

Quotations invited for Interior Decoration of Showroom

Sealed competitive quotations, under two bid system, are invited from reputed interior decorators/contractors, having proven track record in the field, for undertaking the work of furnishing and interior decoration of Coir Board Showroom at Navi Mumbai. The quotations should reach the Manager, Coir Board Showroom and Sales Depot, G-180, Fantassia Business Park, Vashi, Navi Mumbai – 400 705 on or before 15:00 Hrs on 19.06.2015, which will be opened on the same day at 15:30 Hrs in the presence of bidders present, if any. Secretary, Coir Board reserves the right to accept or reject any or all the quotations without assigning any reason, whatsoever. Design & Layout, Tender Document, Tender Form and further details are available on Board's website: www.coirboard.gov.in

22.05.2015

Sd/-

SECRETARY

Coir Board
(Ministry of MSME Government of India)

TENDER DOCUMENT

TENDER NO. CB/MKG/2015-16/15/1 Dated: 22.05.2015

Interior Decoration of Coir Board Showroom & Sales Depot, Navi Mumbai

Coir Board requires the services of a professional agency with proven credentials in the field of Fabrication, Construction, Interior Decoration and maintenance of Showrooms and Display Centres for interior decoration of the Coir Board Showroom and Sales Depot, **Unit No. G-180**, Fantassia Business Park, Vashi, Navi Mumbai – 400 703 as per the scope of work given below.

A. SCOPE OF WORK

Interior Decoration of the showroom having a floor area of 425 sq. ft. approximately.

A-1. TENDER FORM AND SPECIFICATIONS ARE ATTACHED.

B. GUIDELINES FOR SUBMISSION OF TENDERS

The technical and financial bids for the interior decoration of Coir Board Showroom & Sales Depot, Navi Mumbai should be **submitted separately** and should include the following :

Cover – 1 : Superscribed with "**Technical bid for interior decoration of Coir Board Showroom & Sales Depot, Navi Mumbai**" and should accompany the following documents:

- (i) Profile of the Agency / Company.
- (ii) Details of Technical Manpower and Staff available in-house.
- (iii) Track record - details of involvement in similar projects.
- (iv) Financial Statements signed by a statutory auditor, indicating turnover of the

company, balance sheet and Profit & Loss Account for last three years.

- (v) Copies of Income Tax Return submitted for last three years with PAN.
- (vi) **EMD of Rs.12,000/- shall be remitted along with the technical bid**, in the form of Demand Draft drawn, on any scheduled bank, in favour of the Secretary, Coir Board payable at Ernakulam. EMD will be returned to the unsuccessful bidders at the earliest and latest by 30th day after the award of the work contract.

Cover – 2 : Superscribed with "**Financial bid for interior decoration of Coir Board Showroom & Sales Depot, Navi Mumbai**" and should accompany the following documents :

1. (i) A Financial Bid, clearly indicating the cost, inclusive of taxes, if any, for carrying out the work (Itemwise cost/Headwise expenditure, in accordance with the tender form attached, should be indicated).
(ii) The financial quote should be exactly in accordance with the specifications and design attached with this tender documents.
2. **Terms of Payment :** Payment will be made to the bidder as per following schedule:
 - a) Advance shall be paid, on mutually agreed percentage of the value of the contract, on award of the work order and on furnishing of Bank guarantee for the amount. If work is delayed, interest will be levied on the advance amount.
 - b) Balance payment will be effected in instalments based on the progress of the work.
 - c) Taxes as applicable will be deducted at source while making payment by Coir Board.

The outer sealed cover containing the above 2 sealed covers to be superscribed with "**Bids for interior decoration of Coir Board Showroom & Sales Depot, Navi Mumbai**". The inner and outer covers should have the Full Name, Postal Address, Fax, E-mail and Telephone number of the Bidder on the bottom left corner.

The Bids as per details given above should be submitted to the Manager, Coir Board Showroom & Sales Depot, Unit No. G-180, Fantassia Business Park, Vashi, Navi Mumbai – 400 703 on or before 15:00 hrs. on 19.06.2015. Technical and Financial bids received by Email and bids received beyond the appointed time will not be accepted. A pre-bid meeting shall be organized at the Coir Board Showroom, Navi Mumbai at 15:00 Hrs. on 18.06.2015 for clarifying issues and clearing doubts, if any. Interested bidders may take part in the meeting either directly or through authorized representatives, if found necessary.

C. ADDITIONAL INFORMATION

- (i) The showroom in the full-fledged interior decorated form shall be handed over to the Manager, _____ of Coir Board Showroom within one month after award of the work; failing which the bidder will be liable to pay interest on the bid amount to Coir Board.
- (ii) Coir Board reserves the right to reject or accept any offer without assigning any reasons whatsoever. The successful bidder will have to enter into an Agreement (on a stamp paper of Rs.500/-) and Integrity Pact (on normal/bond paper) with Coir Board.
- (iii) Selection of Agency(ies) will be based on the acceptance of the technical competency of the agencies as revealed from the technical bids and lowest quote received for the work.
- (iv) Conditional bids will be rejected outright. The quoted price should be all inclusive (including taxes, levies etc.). The amount quoted should be indicated both in words and figures. Corrections/overwriting have to be avoided. All pages should be signed by the authorized signatory.
- (v) **Security Deposit/ Performance Guarantee:** Before awarding the contract the Agency(ies) will be asked to deposit 5% of the tendered amount as **Security Deposit/Performance Guarantee**, in case Coir Board deems it necessary, in the form of Account Payee Demand Draft / Pay order from a nationalized/scheduled/commercial bank or Bank Guarantee, which should remain valid for a period of sixty days beyond the date of completion of all contractual obligations of the bidder. The Security Deposit/Bank Guarantee will be released after satisfactory completion of the project.
- (vi) **Validity of Bid** : Bid shall remain valid for acceptance for the contractual period from the date of opening of Bid.
- (vii) **Opening of the Bids** : The tenders will be opened at **15:30 hrs. on 19.06.2015**, at Coir Board Showroom & Sales Depot, Navi Mumbai in the presence of bidders or duly authorized representatives of the bidders, if any.
- (viii) **Insurance**: Insurance, including transit insurance will be arranged by the bidder.
- (ix) **Liquidated Damages** : In the event of bidder's failure to complete the work within the specified time, Coir Board may, without prejudice to its any other rights hereunder, recover from the bidder, as Liquidated Damages, the sum of 5 % of the contract price.
- (x) **Termination by default** : Coir Board reserves the right to terminate the contract of any agency in case of change in the Government procedures or unsatisfactory services.

- (xi) **Risk and cost Clause** : If the contractor, after submission of tender and the acceptance of the same, fails to abide by the Terms and Conditions of the tender document or fails to complete the work within the specified time or at any time repudiates the contract, the Board will have the right to :
- (a) Forfeit the EMD
 - (b) Invoke Security Deposit / Performance Bank Guarantee
 - (c) In case of completion through alternative sources and if price is higher, the contractor will pay the balance amount to the Board.
 - (d) For all purposes, the work order issued by the Board will be considered as the formal contract.
- (xii) **Arbitration** : Provisions of India Arbitration Act 1996 & 2002 will be applicable and venue of arbitration will be Ernakulam.
- (xiii) **Jurisdiction** : The contract shall be interpreted and governed by the Laws of India. In the event of any dispute/ litigation between the agency with whom the work is entrusted and the Board in respect of any of the conditions/provisions of this document or the agreement to be executed while awarding the work, the decision of Chairman, Coir Board shall be final and binding on both the parties and any litigation arising out of this document/agreement shall be subject to the jurisdiction of Ernakulam Courts only.
- (xiv) **Contact Persons** : For further technical details of the project, please contact Sh. George Roy, Designer, Coir Board (Tel : 0484 2351900 Extn.939, Mob : 094474 59055) and for general details Sh. P R Ajithkumar, Director (Mktg.), Coir Board (Tel : 0484 2381232, Mob : 094001 44561). For location details and site inspection please contact Sh. M Krishna, Manager, Coir Board Showroom, Navi Mumbai (Tel : 022 27814666).

(Signed)

Secretary

Coir Board

**Tender form for offering the rates for the interior decoration works to be done at
Coir Board Showroom at G-180, Fantassia Business Park, Navi Mumbai.**

NB: The bidders are advised to visit the site before offering their rates. The dimensions/ measurements given may vary.

Sl. No.	Particulars	Qty.	Rate	Total quoted Amount
1	Construction of Mezzanine Floor: A mezzanine floor should be constructed in between the main floor and the ceiling, at a point of 6 ft.4 inches high from the main floor . Refer Drawing no. 2, 3 & 4 for details.			
2	Painting walls: To paint interior and exterior walls, approximately 115 sq.m. (1237.85 sq.ft.) after cleaning / repairing/ finishing the wall surfaces with necessary patch/ putty work, cement primer and other finishing process. Paint should be applied using high quality emulsion paint (Berger/ Asian or equivalent) with Brush / roller . (Colour of the emulsion should be mist green)	115 sq.m. apprx.		
3	Painting of Rolling Shutter: To paint both sides of the Rolling shutter having a dimension of 300cm. x 400cm. fixed in front of the showroom, after removing rust/ stains/ dirt/ marks if any, using high quality enamel paint (mist green colour on the back side and white on the front.)	12 sq.m. Approx.		
4	Fix shutter lifting mechanism for the existing rolling shutter for lifting and downing the shutter			
5	Artistic painting on Rolling Shutter: Graphics depicting coir products and the name of the organization should be drawn artistically on the front side as per the design supplied by Coir Board.	12 sq.m. approx.		
6	Fixing of Retractable awning at the front area of the showroom of size 3m. x 2.5m. (ref. drawing 5)			
7	Floor Furnishing: Furnish the entire floor area (approx.40 sq.m.) using latex backed Coir Matting (Matting will be supplied by Coir Board)	Labour		
8	False Ceiling: To construct false ceiling for the entire floor area.(approx. 40 sq.m) using ideal ceiling material such as Gypsum plasterboard-based boards with proper support. In addition to this, false ceiling should also be made for the mezzanine floor (approx. area: 17 sq.m.) Refer drawing no.6 for details.	55 sq.m. Approx.		
9	Mounting of lights to the false ceiling and to the mezzanine floor false ceiling: For this, slim type 20 watts, Sclass LED square pane should be used. (Samson SLEDPSCLS042 or equivalent) Input voltage: 85-265V, IP:20 with 2 years replacement warranty. Colour: Neutral (day light) Qty: 25 nos. (at appropriate places as referred in drawing 19 [overall placement plan])	25 nos.		

