



Strategy and Synergy for Security

SOCIETY FOR ELECTRONIC TRANSACTIONS AND SECURITY [SETS]

MGR Knowledge City, CIT Campus, Taramani, Chennai – 600 113. India.

Phone: 044 – 66632506, Fax: 044 – 66632501 website: www.setsindia.in

Notice Inviting Tender

TENDER NOTICE NO: SETS/CHN/CIVIL/Interior/2025-26/31

**Name of Work: Modular Additional Workstations at
Green Zone Ground floor at SETS Taramani,
Chennai – 600 113.**

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27/10/25

SECTION – I

NOTICE INVITING TENDER

SOCIETY FOR ELECTRONIC TRANSACTIONS AND SECURITY [SETS]

(Under O/o the Principal Scientific Adviser to the Government of India)



Strategy and Synergy for Security

(Registered under The Societies Registration Act XXI of 1860 Registration No. S.42605 of 2002)

MGR Knowledge City, CIT Campus, Taramani, Chennai – 600 113. India.

Phone: 044 – 66632506 Fax: 044 – 66632501 website: www.setsindia.in

27th October 2025

Notice Inviting Tenders

Name of work: **Modular Additional Workstation at Green Zone Ground Floor at SETS MGR Knowledge City, C.I.T Campus, Taramani, Chennai – 600 113.**

TENDER NOTICE NO: SETS/CHE/CIVIL/Interior/2025-26/31

Sealed item rate bids are invited on behalf of the Society for Electronic Transactions and Security [SETS], from reputed and experienced contractors who are interested to do Interior works in buildings of SETS, Chennai.

Estimated Cost	: Rs.4,20,000/-
Earnest Money Deposit (2%) *	: Rs.8,400/-
Tender Processing Charges*	: Rs.525/- (non-refundable)
Time Allowed for Work	: 30 Days
Security Deposit	: 10% of the Tendered cost

The tender document can be downloaded from the websites: <https://setsindia.in/tender-eol/>

The downloaded tender document is to be submitted along with the tender processing charges of Rs.525/- as mentioned above. The tenders submitted without the tender processing charges shall be rejected.

The II (2) Bids System will be received upto 15:00 hrs on 19.11.2025 by SETS at the above address. Envelope I & II of bids will be opened on the same day in the presence of attending Bidders/Authorized representatives. Only Qualifying firms' Envelope III of bids will be opened on 21.11.2025 by 16:00 hrs:

BIDS NOT ACCOMPANYING THE FOLLOWING ARE LIABLE TO BE SUMMARILY REJECTED

- DD Payable at Chennai towards the Tender Processing Charges Rs. 525/- as indicated above in favour of SETS.
- DD Payable at Chennai for the Earnest Money Deposit as indicated above in favour of SETS.
- Copy of PAN Card, Copy of MSME and Copy of GST
- Minimum 3 Years' experience in the civil construction/ civil Maintenance works/Interior works.
- The bidding firm should have successfully carried out at least 3 civil construction/ civil Maintenance/ Interior works in last 3 years for Central Govt/State Govt/PSUs/Reputed Private Organisation/ Govt. bodies in India.
- Three Similar completed (civil construction/civil Maintenance works/Interior works) works each costing not less than the amount equal to 40% of the estimated cost put to tender,[or] Two similar completed works each costing not less than the amount equal to 60% of the estimated cost put to tender,[or] One similar completed work of costing not less than the amount equal to 80% of the estimated cost put to tender.
- Performance Certificate with details of work done (at least 3 works)
- Name, full address and phone number of clients are to be furnished.

Note: 1. EMD will be accepted in the form of DD Drawn from Nationalised bank. EMD will not be accepted in the form of Cash or Cheque.

2. * (MSME Registered firms are exempted)

SETS does not bind itself to accept the lowest or any other tender. SETS reserves itself the authority to reject any or all of the bids or to allot parts of the works to different agencies without assigning any reason therefor. All bids in which any of the prescribed conditions is not fulfilled and or conditional rebates are offered will be summarily rejected.


27/10/2025
Chief Administrative and Accounts Officer
For and on behalf of SETS, Chennai.

Strategy and Synergy for Security

Registered Office:

C/o. Electronics Corporation of India Limited, North Zone, B-7, LSC, 'A' Block, Naraina, Ring Road, New Delhi – 110028.

Delhi Office:

Room No. 418, TIFAC, Wing-A, Vishwakarma Bhavan, Shaheed Jeet Singh Marg, New Delhi – 110 016

**EMD / BID SECURITY DECLARATION
(MODULAR ADDITIONAL WORKSTATIONS AT GREEN ZONE
GROUND FLOOR AT SETS)**

“We Hereby accept that in case we modify or withdraw Bid during the period of validity, we shall be liable to be suspended / blacklisted to participate in tender of SETS for a period of Three (03) years from such modifications / withdrawal of Bid”

SIGNATURE OF THE CONTRACTOR
(WITH SEAL)

SECTION – II

**FORM OF AGREEMENT & GENERAL
RULES OF CONTRACT AND
DIRECTIONS FOR GUIDANCE OF THE
CONTRACTOR AND ITEM RATE TENDER
FOR WORKS**

**FORM OF AGREEMENT AND GENERAL RULES OF CONTRACT
AND
DIRECTIONS FOR THE GUIDENCE OF CONTRACTOR**

**ITEM RATE TENDER AND CONTRACT FOR WORKS
(CENTRAL P.W.D. CODE, PARAGRAPH-95)**

1. All works proposed for execution by contract will be notified in a form of invitation to tender pasted in public places and signed by the Officer inviting tender or publication in newspapers as the case may be.

