

**Reference No. QCI/PPID/0723/199**

**Request for Proposal for  
Modular Furniture and Wood Works at QCI office,  
Ahmedabad**



Quality Council of India (QCI),  
Institution of Engineers Building,  
2<sup>nd</sup> Floor, 2, Bahadur Shah Zafar Marg,  
New Delhi-110002

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### Tender Notice

1. Quality Council of India invites proposals for **“Modular Furniture and Wood Works at QCI office, Ahmedabad”**
2. The content of this RFP enlists the requirements of Quality Council of India. It includes the Bidding Terms which details out all that may be needed by the potential bidders to understand the financial terms and bidding process and explain the contractual terms that the Quality Council of India wishes to specify at this stage.
3. After the submission of the proposal according to the instructions provided in the sections below, the bids will be evaluated through a two-bid system.

4. The Documents to be submitted:

Form 1	Covering letter with the Proposal in response to RFP Notice
Form 2	Relevant Work Experience
Form 3	Resource Profiles
Form 4	Details of Responding Organization
Annexure - A	Bill of Quantities (BOQ)

5. The Proposal may be submitted at the following address on or before July 24, 2023 by 3 PM via post to address below:  
Deputy Director (Finance & Accounts), Quality Council of India, Institution of Engineers Building,  
2nd Floor, 2, Bahadur Shah Zafar Marg New Delhi - 110002, India

### Tender Summary

S. No.	Item	Details
1	Project Scope	Modular Furniture and Wood Works
2	Time for Completion	45 days
3	Defects Liability Period	12 Calendar Months
3	Bid Selection	Two – Bid System
5	Last Date of Submission Of Bid	July 24, 2023 by 3 PM
6	PBG	3% of the Project Value
7	Presentation Round	To be notified via e-mail

## I. INTRODUCTION

### Quality Council of India (QCI)

The Quality Council of India (QCI) is a pioneering experiment of the Government of India in setting up organizations in partnership with the Indian industry. The mandate of QCI is to lead nationwide quality movement in India by involving all stakeholders for emphasis on adherence to quality standards in all spheres of activities primarily for promoting and protecting interests of the nation and its citizens. To achieve this, QCI is playing a pivotal role in propagating, adoption and adherence to quality standards in all important spheres of activities including education, healthcare, environment protection, governance, social sectors, infrastructure sector and such other areas of organized activities that have significant bearing in improving the quality of life and well-being of the citizens of India.

## II. SCOPE OF WORK AND DELIVERABLES FOR THE CONTRACTOR

### 1. Scope of Work

The scope of work covered in this tender shall be as per the BOQ, specifications, drawings, instructions, orders issued to the Contractor from time to time during the execution of work. The carpet area where the work needs to be undertaken is 2500 sq. ft. approx.

### 2. Deliverables and Timelines

- 2.1. The Contract Period:** The Contract period shall be reckoned from the seventh (7<sup>th</sup>) day of issue of Work Order. The completion of the contract shall be date of issue of completion certificate. The commencement date for Defect Liability Period is the completion of Contract period.
- 2.2. The Completion Period:** The Completion Period shall be **45 days** from the commencement date. The completion date shall be the date of completion of the works at the end period including any extensions granted and taking care of snag list.
- 2.3. Defects Liability Period:** The Defect Liability Period (Maintenance Period) shall be **12 calendar months** starting from the date of issuance of the Completion Certificate. The Contractor shall promptly repair or rectify all Defects and deficiencies observed by the QCI Authorised Person during the Defects Liability Period within a period of 15 (fifteen) days from the date of notice issued by QCI Authorised Person, in this behalf, or within such reasonable period as may be determined by the QCI Authorised Person at the request of the Contractor. The scope of work during the Defects Liability Period includes regular maintenance of the constructed facility including painting/polish finishes and electrical fittings in good condition. The costs of making good all these defects shall be borne solely by the Contractor and deemed to be included in the rates quoted by Contractor. If the contractor does not rectify the defect or make good the deficiency, the work should be redone or rectified through another agency, or departmentally by employing skilled labourers, at the contractor's cost. The amount shall be deducted from any monies due to the contractor or realization of any Bank guarantee.