10	Mat Display Rack: Fixing of two rows of slanted Mat display racks made of 12 mm. glass on stainless steel frame as detailed in the drawing no.7	2 nos.		
11	Display Rack for Handicrafts / Garden articles: Supply and erection of 2 rows. of display racks made of 12 mm. glass on stainless steel glass holders/ brackets as detailed in the drawing attached. (Ref.drg.8)	2 nos.		
12	Display panel for Coir Ornaments: Black / Red Velvet panel Board with white wooden frame for displaying Coir ornaments of size 100 cm x 70 cm. and fix it at the left-hand side wall at the entrance as shown in the overall placement plan drawing no. 19	1 no.		
13	Mattress Display Rack: Construct a Display rack for displaying mattress as per the details prescribed in the drawing no.9	1 no.		
14	Exterior Signage board: An outdoor glow signage board of size 10ft x 3 ft should be erected in front of the showroom . Design for this signage will be given by Coir Board. (Ref, drg.10)	1 no.		
15	Interior Signage board: LED backlit digital signage board of size 122cm x 40cm should be erected inside the showroom at the side face of the computer table cum cupboard as described in overall placement plan :drawing and as per the spec in drawing 10.	1 no.		
16	For erecting a metal framed flex board to cover the wall adjacent to the shutter(exterior to showroom) of size 9 ft x 12 ft, printed with graphics. (Deign will be provided) ref. drawing 11			
17	Lighting 2: Supply and erection of 3 nos. of LED 5W spotlights for the ornament display panel, which should be fixed over the roof of the toilet area, so as to spot over the ornaments displayed on panel.	3 nos.		
18	Air Conditioner: Supply and installation of 2 nos. of split type Air Conditioners having a capacity of 1 ton and 2 ton. (Voltas / Bluestar / Carrier make) inside the showroom and in the Manager's cabin as per the requirement.	2 nos.		
19	Electrical fittings : Wiring and Switch Boards/ Switches. Necessary Wiring should be done, apart from the existing, for the electrical needs prescribed, and the related switches (crabtree brand or equivalent) and other quality accessories should be installed. The assessment for this purpose should be done only after visiting / inspection of the site and in consultation with the Manager of the Showroom and an authorized/ registered electrical expert.	As required		
20	Manager's Table and Chair: For supplying one no. of superior Quality Executive table and Revolving type Executive Chair (Adiko snapdeal or equivalent) (ref. drawing 12)	1 no.each		
21	Computer Chair: For supplying 3nos. of good quality and good looking revolving computer chair (black) : ref. Drawing 13	3nos.		

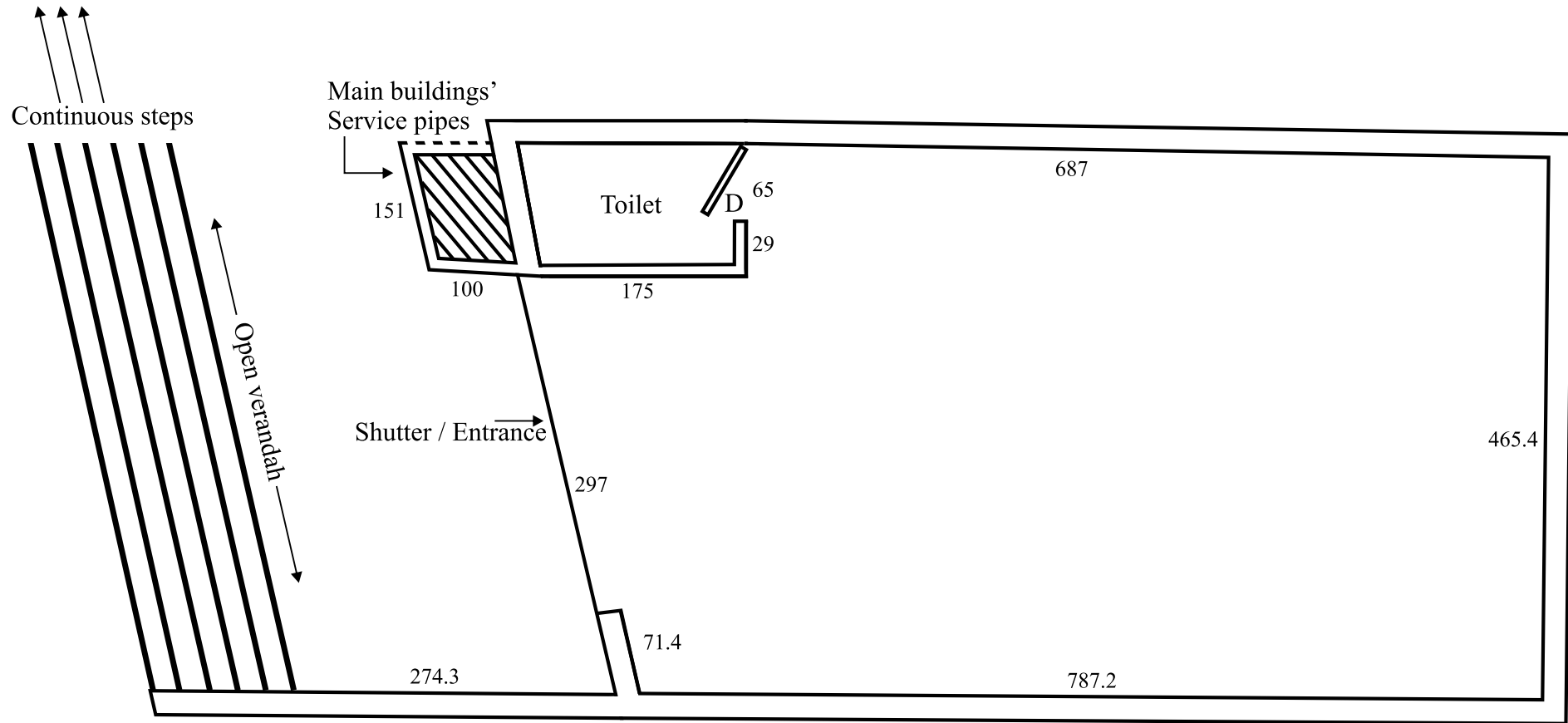
22	Visitors Chair: For supplying 6nos. of good quality and good looking armless chair (black) for visitors. ref. drawing 13			
	Supply of a Portable step ladder Ciplaplast Home pro 6 steps or equivalent. (ref. drg. 13)			
23	Cupboard-cum-computer table A cupboard-cum computer table should be supplied as per the design shown in the Drawing. 14 & 15	1 no.		
24	Glass Door Entrance: Fabricate and fix frameless toughened 12mm. glass paneling at the entrance, covering the whole opening with two doors which should open both ways. Refer fig.16 for more details	1 set		
25	Managers Cabin: Fabricate a cabin partition for Manager using frameless glass work as described in the drawing 17			
26	Fabrication and supply of 2 nos. of portable display stand for displaying door mats as described in the drawing no. 18			
27	For fixing a Mirror of size 3ft x 8 ft at the side wall of the Manager's cabin at a height of 3 ft. from floor. Ref. drg. 19			
	TOTAL (items 1 to 27)	Rs.		
	Cost of any other items of work not covered in the above, but envisaged in the work. (please give details)			
	1)			
	2)	Rs.		
	3)			
	Taxes / Levies / Local Taxes etc. if any	Rs.		
	GRAND TOTAL			

(Rupeesonly)

Place:
Date:

Seal

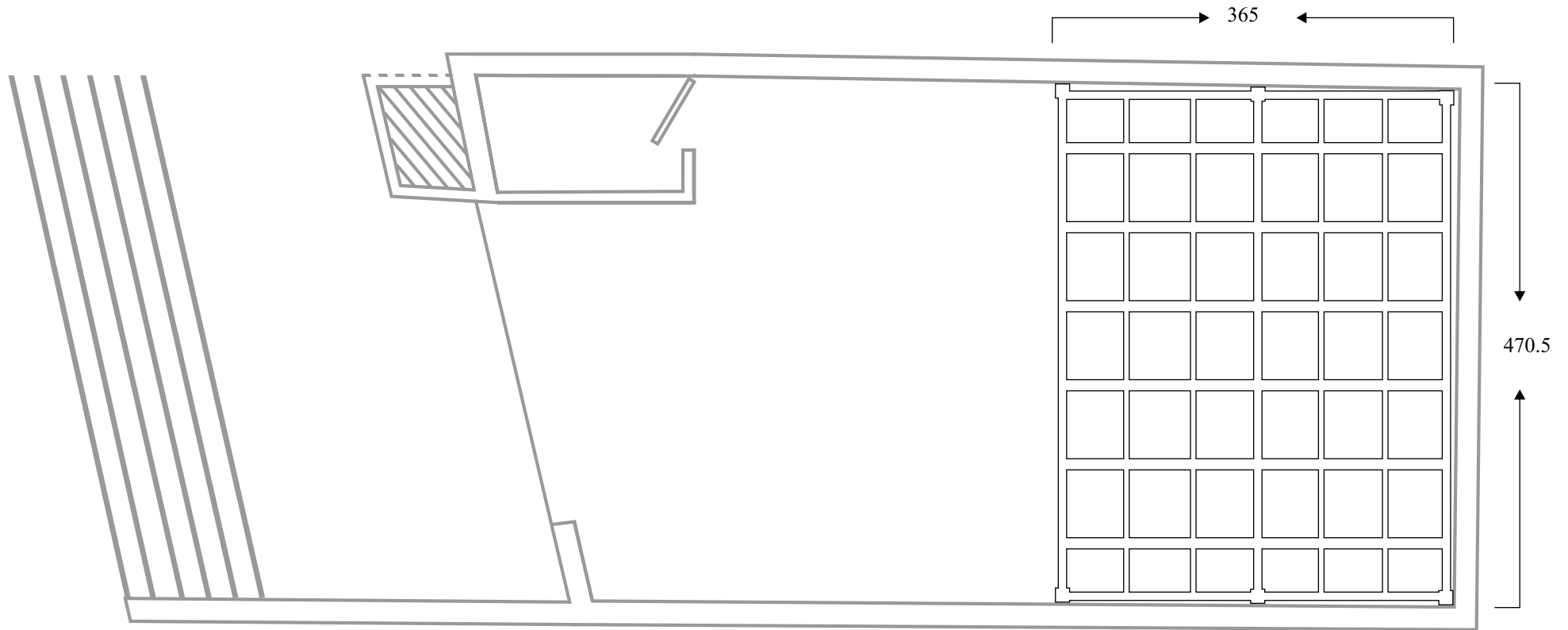
(Name & Signature of the authorized Signatory with Address)



Total floor area including wash area: 40 sq.m. (425 sq.ft.) approximately.

