

Schedule of Request for Quotation (RFQ)

Name of Work	Invitation for Request for Quotation (RFQ) from Contractors / Agencies / Vendors for installation of new seven (07) numbers of cabins.
Type of Tender	Limited Tender, Two cover system
Tendering Mode	JCI official website & news Paper (Two cover system) <ul style="list-style-type: none"> • Technical Bid • Financial Bid
Cost of RFQ Advertisement	NIL
Earnest Money Deposit (EMD)	Rs.10,000/-
Date & Time of Starting of Bid	26/09/2025 & 09:45 AM
Last Date & Time of Bid Submission	13/10/2025 & 04:00 PM
Date & Time of Opening of Technical Bid	13/10/2025 & 04:30 PM
Validity of RFQ	90 Days
Contact Details of RFQ Inviting Authority	Civil Engineer (O/M) Mobile no: 9475980452 The Jute Corporation of India Limited (A Government of India Enterprise) Head Office- Patsan Bhavan, 3 rd & 4 th Floor, Block-CF, Action Area-1, New Town, Kolkata-700156 Website: www.jutecorp.in

The Jute Corporation of India Limited
(A Government of India Enterprise)
Patsan Bhavan, 3rd & 4th Floor, Block-CF,
Action Area-1, Newtown, Kolkata - 700156

CIN - U17232WB1971GOI027958

Installation of New Seven (07) Numbers of Cabins at H.O. of JCI, Kolkata.

The Jute Corporation of India Limited (JCI) **Inviting** 'Request for Quotation (RFQ)' from those Contractors / Agencies / Vendors who have been empanelled / registered with CPWD / WBPWD / KMC / KMDA / PSUs in last 10 years for a period of one year at least and not being debarred by these institutions during such periods, for Installation of New Seven (7) no of cabins to create individual workspaces within existing cubical area in 3rd & 4th Floor of Patsan Bhavan.

Address of Cabins Site:

Patsan Bhavan, 3rd & 4th Floor, Block-CF, Action Area-1, New Town, Kolkata-700156, West Bengal.

I. COMPANY BACKGROUND :

The Jute Corporation of India Ltd. (JCI), A Government of India Enterprise, under Ministry of Textiles, is the nodal agency of Govt. of India to conduct Minimum Support Price (MSP) operation of Raw Jute through its' network of DPCs in all major jute growing states.

II. PROJECT OVERVIEW OF THE MENTIONED CABINS :

Kolkata H.O.:

JCI already have cubicles inside its Head Office (H.O.).

All the cubicles are in good conditions. Existing seven (07) no's of cubicles will be dismantled & in place there will be constructed seven (07) no's of new cabins.

III. RFQ TARGET DATES:

- a) **RFQ No.:** “JCI/ O&M /Office Cabin/RFQ _ Kolkata H.O. / 2025-26 /02, Date – 26/09/2025.
- b) Start Date of submission of Bid: **26/09/2025** in offline mode.
- c) Last Date of submission of Bid: **13/10/2025** in offline mode.
- d) Opening of Technical Bid: **13/10/2025** at H.O.-Kolkata, JCI at 04:30 AM.

Interested Contractors / Vendors / Agencies who are willing to do the mentioned work with the Corporation can participate in the RFQ submission process, with their full particulars as enquired in the RFQ Document which can be downloaded from JCI website “<http://www.jutecorp.in/tender/>”.

IV. SCOPE OF WORKS:-

- a) The contractor will dismantle the seven (07) no of existing cubicles (3 no's from 3rd floor & 4 no's from 4th floor) carefully & peacefully. The scrap materials need to be taken out from office premises carefully and also arrange properly at a suitable place as instructed by the appropriate authority of JCI.
- b) The contractor will install seven (07) no's of new cabins (3 no's at 3rd floor & 4 no's at 4th floor). All materials, including labour will be borne by the selected Contractor / Agency / Vendor. JCI will not bear any cost, responsibility & liability whatsoever during installation. List of items of mentioned work may be provided by JCI (ANNEXURE-B).
- c) The Contractor / Agency / Vendor should maintain proper organizational decorum during the entire work.
- d) The work must be started within Ten (10) days from the date of acceptance of the Work Order and completed within Sixty (60) days from the date of commencement of the work.

