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**NATIONAL PRODUCTIVITY COUNCIL,
LODI ROAD, NEW DELHI-110003
www.npcindia.gov.in
Bid No. NPC/01/Admn/JULY/2025**

**BID Document for
Renovation of Room No. 705, Bhikaji Cama Place, New Delhi
July, 2025**

**NATIONAL PRODUCTIVITY COUNCIL
An Autonomous body under
Department for Promotion of Industry and Internal Trade, Govt. of India**

NEW DELHI

Cost of Tender Document: FREE

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CHAPTER - I**INTRODUCTION**

National Productivity Council of India (NPC), established in the year 1958, is an autonomous organization under Department for Promotion of Industry & Internal Trade, Ministry of Commerce and Industry, Government of India. Besides undertaking research in the area of productivity, NPC has been providing consultancy and training services in areas of Industrial Engineering, Agri-Business, Economic Services, Quality Management, Human Resources Management, Information Technology, Technology Management, Energy Management, Environmental Management etc., to the Government and Public & Private sector organizations. NPC is a constituent of the Tokyo-based Asian Productivity Organization (APO), an Inter-Governmental Body of which the Government of India is a founding member.

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CHAPTER 2**INVITATION TO BIDDERS & I NSTRUCTION TO BIDDERS/ BRIEF DETAILS OF BIDS**

This bid is for "**Renovation of Room No. 705, Bhikaji Cama Place New Delhi**"

Bidders are advised to study the Bid document carefully. Submission of bids shall be deemed to have been done after careful study and examination of the bid document with full understanding of its implications.

Not more than one tender shall be submitted by one bidder or bidders having business relationship. Under no circumstance will father and his son(s) or other close relations who have business relationship with one another (i.e when one or more partner(s)/director(s) are common) be allowed to tender for the same contract as separate competitors. A breach of this condition will render the tenders of both parties liable to rejection.

Tender form downloaded from the NPC website www.npcindia.gov.in or Central Public Procurement Portal (CPPP) website shall not be tampered/modified. In case if the same is found to be tempered/ modified in any manner, tender will be completely rejected and tenderer is liable to be banned from doing business with NPC.

The Bid along with copies of certificates, must be delivered to the address as mentioned in the Chapter 2 on or before bid opening date/time as mentioned in critical date sheet.

Schedule for Invitation to Bid**Name of the Purchaser:**

**National Productivity Council,
Utpadakta Bhavan
5-6, Institutional Area, Lodi Road
New Delhi-110003.**

**Addressee and Address:**

**The Group Head (Administration)
National Productivity Council (NPC),
Utpadakta Bhavan
5-6, Institutional Area Lodi Road New
Delhi-110003.**

Name of the Contact Person for any clarification:

Shri Amitava Ray
Group Head (Administration)
National Productivity Council (NPC),
Utpadakta Bhavan
5-6, Institutional Area Lodi Road
New Delhi-110003.

Important Dates:

The following table provides information regarding the important dates of the Bid process for this Bid:

CRITICAL DATE SHEET

Published Date	14.07.2025
Submission Start Date & Time	14.07.2025 from 04.00PM
Submission End Date & Time	30.07.2025 till 5.30pm
Technical Bid Opening Date & Time	31.07.2025 at 10.30am

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CHAPTER 4: GENERAL TERMS & CONDITIONS

1. Eligible Bidder

The intending Bidder, shall Valid Registration certificate/license of the firms/contractor registered with CPWD/PWD/other central/state Govt./Semi-Govt. agencies.

2. Location of Organization

The Bidder should have an Office in Delhi or NCR.

3. Experience

The bidder must have experience of having successfully competed similar works/Civil work during last 5(Five)years ending March,2025, should be either of the following.

- (i) One similar/civil completed work costing not less than Rs.10 lakh.
- (ii) Two similar/civil completed works costing not less than Rs. 7.50 lakh
- (ii) Three similar/civil competed works costing not less than Rs.6.00 lakh each

Definition of "Similar Work" Experience in carrying out similar work / civil work/ civil renovation/maintenance works in private sector or Govt. organizations/ PSU's..

4. Period of Validity of Bids

Bids shall remain valid for 90 days after the last date of submission of bids prescribed by the NPC. A bid valid for a shorter period may be rejected by the NPC as non-responsive.

In exceptional circumstances, NPC may ask the Bidder to extend the validity of the Bid. However, A Bidder will not be permitted to modify its bid.