Total interior height from floor to ceiling is 388.62 cm. (12ft.9inches)

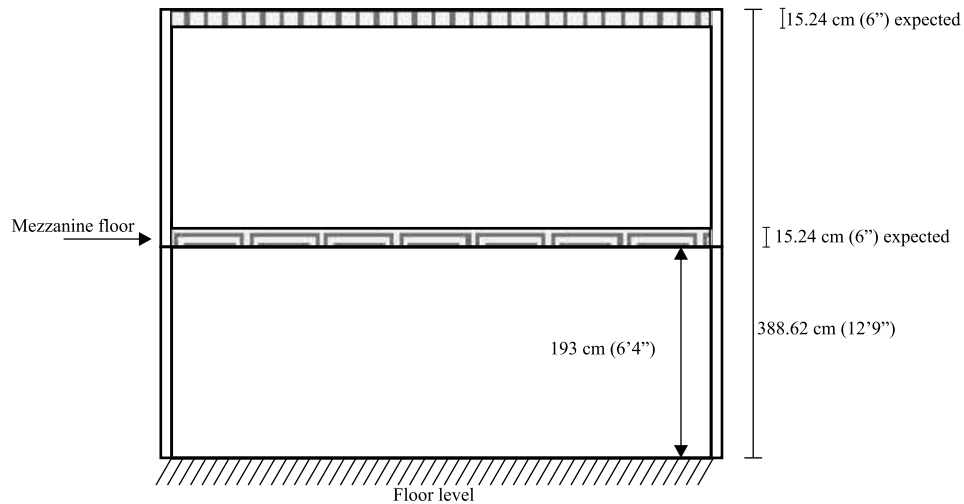
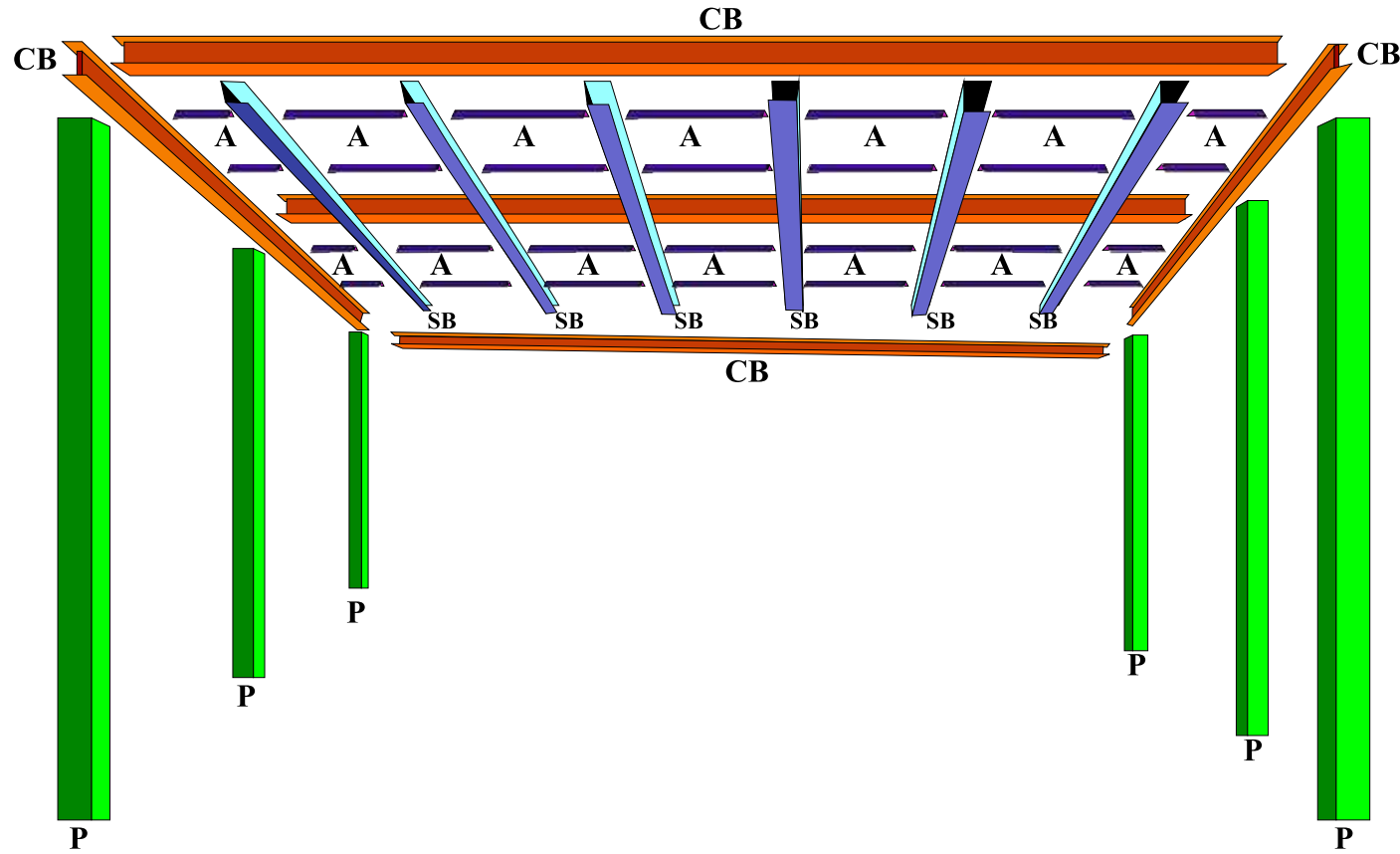




Total floor area of the mezzanine floor: 17 sq.m. (185 sq.ft.) approximately.

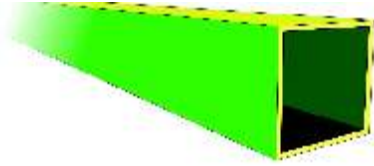
The construction of the mezzanine floor should be done so that no supports can be fixed to the side walls of the room. All the supports and safety measures should be done to the floor. All materials used must be as specified in the detailed drawing. Lapse in this case will be treated seriously.





Height of the Mezzanine floor including the thickness of platform and underneath ceiling, should be fixed so that, the ground area under the mezzanine floor should get a height of **193 cms. (6 ft.4 inches) from floor level.**



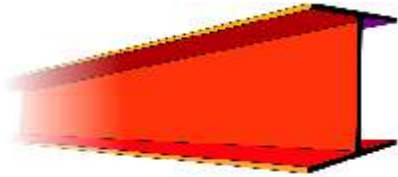


P: green shaded portions:

6 nos.of 113.5mm x 113.5mm square section as pillars.

Tata / Appollo make, having a thickness of 4.8mm.

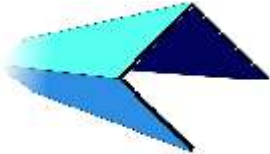
properly fixed into the floor with RCC filling and proper reinforcement supports.



CB: Orange shaded portions:

5 nos. of "I" section channels as connection bars laid as shown in the drawing, and welded to the pillars .

"I" section 125mm x 75mm. with a web thickness of 4.4mm. Tata / Vysakh / SAIL make.



SB: Blue shaded portions:

6 nos of "C"channels of Tata / Vysakh / SAIL make, as supporting bars.

laid and welded as shown in the drawing.



A: Purple shaded portions :

Additional support angles: : 50mm x 50mm x 6mm

Tata / Vysakh / SAIL make.

Laid and welded as shown in the drawing.

