



THE SHALIMAR WORKS (1980) LIMITED

(WHOLLY OWNED BY THE GOVERNMENT OF WEST BENGAL)

Regd. Office: HRBC Office Compound, Canteen Building, 1st Floor,
Munshi Premchand Sarani, Kolkata – 700021
Tele Fax: +91 (033) 2262-0099
E-mail: mdshalimarworks@gmail.com,
shalimaraccounts@gmail.com

Works: 1, Foreshore Road, Howrah – 711102
Ph.: +91 (033) 2668-6056 / 1086
E-mail: swlaccountsworks@yahoo.co.in
swlpurchase1@gmail.com

Website: www.shalimarworks1980ltd.com CIN: U45207WB1981SGC033266

Notice Inviting e-Tender (NIeT)

Ref.: GM/TENDER/24-25/CG/12

Date: 24-06-2024

Notice inviting e-tender for office interior cum furniture work in the Head Office of SWL as stipulated in the NIeT.

| Sl. no. | Description of Supply & Works | Period of Delivery / Completion | Eligibility of Bidders |
|---------|--|--|---|
| 1. | Office interior cum furniture work in the Head Office of SWL as per Section B and enclosed reference drawing & sketches. Encl. ref. Drawing / Sketch: a) No. SWL-OFF-01 b) Sketch 1 c) Sketch 2 d) Sketch 3 | Completion within 30 days from the date of receipt of order. | A) The intending bidders should have adequate experience in office interior/furniture work. Documents in support of experience are to be submitted along with Technical bid. B) The bidders must have experienced and qualified carpenter and helpers conversant with similar nature of job. |

- 1) Tenders are invited from experienced, bona-fide and financially sound Agencies for carrying out the above mentioned work. Intending bidder may participate & download the tender documents from the website www.wbtenders.gov.in.
- 2) The financial bid of the prospective tenderer will be considered only if the technical bid of the tenderer is found qualified. The decision of the Tender Evaluation Committee will be final and absolute in this respect.
- 3) Cost of Tender & Earnest Money Deposit (EMD):
 - (A) Tender Fees: ₹ 1,000/- (Rupees one thousand) only is to be submitted along with Part (I). The Tender Fee is non-refundable.
 - (B) Earnest Money Deposit (EMD):
 - a) A sum of ₹ 10,000/- (Rupees ten thousand) only shall be deposited as interest free EMD in the form of the following payment modes with the tender:



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- i. Demand Draft drawn on any Nationalized Bank in favour of THE SHALIMAR WORKS (1980) LIMITED, payable at Kolkata.
- ii. RTGS/NEFT in case of offline payment through bank account in any bank.

SWL Bank Details:

Bank Name: UCO Bank, Branch Name: FCC-INDIA EXCHANGE PLACE BRANCH
Beneficiary Name: THE SHALIMAR WORKS (1980) LIMITED
Account No.: 19670510001264 & IFS Code: UCBA0000002

The amount of Earnest Money has been fixed for tendering purpose only having no relation to the prospective contract price. This amount of EMD in case of successful tenderer would be refunded to him after completion of work.

- b) Any tender not accompanied by Tender Fees and Earnest Money shall be summarily rejected. Bidders registered with MSME may seek exemption for EMD by submitting valid MSME certificate.
- c) Earnest Money deposited by the unsuccessful tenderers shall be refunded to him without any interest and on specific written request from the tenderers after issuance of order on the successful tenderer.
- d) If after submitting the tender, the tenderer withdraws/modifies his tender or fails to furnish the performance guarantee/security deposit, if applicable, in the form of Bank Guarantee within the stipulated time, on acceptance of the tender, SWL shall be entitled to forfeit the full amount of earnest money deposited by the tenderer

4) Documents to be uploaded:

a) Technical Proposal (Part-I):

- Scan copy of the Tender fee
- Scan copy of the EMD
- Self-attested NIeT including Section A, B and Corrigendum, if any
- Scan copy of Credential/Work orders of similar types of supply/work executed
- Scan copy of PAN, GST, Trade License, ITR for last 3 years
- Scan copy of latest payment certificate of P. Tax, PF and ESI

All the documents should be duly stamped & signed by the bidder as a token of acceptance.

b) Financial Proposal (Part-II):

- BOQ (Bill of Quantity)

- 5) Bids shall remain valid for a period not less than 90 days from the last date of submission of financial bid.



