

CSIR-HUMAN RESOURCE DEVELOPMENT CENTRE

Sector 19, Central Govt. Enclave, Kamla Nehru Nagar,
Ghaziabad-201001.

NOTICE INVITING TENDER

e-TENDER ID: 2018_CSIR_11270_1

1. Online Item-rate tenders are hereby invited through e-tendering portal <https://etender.gov.in> for the work of “Annual maintenance contract for operation and routine maintenance of 11 KV substation, DG Sets, Pump house including internal and external electrification, HT LT panels, distribution boards, internal telephone wiring and maintenance & servicing for A.C. Units etc. in office and guest house campus at CSIR-HRDC Ghaziabad” from the firms having worked with CPWD, Railways, MES, Post & Telegraph Deptt., State PWD’s, Semi government organizations or those who have successfully carried out works for CSIR or its laboratories and have successfully completed at least three similar works amounting to 40% or at least two similar works amounting to 60% or at least one work amounting to 80% or above in single contract of the estimated cost of work during the last seven years. The contractors may apply with proof of fulfilling the above conditions along with copies of PAN Card, GST registration number, EPF & ESI registration certificate, satisfactory work completion certificates and valid electrical license.
2. The Estimated cost of work is **Rs. 31,18,872.00 (Rupees thirty one lakh eighteen thousand eight hundred seventy two only)** based on prevailing market rates including GST.
3. Duration of contract for carrying out of the work will be **365 Days** from the date of commencement which shall be reckoned from the tenth day of issue of award letter.
4. The tender in two bid system shall be submitted through online at CPP–portal by the tenderer, as per date given in Critical Date Sheet below:

Critical Date Sheet

S. No.	Schedule of activities	Date and time
	Tender ID :2018_CSIR_11270_1	
1	Publish Date on CPP Portal	04-06-2018 at 11.00 AM
2	Bid document downloaded start date	05-06-2018 at 11.30 AM
3	Bid document downloaded end date	15-06-2018 at 04.00 PM
4	Bid submission start date	05-06-2018 at 04.30 PM
5	Bid submission end date	15-06-2018 at 04.00 PM
6	Last date & time of submission of original Demand Drafts against Tender fee & EMD at CSIR-HRDC, Ghaziabad.	18-06-2018 upto 1700 Hrs.
7	Technical Bid opening date (Cover – I)	19-06-2018 at 2.30 PM
8	Financial Bid opening date (Cover – II)	To be intimated later on

5. **Tender processing fee of Rs. 500/- (Rupees five hundred only) non-refundable and Earnest Money Deposit (EMD) of Rs. 62,500/- (Rupees sixty two thousand five hundred only)** will required to be paid offline in the form of Demand Draft (DD) drawn in favour of **HRDC, GHAZIABAD** payable at Ghaziabad from nationalized or any scheduled bank (but not from co-operative or Gramin Bank). The original demand Drafts (DD), against above should

reach by post / courier / given in person to **Executive Engineer, CSIR-Human Resource Development Centre, Sector-19, Central Govt. Enclave, Kamla Nehru Nagar, Ghaziabad-201002** as specified in the critical data sheet given in subsequent para of this e-NIT. The details of Demand Drafts, physically sent, should tally with the details available in the scanned copy and the data entered during bid submission time in **cover-I**.

The tenderers who fail to submit the hard copy of Tender fee & EMD (in original) by due date and time, their tender shall be rejected out-rightly. Postal delay, if any, will not be considered / entertained.

6. Scanned copies of Tender processing fee and Earnest Money Deposit (EMD) shall be uploaded in Cover-I of the e-tender. Tenders received without tender cost and earnest money deposit will not be considered.
7. The employer does not bind himself to accept the lowest or any tender and reserves to himself the right of accepting the whole or any part of the tender and the tenderer shall be bound to perform the same at the rates quoted by him.
8. The tenderer shall not be permitted to tender for works in the concerned unit of C.S.I.R. in which a relative is posted in the grade between Controller of Administration and Junior Engineer, (both inclusive). He shall also intimate the name of persons who are working with him in any capacity or subsequently employed by him and who relatives are as mentioned above.

Note: A person shall be deemed to be a relative of another if, and only if, (a) they are members of a Hindu undivided family or (b) they are husband and wife or (c) the one is related to the other in the following manner: father, mother (including step mother), son (including step son), Son's wife, Daughter (including step daughter), Father's father, Son's son, Son's son's wife, Son's daughter, Son's daughter's husband, Daughter's husband, Daughter's son, Daughter's son's wife, Daughter's daughter, Daughter's daughter's husband, Brother (including step brother), Brother's wife, Sister (including step sister), Sister's husband.