This form will state the work to be carried out as well as the date for submitting and opening tenders and time allowed for carrying out the work, also the amount of earnest money to be deposited/ bid security declaration to be submitted along with the tender, and the amount of security deposit to be deposited by the successful and the percentage, if any to be deducted from the bills. Copies of the specification, designs and drawing for the purpose of identification by the Officer inviting tender shall also be open for inspection by the Contractor at the Office of the Officer inviting tender during office hours.

2. In the event of the tender being submitted by a firm, it must be signed separately by each member thereof, or in the event of absence of any partner, it must be signed on his behalf by a person holding a power of attorney authorizing him to do so, such power of attorney to be produced with the tender and it must disclose the firm is duly registered under the Indian partnership Act.
3. Receipts for payment made on account of a work, when executed by a firm, must also be signed by all the partners except where the contractors are described in their tender as a firm, in which case the receipts must be signed in the name of the firm by one of the partners or by some other persons having due authority to give effectual receipts for the firm.
4. Any person who submits a tender shall fill up the prescribed form, stating at what rate he is willing to undertake each item of the work. Tenders, who propose any alteration in the work specified in the said form of invitation to tender, or in the time allowed for carrying out the work, or which contains any other condition, of any sort, including conditional rebates will be summarily rejected. Tenders shall have the name and number of the work to which they refer written outside the Envelops.
The rate(s) and amount(s) must be quoted in decimal coinage both in words and figure.
5. The Officer inviting tender or his duly authorized assistant will open tenders in the presence of any intending contractors who may be present at the time, and will enter the amounts of the several tenders in a comparative statement in a suitable form.
In the event of tender being accepted, a receipt for the earnest money forwarded therewith shall there upon be given to the contractor who shall thereupon for the purpose of identification sign copies of the specifications and other documents mentioned in Rule – 1. In the event of a tender being rejected, the earnest money forwarded with such unaccepted tender shall thereupon be returned to the contractor marking the same, without any interest.
6. The Officer inviting tenders shall have the right of rejecting all or any of the tenders, and will not be bound to accept the lowest tender or any other tender.
7. The receipt of an accountant or clerk for any money paid by the Contractor will not be considered as any acknowledgement of payment to the Officer inviting tender and the Contractor shall be responsible for seeing that he procures a receipt signed by the Officer inviting tender or duly Authorized Accounts Officer/Cashier.

8. The tenderers shall sign a declaration under the Official Secret Act 1923, for maintaining secrecy of the tender documents drawing or other records connected with the work given to them. The unsuccessful tenderers shall return all the drawings given to them.
9. In the case of Item Rate Tenders, only rates quoted shall be considered. Any tender containing percentage below/above the rates quoted is liable to be rejected. Rates quoted by the contractor in item rate tender in figures and words shall be accurately filled in so that there is no discrepancy in the rates written in figure and words. However, if discrepancy is found, the rate which correspond to the amount worked out by the contractor shall unless otherwise proved be taken as correct. If the amount of an item is not worked out by the contractor or it does not correspond with the rates quoted by the contractor in words shall be taken as correct. Where the rates quoted by the contractor in figures and in words tally but the amount is not worked out correctly, the rates quoted by the contractor will unless otherwise proved be taken as correct and not the amount. **In event no rate has been quoted for any item(S), leaving space both in figure(S), words(S), and amount blank, it will be presumed that the contractor has included the cost of this/these item(S) in other items and rate for such item(S) will be considered as zero and work will be required to be executed accordingly.**
10. Other than filling in rates and amounts in the schedule of quantities, no additions, alterations made in the tender document and if any such additional/alteration are made the tender is liable to be rejected. Remarks and explanations if any should be set out in a covering letter and will become part of contract only if specially accepted in writing by the Officer in charge at the time of acceptance of the tender.
11. In case of any tender where unit rate of any item / items appears to be unrealistic, such tender will be considered as unbalanced and incase the tenderer is unable to provide satisfactory explanation, such tender is liable to be disqualified and rejected.
12. All rates shall be quoted on the tender form. The amount for each item should be worked out and requisite totals given. Special care should be taken to write the rates in figures as well as in words and the amount in figures only, in such a way that interpolation is not possible. The total amount should be written both in figures and in words. In case of figures, the word 'Rs' should be written before the figure of rupees e.g. Rs. 2.00 and in case of words, the word, 'Rupees' should precede. While quoting the rate in schedule of quantities, the word only should be written closely following the amount and it should not be written in the next line.
13. On acceptance of the tender, the name of the accredited representative(S) of the contractor who would be responsible for taking instructions from the Scientist / Civil Engineer / Electrical Supervisor shall be communicated in writing to the Scientist / Civil Engineer / Electrical Supervisor.
14. GST and all other Taxes on material in respect of this contract shall be payable by the Contractor and SETS will not entertain any claim whatsoever in respect of the same.



Signature of the contractor
(With Seal)



SOCIETY FOR ELECTRONIC TRANSACTIONS AND SECURITY (SETS)

(Under O/o the Principal Scientific Adviser to the Government of India)

Operational Headquarters

M.G.R. Knowledge City, C.I.T.Campus, Taramani, Chennai – 600 113

Phone: 044-66632506 Fax No: 044 - 66632501 Website: www.setsindia.in

ITEM RATE TENDER FOR WORKS

I/We have read and examined the notice inviting tender, Schedule of drawing, supply of material, specifications applicable, drawings & design, General rules and directions, conditions of contract, Clauses of contract, special conditions, schedule of quantities & other documents and Rules referred to in the conditions of contract and all other contents in the tender document for the work.

