



सत्यमेव जयते



## Competition Commission of India

Hindustan Times House(3<sup>rd</sup> Floor),  
18-20, Kasturba Gandhi Marg,  
New Delhi – 110 001  
Tel.: 011-23473600 Fax : 011-23704686

No. F.D- D- 11030/2/2015 – CSD (97)

Dated : 23/05/2016

**Expression of Interest for Engagement of Consultant for the work of  
Reconstruction of Workstation by re-designing of the  
existing Workstations in DG Office.**

\*\*\*\*\*

The Competition Commission of India invites sealed quotations from experienced architect firms/ consultant for providing consultancy services w.r.t. the work of reconstruction of workstations by redesigning the size and location of the existing workstations in DG Office Bhikaji Cama Place, New Delhi. The terms & conditions relating to the award of Contract are given in the Annexure-I. The prospective bidders may peruse and download the EoI document from the official web site of the Commission i.e., [www.cci.gov.in](http://www.cci.gov.in)

2. Interested eligible firms are requested to submit their sealed quotations – technical bid (as per Annexure-II of bid document) and financial bid (as per Annexure-III of bid document) separately in a single sealed cover to the undersigned on or before **24<sup>th</sup> June, 2016 (3:00 P.M)**. Both the bids as well as the main envelope containing the two bids must be superscribed as “EoI for engagement of consultant for redesigning of workstations in DG Office”.

3. The last day of submission of bid is **24<sup>th</sup> June, 2016 (3:00 P.M)**. The technical bid will be opened on the same day i.e. **24<sup>th</sup> June, 2016 (3:30 P.M)** in the presence of authorized representatives of bidders.

(Ramesh Chand)  
Dy. Director (CS)

ANNEXURE – I

**TERMS & CONDITIONS**

1. **LAST DATE & TIME OF RECEIPT OF BIDS** : 1500 Hrs. on 24<sup>th</sup> June, 2016
2. **DATE & TIME OF OPENING OF TECHNICAL BID** : 1530 Hrs. on 24<sup>th</sup> June, 2016
3. **PLACE OF SUBMITTING BIDS** : Tender Box at 3<sup>rd</sup> Floor, Reception, CCI HT House, K.G. Marg, N.D.
4. **PRE-BID MEETING** : 10<sup>th</sup> June, 2016 at 3:00 PM
5. **Eligibility Conditions:**
  - i) The Agency/Firm should have experience of at least 3 years in the relevant field. A proof of date of incorporation of the firm shall be enclosed with the bid.
  - ii) The agency/firm shall have experience of executing similar work for reputed organizations/departments of Govt. of India/PSUs/Statutory Bodies (at least three proof to be attached).
  - iii) The Agency/Firm should be registered under Service Tax registration (copy to be attached).
  - iv) The Agency/Firm should have a minimum turnover of Rs. 20 lakh per year during the last three years.
  - v) The details of current and previous clients are to be submitted by the Agency/Firm incorporating the following details:
    - a) Name of Office
    - b) Name of Contact Person (Tel No./E-mail ID) and
    - c) Nature of work executed,
6. **Earnest Money Deposit (EMD):**

The bidder shall have to furnish an amount of Earnest Money of Rs. 5,000.00 (Rupees Five Thousand Only) by way of Demand draft drawn in favour of “Competition Commission of India (Competition Fund ) Account” payable at New Delhi. The EMD of the unsuccessful bidder will be returned subsequent to the award of Contract to the successful bidder. The EMD of successful bidder will be returned after furnishing of performance guarantee.
7. **Performance Guarantee:-** The successful bidder shall be required to furnish the Bank Guarantee equivalent to 10% of the cost of work, valid for a period of two years from the date of award of work if found necessary the BG is to be renewed as per the directions of CCI.

## 8. Payment Schedule:

S.No.	Particulars	Payment Terms
1.	Submission of Architectural /Working Drawing/ preparation of tender documents/ Tender Evaluation	10% on completion of these items and on acceptance by CCI
2.	Dismantling of the existing work stations	10% on completion of these items of work and on certification by CCI.
3.	Reconstruction of new w/s upto 50% stage partitions/ walls as specified in the tender document	20% on completion of these items of work and on certification of CCI.
4.	On Completion of entire work	60% on completion of entire work to the satisfaction of CCI.

## 9. Responsibilities of the bidders:

- i) Bidder should fill the bid document in neat and legible manner and amount indicated wherever required should be both in figure as well as in words. Any corrections in the quoted rates by the bidder shall be made in ink only and shall be signed by the bidder.
- ii) The submission of tender by a bidder implies that he had read this tender notice and has made himself/herself aware of the scope and specifications of work to be done and of the local conditions of the work.
- iii) Bids must be submitted on the documents issued by CCI/downloaded from the website of CCI. Intimation of Tender by Fax/e-mail is not acceptable.
- iv) The bidders are advised to visit the site of work to understand the scope of work.

## 10. Submission of Bids :

- i) The Technical and Financial bids must be submitted in separate sealed cover in the format as prescribed in Annexure –II and Annexure-III respectively.
- ii) Both the Technical and financial bids along with third envelope containing EMD are to be kept in a big sealed envelope.
- iii) The envelope containing EMD should not be sealed.
- iv) The big envelope containing the three envelopes must be super scribed “EoI for engagement of consultant for redesigning workstations in DG Office”.
- v) The pre-bid conference will be held on 10/06/2016 at 3:00 PM. The interested bidders may attend the pre-bid conference in the O/o CCI at 3<sup>rd</sup> Floor, Hindustan Times House, KG Marg, New Delhi.
- vi) Last date of receipt of EoI is **24<sup>th</sup> June, 2016 (3:00 P.M)**
- vii) The sealed envelope containing all bids must be dropped in the Tender Box kept at the Reception of CCI at Hindustan Times House (3<sup>rd</sup> Floor) by 1500 hrs of **24<sup>th</sup> June, 2016**.

