



TATA MEMORIAL CENTRE  
ADVANCED CENTRE FOR TREATMENT, RESEARCH &

EDUCATION IN CANCER (ACTREC)  
Kharghar, Navi Mumbai-410 20

(A Grant-in-Aid Institute under Department of Atomic Energy, Govt. of India)

Date: 27/03/2025

Tender No: TMC/ACTREC/ENGG/SPM/SQ-179/Wooden Cabinet DD CCE/2025.

To,

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**Short Term Tender**

Sealed Quotations are invited on behalf of the Director, ACTREC, for carrying out the work mentioned below, which will be received in the office of the undersigned i.e. Advanced Centre for Treatment Research and Education in Cancer, Tata Memorial Centre, Plot No 1 and 2, Sector-22, Kharghar, Navi Mumbai-410210, Maharashtra, India, from competent contractors who have carried out the work of similar kind and magnitude, **Schedule of quantities** is enclosed herewith.

Sr. No.	Name of work	Tender cost (Basic rate) (Rs.)	EMD (Rs.)	Tender Cost (Rs.)
1.	Providing and fixing Wooden Cabinet for office of Dy. Director in CCE.	80,134/-	1603/-	NIL

Earnest Money deposit 2% of the Tender amount i.e. Rs. 1603/-to be submitted in the form of Cash Receipt/BG/ Insurance Security Bond/ Fixed deposit /DD/ issued by Scheduled Bank in Favor of Account officer, TMC-ACTREC, payable at Navi Mumbai.

- 1) Rs. 1603/- in the form of Cash Receipt/FDR/DD as prescribed above.
- 2) EMD in the form of a Cheque will not be accept
- 3) Agencies have to submit EMD in the prescribed format, failure to submit EMD before the closing date of the tender will lead to summary rejection of the bid.

The undersigned may be contacted between 10.00 a.m. to 5.00 p.m. on any working day.



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### Submission of Tender:

The Quotation is to be submitted in a sealed envelope subscribed "Providing and fixing Wooden Cabinet for office of Dy. Director in CCE."

The agency shall deposit a Security Deposit at the rate of 2.5% of the (basic value) original work order or amended value therein or from each running account bill in the form of DD/FDR/BG with a validity period covering the defect liability of one year from date of completion. The running account bill will be processed only after receiving the security deposit. This amount will be refunded after the completion of the defect liability period of One Year without any interest from the date of actual completion of work. The validity period of the security deposit to be extended in case of an extension of the contractual period. 5% of Contract value (Excluding GST) of work will have to be submitted towards performance security after acceptance of tender. The same will be returned on satisfactory completion of work.

**Tender No:** TMC/ACTREC/ENGG/SPM/SQ-179/Wooden Cabinet DD CCE/2025.

A sealed Quotation must be entered and endorsed at the main gate before due date and time. Envelopes received without endorsement at the main gate and or after the stipulated time will not be entertained.

**Financial bids will be submitted in the given format only.**

**Variation in Financial bid format is not accepted and failing to do so will lead to disqualification and rejection of bid.**

The tender document can be purchased from 2<sup>nd</sup> floor, KS-203 Engineering Services, Khanolkar Shodhika, ACTREC, Tata Memorial Centre, Kharghar, Navi Mumbai-410210 during working hours.

**Purchase Date of tender: from 27/03/2025 to 03/04/2025 13:00 Hrs.**

**The last date of submission of hard copy of Tender is: 03/04/2025, 13:00 Hrs**

**Date of Opening of Tender: 03/04/2025, 15:30 Hrs in the presence of tenderers or their authorized representative present at the time of opening.**

An authorized representative of the agency can visit the site to know the actual scope of work and to clarify any queries before quoting.

The agency can contact on:



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Phone No: 022-6873/ 2740 5700, 5010

Email- [smishra@actrec.gov.in](mailto:smishra@actrec.gov.in) , [tender.engg@actrec.gov.in](mailto:tender.engg@actrec.gov.in)

The rate shall be basic only and GST is applicable as per the Schedule of Quantity. In force and no extra will be paid over and above the quoted rates.

The entire work is to be completed within **30 Days** in accordance with the time schedule.

The agency shall deposit a Security Deposit at the rate of 2.5% of the (basic value) original work order or amended value therein or from each running account bill in the form of DD/FDR/BG with a validity period covering the defect liability of one year from date of completion. The running account bill will be processed only after receiving the security deposit. This amount will be refunded after the completion of the defect liability period of One Year without any interest from the date of actual completion of work. The validity period of the security deposit to be extended in case of an extension of the contractual period.

