**NALSAR University of Law**

**Justice city, Shameerpet, R.R.District**

**Hyderabad – 500 101.**

**Phone: 040-23498110**

**TENDER DOCUMENT**

**Transparent Water Proofing Sloped Terrace Roof Mangalore Tiles at Boys Hostel- III**

**Document Price: Rs.500/- only**

NALSAR University of Law Justice City Shameerpet Hyderabad

**1. BRIEF DESCRIPTION OF PROPOSAL:**

NALSAR University of Law, Shameerpet invites T e c h n i c a l a n d financial proposals from reputed registered contracting firms having income tax, sales tax registration for the work of **Transparent Water Proofing Sloped Terrace Roof Mangalore Tiles at Boys Hostel- III** at NALSAR University of Law, Justice City, Shameerpet, R.R.District.

This is a two-part bid, with Technical bid and financial bid forming the two parts. The Technical and

Financial bid should be sealed in separate envelopes and then both sealed covers to be placed in

 one separate envelope clearly super scribing on the envelope,

“**Quotation for the work of** “**Transparent Water Proofing Sloped Terrace Roof Mangalore Tiles at**

 **Boys Hostel- III.”**

NALSAR University of Law Justice City Shameerpet Hyderabad

**2. COVERING LETTER:**

**Letter comprising of quotation for “Transparent Water Proofing Sloped Terrace Roof Mangalore**

 **Tiles at Boys Hostel- III ”.**

**To,**

The Registrar

NALSAR University of Law,

Justice City,

Shameerpet,

R.R.District

Dear Sir,

1. With reference to your TENDER notice dated NALSAR / Engg Dept /Roof Treatment/01/2016-17 dated: 06.05.2016; I have examined the TENDER document and understood its contents. I hereby submit my Bid for **Transparent Water Proofing Sloped Terrace Roof Mangalore Tiles at Boys Hostel- III at NALSAR University of Law, Justice City, Shameerpet, R.R.District.**

1. The Application is unconditional for the said Tender. This bid is valid for a period not less than 90 days.
2. It is acknowledged that the Authority will be relying on the information provided in the tender and the documents accompanying such tender for qualification of the bidders for the above subject project, and we certify that all information provided in the tender and in Annexures is true and correct; nothing has been misrepresented and omitted which renders such information misleading; and all documents accompanying t h e b i d are true copies of their respective originals.
3. This statement is made for the express purpose of the above mentioned subject.
4. We shall make available to the Authority any additional information it may find necessary or require to supplement or authenticate the Qualification statement.
5. We acknowledge the right of the Authority to reject our bid without assigning any reason or otherwise and hereby relinquish, to the fullest extent permitted by applicable law, our right to challenge the same on any account whatsoever.

It is declared that:

 (a) We have examined and have no reservations to the Tender document

(b) We have not directly or indirectly or through an agent engaged or indulged in any corrupt

practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice

in respect of any Bid or request for proposal issued by or any agreement entered into with the

Authority or any other public sector enterprise or any government, Central or State.

NALSAR University of Law Justice City Shameerpet Hyderabad

1. It is understood that the University may cancel the Bidding Process at any time without incurring any liability to the University and that you are neither bound to invite the applicants to Bid for the Project nor to accept any b i d that you may receive.
2. It is certified that we have not been convicted by a Court of Law or indicted or adverse orders passed by a regulatory authority which could cast a doubt on our ability to undertake the Project or which relates to a grave offence that outrages the moral sense of the community.
3. It is further certified that no investigation by any regulatory agency is pending against us.
4. It is hereby affirmed that we are in compliance of/shall comply with the O&M

 requirements.

12. We hereby irrevocably relinquish any right or remedy which we may have at any stage at law or howsoever otherwise arising to challenge or question any decision taken by the Authority in connection with the selection of bidders, selection of the Tenderer, or in connection with the selection/Bidding Process itself, in respect of the above mentioned Project and the terms and implementation thereof.

1. We agree to undertake to abide by all the terms and conditions of the TENDER document.
	1. We agree to undertake to be liable for all the obligations of the Tenderer under the

agreement. In witness thereof, we submit this application under and in accordance with the terms of the TENDER document.

