



TATA MEMORIAL CENTRE  
ADVANCED CENTRE FOR TREATMENT, RESEARCH &

EDUCATION IN CANCER (ACTREC)  
Kharghar, Navi Mumbai-410 20

(A Grant-in-Aid Institute under Department of Atomic Energy, Govt. of India)

Date: 31/10/2024

Tender No: TMC/ACTREC/ENGG/PM/SQ-101/Carpentry Works in KK Hostel/2024.

To,

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Short Term Tender**

Sealed Quotations are invited on behalf of the Director, ACTREC, for carrying out the work mentioned below, which will be received in the office of the undersigned i.e. Advanced Centre for Treatment Research and Education in Cancer, Tata Memorial Centre, Plot No 1 and 2, Sector-22, Kharghar, Navi Mumbai-410210, Maharashtra, India, from competent contractors who have carried out the work of similar kind and magnitude, **Schedule of quantities** is enclosed herewith.

Sr. No.	Name of work	Tender cost (Basic rate) (Rs.)	EMD (Rs.)	Tender Cost (Rs.)
1.	Miscellaneous Carpentry Works in Kanchan-Ketki Hostels at ACTREC.	1,66,626/-	3,333/-	NIL

Earnest Money deposit 2% of the Tender amount i.e. Rs. 3,333/-to be submitted in the form of Cash Receipt/BG/ Insurance Security Bond/ Fixed deposit /DD/ issued by Scheduled Bank in Favor of Account officer, TMC-ACTREC, payable at Navi Mumbai.

- 1) Rs. 3,333/- in the form of Cash Receipt/FDR/DD as prescribed above.
- 2) EMD in the form of a Cheque will not be accept
- 3) Agencies have to submit EMD in the prescribed format, failure to submit EMD before the closing date of the tender will lead to summary rejection of the bid.

The undersigned may be contacted between 10.00 a.m. to 5.00 p.m. on any working day.



TATA MEMORIAL CENTRE  
ADVANCED CENTRE FOR TREATMENT, RESEARCH &

EDUCATION IN CANCER (ACTREC)  
Kharghar, Navi Mumbai-410 20

(A Grant-in-Aid Institute under Department of Atomic Energy, Govt. of India)

### Submission of Tender:

The Quotation is to be submitted in a sealed envelope subscribed "Miscellaneous Carpentry Works in Kanchan-Ketki Hostels at ACTREC."

The agency shall deposit a Security Deposit at the rate of 2.5% of the (basic value) original work order or amended value therein or from each running account bill in the form of DD/FDR/BG with a validity period covering the defect liability of one year from date of completion. The running account bill will be processed only after receiving the security deposit. This amount will be refunded after the completion of the defect liability period of One Year without any interest from the date of actual completion of work. The validity period of the security deposit to be extended in case of an extension of the contractual period. 5% of Contract value (Excluding GST) of work will have to be submitted towards performance security after acceptance of tender. The same will be returned on satisfactory completion of work.

**Tender No:** TMC/ACTREC/ENGG/PM/SQ-101/Carpentry Works in KK Hostel/2024.

A sealed Quotation must be entered and endorsed at the main gate before due date and time. Envelopes received without endorsement at the main gate and or after the stipulated time will not be entertained.

**Financial bids will be submitted in the given format only.**

**Variation in Financial bid format is not accepted and failing to do so will lead to disqualification and rejection of bid.**

The tender document can be purchased from 2<sup>nd</sup> floor, KS-203 Engineering Services, Khanolkar Shodhika, ACTREC, Tata Memorial Centre, Kharghar, Navi Mumbai-410210 during working hours.

**Purchase Date of tender: from 03/11/2024 to 12/11/2024 13:00 Hrs.**

**The last date of submission of hard copy of Tender is: 12/11/2024, 15:00 Hrs**

**Date of Opening of Tender: 12/11/2024, 15:30 Hrs in the presence of tenderers or their authorized representative present at the time of opening.**

An authorized representative of the agency can visit the site to know the actual scope of work and to clarify any queries before quoting.