### III. PRE-QUALIFICATION CRITERIA

S. No.	Basic	Specific Requirements	Documents Required
1	Legal Entity	<p>The Bidder(s) interested in participating in the Selection Process must be a duly registered legal entity in India, under any one of the following categories: -</p> <ul style="list-style-type: none"> <li>• A Limited Liability Partnership (“LLP”) registered under the LLP Act, 2008;</li> <li>• an Indian Company (“Company”) registered under the Companies Act, 1956/ 2013;</li> <li>• a “Partnership Firm” registered under the Indian Partnership Act, 1932;</li> <li>• a Sole Proprietorship firm, registered as such under the Applicable Laws of India.</li> </ul>	<p>Registration documents of the Bidder as a company/firm or any legal entity along with:</p> <ol style="list-style-type: none"> <li>i. Incorporation Certificate of the company</li> <li>ii. PAN Card of the registered legal entity</li> <li>iii. GST certificate of the registered legal entity</li> <li>iv. Certified copy of registered Partnership Deed; copy of Statement filed in the Register of Firms disclosing names, addresses and relevant details of ALL partners of the Partnership Firm</li> <li>v. MSME Certificate (if applicable)</li> <li>vi. Any other supporting document, as may be required</li> </ol>
2	Annual Turnover	The bidding entity must have minimum average annual turnover of INR 1 Crores or more in the last three financial years (i.e., 2020-21, 2021-22 and 2022-23).	<ol style="list-style-type: none"> <li>i. Audited Financial Statements; or</li> <li>ii. Turnover certificate by CA (original) with FRN Number and UDIN Number</li> </ol>
3	Technical Capability & Experience	The Bidder must have successfully executed / completed at least one single order of Rs 25 lakhs; in last three years to any Central / State Govt Organization / PSU / Statutory / Autonomous Organisation / Public Listed Company or private company. In the last three financial years (2020-21, 2021-22, and 2022-23)	Work Order / Work Completion Certificates
4	Blacklisting	The bidder shall not have been blacklisted by any central or state government agency, PSU etc.	Undertaking in this regard to be submitted.

### IV. METHOD OF EVALUATION

Evaluation of the bids will be done in two stages namely Technical Evaluation (comprising Pre-qualification Check and Technical Presentation) and financial evaluation based on Least Cost Selection (LCS) basis.

## V. GENERAL TERMS AND CONDITIONS

The Contractor for this engagement would be selected through a competitive bid process, the details of which are provided below:

1. The QCI reserves to itself the authority to reject any or all the tenders received without assigning any reason. The acceptance of a tender shall be effective w.e.f. the date on which the letter of intent of acceptance of the tender is put in the communication by the QCI.
2. **Mobilization of Men, Materials and Machinery:** All expenses towards mobilization at site and de-mobilization including bringing in equipment, work force, materials, dismantling the equipment, clearing the site etc. shall be deemed to be included in price quoted and no separate payment on account of such expenses shall be entertained. It shall be responsibility of the contractor to obtain the approval for any revision and / or modification desired by him from QCI before implementation. Also, such revision and/or modifications if accepted /approved by the QCI shall be carried at no extra cost to QCI. All materials, once bought by the contractor within the project area, will not be allowed to be removed from the premises without the written permission of the QCI.
3. The rates quoted by the tenderer shall be firm and fixed for the entire period of completion and till handing over of the work. No revision to rates or any escalation shall be allowed on account of any increase in price of materials, labour, POL and overheads etc or any other statutory increase during the entire contract period.
4. No claim on account of any price variation/Escalation on whatsoever ground shall be entertained at any stage of works. All rate as per BOQ quoted by contractor shall be firm and fixed for entire contract period as well as extended period for completion of the works. No escalation price variation clause shall be applicable on this contract.
5. **Employment of Personnel:** The contractor shall employ only Indian Nationals as his representatives, servants and workmen after verifying their antecedents and loyalty. He shall ensure that no personal of doubtful antecedents and any other nationality in any way is associated with the works. Contractor will need to submit an undertaking to this effect before start of works. QCI shall have full power and without giving any reason to the contractor, to immediately remove any representative, agent, servant and workmen or employee on account of misconduct negligence or incompetence or whose continued employment may in their opinion be undesirable. The contractor shall not be allowed any compensation on this account.
6. **Technical Staff for Work:** The contractor shall employ at his own cost the adequate number of technical and other staff during the execution of this work depending upon the requirement of work. The contractor shall not be entitled for any extra payment in this regard. The technical staff should be available at site, whenever required by QCI for discussion and to take instructions.
7. **Work on Sundays, Holidays and during Night:** For carrying out work on Sunday and holidays or during night, the contractor will approach the QCI Authorised Person or his representative at least two days in advance and obtain his permission. The contractor shall have no claim on his account whatsoever. If work demand, the contractor shall make arrangement to carry out the work on Sundays, Holidays and in two, Three shifts with the approval of QCI Authorised Person at no extra cost to QCI.
8. **Rates to be Firm:** The rates quoted by the tenderer shall be firm and fixed for the entire period of completion and till handing over of the work. No revision to rates or any escalation shall be

allowed on account of any increase in price of materials, labour, POL and overheads etc. or any other statutory increase during the entire contract period.

