



The Institution of Engineers (India)

AN ISO 9001 : 2015 CERTIFIED ORGANISATION
(ESTABLISHED 1920, INCORPORATED BY ROYAL CHARTER 1935)
8 Gokhale Road, Kolkata-700 020

A Century of Service to the Nation

NOTICE INVITING TENDER

SP/T-1854

Dated: 13.01.2026

Renovation of President's Office at IEI HQ Premises 8, Gokhale Road, Kolkata 700020

The sealed tenders are to be submitted for "Renovation of President's Office at IEI HQ Premises 8, Gokhale Road, Kolkata 700020" in prescribed format along with details/supporting documents wherever applicable, if attached with the tender should be duly authenticated by the vendor/s. No over-writings shall be accepted unless authenticated with full signature of the vendor/s.

The tender shall be in two parts viz. Technical Part - (Envelope - 'A') and financial bids (Envelope 'B') (Envelope 'A' and 'B' with the content shall be clearly marked on the top of the envelopes separately). Technical Part (Envelope - 'A') shall comprise of compliance documents against GST Registration certificate and any other document in support of technical capability. The Technical bid should not contain any financial indication, violation of which will invite disqualification. Financial bid shall comprise of quoted price only in the format provided with the tender document in Envelope - 'B'. Both Envelope - A & B shall be put in a third envelope, sealed and submitted within the prescribed date & time and with signature of the tender applicant over it.

The sealed tender duly superscribed with "Renovation of President's Office at IEI HQ Premises 8, Gokhale Road, Kolkata 700020" with Tender No. should be addressed to Deputy Director (IT & Administration) sent at the Institution's address either by registered post/speed post/or by hand. Postal / couriered tender must reach to this office within stipulated date & time i.e., upto 16.00 hrs of 20 Jan 2026.

Tenders received after the stipulated date and time shall not be entertained. The Institution shall not be liable for any postal delays what so ever and tender received after the stipulated time/date are liable to be rejected summarily without giving any reason and any correspondence.


Deputy Director (IT & Administration)

Eligibility Criteria of the Bidder:

1. Bidder must be registered company
2. Bidder shall be at least 05 years experience field in Civil / interior work.
3. Must have completed similar work of work value of Rs 10 lakh in a single order or Two work order of value 5 lakh during last three financial year
4. Copy of company PAN card and GST Registration Certificate to be submitted.
5. Bidder must be capable of completing the entire work within 20 days from the date of issuance of work order.
6. The company should have Office/Workshop at Kolkata. This may be inspected by IEI authorities, if needed.

Warranty:

The vendor has to agree to provide a comprehensive two-year warranty for the service. In addition to the above, the guarantee/warranty of electrical/other appliances as per OEM during this warranty period, the vendor shall cover all necessary repair/replacement and other any allied work at no additional cost to the customer if any issues arise.

Payment Terms:

- ❖ 90% payment of the total work value shall be paid by IEI after successfully completion of the scope of work as mentioned.
- ❖ The balance 10% will be kept as performance guarantee and be paid by IEI after two years without interest upon completion of the warranty period.
- ❖ Any additional job, if required and not covered under the existing scope of work shall be paid separately. Such payments will be subject to prior approval, based on a detailed estimate provided in advance by the vendor.

General Terms & Conditions:

- ❖ The job has to be done as per satisfaction of IEI authority. Before taking up the job, specific instruction regarding color/design/layout etc. is required to be obtained from the concerned IEI authority. Execution of the work shall not hamper the daily activities of IEI.
- ❖ Payment will be made after successful completion of the work and due certifications. Standard LD clause @2% per week or part thereof subject to maximum 10% will be charged for delay in completion of the work.
- ❖ Any loss or damage of IEI property caused by your workmen will be recovered from you.
- ❖ Vendor must compliance with safety regulations and standards while comply working including the workman/staff deputed by the vendor.
- ❖ All disputes shall be subject to Kolkata Jurisdiction only.
- ❖ In case any dispute, decision of the IEI is final.
- ❖ In case any bidder opined that some activity is required/not required to undertake covered/not covered under the BOQ then bidder can add/remove the said information under the Financial Bid and such alteration should be marked in bold & underlined appropriately.