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- 6) The bidder, at his own responsibility, risk and cost may discuss with SWL that may be necessary for preparing the bid as mentioned in the Notice Inviting e-Tender, before submitting offer with full satisfaction.
- 7) Conditional/incomplete tender will not be accepted under any circumstances.
- 8) Date and Time Schedule:

| Sl. | Particulars | Date & Time |
|-----|---|----------------------------|
| 1. | Notice uploading date | 24-06-2024 |
| 2. | Document download / bid submission start date | 24-06-2024 15:00:00 |
| 3. | Bid submission end date | 15-07-2024 12:00:00 |
| 4. | Submission of original copies of DD at Head Office, SWL | Before 15-07-2024 14:00:00 |
| 5. | Technical bid opening date (Part-I) | 15-07-2024 14:00:00 |
| 6. | Financial bid opening date (Part-II) | To be notified later |

- 9) The intending bidders shall clearly understand that whatever may be the outcome of the present invitation of bids, the tender accepting authority reserves the right to accept or reject any offer without assigning any reason whatsoever and is not liable for any cost that might have been incurred by any tenderer at the stage of bidding.
- 10) Prospective applicants are advised to note carefully the eligibility criteria as mentioned in NIeT. Offers of bidders fulfilling the eligibility criteria will only be opened. If required, the bidders may contact General Manager (Mobile: 9903034882, e-Mail: gmsshalimarworks@gmail.com) for any technical clarification.
- 11) The intending tenderers are required to quote the rate online on LS in INR.
- 12) During scrutiny, if it comes to the notice of the Tender Inviting Authority that the credential or any other paper found incorrect / manufactured / fabricated, that bidder would not be allowed to participate in the tender and that application will be rejected without any prejudice.
- 13) The General Manager reserves the right to cancel the NIeT / Corrigendums due to unavoidable circumstances and no claim in this respect will be entertained.
- 14) If there be any objection regarding prequalifying the intending firm may contract SWL within 2 (two) days from the date of publication of NIeT.
- 15) Before issuance of the order, the Tender Inviting Authority may verify the credential and other documents of the lowest tenderer, if found necessary. After verification if it is found that the documents submitted by the lowest tenderer is either manufactured or false, in that case order will not be issued in favour of the said tenderer under any circumstances.
- 16) Escalation of Price on any ground and consequent cost overrun shall not be entertained under any circumstances.

Seal and signature of the tenderer


General Manager, SWL

SECTION – A
BIDDER'S PROFILE
(On Company's Letter Head)

1. Name of the Company:

2. Address of the Company:

3. Name of Contract Person:

4. Mobile No. and e-Mail ID:

5. Registration nos.:
 - a) PAN:
 - b) GST:
 - c) P Tax:
 - d) PF:
 - e) ESI:

6. Bank details for refunding EMD/release of payments.
 - a) Bank Name:
 - b) Branch Name:
 - c) Beneficiary Name:
 - d) Account No.:
 - e) IFS Code:

Signature of the tenderer with office seal



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SECTION – B SPECIAL TERMS AND CONDITIONS

1) Place of Work:

The work has to be carried out in the premises of RO, SWL at HRBC Office Compound, Canteen Building, 1st Floor, Munshi Premchand Sarani, Kolkata – 700021.

2) Description of Work:

- a) Preparation & arrangement of 1 no. reception counter with table & drawers, swing door and opaque front glass with service opening (as per enclosed Sketch 3).
- b) Preparation & arrangement of 1 no. cubicle with 1 no. table and drawers.
- c) Preparation & arrangement of 4 nos. cubicle with 2 nos. table and drawers (per cubicle) (as per enclosed Sketch 1 & 2).
- d) Preparation & arrangement of 1 no. office cabin up to ceiling with 1 no. table & drawers, door with handle, locking arrangement and door closure.

Note:

- i) All the above work has to be carried out as per reference drawing & sketches supplied by SWL (Reference Drawing No. SWL-OFF-01, Sketch 1, Sketch 2 & Sketch 3 are enclosed).
- ii) Drawing dimension may little vary based on the space availability during actual arrangement.

