

भारत सरकार/GOVERNMENT OF INDIA
अंतरिक्ष विभाग/DEPARTMENT OF SPACE
उत्तर-पूर्वी अंतरिक्ष उपयोग केंद्र/NORTH EASTERN SPACE APPLICATIONS CENTRE
उमियम/UMIAM-793103, मेघालय/MEGHALAYA

निविदा सूचना सं. / **Tender Notice No NESAC/ DIR/CMD/265/2025** दिनांक/ **dated 21.01.2025**

1. Director, NESAC invites consultancy services for the following work:

क्र. सं. SI.No	विवरण Description Details	ब्यौरा Details
1.	कार्य का नाम /Title of work	Consultancy for interior design including Acoustics, AV systems, Stage and Auditorium Lighting Design and HVAC for the upcoming Auditorium at NESAC, Umiam, Meghalaya.
2.	निविदा की अनुमानित लागत /Estimated cost put to tender	Rs 10.00 Lakhs
3.	कार्यदिश जारी करने के 15 वें दिन से हिसाब लगाते हे कार्य समाप्ति का अवधि, माह में /Period of completion in months reckoned from the 15 th day of date of issue of work order including execution.	08 (eight) Months
4.	निविदा दस्तावेज़ डाउनलोड करने की अवधि /Period during which tender document can be downloaded.	22.01.2025 से 04.02.2025 तक 22.01.2025 to 04.02.2025
5.	बोली के स्पष्टीकरण /Bid Clarification	22.01.2025 से 04.02.2025 तक 22.01.2025 to 04.02.2025
6.	निविदा प्राप्त करने की अंतिम तिथि एवं समय /Last date and time for receipt of tenders.	05.02.2025 को 11:00 बजे तक 05.02.2025 upto 11:00hrs
7.	निविदा खोलने की अंतिम तिथि एवं समय /Due date and time of opening of tenders.	05.02.2025 को 11:30 बजे से 05.02.2025 from 11:30hrs
8.	बयाना राशि जमा (ई.एम.डी) /Earnest money deposit (EMD)	₹./Rs 20, 000.00/-

2. Only those tenderers who satisfy the following eligibility criteria will be technically qualified:

क्र.सं. Sl. No	पात्रता मानदंड Eligibility Criteria	पात्रता के लिए दस्तावेजी प्रमाण (स्व-अनुप्रमाणित प्रतियां जमा करें) Documentary proof for the eligibility (Self attested copies to be submitted)
a.	<p>गत सात वर्षों के दौरान निम्नलिखित कार्यों को संतोषजनक रूप से पूरा किया हो /Should have satisfactorily offered consultancy services in similar work of following values as mentioned below during the last Seven years.</p> <p>i. Three similar works each costing not less than 4, 00, 000.00 (या /or)</p> <p>ii. Two similar works each costing not less than Rs 6, 00, 000.00 (या /or)</p> <p>iii. One similar work costing not less than Rs 8, 00, 000.00</p>	<p>i. कार्य अनुभव प्रमाणित करने हेतु संबंधित प्राधिकारी द्वारा जारी कार्य आदेशों का प्रमाणित प्रति एवं कार्य समापन प्रमाणपत्र /Certified copy of work orders and completion certificates issued by the authority concerned to establish work experience.</p> <p>ii. प्राइवेट पार्टियों द्वारा जारी कार्य समापन प्रमाणपत्र टीडीएस (टैक्स डिडक्रेट एट सोर्स) प्रमाणपत्र द्वारा समर्थित होना चाहिए /Completion certificates for works issued by Private parties shall be supported by TDS (Tax Deducted at Source) certificates.</p>
	<p>टिप्पणी /Note:</p> <p>i. Similar work shall mean Consultancy services for design/ execution of Acoustic, AV and Lighting works for buildings.</p> <p>ii. The value of executed works shall be brought to current costing level by enhancing the actual value of work at simple interest of 7% per annum, calculated from the date of completion to last date of receipt of application for bids. Work executed as sub-contract or joint-venture will not merit for eligibility/evaluation</p>	
b	Years of experience: Should have minimum of 03 years of work experience as consultant	Copy of registration document
c	Annual average turnover by way of professional fee/ consultancy fee for the past three years shall be minimum of Rs 8.00 lakhs	Chartered Accountant certificate for the annual financial turnover and balance sheet showing profit and loss.
d	The bidder should have GST registration	Copy of GST registration document

3. निविदा दस्तावेज रुपये के भुगतान पर निदेशक , एनईएसएसी, उमियाम, मेघालय के कार्यालय से किसी भी कार्य दिवस पर 10:00 बजे से 16:00 बजे के बीच प्राप्त किया जा सकता है। निदेशक, एनईएसएसी के पक्ष में एसबीआई, बारापानी में देय डिमांड ड्राफ्ट / बैंकर चेक के रूप में 1000 (गैर-वापसीयोग्य) / The tender document may be obtained from the office of the Director, NESAC, Umiam, Meghalaya on any working day between 10:00hrs to 16:00 hrs on payment of Rs. 1000 (non-refundable) in the form of Demand Draft / Banker Cheque payable at SBI, Barapani in favour of Director, NESAC.

4. निविदा दस्तावेज हमारी वेबसाइट [<http://www.nesac.gov.in> / www.nesac.gov.in से भी डाउनलोड किया जा सकता है।] इस मामले में निविदा शुल्क (रु. 1000/-) का भुगतान निविदा दस्तावेज के साथ निदेशक, एनईएसएसी के पक्ष में एसबीआई, बारापानी में देय डिमांड ड्राफ्ट/बैंकर चेक के रूप में किया जाएगा। / Tender document can also be downloaded from our website [<http://www.nesac.gov.in> / www.nesac.gov.in.] Tender fees (Rs. 1000/-) in this case shall be paid along with tender document in the form of Demand Draft / Banker Cheque payable at SBI, Barapani in favour of Director, NESAC.