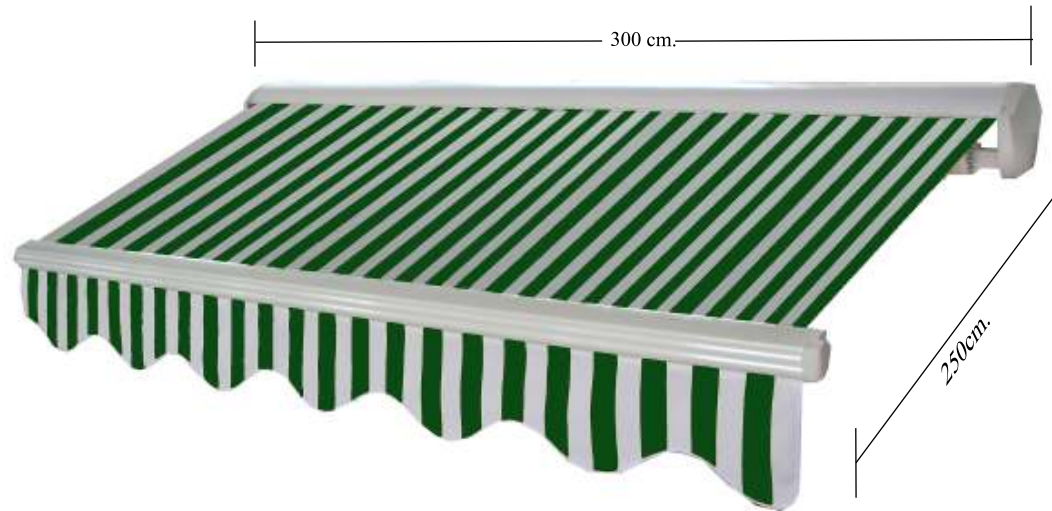
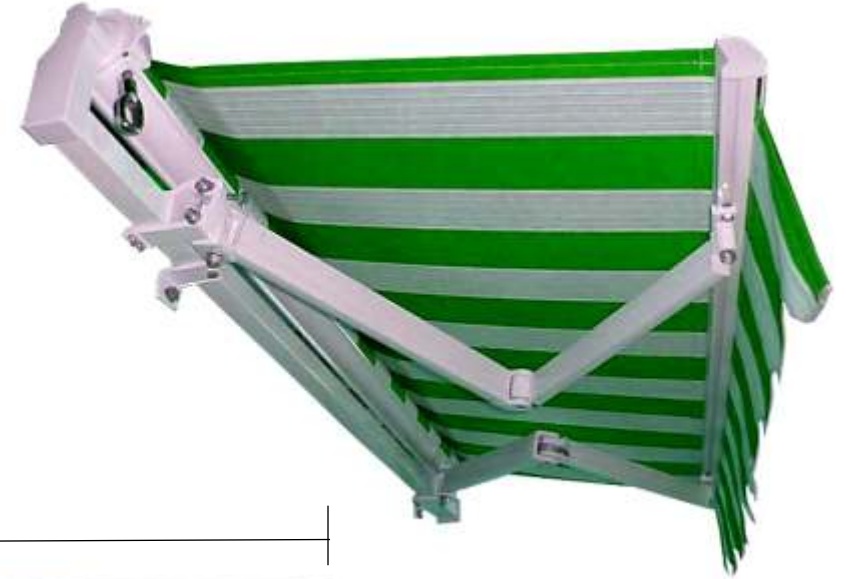
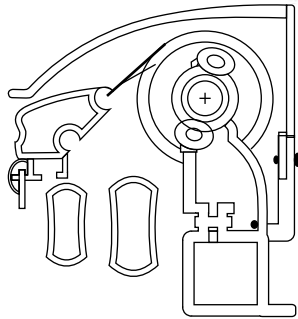
Platform 8x4 sheets of 1"thick cement board. Everest make.

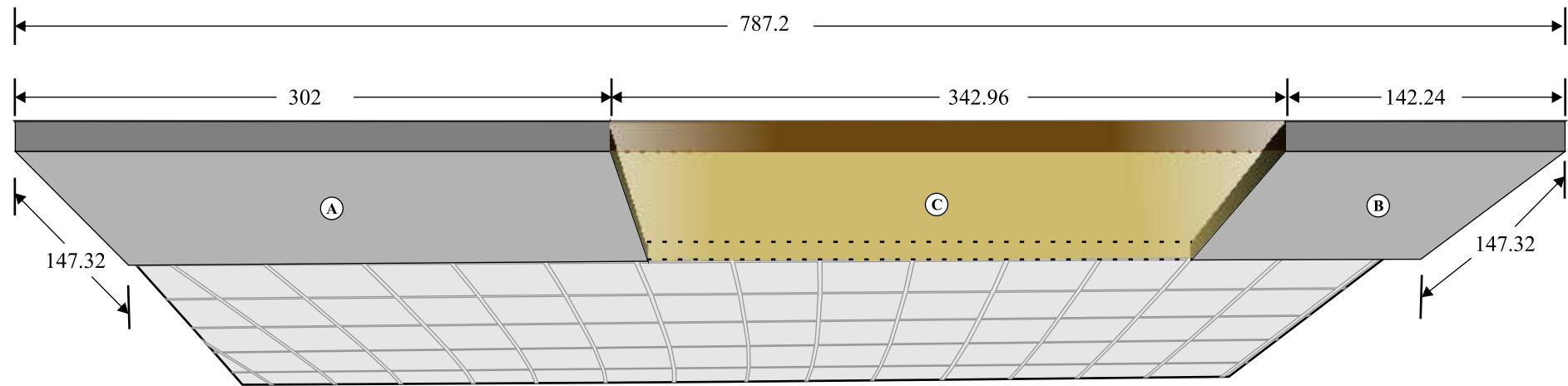
All the metal fabrications should be coated with MRF Apoxe primer. and coated twice with synthetic enamel paint.

All the welding works should be done using Adwani / Esab brand weding rods.



Structural Retractable Awning. To be erected in front of the showroom shutter, as sunshade.
Separate offers for Automatic and manual operated awning.



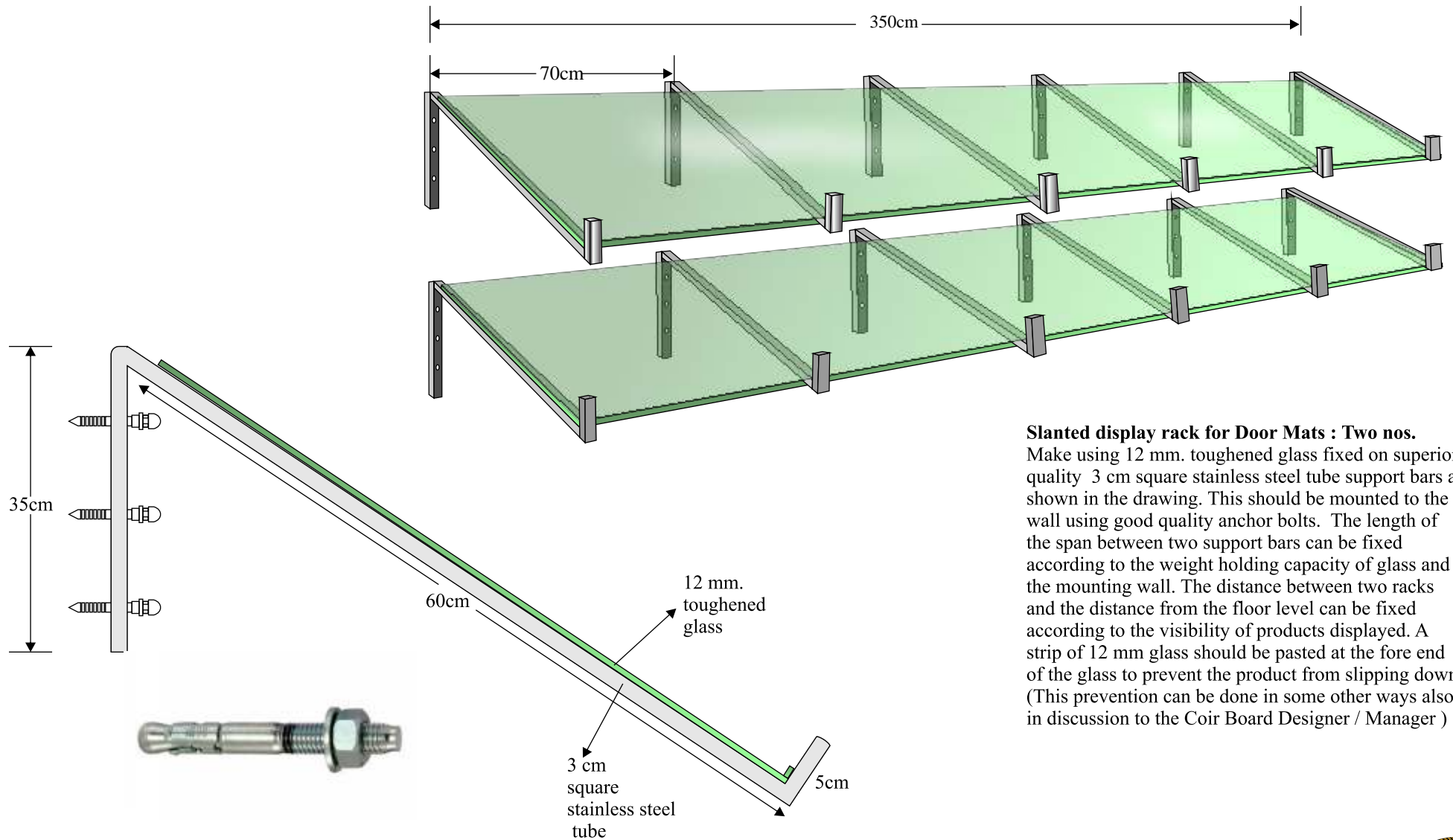
**Construction of false ceiling:**

Note that there are two downward projections A and B, on the ceiling of the showroom. (see the fig. and photograph).

Connect these projections with a panel C, (shown as yellow) before the construction of the ceiling. Ceiling should be constructed for the whole area using gypsum board and necessary accessories of supreme quality, leaving space for inserting light fittings. False ceiling should also be constructed for the mezzanine floor, by leaving space for mounting lights. All the ceiling works should be finished by premier quality putty and painted with supreme quality white emulsion paint.