3) Completion Time: 30 days from the date of receipt of work order.

4) Order acceptance: The final evaluation will be made based on total price quoted by the bidder.

5) SWL's Scope of Supply:

- a) Worksite, water, electricity (as long as CESC supply is available) as available.
- b) All necessary and related drawings.
- c) Expertise/technical guideline and supervision in way of technical parameters/requirements.

6) Contractor's Scope of Supply:

- a) Skilled carpenters and helpers, competent site in charge/supervisor etc.
- b) All materials viz. best quality, seasoned and both side laminated 19mm thick ply board, necessary clamps/fasteners required for holding the partition structure as well as table top and attached drawers as per supplied drawing.
- c) All drawers should be provided with proper handles to operate while the top drawer should be provided with locking arrangement for important belongings.



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- d) For 1 no. of enclosed office room up to the ceiling, door should be provided with handle, locking arrangement and door closure.
- e) For the reception area, opaque glass as shown in the drawing to be provided.
- f) Any other materials, not indicated above, but necessary to execute the job, have to be supplied.

7) Contractor's Scope of Work:

- a) Aesthetic appearance of the office is the basic essence of contract.
- b) Transportation of materials to worksite is to be arranged by the bidder.
- c) The work to be carried out without disturbing the regular official work.
- d) The work to be carried out as per drawing and within the marked area with coloured dotted line. Rest of the area will be remaining unaltered.
- e) After completion of the work, the entire place to be cleaned and cleared all the unwanted residuals.
- f) For smooth passing through cables for Computer, Printer, etc. the necessary cut-out to be made with PVC grommet as per instruction.
- g) Any other minor work not indicated above but required for successful completion of the job to be carried out without any additional charges.

8) Inspection:

- a) By SWL in stages and also after completion. The jobs are to be carried out as per direction of SWL.
- b) In case of any doubt or understating, the bidder may visit the work place prior to submission the offer.

9) Price: To be quoted in INR on LS basis.

10) Taxes: As applicable.

11) Work Done Certificate:

Actual work mentioning quantity carried out to be certified by the representative of SWL.

12) Terms of Payment:

Payment will be made in stages depending on progress of acceptable quantity of the job. Bills are to be submitted enclosing work done certificate issued by SWL. 90% of each bill shall be paid within 30 days from the date of submission. Balance 10% of the stage bills will be retained and released on completion of work subject to submission of Bank guarantee of equivalent



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amount as per SWL format from any scheduled bank with a validity of 12 (twelve) months from the date of completion of work.

13) Guarantee:

The job to be carried out shall withstand guarantee for a period of 12 (twelve) months from the date of completion and acceptance by SWL.

14) Liquidated Damage (L.D.):

In the event of delay in execution of the work due to the reason attributable to the sub-contractor, liquidated damage @0.5% per week's delay or part there of subject to a maximum of 5% of the order value shall be levied and recovered from the sub-contractor.

15) Risk Purchase:

In case of delay in execution of the work beyond the contractual completion period, SWL reserves the right to out-source the job from any other firm at the risk and cost of the vendor.

16) Prevention of Damage:

Utmost care has to be taken during work at SWL yard to avoid any damage/loss of company's materials, machineries. Wilful damage has to be compensated in full. Safety of sub-contractors men and materials shall their own responsibility. All rules applicable for working within PSU premises are to be adhered to.

17) Safety:

Proper safety of contractor's workmen will be completely under the responsibility of contractor at shipyard of SWL.

18) Arbitration:

For disputes arising in executing and discharge of the contract from either side the Managing Director of SWL, HRBC Office Compound, Canteen Building, 1st floor, Munshi Premchand Sarani, Kolkata – 700 021 shall act as Arbitrator between the Seller & Buyer.

19) Jurisdiction:

Litigation, if any, pertaining to the bidder will come under the jurisdiction of High Court at Kolkata.

20) Acceptance:

The bidder has to sign the NIeT document with official seal as a token of their acceptance of the terms and conditions and submit along with technical bid.

Seal and signature of the tenderer


General Manager, SWL