The agency can contact on:



TATA MEMORIAL CENTRE  
ADVANCED CENTRE FOR TREATMENT, RESEARCH &

EDUCATION IN CANCER (ACTREC)  
Kharghar, Navi Mumbai-410 20

(A Grant-in-Aid Institute under Department of Atomic Energy, Govt. of India)

Phone No: 022-6873/ 2740 5700, 5010

Email- [pranav.actrec@gmail.com](mailto:pranav.actrec@gmail.com), [tender.engg@actrec.gov.in](mailto:tender.engg@actrec.gov.in)

The rate shall be basic only and GST is applicable as per the Schedule of Quantity. In force and no extra will be paid over and above the quoted rates.

The entire work is to be completed within **20 Days** in accordance with the time schedule.

The agency shall deposit a Security Deposit at the rate of 2.5% of the (basic value) original work order or amended value therein or from each running account bill in the form of DD/FDR/BG with a validity period covering the defect liability of one year from date of completion. The running account bill will be processed only after receiving the security deposit. This amount will be refunded after the completion of the defect liability period of One Year without any interest from the date of actual completion of work. The validity period of the security deposit to be extended in case of an extension of the contractual period.

5% of Contract value (Excluding GST) of work will have to be submitted towards performance security after acceptance of tender. The same will be returned on satisfactory completion of work.

### **Scope of work:**

1. Miscellaneous Carpentry Works in Kanchan-Ketki Hostels at ACTREC as per the description and technical specifications in SOQR and to the satisfaction of the Engineer-in-Charge.
2. Providing and fixing brass curtain rods of wall thickness 1.25 mm having 25 mm Dia. as per instructions of the Engineer-in-Charge.
3. Providing & fixing of Notice Boards as per the description and technical specifications in SOQR and completing as specified and directed to the satisfaction of the Engineer-In-Charge.
4. Providing & fixing approved C.P. brass towel rods of size 600 mm x 20 mm heavy duty as per the description and technical specifications in SOQR.
5. Labour charges only for fixing in position of Bathroom fittings supplied by the department in each room of both the hostels as per the description and technical specifications in SOQR and to the satisfaction of the Engineer-In-Charge.
6. Technical specifications, as mentioned in the financial bid/BOQ, shall be followed stringently.
7. The scope of work detailed above is indicative of the probable nature of the works only and the entire scope of work is not limited to the information furnished above.



TATA MEMORIAL CENTRE  
ADVANCED CENTRE FOR TREATMENT, RESEARCH &

EDUCATION IN CANCER (ACTREC)  
Kharghar, Navi Mumbai-410 20

**(A Grant-in-Aid Institute under Department of Atomic Energy, Govt. of India)**

8. Transportation of materials from the factory to ACTREC respectively, unloading, keeping the same at site appropriately, and placing as per the instructions of the Engineer-in-Charge.
9. All areas must be cleared from debris/ dismantled materials before a work completion certificate is issued for settlement of final payment. Bill will be settled as per the joint measurement for actual work done.
10. Once the order is issued, the agency is to contact the respective engineer-in-charge for administrative activities, challans, gate passes, submission of bills, any other site-related activities, etc.
11. The contractor shall provide all necessary measuring instruments materials, labours, tools, and plants required to execute the work.
12. The Contractor shall clean up and properly dispose of any excess materials and debris resulting from the work. The cost of cleanup and disposal shall be included in the cost of the various items.
13. The agency is requested to visit the site to know the actual scope of work.
14. Rate shall be basic and GST will be extra as applicable.
15. Material required at the site should be assessed by the agency and the bill will not be settled for excess/supplied items.
16. The bill will be settled as per actual measurement.
17. The agency will have to prepare a detailed drawing/ plan of work and obtain approval before execution. The agency will have time time-bound work schedule for carrying out the work.
18. The agency will have to give a guarantee of at least 1 year after completion of the project.
19. Payment will be released for the consumed quantity on satisfactory completion of providing necessary certifications/documentation.
20. All the above items of this schedule shall be standard and approved before installation.

**Payment Terms:**

Payment shall be settled based on work executed by the agency after raising RA bills. (contractor has to forward their bills enclosing the challans duly endorsed at ACTREC security gate with receiver's signature).

Payment will be done as per actual joint measurement between the contractor and Engineer-in-Charge.



