



**KERALA CO-OPERATIVE MILK MARKETING FEDERATION LTD.
"MILMA BHAVAN", PATTOM PALACE P.O, THIRUVANANTHAPURAM**

BID REF No.169/PC/HOB/GEN/CM/2020

**BID DOCUMENT FOR MISCELLANEOUS CIVIL WORKS RELATED
TO RENOVATION OF CANTEEN AT KCMMF HEAD OFFICE,
MILMA BHAVAN, PATTOM, THIRUVANANTHAPURAM.**

2020

BID FORM

1	Registered name of bidder	
2	Address	Office Address
3	Telephone	Land Phone : Mobile : E mail : Fax :

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KERALA CO-OPERATIVE MILK MARKETING FEDERATION LIMITED
Milma Bhavan Pattom Palace P.O., Thiruvananthapuram - 695 004
Tel: 2786 439-442 E-mail:projects@milma.com

INVITATION TO BID

Sealed competitive bids are invited from experienced civil contractors for the following works at Milma Bhavan, Pattom, Thiruvananthapuram:

Sl. No.	Name of work	Estimated cost (in lakhs)	Bid opening
1.	Miscellaneous civil works related to renovation of Canteen at KCMMF Head Office, Pattom, Trivandrum	Rs.4.50	14.02.2020

Detailed tender notice is exhibited in our website www.milma.com

Sd/-

MANAGING DIRECTOR

KERALA CO-OPERATIVE MILK MARKETING FEDERATION LIMITED
'Milma Bhavan' PATTOM, THIRUVANANTHAPURAM

INVITATION TO BID

1. The Kerala Co-operative Milk Marketing Federation Limited, invites sealed competitive bids from bonafide Contractors having sound technical and financial capabilities for **Miscellaneous civil works related to renovation of Canteen at KCMMF Head Office, Pattom, Trivandrum Dist.** Interested eligible Bidders may obtain further information from the office of the Kerala Co-operative Milk Marketing Federation Ltd.
2. Bidding Document shall be downloaded from our website www.milma.com. The bidders are requested to submit an EMD of Rs.5,000/- in the form of Demand Draft(DD) in favour of Managing Director, KCMMF Ltd, Pattom, Trivandrum.
3. Detailed terms and conditions as indicated in the invitation to bid are contained in the bidding document of the above work.
 - a. Bid reference : No. 169/PC/HOB/GEN/CM/2020
 - b. Estimated value of work : Rs.4.50 lakhs
 - c. Amount of bid security/EMD : Rs.5,000.00
 - f. Downloading of bid document start : 06.02.2020
 - g. Last date & time of submission of bids: 14.02.2020 at 13.00 hrs.
 - h. Date and Time of bid opening : 14.02.2020 at 14.30 hrs.
 - i. Time of completion : 75 days
 - j. Address for communication and place of bid opening : KCMMF Ltd, Milma Bhavan, Pattom, Trivandrum.
 - k. Bid validity : 75 days from 14.02.2020
4. Bid document can be downloaded from our website www.milma.com .
5. KCMMF shall not take any responsibility for any delay in receipt of the bidding document if it is sent by post.

Thiruvananthapuram.
Date : 06.02.2020

MANAGING DIRECTOR.

GENERAL TERMS & CONDITIONS

TENDER FOR MISCELLANEOUS CIVIL WORKS RELATED TO RENOVATION OF CANTEEN AT KCMMF HEAD OFFICE, PATTOM, TRIVANDRUM DIST.

Kerala Co-operative Milk Marketing Federation Ltd, invite your item wise competitive rates for **Miscellaneous civil works related to renovation of Canteen at KCMMF Head office, Pattom, Trivandrum Dist.** subject to the following terms and conditions.

