

REQUEST FOR QUOTATION (RFQ) Proposed Renovation Work of Different Buildings of Kolkata Municipal Corporation Area	DATE: October 10, 2025
	REFERENCE: RFQ/10-3/CINI_2025

Dear Sir / Madam,

We are requesting you to submit quotation for **Renovation Work of Different Buildings of Kolkata Municipal Corporation Area, West Bengal, India**, following proposed work detailed as Annexure 1, 2 & 3 of this RFQ attached herewith. Before preparing the quotation, you are requested to go through the all Annexures in detailed as ready reference. All the party / agency are requested to visit the respective site if required.

The ready quotations will be submitted on or before **20th October 2025** via **sealed envelope with stamp and signature or email** to the address below:

RFQ/10-3/CINI_2025

Child in Need Institute

Amader Bari 63, Rafi Ahmed Kidwai Road, Kolkata: 700016, West Bengal, India

Or

You may send **signed scanned copies with stamp by email** to purchasekolkata@cinindia.org

The quotation mentioning your all terms and conditions has to be reached to our above-mentioned address by **20th October 2025** in sealed envelope or email with your own responsibility. Submission of the quotation after mentioned date i.e. **20th October 2025** will not be entitled as well as considered for bid analysis.

Please take note of the following requirements and conditions pertaining to the above-mentioned works:

Time Line	Minimum 1 Year , from the issuance of the Agreement (ToR) / Work Order / Contract.
Exact Address/es of Delivery Location/s	2 Office Locations & Some Other Locations: Different areas of Kolkata Municipal Corporation.
Total Bid Value	INR 60,00,000.00 (Rupees Sixty Lakhs only)
Deadline for the Submission of Quotation	Before 5.30 pm of 20th October 2025
Documents to be submitted	- Valid Certificate of Registration of the business, including Articles of Incorporation, or equivalent document if Bidder is not a corporation and a copy must be provided with the bid; - The Firm must be legally Registered, with 3-5 years of experience in the civil contracts /construction field, especially construction and renovation of Public Buildings requirements (Seepage Repairing/ Retrofitting's of entire floor / Toilets, Hand wash platforms, Escalation of Emergency Exit, water line & Office Floor, etc). - Bidder must submit Trade Lenience, GST, Previous Work Orders, Last Income Tax file (if any). 3-5 years of experience working with NGOs would be an added advantage. - The BOQ with value for each component of the works will be filled-up and provided; - Company Profile, which should not exceed three (3) pages, including printed brochures and other documents relevant to the works being done; - Proof of being a major contractor in at least two (2) similar projects successfully executed in the last 5 years with a value equal to or greater than the current quoted value
Period of validity of quotations from the date of submission	One year In exceptional circumstances, CINI may request the Vendor to extend the validity of the Quotation beyond what has been initially indicated in this RFQ. The bidder shall then confirm the extension in writing, without any modifications whatsoever on the Quotation.
Payment Terms	Within 30 days upon CINI's acceptance and receipt of invoice. Payments will be processed against agreed milestones & certification from CINI's Engineer/Architect / Technical Team. TDS will be deducted on contract amount as per IT Rules.

Evaluation Criteria	Non-Discretionary "Pass/Fail "Criteria on the Technical responsiveness; Lowest price offers of technically qualified and responsive Bid. L1 vendor will be selected based on itemized detailed BOQ Full acceptance to the Terms and Conditions indicated in this Request for Quotation (RFQ) document. Full acceptance of the CINI's General Terms and Conditions. Non-acceptance of the terms of the General Terms and Conditions shall be grounds for disqualification from this procurement process. Qualification requirements: In order to be considered eligible for the evaluation, Bidders must provide evidence that they have the capacity to execute the works of this magnitude in scheduled time and to the satisfaction of CINI. General: The Bidder must be a legally registered and/or accordingly authorized entity to carry out the specified works. Technical: The Bidder must have carried out at least two similar projects in the last 5 years.
CINI will award to:	One or more suppliers
Type of Contract to be Signed	Contract for Works (based on TOR)
Conditions for Release of Payment	Inspection & Certification as per drawing from CINI's Technical Expert
Additional Conditions of Contract	Liquidated Damages: Will be imposed on account of any delay in execution of work from contractor part under the following conditions: 0.5% of total contract value per week up to maximum 4 weeks of 10% of the total contract amount Next course of action: Termination of Contract

