

**TENDER FOR DEPARTMENT OF CORRECTIONAL ADMINISTRATION
FOR FABRICATION AND DEVELOPMENT OF CHILDREN'S CORNER AT
ALIPORE WOMEN CORRECTIONAL HOME**

Department of Correctional Administration, Government of West Bengal invites sealed offers from reputed, experienced agencies to develop a state of the art facility for children accompanying their mothers at Alipore Women Correctional Home. A conceptual design of the said facility as developed by the Department may be consulted at the Departmental Office at Writers' Buildings, Block-B, Second Floor on any working day between 11 AM and 3 PM.

Interested agencies are to inspect the work site, with prior permission from the Department, and submit the proposal as a two-part bid. The detailed tender document including the scope of the work, terms & conditions as well as suggested themes for the facility is available on the Government of West Bengal website www.banqlarmukh.gov.in and www.westbengalcorrectionalservices.org.

Agencies fulfilling the requirement mentioned in the tender document may apply to the OSD & Ex-officio Deputy Secretary, Department of Correctional Administration latest by 17 May 2010 till 3.00 P.M.

**Department of Correctional Administration,
Government of West Bengal, Writers Buildings,
Kolkata- 700001.**

Telephone & Fax: 033-2214 1196

Email: dibyasarkar@gmail.com

TECHNICAL BID

1. Date of Registration:
(No. of Years till 31.12.2008): Years

2. Agency's Profile in brief:

3. Past Experience in developing multi-type facility:

Sl. No.	Particulars of work	Year	Name of the Assigning Agency	Documentary evidence

4. PAN Number/VAT Number:

5. Brief concept note on the theme:

(Add paper/s, if required).

6. Detail about the creative team:

7. Copies of the ITCC and last three years balance sheet

Signature

Name of the person with designation:

Name of the Firm:

Address:

Tel. No.:

Fax No.:

Mobile No.:

Email:

Date:

FINANCIAL BID

I, hereby quote the rates inclusive of all incidental expenses and taxes for the following jobs of the Department of Correctional Administration on behalf of my firm:

Rates in figures & words

Fabrication and implementation of the project, "Children's Corner" at Alipore Women Correctional Home, Alipore, Kolkata-700027

Rs. (Rupees)

This rate includes all material, labour, incidental charges, Taxes, levies etc. for the project work.

I, undertake to abide by the terms & conditions as laid down in the tender documents and also follow the instructions given by the Department of Correctional Administration, Govt. of West Bengal from time to time. To be read with Terms & Conditions.

Signature

Name of the person with designation:

Name of the Firm:

Address:

Tel. No.:

Fax No.:

Mobile No.:

Email:

**TENDER FORM FOR DEPARTMENT OF CORRECTIONAL
ADMINISTRATION FOR FABRICATION AND DEVELOPMENT OF
CHILDREN'S CORNER AT ALIPORE WOMEN CORRECTIONAL HOME**

1. Name of the Firm:

2. Address with Telephone No. & Fax:

3. Pay order/Demand Draft No. & Date for Rs.5, 000/- (Rupees five thousand only) valid for six months towards the earnest money.

I, hereby enclose the **Technical bid** and **Financial bid** in separate sealed covers.

Terms & conditions duly accepted and signed are also enclosed.

Signature:

Name of the person with designation:

Address:

Tel. No.:

Fax No.:

Mobile No.:

Email:

**TENDER NOTICE FOR DEPARTMENT OF CORRECTIONAL
ADMINISTRATION FOR FABRICATION AND DEVELOPMENT OF
CHILDREN'S CORNER AT ALIPORE WOMEN CORRECTIONAL HOME**

TERMS AND CONDITIONS

The Department of Correctional Administration, Government of West Bengal proposes to present fabricate and develop a residential cum reading cum play area for children accompanying their mothers at Alipore Women Correctional Home.

A. CONCEPT

The main concept behind the endeavour is to offer the children accompanying their mothers into the Correctional Home (usually children till the age of six years are allowed to be with their mothers in the Correctional Home) an opportunity to grow in a befitting manner without being affected by the stigma and other odds of the life in a Correctional Home. Since these children are in reality victims of circumstances beyond their perception and control, we propose to give them adequate opportunities in order to provide positive stimulus for development of their personality, sans the stigma associated with prison life.

In a Correctional Home the inmates reside mainly in Wards, each having a large number of occupants. Residential facilities within the Wards are bare minimal and the life within is beset with a number of odds, especially for the children.

The system of locking the inmates during the day and at sunset is a source of continuous irritation to the children who are deprived of the freedom to move beyond the locked iron doors.

We propose to develop an exclusive area for these children where they can stay, intermingle amongst themselves, read in an environment of joyful learning and play. We propose to develop accommodation facilities for 24 children. The entire set up would be under the caring eyes of the mother inmates who would take up turns to stay with the children, like attendants in crèches.

B. ELIGIBILITY

The Tenderer should have

1. Minimum 3 years experience as designers which includes experience in implementing conceptual designs
2. Tenderer has to enclose photographs, documents etc of some of the projects implemented.