V. TECHNICAL / REQUIREMENTS / QUALIFICATION CRITERIA:

For the above Interior Cabin installation works ‘**Basic Qualification / Technical criteria**’ are as follows:-

- a) No fee is required for RFQ document.
- b) The Bidders must submit a copy of valid Trade License & PAN. GST Certificate is required to be submitted if applicable, otherwise a declaration need to be submitted in case GST registration is not required.
- c) The Bidders must submit a proof of empanelment / registration with CPWD / WBPWD / KMC / KMDA / PSUs in last 10 years for a period of one (01) year at least.
- d) **Experience:** The bidders should have working experience in Interior Work. They must have done at least (01) one number of work in last 10 years for minimum amount of Rs.5,00,000/- with the empanelled / registered institutions as mentioned in point (c) above, And/Or, any Autonomous Institutions. A copy of completion certificate must be submitted by the bidders in support of the same.

- e) **Earnest Money Deposit (EMD):** An amount of Rs.10,000/- is to be paid as EMD by Online Transfer / RTGS / NEFT to the bank account of the JCI, the detail of which are given below:-

Beneficiaries' Name: The Jute Corporation of India Ltd

Account No. 0093000100297535

IFSC Code: PUNB0143720

Branch Name: New Town Rajarhat

Bank Name: PNB

- f) During the period of installation, the selected Contractor / Agency / Vendor must maintain necessary HSE (Health, Safety & Environment) Norms. The Contractor / Agency / Vendor must also maintain criteria of Statutory liability like P.F, E.S.I and Labor Laws etc. If not comes in the eligibility of P.F., E.S.I., any Legal and statutory requirement then must submit declaration on bidder's letter head.
- g) Selected party shall need to provide 'INDEMNITY BOND' on stamp paper as to indemnify the Corporation against all liabilities regarding P.F, E.S.I & Labor Laws related liabilities after signing of Agreement.
- h) Last 03 years ITR with Acknowledgement, in support of filling Income Tax return. Audited Account for last 3 years are required to be submitted. If not audited, turn over certificate for last 03 years from CA is required.
Average annual turnover for last 3 years, must be Rs.10 Lakhs at least.
- i) All the submitted documents (including the RFQ document) should be self- attested and stamped by the **bidding** agency.

This is **Two bid systems (simultaneous receipt of separate Technical and Financial bids):** The bid submission should be made in separate envelop each for **Technical** and **Financial**. The said two envelops should be kept in one another large envelop before submit.

- I. **Technical bid** consisting of all technical details along with commercial terms and conditions; and
- II. **Financial bid** indicating **Item-Wise** rate for the items mentioned in the Technical bid.

Bid / Offers in two separate envelop should be marked as "**Quotation for Installation of New Seven (07) number of Cabins in 3rd & 4th Floor with Quotation Ref. No. & Date**" and RFQ bidding offer to be submitted within scheduled date & time in Offline mode at H.O. of JCI, Kolkata.

The Party at his own responsibility is required to ensure submission of the RFQ bidding documents (complete in all respect) within the due date & time. RFQ received after the deadline will not be accepted.

The Corporation shall have No Obligation/liability for any delay on the part of bidder(s), in receiving the Offer documents.

Please note that all received offers will be opened at the Kolkata H.O. office of JCI during the 'Bid Opening Event' which will take place on the specified date and time.

- j) **Non-Blacklisting Clause:** Declaration regarding non- blacklisting from any of the previous employers of the Party etc., to be submitted in the bidder's letter head.
- k) The Bidder Party or bidder's personnel will not create any nuisance or difficulty to the staffs, members or, neighbors of JCI, in & around the Work premises / Site / Office of JCI, at any stage of tendering/bidding process or thereafter.
- l) Multiple bids by single Party / Agency are not allowed. This will lead to cancel all the bid by that particular bidder.

VI. EVALUATION MATRICES / SELECTION OF BIDDER:

- a) Initially selection will be done based on Technical Qualification. Financial bid will be opened of those bidders who will be qualified technically and ultimate selection will be done on the basis of Lowest Quoted Bid (L1) for above said works.
- b) 'L1' bidder may or may not be awarded the work. Bidder's overall credentials' i.e., experience, technical eligibility criteria & financial capacity shall also be taken into consideration. In case of more than one L1 bidder, work shall be awarded based on higher work experience in terms of value.