9. **No Idle Charges towards Labour or P&M etc.:** No idle charges or compensation shall be paid for idling of the contractor's labour, staff or P&M etc. on any ground or due to any reason whatsoever. QCI will not entertain any claim in the respect.
10. **Work to be executed in accordance with Specifications, Drawings, Orders etc.:** The contractor shall execute the whole and every part of the work in the most substantial and workman like manner both as regard materials and otherwise in every respect in strict accordance with the specification. The contractor shall also conform exactly, fully and faithfully to the design, drawings and instructions issued in respect to the work assigned by the QCI Authorised Person. The contractor shall comply with the provisions of the contract and execute the works with care and diligence and maintain the works and provide all labour and materials, tool and plants including for measurement and supervision of all works, structural plans and other things of temporary or permanent nature required for such execution and maintenance in so far as the necessity for providing these is specified or is reasonable inferred from the contract. The contractors shall take full responsibility for adequacy, suitability and safety of all the works.
11. **Site-Visit:** The bidder may visit the site with prior approval of QCI. The request to be submitted at [procurement@qcin.org](mailto:procurement@qcin.org).  
Address: **QCI Outreach office, B-403, B Wing- Fourth Floor, GCP Business Centre, Opp. Memnagar Fire Station, Vijay Cross Road, Navrangpura, Ahemdabad, Gujarat- 380009.**
12. **Presentation:** As a part of Evaluation of proposals submitted by the applicants, QCI reserves the right to seek further information or a presentation from the Organizations for evaluation purposes. QCI may call for such information/presentation at a short notice.
13. **Schedule of Rates:** The quantities shown against the various items of work are only approximate quantities which may vary as per the actual requirement / measurement at site.
14. **Materials and Samples:** The materials / products used on the work shall be of approved make/ brands out of list of approved makes given in the tender document. The contractor shall submit samples/ specimens of approved makes of materials / products to the QCI Authorised Person for prior approval. In exceptional circumstances QCI Authorised Person may allow alternate equivalent makes / brands of products / materials at his sole discretion. The final choice of brand/ make shall remain with the QCI Authorised Person, whose decision in the matter shall be final and binding and nothing extra on this account shall be payable to the contractor.
15. **Warranty:** The manufacturer warranty of all the items should be transferred to QCI as a part of the handover of the site.



16. **Care of Works:** From the commencement to the completion of the works handing over to the QCI and contractor shall take full responsibility for the care thereof and all temporary works and in case any damage loss or injury shall happen to the works or to any part thereof or to any temporary works due to lack of precaution / negligence on part of contractor, the same shall be made good at his own cost.
17. **Prohibition on Subletting :**The contractor shall not sublet or assign the whole or part of the works except where otherwise provided, by the contract and even then only with the prior written consent of QCI and such consent if given shall not relieve the contractor from any liability or obligation under the contract and he shall be responsible for the acts, defaults or neglects of any subcontractor, his agent, servants or workman as if they were the acts, the defaults or neglects of the contractor, his agent servants or workman provided always that the provision of labour on piece work basis shall not be deemed to be a subletting under this clause.
18. **Compensation for Delay and Remedies:** If the contractor fails to maintain the required progress in terms of relevant clause of contract, to complete the work and clear the site on or before the Completion date or extended date of completion, he shall, without prejudice to any other right or remedy available under the law to the Govt. on account of such breach, pay as agreed compensation the amount calculated at the rate stipulated below or such amount as the QCI Authorised Person (whose decision in writing shall be final and binding) may decide on the amount of tendered value of the work for every complete day /week (as applicable) that the progress work remains incomplete.
19. **Defects Liability Period:** The contractor shall be responsible for the rectification of defects in the works for a period of **12 calendar months** from the date of taking over of the works by the Owner / Client. Any defects discovered and brought to the notice of the contractor shall be attended to and rectified, by the contractor at his own cost and expense. In case the contractor fails to carry out these rectifications, the same may without prejudice to any other right or remedy available, be got rectified by QCI at the cost and expense of the contractor.
20. Precautions to avoid any nuisance to the neighbourhood / surrounding. All the necessary precautions will need to be taken during the implementation of the project (either during day or night), to avoid any nuisance or any harm causing to the neighbourhood/surrounding areas of proposed construction site. No complaint should arise by the neighbourhood /occupiers of other office in the building, during the development work by contractor or any of the persons directly or indirectly related to the site work. In case of any such conditions the contractor shall be fully responsible for the consequences & settlement.
21. **Authenticity of Equipment:** The selected bidder shall certify that the supplied goods are brand new, genuine/ authentic, not refurbished, conform to the description and quality as specified in this bidding document and are free from defects in material, workmanship and service. If during the contract period, the said goods be discovered counterfeit/ unauthentic or not to conform to the description and quality aforesaid or have determined (and the decision of the Purchase Officer in that behalf will be final and conclusive), notwithstanding the fact that the purchaser may have inspected and/ or approved the said goods, the purchaser will be entitled to reject the said goods or such portion thereof as may be discovered not to conform to the said description and quality. The selected bidder shall, if so called upon to do, replace the goods etc., or such portion thereof as is rejected by Purchase Officer, otherwise the selected bidder shall pay such

damage as may arise by the reason of the breach of the condition herein contained. Nothing herein contained shall prejudice any other right of the Purchase Officer in that behalf under this contract or otherwise. Goods accepted by the purchaser in terms of the contract shall in no way dilute purchaser's right to reject the same later, if found deficient in terms of the this clause of the contract.