5% of Contract value (Excluding GST) of work will have to be submitted towards performance security after acceptance of tender. The same will be returned on satisfactory completion of work.

**Scope of work:**

1. Providing & fixing wooden cabinet with openable shutter made up of 19 mm. Commercial ply of approved make for top, bottom, sides & shelves.
2. Providing & fixing open type wooden cabinet made up of 19 mm. Commercial ply of approved make for top, bottom, sides & shelves.
3. Providing & fixing wooden cabinet with sliding shutter with ply made up of 19 mm. Commercial ply of approved make for top, bottom, sides & shelves
4. Providing and fixing corner glass of 8mm thick toughened glass, polished to the desired shape for offices etc with all necessary brackets / fitting arrangements etc
5. Transportation of related material from the factory/ shop to ACTREC, Kharghar, unloading, keeping the same at site appropriately for execution and installation thereafter.
6. The scope of work detailed above are indicative of the probable nature of the works only and the entire scope of work is not limited to the information furnished above.
7. Technical specification as mentioned in financial bid/BOQ shall be followed stringently.
8. All the works to be completed in full to the satisfaction of Engineer in Charge before completion certificate is issued for settlement of final payment. Bill will be settled as per actual measurement.



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9. ACTREC is a running institution which includes hospital activities etc. hence, Bidder should appoint qualified and experienced Engineer/ representative to schedule and implement the work with least disturbance to ongoing works/patients and their relatives.
10. Agency should submit all the necessary challans for material entry at main gate, any undertakings etc. as required before settling of payment.
11. During the execution process damage on ACTREC property shall be repaired by the contractor without any additional cost.
12. All areas must be cleared from debris/ dismantled materials before completion certificate is issued for settlement of final payment. Bill will be settled as per the joint measurement for actual work done.

**Payment Terms:**

Payment shall be settled on the basis of work actually executed by the agency after raising RA bills. (contractor has to forward their bill enclosing the challans duly endorsed at ACTREC security gate with receiver signature).

Payment will be done as per actual joint measurement between contractor and Engineer-in-Charge.

Payment term other than mentioned above will not be accepted.

**Safety:**

All the contractor's personnel working in ACTREC campus must follow safety norms and shall be complete with approved safety devices wherever a potential hazard, electrical hazard to personnel exists and with provision for safe access of personnel to and around equipment for operational and maintenance functions. It shall be the responsibility of the contractor that all necessary safety measures and precautions are invariably ensured while performance of the contract work and CLIENT shall not be responsible for any injuries / accidents suffered by contract labor.

The agency is required to provide First Aid Box with all accessories at suitable location during contract period.

**General Conditions:**

Agency has to carry out Police verification (Character and antecedent verification) of all the labors and supervisor those are to be engaged for the execution and work completion.



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**Documents to be submitted:**

1. PAN card
2. GST registration certificate.
3. Proof of contractor registration (firm/company registration)  
**Copy of similar work order/completion certificate such as agency should have experience in Interior finishing / Carpentry/ Furniture works including preferably in Hospitals/ corporates/ Govt. offices and related sectors etc.**
4. All required documents to be submitted along with the Tender duly signed & stamp
5. Self-declaration Make in India as given below:

Canvassing in connection with tender/quotation is strictly prohibited.

Lowest bidder will be decided on quoted basic value only.

The Director, ACTREC reserves the right to reject any or all the quotations or allot part of the work to different agencies without assigning any thereto.