I/We hereby tender for the Execution of the work specified for the SETS, CHENNAI with in the time specified in the memorandum, schedule of quantities and in accordance in all respect with specifications, design, drawings and instructions in writing and with such materials as are provided for by, and in all respects.

MEMORANDUM

- a. **General Description** : **Modular Addition Work stations at Green Zone Ground Floor at SETS , Chennai**
- b. **Estimated Cost** : Rs.4,20,000/- (Rupees Four Lakhs Twenty Thousand Only)
- c. ****Earnest Money Deposit** : Rs. 8,400/- (2 percentage of estimated cost)
- d. **Security Deposit** : 10% of the Tendered cost
- e. **Time Allowed for the work** : 30 Days for Completion of the entire work

The security deposit will be collected by deductions from the running bills of the contractor at the rate of 10% of the gross amount of value of work done, till total security deposit is recovered.

We agree to keep the tender open for sixty (60) days from the due date of submission thereof and not to make any modifications in its terms & conditions.

****1.Cash, Cheques & Bank Guarantees for Earnest Money Deposit will not be accepted.**

****2. (MSME Registered firms are exempted)**

To execute all the works referred to in the tender documents upon the terms and conditions contained or referred to therein and to carry out such deviation as may be ordered up to a maximum of an increase or decrease in the total value contract to the extend 25% and to the event of exceeding these limits to be determined in accordance with the provisions contained clause 12.2 & 12.3 of the tender general condition of contract.

DECLARATION

I/We hereby declare that I / We shall treat the tender documents, drawings and other records connected with work as secret / confidential documents and shall not communicate information / derived therefrom to any person other than a person to whom I / We am /are authorized to communicate the same or use the information in any manner prejudicial to the safety to the state.

Dated:

Signature of Contractor
With Seal

Witness:

Address:

Occupation:

Strategy and Synergy for Security

Registered Office:

C/o. Electronics Corporation of India Limited, North Zone, B-7, LSC, 'A' Block, Naraina, Ring Road, New Delhi – 110028.

Delhi Office:

Room No. 418, TIFAC, Wing-A, Vishwakarma Bhavan, Shaheed Jeet Singh Marg, New Delhi – 110 016

SECTION – III

SCOPE OF WORK AND TECHNICAL SPECIFICATIONS

Scope of Work and Technical Specifications

Scope of Work

- Providing and placing modular workstation made of 63mm Aluminum partition with D Glass workstation aluminum profile white powder coated Colour skimmed with 8mm MDF marker board with as per approved shade for each workstation and also provision for concealed electrical. Provision for Electrical and Data Cabling work

Basis of Work

- It is the intent of this specification to use specified make list as the standard of construction for Modular Office furniture. The construction standards of this product line shall provide the basis for quality and functional installation.
- SETS, Chennai reserves the right to accept/reject qualified or alternate proposals and to award based on product value where such action assures the owner greater integrity of product.
- Participants in the quotation process have the option of clarifying deviations to the specified design, construction or materials. Without such clarifications, sealed quotations to SETS, Chennai will be construed as being in total conformance to the requirements of the specification.

Quality Assurance

- The Modular Office furniture manufacturer shall provide work tops and casework all manufactured & shipped with proper packing & should take the full responsibility of the entire Scope of Works as specified in the tender.

Submittals

- Manufacturer's Data: Submit installation instructions for each type of casework.
- **2D Drawings – Submit 2D drawings for all one places of furniture assemblies showing the required details along with Tender Document.**

Products/Manufacturers

- The selected manufacturer must warrant for a period of one-year starting (date of acceptance or occupancy, whichever comes first that all products sold under the contract referenced above shall be free from defects in material and workmanship.
- SETS, Chennai will retain the above samples of the successful manufacturer or owner to ensure that material delivered to jobsite conforms in every respect to the samples submitted if need be.

Worktop

- A. Modular Office Workstation 63mm Aluminum partition with D glass workstation Aluminum profile Frosty White Powder Coated with 8 mm MDF marker board with white and laminate finish Size: L1200MM x H1200MM x D750MM.
Table top made of 25mm thick MDF Board with P.V.C edge banding finish as per approved colour.

Other Specifications for Modular Furniture

- A. **Tiles:** Combination of top tiles should be fabric magnetic, fabric tackable/white board/ plain metal/ prelam tile. Bottom tiles should be Plain metal/fabric/laminated
- B. **Split Tiles:** Combination of two finishes for the top tiles on the user side shall be split fabric magnetic/fabric tackable/white board/prelam/ plain metal along with split fabric magnetic/fabric tackable/white board/prelam/ plain metal.
- C. **Intermediate Blocks:** Intermediate blocks should be in fabric/DL + Fabric/DL finish.
- D. **Wire Management:** Wires shall be taken into the system through cable ducts from the junction boxes and it is carried upto the panels through concealed conduits inside the blocks.
- E. **Modesty Panels with Assembly Legs:** 25 MM THK PLB modesty should be given on the front of the main worktop (for Cubicle workstation) which is attached to the partition on one end with gable end brackets and on the other end with metal powder coated frontier leg.

Key-Board Pullout Tray

- KBPT used should have a sliding mouse pad tray
- The mounting brackets ensure height adjustment.
- It also should have a smooth quite movement because of ball bearings and a load bearing capacity of 12 kg

27/7/2015

SECTION – IV
SPECIAL CONDITIONS OF CONTRACT

Special Conditions of Contract

1. Site inspection:

You are requested to visit the site and acquaint yourself with all information which can in any way affect the work or cost thereof under this contract. Non-familiarity with site conditions will not be considered a reason either for extra claims or for not carrying out the work in strict conformity with specifications.