22. **Contractor Liable for Damage Done and for Imperfections:** If the Contractor or his work people or servants shall break, deface, injure or destroy any part of a building in which they may be working or any building, road, fence, enclosure, or cultivated ground, contiguous to the premises on which the work or any part of it is being executed, or if any damage shall happen to the work. If any imperfection becomes apparent while the work is in progress, , or the contractor shall within a period specified by QCI after a Certificate, final or otherwise of its completion (given by the QCI Authorised Person or Tendering Authority), shall cause the same to be made good by other workmen and deduct the expense (of which the certificate of the QCI Authorised Person or Tendering Authority shall be final) from any sums may be then, or at any time, thereafter that may become due to the Contractor, or form his performance security, or the proceeds of sale thereof, or of a sufficient portion thereof.
23. **Withdrawal of Work from the Contractor:** If the Tendering Authority shall at any time and for any reasons, whatever, including inability to maintain pro rata progress, think any portion of the work should not be executed or should be withdrawn from the contractor, he may by notice in writing to that effect, require the Contractor not to execute the portion of the work specified in the notice, or may withdraw from the Contractor the portion of work, so specified, and the Contractor shall not be entitled to any compensation, by reason of such portion of work having been withdrawn from him. The QCI Authorised Person or Tendering Authority may supplement the work by engaging another agency to execute such portion of the work at the cost of the original contractor without prejudice to his rights. He shall also be competent to levy penalty for delay in progress. The recovery of excess cost shall be made good from next available 3 running bill or any other claim and shall not be deferred.
24. **Protect Works:** The contractor shall arrange to protect, at his own cost, in an adequate manner all stone work and other works, requiring protection and to maintain such protection, as long as work is in progress. He shall remove and replace this protection as required by the QCI Authorised Person or Tendering Authority, from time to time, any damage to the work, so protected no matter how it may be caused. Shall be made good by the Contractor free of cost. All template , forms, moulds, centring, false ceiling works and models, which in the opinion of the QCI Authorised Person or Tendering Authority, are necessary for the proper and workman like execution of the work, shall be provided by the Contractor free of cost.
25. **Fair Wage Clause:** The contractor shall not pay less than fair wages/minimum wages to labourers engaged by him on the work as revised from time to time by the Government.
26. **Safety of Workers:** Ensuring safety of workers at time of construction shall be the responsibility of the bidder. QCI has no obligation or responsibility towards any individual in any such case or situations. The bidder must have and maintain valid and keep in force insurance policies accidents, public liability, professional indemnity, worker's compensation required by law. The bidder shall provide personal protective equipment like helmet, face shield, gloves, safety shoes, etc., of standard make acceptable, to all the employees at their cost.

27. **Force Majeure:** Any delay in or failure of the performance of either party hereto shall not constitute default hereunder to give rise to any claims for damages, if any to the Extent such delay or failure of performance is caused by occurrences such as acts of God or the public enemy, expropriation, compliance with any order or request of Government authorities, acts of war, rebellions, sabotage fire, floods, illegal strikes, or riots (otherwise than among the contractors employees). Only extension of time shall be considered for Force Majeure conditions as accepted by QCI. No adjustment in contract price shall be allowed for reasons of force majeure.
- Force Majeure shall not include:
- i. any event which is caused by the negligence or intentional action of a Party or by or of such Party's agents or employees, nor
  - ii. any event which a diligent Party could reasonably have been expected both to take into account at the time of the signing of the Contract and avoid or overcome with utmost persistent effort in the carrying out of its obligations hereunder.
  - iii. Insufficiency of funds or manpower or inability to make any payment required for execution of services under this Contract.
28. The contract will be awarded to the Contractor whose proposal conforms to the terms of the RFP and is, in the opinion of QCI, the most advantageous and represents the best value of the assignment, price and other factors considered. QCI reserves the right to negotiate with the most competitive Contractor if required.
29. **COVID-19 Guidelines:** The bidder needs to ensure that all the personnel adhere to World Health Organisation (WHO) and Ministry of Home Affairs (MHA) COVID- 19 safety protocols at all the time during the construction period.
30. **Performance Bank Guarantee:** The Purchaser will require the selected Bidder to provide a Performance Bank Guarantee, within 15 days from the Notification of award, for a value equivalent to **3 % of the bid value**. The Performance Bank Guarantee shall contain a claim period of three months from the last date of the defect liability period. The selected Bidder shall be responsible for extending the validity date and claim period of the Performance Bank Guarantee as and when it is due on account of non-completion of the delivery and Warranty period. In case the selected Bidder fails to submit performance Bank guarantee within the time stipulated, the Purchaser at its discretion may cancel the order placed on the selected Bidder without giving any notice. Purchaser shall invoke the performance guarantee in case the selected Bidder fails to discharge their contractual obligations during the period or Purchaser incurs any loss due to Bidder's negligence in carrying out the project implementation as per the agreed terms & conditions.
31. **Ethics:** QCI expects all operators, shortlisted bidder(s) to show highest ethical standards during the course of the assignment especially during on-groundwork. If any complaints/information regarding any incident of malpractices (bribery, seeking monetary or non-monetary favor/gifts) is brought to the notice, the shortlisted bidder(s) shall take the necessary action (to the extent of expulsion/removal) as per its organization rules and laws applicable at that time. QCI is absolved of any liability/claim arising out of any such above situations.
32. **Insurance:** The Goods supplied under the Contract shall be fully insured against loss by theft, destruction or damage incidental to manufacture or acquisition, transportation, storage, fire, flood, under exposure to weather and delivery at the designated project locations, in accordance with the applicable terms. The insurance charges will be borne by the supplier and Purchaser will not be required to pay such charges if incurred. The goods will be delivered at the destination in perfect condition.