1.How to offer the Tender

- a) Tender document with “Form of Submitting Tender for Miscellaneous civil works related to renovation of Canteen at KCMMF Head office, Pattom, Trivandrum Dist is exhibited in our website www.milma.com. Interested parties can download the same from our website.
- b) Sealed tender shall be submitted by indicating the rates in the “Form of Submitting Tender for Miscellaneous civil works related to renovation of Canteen at KCMMF Head office, Pattom, Trivandrum Dist under KCMMF Ltd.
- c) Tender form submitted should be accompanied by Earnest Money Deposit (EMD) of Rs.5,000/-either as receipt of cash remitted at this office or in the form of Demand Draft drawn in favor of the Managing Director, KCMMF Ltd. payable at Trivandrum.
- d) Tenders filled in the prescribed form should be submitted at the above office on or before **14.02.2020 at 13.00 hrs.** in sealed envelope, along with the EMD. The envelope should carry superscription “Miscellaneous civil works related to renovation of Canteen at KCMMF Head office, Pattom, Trivandrum Dist.”
- e) Tenders will be opened on **14.02.2020 at 14.30 hrs.** at the above office.
- f) Negotiation, if any, will be done with the lowest quoted party only.
- g) All pages of the tender document shall be signed by the contractor while submitting the tender.

2. Scope of work.

- i. Repainting of ceiling, internal wall, external walls, doors and windows etc.
- ii. Cleaning, acid washing and polishing of flooring work.
- iii. Repair and maintenance of existing doors, windows etc.
- iv. Supply and installation of modular table.
- v. Supply and laying of floor tile.
- vi. Supply and fixing of new door.
- vii. Refixing of washbasin.
- viii. Supply and fixing of wire mesh.

3. Schedule of Quantities and rates

- a. The specification for each item of work and schedule of quantities are given in the enclosed Annexure – schedule of quantities.
- b. The rate quoted shall be inclusive of all applicable taxes and duties, ESI Contribution, material cost including steel and cement, labour cost, transportation of materials to site, loading and unloading charges and nothing extra will be paid on any account.
- c. The unit rates should be quoted both in figures as well and in words. In case of discrepancy in the rate quoted in figures and in words, the amount quoted in words shall be taken as final and binding on the party. Based on the unit rates quoted, the total amount for each item of work should be worked out and indicated in the offer.
- d. The unit rate quoted should be legible without any erasion/overwriting. In case of any correction and alteration in the unit rates at the time of quoting the same should be signed in full by the quotationer.
- e. Quantities indicated in the schedule are only tentative and may vary to the +/- side. However, payment will be made for the actual quantity executed at site as per the directions of Engineer in charge, on unit rate basis. No extra claim shall be entertained on this account.
- f. The award of work shall be on item rate contract basis and no part of the work shall be considered on percentage or lumpsum basis unless specifically agreed by the undersigned.
- g. The unit rate quoted should remain firm for the entire duration of contract and nothing extra will be paid on any account

4. Earnest Money Deposit

- a. The offer should be accompanied by an EMD of Rs.5,000/-(Rupees five thousand only).
- b. The EMD shall be in the form of Demand Draft drawn in favour of Managing Director, KCMF Ltd., Pattom, Thiruvananthapuram 695 004.
- c. Offers without EMD are liable to be rejected.
- d. The EMD of the unsuccessful quotationers will be released on finalisation of the contract.

- e. The EMD of the successful quotationer will be released only after submission of agreement and performance security.
- f. No interest will be paid for the EMD for the period for which it lies with the KCMMF.

5. Period of Validity

The offers submitted by the quotationer shall remain valid for acceptance for a period of 75 days from the date of opening.

6. Period of Completion

The entire works should be completed in all respects within 75 days from the date of receipt of work order/ date of clearance.

However, the quotationer after examining the scope of work and site conditions can specify in the offer the shortest period by which he can complete the above works in all respects.

7. Agreement

The successful bidder has to execute an agreement within 15 days of receipt of the order.

8. Performance Security

Within 30 days of receipt of the order the successful bidder has furnished a performance security for an amount of 5% of the contract value. The performance security shall be in the form of Demand Draft or a Bank Guarantee in favour of Kerala Co-operative Milk Marketing Federation Ltd. The Bank Guarantee shall be valid for the entire period of contract including guarantee period plus 75 days.

