

“APPAREL EXPORT PROMOTION COUNCIL”

Notice Inviting Quotations for Repair of Signages & LOGO at Apparel House, Sector-44, Gurgaon

Date Sheet		
S.No	Description	Date
1	Date of advertising the NIQ	20.11.2018
2	Date of Closing of NIQ	12.12.2018
3	Date till any pre bid query	27.11.2018
4	Date for reply of all pre bid queries	04.12.2018
5	Date of opening of NIQ	13.12.2018 03:00 pm at Apparel House

20th November, 2018



AEPC/HO/AHM/2018/142

NOTICE INVITING QUOTATION

1.0 Apparel Export Promotion Council invites sealed quotation from reputed firms for **Repair of Signages LOGO** at Apparel House, Sector 44, Institutional Area, Gurugram-122003, Haryana. The firm's authorized official should sign as having read and understood terms & conditions contained in bid document and submit the same by post / by hand at AEPC, Apparel House, Sector 44, Institutional Area, Gurugram-122003, Haryana on or before **12th December, 2018 by 5.00 pm**. The document can be downloaded from Council's website www.aepcindia.com.

1.1 Name of work:

S. No.	Name of work	Estimated cost (without tax)	EMD amount	Time for completion
1.	Repair of Signages Logo	Rs. 1,25,000	Rs. 5,000/-	10 days

2.0 Minimum eligibility Criteria :

- 2.1. PAN / TAN/ TIN
- 2.2 Labour License under Contractor Labour Act 1970
- 2.3 Self attested copy of Certificate of incorporation /Registration of firm / Partnership deed / Proprietorship Deed.
- 2.4 Self attested copy of Income Tax return for the last three financial years
- 2.5 Copy of GST / Sales tax / VAT etc.
- 2.6 Satisfactory Certificate of similar work executed/Work order if any.
- 2.7 Self attested copy of ESI and EPF registration certificate.
- 2.8 Affidavit certifying that the firm has not been blacklisted by anyone.

3.0 Scope of work:

3.1 The contractor is required to complete work as per approved sample/estimate and guidelines of Sr. Engineer. The contractor shall depute trained and experienced manpower for completion of stipulated work without any fault. The firm shall be responsible to repair and install / fix the Signage Logo and 'O' letter of Apparel House in the office premises during working hours and working days of the Council. The sample of signage logo and apparel house is attached at **Annexure-I & II**. The contractor shall give warranty of a minimum period of one year or so.

4.0 Work Experience:

4.1 The firm should have minimum 5 years experience in similar field, should have qualified, trained and experienced staff and authorize to undertake the specific work as per requirement. Documents should be attached to support the claims.

5.0 Bid validity:

5.1 The prices quoted shall remain valid for 45 days from the date of opening of bid and in respect of accepted bid the prices quoted shall remain valid for 90 days.

6.0 Earnest Money Deposit:

6.1 The contractor is required to deposit Rs. 5,000/- as EMD along with the Quotation in a separate envelope in the form of DD / PO of any **Nationalised Bank** drawn in favour of Apparel Export Promotion Council payable at Gurugram. Quotation without EMD will be summarily rejected. EMD of unsuccessful bidder shall be refunded without any interest after finalization of award. EMD of successful bidder shall be retained as part of performance guarantee for a period of 12 months as defect liability period commencing from the date of issuance of actual completion certificate by Engineer in charge.

7.0 Performance Security:

7.1 The contractor shall submit performance security through Bank Guarantee equivalent to 10% of the total contract value issued by nationalized bank in favour of Apparel Export Promotion Council. The Bank Guarantee should be valid for a minimum period of one year. In case the Bank Guarantee is not received within 7 days of issue of award letter, the adequate performance security deposit shall be deducted from the bills of successful bidder in case not deposited. The performance security can be forfeited to recover any amount which is payable by the contractor on account of any clause arising out of the contract. It will be released after successful and satisfactory completion of the contract and defect liability period.

8.0 Bid Opening:

8.1 The bid/quotes received will be opened in this office in the presence of the senior officers of the Council. Bidders who wish to attend the opening of the bids may ensure their presence on the mentioned date and time as specified in the Date sheet

9.0 Safety, Security and protection for the environment:

9.1 The contractor throughout the execution and completion of the works and remedying of any defects therein have full regard for the safety of the persons entitled to be on the site and keep the site in an orderly state appropriate to the avoidance of danger to such persons, provide and maintain at his own cost all necessary requirements and watching them where necessary required, take all reasonable steps to protect the environment on and off the site and to avoid damage to persons or to the property of the council or others resulting from noise or other causes arising as a consequence of his methods or repair.