- viii) Technical Bids shall be opened on 24<sup>th</sup> June, 2016 in the presence of bidders/their authorized representatives.
- ix) Financial bids of only those bidders whose technical bids are acceptable/qualified will be opened.
- x) Late/ delayed bids, due to any reason whatsoever, will not be accepted/ considered, at all, under any circumstances.
- xi) The offered rates shall remain open for acceptance for a period of 90 days from the last date of submission of EoI.
- xii) CCI reserves the right to reject any or all bids without assigning any reason thereof.
- xiii) CCI also reserves the right to cancel the EoI at any stage, without assigning any reason thereof.
- xiv) Any matter of dispute in respect of or arising out of this EoI shall be subject to Arbitrations, under the Arbitration and Conciliation Act,1996. The Arbitrator shall be appointed by CCI and the award of the Arbitrator shall be binding on both/all parties to the EoI.

#### 11. Scope of Work:

1. The successful bidder shall be responsible for rectifying any kind of defects noticed within a period of one year from the date of completion of the work without any extra charges.
2. The appointment of Consultant will be for providing consultancy services and architectural/working drawings for redesigning of the existing workstations in, DG Office, CCI, Bhikaji Cama Place, New Delhi 110066 (hereinafter called 'Project') in a satisfactory manner and as per the required specifications enumerated in the Tender Document (prospective tender) on the basis of which the contractor so appointed will be required to execute the project. Preparation of necessary Architectural/Working Drawings for redesigning of the work stations in DG Office.
3. The consultant is required to perform inter-alia the following tasks associated to the Project:
  - a) Prepare the Architectural Drawings necessary for execution of the project
  - b) Preparation of tender documents detailed estimate along with bill of quantity for Renovation work and Assistance in evaluation of the technical bids received for the tender.
  - c) Assist the Technical Evaluation committee (TEC) in evaluation of the Technical Bids received in response to the published Tender Document.
  - d) Prepare the working drawing and effect changes as and when required within the scope of work specified in the tender document.
  - e) Exercise his technical and professional expertise for satisfactory completion of the project.
  - f) Supervision of the work of re-designing /erection of the Workstations on regular basis to ensure that the work is completed by the contractor as per drawings and tender specifications.
  - g) Measurement of the work carried out by the contractor engaged by CCI and certification of work.

- h) Any other work relating to consultancy/supervision for smooth and satisfactory completion of the renovation work.
- 4. The consultant is required to exercise his technical and professional expertise for assessing the work involved in the project and will monitor the project to ensure the quality of material as per the specifications of the project work (given in tender Document ).
- 5. The consultant is required to interact and coordinate with the Project Executing Agency to whom the work will be awarded and supervise the work in terms of quality of material used, specifications of the Project as per the (Tender Document ).
- 6. The Consultant will assess and certify the quantum of work completed in order to release the payment to the Project Executing Agency as per the agreed payment schedule.
- 7. The contractor shall perform the work as per the work order to be issued by CCI if any delay/default occurs, penalty of 0.5% of work value per week, subject to maximum 10% shall be imposed, also the performance guarantee shall be forfeited.

**PROFORMA FOR TECHNICAL BID**

Name, Address and Telephone No. of the Architect/Firm	
Registration Number of the Architect/ Firm Name of the C.E.O.	
Date of incorporation (Documentary proof to be attached )	
Status of the bidder (i.e. whether Partnership, company etc.)	
Name, Designation and address, including phone/mobile number of the contact person	
EMD Details	
S.T. Registration No.	
Annual turn over during the last three F.Y. 2012-13, 2013-14 & 2014-15	
Experience in similar work during the last three year (as per para 5) (at least three documentary proofs to be attached)	
a) Name of Organization (s)/Office (s)	
b) Name of the work(s)/ cost of the work(s)	
c) Period (s) of contract	
d) Date (s) of completion	
Undertaking as per Annexure-IV	
Any other relevant information	

Signature .....

Name.....

Designation &amp; seal of Company.....

**PROFORMA FOR FINANCIAL BID**

**(For providing consultancy services for the work of renovation/re-construction of the workstations by re-designing the existing workstations in DG Office)**

Particulars	Amount (Exclusive of taxes)
Lumpsum amount quoted for the services to be provided to Competition Commission of India	

We undertake that we have understood the scope of work and the rates have been quoted accordingly.

**Signature .....**

**Name.....**

**Designation & seal of Company.....**

**Annexure - IV**

**UNDERTAKING**

I/We hereby certify that all the information furnished above are true to the best of my/our knowledge. I/We have no objection to CCI verifying any or all the information furnished in this document with the concerned authorities, if necessary.

I/We also certify that, I/We have understood all the terms and conditions indicated in the Tender Document and hereby accept the same completely. I/We also undertake that my/our Firm/Company/Organization has not been blacklisted by any Govt. Dept./PSU.

Signature of the authorized signatory of the firm company/organization  
Official Seal/Stamp

Date:  
Place: