

## NOTICE

EXPORT INSPECTION AGENCY-KOLKATA  
(Government of India,  
Ministry of Commerce & Industry)  
World Trade Centre, 14/1b Ezra Street,  
Kolkata-700001  
Ph.No.2235-2651/2652/5057/0182 Fax: 2235-4562  
Website: *[eicindia.org](http://www.eicindia.org)*

Sealed bids/quotations are invited from interested firms for renovation of Conference Room of the Export Inspection Agency, Government of India, Ministry of Commerce and Industry, at World Trade Centre (7<sup>th</sup> Floor), 14/1B, Ezra Street, Kolkata-700001. Further information including detailed particulars and terms and conditions may be obtained from our website [www.eicindia.org](http://www.eicindia.org) and/or from EIA-Kolkata on Telephone No.033-2235-2651/2652,Extn.313. Last date for receipt of sealed bids complete in all respects would be 1500 hrs of 07<sup>th</sup> February,2009.

Joint Director

Particulars and Terms and Conditions for work of Renovation of Conference Room etc on Export Inspection Agency-Kolkata at World Trade Centre (7<sup>th</sup> Floor), 14/1B, Ezra Street, Kolkata-700001.

Title of work:	Renovation of Conference Room etc of EIA-Kolkata, H.O.
Approx. value of work:	Rs.6.00 lakhs
Earnest Money:	Rs.10,000/- (Rupees Ten thousand only) in the form of Bank Draft payable at par drawn on any Bank in Kolkata in favour of Export Inspection Agency-Kolkata.
Last date for receipt of sealed bids/quotations	1500 hrs of 07 <sup>th</sup> February,2009
Location of work	Export Inspection Agency-Kolkata, 7 <sup>th</sup> Floor of World Trade Centre, 14/1B, Ezra Street, Kolkata-700001.
Scope of work:	<p>(a) Removal of existing partitions, false ceiling, glass panels and windows of Conference Room and adjoining cabins, as may be required. Waste materials to be removed out of the premises.</p> <p>(b) Removal of existing electrical wiring, switches, fittings etc and replacement with new wiring, switches, Sockets, MCBs, RCBs etc as may be required, of reputed brands such as LeGrand, Crabtree, Havells etc.</p> <p>(c) Erection of new partition wall of good quality plywood/blockboard etc fitted on structural members of aluminium/wood. Partitions should be structurally sound, termite-proof, fire retardant, moisture-resistant and should possess adequate sound-proofing and acoustic qualities as required.</p> <p>(d) New false ceiling to be installed with suitable material so as to be structurally sound, fire retardant, termite-proof, moisture-resistant and should possess adequate sound-proofing and acoustic qualities required.</p> <p>(e) Existing light fittings and fans to be replaced by modern, energy-efficient fittings which should be aesthetically appealing and should blend in with the new surroundings.</p> <p>(f) Repair/remodelling/replacement of existing Conference Table so as to seat 16 or more people. Table top material should be scratch-proof, hardwearing and should blend in with surroundings. There should be provision for installation of table microphones.</p> <p>(g) Existing windows to be removed and replaced with sliding-type,aluminium section-framed windows glazed with toughened glass having sound-proofing and heat insulating properties.</p>

	<ul style="list-style-type: none"> <li>(h) Good quality Roller blinds to be installed on the windows.</li> <li>(i) Window-type Air-Conditioners to be replaced with 2 nos.1 ton/1.5 ton Split AC units, with remote-controlled and silent operations, of reputed brands such as Hitachi, Carrier, General etc. Appropriate space-saving or wall-mounted voltage regulating apparatus and switch, socket and plug unit should also be provided. Rates for AC units with accessories may be separately mentioned in the quotation.</li> <li>(j) Adjoining portion of adjacent cabin to be remodelled as a Utility and Storage Room-cum-Pantry with below-counter storage with locking facility for stores and miscellaneous items for use in the Conference Room. Adequate overhead shelf storage to keep crockery, utensils etc, along with stainless steel sink and faucet and adequate power points to be provided to run various appliances/equipment.</li> <li>(k) Good quality mortoise/cylindrical locks, door closers, hatch-bolt, hinges etc to be fitted on doors.</li> <li>(l) Finishing with high quality paint (Glossy enamel and matt-finish acrylic emulsion paint), veneers, pre-laminated boards etc should be done in respect of all partitions, walls, doors, windows etc as required.</li> </ul>
Terms and conditions	<ol style="list-style-type: none"> <li>1. Interested bidders may inspect the site on any working day between 1000 hrs and 1600 hrs after prior telephonic intimation to Shri P.K.Moitra, on Telephone No.033-2235-2651/2652,Extn.313 or Shri P.Biswas on Telephone No.22343563.</li> <li>2. Sealed Quotations/Bids, complete in all respects and enclosing a Draft for the Earnest Money Deposit, in an Envelope superscribed – ‘Quotation/Bid for Renovation of Conference Room etc’ should reach the Joint Director, Export Inspection Agency-Kolkata, World Trade Centre (7<sup>th</sup> Floor), 14/1B, Ezra Street,Kolkata-700001 should reach EIA-Kolkata by 1500 hours of 07.02.2009. Bidders would have no right to consideration for delay in receipt of their quotations/bids due to any reason whatsoever.</li> <li>3. The quotations would be opened on any date on or after 07.02.2009 which may be intimated to the bidders on contact nos. to be provided by the bidders in their bids. Interested bidders may be present on the occasion.</li> <li>4. Award of work will follow examination of all bids and rejection of incomplete and/or unacceptable bids as may be determined at the sole discretion of EIA-Kolkata.</li> </ol>

	<ol style="list-style-type: none"><li>5. Earnest Money Deposit will be refunded to unsuccessful bidders within 5 working days after opening of the bids and decision thereon.</li><li>6. Final order for the work may vary from the above-detailed work description, based on proposals received from the bidders and/or on mutual agreement after discussions.</li><li>7. Successful bidder will have to deposit a sum of Rs.50,000/- as Performance Surety within 5 days of award of the work in the form of Bank Draft payable at par and drawn on any Bank in Kolkata in favour of Export Inspection Agency-Kolkata, which will be liable to be forfeited in the event of the bidder not being able to complete the work within a period of 1 month after award of work or any further period of time as may be granted by EIA-Kolkata. Further, in the event of such 'non-performance', the bidder shall have no claim over any item and/or material supplied and/or installed in connection with the work. The bidder would also have to refund immediately with interest any advance payments received from EIA-Kolkata for the work.</li><li>8. All works done and fittings, fixtures, equipment etc supplied shall carry minimum warranties as provided by the manufacturers or 1 year after completion of the work, whichever is longer, during which period any defective or substandard item will be replaced by the executor of the work free of cost.</li><li>9. EIA-Kolkata reserves the right to cancel the work at any time prior to commencement of the work without assigning any reason whatsoever.</li><li>10. Bidders would have to submit a signed copy of these Particulars and Terms and Conditions as a token of acceptance of the same, failing which their bids would be liable to be rejected.</li></ol>
--	---