**Yours faithfully**

(**Signature, name and designation of the Authorized Signatory)**

Place: Name and seal of the Bidder/Lead Member

NALSAR University of Law Justice City Shameerpet Hyderabad

**3. PARTICULARS OF TENDER:**

1. TENDER No. : NALSAR / Engg Dept/ Roof Treatment/01 / 2016-17.

2. Particulars of the work : **Transparent Water Proofing Sloped Terrace Roof Mangalore**

 **Tiles at Boys Hostel- III .**

3. Period of work : **30 days from the award of work**

4. Cost of TENDER : Rs. 500/- in the form of Demand Draft in favour of The Registrar,

 document NALSAR University of Law, payable at Hyderabad

5. Last date and time of

 submission of TENDER : 08.06.2016 (up to 3.00 P.M)

 (by hand/courier/post)

6. Amount of Earnest money/Bid security deposited for work

* Rs.3,000/- (in the form of Demand Draft in favour of the Registrar, NALSAR University of Law, payable at Hyderabad)
1. Date and time of opening of TENDER
	1. Place of opening of TENDER
2. Name of firm / company/individual to whom TENDER document is issued.
* 08.06.2016 (3.30 P.M)
* NALSAR University of Law, Justice City, Shameerpet, R.R.District

: ------------------------------------------------------------------------

**(Signature of Tenderer**)

**with seal**

NALSAR University of Law Justice City Shameerpet Hyderabad

**4. GENERAL PARTICULARS OF TENDERER:**

1- Name of firm:

2- Communication address:

3- Telephone, Telex, Fax No:

5- E-mail:

6- Web site:

7- Name and designation of the representative of the Tenderer to whom all references/

 communications shall be made.

8- Amount of earnest money/bid security deposited with instrument no./bank and date.

10- Firm Registration number/details

11- Certified copies of Income Tax Return for Last 3 Years with PAN number

12- Sales Tax Registration number with certified copies of return of last three years

13- Previous experience or work done by the Tenderer of similar nature of project.

 14. Name and address of the Authorizing Company to **Transparent Water Proofing Sloped**

 **Terrace Roof Mangalore Tiles at Boys Hostel- III.** (Please attach authorization

certificate).

**(Signature of Tenderer**)

 **with seal**

NALSAR University of Law Justice City Shameerpet Hyderabad

**5. EXPERIENCE:**

**(Details of Each Project)** (If it is required attached separate sheets)

**Item**

1. Title of the project
2. Location
3. No. of works/projects completed
4. Entity/Agency with which project has been executed
5. Date of commencement of the project
6. Date of completion
7. Cost of the Project
8. Scope of Work

**Instructions:**

1. Tenderers are expected to provide information with respect to Eligible/Qualified projects.

1. Information provided in this section is intended to serve as back-up f o r information provided in the TENDER.
2. An authentic experience certificate should be annexed with respect to each eligible/qualified Project from the Agency for which the project is executed.
3. Provide the estimated capital cost of each Eligible/Qualified Project.

 **(Signature of Tenderer)**

 **With Seal**

\*Note – please use one page each for each project

NALSAR University of Law Justice City Shameerpet Hyderabad

**6. SUBMISSION OF TENDER**

1. **SEALING AND MARKING OF TENDER:**
	1. The TENDER must be complete in all respects and should contain requisite certificate, drawings, informative literature etc. as required in the specification.
2. Tender Document can be downloaded from NALSAR website (www.nalsar.ac.in).

 6.1.3 This is a two - part bid consisting of Technical bid and financial bid. The Technical and Financial bid should be sealed in separate envelopes and then to be sealed in one separate envelope clearly super scribing on the envelope, **Quotation for** **“Transparent Water Proofing Sloped Terrace Roof Mangalore Tiles at Boys Hostel- III ”** **at NALSAR University of Law, Justice City, Shameerpet, R.R.District**

 **The bid shall include**:

* 1. Forwarding letter by the Tenderer
1. All required documents
2. Cost of tender by Demand Draft, towards processing charges (non-refundable)
3. EMD Rs.3,000/- **Transparent Water Proofing Sloped Terrace Roof Mangalore Tiles at Boys Hostel- III** ( Two Years warranty) of works for NALSAR University of Law, Justice City, Shameerpet, R.R.District in the form Bank Demand Draft in favour of **The Registrar, NALSAR** **University of Law,** from a Nationalized Bank.