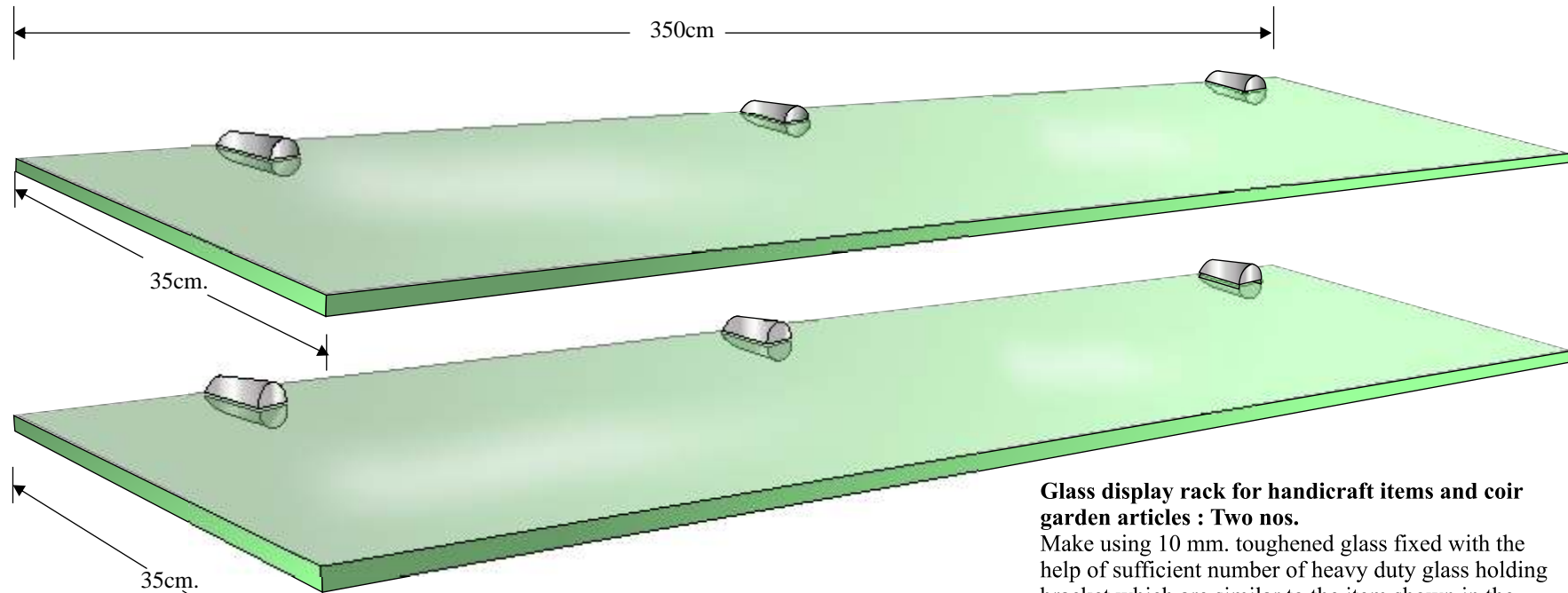
(Necessary electrical wiring should be laid for the light fittings by observing required safety measures, during the construction of the false ceiling.)





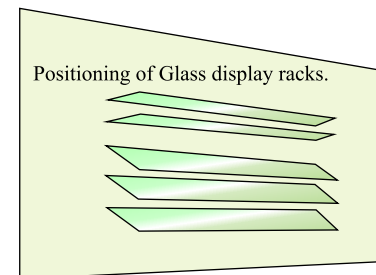
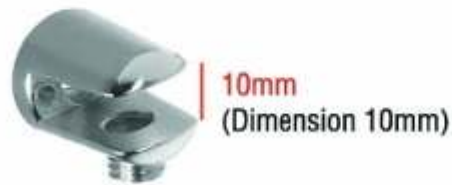
Slanted display rack for Door Mats : Two nos.

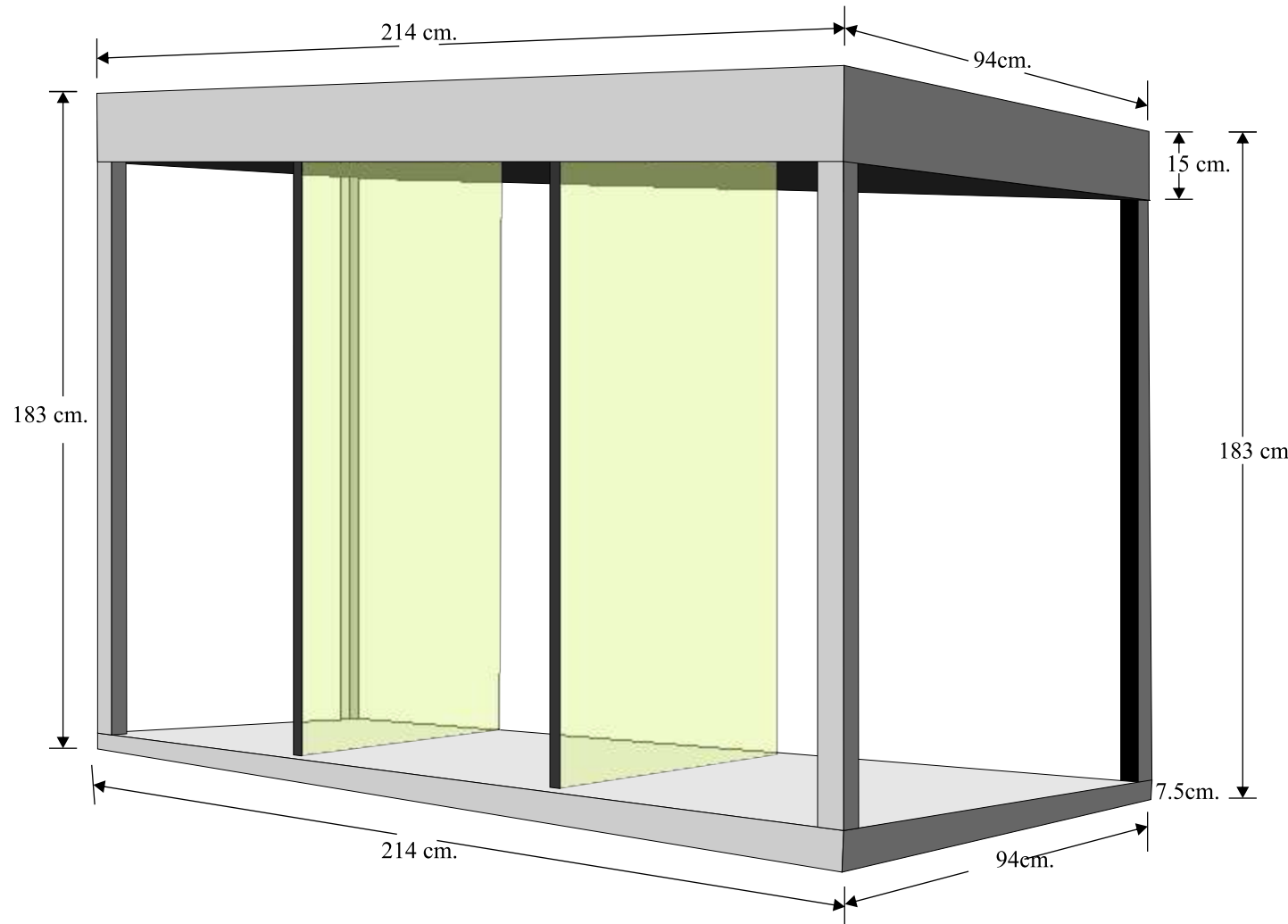
Make using 12 mm. toughened glass fixed on superior quality 3 cm square stainless steel tube support bars as shown in the drawing. This should be mounted to the wall using good quality anchor bolts. The length of the span between two support bars can be fixed according to the weight holding capacity of glass and the mounting wall. The distance between two racks and the distance from the floor level can be fixed according to the visibility of products displayed. A strip of 12 mm glass should be pasted at the fore end of the glass to prevent the product from slipping down. (This prevention can be done in some other ways also in discussion to the Coir Board Designer / Manager)



Glass display rack for handicraft items and coir garden articles : Two nos.

Make using 10 mm. toughened glass fixed with the help of sufficient number of heavy duty glass holding bracket which are similar to the item shown in the figure. This should be mounted to the wall safely so that there should be no chance of falling. These racks can be fixed above the slanted Door mat display rack similar to this.

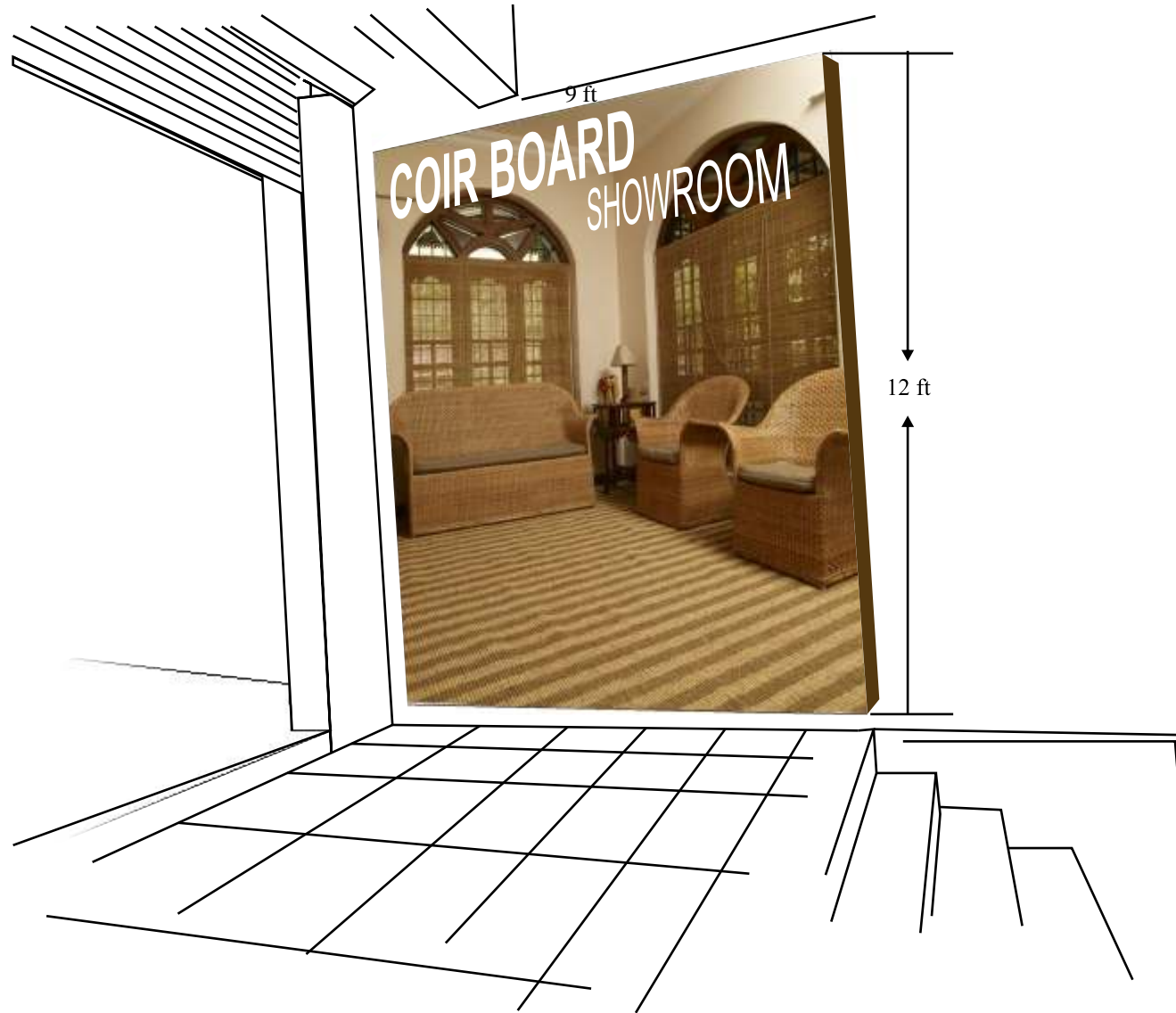




Mattress rack made out of a frame work using 122mm X 61mm.X 3.6mm TATA SHS with proper supporting. This structure should be covered partially using 15mm. thick pre laminated (White) MDF board, as shown in the fig. The total length of the base platform should be divided into three compartments using 2 panels of pre laminated (leaf green) MDF board (approx. size:3ft.X6 ft.) having a thickness of 25mm. The inside area should be 7ft X 3 ft.X 6 ft. (LXBXH) All the other dimensions are given in the fig. The basement of the rack should have a covering of pre laminated (white) MDF board of thickness 15mm. The rack should be mounted with the wall with proper supports.