9. Tenders submitted shall remain valid for a period of 90 days from the bid submission end date for the purpose of acceptance and award of work. Validity of the tender beyond 90 days from the bid submission end date shall be extended by mutual consent.
10. In e-tendering, tenderer can quote the rates in figure only. The rates in words, amount of each item and total is generated automatically. Therefore, the rate quoted by the tenderer in figure is to be taken as correct.
11. The tenderer should carefully see the contract drawings (as applicable) as no claim whatsoever will be entertained for any alleged ignorance thereof.
12. Before tendering, the tenderer shall inspect the site to fully acquaint himself about the conditions in regard to accessibility of site, nature and area/extent of ground, working conditions of site and locality including stacking of materials, installations of tools & plants etc., conditions affecting accommodations and movement of labour etc. required for the satisfactory execution of contract. No claim whatsoever on such accounts shall be entertained by the Employer under any circumstances.

13. If any tenderer withdraws his tender within the validity period or makes any modification in terms and conditions of the tender, before the award of work, which are not acceptable to CSIR-HRDC then CSIR-HRDC shall, without prejudice to any other right or remedy, shall be at the liberty to forfeit 50 % (fifty percent) of the Earnest Money deposit absolutely. Further, the tenderer shall not be allowed to participate in the re-tendering process for this work.
14. 100% Earnest Money will be forfeited if the contractor fails to commence the work within the stipulated period after the Award of the work.
15. Except writing rates in figure only, the tenderer should not write any conditions or make any changes, additions, alterations and modifications.
16. Some of the major provisions of General Conditions of Contract are given below. Interpretations, however, shall be as given in the General Conditions of Contract.
 - a. DEFECTS LIABILITY PERIOD is of Nil from the date of completion as certified by the Engineer-In-Charge.
 - b. Minimum value of work for the intermediate / interim certificate will be Rs.2.00 Lakh. However, a lesser amount can be admitted for intermediate / interim certificate at the discretion of the Engineer-In-Charge.
 - c. SECURITY DEPOSIT : A sum @ 10 % of the gross amount of the bill shall be deducted from each running bill of the contractor till the sum along with sum already deposited as earnest money, amounts to 5 % of the tendered value of the work. In addition, the contractor shall be required to deposit an amount equal to 5 % of the contract value as performance security within the period prescribed in the letter of award issued to him.
 - d. COMPENSATION: Contractor shall pay, as compensation, an amount equal to one percent or such smaller amount as Employer (whose decision in writing shall be final) may decide on the cost of whole work as shown in the agreement, for every week that the work remains un-commenced or unfinished or due quantity of work remains incomplete after the scheduled dates. Compensation to be paid shall not exceed ten percent of the contract amount as shown in the agreement.
17. For any queries relating to the Tender Document and the terms and conditions content therein should be addressed to Executive Engineer, CSIR-HRDC, Sector- 19, Central Govt. Enclave, Kamla Nehru Nagar, Ghaziabad-201002 [Tel.: 0120-2785792].

18. Opening of Technical Bid (Cover. I)

- (a) The Technical bid will be opened by Tender Opening Committee (TOC) on **19-06-2018 at 2.30 PM**, in the office of Controller of Administration, CSIR-HRDC, Sector 19, Central Govt, Enclave, Kamla Nehru Nagar, Ghaziabad-201002 in the presence of such intending tenderers or their authorized representatives who may wish to be present at that time. No claim or any grievances will be entertained what-so-ever by the Tender Opening Committee in this regard.
- (b) The TOC, after evaluation of documents contained in Cover-I i.e. Technical Bid, will decide the eligible tenders, as per the criteria laid down in the NIT.

(c) The TOC will then open the Financial Bids of only eligible tenderer.

19. Opening of Financial Bid (Cover- II)

The Cover-II of Eligible Tenderers shall be opened serially. The total amount quoted by the tenderers shall then be read out by the TOC for information of those present / participated.

20. Tender Liable for Rejection.

Tender is liable for outright rejection if on opening it is found that:

- (a) The Tenderer has not strictly followed the procedure laid down for submission of tender.
- (b) If the tender is *CONDITIONAL***
- (c) If the Tenderer has quoted his offer anywhere else other than specified place provided.
- (d) The Tenderer has not uploaded the documents or Failed to fill the prescribed format.
- (e) Any other ground as decided by the TOC in view of deviation from Tender Document.

21. The instructions for the submission of e-tender are available on the CPP portal i.e. <https://etenders.gov.in/eprocure/app> under the "Instruction for Online Bid Submission". All the intending tenderers are requested to go through these instructions before entering into the process of e-tendering.

22. The tenderer shall submit an affidavit duly notarized as per Annexure-III on non-judicial stamp paper of Rs. 100/- (Rupees One Hundred Only). The scanned copy of the affidavit shall be uploaded in Cover-I and the Original Copy of the Bond of the above affidavit should be submitted before award of work to Concerned Division / Office.

23. Clauses No. 28 of General Conditions of Contract i.e. "ESCALATION" will not be applicable in this contract as work is related "**Annual maintenance contract for operation and routine maintenance of 11 KV substation, DG Sets, Pump house including internal and external electrification, HT LT panels, distribution boards, internal telephone wiring and maintenance & servicing for A.C. Units etc. in office and guest house campus at CSIR-HRDC Ghaziabad.**"

24. Goods and Service Tax (GST) will be applicable their bill as per standard norms of the Government of India and all necessary recoveries will be deducted from the bills.