VII. GENERAL TERMS & CONDITIONS (GCC) FOR BIDDERS:

1. **Inspection of sites:** The interested bidders can visit and examine the sites for measurement purposes or any other observation purposes at their own cost. The schedule date of visit should communicate earlier and will be done at mutual convenience.
2. **Safety Regulations:** The contractor shall take all the necessary precautions while working and to safeguard adjacent property, Corporation's property, Corporation's employees, employees of contractor & general public. The JCI will not responsible in this regard.
3. **Site cleaning:** All the rates quoted are inclusive of removal of rubbish / debris collected during the progress of work, rejected material and clearance of site before and after the work is completed.
4. **Contractor's basic responsibility:**
The work will be examined from time to time by Corporation's Officers / Civil Engineer, but such examination shall not in any way exonerate the contractor from the obligation to remedy any defects which may be observed at any stage of the work or after the same is completed.
5. **Quantities of works are provisional:** The quantities mentioned in schedule are provisional and likely to increase / decrease to any extent or may be added & omitted. However, no claim for loss or Profit of Contractor's business shall be entertained on this account.
6. **Delay & Extension of time:** All the work should be completed within the specified time period mentioned in the RFQ document. If the work is delayed due to the reasons beyond the control of the contractor, he should, immediately apply to the Corporation explaining the reasons for such delays (DELAY ANALYSIS) and if in the opinion of Corporation the delay is justified, the contractor shall be granted extension in the time limit.
However in cases where sufficient reasons of Delay are not given by the Contractor, or, where it appears that the delay could have been avoided by exercising due diligence and proper care, the corporation is free to impose liquidated damages as the case may be (as per the terms & conditions of Tender document).
7. **Work Completion Certificate:** As soon as the work is completed, the contractor shall inform in writing such completion to the Corporation's Officers / Civil Engineer who will inspect the work and if satisfied, will issue the completion certificate that the work has been actually completed and the Defects Liability Period shall commence from the date of such certificate.
8. **Defect liability period (DLP) :** The defects or other faults which may appear during the defect liability period which is 01 (One) Year after the completion of the work i.e. completion certificate issue from JCI end, arising in the opinion of the Corporation due to inferior quality of material or bad workmanship not in accordance with the contract, contractor shall make good at his own cost within a reasonable time. On failure of the contractor to do so, the same shall be completed by the Corporation at the

risk and cost of the Contractor.

9. **Responsibility during work:** The contractor shall take adequate care during the progress of work to protect the office property like stationery, furniture, etc. In case of any damage, the same shall be made good by the contractor with his own cost.
10. **Stacking of material:** The contractor is not to stack any of his material recklessly so as to endanger the safety of the building and cause any nuisance to the occupants and the public.
11. **Protection of material and work:** The contractor shall be responsible for storing and watching his own material and protecting the work at his own cost.
12. **Approval of samples:** The contractor shall furnish well in time before work commencement at his own interest, samples of material(s) or workmanship that may be required by Corporation's Officer / Civil Engineer for approval.
13. **Complying I.S. Specification:** Unless, or, otherwise mentioned in the Contract, the latest Indian Standard Code for material specifications, method of work, and mode of measurements shall be followed.
14. **“Working ‘Make-List’:** Materials to be used for the new cabin construction purposes shall conform to corresponding IS Code or, standard BIS Specification etc. An ‘**Annexure-A**’ is being provided with the Tender documents on the related Items’ works to be executed.
15. The intending bidders required to **quote the rate Item Wise** and put to RFQ offline.
16. **Rate to include:** The rates quoted by the contractor shall cover for work at any height in the premises for all finished items under this contract. The rate quoted shall be inclusive of all material cost, wastage, labour, loading & Unloading, profit, scaffolding, transport, supervision, preparation of SHOP DRAWING (if required), spot light arrangement and any other means to complete the job. GST will be paid separately on the quoted rates.
17. **Price Fluctuation:** The rates quoted by the contractor shall be firm throughout the currency of contract (including extension of time, if any, granted) and will not be subject to any fluctuation due to variation in the cost of material or labour.
18. **Testing of Materials:** If at any point of time during the work, corporation desires to carry out test of certain materials, surveyor for surveying (if required) the contractor shall arrange for the same and submit the Test Report/Survey Report without any claim for extra cost for that.
19. **Rates of Non-BOQ or Non-Scheduled Items:** The successful Tenderer is bound to carry out any item of work necessary for the completion of the job even though such items are not included in **schedule of quantities**.