10.0 Liquidity for damage for delay

10.1 If the contractor fails to attend any complaint or defect in due course of time and if in the opinion of the engineer delay is on the part of the contractor, the Council can impose liquidated damages on the contractor. The awarded work should be completed within the period of 45 days, if it is not completed within the time as specify in the work order then the liquidity damage @1% of the value of works per week up to maximum of 10 % of contract value will be imposed on the contractor

11.0 Time for Completion:

11.1 The work shall be completed within a period of Ten (10) days and shall start from the date of issue of the letter of commencement and shall stand terminated after the expiry of the period.

12.0 Terms of payment:

12.1 Payment will be made only after successful completion of the work as per award letter and to the entire satisfaction of the Sr. Engineer of Council and on submission of original bill indicating GST numbers. No advance payment shall be made in any case.

13.0 Labour safety:

13.1 Contractor shall undertake all safety precautions during the execution of the work. In case of injury to any person contractor shall always have arrangement to take him to hospital for treatment at his own cost. Contractor will be fully responsible for any repercussions which may arise as a result of violation of any safety norms on his part.

14.0 Default of Contractor

14.1 If the performance of the contractor is not found satisfactory or if the contractor fails to meet/fulfill any terms/conditions/obligations laid down in the bid document, the contractor shall be served a notice to take a corrective action within 7 days. If the contractor fails to rectify or conform, the employer shall be at liberty to terminate the contract without any further notice. In the event of termination due to default of the contractor, the employer shall be at liberty to get the balance work done through other means at the cost, risk and responsibilities of the contractor. In the event of loss/damage of building, equipment etc of the employer due to negligence/carelessness of the contractor's staff then the contractor shall compensate loss to the employer.

15.0 Other terms and conditions:

15.1 The complete specification, approximate Quantity of work to be done is at **Annexure-A**. Before submitting bids, the contractors are to satisfy themselves by actual visit to the site of work as regards to work and prevailing conditions.

15.2 Rates quoted shall be deemed to be inclusive of manpower, material, machinery, tools and tackles, all taxes, duties, insurance etc.

15.3 No escalation of whatsoever nature shall be payable in future due to any revision/amendment in any act/statute governing this contract.

15.4 The Contractor will be fully responsible for any casualty during installation work or any other accident which occurs due to any reason. The Council will not be responsible and liable for the same.

15.5 Any damage done to the existing installation, equipment or to the building particularly due to negligence on the part of the Contractor or its worker shall be entirely responsibility of the firm to repair, rectify or replace the same free of cost immediately without any delay.

15.6 The contractor will ensure and responsible to complete the work within a specified time and will not delay or leave the work mid way for which no payment will be made to the contractor.

15.7 The contract as a whole or part thereof is **non transferable**.

15.8 The contractor will submit only one quotation either himself or as a lead partner in case of partnership firm. No escalation of cost will be permitted beyond the quoted amount and the contractor will be bound to complete the work as per the work order.

15.9 The contractor is advised to visit and examine the site of works between 10 am to 4 pm at his/their cost and obtain for himself on his own responsibility all information that may be necessary for preparing the quotation.

15.10 The contractor shall be deemed to have inspected the site before hand and taken into account all relevant factors pertaining to the work in the preparation and submission of the quotation.

15.11 AEPC reserves the right to reject any or all the quotations without assigning any reason thereof.

16.0 Annulment of award:

16.1 Failure of the contractor to comply with the requirement of quotation shall constitute sufficient ground for the annulment of the award and forfeiture of security in which event quotation shall be cancelled and Council may call for new bids.

17.0 Arbitration:

17.1 In the event of any dispute or difference arising under the contract agreement, the same shall be referred to the sole arbitration of Secretary General, AEPC or any other appointed by him. The award of the arbitrator shall be final and binding on both the parties. The venue of arbitration proceeding shall be at AEPC, Apparel House, Head Office, Gurgaon, Haryana or such place as the arbitrator may decide. The Courts at Haryana only shall have the jurisdiction to decide any dispute that may arise in relation to the contract.

(J. S. Rana)

Joint Director (AHM)

Apparel Export Promotion Council

“Apparel House”, Institutional Area

Sector-44, Gurugram-122003, Haryana

Dated the 20th November, 2018



AEPC/HO/AHM/2018/142
Apparel House, Gurugram

Description of Work:

S. No.	Description	Quantity	Rate (Rs.)	Amount (Rs.)
1.	a) Repair and fixing of Right part of Signage Logo – Metallic	1		
	b) Repair and fixing of One letter (O/48") of Apparel House -Metallic	1		
2.	Repair and fixing of One letter ('U'/60") of Apparel House- Plastic / Fibre.	1		
Total Amount		--		
GST		--		
Grand Total		--		

Note: The amount should be inclusive of all. **Tax to be shown separately**

(Name & Signature of authorized Signatory)

Address: _____

Mobile No. _____

E mail ID: _____

Ph: 0124-2708191