9. Submission of bills

- a) Bills shall be prepared in duplicate in the name of Managing Director, KCMMF Limited, Milma Bhavan, Pattom, Trivandrum and shall be submitted to the Manager (Projects) of Milma Bhavan, Pattom, Trivandrum for necessary verification/certification and release of payment.
- b) Payment shall be released against RA Bills . However, the value of each bill shall not be less than Rs1,00,000/- (Rs. One lakh only).
- c) After completion of the above work in all respects, the Contractor should submit the final bill along with the measurement sheets for all the works.

- d) While settling the bills, statutory deductions such as income Tax, sales tax on works contract, contribution to KCWWF, ESI etc. will be deducted from the payment due to the contractor.

10. Guarantee

The entire work executed should be guaranteed for a period of one year from the date of completion of the work for quality and workmanship. In case any work or part thereof, is found defective due to substandard material, bad workmanship, the same shall be repaired/replaced by the contractor without any extra cost during the guarantee period and the entire expenditure towards such repair/replacement shall be borne by the contractor.

11. Liquidated Damages

In case the work is not completed within the stipulated period of completion, liquidated damage will be levied @ 1% per week for the value of the portion of work so delayed subject to a maximum of 10% of the work order value. However, if the works are delayed due to genuine reasons beyond the control of the contractor due consideration will be given while operating the liquidated damages clause provided the contractor furnishes the documentary evidence for the same and the same is found to be acceptable.

12. Submission of tender and opening

- a. The offer must be submitted in original in a sealed cover superscribing the name of the work, due date and time of opening.
- b. The offers complete in all respects along with EMD should reach KCMMF Head Office, Milma Bhavan, Pattom Trivandrum on or before 14.02.2020 at 13.00 hrs and the same shall be opened at 14.30 hrs. in the presence of interested quotationers or their authorized representatives.

13. General

- a) The work should be carried out in consultation with the Manager (Projects), Milma Bhavan, Pattom, Trivandrum or the authorized representative of Manager (Projects), Milma Bhavan, Pattom, Trivandrum and should be strictly as per the specification and directions.
- b) The undersigned reserves the right to accept any quotation in part or full.
- c) The undersigned reserves the right to accept or reject any or all quotations without assigning any reason whatsoever and no explanation can be sought on

this account.

- d)** The cement and steel required for the above work shall have to be arranged by the contractor at site.
- e)** All the materials to be used are approved make and quality. Before supply of materials obtain necessary approval from the Project Engineers.

FORM OF AGREEMENT FOR CIVIL CONSTRUCTION WORK
(On Non-judicial stamp paper of Rs.200/-)

THIS AGREEMENT made this ----- day of ----- 20---- (Two thousand and -----) between Kerala Co-operative Milk Marketing Federation Ltd. A society registered under the Kerala Co-operative Societies Act 1969 (Act 21 of 1969) and having its registered office at Milma Bhavan, Pattom, Trivandrum 695 004 (herein after referred to as KCMMF which expression shall, unless repugnant to the context meaning thereof include the successors and assignees of the KCMMF) of the ONE PART, and --

(hereinafter referred to as the Contractor, which expression shall, unless repugnant to the context or meaning thereof. Include the heirs successors, assignees, executors and administrators f the contractor) of the OTHER PART.

WHEREAS the KCMMF is desirous that certain works should be executed viz., -----

----- and has by letter of acceptance dtd. -----, accepted a bid by the Contractor for the execution. Completion and maintenance of such work. NOW THIS AGREEMENT WITNESSTH AS FOLLOWS:

1.0 In this agreement words and expressions shall have the same meanings as are respectively assigned to them in the Conditions of Contractor hereinafter referred to

2.0 The following documents shall be deemed to form and be read and construed as a part of this agreement, viz., read and construed as a part of this agreement viz.,

- i. this Form of Agreement
- ii. the Letter of Acceptance
- iii. the said bid and Appendix
- iv. the Technical Specifications
- v. the Schedule of Quantities
- vi. the Schedule of Supplementary information
- vii. Special Conditions of Contract
- viii. General conditions of contract
- ix. Schedule of Materials to be issued by Owner/KCMMF
- x. Form of Bank Guarantees

3.0 The aforesaid documents shall be taken as complementary and mutually explanatory of one another, but in the case of ambiguities and discrepancies shall take precedence of ambiguities and discrepancies shall take precedences in the order set out above

4.0 In consideration of the payment to be made by the KCMMF to the Contractor as hereafter mentioned, the Contractor hereby covenants with the KCMMF to execute, complete and maintain the works in conformity with the provisions of the contract.