The contractor shall note that any clarifications regarding scope of work etc are required he should contact the SETS office. No claim on account of ambiguity in any respect will be entertained.

2. Nature and Scope of work

Nature and scope of the work is mentioned at in this bid document (enclosed herein).

3. Eligibility Criteria:

Only those firms who satisfy the following criteria may submit their tender along with documentary evidence in support of eligibility criteria

- i. The firm should have their establishment with in Chennai city and around (PAN, MSME, GST).
- ii. The firm should have relative valid license/registration including for electrical works.
- iii. The firm should have minimum 3 years' experience in the field of interior / modular furniture works.
- iv. The bidding firm should have successfully carried out at least 3 similar works in last 3 years for Central Govt./ State Govt. / PSUs/ Govt. bodies in India/Reputed firms in India and the project value not less than 5 Lakhs.
- v. Copies of
 - a) Value of work order (Not less than 1.68 lakhs - at least 3 similar works in last 3 years)
 - b) Performance Certificate with details of work done (from reputed organizations at least 3 works)
 - c) Name, full address and phone number of clients are to be furnished.

Offer from tenderer who do not furnish these details and do not have proven and established experience in similar works will not be considered.

4. Submission of bid:

- a) The bidders are requested to submit their competitive offer by duly filling in the bid form only along with the SETS's terms and conditions, which is part and parcel of the bid form. The bid along with the SETS's terms and condition duly signed is to be submitted in a sealed envelope superscribing the envelope "Bid for Addition of Infrastructure in Green Zone Ground Floor utilizing the extra space available by adding workstation at SETS". The bidders should submit along with the bid form.
- b) Price Bid Form (Annexure- (A), (B) and (C)) to be submitted by duly filling up the rates for each item of work indicated in the prescribed price bid form.
- c) Earnest Money Deposit (EMD) amount of Rs. 8,400/- by way of Demand Draft drawn in favour of "SETS" payable at Chennai.
- d) Bid shall be submitted in a sealed cover super scribed "Modular Additional Work stations at Green Zone Ground Floor at SETS, Chennai. **Due date of Opening of Technical bid is 19/11/2025.**

This shall contain separately sealed envelopes superscribed as below:

- i Envelope –I - EMD amount of Rs. 8,400 /- by way of demand draft in favour of SETS, Chennai. Proof of MSME Registration may be kept to avail EMD exemption**
- ii. Envelope -II - Technical Bid PART (Separate Cover)**
- iii. Envelope -III - Price PART (Separate Cover)**

- i. Envelope - I of offer shall contain EMD as specified.
- ii. Envelope -II of the offer shall contain all the pages of the bid document duly signed and stamped on each page, covering letter, bid form, documentary proof for eligibility, technical submissions, duly signed scope of work, deviations from the SETS terms & conditions, if any and other details required forming part of the offer.
- iii. Envelope -III of offer shall contain only duly filled (both in figure & words) price schedule herewith, with all rates and amounts filled in without any conditions.

Envelope – I Containing EMD, Envelope – II Containing Technical bid, Envelope – III Containing Price Bid shall be submitted separately

All the above three envelopes shall be enclosed in a single larger envelope superscribed as mentioned above. **The Technical bid , Commercial Bid and Price Bid should not be mixed and kept in a single cover, if they are submitted in a single cover the bid shall be summarily rejected.**

- e) The SETS is not responsible for delay, loss or non- receipt of bids on time sent by post. Fax/Email offers shall not be accepted.
- f) Last date for submission
 - The last date for receipt of the bid at the SETS, Chennai is **19/11/2025, 4:00 P.M.** The bid submitted beyond the above date and time shall not be considered for the bidding and shall be rejected outrightly.
 - The bid not submitted in the prescribed bid form shall be summarily rejected.
 - If the last date of submission and opening of the bid is a holiday, the bids shall be opened on the next working date.
- g) The bid submitted, without the prescribed EMD and/or the bid submitted without the SETS's terms and conditions duly accepted, shall be summarily rejected. Similarly, the bid submitted not in the prescribed bid forms of the SETS, the bid document shall be summarily rejected. Any deviation from the SETS terms & conditions shall be clearly brought in the bid.
- h) Earnest Money Deposit (EMD):
 - i. The bidder shall submit along with the bid an Earnest Money Deposit amount of Rs.8,400/- in the form of Demand Draft from a nationalized Bank drawn in favour of "SETS", payable at Chennai.
 - ii. No interest is payable on EMD amount by the SETS. The EMD of unsuccessful bidders will be returned on finalization of successful bid and on placement of order to successful bidder.

5. Validity of Tender:

The tender shall be valid for a minimum period of 60 days from the date of opening of the tenders.

6. Contract period: The Entire work shall be completed within 30 Days from the 7th day of the work order.

7. Clarifications

The bidders are requested to go through the 'Scope of Work' and 'Terms and conditions' of the bid before submitting their offer/bid. Any clarification, if required, may be obtained prior to filing of bid from the Civil Engineer, SETS, Chennai. No claim whatsoever on such account shall be entertained by the SETS in any circumstances. The bidders shall physically inspect the work premises during working hours on working days and understand the nature and scope of the work before quoting.

8. Place of Submission

The Chief Administrative and Accounts Officer, Society for Electronic Transactions and Security (SETS), MGR Knowledge City, CIT Campus, Taramani, Chennai – 600 113.