5. उपरोक्त पैरा 1 में निर्दिष्ट मूल्य के लिए निविदाओं के साथ बयाना राशि जमा होनी चाहिए, जो निदेशक एनईएसएसी, उमियाम, मेघालय के पक्ष में जारी किसी भी अनुसूचित बैंक की कॉल रसीद/सावधि जमा रसीद पर जमा के रूप में, एसबीआई, बारापानी (या) में देय हो।) किसी अनुसूचित बैंक द्वारा जारी बैंक गारंटी के रूप में। बयाना राशि जमा निविदा प्राप्ति की नियत तारीख से 180 दिनों के लिए वैध होगी। यदि ईएमडी डीडी के रूप में प्रस्तुत किया गया है, तो उसे निविदा

खुलने पर तुरंत भुनाया जाएगा और सफल निविदाकारों के लिए ईएमडी की वापसी विभाग द्वारा चेक/इलेक्ट्रॉनिक रूप से की जाएगी।/Tenders should be accompanied with Earnest Money Deposit for value specified in Para 1 above, in the form of Deposit at Call receipt/ Term Deposit Receipt of any Scheduled Bank issued in favour of **Director NESAC, Umiam, Meghalaya, payable at SBI, Barapani** (or) in the form of Bank guarantee issued by a scheduled bank. Earnest Money Deposit shall be valid for **180 days** from the due date of receipt of tenders. In case EMD in the form of DD is furnished, the same will be encashed immediately on opening of tenders and refund of EMD for successful tenderers will be made through cheque/ electronically by the Department.

6. उपरोक्त पैरा 1 में निर्दिष्ट निर्धारित तिथि और समय पर निदेशक एनईएसएसी, उमियाम, मेघालय के कार्यालय में निविदाएं प्राप्त और खोली जाएंगी।/Tenders will be received and opened at the Office of **Director NESAC, Umiam, Meghalaya** on the stipulated date and time specified in Para 1 above

7. ईएमडी का मूल दस्तावेज निदेशक, एनईएसएसी, उमियाम, मेघालय पिन-793103 के कार्यालय में निविदा खुलने की नियत तारीख और समय पर या उससे पहले जमा किया जाना चाहिए। यदि निविदा खोलने की नियत तारीख और समय पर या उससे पहले वैध ईएमडी प्राप्त नहीं होती है, तो निविदा प्रस्ताव को सरसरी तौर पर अस्वीकार कर दिया जाएगा।/Original instrument of EMD shall be submitted to the office of the **Director, NESAC, Umiam, Meghalaya Pin-793103** on or before due date and time of opening of tender. **If Valid EMD is not received on or before due date and time of opening of tender, the tender offer shall be summarily rejected.**

उपरोक्त ज्ञापन/प्रमाण पत्र की हार्ड कॉपी निदेशक, एनईएसएसी, उमियाम, मेघालय पिन-793103 के कार्यालय में निविदा खुलने की नियत तिथि और समय पर या उससे पहले जमा की जाएगी। यदि निविदा खोलने की नियत तारीख और समय पर या उससे पहले हार्ड कॉपी प्राप्त नहीं होती है, तो निविदा को सरसरी तौर पर अस्वीकार कर दिया जाएगा।/The hard copy of the above memorandum / certificate shall be submitted to the office of **the Director, NESAC, Umiam, Meghalaya Pin-793103** on or before the due date and time of opening of tender. If hard copy is not received on or before the due date and time of opening of tender, the tender shall be summarily rejected.

8. निविदाएं निम्नलिखित तीन सीलबंद लिफाफों में प्रस्तुत की जानी चाहिए, /Tenders should be submitted in three sealed covers as below,

कवर i. बयाना राशि जमा सहित - इस कवर के ऊपर 'बयाना धन जमा और काम का नाम, एनआईटी नंबर और निविदाकर्ता का नाम लिखा होगा। उपरोक्त पैरा(5) में निर्दिष्ट पूर्ण वैधता के साथ अपेक्षित ईएमडी के बिना निविदाएं सरसरी तौर पर खारिज कर दी जाएंगी।/ **Cover i.** Containing Earnest money Deposit -This cover shall be super-scribed with 'Earnest money Deposit' and also the name of the work, NIT number and name of tenderer. Tenders without requisite EMD with full validity as specified in Para (5) above will be summarily rejected.

कवर ii. तकनीकी-वाणिज्यिक बोली युक्त - इस कवर पर 'तकनीकी और वाणिज्यिक बोली और कार्य का नाम, एनआईटी संख्या और निविदाकर्ता का नाम लिखा होना चाहिए। इस कवर में निविदाकर्ता को जारी किए गए निविदा दस्तावेजों का पूरा सेट शामिल होगा, (मूल्य बोली को छोड़कर - जो कवर iii में होना चाहिए), विधिवत भरा हुआ और हस्ताक्षरित होना चाहिए। यदि निविदाकर्ता विभागीय शर्तों और विशिष्टताओं पर कोई टिप्पणी/टिप्पणी करना चाहता है, तो उसे तकनीकी और वाणिज्यिक बोली में शामिल किया जाएगा। या फिर इस बात की पुष्टि संलग्न की जाएगी कि निविदाकार निविदा के नियमों और शर्तों और विशिष्टताओं से पूरी तरह सहमत है।/ **Cover ii.** Containing Techno-Commercial bid -This cover shall be super-scribed with 'Technical & Commercial Bid' and also the name of the work, NIT number and name of tenderer. This cover shall contain the full set of tender documents issued to the tenderer, (except the price bid – which should be in cover iii), duly filled in and signed. In case the tenderer intends any observation / comments / remarks on Departmental conditions and specifications, the same shall be brought out in the technical & commercial bid. Or else a confirmation that the tenderer agrees to the terms and conditions and specifications of the tender 'in toto' shall be enclosed.

कवर iii. मूल्य बोली युक्त - इस कवर के ऊपर 'मूल्य बोली और कार्य का नाम, एनआईटी संख्या और निविदाकर्ता का नाम लिखा होगा। निविदाकर्ता दरों को अंकों के साथ साथ शब्दों और उनके द्वारा दी गई राशि में भी उद्धृत करेंगे। प्रत्येक मद के लिए राशि की गणना की जाएगी और अपेक्षित राशि दी जाएगी। सभी सुधारों को निविदाकर्ता के दिनांकित प्रारंभिक अक्षरों द्वारा सत्यापित किया जाएगा। दरें केवल निविदा दस्तावेज के साथ प्रस्तुत मूल्य बोली प्रारूप पर ही भरी जाएंगी। मूल्य बोली में कोई भी शर्त मूल्य बोली को अमान्य और अस्वीकृति के लिए उत्तरदायी बना देगी।/ **Cover iii.** Containing price

bid – This cover shall be super-scribed with 'Price Bid' and also the name of the work, NIT number and name of tenderer. The tenderers shall quote rates in figure as well as in words and amounts tendered by them. The amount for each item shall be worked out and requisite amount given. All corrections shall be attested by the dated initials of the tenderer. The rates shall be filled only on the price bid format furnished along with the tender document. Any conditions in the price bid will make the price bid invalid and liable for rejection.