25. The contractor has to pay the current prevailing minimum wages issued by the Chief Labour Commissioner (Central), New Delhi and no additional amount will be paid on this account.

26. First, the contractor shall have to deposit the EPF & ESI contribution of the deployed manpower at site. It shall be reimbursed on the actual basis towards submission of the required documentary evidence, at the time of submission of bill. The contractor should be deposit separately ESI, EPF contribution and GST of CSIR-HRDC.

27. The payment to the workman's engaged by the contractor is to be paid through NEFT / RTGS / Cheque on or before 7th of every month.

PERFORMA TO BE SUBMITTED BY APPLICANT

Name of work: Annual maintenance contract for operation and routine maintenance of 11 KV substation, DG Sets, Pump house including internal and external electrification, HT LT panels, distribution boards, internal telephone wiring and maintenance & servicing for A.C. Units etc. in office and guest house campus at CSIR-HRDC Ghaziabad.

Sr. no.	Qualifying Criterion	Particulars	Check list
1.	Name: Address: Contact details:		
2.	Cover – I : Shall contain scanned copy of following:		
a.	Tender fee in the form of Demand Draft	DD no.: Amount:	Copy enclosed: Yes / No
b.	EMD in the form of Demand Draft	DD no.: Amount:	Copy enclosed: Yes / No
c.	GST registration Certificate	GST no.	Copy enclosed: Yes / No
d.	PAN Card	PAN no.	Copy enclosed: Yes / No
e.	EPF registration Certificate	EPF no.	Copy enclosed: Yes / No
f.	ESI registration Certificate	ESI no.	Copy enclosed: Yes / No
g.	Valid Electrical license Certificate	No. Validity upto:	Copy enclosed: Yes / No
h.	Power of Attorney / authorization (if applicable) letter for tender document / bidding on CPP portal		Applicable / not applicable Copy enclosed: Yes / No
i.	Affidavit as per clause no.22 above - annexure-III		Copy enclosed: Yes / No
3.	Experience Certificate:		
3 (i)	(a) Three similar works of value 40% of estimated cost i.e. Rs.12,47,550/- during last seven years.	a)Name of 1 st work: b)Work order/ agreement no. c)Tender Cost: d)Date of completion as per agreement: e)Actual date of completion: f)Completion cost: g)Name & telephone nos. of issuing Department of the completion certificates:	Copy enclosed: Yes / No

	(b) Three similar works of value 40% of estimated cost i.e. Rs.12,47,550/- during last seven years.	a)Name of 2 nd work: b)Work order/ agreement no. c)Tender Cost: d)Date of completion as per agreement: e)Actual date of completion: f)Completion cost: g)Name & telephone nos. of issuing Department of the completion certificates:	Copy enclosed: Yes / No
	(c) Three similar works of value 40% of estimated cost i.e. Rs.12,47,550/- during last seven years.	a)Name of 3 rd work: b)Work order/ agreement no. c)Tender Cost: d)Date of completion as per agreement: e)Actual date of completion: f)Completion cost: g)Name & telephone nos. of issuing Department of the completion certificates:	Copy enclosed: Yes / No
3.(ii)	(a) Two similar works of value 60% of estimated cost i.e. Rs.18,71,325/- during last seven years.	a)Name of 1 st work: b)Work order/ agreement no. c)Tender Cost: d)Date of completion as per agreement: e)Actual date of completion: f)Completion cost: g)Name & telephone nos. of issuing Department of the completion certificates:	Copy enclosed: Yes / No

	(b) Two similar works of value 60% of estimated cost i.e. Rs.18,71,325/- during last seven years.	a)Name of 2 nd work: b)Work order/ agreement no. c)Tender Cost: d)Date of completion as per agreement: e)Actual date of completion: f)Completion cost: g)Name & telephone nos. of issuing Department of the completion certificates:	Copy enclosed: Yes / No
3. (iii)	(a)One similar works of value 80% or above of estimated cost i.e. Rs.24,95,100/- during last seven years.	a)Name of 1 st work: b)Work order/ agreement no. c)Tender Cost: d)Date of completion as per agreement: e)Actual date of completion: f)Completion cost: g)Name & telephone nos. of issuing Department of the completion certificates:	Copy enclosed: Yes / No
4.	Details of any other information		
5.	Cover – II		
	Financial/Price bid as per format given in the tender document (BOQ) uploaded through CPP portal		Uploaded on CPP portal: Yes / No

Ihereby declare that the documents submitted / enclosed are true and correct. In case any document at any stage found fake / incorrect, my EMD may be forfeited & debarred from tendering in CSIR-HRDC, Ghaziabad. No further clarification will be sought from the tenderers.

Date:.....

Signature with stamp
Authorized signatory of the Tenderer / firm

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Note: All are requested to fill up the required data in the above Performa.