3. Agencies must be registered with the competent authority for VAT/Service Tax.

C. GUIDELINES FOR IMPLEMENTATION OF THE PROJECT

1. The design should be as per the specification of the Department of Correctional Administration.
2. The sketch should be simple and easy to comprehend and should avoid statistical data and unnecessary details. It should be able to convey, whatever it presents, by itself and should not require any explanation, writing or elaboration.
3. The tenderer will have the responsibility to justify and explain the thematic concept and design to the Department.

D GUIDELINES FOR SUBMISSION OF PROPOSAL

1. The offers are to be submitted in three sealed covers as follows:

A) First Cover – Technical Bid:

Following should be submitted in the Technical bid:

- i) Agency's Profile in brief with details of experience in designing, fabrication and presentation of Tableaux including awards won and details of its creativity, works done in the past in connection with the fabrication of Tableau for Republic Day Parade.
- ii) Proof of Experience.
- iii) Copies of the audited balance sheet for the last three years should be enclosed, duly signed by the Chartered Accountant along with attested copies of Income Tax returns filed in last three years.
- iv) PAN No.
- v) Specifications of the materials to be used:

B) Second cover- Financial Bid-

This cover will consist of the cost of the project (i.e. fabrication and development), details of the material to be used in the fabrication/construction of the facility.

(Note- After evaluation of the Technical Bid with design illustration and description, the Financial Bid of the successful tenderer/bidder only will be opened for final selection. L 1 may not be the only consideration and more

emphasis would be on the artistic conceptualization and illustration of the subject/theme).

E SELECTION PROCESS OF AGENCY FOR EXECUTING THE JOB

1. Selection will be made on the assessment of the technical bid, treatment of the theme and its presentation in the form of drawings and designs as well as the financial estimates provided by the agencies.
2. The short listed agencies / agency will have to make the model showing exterior and interior decoration compatible with the theme for approval of the Department. No extra payment will be made for preparing / modifying model as per the direction / suggestions of Department till it is approved.

F SCOPE OF WORK AND GUIDELINES FOR SUBMISSION OF RATES

1. The rates should be quoted on turnkey basis for the entire job for, fabrication as well as implementation of the project including all incidental charges, rates and taxes.
3. The Agency must be competent for carrying out any corrections /modifications/ changes etc. in the project as per suggestions of the Department.
5. Material to be used for fabrication of various parts of the accommodation must be specified with tender.
6. The entire job will have to be executed by the successful tenderer on turnkey basis as per the terms and conditions and must be completed within three months from the date of acceptance of tender and issue of work order.
8. In case the work is not completed within the stipulated time limit i.e. time stipulated by the Department for completion or it is not found up to the mark by the Department, the Department shall have the liberty to get it done from any other source and the tenderer shall be liable to compensate for the additional expenditure. No payment will be made to the defaulting tenderer on any ground, whatsoever.
9. All efforts should be made to construct the facility in the most attractive manner.
10. It may be noted that this tender is subject to selection and approval of the project by the Department of Correctional Administration.

G SECURITY DEPOSIT

1. The tender in the prescribed proforma, along with the earnest money (EMD) of Rs.5,000/- only (Rupees five thousand only) by way of pay order/demand draft valid for six months in favour of the Superintendent, Alipore Women Correctional Home be submitted by 12 May 2010 by 3 P.M in the Office of the Department of Correctional Administration, Writers' Buildings, Block-b, 2nd Floor, Kolkata-700001

Technical bid on proposed themes will be opened before the Committee of Departmental officials constituted for this purpose, on the same day at 3.30 PM.

2. The EMD of unsuccessful bidders shall be returned within one month.

3. Before assigning the job, a Bank Guarantee / DD of Rs.5,000/- only (Rupees five thousand only) will have to be deposited by way of security deposit for three months in favour of the Superintendent, Alipore Women Correctional Home by successful tenderer.

4. In case of default of any kind including failure to fulfill the terms and conditions of the job agreement / tender, Alipore Women Correctional Home can forfeit the security deposit provided by the agency.

H TIME FRAME

The Tenderer will complete the job as per the time limit stipulated by this Department without fail.

I PAYMENT TERMS

100% payment for fabrications and implementation of the project shall be made after the event is over on receipt of proper bill.

J OTHER TERMS

1. All disputes or differences, whatsoever arising between the parties within or relating to the construction/ meaning/operation /effect and/or dispute with regard to this agreement or the breach of contract thereof shall be referred to the Sole Arbitrator, a nominee of the Department of Correctional Administration not being an employee of the Department and the award made in pursuance thereof shall be binding on both the parties. The party hereby agrees and undertakes that it shall not challenge the award made in pursuance of the aforesaid arbitration clause on the ground that the arbitrator was the nominee of the Department of Correctional Administration.

2. This Agreement is subject to Kolkata jurisdiction and only Courts of competent jurisdiction at Kolkata shall have exclusive jurisdiction in regard to the matter under the Indian Arbitration and Conciliation Act, 1996. The parties

hereto agree and confer jurisdiction to Kolkata Courts in the event of any dispute and that no other court shall have jurisdiction in regard to any matter under this Agreement.

3. Any offer received after the stipulated date & time is liable to be rejected.

Accepted

Name of the person with designation

Name of the firm

Tel. No.

Fax No.