ऊपर उल्लिखित सभी तीन लिफाफे एक अन्य सीलबंद लिफाफे में रखे जाएंगे जिस पर काम का नाम, एनआईटी नंबर और निविदाकर्ता का नाम लिखा होगा। किसी अन्य तरीके से प्रस्तुत की गई निविदाएं अस्वीकार कर दी जाएंगी।/All the three covers mentioned above shall be put in another sealed cover super-scribing the name of work, NIT number and Name of Tenderer. Tenders submitted in any other manner will be rejected.

9. मूल्य केवल विभाग द्वारा जारी किए गए निविदा दस्तावेजों के मूल सेट के हिस्से के रूप में मूल्य अनुसूची/मात्रा के बिल पर उद्धृत किया जाएगा और ऊपर पैरा 8 में निर्दिष्ट कवर (iii) में मूल रूप में लौटाया जाएगा।/Price shall be quoted only on the price schedule/ bill of quantities forming part of the original set of tender documents issued by Department and returned in original in cover (iii) specified in para 8 above.

10. निविदाकारों को तकनीकी एवं वाणिज्यिक बोली तथा मूल्य बोली के सभी पृष्ठों पर अनिवार्य रूप से हस्ताक्षर करना होगा। निविदा दस्तावेज का मूल पूरा सेट, ड्राइंग सहित आवश्यक पृष्ठों पर विधिवत भरा हुआ, निविदा के साथ वापस किया जाना चाहिए। (यदि आवश्यक हो, तो निविदाकर्ता पैरा 1 में उल्लिखित भुगतान पर संदर्भ के लिए निविदा दस्तावेजों का एक अतिरिक्त सेट प्राप्त कर सकते हैं)।/Tenderers shall sign all the pages of Technical & Commercial bid and Price bid without fail. The original full set of tender document, duly filled in at required pages, along with drawings should be returned along with the tender. (If required, tenderers can obtain an additional set of tender documents for reference on payment as mentioned in Para 1).

11. उपरोक्त पैरा 1 में निर्दिष्ट निर्धारित तिथि और समय पर निविदाएं प्रमुख सीएमडी/प्रमुख, निर्माण और रखरखाव समूह/डिवीजन के कार्यालय में प्राप्त और खोली जाएंगी। विलम्बित एवं विलम्बित निविदाओं को सरसरी तौर पर अस्वीकार कर दिया जाएगा। निविदाएं उपस्थित निविदाकारों या उनके अधिकृत प्रतिनिधियों की उपस्थिति में खोली जाएंगी।/Tenders will be received and opened at the Office of the Head CMD/ Head, Construction and Maintenance Group/ Division on the stipulated date and time specified in Para 1 above. Delayed and late tenders will be summarily rejected. Tenders will be opened in the presence of attending tenderers or their authorized representatives.

12. खोलने की नियत तारीख पर, केवल वैध ईएमडी प्रस्तुत करने वाले निविदाकारों की तकनीकी और वाणिज्यिक बोली खोली जाएगी। तकनीकी एवं वाणिज्यिक बोली खोलने पर, आगे विस्तृत जांच/मूल्यांकन किया जाएगा। तकनीकी-वाणिज्यिक बोलियों के मूल्यांकन के दौरान, निविदाकारों द्वारा प्रस्तुत दस्तावेजों की विस्तार से जांच की जाएगी। पात्रता मानदंडों को पूरा नहीं करने वाली पाई गई किसी भी निविदा को इस स्तर पर अस्वीकार कर दिया जाएगा और आगे की प्रक्रिया के लिए ऐसे प्रस्तावों पर विचार नहीं किया जाएगा। इस स्तर पर, निविदाकारों की योग्यता का तकनीकी मूल्यांकन समिति (टीईसी) द्वारा आगे मूल्यांकन किया जाएगा, जिसमें निविदाकारों द्वारा किए गए चयनित कार्यों का निरीक्षण भी शामिल है। केवल उन्हीं निविदाकारों की मूल्य बोली जो जांच और तकनीकी मूल्यांकन के दौरान योग्य पाए गए हैं, एक निर्दिष्ट तिथि पर अलग से खोली जाएंगी (योग्य बोलीदाताओं की उचित सूचना के साथ) और निविदा प्रक्रिया/शर्तों के अनुसार आगे की प्रक्रिया की जाएगी।/On the due date of opening, the Technical & Commercial bid of those tenderers who furnished valid EMD only will be opened. On opening of Technical & commercial bid, further detailed scrutiny/ evaluation will be carried out. During the evaluation of techno-commercial bids, the documents furnished by the tenderers will be scrutinized in detail. Any tender, found as not fulfilling the eligibility criteria will be rejected at this stage and such offers will not be considered for further processing. At this stage, the competency of the tenderers will be further evaluated by a Technical Evaluation Committee (TEC), including inspection of selected works carried out by tenderers. The Price bid of only those tenderers who have been qualified during the scrutiny and technical evaluation will be opened separately on a specified date (with due intimation of the qualified bidders) and further processed, as per tender procedure/stipulations.

13. सफल एजेंसी की बयाना राशि को निष्पादन गारंटी में परिवर्तित कर दिया जाएगा। कार्य पूरा होने पर उसे सुरक्षा जमा के रूप में परिवर्तित कर दिया जाएगा।/Earnest money of the successful agency will be converted into Performance guarantee. On completion of the work, the same will be converted as security deposit.