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* 1. Technical bid.
	2. Financial Bid
1. TENDER should be addressed to:- **The Registrar**, NALSAR University of Law, Justice City, Shameerpet, R.R.District

1. The TENDER should be submitted at the office of the Registrar, NALSAR University of Law **on 08.06.2016** at 3.00 P.M.

1. Tenders may be received through Post /courier/by hand (to be dropped into the Tender Box kept at NALSAR, Shameerpet., NALSAR, Shameerpet will not be responsible for any delay or misplace in postal receipt.
2. **EXPENSES OF AGREEMENT:**

All the expenses of completing the agreement including cost ofstamp paper or any other kind of expenditure incurred in the process of TENDER submission till fin al compliance shall be borne by the Tenderer.

1. **DEADLINE FOR SUBMISSION OF BIDS:**

TENDER must be received by the NALSAR University of Law, Shameerpet at the date, time and address specified in the TENDER notice/TENDER documents.

NALSAR University of Law Justice City Shameerpet Hyderabad

1. **LATE BIDS:**

Any TENDER received after the deadline for submission of TENDER prescribed by the NALSAR University of Law, Shameerpet shall be rejected and/or returned unopened to the Tenderer.

**NOTE:-**

1. Please submit quotations in two separate SEALED envelope, one indicating Technical specifications and the other containing commercial terms & prices. These two envelopes should be again kept in one envelope, indicating Quotation for “**Letter comprising of Tender for Transparent Water Proofing Sloped Terrace Roof Mangalore Tiles at Boys Hostel- III at NALSAR University of Law, Justice City, Shameerpet, R.R.District”.**
2. Financial bid will be opened only of the bidders who will be qualified in the Technical bid.
3. The University will contact only bidders meeting the requirements including the rates.
4. The payment will be made after successful on-site installation of ordered items.
5. NALSAR, Shameerpet reserves the right to split the order among two or more vendors, item-wise or by quantity among multiple bidders, based on its assessment.
	1. The price quoted will be applicable to the specifications mentioned in this quotation notice.
	2. The bidders may, specifically mention if any higher specifications are offered.
	3. The selected vendors will be required to supply the items within the time mentioned in the work order.
	4. Please indicate whether you will be able to supply the item within time specified after receiving the order.
6. Please specify the minimum period for completion of the work if you are not able to supply within the s aid period. Early delivery will be a factor for consideration in deciding the successful bidder.
7. A penalty of 0.5% of the total order value will be imposed per week for late completion of work
8. The bid should be accompanied by an earnest money deposit (EMD) of Rs.3,000/- and to be attached in the shape of Demand Draft only drawn in favor of The Registrar, NALSAR University of Law, payable at Hyderabad.
9. No advance payment will be made; any offer linked with advance payment is likely to be ignored.
10. After winning the order, if you fail to complete the work your EMD will be forfeited and you will be blacklisted from participating in any future bid/tender.

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1. Only Original fabricators or their Authorized Partners of the Product can participate in the bid.

17. Price offered will be for NALSAR and delivery will be made at :

NALSAR University of Law

Justice City, Shameerpet,

R.R.District – 500 101

1. The decision of acceptance of tender will lie with the competent authority of NALSAR, who does not bind himself to accept the lowest quotation and who reserves the right to himself to reject or partially accept any or all quotations received, without assigning any reason.

19. Please provide the list of similar work in hand, if any.

**(Signature of Tenderer)**

**with seal**

NALSAR University of Law Justice City Shameerpet Hyderabad

1. **TENDER OPENING**
	1. **OPENING OF TENDER:**

 The procedure of opening of the TENDER shall be as under:

Financial Bid (Tenders) of the Tenderer who qualify in the technical bid shall be opened in the presence of designated Authority and Tenderers who wish to be present there. The date of financial bid opening will be informed to the shortlisted bidders subsequently.

