

**ADVANCED TECHNICAL TRAINING CENTRE**  
**AN ISO 9001-2008 CERTIFIED INSTITUTE**  
**BARANG, SINGTAM, EAST SIKKIM-737134**

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**COMPETITIVE BIDDING FOR**  
**Interior Renovation of Staff Room (Under NEQIP project)**  
**(Package: NEQIP/2016/02**

**BID REFERENCE : ATTC/NEQIP/2016/04**

**LAST DATE AND TIME FOR RECEIPT OF BIDS : 25/10/2016 at 1430 hours**

**TIME AND DATE OF OPENING OF BIDS : 26/10/2016 at 1430 hours**

**PLACE OF OPENING OF BIDS: : ATTC Bardang, East Sikkim-737134**

**ADDRESS FOR COMMUNICATION : THE PRINCIPAL, ATTC  
BARANG,  
BARANG, EAST SIKKIM-737134**

ATTC invites applications for closed and sealed bid for the following items to be purchased under the NEQIP Fund of AICTE. The bids are to be submitted along with the fee for the Bid Document amounting to Rs.1000/- in cash or DD payable to "The Principal, ATTC" at SBI Singtam. The bids will also be accepted via post as long as they are properly sealed.

Sl. No.	Package No.	Name of Package	Estimated Amount (in Rs.)	Bid Security deposit (in Rs.)
1	Package: NEQIP/2016/02	Interior Renovation of Staff Room	5,00,000/-	15,000/-

Last date for submission of bids: 25/10/2016 by 1430 hours.

All details as per the bid document is to be downloaded from the Institute website [www.attc.skmpoly.edu.in](http://www.attc.skmpoly.edu.in). For further queries, kindly contact the Institute during working days from 9AM-3PM.

## **I. Introduction:**

Advanced Technical Training Centre, Bardang, East Sikkim solicits proposals from qualified professional vendors for Interior Renovation services. The qualified vendor will enable the ATTC staff room to significantly improve the quality of the interior workspace and provide construction services.

## **II. Background Information**

ATTC wishes to update the look and feel of staff room with new furniture and flooring throughout so as to give it a professional touch. The size of the room is 60x20 sq ft. in total. The college staff will not occupy and remain in staff room during the renovation. We wish to begin construction around October-November 2016. Please refer to the drawings provided to see the suggested area. The contractor shall provide all permits for construction.

## **III. Services Required**

The following narrative outlines the services to be provided to us in the area of interior renovation:

### **1. Particle Board Desk**

- Provide 10 Nos. fully finished particle board desk in form of cubicles; refer to the layout diagram and picture attached.
- Size of each Particle board desk: 6 L, 6 B, 7 H (laminated board, with florescent stuffed 6 mm glass above the table with 2 ft. height).

### **2. Wooden laminated Flooring**

- Pre laminated Easy flooring - Ego Floors products Skirting 2.5", breading/T-Profile installation with special film/foam.

## **IV. Requirements**

The following information shall be required in the proposal submitted:

### **I. Letter of Proposal**

- a) Company name, address, and telephone number(s) of the firm submitting the proposal.
- b) Name, title, address, e-mail address, and telephone number of the person or persons to contact who are authorized to represent the firm and to whom correspondence should be directed.
- c) TIN numbers of the firm.
- d) The letter must be signed by a corporate officer or other individual who is legally authorized to bind the applicant to both its proposal and cost schedule.
- e) The proposal shall be valid for a period of 45 days from the bid open date.

### **II. Description of Services – Provide the following information:**

- a) Describe how your firm is positioned to provide the services listed in this request for proposals and provide a history of experience on providing similar services.

b) Describe your approach and methodology to providing these services.

**III. References** - Provide the following information:

a) Name, title, address, and telephone number of one references of clients for whom you have provided similar services.

**IV. Other Information** - Beyond the scope of this proposal, what services (related or otherwise) shall your organization provides that may be of interest to ATTC?

**V. Cost of Services** - Provide the following information:

a) The proposal must contain a fee schedule that includes overall budget for proposed work.

b) Describe how your services are priced and any specific pricing you are able to provide.

c) The price must be quote @ Sq ft. for AC4 -Ego Floors, Skirting 2.5”, breading/T-Profile installation with special film/foam and particle desk board.

d) The quoted price must be inclusive of all taxes. The tax shall be deducted at source as per Govt. norms.