33. **Plant, Machinery & Job facility Area:** The contractor will have to make his own arrangement for storage of materials, plants, equipment's, machineries to be used in the execution of this work well in time after award of the contract, at his own cost. The land for facilitating the works shall be arranged by the contractor and maintained and re-instated after the implementation as per Environment mitigation norms. The contractor shall allow the QCI Authorized persons or any person authorized by the local authorities to access the site or any place where work in connection with the contract is being carried out or intended to be carried out or to any place where materials or plant are being manufactured / fabricated/ assembled for the works.

34. **Liquidated Damages:** The work must be completed as stipulated in the acceptance of the tender should be deemed to be the essence of the contract and delivery must be completed no later than the dates specified therein. Extension will not be given except in exceptional circumstances. However, if the work is completed after expiry of the contracted completion period without prior concurrence of QCI, such delivery will not deprive the purchaser of his right to recover liquidated damages.

35. **Confidentiality:**  
The bidder(s) must not divulge any confidential information and ensure that reasonable steps are taken to provide for the safe custody of any and confidential information in its possession and to prevent unauthorized access thereto or use thereof. The shortlisted bidder(s) must not, without the prior written consent of QCI, disclose any confidential information of QCI or any government department or relating to any ministry or any other party. In giving written consent to the disclosure of confidential information, QCI may impose such conditions as it thinks fit, and the bidder must comply with these conditions. Confidentiality clause shall survive for a period of one year after the termination of contract or contract expiry period.

36. **Payment Milestones:**

S. No.	Work done	Payment
1	On award of Work	20%
2	After completion of 30% of the work	40%
3	After completion of 100% of the work	40%

37. **Penalty:** Penalty may be imposed on non-performance/ violation of any of the terms and conditions mentioned in this work order. The quantum of such penalty shall be as decided by the committee of officials (constituted by QCI). The following shall be the treatment in case of damages and delays:

- i. Any damage to the building or to any equipment which might result during the repair shall be repaired by the Contractor.
- ii. If the job is not completed within the stipulated time penalty amount @ 0.5% (of the contract value) per week will be applicable on the contractor, provided such delay is not attributable to QCI.

38. QCI reserves the right to accept or reject any bid, to annul the entire bid process or reject all bids at any time prior to award of contract, without thereby incurring any liability to the affected Contractor(s) or any obligation to inform the affected Contractor(s) the grounds for such decision. QCI also reserves the right to negotiate with the successful Contractor if necessary.

39. The contract will be awarded to the Contractor whose proposal conforms to this RFP and is, in the opinion of QCI, the most advantageous and represents the best value to the assignment, price and other factors considered.

40. No part of this document including the Annexure can be reproduced in any form or by any means, disclosed or distributed to any person without prior written consent of QCI, except to the extent required for submitting the bid and no more. The information contained in this document is only disclosed for the purposes of enabling potential Contractors to submit a proposal to QCI. This document should not therefore be used for any other purpose. This document contains proprietary information furnished for evaluation purposes only; except with the written permission of the QCI, such information may not be published, disclosed, or used for any other purpose. The bidding firms acknowledge and agree that this document and all portions thereof, including, but not limited to, any copyright, trade secret and other intellectual property rights relating thereto, are and at all times shall remain the sole property of QCI. The title and full ownership rights in the information contained herein and all portions thereof are reserved to and at all times shall remain with QCI. Contractors must agree to take utmost care in protecting the proprietary and confidential nature of the information contained herein.
41. QCI, by issuance of this RFP does not necessarily indicate or imply that the project will be commenced. The Contractor will absolve QCI of all responsibilities if the project does not start within a stipulated timeframe. QCI reserves the right to withdraw this assignment any time without prior consultation or intimation to the Contractors.
42. The interested Contractors shall furnish an affirmative statement as to the existence of, absence of, or potential for conflict of interest on the part of the Contractor or any prospective subcontractor due to prior, current, or proposed contracts, engagements, or affiliations with QCI. Additionally, such disclosure shall address any and all potential elements (time frame for service delivery, resource, financial or other) that would adversely impact the ability of the Contractor to complete the requirements as given in the RFP.
43. The Contractor shall not make any alteration / changes in the bid after the closing time and date. Unsolicited correspondence from the Contractor will not be entertained.
44. If at any stage of the tendering process or during the currency of the agreement any suppression / misrepresentation of such information is brought to the knowledge of QCI, QCI shall have right to reject the bid or terminate the agreement, as the case may be, without any compensation to the Contractor.
45. The Contractor shall be deemed to have complied with all clauses in this RFP. Evaluation shall be carried out on the available information in the bid.
46. The firms / agencies submitting their proposals would be responsible for all of its expenses, costs and risks incurred towards preparation and submission of their proposals, attending any pre-proposal meeting and visiting the site or any other location in connection therewith. QCI shall, in no case, be responsible or liable for any such costs whatsoever, regardless of the outcome of the process.
47. The proposals submitted by the firms/agencies shall remain valid for a period of two months after the closing date (deadline) for submission of proposals prescribed in this document.
48. During evaluation, QCI may, at its discretion, ask the respondents for clarifications on their proposals. The firms/agencies are required to respond within the time frame prescribed by QCI.
49. At any time prior to deadline for submission of proposals, QCI may for any reason, modify the RFP document. The prospective respondents having received the RFP document shall be notified of the amendments through email and such amendments shall be binding on them.