14. इच्छुक निविदाकार निदेशक, एनईएसएसी, उमियाम, मेघालय की पूर्व अनुमति से, निविदाएं जमा करने से पहले साइट का निरीक्षण कर सकते हैं।/Intending tenderers may inspect the site before submitting the tenders, with the prior permission of **Director, NESAC, Umiam, Meghalaya.**

15. निदेशक, एनईएसएसी की ओर से निविदा स्वीकार करने वाला प्राधिकारी न्यूनतम या किसी अन्य निविदा को स्वीकार करने के लिए बाध्य नहीं है और बिना कोई कारण बताए प्राप्त किसी या सभी निविदाओं को अस्वीकार करने का अधिकार सुरक्षित रखता है। वे सभी निविदाएं जिनमें कोई भी निर्धारित शर्त पूरी नहीं होती है या निविदाकर्ता द्वारा सशर्त छूट सहित कोई भी शर्त रखी जाती है, उन्हें सरसरी तौर पर खारिज कर दिया जाएगा।/The tender accepting authority on behalf of Director, NESAC is not bound to accept the lowest or any other tender and reserves the authority to reject any or all the tenders received without assigning any reason. All tenders in which any of the prescribed condition is not fulfilled or any condition including that of conditional rebate is put forth by the tenderer shall be summarily rejected.

16. निदेशक, एनईएसएसी की ओर से निविदा स्वीकार करने वाले प्राधिकारी के पास कार्य आदेश जारी करने से पहले कार्य के दायरे को बदलने/या काम की मात्रा को कम करने का अधिकार भी सुरक्षित है और निविदाकर्ता के पास इस संबंध में कोई भी दावा नहीं होगा।/The tender accepting authority on behalf of Director, NESAC also reserves the right to alter the scope/ or reduce quantum of work before issue of work order and the tenderer shall not have any claim what so ever on this account.

17. निदेशक, एनईएसएसी की ओर से निविदा स्वीकार करने वाले प्राधिकारी के पास संपूर्ण निविदा या उसके किसी भाग को स्वीकार करने का अधिकार सुरक्षित है और निविदाकार उद्धृत दर पर ऐसा करने के लिए बाध्य होगा।/The tender accepting authority on behalf of Director, NESAC reserves the right of accepting the whole or any part of the tender and the tenderer shall be bound to perform the same at the rate quoted.

18. निविदा के संबंध में प्रत्यक्ष या अप्रत्यक्ष रूप से प्रचार करना सख्त वर्जित है और प्रचार करने वाली एजेंसी द्वारा प्रस्तुत की गई निविदाएं अस्वीकार कर दी जाएंगी।/Canvassing directly or indirectly, in connection with tender is strictly prohibited and the tenders submitted by the agency who resort to canvassing will be liable for rejection.

19. निविदा स्वीकार करने वाला प्राधिकारी समय-समय पर सरकार की नीतियों के अनुसार प्रस्तावों को प्राथमिकता देने का विकल्प सुरक्षित रखता है।/The tender accepting authority reserves the option to give preferences to the offers in accordance with the policies of the Government from time to time.

20. एजेंसी को विभाग के उस विशेष केंद्र के प्रभाग में कार्यों के लिए निविदा देने की अनुमति नहीं दी जाएगी, जो अनुबंध देने और निष्पादन के लिए जिम्मेदार है, जिसके लिए उसका करीबी रिश्तेदार काम कर रहा है। उसे उन व्यक्तियों के नाम भी सूचित करने होंगे जो किसी भी क्षमता में उसके साथ काम कर रहे हैं या बाद में उसके द्वारा नियोजित किए गए हैं और जो अंतरिक्ष विभाग में किसी राजपत्रित अधिकारी के करीबी रिश्तेदार हैं। ठेकेदार द्वारा इस शर्त का कोई भी उल्लंघन उसे निविदा को अस्वीकार करने या अनुबंध रद्द करने के लिए उत्तरदायी बना देगा।/The agency shall not be permitted to tender for works in the Division of that particular Centre of the Department responsible for award and execution of contracts for which his/her near relative is working. He/she shall also intimate the names of persons who are working with him in any capacity or are subsequently employed by him and who are near relatives to any Gazetted Officer in the Department of Space. Any breach of this condition by the contractor would render him liable for rejection of tender or cancellation of contract.

21. उपरोक्त पैरा 1 में निर्दिष्ट निविदा प्राप्ति की नियत तारीख से निविदा कम से कम 120 दिनों की अवधि के लिए वैध होनी चाहिए। यदि कोई निविदाकर्ता वैधता अवधि के भीतर प्रस्ताव वापस लेता है या निविदा के नियमों और शर्तों में कोई संशोधन करता है जो विभाग को स्वीकार्य नहीं है, तो सरकार किसी अन्य अधिकार या उपाय पर प्रतिकूल प्रभाव डाले बिना, 50% जब्त करने के लिए स्वतंत्र होगी। बयाना राशि का पचास प्रतिशत) बिल्कुल। इसके अलावा, निविदाकर्ता को कार्य की पुनःनिविदा प्रक्रिया में भाग लेने की अनुमति नहीं दी जाएगी।/The tender should be valid for **minimum period of 120 days** from the due date of receipt of the tender specified in Para 1 above. If any tenderer withdraws the offer within the validity period or makes any modifications in the terms and conditions of the tender which are not acceptable to the Department, the Government shall without prejudice to any other right or remedy, be at liberty to forfeit 50% (Fifty Percent) of the Earnest Money Deposit absolutely. Further, the tenderer shall not be allowed to participate in the re-tendering process of the work.

22. निविदा के समापन पर, सफल निविदाकर्ता के साथ एक समझौता किया जाएगा।/On concluding the tender, an agreement shall be drawn with the successful tenderer.

Sd/-
निदेशक, एनईसैक/ , Director, NESAC
उमियम/Uiam, मेघालय/Meghalaya

SCANNED COPY OF THE FOLLOWING DOCUMENTS INCLUDING ALL PAGES OF TECHNICAL BID, SHALL BE SIGNED AND UPLOADED FAILING WHICH THE TENDERERS ARE LIABLE TO BE REJECTED

1. Work orders issued by the authority concerned to establish work on hand/ completed works.
2. Completion certificates issued by the authority concerned to establish work experience.
3. Documentary proof for having executed the work of similar nature and comparable magnitude as per the eligibility criteria.
4. Completion certificate for works issued by private parties shall be supported by TDS (Tax Deducted at Source) certificates.
5. Annual financial turnover and balance sheet showing Profit & Loss for the last three years ending 31.03.2024 issued by Chartered Accountant (as per Form-E).
6. A list of ongoing works as per Form-D and list of works completed in the last 7 years (including the current year in which the tender is called) as per Form-C.
7. Organization structure as per Form-A, Curriculum Vitae of Key professional as per Form-B.
8. PAN/GST details.
9. Company Profile with details.
10. Additional documents if any.