**VI. Bid Form** – Please fill out the attached bid form and include it with your proposal.

**VII. Evaluation Criteria and Process** - A selection committee will conduct an evaluation of qualifications and will rate each submittal based upon the following criteria:

1. Experience
2. Understanding of services to be provided
3. Personnel expertise
4. Ability to provide requested services
5. Compatibility with end users
6. Project approach
7. Satisfaction of clients/end users
8. Cost
9. References

**VIII. Deadline for Submissions of Proposals** - Two (2) sealed copies of the proposal must be submitted to the office of the Principal, ATTC. One (1) copy should be submitted as a loosely-bound reproducible copy. All copies of the proposals must be under sealed cover and plainly marked as “Interior Renovation Services Proposal”.

**IX. Miscellaneous**

1. ATTC reserves the right to reject any and all proposals for failure to meet the requirements contained herein, to waive any technicalities, and to select the proposal which, in the sole judgment of ATTC, best meets the requirements of the project.
2. The Request for Proposal creates no obligation on the part of the LVPC to award a contract or to compensate the proposer for any costs incurred during proposal presentation, response, submission, presentation, or oral interviews (if held). ATTC reserves the right to award a contract based upon proposals received without further discussion or negotiation. Proposers should not rely upon the opportunity to alter their criteria during discussions.

3. ATTC further reserves the right to make such investigation as it deems necessary to determine the ability of proposers to furnish the required services, and proposers shall furnish all such information for this purpose as ATTC may request.
4. Evaluation and Award – This is a Request for Proposals and not a bid process. Therefore, ATTC has the discretion to evaluate the qualitative as well as the financial aspects of each proposal and make its selection based on what it considers to be in its best interest as a whole. The award and selection of the Vendor is solely within the discretion of ATTC. After the contract award has been announced, no unsuccessful Vendor should submit additional information for ATTC's consideration or have any subsequent contact with ATTC employees or officials, other than to receive a debrief from an authorized individual.
5. Taxes & Transportation Charges – Unless proposal clearly states otherwise, prices quoted will be considered to include all taxes and charges for transportation, packaging, crates, containers, etc., necessary to complete delivery on destination.
6. Job Familiarization – Vendor is urged to make themselves fully aware of all job and facility requirements. Vendor shall be responsible to question any discrepancies, errors and/or omissions in the specification and totally familiarize themselves with the full intent of this invitation for proposal. Failure to do so will not relieve Vendor of the responsibility to perform to the full scope and quality of work expected by ATTC.
7. The bid documents can be obtained from ATTC on all working days by paying Rs. 1000/- as cash or in the form of DD payable to Principal ATTC. The forms can also be downloaded from our website: [www.attc.skmpoly.edu.in](http://www.attc.skmpoly.edu.in) Furthermore, Bid Security deposit shall be submitted in the form of DD in favour of Principal ATTC, payable at SBI Singtam along with the Bid documents. The bid security deposit of unsuccessful bidder shall be refunded after awarding work order to the successful bidder. The bid security amounts of successful bidder shall be refunded only after completion of work.
8. Interested eligible Bidders may obtain further information from the office of The Principal, ATTC Bardang, Singtam, East Sikkim - 737134
9. All bids must be accompanied by a bid security (in a **separate** sealed envelope) in favour of **THE PRINCIPAL, ATTC** as specified in the bid document and must be delivered to the above office at the date and time indicated above.
10. Bids will be opened in the presence of Bidders' representatives who choose to attend on the specified date and time.
11. In the event of the date specified for bid receipt and opening declared as a public holiday in office of ATTC, Bardang the date for submission of bids and opening of bids will be the following working day at the appointed times.

**The design of proposed Particle Board Desk:**



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**BID FORM (Interior Renovation of Staff Room)**

1. This Bidding document is not part of the Contract Documents, unless specifically referenced in the Owner/Contractor Agreement.

2. Name and Address of Bidder:

3. BASE BID: The Bidder proposes to perform all of the Work required by the Contract Documents for the amount of: (Fill in amount in words and numbers)

Rs. \_\_\_\_\_

**(for Particle Board Desk )**

Rs. \_\_\_\_\_

**Wooden laminated Flooring**

Pre laminated Easy flooring - Ego Floors products Skirting 2.5", breading/T-Profile installation with special film/foam.

4. ALTERNATE PRICE #1: Additional price for the transport/travel expenses, taxes (if any)

Rs \_\_\_\_\_

5. Time: The Bidder proposes to the following dates (Fill in):

a) Proposed Starting Date after receipt of work order: \_\_\_\_\_

b) Proposed calendar days required for completion of the work: \_\_\_\_\_

6. By submitting this Bid Form, the Bidder certifies that he has visited the project site, is aware of existing conditions which affect the work, and has reviewed the Contract Documents.

7. Signed and sealed (Enter date, Bidder's signature and legal business address.)

Date: \_\_\_\_\_

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

Business Address: \_\_\_\_\_

Contact information \_\_\_\_\_

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