in favour of Executive Engineer Zone-1, M.D.A. Moradabad and other documents as specified in the tender document will be received in the office of Chief Engineer at above address on or before 15:00 hours on 17.01.2018. The technical bid will be opened on the same day i.e. on 17.01.2018 at 16:00 hours in the presence of the bidders or their accredited representatives who wish to be present.

Financial bids of only those bidders shall be opened who are found to be technically qualified. Bidders should ensure that their tenders are received before the time as specified above and no consideration whatsoever shall be given for postal or any other delays. Tenders

received after the date and time as specified above are liable to be rejected. If last day of submission of the Bid document is declared a holiday then the next working day shall be deemed as the last day of submission of bid document. Any bid not accompanied with the earnest money or if the earnest money is not kept in the envelope containing technical bid shall be rejected.

The M.D.A.Moradabad may decrease or increase the scope of work.

3.0 ELIGIBILITY AND QUALIFICATION REQUIREMENTS

This Invitation to Bid is open to all experienced and reputed consultants and or the consortium of consultants, agencies, firms or individuals having requisite experience and other technical qualification as mentioned further. The selection criterion is based on point system. To be eligible to qualify in technical bid the Bidders are required to obtain a minimum of 60 (Sixty) points. The criterion for award of points is as follows:

Sl. No.	Criterion	Points	Claim
1.	Bidder having I.S.O. 9000 or above certification	05	Yes/No
2.	Having experience of designing office floor space, interior renovation using partitions.		Yes/No
	Six or more works	40	
	Between three and Five works	30	
	Upto two works	20	
3.	Having annual financial turnover of firm or jointly of firms (if consortium) of minimum 0.20 Crores during previous 3 financial years	15	Yes/No
4-	Having experience of office floor space designing / seating arrangement planning in Development Authority / any Govt. Sector office	25	Yes/No
5-	Having experience of office floor space designing / seating arrangement planning in Private Sector office	15	Yes/No

The bidder shall submit details of previous projects undertaken by him along with work orders and completion/submission certificates for assessment about his experience to undertake the said work of preparation of DPR. To be eligible to qualify for award of the contract, the bidders are required to submit the documents in support of their claims as mentioned above. The set of tender document submitted by the bidders is required to be duly sign on each page as token of having read the conditions.

Even though the bidders meet the above qualifying criteria, they are subjected to be disqualified if they have:

- a) Made misleading or false representation in the forms, statements and attachments submitted in proof of the qualification requirements.
- b) Records of poor performance such as abandoning the work, not properly completing the contract, inordinate delays in completion, litigation history or financial failures etc.
- c) Their business banned by any Central / State Govt. department/Public Sector Undertakings or Enterprises of Central/State Govt. at any point of time.
- d) Not submitted all the supporting documents or does not furnish the relevant details.

If photo copies of any documents mentioned above are being submitted by the bidders, these should be attested by the bidders himself.

If at any point of time during evaluation of tender documents or during the execution of work it is found that the bidder/consultant has made misleading or false representation in the forms, statements and attachments in proof of their qualification criteria or have not informed M.D.A. about records of poor performance such as abandoning the work, not properly completing the contract, inordinate delays in completion, litigation history or financial failures etc. or have not informed about their business has ever been banned by any Central/State Govt. Departments/ Public Sector Undertakings or Enterprises of Central/State Govt., their E.M.D./Security Deposit as the case may be, shall be forfeited and action shall also be taken under appropriate law. Bidder at all the times is fully responsible for the correctness of the information/ documents submitted by him.

M.D.A. reserves the right to reject any one or all of the bids without assigning any reason whatsoever. M.D.A. further reserves the right to annul the bidding process at any time prior to award of contract without thereby incurring any liability to the affected bidder or bidders of the grounds for the M.D.A. action.

4.0 COURT'S JURISDICTION

Any suit or application, arising out of any dispute or difference on account of this tender or any matter in relation to the award of the contract or for the enforcement of arbitration clause under the contract, shall be filed in a competent Court at Moradabad only and no other court of any other district of the country shall have any jurisdiction in the matter.

5.0 SECRECY OF THE DOCUMENTS

The contract is confidential and must be strictly confined to the bidder's own use.

6.0 SCOPE OF WORK

- 1- Detailed planning of available office floor space according to specific work requirement of different sections/departments of MDA.
- 2- Preparation of seating arrangement plan as per section wise staff strength of MDA and as per discussion held with MDA officials/in charge of establishment section and planning section.
- 3- Preparation of detailed estimates of the work with complete specifications supported by catalogues and company price list.
- 4- Preparation of tender document and assessment of time of completion of work along with time schedule for different activities.
- 5- Approximate office floor space which is to be planned shall be assessed by the bidder by visiting the MDA office on any working day before the date of tender submission..
- 6- The bidders are advised to see the existing office floor space and existing configuration of MDA's office before bidding for EOI.

7.0 PAYMENT TERMS

<u>S.No.</u>	<u>Stage</u>	<u>Percentage of Fees Payable</u>
1	On submission of Draft DPR including cost estimates, specifications and preliminary drawings	40
2	Rectification after proof checking from M.D.A. and discussion held with relevant MDA officials	10
3	On submission of final DPR with detailed drawings and cost estimate supported by catalogues and latest company price list	40
4	On submission / preparation of tender document based on approved DPR	10

8.0 TIME SCHEDULE

The entire work shall be carried out within the time limit of one month or as directed by engineer in charge of the work. Time shall be the essence of the contract. The bidder shall furnish the time schedule for work. In case of delay, penal action may be taken by M.D.A. against the successful bidder which includes financial penalty as well as debarring him from taking part in future biddings of M.D.A. for a particular period or forever.

9.0 MISCELLANEOUS

Consultant shall furnish a declaration along with his offer that he has no relation either directly or indirectly with any employee of the M.D.A.

Vice chairman, M.D.A. reserves the right to cancel, postpone the receipt of the tender, without assigning any reason thereof, entirely at the discretion of the authority. In all or any such cases the bidders shall not be entitled to any compensation what so ever.

Vice Chairman, M.D.A. is not bound to accept lowest or any offer and to give any reasons for doing so.

Any clarification regarding work may be made from this office on any working day during office hours at the address given below:

The Executive Engineer
Zone-1, M.D.A.
Moradabad

I have read and understood the above conditions and hereby agree to abide by the same

Signature

Name of Bidder.....

Name of Firm.....

Address.....

.....

Mobile No.

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MORADABAD

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PART –II

FINANCIAL BID

MORADABAD DEVELOPMENT AUTHORITY
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General Instructions for submission of financial bid

- 1) Offer shall be valid for a period of three months from the date of bidding.
- 2) Offer shall be submitted on the original offer documents only. Offer received without original document shall be rejected.
- 3) The bidder is advised to visit the site and make its own assessment of the quantum of work, site conditions, site hindrance etc before quoting the rates. No claim, what so ever in this regard shall be entertained at a later stage.
- 4) No extra payment whatsoever shall be made to the consultant for visiting the site.

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Part –II

Price Bid Sheet (To be submitted in separate Envelope)

S.NO	DESCRIPTION	Consultancy Fees (L.S.) (Rs)
1	Preparation of detailed project report for renovation of interior and seating arrangement planning of MDA office as per scope of work / terms and conditions mentioned in EOI document.	

- The fee should be quoted in the form of lump sum amount (not in terms of percentage)
- No extra payment shall be given on account of any other item.
- Bidder has to make his own arrangement of site visits necessary for proper completion of the task as mentioned above.

Signature

Name of Bidder.....

Name of Firm.....

Address.....

.....

Mobile No.

