

Ref No. NYKS/Estt/SD Office/2019-20/416

26th September, 2019

To

**Subject: Tender Notice for Engagement of ‘Project Management Consultancy (PMC) Firm
-regarding**

Sir,

With reference to above mentioned subject, please find enclosed herewith a Tender Notice for engagement of Project Management Consultancy (PMC) firm for developing Training Centre of NYKS (Carpet Area 20,000 Sq. Feet approximately). Detailed requirements are given in the attached Tender Notice.

You are requested to submit your EOI on or before Friday, 11th October, 2019 by 3 p.m in our office at address given below. The tenders will be opened at 4.00 p.m. on the same day in presence of the bidders or their authorized representatives.

Yours faithfully,

(Veerender Khatri)
State Director

Encl. : As above.

NEHRU YUVA KENDRA SANGATHAN

An autonomous body under the Ministry of Youth Affairs & Sports, Govt. of India

NYKS/Tender Notice/SD-Office/2019

26th September, 2019

Tender Notice For

Engagement of Project Management Consultancy (PMC) Firm

Tender for the engagement of **Project Management Consultancy (PMC)** are invited from Public Sector Units of Government India for undertaking Interior works for the Training Centre of the Nehru Yuva Kendra Sangathan, an autonomous body of the Ministry of Youth Affairs & Sports, Government of India.

The scope of work for PMC is to prepare complete plan of Training Centre requirements such as furniture for Dining hall, Multipurpose Hall, Dormitories, Guest Rooms drawing (if required), service drawing, cost estimation, for walls and ceilings, Modular workstation, CCTV Security Systems, Fire detection, Central Air Conditioning, Electrical works, UPS and IT server Room and false ceiling if required and other ancillary work as per the requirement with periodic site supervision and execution of work as per the requirement of NYKS at Training Centre, site at Alipur, Delhi (Area 20,000sq fit), Alipur, New Delhi.

Complete Tender Documents can be downloaded from NYKS web site at. www.nyks.nic.in
NYKS State Office, Alipur Delhi

The interested PSU can submit their EOI in all respects on or before **11th October, 2019 by 3.00 pm** addressed to the State Director, Nehru Yuva Kendra Sangathan. No EOI shall be entertained after this deadline under any circumstances whatsoever. The tenders will be **opened at 4.00 pmon 11th October, 2019** in the presence of bidders or their authorized representatives.

Interested PSU may attend pre-tender briefing to clear doubts and anomalies, if any, on **4th October, 2019 at 2.30 p.m.**

State Director

NYKS, Alipur, Delhi

Copy to :

- Notice Board
- Web site

SCOPE OF WORK AND GENERAL INSTRUCTIONS FOR TENDERES

- a. The NYKS requires **Project Management Consultancy (PMC)** firms for designing, interior work and supervision for its newly constructed Training Centre (Area 20,000sq feet) at Alipur, G.T. Karnal Road, Delhi – 110036.

PROCEDURE FOR SUBMISSION OF BIDS

- a. The interested Public Sector Units may submit their tender documents in two envelopes - **First “Superscribed Technical Bid”- ANNEXURE - A** and **Second “Financial Bid” – ANNEXURE- B** complete in all respect along with the earnest money deposit (EMD) of Rs.3,00,000/- (threelakhs only) -.in the form of Demand Draft/Pay Order and requisite documents in a sealed cover addressed to State Director Nehru Yuva Kendra Sangathan Alipur, Delhi and may be the dropped in the tender box kept at the Reception/or by Speed/Register post on or before **11thOct, 2019 till 3.00 p.m.**
- b. **The various crucial dates relating to " the Tendersare as under:-**
 - i. **Pre-Tender Briefing on 4th October, 2019.**
 - ii. **Last date and time for submission of tender is 11th October, 2019by 3.00 pm.**
 - iii. **Date and time for opening of Bids 11thOctober,2019 by 4.00 pm**
- c. The Earnest Money Deposit (EMD) of Rs.3,00,000/- (three lakhs only), refundable (without interest) should be sealed in Technical Bid Envelop in the form of Demand Draft/Pay Order drawn in the favour of **Nehru Yuva Kendra Sangathan** failing which the tender shall be rejected summarily.
- d. The tendering Companies/Firms/Agencies are required to enclose photocopies of the following documents in envelop (**First envelop along with Annexure – A – Technical Bid**) failing which their bids shall be summarily rejected and will not be considered any further:-
 - i. Copy of PAN/TAN
 - ii. Registration Certificate
 - iii. Copy of ITreturn filed for the last three financial years.