50. QCI may at its sole discretion and at any time during the evaluation of proposal, disqualify any respondent, if the firm:
- i. Submitted the proposal after the response deadline
  - ii. Made misleading or false representations in the forms, statements and attachments submitted in proof of the eligibility requirements
  - iii. Exhibited a record of poor performance such as abandoning works, not properly completing the contractual obligations, inordinately delaying completion or financial failures, etc. in any project in the preceding three years
  - iv. Submitted a proposal that is not accompanied by required documentation or is non-responsive, failed to provide clarifications related thereto, when sought
  - v. Submitted more than one proposal
  - vi. Was declared ineligible by the Government of India/State/UT Government for corrupt and fraudulent practices.
51. **Disclaimer:** QCI shall not be responsible for any late receipt of applications for any reasons whatsoever. The applications received late will not be considered.  
QCI reserves the right
- i. To reject any/all applications without assigning any reasons thereof.
  - ii. To relax or waive any of the conditions stipulated in this document as deemed necessary in the best interest of the QCI without assigning any reasons thereof.
  - iii. To include any other item in the Scope of work at any time after consultation with applicants or otherwise
  - iv. To adopt method deemed fit to evaluate the proposals
  - v. To select multiple Contractors for the project for allocation of work in different areas if it meets the essential criteria for qualification.
52. **Submission of Proposals:** Overall evaluation of the bids will be done in two stages namely Technical and Financial evaluation.
- 54.1. **Technical Proposal**  
The Technical Proposal (one hard copy) shall be submitted with the following:
- 54.1.1. Pre-Qualification Documents (as per the Pre-Qualification Criteria clause)
- 54.1.2. Technical Documents:
- i. Form 1: Covering letter with the Proposal in response to RFP Notice
  - ii. Form 2: Relevant Project Experience
  - iii. Form 3: Details of responding organization
  - iv. Form 4: Non-Blacklisting Undertaking
  - v. Annexure A: Bill of Quantities
- 54.2. **Financial Proposal**  
The Proposal should be signed by the authorized signatory and submitted in a sealed envelope, only as a hardcopy, separate from the Technical proposal. Softcopies are not permissible. The Proposal must adhere to the following guidelines:
- 54.2.1. The Contractors should submit the proposal as per the format given in Annexure – A.  
Taxes would be additional and as per applicable statutory norms.
53. **Submission Details:**

- 55.1. The Financial and Technical Proposals should be submitted separately in the given format and signed by the Authorized Signatory. Financial bid, if submitted along with the technical bid is liable to be rejected.
- 55.2. All the pages of the proposal must be sequentially numbered and must contain the list of contents with page numbers. Any deficiency in the documentation may result in the rejection of the Bid.
- 55.3. All pages of the application shall be signed and stamped by the authorised signatory.
- 55.4. Please Note that Prices must not be indicated in the Technical Bid.
- 55.5. The Technical Proposal which includes the supporting documents pertaining to pre-qualification criteria shall be placed in a sealed envelope clearly marked 'Technical Proposal' for "**Modular Furniture and Wood Works at QCI office, Ahmedabad**". Further, the Financial Proposal shall be placed in a sealed envelope clearly marked 'Financial Proposal' for "Interior Works at QCI office, ICCW Building"

Interested parties may submit the technical and financial Proposal in two separately sealed envelopes inside a larger sealed envelope super-scribing "**Modular Furniture and Wood Works at QCI office, Ahmedabad**" to Deputy Director (Finance & Accounts), Quality Council of India, Institution of Engineers Building, 2<sup>nd</sup> Floor, 2, Bahadur Shah Zafar Marg New Delhi - 110002, India (By post or by hand) on or before July 24, 2023 by 3 PM.

For any queries, you may contact the below:

Procurement Team, QCI

Email id: [procurement@qcin.org](mailto:procurement@qcin.org)