IMPORTANT NOTE: -

The original EMD (CDR/FDR/TDR/BG) shall reach office of the Director, NESAC, Umiam, Meghalaya Pin-793103 on or before tender opening date and time as stipulated in tender notice. If original Earnest Money Deposit fails to reach this office on or before tender opening date and time, the tender will be rejected.

A. TECHNICAL BID

Terms and Conditions:

1.0 Definitions

1.1 **CONSULTANT** means the firm that applies for the job/ the one retained for consultancy.

1.2 **EMPLOYER** means Construction and Maintenance Division, North Eastern Space Applications Centre (NESAC) represented by the Head CMD or his authorized representative.

1. Detailed Scope of Work:

SI No	Description	Quantity
1	Consultancy for interior design including Acoustics, AV systems, Stage and Auditorium Lighting Design and HVAC for the upcoming Auditorium at NESAC, Umiam, Meghalaya	500 Pax - approx

- 2.1 Taking client inputs/ instruction and preparation of design brief write-up.
- 2.2 Site evaluation, analysis and impact of existing and / or proposed development on its immediate environs.
- 2.3 Preparation of basic design scheme and design basis report (DBR).
- 2.4 Submission of detailed estimate.
- 2.5 Preparation of working drawing including details necessary for execution of work. Submission of two sets of working drawings for checking.
- 2.6 Incorporating the comment offered by employer.
- 2.7 Furnishing 10 sets of Furnishing 10 sets of corrected 'Good for Construction' working drawings including details necessary for execution of work.
- 2.8 On completion of work, preparation and submission of 'As built drawings' in AutoCAD format.
- 2.9 Due diligence / peer review of the existing site conditions i.e., study of architectural Drawings space geometry (Proportions).
- 2.10 The successful consultant have inspect the site as require for the work during any stage of deliverables at his own cost.
- 2.11 Establish Design Criteria as per international norms for Acoustics (wall, ceiling, chairs, doors & flooring), AV systems & Lighting
- 2.12 Providing the design brief for Acoustics (wall, ceiling, chairs, doors & flooring), and Audiovisual determining the parameters to be achieved across the building
- 2.13 Acoustics (wall, ceiling, chairs, doors & flooring), & AV system simulation report indicating the Reverberation Time (RT), Sound Pressure Levels (SPL) and Speech Transmission Index (STI) of the multipurpose auditorium
- 2.14 Acoustical design for sound absorption to maintain desired reverberation time inside the hall with detailed AutoCAD drawings.
- 2.15 Audiovisual system design including type of speakers, display system, its placement along with wiring diagrams.

- 2.16 Stage lighting design including type of light fixtures, its fixing arrangements etc
- 2.17 Acoustical design for noise isolation (Noise transfer from inside to adjoining areas & vice versa/ mechanical equipments etc)
- 2.18 Co-ordinate complete design & services in consultation with project services consultants.
- 2.19 Budgetary estimates of all related work.
- 2.20 Tender specifications with list of approved and competent vendors
- 2.21 Site Visit on need basis (Not Supervision)
- 2.22 Site visits on need basis (Not supervision)
- 2.23 Post installation Acoustical measurements to measure SPL, RT & STI inside the multipurpose hall.
- 2.24 The design would adhere to International Standards, ISO, ASTM, IS, BS, ASHRAE or equivalent

3.0 Deliverables:

The following are to be submitted in three phases.

3.1 Schematic Design Phase:

- Concept Design Report which includes
 - a. Interior design including acoustics, AV Systems and Stage & Auditorium Lighting
 - b. Vetting of HVAC specifications with respect to acoustics
 - c. Construction and installation methodology of acoustical, audio & stage lighting systems with required drawings.
 - d. Materials Specifications with list of vendors.
 - e. Budgetary estimates (For Acoustics, wall panel, ceiling, chairs, doors & flooring], AV systems & stage lighting)

3.2 Detailed Design Phase:

- On approval of concept design, following shall be submitted
 - a. Detailed drawings indicating construction methodology for acoustical false ceiling, wall paneling, flooring, chairs, doors, AV system, Lighting and its co-ordination with services.
 - b. Detailed specification of HVAC noise control.
 - c. Detailed drawings indicating position of speakers, its fixing arrangement with control room layout.
 - d. Details on mic selection and its connectivity
 - e. Materials specifications with bill of quantities and estimates
 - f. Obtaining approval of detailed design from Department
 - g. Submission of detailed Tender specifications and drawings.

3.3 Construction Documents:

- Preparation of working drawings
- The firm shall provide two sets of hard copy working drawings and reports. Soft copy of the same shall be provided as part of documentation.

3.4 Site Inspection and Validation phase:

- Conduct periodic site inspections as required (in line with clause-5) for implementation of acoustic design element during.
- Perform final noise and vibration measurement and requisite testing and submission of final inspection report on completion of work and obtain approval of EIC.

4. Payment Terms:

SI No	Description	Percentage of quoted amount (Rs.)
3. a	Stage I – Submission of Acoustic design documents, estimate and detailed tender specifications.	40%
3. b	Stage II – Finalization of working drawings for construction after incorporating the comments of Department	45%
3. c	Stage III – On completion of installation work at site and obtaining approval from EIC regarding its performances after requisite testing.	10%

5.0 Visits:

The above offer includes two (02) visit of the consultant for meeting & presentation at ISRO HQ Bangalore or NESAC, Umiam as and when required during the design finalization and three (03) visit for site supervision during execution of the work at appropriate stage.

6.0 Payment terms:

- The payment shall be made as per the accepted schedule indicated above and acceptance of the same by Department within a period of fifteen days from the date of acceptance or from the date of receipt of bill from consultant whichever is later
- All services, taxes under different statutes and charges required for the work shall be deemed to be included in the quoted rates and no extra shall be paid.
- Site Visits of project site on need basis is envisaged in scope of work. However consultant may be required to attend NESAC office in Umiam, Meghalaya in connection with the work or ISRO HQ Bangalore during design finalization, no extra payment will be made for the same and no claims whatever towards transport, DA etc., shall be entertain.