9. Opening of Bids

Envelope-I & Envelope-II of Bids shall be opened at **4.00 P.M. on 19/11/2025** in the presence of attending Bidders/Authorized representatives at the Video Conference Hall / Board Room, Society for Electronic Transactions and Security (SETS) MGR Knowledge City, CIT Campus, Taramani, Chennai – 600 113.

Envelope-III (Price Bid) of Techno Commercially qualified Bidders shall be opened at **4.00 P.M. on 21/11/2025** in the presence of attending Bidders/Authorized representatives at the Video Conference Hall / Board Room, Society for Electronic Transactions and Security (SETS) MGR Knowledge City, CIT Campus, Taramani, Chennai – 600 113.

10. Award of work

The work will be generally awarded to a single qualified bidder, who has quoted the lowest price on the overall cost of entire work. The work cannot be awarded on piece-meal basis to different bidders as the component of works is the part of the whole work. However, the SETS reserves the right to reject any or all the bids without assigning any reason thereof.

11. Technical staff to be engaged:

The work should be carried out by technically qualified and component supervisor

12. Rates to be firm

- All charges inclusive of all Taxes statutorily requirements, including GST shall be firm throughout the contract period. The tax component is to be indicated separately. IT/GST/TDS will be deducted from the payment.
- Bidders are requested to visit the site before quoting / submitting their bids.

13. Electrical Related Works Conditions

- a. The work shall be carried out as per the rules of Chief Electrical Inspector to Government or Central Electricity Authority, New Delhi, as well as Indian Electricity rule 1956 & CPWD General Specification of Electrical work as applicable.
- b. Testing should be done as per the Chief Electrical Inspector to Government rules and after the installation is completed the test certificate should be given by the contractor / firm.
- c. The firm / contractor shall take all safety precautions and indemnify SETS against all losses claims for injuries or damages to any person's property including third party risks whatsoever.

d. Work Not to be sublet

The contractor should not directly or indirectly sublet the work.

e. Terms of Payment

- No advance payment will be made. Payment shall be made against the final bill within 15 days from the date of completion of the works to the satisfaction of the SETS in all respects and submission of completion certificate.
- The payment will be made after completion of work as per actual quantities.

f. Force Majeure

The failure of a party to fulfill any of its obligation hereunder shall not be considered to be a breach or default under this contract in so far as such inability arises from an event of Force Majeure, provided that the party affected by such an event has taken all reasonable precautions, due care and reasonable alternative measures, all with the objective of carrying out the terms and conditions of this contract.

A party affected by an event of force majeure shall take all reasonable measures to remove such party's inability to fulfill its obligations hereunder with a minimum of delay. A party affected by an event of Force Majeure shall notify the other party of such event as soon as possible, and in any event not later than fourteen (14) days following the occurrence of such event, providing evidence of the nature and cause of such event, and shall similarly give notice of the restoration of normal conditions as soon as possible. The parties shall take all reasonable measures to minimize the consequences of any event of Force Majeure.

g. Accident Clause

Society for Electronic Transactions and Security [SETS] shall not be held responsible for any accident of workmen/technician(s), deployed by the contractor at site for execution of jobs, related to this service contract. Any damage or accident will be the responsibility of the service provider and the SETS will not entertain any claim, compensation, penalty etc. on account of non-observance of any other requirement of law relevant to this work.

h. Working Time

The SETS shall permit the visit of the authorized representative of the firm during the working hours and if necessary, beyond office hours and during holidays (In case of emergency service).

i. Security Deposit & Performance Guarantee

On acceptance of the award of contract, the successful bidder is required to submit the prescribed Performance Guarantee of 10% of the value of work order, within 7 days of

intimation of acceptance of the award of contract for due and proper fulfilment of contract valid till the completion of the work to the satisfaction of the Officer-in-Charge.

The Performance Guarantee shall be by way of Bank Guarantee from any nationalized bank in the prescribed format (Annexure-4) to be provided to the SETS.

In case, the successful bidder is called upon to deposit the Performance Guarantee and if the successful bidder fails to furnish the same within the prescribed period, such failure will constitute a breach of the conditions and the SETS shall be entitled to forfeit the EMD without prejudice to any other right to damage that the company may have in the matter.

The Contractor shall also submit a bank guarantee for 10% of the bill amount towards security deposit. The bank guarantee shall be from a nationalized bank and shall be valid for a period of 6 months from the date of completion of the work to the full satisfaction of the SETS. The same shall be released by the SETS after the expiry of the guarantee period.

j. Safety & Contractors liability

You shall strictly observe and implement all safety precautions and indemnify SETS against all losses, claims, injuries, to any person including third party whatsoever and also any loss of materials. The contractor has to provide safety protective equipments to his personnel.

k. Security Rules

You have to ensure that movement of your personnel engaged on the work are confined strictly to the permitted constructions premises only and follow all security guide lines of SETS while at work.

l. Area to be kept clean

The work area should be kept clean and work is to be carried out without any inconvenience to the functioning of the office.

m. Antecedents of persons employed

It is to be ensured that all the employees and workers employed by the contractor are law abiding citizens, with clean record. Anti-social elements rowdies and person with adverse police records should not be employed at site of work.

n. Breach of Contract

Non-availability of competent staff, inordinate delay in rectification of faults and unsatisfactory maintenance of system shall be treated as breach of contract.

o. Statutory Acts

The contractor shall comply with all statutory requirements. SETS shall have no liability whatsoever in any manner.

p. Right to Terminate the Contract

Executive Director SETS reserves the right to terminate the contract by giving notice of 15 days and without any financial obligation.

q. Arbitration Clause

In the event of any dispute or difference arising out of this contract between the contracting parties, it shall be referred to the sole arbitration by a person nominated by the Executive Director, SETS, and his decision shall be final and binding on both the parties. All other terms and conditions will be as per the Indian Arbitration Act, 1996 as amended from time to time. The place of arbitration will be in Chennai.