Model for Managers executive chair: Snap deal:
Adiko-Black Leatherette Executive chair



Model for 3 seater sofa with beautiful design and supreme quality.
Light peach / white upholstery. Maximum length 152.4 cm (5ft). and width 60.96cm.(2 ft).



Model for Manager's table. Supreme quality wood work.
(Color change to lighter shade)
Lock and key facility, keyboard tray,
additional 10mm glass for top.
Size: 152.4cm. x 76.2 (60 inch x 30 inch.)



Folding Aluminium Ladder with Railings - Home Pro 6 Steps



Model for Computer Chair:

3nos. of good quality and good looking
revolving computer chair (green/black)

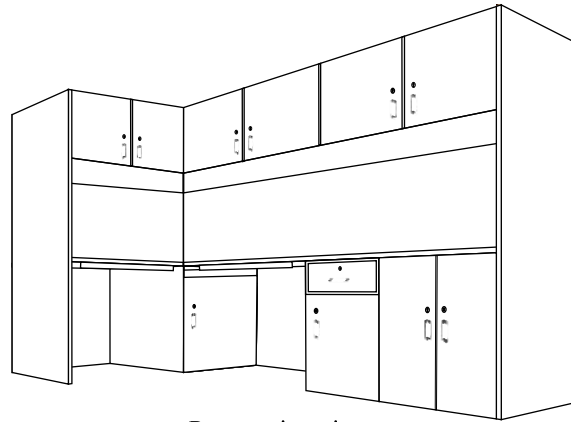
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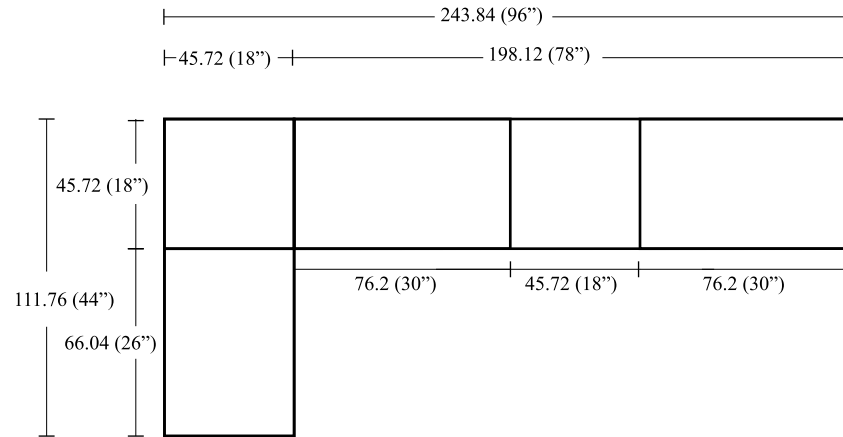
Model for Visitors' Chair:

6nos. of good quality and good looking chair
(Green / black) for visitors.

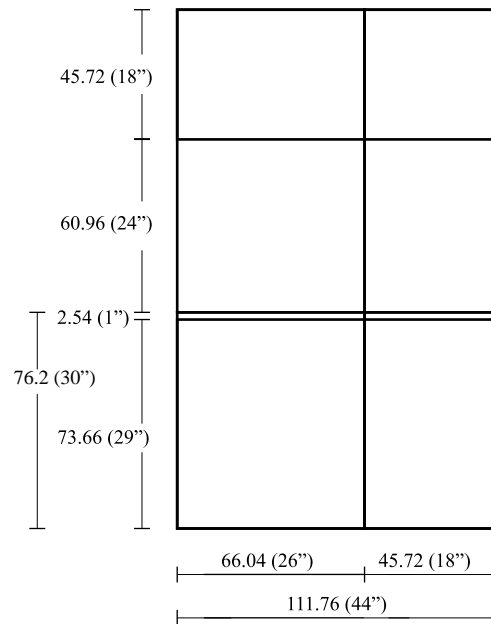
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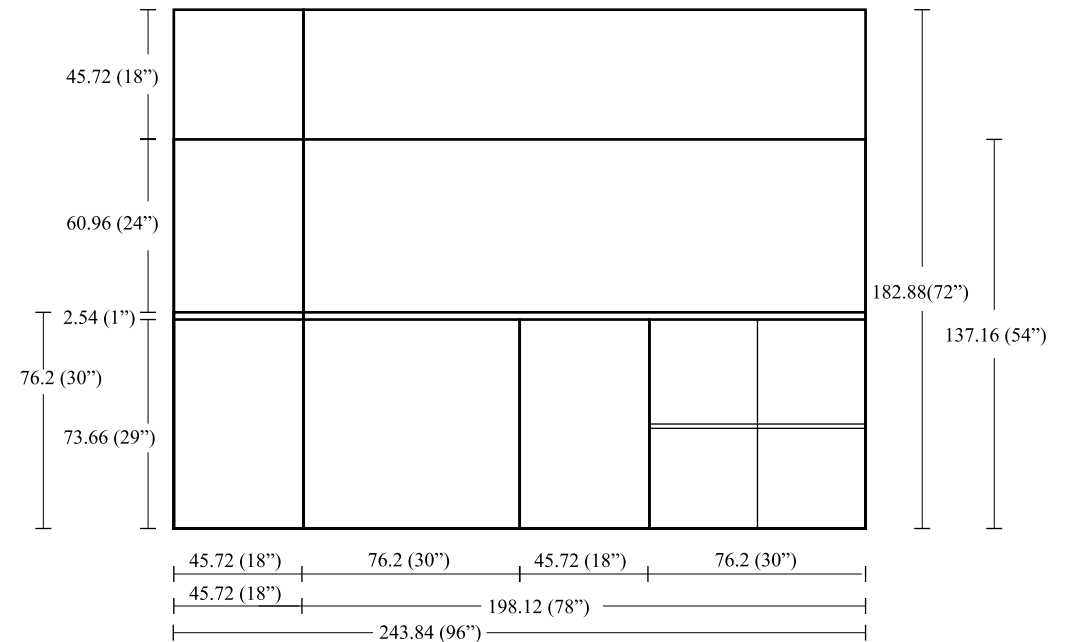
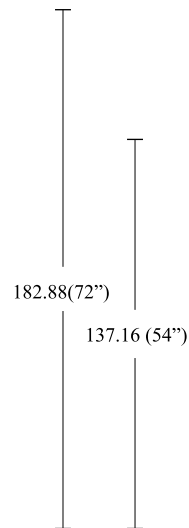
Perspective view