7.0 Period of Contract & Time Schedule:

- The project duration for the completion of project includes detailed design, estimate, tendering, installation and commissioning is 08 months. The acoustic consultant shall be associated with the project till its completion. Time period for the key deliverables is given in terms of reference:

SI No	Deliverables	Time schedule to be stipulated for individual works
1	Completion of assignment as per Schematic design phase (clause 3.1)	3 weeks from the date of issue of work order
2	Completion of assignment as per Detailed design phase (clause 3.2)	2 weeks from the acceptance of concept design by Department
3	Construction drawing phase (clause 3.3)	2 weeks from the approval of detailed design by Department
4	Completion of assignment as per tendering, installation and commissioning phase (clause 3.4)	On completion of work at site

For any reason, for increase in time period of completion of the work, no additional cost will be payable to the Acoustic design consultant.

8.0 Secrecy Act:

The consultant shall not disclose any of the information or any drawings or details furnished to them by the employer. The consultants shall be bound by the provisions of Official Secret Act 1923 and amendment thereof pertaining to such information at all times.

9.0 Dispute Settlement:

If any dispute, question or controversy, the settlement of which is not herein specifically provided for, arises between the employer and consultants touching upon this agreement or anything therein contained or any matter connected with the agreement or operation of the same or rights or duties or liabilities on either party, then in every such case, the matter in dispute shall be referred to Director, NESAC who will be the sole authority to decide on the disputes. The decision of Director, NESAC will be final and binding on either parties.

10.0 Stamp Duty:

Stamp duty on the agreement shall be borne by the consultant

Evaluation Format

Name of the agency :

SI No.	Evaluation Parameters	Max Marks	Min Marks	Evaluation
A	Financial Strength	20	15	a) 75% marks for minimum eligible criteria b) 100% for Twice minimum eligible criteria c) In between - on prorata
	i) Average annual Turnover (for last 3 years)			
B	Experience in similar nature/ Class of works	20	15	a) 75% marks for minimum eligible criteria b) 100% for Twice minimum eligible criteria c) In between - on prorata
C	Performance of works			
	a) Quality	25	45	Site inspection/ feedback from client
	b) Technical Proficiency for Design parameter	10		Site inspection/ feedback from client
	c) Work culture - (Adherence to Time, General Behaviour, Technical Staff resource)	10		Site inspection/ feedback from client
	d) Overall Feedback from client	15		Site inspection/ feedback from client
	Total	100	75	

Note:

The minimum qualification marks for the individual parameters (A, B & C) indicated above and total minimum qualification marks (75) indicated shall also be secured for a tenderer to be technically qualified

Non – Disclosure Agreement (NDA)

This affidavit is to be made on Judiciary/Non-Judiciary Stamp Paper of Rs. 200/-

We, _____ (M/s _____)

herein after called the 'Bidder or Consultant', fully understand and accept the terms and conditions of this agreement of "NESAC, Department of Space", hereinafter called 'Employer' as part of the tender entitled "Consultancy for interior design including Acoustics, AV systems, Stage and Auditorium Lighting Design, HVAC for the upcoming Auditorium at NESAC, Umiam, Meghalaya".

We, the consultants undertake and guarantee that we will not disclosure any information furnished to us the employer nor any drawings, reports and any other information prepared by us without the prior written approval of Employer except in so far as disclosure is necessary for the performance of Architect's work and service under this agreement.

I/We further declare that:

1. Any information submitted or given by Employer to me/us shall be treated by me/us in strict confidence.
2. I/we further accept and agree that all the design prepared and subsequent changes incorporated by us based on the detailed requirements furnished by the Employer at any time, the employer shall have the copy right with respect to all the design prepared by us.
3. I/We further undertake and assure that we will not share any information, document or any part thereof, to any third party for any reason without first obtaining written permission from employer. All the above clauses, terms & conditions applicable to us, will be equally applicable to any such third party, and we (Consultants) hereby undertake responsibility for compliance with the same.

Signature(s) of consultant(s)
Along with seal

DECLARATION BY THE BIDDER

Subject: ध्वनिकी, एवी सिस्टम, स्टेज और सहित इंटीरियर डिजाइन के लिए परामर्श एनईएसएसी में आगामी सभागार के लिए सभागार प्रकाश डिजाइन और एचवीएसी , उमियाम, मेघालया / **Consultancy for interior design including Acoustics, AV systems, Stage and Auditorium Lighting Design and HVAC for the upcoming Auditorium at NESAC, Umiam, Meghalaya.**

संदर्भ: निविदा सूचना संख्या: /Ref: Tender Notice No:

महोदय, Sir,

नोटिस में दिए गए विवरण , नियम और शर्तों, कार्य का दायरा, पात्रता मानदंड, मूल्यांकन आदि का अवलोकन करने के बाद , मैं/हम विषय परामर्श सेवाओं के लिए आवेदन जमा करते हैं। /Having perused the details given in notice, terms and conditions, scope of work, eligibility criteria, evaluation, etc., I/ We hereby submit the application for the subject consultancy services.

1. मैं/हम एतद्वारा प्रमाणित करते हैं कि संलग्न प्रपत्रों और संलग्न कथनों में दिए गए सभी कथन और दी गई जानकारी सत्य और सही हैं। /I/We hereby certify that all the statements made and information supplied in the enclosed forms and accompanying statements are true and correct.

2. मैंने/हमने सभी आवश्यक जानकारी और विवरण उपलब्ध करा दिए हैं और हमारे पास देने के लिए कोई और प्रासंगिक जानकारी नहीं है। I/We have furnished all information and details necessary and have no further pertinent information to supply.

3. मैं/हम नियोक्ता/विभाग या उनके अधिकृत प्रतिनिधि को हमारी क्षमता और सामान्य प्रतिष्ठा को सत्यापित करने के लिए व्यक्तियों और फर्मों से संपर्क करने के लिए भी अधिकृत करते हैं। / I/We also authorize Employer/ Department or their authorized representative to approach individuals and firms to verify our competence and general reputation.