5.0 The KCMMF Ltd. hereby covenants to pay the Contractor in consideration of the execution, completion and maintenance of the works the Contract Price at the times and in the manner prescribed in the Contract.

IN WITNESS WHEREOF the parties hereto have caused their respective common seals to be hereunto affixed the day, month and year first and written.

Signed, sealed and delivered for and on behalf of the within named KCMMF by the hands of its Authorized Signatory.

Authorized Signatory
Kerala Co-operative Milk
Marketing Federation
Limited, Trivandrum.

In the presence of:

Witness:

1. Signature
Name
Address
2. Signature
Name
Address

Signed, sealed and delivered for an behalf of the within named Contractor the other part. In the presence of:

Witness

1. Signature
Name
Address
2. Signature
Name
Address

1.0 Proforma of Bank guarantee for Performance Security on Non-judicial stamp paper of Rs.200/-

Bank guarantee No.

Date:

This deed of guarantee made thisday of 2020 (Two thousand and)
by (Name and address of the bank), hereinafter referred to as the bank, which shall unless repugnant to the context or the meaning thereof includes its legal representatives, successors and assigns and the Kerala Co-operative milk Marketing Federation (herein after referred to as the KCMMF) which expression shall unless repugnant to the context or meaning thereof include its legal representative, successors or assigns.

Where as the Kerala Co-operative milk Marketing Federation/ its clients has awarded a contract bearing numberon M/s..... (Name and address of the party), hereinafter referred to as the Contractor, for the execution, completion and the maintenance of

.....And whereas, the Contractor has agreed to submit a performance security in the form of a bank guarantee to the KCMMF as per the terms and conditions of the bidding documents and the contract which will be kept valid up to calendar months from the date of bank guarantee (the period should be till end of Period of Maintenance). And where as, the bank and its duly constituted agent and officer has already read and understood the Contract made between the KCMMF and the Contractor.

In consideration of the KCMMF having agreed to award the contract on the Contractor, we (the bank), do hereby guarantee, undertake, promise and agree with the KCMMF, its legal representatives, successors and assigns that the within named (the name of the Contractor) their legal representatives and assignees will faithfully perform and fulfill everything within the bidding document and the Contract order on their part to be performed or fulfilled, at the time (time being the essence of the contract) and in the manner therein provided, do all obligations thereunder and we further undertake and guarantee to make payment to the KCMMF a sum of Rs.....(Rupees..... only) being 5% of the Contract value, in case the Contractor, their legal representatives and assignees do not faithfully, perform and fulfill everything within the bidding document and the Contract order on their part to be performed or fulfilled, at the time and in the manner therein provided and do not willfully and promptly do all obligations thereunder.

In case, the Contractor fails to perform or fulfill the Contract as per the terms and conditions agreed upon, the KCMMF is entitled to demand an amount equivalent to

KCMMF

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CONTRACTOR

5% of the Contract value from the Contractor and the demand made by the KCMMF itself will be conclusive evidence and proof that the Contractor has failed to perform or fulfill his obligations under the Contract and neither the Contractor nor the Bank shall be entitled to raise any dispute regarding the reasons for the failure of performance or fulfillment on any ground whatsoever.

We, (the name of the Bank), do hereby undertake to pay an amount equivalent to 5% of the Contract value, being the amount due and payable under this guarantee, without any demur, merely on a demand from the KCMMF stating that the amount claimed is due by way of non-performance of the Contractual obligations as aforesaid by the Contractor or by the reason of the Contractor's failure to perform the said contractual commitments, any such demand made on the Bank under this guarantee. However, our liability under this guarantee shall be restricted to an amount not exceeding Rs..... (Rupees only) being the amount equal to 5% of the Contract value.

We, the bank, further agree that the performance security herein contained shall remain in full force and effect for a period of calendar months from the date of the bank guarantee (the period shall be till the end of Period of Maintenance) whichever is later or till the KCMMF certifies that the terms and conditions of the said Contract have been fully and properly carried out by the said Contractor and accordingly discharge the guarantee, unless a demand or a claim under this guarantee is made on us in writing by the KCMMF on or before we shall be discharged from all liabilities under this performance security hereafter.