### ANNEXURE – A: Bill of Quantities (BOQ)

ITEM NO.	DESCRIPTION	UNIT	QUANTITY	RATE	TOTAL*
<b>1</b>	<b>Conference Room (3600x1200x750)</b>	Nos	<b>1</b>		
	Top & Leg:- 32 mm Edge bended Post laminated Ply.				
	Modesty:- 18 mm Edge bended Post laminated Ply.				
	6 Modular PopUp Box - 2 Nos				
<b>2</b>	<b>Corner Table (600x600x450)</b>	Nos	<b>3</b>		
	Top & Leg:- 20 mm Edge bended Post laminated Ply.				
<b>3</b>	<b>Cabin Table (1800x750x750)</b>	Nos	<b>3</b>		
	Top&Leg:- 32 mm Edge bended Post laminated Ply.				
	Modesty:- 18 mm Edge bended Post laminated Ply.				
<b>4</b>	<b>Side Unit (900x400x750)</b>	Nos	<b>3</b>		
	2 Drawers, 2 Shutters				
	Carcase & Shutters:- 18 mm Edge bended Post laminated Particle Board				
<b>5</b>	<b>CEO Cabin Table (2100x750x750)</b>	Nos	<b>2</b>		
	Top&leg:- 32 mm Ply With Veneer & Melamine polish finish.				
	Modesty:- 18 mm Ply With Veneer & Melamine polish finish.				
<b>6</b>	<b>Side Unit (1200x400x750)</b>	Nos	<b>2</b>		
	2 Drawers, 2 Shutters				
	Carcase & Shutters:- 18 mm Ply With Veneer & Melamine polish finish.				
	Hardware - Lock, Handle & Channels of Standard make.				
<b>7</b>	<b>Modular WorkStation (1100x600x1200) - Non Sharing</b>	Nos	<b>4</b>		
	Top:- 25 mm Edge bended Post laminated Ply.				
	The Partition at Front and both end side of workstation 1200Ht.The partition thickness will be 60 mm. All Partition sections will be made of Aluminium. All Exposed Aluminium parts will be white/Grey Powder Coated. The lower panel will be post laminated MDF of approved shade and Make. The upper panel will be half soft board & Half White Board with approved Fabric. The wire Race ways will be provided at below table top and at bottom of the partition system i.e. at skirting level.				
<b>8</b>	<b>Laminated Drawer Unit (400x450x650)-3 Drawers in Ply</b>	Nos	<b>4</b>		
<b>9</b>	<b>Pantry (1825x600x750) - in Ply Without Granite Top</b>	Nos	<b>1</b>		
	S.S Bracket -3 NOS, Top:- 25 mm Edge bended Post laminated Ply.				
<b>11</b>	<b>Dining Area (1800x600x750)</b>	Nos	<b>1</b>		
	Top&Leg:- 25 mm Edge bended Post laminated Ply.				



12	<b>Reception Table (1500x750x1050) With Drawer Unit (400x450x650)</b>	Nos	1		
	Top&Leg:- 25 mm Edge bended Post laminated Ply.				
	Modesty:- 18 mm Edge bended Post laminated Ply.				
<b>Furniture</b>					
13	<b>CEO &amp; Chairman High Back Chair</b>	Nos	2		
14	<b>Ceo &amp; Chairman Visitor Chair</b>	Nos	6		
15	<b>High Back Chair</b>	Nos	3		
16	<b>Medium Back Chair</b>	Nos	12		
17	<b>Low Back Chair</b>	Nos	17		
18	<b>Dining Stools</b>	Nos	0		
19	<b>3 Seater Sofa</b>	Nos	4		
20	<b>Above Ceiling Partation</b>	Sqft	550		
	Providing and fixing in position partition with alumium framing and 12mm MDF of approved shade and design on both the sides as per detail.				
21	<b>Combination of Glass and solid MDF Painted Partition.</b>	Sqft	1415		
	Providing and fixing cross in 75mm partition with 12mm HDF on both side and in front 12mm toughened Glass of approved make as per detail.				
22	<b>Cabins Glass Door (900x2400)</b>	Nos	7		
23	<b>Main Entry Glass Door (900x2400)</b>	Nos	2		
	Providing and fixing 12mm toughened glass door (Cost to include cost of Handle, lock, floor spring)				
24	<b>Laminated Wooden Main Door (900X2400)</b>	Nos	2		
27	<b>Roller blind</b>	Sqft	1160		
34	<b>Soft Furnishing(planter, frames, decorative items / sinages etc)</b>	LS	1		

\* excluding Taxes

#### Make

S. No.	Description	Approved Make/Manufacture/Supplier
1	Ply	Nocte MR Grade IS-303 or equivalent
2	MDF	Century/Nuwood Interior Grade
3	HDF	Century/Nuwood Exterior Grade
4	Particle Board	Action Tesa or Equivalent
5	Gypsum Board	Sant Gobain
6	Glass	Sant Gobain or Equivalent
7	Paint	Asian or Equivalent
8	Furniture Hardware	Ebco/ Hafele or Equivalent
9	Fix Furniture Hardware	Hardwyn/Safex

## ANNEXURE-B

### Form 1: Covering letter with the Proposal in response to RFP Notice

(To be submitted on the Letterhead of the responding firm)

{Place}

{Date}

To,

Deputy Director (Accounts),  
Quality Council of India,  
Institution of Engineers Building,  
2<sup>nd</sup> Floor, 2, Bahadur Shah Zafar Marg,  
New Delhi-110002

Subject: Submission of proposal in response to the RFP for “**Modular Furniture and Wood Works at QCI office, Ahmedabad**”.