4. मैं/हम परियोजनाओं को सफलतापूर्वक पूरा करने के लिए अपनी उपयुक्तता , तकनीकी जानकारी और क्षमता के समर्थन में निम्नलिखित अतिरिक्त प्रमाणपत्र प्रस्तुत करते हैं। /I /We submit the following additional certificates in support of our suitability, technical know-how and capability for having successfully completed the projects.

i)

ii)

Date of Submission:

मुहर सहित बोली लगाने वालों के हस्ताक्षर
Signature(s) of Bidder(s) along with seal

1. ORGANISATIONAL STRUCTURE

1	बोली लगाने वाले का नाम और पता टेलीफोन नंबर 1 फैक्स नंबर 1 ईमेल 10 के साथ / Name & Address of the bidder with Telephone No.1 Fax No.1 Email 10	
2	शाखा कार्यालयों का विवरण और उनका पता, टेलीफोन नंबर 1 फैक्स नंबर 1 ईमेल 10/Details of Branch Offices & their Address, Telephone No.1 Fax No.1 Email 10	
3	एक। स्थापना का वर्ष / a. Year of Establishment बी। अभ्यास प्रारंभ करने की तिथि एवं वर्ष. / b. Date & Year of commencement of practice.	
4	बोली लगाने वाले की कानूनी स्थिति (कानूनी स्थिति को परिभाषित करने वाले मूल दस्तावेज़ की प्रतियां संलग्न करें) /Legal status of the bidder (attach copies of original document defining the legal status)	
	क) एक व्यक्ति / a) An Individual	
	बी) एक मालिकाना फर्म / b) A proprietary firm	
	ग) साझेदारी में एक फर्म / c) A firm in partnership	
	घ) एक लिमिटेड कंपनी या निगम/संयुक्त उद्यम/कंसोर्टिया / d) A limited company or Corporation / joint venture / Consortia	
5	साझेदारों/निदेशकों एवं अन्य अधिकारियों के नाम पदनाम सहित / Names of Partners/Directors & other executives with designation	
6	संगठन के लिए कार्य करने के लिए अधिकृत व्यक्तियों का पदनाम। / Designation of individuals authorized to act for the organization.	
7	पेशेवर कर्मचारियों की कुल संख्या (घर में): / Total No. of professional staff (In house) :	
8	क्या बोली लगाने वाले को योजना शुरू करने के बाद लगातार छह महीने से अधिक की अवधि के लिए परियोजना को निलंबित करने की आवश्यकता थी? यदि हां, तो परियोजना का नाम और परियोजना के निलंबन के कारण बताएं। / Was the bidder ever required to suspend the project for a period of more than six months continuously after you commenced the planning? If so, give the name of the project and reasons of suspension of project.	
9	क्या साझेदारी फर्म के मामले में बोली लगाने वाले या किसी भागीदार ने कभी पूरा होने से पहले आवंटित परियोजना को छोड़ दिया है? यदि हां, तो परियोजना का नाम और परित्याग के कारण बताएं। / Has the bidder or any partner in case of partnership firm, ever abandoned the awarded project before its completion? If so, give name of the project and reasons for abandonment.	
10	क्या साझेदारी फर्म के मामले में बोली लगाने वाले या किसी घटक भागीदार को किसी भी समय किसी भी संगठन में प्रतिस्पर्धा करने के लिए प्रतिबंधित/काली सूची में डाला गया है? यदि हां, तो विवरण दें / Has the bidder or any constituent partner in case of partnership firm, ever been debarred / black listed for competing in any organization at any time? If so, give details.	
11	क्या साझेदारी फर्म के मामले में बोली लगाने वाले या किसी घटक भागीदार को कभी किसी अदालत द्वारा दोषी ठहराया गया है? यदि हां, तो विवरण दें / Has the bidder or any constituent partner in case of partnership firm, ever been convicted by a court of law? If so, give details.	

<p>12</p> <p>a.</p> <p>b.</p> <p>c.</p>	<p>बोली लगाने वाले के पास कंसल्टेंसी के किस क्षेत्र में विशेषज्ञता और रुचि है। कोई अन्य जानकारी जो आवश्यक समझी गई हो लेकिन ऊपर शामिल नहीं की गई हो। किसी भी प्रतियोगिता में योग्यता या ग्रेड का प्रमाण पत्र / In which field of Consultancy the bidder has specialization & interest. Any other information considered necessary but not included above. Certificate of Merit or Grade in any Competition</p>	
<p>13</p>	<p>Enlistment with Government / Private bodies / सरकारी/निजी निकायों में भर्ती</p>	

FORMAT OF CURRICULUM VITAE (CV) OF KEY PROFESSIONALS

KEY PROFESSIONALS

फर्म का नाम / Name of Firm :
पेशेवर / Professional :
जन्मतिथि / Date of Birth :
फर्म के साथ वर्ष / Years with Firm :
राष्ट्रीयता / Nationality :
व्यावसायिक समाजों में सदस्यता / Membership in Professional Societies :
विस्तृत कार्य सौंपा गया / Detailed Task Assigned :
प्रमुख योग्यताएँ / Key Qualifications :

Title	Board/ University	Grade	Year of Passing

प्रमाणन / Certification :

मैं/हम प्रमाणित करते हैं कि जहां तक मेरी जानकारी और विश्वास है , अधिकारियों की उपरोक्त जानकारी सत्य और सही है। / I/We, certify that to the best of my knowledge and belief, the above information of officials is true and correct.

तारीख / Date :

मुहर सहित बोली लगाने वालों के हस्ताक्षर
Signature(s) of Bidder(s) along with seal

5. DETAILS OF ALL WORKS OF SIMILAR NATURE OF ASSIGNMENTS COMPLETED (AS MENTIONED UNDER ELIGIBILITY CRITERIA) DURING THE LAST FIVE YEARS ENDING LAST DAY OF SUBMISSION OF TENDER

असाइनमेंट की समान प्रकृति - पूर्ण कार्य / SIMILAR NATURE OF ASSIGNMENT – COMPLETED WORKS			
SI No.	विवरण / Description		
1	कार्य/परियोजना और स्थान का नाम Name of work / Project and location		
2	नियोक्ता/संगठन का नाम और पता / Name and Address of Employer / organization,		
	टेलीफोन नंबर। उस अधिकारी का , जिसका संदर्भ ग्राहक बनाया जा सकता है /Telephone no. of officer to whom reference may be made client		
3	कार्य की लागत रूपये में लाख) अनुबंध समझौते की प्रति संलग्न करें / (Cost of work in Rs. Lakhs (Attach copy of contract agreement)		
4	अनुबंध के अनुसार प्रारंभ की तिथि / Date of commencement as per contract		
5	पूरा होने की निर्धारित तिथि/ Stipulated date of completion		
6	पूर्ण होने की वास्तविक तिथि / Actual date of completion		
7	विवरण के साथ मुकदमा /मध्यस्थता लंबित/प्रगति पर है / Litigation / arbitration pending / in progress with details		
8	द्वारा प्रदान की गई सेवा / Service rendered by		
a	घरेलू टीमों में / In house teams		
b	एसोसिएटेड सलाहकार/ Associated Consultants		
9	परियोजना प्रभारी और प्रमुख कर्मचारियों के नाम और संख्या। शामिल कर्मचारियों की संख्या Names of Project In charge & Key staff & nos. of staff involved		