PART - A

Technical Part

Renovation of President's Office at IEI HQ Premises 8, Gokhale Road, Kolkata 700020

Bidder has to submit the following documentary evidence in support the technical capability:

Sl	Description	(Yes/No)
1.	The bidder should have an Office in Kolkata. Self-declaration with Address PAN No. & GSTIN (copy of certificates are to be attached as proof).	
2.	The Bidder should have five (05) years' experience in Civil /Interior, (Self Declaration with Company Profile)	
3.	Bidder must have completed similar work of work value of Rs 10 lakh in a single order or Two work order of value 5 lakh during last three financial year (Attach Work Order Copy)	
4.	The Bidder should not be blacklisted by any government / Autonomous / public / private organization in India (Declaration to be provided as per Annexure-I).	
5.	The company should have at least Rs. 20.00 Lakh Annual Turnover, in last three financial years. Balance Sheet duly certified by Chartered Accountant is to be enclosed.	
6	The bidder must give a undertaking in their letter head that they have understood the scope of the work and shall be able to complete the work within stipulated time	

Company Name	:	
Signature	:	
Date	:	
Company stamp/ Seal	:	

PART - B

BOQ CUM FINANCIAL BID

Renovation of President's Office at IEI HQ Premises 8, Gokhale Road, Kolkata 700020

SCOPE OF WORK - PHASE I (CIVIL / ELECTRICALS / PAINT / FALSE CEILING / PARTITION)					
SI No	Description	Unit	Qty	Rate	Amount
1	South Wall - Plaster removal, False Ceiling removal, Partition removal, civil work for new electrical line, others & Removal of debris, water proofing, re-plastering of south wall, re-plastering of new electrical lines (concealed)	SQFT	790		
2	new electrical switch points, light points within the scope of area excluding main line work or drawing electrical lines from main line to the scope of area, main switch board - 1 beside entry (with 2 way switch lines), switch board near sofa - 2, AC switch board - 4 (starter - 2, socket - 2), new switch board president table - 3 (with 2 way switch lines), old switch board president table - 4 (concealed behind trap door), wall of fame light points, switch board near wall of fame - 2, ceiling light points - 12pcs (2'x2' - 40w), Switch plates (havells/Grabtree/kolors), GI Boxes, Wires (1mm,1.5mm,2.5mm), Lighting (ceiling, profile), conduit materials.* Except - DB/ MCB / RCB or any other main line material	SQFT	502		
3	Scrubbing out old paint, preparing area for Putty, Primer, paint - Walls, windows and partition - (Make: Asian matte finish, 2 layers each)	SQFT	1280		
4	Partition work including Door & Frame Work, Fittings, window AC cutout panelling (Make : Bison cement Board - paint finish, inner structure plywood)	SQFT	142		
5	Grid False ceiling - 2'x2' (Make - Armstrong)	SQFT	532		
SCOPE OF WORK - PHASE II (FURNITURE / AC / FURNISHINGS / FLOORING)					
1	President table with side table (size: 5' x 2.5' x 2.5' & 4' x 1.5' x 2.5' - LxWxH)	NOS	2		
2	Wall of fame cabinet (size: 6' x 1.5' x 7')	SQFT	35		
3	Air Conditioner - Make : Mitsubishi (made in thailand) - 1.5 Ton Split 3 star invertor including installation (upto 15 feet)	NOS	2		
4	Roller Blinds	SQFT	69		
5	PVC Flooring + Skirting - including fitting	SQFT	594		
6	President back wall Panelling, Water Pipe panelling, Fire exit door Panelling, Trap door for electrical circuit	SQFT	144		
	TOTAL				

ANNEXURE-I

DECLARATION ON NOT BEING BARRED/BLACK LISTED

(TO BE GIVEN ON A LETTER HEAD OF THE COMPANY / FIRM)

Ref: _____

To,
Deputy Director (IT & Administration)
The Institution of Engineers (India)
8, Gokhale Road,
Kolkata - 700020

Dear Sir,

We hereby declare that our organization _____ is a
Cert-in empanelled organization and have not been currently blacklisted by any Central
Govt. /State Govt. / Autonomous Bodies / PSUs / Private Corporations.

Thanking you,

Yours sincerely,

Name.....

Designation.....

Date.....

Company stamp/ Seal.....