Dear Sir,

1. Having examined the RFP document, we, the undersigned, herewith submit our proposal in response to your RFP dated <dd/mm/yy> for “<RFP Name>”, in full conformity with the said RFP document.
2. We undertake, if our proposal is accepted, to adhere to assign a team dedicate to this project.
3. We have read the provisions of RFP and confirm that these are acceptable to us. We further declare that additional conditions, variations, deviations, if any, found in our proposal shall not be given effect to.
4. We undertake, if our proposal is accepted, to adhere to the scope of engagement or such modified plan as may subsequently be mutually agreed between us and QCI or its appointed representatives.
5. We agree to unconditionally accept all the terms and conditions set out in the RFP document and also agree to abide by this bid response for a maximum period of TWO MONTHS from the date fixed for bid opening and it shall remain binding upon us with full force and virtue, until within this period a formal contract is prepared and executed, this bid response, together with your written acceptance thereof in your notification of award, shall constitute a binding contract between us and QCI.
6. We affirm that the information contained in this proposal or any part thereof, including its exhibits, schedules, and other documents and instruments delivered or to be delivered to through this proposal is true, accurate, and complete.
7. This proposal includes all information necessary to ensure that the statements therein do not in whole or in part mislead the QCI as to any material fact. We agree that QCI is not bound to accept the lowest or any bid response you may receive. We also agree that you reserve the right in absolute sense to reject all or any of the products/ service specified in the bid response without assigning any reason whatsoever.
8. We confirm that we have not been blacklisted by any central or state government agency, PSU etc.

It is hereby confirmed that I/We are entitled to act on behalf of our corporation/company/ firm/organization and empowered to sign this document as well as such other documents, which may be required in this connection.

Dated this Day of 2023

(Signature) (In the capacity of)

Duly authorized to sign the Bid Response for and on behalf of:

(Name and Address of Company) Seal/Stamp of Contractor

**Form 2: Relevant Project Experience**

S. No.	Name of the Project/Engagement	Client name	Duration (Period)	Value

**Form 3: Details of Responding Organisation**

Section No.	Sr. No.	Particular	Detail
I	COMPANY PROFILE :		
	1.	Name of the Organization * (As appearing on PAN Card)	
	2.	Registered Office Address *	
	3.	Address for Billing Office & Address *	
		Name of Contact Person *	
		Contact No. *	
		Mobile No.	
		E mail ID *	
	4.	Name of Contact Person (Finance & Accounts) *	
		Contact no.	
		Mobile no.	
		E mail ID *	

II	STATUTORY DETAILS:		
	1.	GST Details: -	

		Whether Registered Assessee (Yes or No)	
		<b>If Yes: -</b>	
		GSTIN Number # *	
		Type of Assessee	
	2.	<b>MSME</b>	
		Whether Registered under MSME (Yes or No) *	
		<b>If Yes: -</b>	
		MSME Registration No. and validity date # *	
	3.	Permanent Income Tax No. (PAN) #	
	4.	<u>NATURE OF ENTITY: *</u> PROPRIETOR/PARTNERSHIP/ LPP/ PRIVATE LIMITED /PUBLIC LIMITED/GOVERNMENT	
	5.	WHETHER FUNCTIONING IN A SPECIAL ECONOMIC ZONE. (SEZ) (Yes/ No) *	

<b>III</b>	<b>BANK DETAILS: -</b>		
		Name of Bank	
		Address of Bank	
		Bank Account No.	
		IFSC Code	
		SWIFT CODE (If party's billing address is outside India)	

<b>IV</b>	<b>Details of responding Company</b>		
1.	Current Year Turnover ( Rs Crores) from similar services;		

2.	Company Profile (Operations in India)		
2.1	Average turnover from Indian Operations	(Turnover in Rs Crores)	
2.2	Full-time professional staff engaged in related services	(Number of Staff)	
2.3	Extent of operations in India (national spread) i.e. number of offices in India (client specific / project specific offices should not be taken into account)	(Number of Offices in different cities/towns and their address)	
3.	Company Experience		
3.2	Experience of working on similar Specifications		(Number of Projects and their brief description)

**Declaration by Director/ Proprietor/ Partner:**

I/We declare that the information furnished above are correct to the best of my/our knowledge / belief.

I/We undertake to inform you of any change in above particulars at the earliest.

#### Form 4: Format for Non-Blacklisting Undertaking

(To be submitted on the Letterhead of the responding firm)

To,  
Deputy Director (Finance & Accounts),  
Quality Council of India,  
Institution of Engineers Building,  
2nd Floor, 2, Bahadur Shah Zafar Marg,  
New Delhi-110002

**Subject:** Non-Blacklisting declaration in connection with RFP Ref. No. \_\_\_\_\_ dated \_\_\_\_ for \_\_\_\_\_

Dear Sir,

This is to notify you that our Firm/Company/Organisation \_\_\_\_\_ intends to submit proposal in response to invitation for Tender Ref. No. \_\_\_\_\_ for <>. In accordance with the above, we declare that:

- a. We are not involved in any major litigation that may have an impact of affecting or compromising the delivery of services as required under this agreement
- b. We are not blacklisted by any Central/ State Government/ agency of Central/ State Government of India or any other country in the world/ Public Sector Undertaking/ any Regulatory Authorities in India or any other country in the world for any kind of fraudulent activities.

Dated this Day of (Year)

(Signature) (In the capacity of)

Duly authorized to sign the Proposal Response for and on behalf of:

(Name and Address of Company) Seal/Stamp of Bidder