TATA MEMORIAL CENTRE  
ADVANCED CENTRE FOR TREATMENT, RESEARCH &

EDUCATION IN CANCER (ACTREC)  
Kharghar, Navi Mumbai-410 20

(A Grant-in-Aid Institute under Department of Atomic Energy, Govt. of India)

**Safety:**

All the contractor's personnel working in ACTREC campus must follow safety norms and shall be complete with approved safety devices wherever a potential hazard, electrical hazard to personnel exists and with provision for safe access of personnel to and around equipment for operational and maintenance functions. It shall be the responsibility of the contractor that all necessary safety measures and precautions are invariably ensured while performance of the contract work and CLIENT shall not be responsible for any injuries / accidents suffered by contract labor.

The agency is required to provide First Aid Box with all accessories at suitable location during contract period.

**Documents to be submitted:**

1. PAN card
2. GST registration certificate.
3. Proof of contractor registration (firm/company registration)
4. **Copy of similar work order, completion certificate such as agency should have experience in Wooden Furniture works preferably in Hospitals, corporates, Govt. offices and related sectors etc.**
5. All required documents to be submitted along with the Tender duly signed & stamp
6. Self-declaration Make in India as given below:

Canvassing in connection with tender/quotation is strictly prohibited.

Lowest bidder will be decided on quoted basic value only.

The Director, ACTREC reserves the right to reject any or all the quotations or allot part of the work to different agencies without assigning any thereto.

Encl: 1} Blank Schedule of Quantities separately



**TATA MEMORIAL CENTRE  
ADVANCED CENTRE FOR TREATMENT, RESEARCH &**

**EDUCATION IN CANCER (ACTREC)  
Kharghar, Navi Mumbai-410 20**

**(A Grant-in-Aid Institute under Department of Atomic Energy, Govt. of India)**

**NOTE:**

- 1) Agency should visit the site to know actual scope of work before quoting.
- 2) Material brought to the site shall be endorsed at security gate and copy of this same shall be given to engineering department.
- 3) Rate shall be quoted Basic only and GST as applicable will be extra.
- 4) Material required at site should be assessed by the agency and bill will not be settled for excess/supplied items. AMC to be done as per contract schedule & whenever required
- 5) The agency will be in charge of overseeing the right behavior of any personnel they hire to carry out this work.
- 6) All applicable labour laws must be followed by the agency while they are in effect.
- 7) Bill will be settled as per actual measurement/satisfactory service
- 8) If any of the quantities of the products exceed the necessary quantities, the agency must notify the engineer in charge of the work in writing and get permission in advance to execute the excess quantities. Rates for any additional items, if any, shall be agreed upon prior to the execution of such things.
- 9) The contractor shall be liable to pay a compensation for delay of work, equal to 1.0% of the work order value or the amount determined by the Director, ACTREC per month of delay, to be computed on a daily basis on the said estimated cost of the entire work, if the work is not started or completed within the stipulated period as mentioned in the tender. As long as the entire amount of compensation for delays paid under this condition does not exceed 10% of the value of the work or of the item or group of items for which a distinct time of completion was initially specified, as applicable.
- 10) ACTREC reserves the right to terminate the contract immediately and without notice if the agency's work is deemed unacceptable. Any remaining work will be done at the agency's expense and risk. Before terminating the contract by ACTREC, one month's written notice will be given if it is no longer necessary. Contract termination by any party will result in forfeiture of the EMD, Security Deposit, etc., which will be credited to ACTREC.
- 11) The Agency's considerate attention is necessary for the income tax recovery. A recovery of income tax at 2% and any other rate, etc., as prescribed by the Ministry of Finance from time to time, will be made from all bills in respect of the mentioned work, and the amount so deducted will be credited to income tax authorities. An official certificate for the amount so credited will be issued by the accounts officer, ACTREC, in accordance with the Ministry of Finance's instructions. Any additional taxes will be withheld at source in accordance with government regulations, and the Accounts Officer, ACTREC, will issue you a certificate for those additional taxes.

Date

Contractor  
Seal & Signature



TATA MEMORIAL CENTRE  
ADVANCED CENTRE FOR TREATMENT, RESEARCH &

EDUCATION IN CANCER (ACTREC)  
Kharghar, Navi Mumbai-410 20

(A Grant-in-Aid Institute under Department of Atomic Energy, Govt. of India)

**Make in India Status  
(To be executed on letter head of bidder)**

Having read and understood the Public Procurement (Preference to Make in India PPP - MII) Order, 2017 (as amended and revised till date) and related notifications from the relevant Nodal Ministry/ Department, and solemnly declare the following:

Self-certification for the category of suppliers:

(Provide a certificate from statutory auditors/ cost accountant in case of Tenders above Rs 10 Crore for Class-I or Class-II Local Suppliers OR for below 10 Cr. Self-declaration certificate).