5. Format and Signing of Bid

Tender bid must be submitted in the format provided by NPC. The bid must contain the name, office and after office hours addresses including telephone number(s) of the person(s) who are



authorized to submit the bid with their signatures. Un-signed, un-stamped bids shall not be accepted. The bid shall contain no interlineations, erasures or overwriting except as necessary to correct errors made by the Bidder, in which case such corrections shall be initialed by the person or persons signing the bid.

6. Address for Correspondence

The Bidder shall designate the official mailing address, place, and email to which all correspondence shall be sent by the NPC.

7. Scope of Work and Site Visit

The scope of work is as given in Annexure-II financial bid. The bidder is advised to acquaint himself with the job work, visit the Site & examine site conditions and collect all information that shall be necessary for preparing the bid and entering into a contract. The cost of visiting the site and collecting information for the purpose of submission of the bid shall be incurred by the bidder only.

8. Earnest Money Deposit (EMD):

The Bidder shall furnish EMD of Rs.30,000/- (Rs. Thirty thousand only) along with the tender in the shape of demand draft in favour of National Productivity Council, New Delhi, payable at New Delhi. EMD shall be returned to the unsuccessful bidders after award of work without any interest. EMD of successful bidder will be retained as Performance Guarantee and shall be returned within 90 days of completion of work without interest. The tender not accompanied with requisite amount of EMD shall be rejected.

9. Opening of Bids by NPC

Bids (complete in all respect) received will be opened on the date and time mentioned in the Chapter 2. A duly constituted committee will open and evaluate the Technical bids. The representatives of the bidder if they so desire may be present on the date and time of opening of Technical bids. The Technically qualified bidders will be informed of the Date and time of opening of financial bid.

10. Selection Criteria:

The work will be awarded to L1 vendor on overall basis of Financial Bid. The determination of lowest bidder will NOT be on individual rates of financial bids. Rather it will be on overall basis.

11. NPC's Right to Accept Any Bid and to Reject Any or All Bids

The NPC reserves the right to accept any bid, and to annul the Bid process and reject



all bids at any time prior to award of Contract, without there by incurring any liability to the affected Bidder or

Bidders or any obligation to inform the affected Bidder or Bidders of the grounds for the NPC's action.

12. Clarification

When deemed necessary, the NPC may seek clarification on any aspect from the Bidder. However, that would not entitle the Bidder to change or cause any change in the substance of the Bid submitted or price quoted.

13. Notification of Award

Prior to the expiration of the period of bid validity, the NPC will notify the successful Bidder in writing by registered letter or by favor email, that its bid has been accepted. The NPC will promptly refund/discharge the bid security/EMD of each unsuccessful Bidder.

14. Cost of Bid Document

The Bid document is free. The Bidder shall bear all costs associated with the preparation and submission of its bids, including cost of presentation for the purposes of clarification of the bids, if so desired by the NPC. The NPC will in no case be responsible or liable for those costs, regardless of the conductor outcome of the Bidding process.

15. Payment Terms

No advance payment will be made. 100% payment will be released after completion work of **Renovation of Room No.705, Bhikaji Cama Place New Delhi.**

16. Time limit for completion of Work:

The time limit for completion of work is four months and in case of delay a penalty of 1% of cost per week will be imposed subject to maximum of 10%. Fraction of week will be counted as one week. The penalty or Liquidated Damage will be deducted from the bill.

CHAPTER 5
PROCEDURE FOR SUBMISSION AND OPENING OF BIDS

One hard copy of Part-I & Part-II each of Bids as detailed at Chapter-6, in two separate sealed envelopes and also mentioning the name and address of the firm/ bidder on the envelopes needs to be submitted in one sealed and marked master envelope labeled "Quotations for **Renovation of Room No. 705, Bhikaji Cama Place New Delhi**". If any of the envelopes is not sealed and marked properly as above, the bid will be rejected.

The tender envelope is to be addressed to:

**The Group Head (Administration),
National Productivity Council (NPC),
Utpadakta Bhavan
5-6, Institutional Area, Lodi
Road New Delhi-110003.**

The tender should be put in the designated tender box kept at the Ground Floor at the above- mentioned address of the council.

Part-II-Financial bid of only Technically Qualified bidders will be opened. In case the applicant does not satisfy the Technical criteria, Part-II shall not be opened and shall be rejected as it is. There will be no obligation on part of the Council to send any intimation to the applicant firm in case of rejection of their application.

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CHAPTER 6 FORMAT

OF BID

The bidders are required to submit the Bid in two bid format i.e Technical Bid and Financial Bid separately in the prescribed format attached here with.