**CLARIFICATION OF TENDER:**

**7.2.1** To assist in the examination, evaluation and comparison of TENDER, NALSAR University of Law may at its discretion ask the Tenderer for a clarification on the TENDER which is submitted by him. The request for clarification and the response shall be in writing within the specified time. No additional information or documents other than the one asked for will be accepted at this stage.

**7.2.2** The University will be at liberty to involve any expert or consultant in evaluating the

 bid for completing the entire bid process.

**(Signature of Tenderer)**

 **With seal**

NALSAR University of Law Justice City Shameerpet Hyderabad

**8. AWARD OF CONTRACT**

The Tenderer should pass in all items of “Eligibility Criteria”. Eligible tenderer or tenderers quoting the lowest offer price shall be awarded the contract.

1. NALSAR University of Law, Shameerpet reserves the right of negotiation with eligible Tenderer before the finalization of the TENDER

8.2 NALSAR University of Law, Shameerpet reserves the right at the time of award of

 contract to increase or decrease the numbers of locations/quantities without any change

 in terms and conditions.

1. NALSAR University of Law, Shameerpet reserves the right to accept any bid and to

reject any or all bids or accept any TENDER in total or in parts without assigning any reason thereof.

1. **NOTIFICATION OF AWARD**

Prior to the expiration of the period of TENDER validity, t h e University will inform the Tenderer by registered letter or by phone or fax or by e-mail about the selection of the bid and the award of the work.

**8.5 EXECUTION PERIOD**

The work shall be completed in all respect within **30 days** from the date of award of work.

In case the project cannot be completed in Scheduled time, then please mention the minimum time required to complete the project of supply, manufacture Providing Cement concrete flooring to Tennis Court of Cement concrete flooring to Tennis Court**.** The ability to complete the work within the stipulated time will be a consideration for selecting the winning bid.

**(Signature of Tenderer)**

**With seal**

NALSAR University of Law Justice City Shameerpet Hyderabad

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  |  |  | **Technical Specifications –** |  |
| **Name of the Work “Transparent Water Proofing Sloped Terrace Roof Mangalore Tiles at Boys Hostel- III ”** |  |  |
|  |  |  | **(Write can provide Yes or No)** |  |
|  | **Sl.** |  |  | **Can Provide** |  |
|  |  **Description of the Item** |  | **(Yes/ No)** |  |
|  | **No.** |  |  |
|  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  | 1 | **Transparent Water Proofing Sloped Terrace Roof Mangalore Tiles at Boys Hostel- III** |  |  |  |

**Note**:-

1. Bidders are advised to visit the premises of the University before submitting the bid to have an idea about the work.
2. Finalization of design, fabrication and fixing partition will be at sole discretion of the competent authority of

the University. In case of any doubt; the decision of competent authority will be final and binding to the bidders.

NALSAR University of Law Justice City Shameerpet Hyderabad

**Financial Bid**

**(to be put in saparate cover)**

Name of Work:- Transparent Water Proofing Sloped Terrace Roof Mangalore Tiles at Boys Hostel- III at

 NALSAR University of Law Campus.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Sl no** | **Item Detailed Specification Description** | **UNIT** | **QUANTITY** | **Rate** | **Amount** |
| **1** | M & L for surface preparation by removing Mangalore Tiles and dust and fungus by using Air blowers and applying with water based “Zycosil+” Patented Nanotechnology Penetrative and permanent Organo-Silane product, filling and sealing with “Acrylic co-polymer Elastobar / Elastic Eco Kerakoll / Clitherm / CliPU” or suitable product with grey cement mix to the Mangalore Tiles and to the joints of Passage Floor having Flat Tiles area for “ZERO Leakage purpose” including replacing of damaged Mangalore tiles all as directed at site. | **Sft** | **5000** |  |  |
| **2** | - ditto - all as per item No:1 above but on top of passage areas including replacement of damaged clay tiles all as directed at site. | **Sft** | **1800** |  |  |
|  |  | **TOTAL AMOUNT** |  |
|  | **(Rupees** |

Total Amount in words:

(Signature of Tenderer)

 with seal

NALSAR University of Law Justice City Shameerpet Hyderabad