Sub- Section -01 Provision of such Altered / Additional Items of Works :-

If the Altered / Additional Work / Specialized Job required to be executed as per JCI's requirements, for which there are no established rates in Schedule of Rates or BOQ, the same shall be payable as per provisions stated hereunder –

- a) **In Case of Substitute Item(s):** As Per Scheduled Rates as approved.
- b) **Payment of Substitute in case of Non-Schedule Items And / Or, Non-BOQ items:-** In special case, rate may be derived from Current Market Rate, Or, from any expertise for that particular Job / Work, plus adding other relevant components for deriving practical oriented ‘Rate Analysis’.
- c) If needed for the installation / construction purposes any extra Schedule/non

schedule/non BOQ Items may be added as an extra item with proper rate analysis by the contractor.

d) Any BOQ quantity of items may be increased or decreased as per recruitment.

20. **Abandonment of work:** If in any case, the work required to be abandoned, the contractor shall not be entitled for any claims and he will be paid as per the actual work done till that period.
21. **The Corporation reserves the right to accept / reject any or all RFQ in part or in whole without assigning any causes as on date or, thereafter.**
22. **Decision of the Corporation shall be final and binding on any matter connected with the work.** In the event that there is some dispute, the matter shall be decided after mutual discussions based on the terms and conditions of this contract.
23. **Incomplete quotation:** Incomplete quotations shall be summarily rejected.
24. When the work has been virtually completed and Corporation's Officers / Civil Engineer has certified in writing that the work has been completed on the basis of detailed measurements.
25. **Earnest Money Deposit (EMD): Rs.10,000/-** amount to be submitted by the bidder by online mode at the time of submission of RFQ documents. The EMD may be exempted in case of MSME registered bidders, Or, registered with the Central Purchase Organization or, the concerned Ministry or Department.
26. **Performance Security: 3%** of the Total Quoted Amount (EMD to be converted into Performance Security Deposit, for the successful bidder), shall be considered as Performance Security Amount. The performance security amount will be deducted from contractor's final bill value and it will be retain up to Defect Liability Period (DLP).

26 A. Return of EMD of unsuccessful Bidders: EMD shall be refunded to unsuccessful bidders, within thirty (30) days after the opening of the PRICE- BID / DISCHARGE OF THE TENDER (whichever happens with this Tender) WITHOUT ANY LIABILITY TOWARDS INTEREST Refund.

27. **Liquidated Damages (L.D):** If the contractor fails to maintain the required progress or to complete the work and clear the site before the **Contract Completion Period** Or, extended date period of completion, without any sufficient reasons thereof, he shall without prejudice to any other right, pay as agreed compensation amount of 0.5% of contract amount per week of delay, subject to maximum of 10.0% of contract amount as Liquidated Damages.
28. **Records & measurements :**
 - a) Full & final payment will be made only after the joint measurement by the appropriate authority of JCI & contractor.
 - b) Measurements shall be taken jointly by Corporation's Officers / Engineer and contractor and no extra charges shall be provided to Contractor for assistance with appliance/ Equipment, labour and other things necessary for taking measurements. Measurements will be signed and dated by both the parties on completion of measurements.
29. **Processing of Final Bill :**