- iv. Copy of the EPF and ESI certificates.
 - v. Copy of the Service Tax registration certificate.
 - vi. Proof of annual turnover of the firm in the business for the last 3 years
 - vii. Certificates /orders showing similar work done with Government and Public Sector Undertakings etc.
 - viii. Earnest Money deposit.
- e. Conditional bids shall not be considered and will be outrightly rejected in the very first instance.
- f. Average Annual financial turnover during the last 3 years ending 31st March of previous financial year should be at least 30 % of the estimated cost.
- g. As per the O.M. No. 29(1)/2014-PPD dated 28th January, 2014 of Ministry of Finance it is mentioned that if a firm quotes 'Nil' Service Charge i.e. 0 % , the bid shall be treated null and void and will be rejected.
- h. The service charges quoted by the bidder should be responsive to meet the required expenditure.
- i. All entries in the tender form should be legible and filled clearly. If the space for furnishing information is insufficient, a separate sheet duly signed by the authorized signatory may be attached. No overwriting or cutting is permitted in the Bid Form. In such cases, the tender shall be summarily rejected. However, corrections, if any, in the Bid Application must be initiated by the person authorized to sign the tenders bids.
- j. The Bids shall be opened on the schedule date and time in the presence of the representatives of the companies/firms/agencies, if any .All the representative may submit their authority letter to the tender opening committee.
- k. The competent authority of the NYKS reserves the right to cancel any or all bids without assigning any reasons.
- l. NYKS may not consider the bid from the firm if anything adverse against the firm comes to the notice during the process of selection. In that case decision of the NYKS will be final.

ASSIGNMENT

PMC is to prepare details concept plan of Training Centre requirements such as furniture for Dining and Multipurpose Hall, Dormitories, drawing (if required), service drawing, cost estimation, for walls and ceilings, Modular workstation, CCTV Security Systems, Fire detection, Central Air Conditioning, Electrical works, UPS and IT server Room and false ceiling if required and other ancillary work as per the requirement with periodic site supervision and execution of work as per the requirement of NYKS at Training Centre, Alipur, Delhi (Area 20,000sq fit).

- PMC will make open tendering for appointment of contractors based on approved estimates and issue of LOI to technically qualified lowest bidder with specific timelines for completion of work.
- PMC will Execute the work through contractor engaged, ensuring quality and monitoring the progress of work periodically and taking suitable action in cases where there is delay in execution.
- PMC supervise the work till the completion of work.
- The all above work should be completed by mutually agreed date.

OTHER CONDITIONS OF ASSISGNMENT

- 1) As the time is essence of the contract agreement, the ability and competence of the PMC to the render required services within the specified time frame will be the major factor while deciding the selection of the PMC.
- 2) The PMC shall be signed by the persons on behalf of the organization having necessary authorization /power of attorney to do so. Each page of the application shall be signed (copy of power of Attorney /Memorandum of association shall be furnished along with the application)
- 3) The PMC must have at least 5 architects , Consultants and interior designers on their Roll.
- 4) The PMC must take well qualified specialist firms for execution of work. Any default the in work will be the responsibility of the PMC
- 5) The total consultancy fee shall be duly filled up as per the Annexure - B.

LEGAL

- a. The tendering agency shall also be liable for depositing all taxes, levies, cess etc. on account of service rendered by it to the NYKS to the concerned tax collection authorities from time to time as per extant rules and regulations on the matter.