Plan



Side Elevation

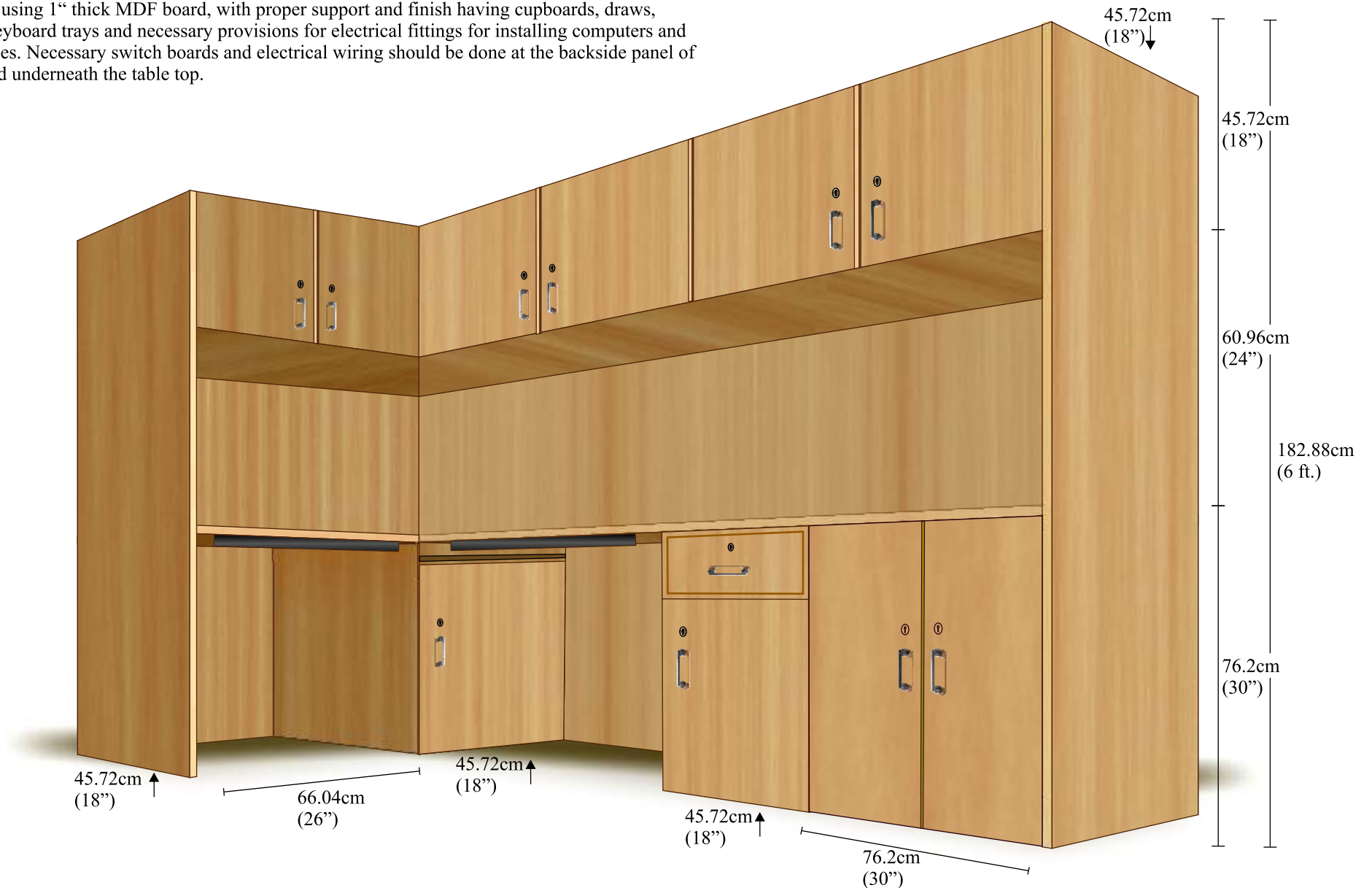


Front Elevation

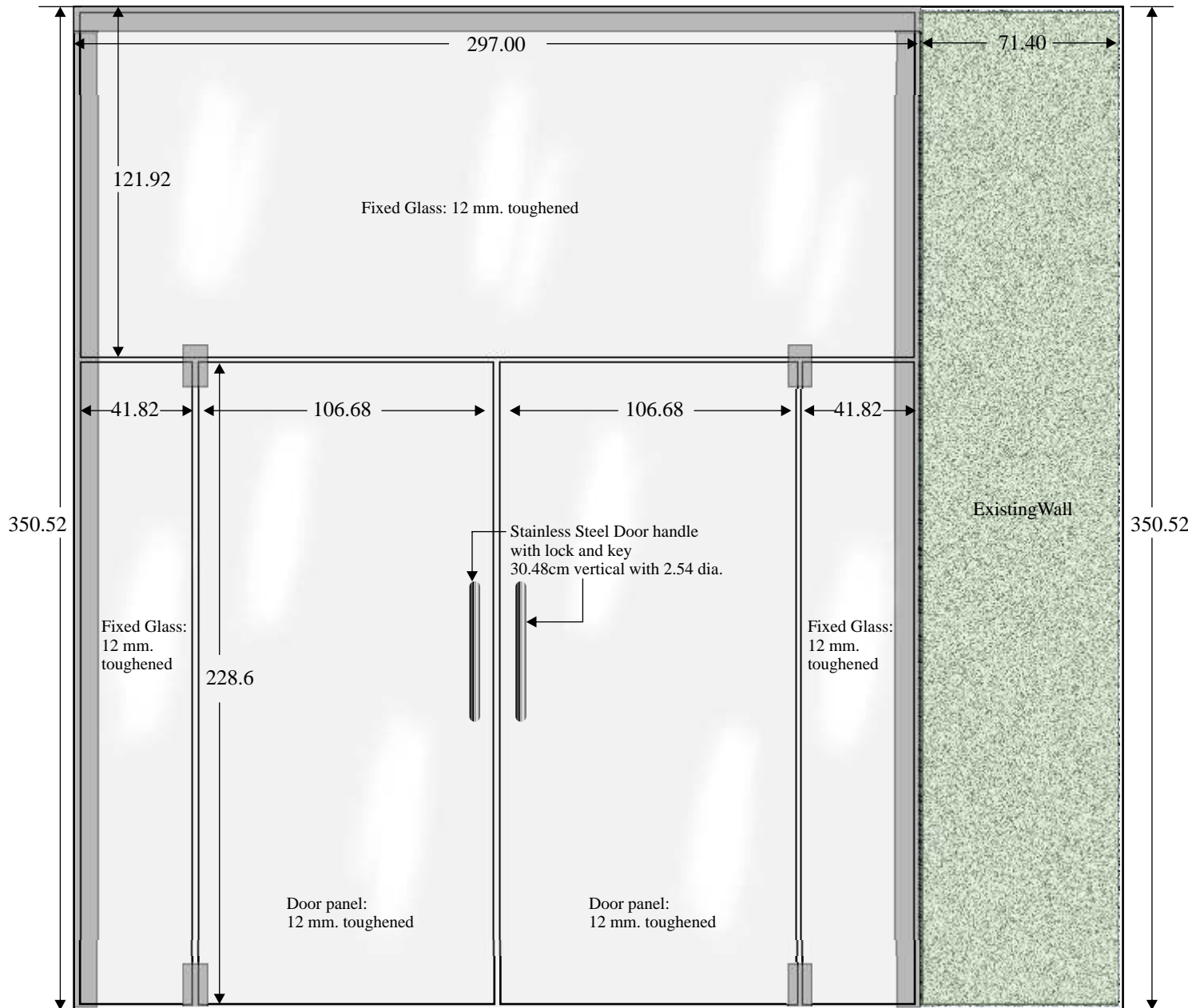
Drawing 15: perspective view of computer table / cupboard

Computer table cum cupboards:

To be made using 1" thick MDF board, with proper support and finish having cupboards, draws, computer keyboard trays and necessary provisions for electrical fittings for installing computers and its accessories. Necessary switch boards and electrical wiring should be done at the backside panel of the cupboard underneath the table top.



Drawing 16 : Front area glass window and door



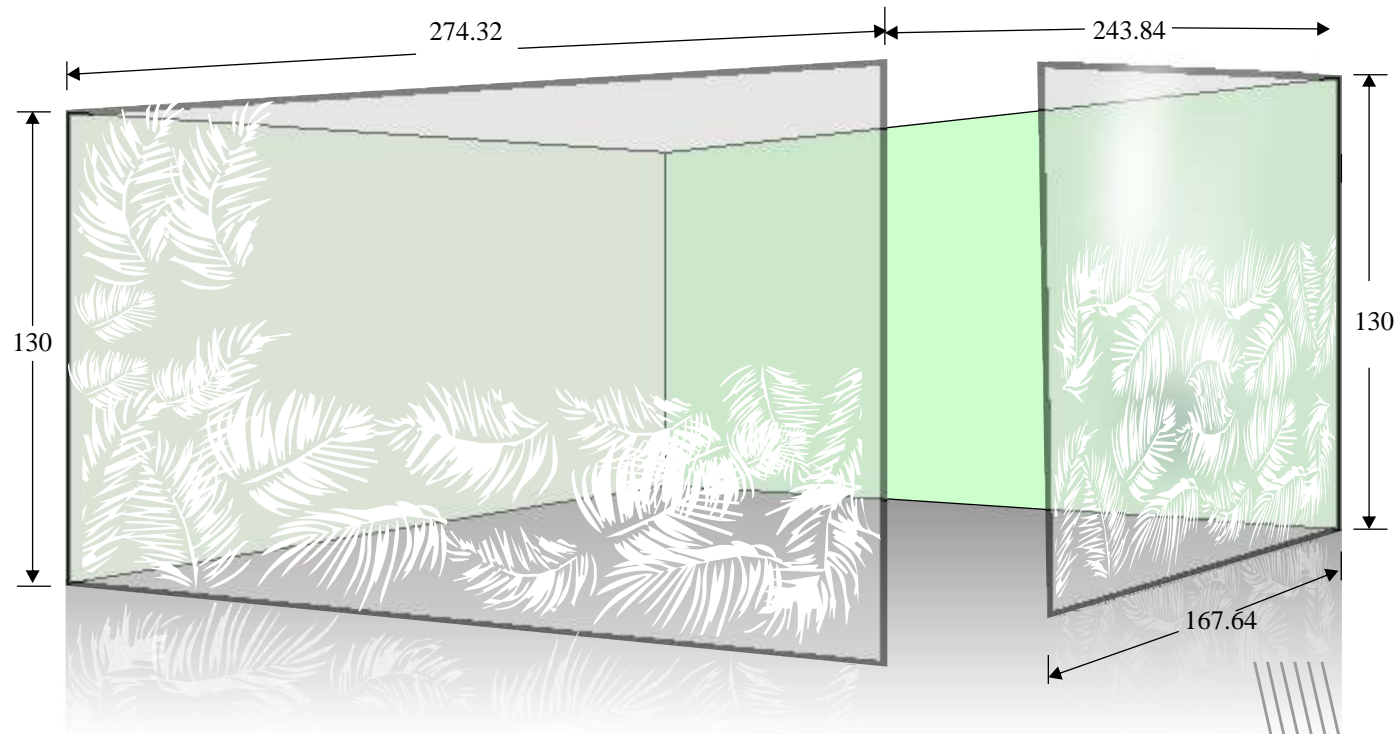
Construction of Structural glass work with main entrance door at the front side of the showroom. All the glass used must be 12mm thickness and toughened. Saint Gobain or equivalent quality brand. The patch fittings used also should be of superior quality.



