

NATIONAL TESTING AGENCY
Tender Document for Renovation of Canteen

National Testing Agency (NTA) has been established as a premier, specialist, autonomous and self-sustained Testing Organization to conduct entrance examinations for admission/fellowship in higher educational institutions.

To assess competence of candidates for admissions and recruitment has always been a challenge in terms of matching with research based international standards, efficiency, transparency and error free delivery. The National Testing Agency is entrusted to address all such issues using best in every field, from test preparation, to test delivery and to test marking.

The Agency sealed quotations for renovation and allied works of a room planned to be raised as kitchen in the premises taken on lease from NSIC (National Small Industries Corporation). The scope of work and terms & conditions of the tender are mentioned as annexure-1 and annexure-2 respectively. Bidders are requested to submit their Financial Bid strictly in the format at annexure-3.

Annexure-1

SCOPE OF WORK

A room of size measuring about 400 sq feet in raw condition has been taken by National Testing Agency on lease from NSIC (National Small Industries Corporation) to raise it as a kitchen for preparing meals for the examiners and other stakeholders visiting NTA. The works to be undertaken are as follows.

1. Leveling of the elevated area in the room.
2. Fixing of tiles of reputed brand on the four walls of the room.
3. Providing of electrical and plumbing facilities, as per the requirement of NTA
4. Whitewash of all exterior walls and ceiling
5. Laying of shed on the front side of the room
6. Constructing a 4 feet wide cemented patch from the room to the nearby road.
7. Any other allied work.

Annexure-2

Terms and conditions for renovation of Room in NSIC premises taken on lease by NTA

1. Description of Work. Renovation of Room in NISC Premises at NSIC-MDBP Building, Okhla Industrial Estate, New Delhi-110020.
2. Approximate cost of work : Rs.4.5 lacs.
3. Bidders are advised to visit the Office of Joint Director (General Administration) to assess the required work and familiarize themselves with the local conditions. The Bidders may, accordingly, quote their rates for the required work on a **SINGLE PACKAGE BASIS**. The rates quoted should be inclusive of all applicable taxes.
4. Specifications. Renovation works shall strictly conform to the specifications as per annexure '1'.
5. Time and date for opening of Bids. The bids will be opened at 3.30 P.M on 9th November, 2023. If due to any exigency, the due date for opening of the Bids is declared a closed holiday, the Bids will be opened on the next working day at the same time or on any other day/time, as intimated by NTA. The Bidders may depute their representatives, duly authorized in writing, to attend the opening of Bids on the due date and time. Rates and important commercial/technical clauses quoted by all Bidders will be read out in the presence of the representatives of all the Bidders. This event will not be postponed due to non-presence of representative.
6. Rejection of Bids. Canvassing by the Bidder in any form, unsolicited letter and post-tender correction, unsigned bids shall be summarily rejected and may lead to forfeiture of EMD. Conditional tenders will be rejected.
7. Earnest Money Deposit. Bidders are required to submit Earnest Money Deposit (EMD) for amount of Rs.20000/- along with their bids. The EMD may be submitted in the form of a Demand Draft in favour of National Testing Agency payable at New Delhi. The Bid Security of the successful bidder would be returned, without any interest whatsoever, after the successful completion of renovation works. Quotation without earnest money will be rejected as non-participative.
8. Bid quotation amount, Taxes and Duties. Price shall be inclusive of cost of product, all statutory taxes, duties, labour charges, levies and all cartage charges, Bid price shall be firm and final. No escalation whatsoever shall be payable. The bidder/supplier will be entirely responsible for all taxes and levies payable by him to the respective authorities.
9. The bidders should have a valid GST number.
10. Bidders shall give a self declaration to the effect of have never been blacklisted by any government department.
11. The bidder placed the order with shall ensure that he complies with all statutory provisions.
12. Terms of Work Order. (a) The successful bidder will have to complete the renovation works as indicated at annexure '1' within 20 days from the date of issue of work order. (b) The Materiel used in the renovation works must be in brand new condition. Old/damaged Material will be returned and vendor has to replace such material on his own expenses.(c) The material to be used shall be got approved by NTA.
13. No advance payment shall be made by NTA. Payment shall be released on satisfactory completion of the work to be determined by Competent Authority of NTA.
14. The sealed bid should be super scribed "Quotation for renovation of Kitchen Room" and submitted to the following address:- The Joint Director, National Testing Agency, 1st floor, NSIC-

MDBP Building, Okhla Industrial Estate, New Delhi-110020 **latest by 3.00 PM on 9th November, 2023. Bids received after the due date and time will not be entertained.**

15. National Testing Agency reserves the right to accept or reject any/all proposal without assigning any reason.

Annexure-3

Financial Bid

I/We, hereby quote our best rates for the works given in annexure-1

| Serial No. | Description of work |
|------------|--|
| 1 | Leveling of the elevated area in the room. |
| 2 | Fixing of tiles of reputed brand on the four walls of the room. |
| 3 | Providing of electrical and plumbing facilities, as per the requirement of NTA |
| 4 | Whitewashing of all exterior walls and ceiling |
| 5 | Laying of shed on the front side of the room |
| 6 | Constructing a 4 feet wide cemented path from the room to the nearby road. |
| 7 | Any other allied work. |

