

CSIR-HUMAN RESOURCE DEVELOPMENT CENTRE

Sector 19, Central Govt. Enclave, Kamla Nehru Nagar,
Ghaziabad-201002

NOTICE INVITING TENDER

Tender ID :2025 CSIR 250192 1

1. Online item-rate tenders are hereby invited through e-tendering portal <https://etenders.gov.in> for the work of “**Annual Maintenance Contract of Horticulture works including supply & displaying of seasonal flower plants and manure at CSIR-HRDC, Ghaziabad**” from the firms having worked with CPWD, Railways, MES, Post & Telegraph Deptt., State PWD’s, Govt., Semi government organizations or those who have successfully carried out similar works for CSIR or its laboratories. The tenderers should have successfully completed **minimum 1/2/3** similar works amounting to Rs. **24.76 Lacs / Rs.18.57 Lacs /Rs. 12.38 Lacs** respectively and above during the last seven years, ending on the last day on the month previous to the one in which tender is being invited. The contractors may apply with proof of fulfilling the above conditions along with copies of **PAN Card, GST registration number and satisfactory work completion certificates**.

Similar work shall mean the contractor having work experience of Annual maintenance contract of Horticulture work activities.

2. The Estimated cost of work is **Rs. 30,95,497/- (Rs. Thirty lakhs ninety-five thousand four hundred ninety-seven only)** based on CPWD Horticulture & Landscaping DSR-2025 and market rates.
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 website <https://etenders.gov.in/eprocure/app> by the tenderer, as per date given in Critical Date Sheet below:

Critical Date Sheet

S. No.	Schedule of activities	Date & Time
1	Publish date of tender on CPP Portal	24.09.2025 at 03.30 PM
2	Document download / Sale start date	24.09.2025 at 03.30 PM
3	Bid submission start date	24.09.2025 at 03.30 PM
4	Document download / Sale end date	06.10.2025 at 02.00 PM
5	Bid submission end date	06.10.2025 at 02.00 PM
6	Technical Bid opening date (Cover – I)	07.10.2025 at 03.00 PM
7	Financial Bid opening date (Cover – II)	To be intimated later on

5. Scanned copies of **Tender Cost** (non-refundable) of **Rs. 500/- (Rupees five hundred only)** and **Earnest Money Deposit (EMD)** amounting to **Rs. 61,910/- (Rupees Eighty-two thousand two hundred fifty only)**, deposited through **RTGS / NEFT** in favour of **Human Resource Development Centre, Ghaziabad (Saving Account No. 30269531421; IFSC Code-SBIN0007873 of State Bank of India, Raj Nagar, Ghaziabad, Uttar Pradesh - 201002)** shall be uploaded in

cover –I of the tender. Tenders received without tender cost and Earnest Money Deposit will not be considered.

Refund of EMD: - EMD of the tenderers will be returned to RTGS/NEFT for credit to his bank account. The bidder shall have to give details of his bank account with a Cheque duly cancelled. No claim for refund of EMD against Original Money Receipt shall be entertained by CSIR.

6. The tenderers are to indicate the name & telephone numbers of issuing agency of the completion certificates to enable the verification of the document, if necessary. It may be noted that even after opening of price bid, the credential submitted found to be false / forged the offer submitted shall be rejected outright. No further clarification will be sought from the tenderers.
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 Performa the same at the rates quoted by him.
8. No tenderer shall 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** (due to maintenance work) from the date of completion as certified by the Engineer-In-Charge.
 - b. **Minimum value of work for the intermediate certificate:** - Interim certificate will be **Rs. 1.50 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, after recording of the completion date for the work by the Engineer-in-Charge, the Performance Security shall be returned to the contractor, without any interest.
 - 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 (Civil), ESD, CSIR-HRDC, Sector- 19, Central Govt. Enclave, Kamla Nehru Nagar, Ghaziabad-201002 (Tel: 0120-2785792).
18. Clauses No. 28 of General Conditions of Contract i.e. **"ESCALATION"** will not be applicable in this work.
19. Deduction of Security Deposit, GST tax, Income tax & labour Cess will be made from their running and final bill as per standard norms of the Government. ***The contractor shall quote their rates inclusive of all taxes.***
20. If the contractor has been using departmental water and electricity, deduction will be made in the bills for water charges @1% and if use the departmental electricity deduct electricity charges @ 6% in each bill of gross value of work done.
21. **Opening of Technical Bid (Cover. I)**
- (a) The Technical bid will be opened by Tender Opening Committee (TOC) on **07.10.2025 at 03.00 PM**, in the office of Executive Engineer (Civil), ESD, 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 TEC, 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.

22. 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.

23. 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 TEC in view of deviation from Tender Document.
- (f) The benefits under MSME order 2002 are not allowed in this work since this is a works contract, if found exemption certificate, tender will be rejected without any prior notice.

24. 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 and advised to visit again CPP website regularly till closing date of submission of tender for any corrigendum / addendum / amendment. Manual tender shall not be accepted.

25. The scanned copy of **Tender Acceptance Letter "Annexure-I"** on the firm letter head and **Performa to be submitted by applicant "Annexure-II"** shall be uploaded in Cover-I.

26. Head, CSIR-HRDC reserved the right to reject any or all the tender in part or full without assigning any reason (s) and he also reserves right to take any undertaking (if require) from the tenderer.

27. The contractor will be required to deploy manpower for horticulture work as per CPWD norms and will also be required to appoint a supervisor on site to monitor the work, for which no extra payment will be made.

28. List of documents to be scanned and uploaded in Cover-I & II are as per follows:

Sl. No.	Cover-I	Cover-II
1	Receipt of deposit of Tender Cost	Financial bid as per format given in the tender document.
2	Receipt of deposit of EMD	
3	Copies of experience certificates of similar works completed satisfactorily as per NIT	
4	Copy of GST registration number	
5	Copy of PAN Card and EPF & ESI registration	
6.	Tender acceptance letter & Performa to be submitted by applicant as per clause no.-24 (Annexure- I & II)	