FORM OF BANK GUARANTEE BOND FOR PERFORMANCE SECURITY / SECURITY DEPOSIT

In consideration of the Head of the Department (hereinafter called The SETS") having agreed under the terms and conditions of Agreement/Work order No.....
 Dated..... made between.....(hereinafter called "the said contractor{s}") for the.....work (herein after called "the said Agreement") having agreed to production of an irrevocable bank Guarantee for Rs.....(Rupees.....Only), as a security / guarantee from the contractor (s) for compliance of his obligations in accordance with the terms and conditions in the said agreement, we.....(indicate the name of the Bank) (hereinafter referred to as "the Bank") hereby undertake to pay to the SETS an amount not exceeding Rs.....(Rs.....Only) on demand by the SETS.

2. We.....(indicate the name of the Bank) do hereby undertake to pay the amounts due and payable under this guarantee without any demur, merely on a demand from the SETS stating that the amount claimed is required to meet the recoveries due or likely to be due from the said contractor(s). Any such demand made on the Bank shall be conclusive as regards the amount due and payable by the Bank under this guarantee. However, our liability under this guarantee shall be restricted to an amount not exceeding Rs..... (Rupees.....only).

3. We, the said Bank, further undertake to pay to the SETS any money so demanded notwithstanding any dispute or disputes raised by the contractor(s) in any suitor proceeding pending before any court or Tribunal relating thereto, our liability under this present being absolute and unequivocal.

The payment so made by us under this bond shall be a valid discharge of our liability for payment thereunder and the contractor(s) shall have no claim against us, for making such payment

4. We.....(indicate the name of the Bank) further agree that the guarantee herein contained shall remain in full force and effect during the period that would be taken for the performance of the said Agreement and that it shall continue to be enforceable till all the dues of the SETS under or by virtue of the said Agreement have been fully paid and its claims satisfied or discharged or till Engineer-in-charge on behalf SETS certifies that the terms and conditions of the said Agreement have been fully and properly carried out by the said contractor(s) and accordingly discharges this guarantee.

5. We..... (indicate the name of the Bank) further agree with the SETS that the SETS shall have the fullest liberty without consent and without affecting any manner our obligations hereunder to vary any of the terms and conditions of the said Agreement or to extend time of performance by the said Contractor(s) from time to time or to postpone for any time or from time to time any of the powers exercisable by the SETS against the said Contractor(s) and to forbear or enforce any of the terms and conditions relating to the said Agreement and we shall not be relieved from our liability by reason of any such variation, or extension being granted to that said Contractor(s) or for any forbearance, act of omission on the part of the SETS or any indulgence by the SETS to the said Contractor(s) or by any such matter or thing whatsoever which under the law relating to sureties would, but for this provision, have effect of so relieving us.

6. This guarantee will not be discharged due to the changer in the constitution of the Bank or the Contractor(s).

7. We.....(indicate the name of the Bank) lastly under take not to revoke this guarantee except with the previous consent of the SETS in writing.

8. This guarantee shall be valid up to, unless extended or demand by SETS. Notwithstanding anything mentioned above, our liability against this guarantee is restricted to Rs.....(Rupees.....only) and unless a claim in writing is lodged with us within six months of the date of expiry or the extended date of expiry of this guarantee, all our liabilities under this guarantee shall stand discharged.

Signed and sealed

Dated theday of 2023
 (indicate the name of the Bank)

SECTION – V
CONDITIONS OF CONTRACT

CONDITIONS OF CONTRACT

1. Rate / Price

- i. The unit rate to be quoted shall be unit rate and shall remain firm without the price variation clause. The bidders should not claim for any price variation / escalation.
- ii. The bid submitted with a price variation/escalation clause will be treated as non-responsive and rejected.
- iii. Bid / rates quoted by the bidder shall remain valid for 60 days from the date of opening of tenders for the purpose of acceptance and award of work; validity beyond 60 days from the date of opening shall be by mutual consent. No price variation / cost escalation is accepted.
- iv. The rates quoted by the bidder should be inclusive of all the tax applicable, levies, excise duties, transit, insurance and freight and any other statutory levies etc.
- v. The Income Tax and any other taxes or charges as applicable will be deducted at source by the SETS from the successful bidder while making the payment.
- vi. The price quoted by the bidder shall remain firm during the entire period of contract and shall not be subject to variation on any account.
- vii. The bidder should quote the rate as specified in the scope of work. The bids submitted other than in the specified scope of work at Annexure-II - (a), (b) and (c) shall be summarily rejected.

2. Execution of work:

- i. Time period of completion: The successful bidder shall execute and complete the work as per specification/Scope of work mentioned in Annexure-II (a), (b) and (c) to the satisfaction of the Scientist/Civil Engineer / Electrical Supervisor within a period of 30 days from the date of award of work.
- ii. The successful bidder to whom the work is awarded shall have to execute the work as per the work order AND the terms & conditions of this tender document.
- iii. The SETS is not responsible for the breakage/damage of any goods during the transit. In that case, it is the responsibility of the firm/contractor to whom the work has been awarded.
- iv. No extra cost shall be given for transportation; cost of labourers, insurance etc., as the rates quoted is all inclusive price.
- v. The contractor shall have to bring all the supporting materials for carrying out the above work.
- vi. The EMD will be released after a month from the date of submission of the performance guarantee.