- b. The tendering agency shall maintain all statutory registers under the application law. The agency shall produce the same, on demand, to the concerned authority of this NYKS or any other authority under law.
- c. The tax at sources (TDS) shall be deducted as per the provisions of the Income Tax Department, as amended from time to time and a certificate to this effect shall be provided to the agency by this NYKS.
- d. The service provider will be responsible for the work by engaging suitable man power. All statutory requirement for manpower deployment will be his responsibility.
- e. In case, the tendering agency fails to comply with any statutory/taxation liability under appropriate law, and as a result thereof the NYKS is put to any loss/obligation, monetary or otherwise, the NYKS will be entitled to get itself reimbursed out of the outstanding bills or the performance security deposit of the agency, to the extent of the loss or obligation in monetary terms.
- f. All disputes or differences whatsoever arising between the parties out of relating to the contract, meaning or difference or effect of the contract or the breach of the contract shall be referred to for the sole arbitration of Nehru Yuva Kendra Sangathanand its nominee and the award by him or his nominee made in pursuance thereof shall be binding on the parties. The Arbitration and Conciliation Act, 1996, shall govern such arbitration. Any court case file in this regard will be filed in Delhi only.

Technical Bid

Profile of the Agency

1. Name of tendering PSU,its Address and Telephone No.....Incorporated as.....in year.....at.....

2. Name of the Top executive with designation, Mobile No and email I.D

3. Service Tax No.....
PAN/TAN No.....

4. Type of jobs being handled by the agency (Please provide details in the following format) (attach details separately)

S.N	Name of work	Work executed for (name of the organization)	Nature of work	Location of the work	Actual value of the works	Stipulated time for completion	Actual time taken for completion	If work left incomplete or terminated

5. Work in Hand _____ Detail may please be attached.

6. Furnish the name of three responsible clients/persons to whom the major works carried out by the applicants with address and telephone number who will be in position to clarify about the quality as well as past performance in the following format

S.N.	Name of the official	Organization	Address	Contact numbers

a. Total Turn Over (In Rs.)

2016-17	2017-18	2018-19

b. Checklist of attachment (All attachments are Mandatory and non-receipt will disqualify the bid)

- Demand Draft/ Pay Order towards EMD
- Attested copy of the registration certificate. – annexure -
- Attested copy of the PAN/TAN/GIR Card. – annexure -
- Attested copy of the latest IT return filed by the agency. . – annexure -
- Attested copy of the Service Tax registration letter/certificate. . – annexure -
- Attested copy of the balance sheets for the years last 3 years.
- Copy of similar completed works orders.

Signature of authorized person

Full Name_____

Seal:

Date:

Place:

PS : There will be marking on the basis of Technical Bid.

Annexure- B

Financial Bid

Name of the Agency.....

Consultancy fee _____ % of the estimated cost of work(Rate should be quoted both in figure and words)

Schedule of payment

Stage	Particular	Payment in %
I	On submitting conceptual designs and rough estimate cost	
II	On submitting the required preliminary designs for approval along with preliminary estimate of cost	
III	On incorporating NYKS suggestion and submitted drawings for approval from NYKS authorities if required	
IV	Upon preparation of working drawings specification and schedule of quantities sufficient to prepare estimate of cost and preparation of tender documents.	
V	On inviting receiving and analyzing tenders; advising Client on appointment of contractors	
VI	a) On submitting working drawing and details required for commencement of work at site b) i) on completion of 30 % of the work c) On completion of 60 % work d) On completion of 80% work e) On completion of 95 % work	

	f) On virtual completion and submission of final completion certificate.	
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- 1 All Statutory payment will be made by the Agency.
- 2. L-1 will be the agency based on score of Technical and financial Bid.

Disclaimer

The decision of NYKS will be final. NYKS may offer /may not offer assignment to any or none of the bidding agency without assigning any reason. The decision of NYKS will be full and final.

Signatures with Rubber Seal