Details of local content and location(s) at which value addition is made are as follows:

Local Content and %age	
Location(s) of value addition	

Therefore, we certify that we qualify for the following category of the supplier (tick the appropriate category):

- Class-I Local Supplier/
- Class-II Local Supplier/
- Non-Local Supplier.

We also declare that.

There is no country whose bidders have been notified as ineligible on a reciprocal basis under this order for the offered Services, or

We do not belong to any Country whose bidders are notified as ineligible on a reciprocal basis under this order for the offered Services.

Rates quoted in the tender shall be valid for 60 days.

Canvassing in connection with tender/quotation is strictly prohibited.

Lowest bidder will be decided on quoted basic value only.

The Director, ACTREC reserves the right to reject any or all the quotations or allot part of the work to different agencies without assigning any thereto.



TATA MEMORIAL CENTRE  
ADVANCED CENTRE FOR TREATMENT, RESEARCH &

EDUCATION IN CANCER (ACTREC)  
Kharghar, Navi Mumbai-410 20

(A Grant-in-Aid Institute under Department of Atomic Energy, Govt. of India)

**Bid Security Declaration**  
**(To be executed on letter head of bidder)**

(Ref ITB-clause 9.2)

Note: Submit as Form 7 as part of Technical bid, a Bid Securing Declaration In lieu of in the following format.

**Bid Securing Declaration**

(on Company Letter-head)

Bidder's Name \_\_\_\_\_

[Address and Contact Details]

Bidder's Reference No. \_\_\_\_\_

Date.....

To

Officer in charge, Engineering Services  
ACTREC-TMC

Ref: Tender Document No. TMC/ACTREC/ENGG/PM/SQ-101/Carpentry Works in KK  
Hostel/2024.

Tender Title: "Miscellaneous Carpentry Works in Kanchan-Ketki Hostels at ACTREC."

Sir/ Madam

We, the undersigned, solemnly declare that:

We understand that according to the conditions of this Tender Document, the bid must be supported by a Bid Securing Declaration instead of Bid Security.

We unconditionally accept the conditions of this Bid Securing Declaration. We understand we shall stand automatically suspended from being eligible for bidding in any tender in ACTREC-TMC for 2 years from the date of opening of this bid and the Earnest money deposit will be forfeited, if we breach our obligation(s) under the tender conditions if we:

withdraw/ amend/ impair/ derogate, in any respect, from our bid, within the bid validity; or being notified within the bid validity of the acceptance of our bid by the ACTREC:  
(a) refused to or failed to produce the original documents for scrutiny or the required Performance Security within the stipulated time under the conditions of the Tender Document.





TATA MEMORIAL CENTRE  
ADVANCED CENTRE FOR TREATMENT, RESEARCH &

EDUCATION IN CANCER (ACTREC)  
Kharghar, Navi Mumbai-410 20

(A Grant-in-Aid Institute under Department of Atomic Energy, Govt. of India)

(b) Fail or refuse to sign the contract.

We know that this bid-Securing Declaration shall expire if the contract is not awarded to us, upon:

- 1) receipt by us of your notification
  - (a) of cancellation of the entire tender process or rejection of all bids or
  - (b) of the name of the successful bidder or
- 2) Forty-five days after the expiration of bid validity any extension to it.

(Signature with date)

.....

(Name and designation)

Duly authorized to sign bid for and on behalf of.....

[name & address of Bidder and seal of company]

Dated on ..... day of ..... [insert date of signing]

Place..... [insert place of signing]

DA:.....



TATA MEMORIAL CENTRE  
ADVANCED CENTRE FOR TREATMENT, RESEARCH &

EDUCATION IN CANCER (ACTREC)  
Kharghar, Navi Mumbai-410 20

(A Grant-in-Aid Institute under Department of Atomic Energy, Govt. of India)

VENDOR DATA SHEET			
S. NO	PARTICULARS	DATA TO BE FILLED UP	REMARKS
<b>DETAIL OF THE AGENCY:</b>			
1	Name of the Agency		
2	Type of Firm Proprietorship/ Partnership/Limited Company/ any other		
3	Registration details with PWD/CPWD and any other Govt. Dept.		
4	Year of establishment		
5	Postal address		
6	Contact No. with STD code		
7	Name of Contact person		
8	Mobile No.		
9	E-mail ID		
10	Name of Bank		
11	IFSC code		
12	Account No.		
13	PAN Card		
14	GST No.		



