



## GREATER VISAKHAPATNAM MUNICIPAL CORPORATION

### Tender Notice

**No:18/2010-11/EE(Elec)/DB dt:29-12-2010 (2<sup>nd</sup> call).**

Sealed tenders are invited by the Chief Engineer, GVMC for and on behalf of the GVMC for the following consultancy services:

Sl. No.	Description	Period of submission of Project Report
1	Preparation of designs, drawings, estimates, datas and tender documents etc., for providing Air Conditioning, electrical wiring and sound system for the new council hall in the GVMC Main Office building.	<b>1 Month</b>

**Name of Work:** Preparation of designs, drawings, estimates, datas and tender documents etc., for providing Air Conditioning, electrical wiring and sound system for the new council hall in the GVMC Main Office building.

**Scope of Work:**

1. Preparation of detailed designs for the above items of work as per relevant IS codes applicable.
2. Preparation of necessary detailed drawings.
3. Preparation of detailed estimates, abstract estimate and datas with item wise description & specifications.
4. To furnish detailed rate analysis with details of each item, for the rates adopted with supporting three quotations for market rates and data prepared there on in arriving the said rates for each item for all the works including future requirements.

The cost estimates shall be prepared as per the common standard schedule of rates (SSR) for the year 2010-11 for the items covered and market rates as on date for the items not covered in the CSSR.

5. Preparation of tender notice & tender document with all relevant terms and conditions etc., complete for the above project to enable GVMC to call for tenders immediately after approval of the project.

6. To submit operation and maintenance instructions manual for future maintenance of the system.
7. The consultant after completion of the project report has to submit the same in two hard copies and two soft copies to the department.

**Conditions:**

1. This invitation to consultancy services is open to all agencies who have been offering similar consultancy services in the above mentioned fields in India for the last 5 years.
2. The agency should have offered and satisfactorily completed, similar nature of consultancy services for atleast one project (i.e., preparation of Project report for providing Air Conditioning system, Electrical wiring and sound system) costing not less than Rs.30.00 Lakhs in any one financial year during the last 5 financial years ending with 31-03-2010..
3. The consultant is required to furnish their experience certificate.
4. The consultant shall furnish, Earnest Money Deposit of Rs.1200/- along with the tender document in the shape of demand draft from a scheduled bank drawn after the date of issue of this tender notice in favour of Commissioner, GVMC, Visakhapatnam and the remaining amount of Rs.1800/- has to be paid at the time of concluding agreement.
5. The cost of the tender schedule for Rs.112/- should be paid by way of D.D. in favour of Commissioner, GVMC, Visakhapatnam which will not be refunded, and is to be submitted along with tender document.
6. The consultants have to submit their sealed tenders on 05-01-2011 up to 3.00 P.M. which will be opened on 05-01-2011 @ 3.30 P.M.
7. The consultant must quote his tender percentage (over the estimated cost of the project) both in words and figures.
8. The Commissioner / Chief Engineer, GVMC reserves the right either to accept or reject any or all tenders at any stage without assigning any reason.
9. The consultants are requested to note their postal address and contact number on the tender schedule regarding any correspondence to be made by the department.
10. The tenderers shall not send their tender by post. The bidder is allowed to submit the tender either personally or through his agent. In case of submission of tender by post, the risk and responsibility for either loss or delays in transit is to be borne by the bidder.

11. Tender schedules are not transferable.
12. Income Tax @ 2% on Gross value of the work will be recovered from the contractor's bill.
13. The D.D's obtained towards cost of tender schedule and EMD along with other documents in support of their eligibility criteria etc., are to be kept in a separate cover (cover A) and sealed.
14. The Financial proposal (Tender document Part-II) shall be kept in a separate cover (cover B) and sealed.
15. Both the above two covers (cover A & cover B) shall be kept in a separate cover (cover B) and sealed. This cover shall be dropped in the tender box provided in the office of the E.E.(Elec), GVMC main office building, Visakhapatnam. Name of the work, tender notice number and name and address of the bidder shall be clearly noted on all the three covers (i.e., covers A,B & C).
16. While opening the bids, the cover 'C' of the bidders who participated in the tenders by down loading the schedules from web site will be opened first. Then the cover 'A' of these bidders will be opened and the DD's and certificates etc., submitted by the bidder are verified. If the DD's and certificates are not as per the requirements specified in the tender notice, the DD's (except the DD submitted towards cost of tender schedule) and the cover 'B' will be returned to the bidder. If the DD's and certificates furnished are satisfying the requirements of the tender, the cover 'B' containing the offer of these bidders will be opened along with the other tenders of the bidders.
17. The tenderers may drop their sealed covers containing the tenders in the boxes provided for the purpose as per the date and time prescribed in the tender notice at the following place.
  - (a) At office of the Executive Engineer-(Elec.), at Cellar floor Greater Visakhapatnam Municipal Corporation, Tenneti Bhavan, Aseelmetta, Visakhapatnam.