Existing front view of the showroom

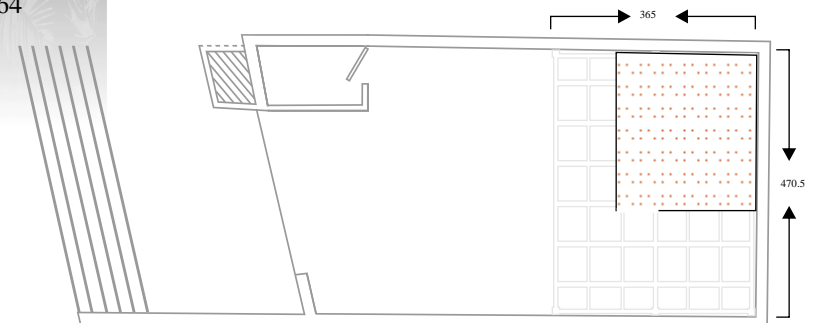
All dimensions are in centimeters

Drawing 17 : Managers cabin partition Glass work

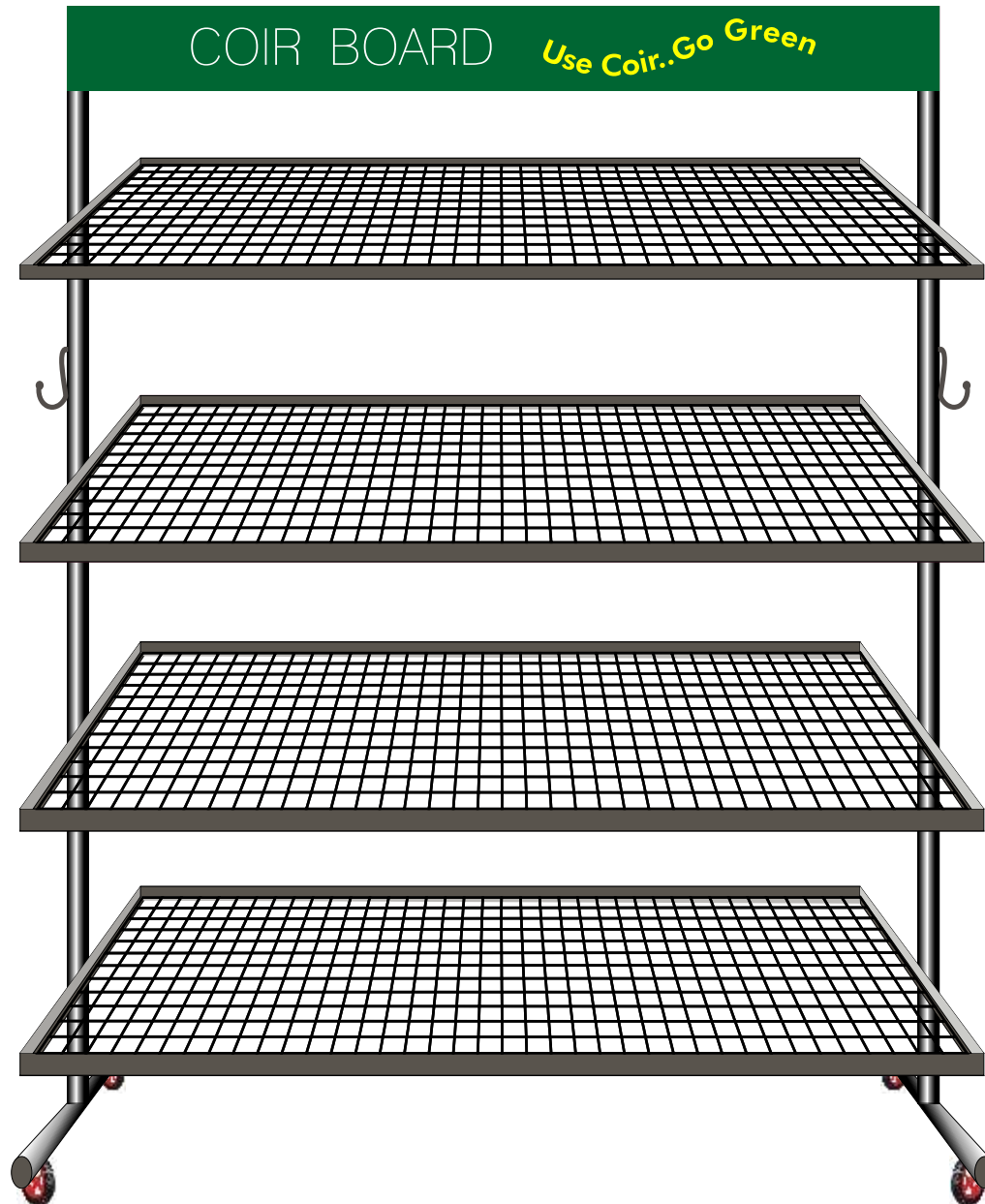


Construction of Structural glass work for Manager's cabin partition, as per the dimensions given in the drawing. All the glass used should be 12mm. toughened (Saint Gobain or equivalent quality brand)

The shown area of glass should be decorated with coconut palm leaf design cut on translucent film (glittering etching type).

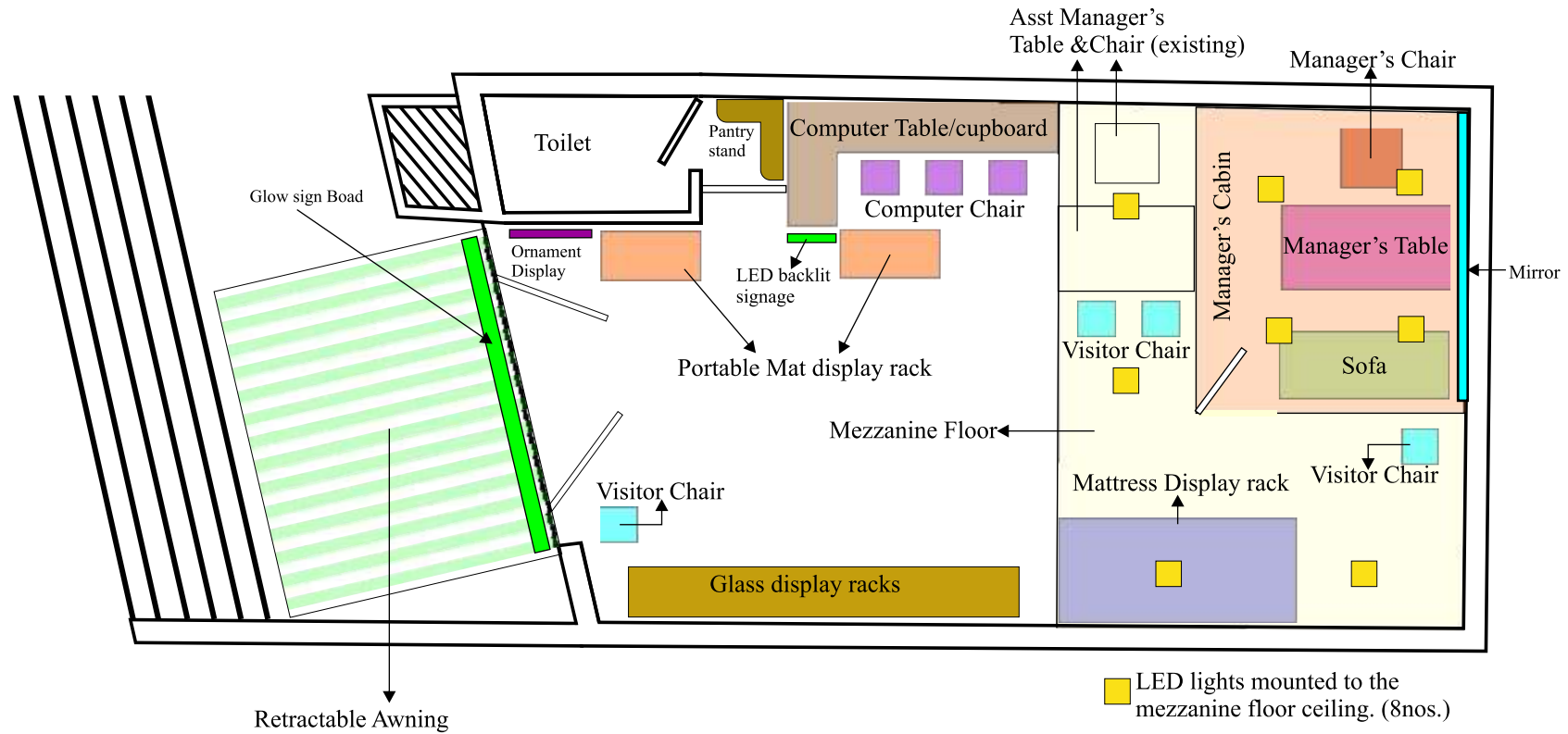


All dimensions are in centimeters

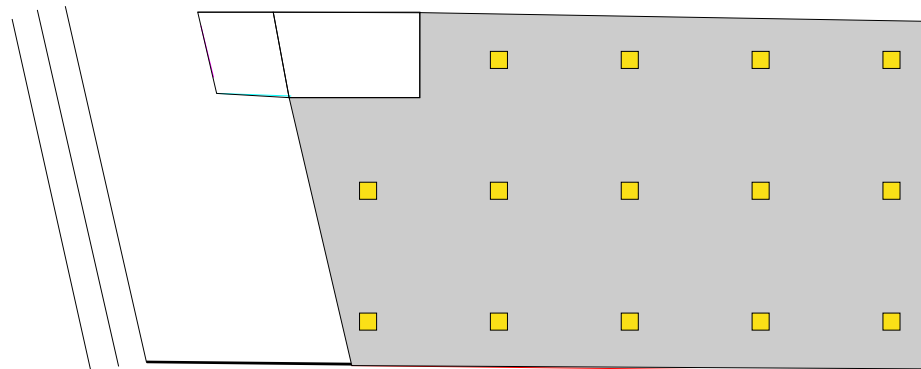


Construction of 2 nos. of portable 'Doormat display stands', with large rolling wheels. Make using superior quality materials and accessories. All the trays should be adjustable at any angles and painted deep green or black. The polls and the base should be stainless steel pipes (round or rectangle). The sign board at the head portion can be made of 10mm. forex sheet pasted over with printed vinyl.

Total width	: 90cm.
Total height	: 180cm.(including wheel)
Tray dimension	: 80cmX 50cmX 4cm angle frame with 3-4cm. weld mesh body
Gap between trays	: 35cm.
Post	: 4 - 5 cm dia. stainless steel pipe
Header sign board	: 90cm X 15cm.



■ LED lights mounted to the mezzanine floor ceiling. (8nos.)



■ LED lights mounted to the False ceiling. (14 nos.)
3nos of lights has to be kept for toilet and entrance area if necessary.