**TATA MEMORIAL CENTRE  
ADVANCED CENTRE FOR TREATMENT, RESEARCH &**

**EDUCATION IN CANCER (ACTREC)  
Kharghar, Navi Mumbai-410 20**

**(A Grant-in-Aid Institute under Department of Atomic Energy, Govt. of India)**

**Compliance form-1**

NIT: TMC/ACTREC/ENGG/PM/SQ-101/Carpentry Works in KK Hostel/2024.

Sr.No	Description of Item	Unit	Quantity	Compliance from agency (Yes/No)
1	LABOUR CHARGES FOR CARPENTRY WORKS: Labour charges only for fixing in position of Bathroom fittings supplied by the department in each room (01 Nos. Toothbrush/Toothpaste Stand, 04 Nos. Cloth Hook Patti/Hanger, 01 Nos. Corner Shelf), the hardware required such as brass screws, washers, rawl plugs and nails, etc. should be used by the contractor at his own cost complete as specified & directed by the Engineer-In-Charge.	Nos	32	
2	Providing and fixing brass curtain rods of wall thickness 1.25 mm with two brass brackets fixed with brass screws and wooden plugs etc. wherever necessary complete.: 25 mm diameter.	Rmt	260	
3	NOTICE BOARD: Providing & fixing Notice Board made out of 1-inch x 2-inch thick teak wood framework with 6mm thick commercial plywood of approved make & quality for back above that soft board of ½ inch thick pasted with approved adhesive and covered with tapestry felt cloth-(jute fiber) required colour glass door-shutters consisting of 1 ½ inch x 1inch thick teak wood frame with 3 mm thick clean glass fixed with T.W. bedding patti both side and fixing with brass hinges of required size including acrylic knobs of 1inch dia. Locking arrangement with Godrej multi-purpose locks, 2-inch brass Tower Bolts, Triple strip vertical type catcher in case of double shutters, including French polishing 2 coats as specified all over the wooden surface, etc. All are to be completed as specified and directed to the satisfaction of the Engineer-In-Charge.: For double shutter.	Sqm	2.50	
4	TOWEL ROD: Providing & fixing approved C.P. brass towel rods of size 600 mm x 20 mm heavy duty with a pair of C.P. brass brackets wall flanges etc., fixed to the wall with C.P. screwed on the raw plugs, etc., complete as and when required and as directed by the Engineer-In-Charge, work also includes removing old fixtures also.: 450 mm long towel rod.	Nos	34	



TATA MEMORIAL CENTRE  
ADVANCED CENTRE FOR TREATMENT, RESEARCH &

EDUCATION IN CANCER (ACTREC)  
Kharghar, Navi Mumbai-410 20

(A Grant-in-Aid Institute under Department of Atomic Energy, Govt. of India)

**Compliance form-2**

NIT: TMC/ACTREC/ENGG/PM/SQ-101/Carpentry Works in KK Hostel/2024.

Name of the Vendor		
Sr. No	Description	Compliance from agency(Yes/No)
1	We have understood technical requirements and understood the same in right perspective.	
2	We have quoted for all the items in Financial Bid in the prescribed format of the tender documents.	
3	We have read the financial bid thoroughly before filling it and understood the same in right perspective	
4	We understood that partial/incomplete/vague offers are liable for rejection.	
5	We have understood the eligibility criteria as well as criteria for identifying lowest bidder.	
6	Are there any deviations from (bidder) side	
7	If yes, deviations have been mentioned on separate page and attached with technical bid in detail. Deviation is supported with necessary documents, catalogues etc.	
8	We have noted that accepting or rejecting the deviation and consequently rights to qualify and disqualify the agency remains with competent authority of TMC-ACTREC.	
9	We have understood and accepted that accepting the tender & issuing order in full or in part will be decided by the TMC-ACTREC competent authority as per policy of the center.	

Officer-in-Charge,  
Engineering Services,  
ACTREC