	Schedule of Fiscal Aspects Payments to the Contractor: Payment will be processed against agreed milestones. Period of submitting final bill: Within 30 (Thirty) days of completion of work. Defects liability period: 12 (Twelve) months from the date of final bill and issuance of Completion Certificate. Performance Security Amount: 10% of the contract value, along with the award of Contract, to be submitted by the selected bidder only& will be release after 1 year of completion of work Form: The successful Bidder shall furnish a Performance Security to CINI in the amount of 10% of the contract Value within ten (10) days of the Contract signature
Tax & Taxation	Entity / agency will submit the quotation with inclusive of tax as per the Income Tax Act (i.e. GST, etc.)
Statutory Requirement:	Entity / Agency may have Statutory registration like PF & ESIC. CINI will not be responsible for any accidental incidence carried over within the period of TOR / Contract at the time of work in
Annexes to this RFQ	BOQs (Annex 1, 2, 3) Form for Submission of Quotation. General Terms and Conditions.
Contact Person for Inquiries (Verbal or Written inquiries)	Aloke Roy, Purchase Assistant of CINI Kolkata Unit. Ph: 9433980121 & 8910019001 Email : purchasekolkata@cinindia.org

Evaluation and Selection Criteria:

Goods offered will be reviewed based on the completeness and compliance of the quotation with the minimum specifications described above, as well as any other annexes detailing CINI's requirements.

The quotation that meets all technical specifications, brand requirements, and work specifications, and that offers the lowest evaluated price—along with compliance with all other evaluation criteria—shall be selected. Any quotation failing to meet the stated requirements shall be rejected.

In case of any discrepancy between the unit price and the total price (calculated by multiplying unit price by quantity), CINI will re-compute the total price. The unit price shall prevail, and the corrected total price

will be considered final. If the supplier does not accept the corrected price as determined by CINI, the quotation will be rejected.

Once the lowest-priced quotation is identified, CINI reserves the right to award the contract based solely on the price of goods, if the quoted transportation cost (freight and insurance) is higher than CINI's own estimated cost using its freight forwarder and insurance provider.

No price variation due to escalation, inflation, currency fluctuation, or any other market factors will be accepted after submission of the quotation. CINI also reserves the right, at the time of awarding the Contract or Purchase Order, to vary the quantity of goods and/or services—by up to a maximum of 100%—without any change in the unit price or other terms and conditions.

Any Purchase Order issued as a result of this RFQ shall be subject to CINI's General Terms and Conditions attached herewith. Submission of a quotation implies full and unconditional acceptance of these terms by the vendor.

CINI is under no obligation to accept any quotation, award a contract or Purchase Order, or bear any costs incurred by suppliers in preparing or submitting quotations, regardless of the outcome of the selection process.

CINI expects all prospective vendors to avoid and disclose any conflict of interest, including if the vendor, its affiliates, or personnel were involved in preparing the requirements, specifications, cost estimates, or any related documents used in this RFQ.

CINI maintains a zero-tolerance policy toward fraud and other prohibited practices and is committed to identifying, preventing, and addressing such acts within CINI and among third parties engaged in CINI activities.

Child Safeguarding Policy: All personnel engaged in the above assignment must adhere to the Child Protection Policy of Child In Need Institute. Under no circumstances shall child labor be employed, deployed, or engaged in any part of the work. Violation of this clause will result in immediate termination of the contract, and no payment will be made. A copy of the Child Protection Policy will be provided separately.

We thank you for your interest and look forward to receiving your quotation.

Sincerely,
Swati Chakraborty
Asst. Director
Child In Need Institute (CINI)