Encl: 1} Blank Schedule of Quantities separately



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**NOTE:**

- 1) Agency should visit the site to know actual scope of work before quoting.
- 2) Material brought to the site shall be endorsed at security gate and copy of this same shall be given to engineering department.
- 3) Rate shall be quoted Basic only and GST as applicable will be extra.
- 4) Material required at site should be assessed by the agency and bill will not be settled for excess/supplied items. AMC to be done as per contract schedule & whenever required
- 5) The agency will be in charge of overseeing the right behavior of any personnel they hire to carry out this work.
- 6) All applicable labour laws must be followed by the agency while they are in effect.
- 7) Bill will be settled as per actual measurement/satisfactory service
- 8) If any of the quantities of the products exceed the necessary quantities, the agency must notify the engineer in charge of the work in writing and get permission in advance to execute the excess quantities. Rates for any additional items, if any, shall be agreed upon prior to the execution of such things.
- 9) The contractor shall be liable to pay a compensation for delay of work, equal to 1.0% of the work order value or the amount determined by the Director, ACTREC per month of delay, to be computed on a daily basis on the said estimated cost of the entire work, if the work is not started or completed within the stipulated period as mentioned in the tender. As long as the entire amount of compensation for delays paid under this condition does not exceed 10% of the value of the work or of the item or group of items for which a distinct time of completion was initially specified, as applicable.
- 10) ACTREC reserves the right to terminate the contract immediately and without notice if the agency's work is deemed unacceptable. Any remaining work will be done at the agency's expense and risk. Before terminating the contract by ACTREC, one month's written notice will be given if it is no longer necessary. Contract termination by any party will result in forfeiture of the EMD, Security Deposit, etc., which will be credited to ACTREC.
- 11) The Agency's considerate attention is necessary for the income tax recovery. A recovery of income tax at 2% and any other rate, etc., as prescribed by the Ministry of Finance from time to time, will be made from all bills in respect of the mentioned work, and the amount so deducted will be credited to income tax authorities. An official certificate for the amount so credited will be issued by the accounts officer, ACTREC, in accordance with the Ministry of Finance's instructions. Any additional taxes will be withheld at source in accordance with government regulations, and the Accounts Officer, ACTREC, will issue you a certificate for those additional taxes.

Date

Contractor  
Seal & Signature



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Make in India Status  
(To be executed on letter head of bidder)**

Having read and understood the Public Procurement (Preference to Make in India PPP - MII) Order, 2017 (as amended and revised till date) and related notifications from the relevant Nodal Ministry/ Department, and solemnly declare the following:

Self-certification for the category of suppliers:

(Provide a certificate from statutory auditors/ cost accountant in case of Tenders above Rs 10 Crore for Class-I or Class-II Local Suppliers OR for below 10 Cr. Self-declaration certificate).

Details of local content and location(s) at which value addition is made are as follows:

Local Content and %age	
Location(s) of value addition	

Therefore, we certify that we qualify for the following category of the supplier (tick the appropriate category):

- Class-I Local Supplier/
- Class-II Local Supplier/
- Non-Local Supplier.

We also declare that.

- There is no country whose bidders have been notified as ineligible on a reciprocal basis under this order for the offered Services, or
- We do not belong to any Country whose bidders are notified as ineligible on a reciprocal basis under this order for the offered Services.

Rates quoted in the tender shall be valid for 60 days.

Canvassing in connection with tender/quotation is strictly prohibited.

Lowest bidder will be decided on quoted basic value only.

The Director, ACTREC reserves the right to reject any or all the quotations or allot part of the work to different agencies without assigning any thereto.



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**Bid Security Declaration**  
**(To be executed on letter head of bidder)**

(Ref ITB-clause 9.2)

Note: Submit as Form 7 as part of Technical bid, a Bid Securing Declaration In lieu of in the following format.

### **Bid Securing Declaration**

(on Company Letter-head)

Bidder's Name \_\_\_\_\_

[Address and Contact Details]

Bidder's Reference No. \_\_\_\_\_

Date.....

To

Officer in charge, Engineering Services  
ACTREC-TMC

Ref: Tender Document No. TMC/ACTREC/ENGG/SPM/SQ-179/Wooden Cabinet DD CCE/2025.  
Tender Title: "Providing and fixing Wooden Cabinet for office of Dy. Director in CCE."

Sir/ Madam

We, the undersigned, solemnly declare that:

We understand that according to the conditions of this Tender Document, the bid must be supported by a Bid Securing Declaration instead of Bid Security.

We unconditionally accept the conditions of this Bid Securing Declaration. We understand we shall stand automatically suspended from being eligible for bidding in any tender in ACTREC-TMC for 2 years from the date of opening of this bid and the Earnest money deposit will be forfeited, if we breach our obligation(s) under the tender conditions if we:

- withdraw/ amend/ impair/ derogate, in any respect, from our bid, within the bid validity;
- or being notified within the bid validity of the acceptance of our bid by the ACTREC:
  - (a) refused to or failed to produce the original documents for scrutiny or the required Performance Security within the stipulated time under the conditions of the Tender Document.
  - (b) Fail or refuse to sign the contract.





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We know that this bid-Securing Declaration shall expire if the contract is not awarded to us, upon:

- 1) receipt by us of your notification
  - (a) of cancellation of the entire tender process or rejection of all bids or
  - (b) of the name of the successful bidder or
- 2) Forty-five days after the expiration of bid validity any extension to it.

(Signature with date)

.....

(Name and designation)

Duly authorized to sign bid for and on behalf of.....