- a) No advance payment or part payment or RA bill payment shall be made to the contractor before completion of work.
- b) The final payment shall be made to the contractor within thirty (30) days from the date of issue of Work Completion Certificate by Civil Engineer of JCI and the date of submission of complete, full & final Bill / Invoice.
- c) Before submission of Final Bill / Invoice, the Contractor must submit the following documents:-
 - i) Original Work Order copy along with revised & final BOQ sheets (soft & hard copies both), RFQ document etc. The documents to be duly signed by appropriate authority of JCI.
 - ii) Joint measurement sheets (not in M.B), to be duly signed & stamped (in original), along with relevant drwg. no. (if any).
 - iii) 'Work Completion Certificate' by the Appropriate Authority of JCI.
 - iv) Authorization letter for signing of any documents, attached with the bill.
 - v) Time Extension approval from Competent / Appropriate authority of JCI, if project gets delayed. In case 'Time extension approval' not available, L.D as applicable shall be levied with GST@ 18%.
- 30. The successful Bidder shall sign & return a copy of the Work Order within 3 days as a token of acceptance. The said acceptance Work Order may be considered as an agreement.
- 31. **Deviations / Variations Extent and Pricing :**
Project Completion Cost should not exceed 20% (Twenty Percent) of the finally quoted amount, Or, in overall estimated amount.
- 32. **Bid validity period:** 90 Days.
- 33. **Bid should be submitted to the below mention officer:**

Mr. Pritam Karmakar, (C.E./Kolkata H.O.).
- 34. **CONTACT PERSON:**
Interested Agencies / Vendors / Contractors may also contact to the under-mentioned persons, Or, Department(s), for any queries/ Further clarifications/information, is as follows:-

Mr. Pritam Karmakar, (C.E./Kolkata H.O.),Contact no. - 9475980452.

ANNEXURE- A**BASIC LIST OF MAKES / MANUFACTURERS' OR, APPLICATORS FOR CIVIL RENOVATION / INTERIOR WORKS FOR OFFICE CABIN INSTALLATION PURPOSES'2025 :**

SL. NO.	Description of materials	Recommended Make	Remarks
<u>I.</u>	<u>Cement & cement putty :</u>		
1	OPC / PPC (Grade - 43).	ACC / ULTRATECH / LAFARGE / AMBUJA / BIRLA GOLD or , BIRLA SAMRAT / JSW / DALMIA / RAMCO etc.	i) Should Conform to IS:8112-1989 for Ordinary Portland Cement. ; ii) Should Conform to IS:1489 (Part -2)_1991, for Portland Pozzolana Cement.
2	White Cement.	BIRLA WHITE / JK CEMENT.	Should conform to IS: 8042.
3	Cement Putty.	BIRLA WHITE / JK CEMENT/ ASIAN WALL PUTTY.	Should conform to IS: 419 - 1967.
<u>II.</u>	<u>PAINTS :</u>		
1	Oil bound washable distemper, Plastic emulsion paints & Synthetic Enamel paints.	ICI/ BERGER/ ASIAN PAINTS / NEROLAC.	
2	Water-Proof cement paint.	SUPER SNOWCEM / ACRO PAQINTS / ASIAN PAINTS / ULTRA TECH.	
3	Weather Shield Paint (Exterior type paint).	ICI/ BERGER/ ASIAN PAINTS.	
4	Red-Oxide Primer	SHALIMAR / ASIAN/ BERGER / MURARKA.	
5	Steel Primer.	SHALIMAR / ASIAN/ BERGER / MURARKA.	
<u>III.</u>	<u>INTERIOR CABIN WORKS :</u>		
1	Glass (12 mm thick or as per direction of appropriate authority of JCI)..	ANY GOOD QUALITY APPROVED BRAND, OR, SAME AS EXISTING CABIN OF GM (O/M) at JCI.	
2	Gypsum Board	SAINT GOBAIN GYPROC / KNAUF INDIA / EVEREST / GYPSOMAN / ANY APPROVED BRAND.	
3	Steel Handle (for Glass Door) 'D' or 'H' type	GODREJ / OZONE / HAFELE / DORSET / ANY APPROVED BRAND.	
4	Door Lock	GODREJ / OZONE / YALE / HAFELE / ANY APPROVED BRAND.	
5	Floor Spring	OZONE / ENOX / HARDWYN / PRABHAT / HABAX / EVERITE / ANY APPROVED BRAND.	