We, the bank further agree with the KCMMF that the KCMMF shall have the fullest liberty without our consent and without affecting in any manner our obligations hereunder to vary any of the terms and the conditions of the bidding document and the Contract or to extend the time of performance by the said Contractor from time to time or postpone for any time or from time to time and any of the power exercisable by the KCMMF against the Contractor and to forbear or enforce any of the terms and conditions relating to the said bidding document and the Contract and we shall not be relieved from our liability by reason of any such variation, or extension being granted to the said Contractor, or for any forbearance, act or omission on the part of the KCMMF to the said Contractor 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.

This guarantee shall be in addition to and without prejudice to any other securities or remedies which the KCMMF may have or hereafter possess in respect of the works executed or intended to be executed and the KCMMF shall be under no obligation to marshal in favor of the bank any such securities or funds or asset that the KCMMF at

its absolute discretion may vary, exchange, renew, modify or refuse to complete to enforce or assign any security or instrument.

The bank agrees that the amount hereby guaranteed shall be due and payable to the KCMMF on serving us with a notice, requiring the payment of the amount and such notice shall be deemed to have been served on the bank either by actual delivery thereof to the bank or by dispatch thereof to the bank by registered post at the address of the bank.

Any notice sent to the bank at its address by registered post shall be deemed to have been duly served on the bank notwithstanding that the notice may not in fact have been delivered to the bank.

In order to give full effects to the provisions of this guarantee the bank hereby waives all rights inconsistent with the above provisions and which the bank might otherwise as a guarantor be entitled to claim and enforce.

We,, lastly undertake not to- this guarantee during its currency except with the previous consent of the KCMMF in writing and the guarantee shall be a continuous and irrevocable guarantee up to a sum of Rs.....(Rupees) The guarantee shall remain force until and unless the guarantee is renewed or a claim is preferred against the bank within three months from the said date (the date of expiry) all rights of the KCMMF under the guarantee shall cease and the bank shall be released and discharged from all liabilities hereunder.

SIGNATURE

SEAL

PLACE

DATE

Note: The Contractor should ensure that the seal and the code no. of the signatory is put by the bankers, before submission of the bank guarantees.

SECTION II

Schedule of Quantities

Sl No	Description	Unit	Qty	Rate	Amount	Amount in words
1	CONCRETE WORK:- Providing and laying PCC 1:2:4 with 20 mm metal for flooring work as per technical specification.	Cum	2			
2	Providing and laying RCC M20 above plinth up to 12m height	Cum	2			
3	Providing and erection form work for structures up to 12m height from plinth level	Sqm	6			
4	Providing fabricating and placing in position TMT steel	Kg	160			
5	MASONRY WORK:- Providing and constructing solid block masonry in CM 1:6 for superstructure at all level as per technical specifications..	Cum	2			
6	FINISHING WORK :- Providing and applying cement plaster in CM 1:4 12mm thick as per technical specifications.	Sqm	26			
7	Providing and applying plastic emulsion paint to new structures two or more coats as per technical specifications.	Sqm	20			
8	P&A plastic emulsion paint approved quality and color on old walls two or more coats after proper cleaning/ scraped the existing walls with sand paper before the application charges including cost of materials necessary scaffolding etc. complete	Sqm	120			