[name & address of Bidder and seal of company]

Dated on ..... day of ..... [insert date of signing]

Place..... [ insert place of signing]

DA:.....



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**VENDOR DATA SHEET**

S. NO	PARTICULARS	DATA TO BE FILLED UP	REMARKS
<b>DETAIL OF THE AGENCY:</b>			
1	Name of the Agency		
2	Type of Firm Proprietorship/ Partnership/Limited Company/ any other		
3	Registration details with PWD/CPWD and any other Govt. Dept.		
4	Year of establishment		
5	Postal address		
6	Contact No. with STD code		
7	Name of Contact person		
8	Mobile No.		
9	E-mail ID		
10	Name of Bank		
11	IFSC code		
12	Account No.		
13	PAN Card		
14	GST No.		



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**Compliance form-1**

NIT: TMC/ACTREC/ENGG/SPM/SQ-179/Wooden Cabinet DD CCE/2025.

Sr.No	Description of Item	Unit	Quantity	Compliance from agency (Yes/No)
1	WOODEN CABINET : Providing & fixing wooden cabinet with openable shutter made up of 19 mm. Commercial ply of approved make for top, bottom, sides & shelves & 8mm commercial ply approved make for back side Door shutter made up of 19mm thick commercial ply and outer surfaces and top of shelves should be laminated with 1.5mm thick approved plastic laminate sheet of required colour with inner side 0.8mm thk Laminate including all brass fittings such as hinges, tower bolts, ball catches, stopper, handle, knobs as shown in drawing or approved by Engineer-In-Charge etc.and all exposed edges lipping with 6mm Thick T.W. lipping patti.locking arrangement with Godrej multipurpose lock etc. all complete as specified & directed by Engineer-In-Charge.	Sqm	2	
2	Providing & fixing open type wooden cabinet made up of 19 mm. Commercial ply of approved make for top, bottom, sides & shelves & 8mm commercial ply approved make for back side outer surfaces and top of shelves should be laminated with 1.5mm thick approved plastic laminate sheet of required colour with inner side 0.8mm thk Laminate including all brass fittings such as hinges, tower bolts, ball catches, stopper, handle, knobs as shown in drawing or approved by Engineer-In-Charge etc.and all exposed edges lipping with 6mm Thick T.W. lipping patti.locking arrangement with Godrej multipurpose lock etc. all complete as specified & directed by Engineer-In-Charge.	Sqm	2.50	
3	WOODEN CABINET : Providing & fixing wooden cabinet with sliding shutter with ply made up of 19 mm. Commercial ply of approved make for top, bottom, sides & shelves & 8mm commercial ply approved make for back side Door shutter made up of 19mm thick commercial ply and outer surfaces and top of shelves should be laminated with 1.5mm thick approved plastic laminate sheet of required colour with inner side 0.8mm thk Laminate including all brass fittings such as hinges, tower bolts, ball catches, stopper, handle, knobs as shown in drawing or approved by Engineer-In-Charge etc.and all exposed edges lipping with 6mm Thick T.W. lipping patti.locking arrangement with Godrej multipurpose lock etc. all complete as specified & directed by Engineer-In-Charge.	Sqm	2	
4	Providing and fixing corner glass of 8mm thick toughened glass, polished to the desired shape for offices etc with all necessary brackets / fitting arrangements etc complete to the satisfaction of EIC. Sample to be approved before installation.	Sqm	1	



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### Compliance form-2

NIT: TMC/ACTREC/ENGG/SPM/SQ-179/Wooden Cabinet DD CCE/2025.

Name of the Vendor		
Sr. No	Description	Compliance from agency(Yes/No)
1	We have understood technical requirements and understood the same in right perspective.	
2	We have quoted for all the items in Financial Bid in the prescribed format of the tender documents.	
3	We have read the financial bid thoroughly before filling it and understood the same in right perspective	
4	We understood that partial/incomplete/vague offers are liable for rejection.	
5	We have understood the eligibility criteria as well as criteria for identifying lowest bidder.	
6	Are there any deviations from (bidder) side	
7	If yes, deviations have been mentioned on separate page and attached with technical bid in detail. Deviation is supported with necessary documents, catalogues etc.	
8	We have noted that accepting or rejecting the deviation and consequently rights to qualify and disqualify the agency remains with competent authority of TMC-ACTREC.	
9	We have understood and accepted that accepting the tender & issuing order in full or in part will be decided by the TMC-ACTREC competent authority as per policy of the center.	

Officer-in-Charge,  
Engineering Services,  
ACTREC