**Responsibility for accuracy of Project documents:**

1. The consultant shall be responsible for accuracy of the data collected, by him directly or procured from other agencies / authorities, the designs, drawings, estimates and all other details prepared by him as part of these services. He shall indemnify the authority against any inaccuracy in the work which might surface during implementation of the project. The Consultant will also be responsible for correcting, at his own cost and risk, the drawings including any designs etc., if required during the execution of the services.
2. The consultant shall be fully responsible for the accuracy of design and drawings of the components. All the designs and drawings for components shall be fully checked by a Senior Engineer after completion of the designs. All drawings and designs for the components shall be duly signed by the Designer / Senior Engineer. The designs and drawings not signed by the persons mentioned above shall not be accepted. The Consultant shall indemnify the Client against any inaccuracy / deficiency in the designs and drawings of the components noticed during the constructions and even thereafter and the client shall bear no responsibility for the accuracy of the designs and drawings submitted by the consultants.

**Agreement:**

1. The agreement should be concluded on a Non-Judicial stamp paper of appropriate value.

**Payment of Bill:**

1. Payment to the successful bidder / consultant will be made after satisfactory completion & submission of the project report and after approval of the project report by the client (GVMC).
2. An amount equivalent to 5% of the contract value shall be retained at the end of the contract for checking the accuracy of designs and quantities submitted and the same will be released after completion of the works.

**Sd./-xxxxxxxxxx.  
D. RAJU RAMANA  
Executive Engineer(Elec)**



## TENDER DOCUMENT – Part-II FINANCIAL PROPOSAL

From

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To

The Chief Engineer,  
Greater Visakhapatnam  
Municipal Corporation,  
Visakhapatnam.  
Pin : 530 002

Sir,

Sub: Preparation of designs, drawings, estimates, datas and tender documents etc., for providing Air Conditioning, electrical wiring and sound system for the new council hall in the GVMC Main Office building.

Ref: No:18/2010-11/EE(Elec)/DB dt:29-12-2010 (2<sup>nd</sup> call)

I / We \_\_\_\_\_

Consultant / Consultancy firm are willing to offer our consultancy service at \_\_\_\_\_% on the approved estimate cost of the project minus lump sum amounts if any for the following Projects.

Sl. No.	Name of the project	Percentage in figures	Percentage in words
1	Preparation of designs, drawings, estimates, datas and tender documents etc., for providing Air Conditioning, electrical wiring and sound system for the new council hall in the GVMC Main Office building.		

I / We agreed to keep the offer in this tender valid for a period of four month(s) mentioned in the tender notice and not to modify the whole or any part of it for any reason within above period. If the tender is withdrawn by me/us for any reasons whatsoever, the earnest money paid by me/us will be forfeited to GVMC.

The tender percentage is inclusive of all expenditures like salaries / remuneration to permanent & contingency staff and their allowances, all material cost, machinery cost / rents, computer software cost, consumables cost, all traveling expenses, overheads, all taxes, charges on expert services, laboratory testing charges etc., and all other miscellaneous expenditures complete for the fulfillment of the contract.

I/We also understand that statutory taxes deductible at source will be deducted by GVMC.

I/We hereby distinctly and expressly, declare and acknowledge that, before the submission of my/our tender I/We have carefully followed the instructions in the tender notice, conditions of the contract etc. and distinctly agree that I/We will not hereafter make any claim or demand upon the GVMC based upon or arising out of any alleged misunderstanding or misconception /or mistake on my /or our part of the said requirement, agreements, stipulations, and conditions.

I/We enclosed to my/our application for tender schedule a crossed bank demand draft No \_\_\_\_\_ as earnest money not to bear interest.

I/We fully understand that the written agreement to be entered into between me/us and Commissioner, Greater Visakhapatnam Municipal Corporation shall be the foundation of the rights of the both the parties and the contract shall not be deemed to be complete until the agreement has first been signed by me/us and then by the proper officer authorized to enter into contract on behalf of Commissioner, Greater Visakhapatnam Municipal Corporation.

I/We certify that I/WE have inspected the site of the work before quoting my percentage.

Name: \_\_\_\_\_ :

Signature \_\_\_\_\_ :

**DECLARATION OF THE TENDERER.**

- 1) I/WE have not been black listed in any department in Andhra Pradesh / India due to any reasons.
- 2) I/WE agree to disqualify me/us for any wrong declaration in respect of eligibility & qualification criteria and to summarily reject my/our tender including blacklisting.

Address of the Tenderer:

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Yours faithfully,

Signature Signed

Full Name \_\_\_\_\_

Address:

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Phone No:

Fax No.

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