3. Variation in quantity / scope of work

- i. The quantity (area) mentioned in the scope of work is approximate. The SETS or any authorised person reserves the right at the time of award and executing of the contract to vary the quantity of the area specified in the scope of work without any change in the unit rate quoted and/or to cancel any work mentioned under the scope of work.
- ii. The successful bidder to whom work is awarded shall be paid for the actual work completed as per rate schedule furnished by the bidder.

4. Liquidated damages

For delay in completion of work, the liquidated damage @ 0.50% of order value per week or part thereof subject to the maximum of 10% of the order value shall be deducted.

5. Extension of work completion time

Ordinarily no time extension shall be granted.

6. Payment terms

No advance payment will be made. Payment shall be made against the final bill within 15 days from the date of completion of the works to the satisfaction of the SETS in all respects and submission of completion certificate.

7. Completion Certificate

Within 30 days of the completion of the work the contractor shall furnish a certificate for such completion.

8. Guarantee Period

Guarantee period should be 6 months from the date of completion of the works against poor workmanship, poor performance, and in case of deficiencies are found during guarantee period, the same shall be rectified free of cost by the Contractors at their own cost and risk.

9. Quality assurance:

The successful contractor should ensure the quality of material as per the requirement / discretion of the SETS.

10. Insurance

Contractor shall at his own expenses carry and maintain insurance with reputable Insurance Companies for: (i) Employees State Insurance Act, (ii) workmen's Compensation & Employer's Liability Insurance, (iii) Any other Insurance required under Law or Regulations or by Owner and (iv) Automobile Liability Insurance.

11. No canvassing

Canvassing in connection with the bids is prohibited and the bids submitted by the contractor who resort to canvassing are liable for rejection.

SECTION – VI

DRAWINGS

SECTION – 6:

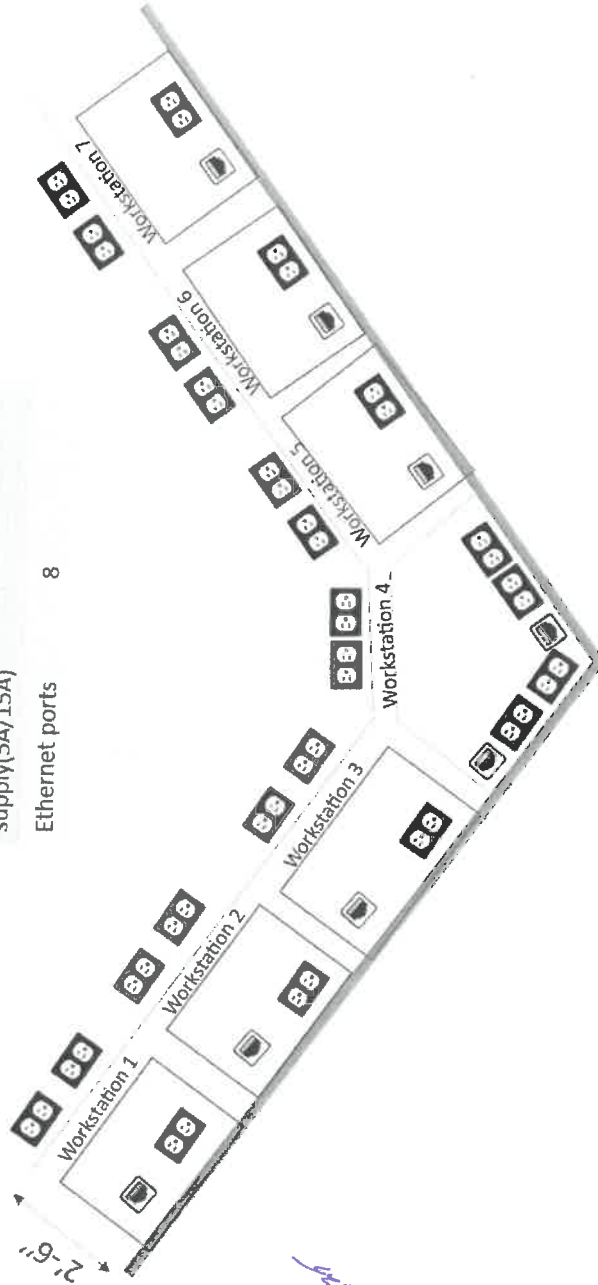
The SETS building drawings are available in the Office of the Civil Engineer (for the bidders interested to view only). It is advised to visit the location and site of work to get the correct information and details of the nature of work before tendering.



Electrical/ Networking	No. required
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Power supply(5A/15A) 48

Ethernet ports 8



SECTION – VII
ISSUE OF MATERIALS

Section 7 – ISSUE OF MATERIALS:

No free issue of materials other than, water and electricity required for the work. The firm shall have sufficient number of tools and materials for the execution of the work.

12/27/20/25

SECTION – VIII
SCHEDULE OF QUANTITY

Annexure - A

Name of the Work: - Modular Addition Work stations at Green Zone Ground Floor at SETS,
Chennai – 600 113.