9	FLOORING WORK:- Providing and laying ceramic tiles in flooring and skirting with cement mortar/ tile glue as per technical specifications	Sqm	30			
10	Providing and fixing skirting and dado with white/coloured glazed tiles of approved quality and make over 20mm thick CM (1:2) including corners angles and beading and using white 20cement pointing of joints and applying neat cement paste 3Kgs/Sqm cleaning, polishing etc. As per technical specification.	Sqm	52			
11	Providing and fixing pre polished granite stone 18mm thick with machine cut edges for kitchen platforms including edge nosing, hand & wax polishing etc. complete as per technical specifications.	Sqm	2.5			
12	STEEL WORK: This shall have a GI rectangular or square shape 75, 50, 25 mm size as per requirement. The gauge for the wire shall be 8x10. The gap size shall be 75 x 25 mm in general unless specified otherwise. This shall be welded/bolted to the MS frame mad of angle iron 40x40x6 and tee 40x40x6 mm with a MS beading of 30x3 or 12 x 6 mm or as specified in the item description in the Schedule of quantities. This shall be painted with one coat of primer and 2 coats of approved synthetic enamel paint of first quality as specified in the item Description.	Sqm	20			
13	Providing and fixing MS door .The door shall be as per the Architect's design. The specified gauge MS sheet door shall be welded to the Angular frame. It should have 3 to 6 hinges depending on the shutter size. It shall have fittings as specified in the item/Architect's	Sqm	2.5			

	drawings. The door shall be applied with a coat of primer and 2 coats of synthetic enamel paint of quality as Specified.					
14	Supply and erect modular table(Tea preparation Table) (2x06x0.75)with SS sink (0.45x0.6) , with necessary Drawers, cup boards , Tap etc and table top finished with pre-polished granite as per drawing	Nos	1			
15	ROOFING WORK:- Supply, fabricate and erect in position structural steel work for trusses, purlins, girder, column, rafters, truss, wind ties, floor tile beam, structural members for strew box, site cladding, platform etc. as per design including riveting, welding in rolled steel sections and plates with all necessary nuts, bolts, riverts, gusset, plates etc. Complete including painting with two coat of red oxide primer and 2 coat of synthetic enamel paint of approved make finished to even shade as per technical specifications.	Kg	15			
16	Providing, fabricating and erect in position MS pipe/ square hollow section work for trusses,purlins, rafters, struts etc. as per design including riveting welding in rolled steel sections and plates with all necessary nuts, bolts, rivets, gusset plates etc. Complete including painting with two coat of red oxide primer and 2 coat of synthetic enamel paint of approved make finished to even shade as per technical specifications.	Kg	60			

17	MISCELLANEOUS WORK :- Dismantling brick masonry/RR masonry walls and partitions, plastered or unplastered as per instructions including finishing the broken surface to match with the surrounding, removing the debris as directed within site, cutting the reinforcement if any etc. complete as per technical Specifications	Cum	1			
18	Dismantling PCC 1:5:10, 1:4:8 1:3:6 including finishing the broken surface to match with surroundings including removing the debris as directed as per technical specifications.	Cum	2.5			
19	Dismantling carefully and Re-erection of sintex water tank (2000ltr)	Nos	1			
20	Supply and erection of Smokeless oven with necessary fittings.	Nos	1			
21	Acid Wash and polishing of existing vitrified tile flooring.	Sqm	22			
22	Cleaning and Re polishing of existing kitchen platform - marble	Sqm	4			
23	Dismantling carefully and re-fixing the existing granite stone above the cash counter	Sqm	1			
24	Dismantling carefully and re-fixing the existing partition with minor modification above the cash counter.	Sqm	6			
25	Dismantling carefully and re-fixing the existing Wash basins with necessary fittings and waste water lines.	Nos	2			

26	WATER SUPPLY :-Providing and laying concealed in structures/underground/open approved make, PVC pipes 40mm NB (Pressure 6Kg/Sqm)	Rm	50			
27	Providing and laying concealed in structures/underground/open approved make, PVC pipes 25mm NB (Pressure 6Kg/Sqm)	Rm	50			
28	Providing and laying open PVC rain water line 160mm dia with necessary clamps etc. as per technical specifications.	Rm	15			
29	SANITARY WORK :- Providing and fixing wash basin of 550mm x 400mm size of approved make including one concealed CP brass pillar cock, one 12mm dia PVC connection, 32mm dia CP brass waste coupling and PVC waste pipe etc. complete as per technical specifications.	Nos	2			
30	P&f SS SINK,It shall be of approved make. It shall be provided with fittings and specials like CI brackets, overflow, rubber plugs, CP brass chain, 31 mm dia CP brass waste pipe etc. the brackets shall be painted with two coats of synthetic enamel paint.	Nos	1			
Total						
GST @						
Grand total						