5. DETAILS OF ALL WORKS OF SIMILAR NATURE OF ASSIGNMENTS (AS MENTIONED UNDER ELIGIBILITY CRITERIA) IN HAND UNDER EXECUTION (Ongoing Projects)

SIMILAR NATURE OF ASSIGNMENT – COMPLETED WORKS			
Sl No.	विवरण / Description		
1	कार्य/परियोजना और स्थान का नाम/ Name of work / Project and location		
2	नियोक्ता/संगठन का नाम और पता / Name and Address of Employer / organization,		
	टेलीफ़ोन नंबर। उस अधिकारी का , जिसका संदर्भ दिया जा सकता है / Telephone no. of officer to whom reference may be made		
	A) ग्राहक / Client		
3	कार्य की लागत रूपये में लाख (अनुबंध समझौते की प्रति संलग्न करें) / Cost of work in Rs. Lakhs (Attach copy of contract agreement)		
4	अनुबंध के अनुसार प्रारंभ की तिथि / Date of commencement as per contract		
5	पूरा होने की निर्धारित तिथि / Stipulated date of completion		
6	पूरा होने की अपेक्षित तिथि / Anticipated date of completion		
7	द्वारा प्रदान की गई सेवा / service rendered by		
a	घरेलू टीमों में / In house teams		
b	एसोसिएटेड सलाहकार/ Associated Consultants		
8	परियोजना प्रभारी और प्रमुख कर्मचारियों के नाम और संख्या। शामिल कर्मचारियों की संख्या / Names of Project In charge & Key staff & nos. of staff involved		
9	Any other information / किसी भी अन्य जानकारी		

7. FINANCIAL INFORMATION

I. पिछले तीन वर्षों के लिए बैलेंस शीट /लाभ और हानि खाते के आंकड़ों के साथ विधिवत रूप से चार्टर्ड अकाउंटेंट द्वारा प्रमाणित विवरण प्रस्तुत किया जाना चाहिए, जैसा कि बोली लगाने वाले ने आयकर विभाग को प्रस्तुत किया है (प्रतियां संलग्न की जानी हैं) । / Details to be furnished duly supported by figures in balance sheet/profit and loss account for the last three years duly certified by the Chartered Accountant, as submitted by the bidder to the Income Tax Department (copies to be attached).

विवरण / Particulars	वित्तीय वर्ष / Financial Year		
	2021-22	2022-23	2023-24
i. परामर्श कार्यों पर सकल वार्षिक कारोबार (लाख में) / Gross Annual turnover on Consultancy works (in Lakhs)			
ii. लाभ/हानि / Profit / Loss			
iii. द्वारा प्रमाणित / Certified by			

II. वर्तमान आयकर निकासी प्रमाणपत्र । लाभ और हानि खाता प्रमाणपत्र संलग्न हैं / Current Income Tax clearance Certificate / Profit & Loss account certificates are enclosed

मैं/हम प्रमाणित करते हैं कि जहां तक मेरी जानकारी और विश्वास है, अधिकारियों की उपरोक्त जानकारी सत्य और सही है। / I/We, certify that to the best of my knowledge and belief, the above information of officials is true and correct.

सील के साथ चार्टर्ड अकाउंटेंट के हस्ताक्षर

Signature of Chartered Accountant with seal

Tender Drawing (Reference only).

1. Schematic site plan ----- Drg No. CEPO/ARC/7133/NESAC/AUD/WD01
2. Ground Floor plan (Auditorium) ---- Drg No. CEPO/ARC/7133/NESAC/AUD/WD03
3. Sections (Auditorium) ---- Drg No. CEPO/ARC/7133/NESAC/AUD/WD08

THESE DRAWINGS ARE ATTACHED SEPARATLY AND IS A PART OF TECHNICAL BID.

SCHEDULE `A` - SCHEDULE OF QUANTITIES (PRICE SCHEDULE SEPARATELY ATTACHED)

General notes:

Rates for various items of work in the accompanying schedule of quantities for Consultancy for interior design including Acoustics, AV systems, Stage and Auditorium Lighting Design and HVAC for the upcoming Auditorium at NESAC, Umiam, Meghalaya shall be quoted after taking into account of the following notes.

1. Consultancy for interior design including Acoustics, AV systems, Stage and Auditorium Lighting Design and HVAC for the upcoming Auditorium at NESAC, Umiam, Meghalaya shall be quoted after taking into account of the following notes

This is an indivisible works contract.

2. The rates quoted shall include all taxes including Goods and Service Tax (GST) at applicable rates and all levies, duties, cess etc. payable under respective statutes. Separate reimbursement is admissible in this regard subject to production of documentary proof of payment of GST to the satisfactory of employer.

3. Deductions as per statutes will be effected from the bill and remitted to the Department concerned. The rates for various items of works in the Schedule of quantities shall be quoted taking into account the cost of materials, labour, tools and plants, scaffolding, necessary wastages, cost of handling and conveyance of materials to place of work, over heads and profits and any other incidentals included therein.

4. The rate quoted shall abide all the provisions mentioned in the terms and conditions.

5. The rates quoted shall be in decimal coinage.

6. Rates quoted by the agency in item rate tender in figures and words shall be accurately filled in so that there is no discrepancy in the rates written in figures and words. However, if a discrepancy is found, the rates which correspond with the amount worked out by the agency shall be taken as correct.

7. If the amount of an item is not worked out by the agency or it does not correspond with the rate written either in figures or words, then the rate quoted by the agency in words shall be taken as correct.

8. Where the rates quoted by the contractor in figures and in words tally but the amount is not worked out correctly the rate quoted by the agency will be taken as correct and not the amount.

9. The rate in words shall be written in English.

10. After duly filing the rates and amount, this price schedule shall be put in a cover super-scribed with 'Price Bid' and also the name of the work, NIT number and name of tenderer

Signature of Tenderer with
Name and legal address

Date:

(PRICE SCHEDULE SEPARATELY ATTACHED)