Part-I: Technical Bid

The Technical bid along with Enclosures and EMD in form of Demand Draft for Rs.30,000/- should be submitted in a separate sealed cover, super scribing "PART-II inviting Quotations for **Renovation of Room No.705, Bhikaji Cama Place New Delhi**

"The Part-I of the offer bid shall be submitted in the format at Annexure-I.

PART-II: Financial Bid

The financial proposal (fees to be quoted both in words and figures) of the offer should be submitted in a separate sealed cover, super scribing "PART-II Inviting Quotations for **Renovation of Room No. 705, Bhikaji Cama Place New Delhi**

"Part-II of the offer should be submitted in the format at Annexure-II.

PART-III-SUBMISSION

The envelope no. 1&2 containing Part-I- Technical Bid and Part-II Financial Bid should be put into a larger envelope no.3 and envelope No.3 should be sealed properly with complete tender document (without Annexures) duly signed by bidder in acceptance of terms & conditions and super scribing "Quotations for **Renovation of Room No. 705, Bhikaji Cama Place New Delhi.**"



PART-ITECHNICALBID

S.No	Particulars	Details
1.	Name of the Bidder	
2.	Full Address of the Bidder	
3.	PAN(attach photocopy)	
4.	TIN/VAT No.	
5.	GST No.	
6.	Name of the Authorized Signatory	
7.	Name & address of the officer to whom all references shall be made regarding this Tender	
8.	Telephone	
9.	Fax No.	
10.	E-mail	
11.	Mobile	
12.	Turnover of the firm during last three years (2021-22, 2022-23 & 2023-24) (Copy of audited Trading/ PL Account to be enclosed)	2021-2022- Rs. 2022-2023- Rs. 2023-2024- Rs.
13.	Copy of Work order/ experience certificate with amount of work done during last 5 years ending March 2025 as in Clause-3 of Chapter-4	
14.	Earnest Money Demand Draft for Rs. 30,000/- to be enclosed in Technical Bid envelop.	No. _____ Date: _____ Bank _____
15.	Have you ever been debarred, blacklisted by any Govt. organization or PSU (Yes or No.)	

Signature: _____

Name of Firm with seal: _____

Address: _____

Place: _____

Date: _____



PART-II FINANCIAL BID (To be kept in separate envelop captioned "Financial Bid")

S.NO.	Item	Unit	Quantity	Unit Cost (Rs.)	Amount (Rs.)
1	Removing of old wooden cupboard & work station- Dismantling & Disposal from 7 th Floor to GF				
2	Removing old floor tiles dismantling & Disposal of malba 7 th Floor to Ground Floor				
3	Plaster of old damage walls with Yamuna sand , Cement (Ultra tech, ACC, JK or equivalent) etc				
4	Providing a fixture of New Floor Tiles 2'x2' somany, (Kajaria, Somany or equivalent)				
5	Sanitary Work Gents & Ladies Toilet, Pantary with one piece two nos. WC sheet, small washbasin, S.S. Sink (Nirali, Diamond or equivalent) for Pantry, tap, wall etc & Looking Glass				
6	Electrical work with removing old damage electric points -Switch & socket etc fixing of new modler Switch & Sockets, M.C.B. for A.C. With all fittings & wiring etc. (Anchor, Havells or equivalent)				
7	Providing a fixing new wall tiles in two nos. bathrooms & Pantry (Kajaria, Somany) or equivalent).				
8	Providing a fixing new aluminum Window & doors with powder coated section of 5 mm plain glass with all fitting 175 sq ft Rs.450 per sq.ft.				
9	Providing a fixing new main gate size 7'x4' with wooden frame & both side laminate With door				

10	Providing a fixing new toughened glass 12 mm doors two nos (Saint Gobain, Modi, Asai Or equivalent) with S.S. handle & Lock etc				
11	Providing a Fixing four nos. flush doors in Rooms with flush doors & both side laminated (1 pantry and 3 rooms)				
12	Providing a fixing of new A.C. copper pipe line for A.C. Installation with electric wire Rs. 1500 Per mtrs approximate 40 mtr line for 4 nos. A.C				
13	Providing a fixing new LED Panel lights in ceiling 36 watt 18 nos. (Anchor, Havells or equivalent)				
14	Wall putty & plastic emulsion paint of ceiling & walls with two or more coats (Asian, Dules, Berger or equivalent)				
15	Providing a fixing new vertical blinds in window 110 sqft Rs. 150 per sq.ft.				
	TOTAL				
	Buy back of Scrap				
	SUB-TOTAL				
	APPLICABLE GST				
	GRAND TOTAL INCLUDING GST				

Amount in Words: Rupees _____ only

Signature: _____

Name of Firm with seal: _____

Address: _____

Place: _____

Date: _____