Schedule (Civil & Interior Works)

SI.No	Description	Unit	Qty	Rate	Amount	Remarks
1	Providing and fixing of storage cupboard of over all size 1750mm x 1600mm x 530mm using 20 mm thick particle board with both side laminated . The cupboard shall be divided into 2 vertical shelves and four horizontal (8 bays) . There shall be two sliding doors . The cost shall include for two way tracks at top and bottom, handle, locking arrangement all fittings and fixtures etc complete all as per specification and as directed by E.I.C.					
	South Side (1.75x1.6x10.764)	Sqft	30.14			
Rate in Words:-						
Amount in Words:-						
2	Providing and fixing of storage cupboard of over all size 1750mm x 1600mm x 530mm using 20 mm thick particle board with both side laminated without front coverage . The cupboard shall be divided into 2 vertical shelves and four horizontal (8 bays) .The cost shall include for all materials, labour,fittings fixtures and transportation charges etc complete all as per specification and as directed by E.I.C.					
	North Side (1.75x1.6x10.764)	Sqft	30.14			
Rate in Words:-						
Amount in Words:-						
3	Providing and fixing of workstation of size 4'0"x2'0" with (a.) Main Spin 60mm thick thick frame with aluminium top trims (b.) Centre support with necessary bracket and 18mm thick Cable End support (c.) Worksurface 25 mm thick PLB (Both side laminated partical board) PLB table top with 2mm edge PVC lipping(d.) Cable management : Below table top single raceway for UPS and Data9e.) Wire management : 62mm Dia Wire Manager hole. The cost shall include for all materials, labour,fittings fixtures and transportation charges etc complete all as per specification and as directed by E.I.C.					
		Nos	6			
Rate in Words:-						
Amount in Words:-						
4	Providing and fixing of workstation of size 4'0"x4'0" with (a.) Main Spin 60mm thick thick frame with aluminium top trims (b.) Centre support with necessary bracket and 18mm thick Cable End support (c.) Worksurface 25 mm thick PLB (Both side laminated partical board) PLB table top with 2mm edge PVC lipping(d.) Cable management : Below table top single raceway for UPS and Data9e.) Wire management : 62mm Dia Wire Manager hole. The cost shall include for all materials, labour,fittings fixtures and transportation charges etc complete all as per specification and as directed by E.I.C.					
		No	1			
Rate in Words:-						
Amount in Words:-						
Total Amount Before GST						
Add Gst @ 18 %						
Total amount Including GST						
Total Amount including GST in Words:-						

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27/10/24

Signature of the Contractor
(With Seal)

Annexure - B

Modular Addition Work stations at Green Zone Ground Floor at SETS, Taramani, Chennai - 600 113.
Schedule (Electrical)

S. NO	DESCRIPTION	UNIT	QTY	RATE	AMOUNT
1	Supply and Run of 3 C 2.5 Sq.mm PVC Insulated unarmoured (ISI Standard) sheathed FRCS Flexible multi stand copper cable (Black) as circuit main from UPS DB to individual switch & socket for UPS power supply. The three core cable should be lay inside the 1" PVC pipe and as per the site condition they should be done. (Make: Finolex or equal valent with ISI Mark)	Mtrs	320		
2	Supply and Run of 4 C 16 Sq.mm PVC Insulated Armoured (ISI Standard) sheathed multi stand Aluminium cable (Black) with Gland and Leg from UPS Panel to UPS DB power supply . (Make: Finolex or equal valent with ISI Mark)	Mtrs	10		
3	Supply and fixing 12 Way SPN Power Distribution Box (Double Door)Incomer 40A 4pole MCB -1 and Outgoing 20A 1pole MCB-4nos,10A 1pole MCB-4nos (Make : Legrand or equal valent with ISI Mark)	No's	1		
4	Supply and fixing 18W Falceiling Round light White (Make : Opple or equal valent ISI Mark)	No's	5		
5	Supply and Run of 1.5 Sq.mm copper wire connection the Light fitting.	Mtrs	20		
4	Anchor Roma 6 Module PVC Plate with cover	No's	25		
5	Anchor Roma 20A 5 Pin Socket	No's	48		
6	Anchor Roma 20A one way Switch	No's	48		
7	Electrical one inch PVC pipe	Mtrs	320		
8	Supply and fixing Labour Cost	Mtrs	320		
Total Amount Before GST					
Add GST @ 18%					
Total Amount including GST					

27/11/25

Signature of the Contractor
(With Seal)

Annexure - C

Name of work: Modular Addition Work stations at Green Zone Ground Floor at SETS, Taramani,
Chennai - 600 113.

Schedule (Networking)

Item No	Description	Unit	Qty	Rate	Amount
1	D Link CAT 6 UTP Cable all as per specifications and as directed by the E I C.	Mtrs	560.00		
2	D Link I/O Set all as per specifications and as directed by the E I C.	Nos	14.00		
3	D Link 24 Port Jack Panel Loaded all as per specifications and as directed by the E I C.	Nos	2.00		
4	D Link 1 Meter Patch Cord all as per specifications and as directed by the E I C.	Nos	14.00		
5	D Link 2 Meter Patch Cord all as per specifications and as directed by the E I C.	Nos	14.00		
6	D Link 24 Port Managable Switch (DGS-1210-28) all as per specifications and as directed by the E I C.	Nos	2.00		
7	9U Rack With accessories all as per specifications and as directed by the E I C.	Nos	1.00		
8	PVC Pipe With accessories all as per specifications and as directed by the E I C.	Mtrs	120.00		
9	Labour Charge for Cable Laying with accessories all as per specifications and as directed by the E I C.	Mtrs	560.00		
10	Labour Charge For I/O Set Termination with accessories all as per specifications and as directed by the E I C.	Nos	14.00		
11	Labour Charge for Jack Panel fixing and Termination all as per specifications and as directed by the E I C.	Nos	2.00		
12	Switch Fixing Termination, Cable Dressing, Testing and numbering all as per specifications and as directed by the E I C.	LS	1.00		
13	Labour Charge for Fluke Testing all as per specifications and as directed by the E I C.	LS	1.00		
Before GST					
Add GST @18%					
Total Amount including GST					

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Signature of the Contractor
(With Seal)