ANNEXURE- B

SI No.	Description of Work	Unit	Quantity	Rate (Rs.)	Amount (Rs.)	Remarks
1	Supplying bubble free float glass of approved make and brand conforming to IS: 2835-1987. 12mm thick coloured / tinted / toughened glass conforming to IS: 2553-1992 (Part-II)	Sqm.	60.00			As per the instruction by the Appropriate Authority of JCI.
2	Taking out existing partition/ceiling of particle board, masonite board, ply board, soft board etc. of any thickness and refixing same in new position with necessary clamps making holes in walls, floor, roof and mending damages if any. [concrete plaster will be paid separately]	Sqm.	28.00			Existing Cubical board will be removed, Or, As per instruction by the Appropriate Authority of JCI.
3	Supplying, fitting & fixing Stainless Steel 'D' or 'H' type of size 300 mm x 19 mm tubular Handle with Grade 304, CE certified, marked & conforming to EN - 1154, of approved quality of reputed brand as per direction of Engineer-in-Charge fitted and fixed complete including all incidental charges.	Each	14			'D' or 'H' type handle should be provided, Or, As per instruction by the Appropriate Authority of JCI.
4	Supplying heavy duty hydraulic double action floor spring along with top pin/set of pivots conforming to IS: 6315 or any approved make as per direction of Engineer in charge.	Each Set	7			As per instruction by the Appropriate Authority of JCI.
5	Supplying 'Godrej' mortice lock chromium plated with keys 6 levers including fitting & fixing complete.	Each	7			This item should be provided as per instruction by the Appropriate Authority of JCI.
6	M.F. suspended ceiling made with 12.5 mm thick Gypsum plaster board including G.I. perimeter channel of 0.55 mm flush (having two flanges 20 mm and 30 mm respectively and web 27 mm) along with perimeter of ceiling with G.I. intermediate channel of 0.9 mm thick size 45 mmx15mm placed at 750 mm c/c with G.I. ceiling angle of size 25 mmx10mmx0.55 mm thick fixed to the ceiling with G.I. Cleat and steel expansion fastener ceiling section 0.55 mm thick of size 51.50 mmx26mm fixed to the intermediate channels with the help of connecting clip and in the direction of perpendicular to the intermediate channel of 300 mm c/c 12.5 mm thick Gypsum plastered board are to be fixed under ceiling section as above by machine screws. The boards are to be joined and finished with jointing compound, paper tape and application of top coat etc. as per the direction of Engineer-in-charge. (The rate includes of cost of all materials including taxes, cost of accessories, fittings and fixtures, scaffolding and labour charges etc. complete)	Sqm.	83.60			This item should be provided as per instruction by the Appropriate Authority of JCI.

7	Rendering the surface of walls and ceiling with white cement based wall putty of approved make and brand (1.5mm thick)	Sqm.	167.20			As per instruction by the Appropriate Authority of JCI.
8	Applying Interior grade Acrylic Primer of approved quality and brand on plastered or concrete surface old or new surface to receive Distemper/ Acrylic emulsion paint including scraping and preparing the surface thoroughly, complete as per manufacturer's specification and as per direction of the EIC. (In Ground Floor) Two Coats Water based interior grade Acrylic Primer	Sqm.	167.20			As per instruction by the Appropriate Authority of JCI.
9	Acrylic Distemper to interior wall, ceiling with a coat of solvent based interior grade acrylic primer (as per manufacturer's specification) including cleaning and smoothing of surface. Two Coats	Sqm.	167.20			As per instruction by the Appropriate Authority of JCI.
10	Providing & Fixing 3M or equivalent Frosted Translucent, cast PVC, self-adhesive vinyl special crystal-effect film to reproduce Sand-blasting effect on glass with customised designs, thickness of 2 mil (0.05mm) without adhesive & 3 mil (0.8) with adhesive having minimum tensile strength of 3.5 pound/inch at 73 F(0.6kg/cm at 23 C). Adhesion after 24 hrs of installation should be 4 pounds/inch (0.7 kg/cm) on Acrylic, Glass Polycarbonate MCS warranty on 3 yrs (If exposed to direct sunlight) to 15 yrs (indoors) must be endorsed by the manufacturer with plotter cutting of approved design by Engineer-in-charge.	Sqm.	60.00			This item should be as per instruction by the Appropriate Authority of JCI.
				Total Amount (Rs.) :		
						The full & final payment of all the items will be made on the basis of actual work done by the Contractor.