

CSIR-HUMAN RESOURCE DEVELOPMENT CENTRE

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

NOTICE INVITING TENDER

e-Tender ID: 2019_CSIR_36115_1

1. Online item-rate tenders are hereby invited through e-tendering portal <https://etenders.gov.in> for the work of “**Providing cleaning and housekeeping services 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 self-attested copies of PAN Card, GST registration number, EPF & ESI registration certificate and satisfactory work completion certificates.
2. The Estimated cost of work is **Rs.28,53,996/- (Rs. twenty eight lakhs fifty three thousand nine hundred ninety six only)** based on GOI, Office of the Chief Labour Commissioner (Central), New Delhi including Good Service Tax (GST) and excluding EPF & ESI.
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
1	Publish Date on CPP Portal	18-11-2019
2	Bid document downloaded start date	19-11-2019 from 11.00 AM
3	Bid document downloaded end date	26-11-2019 up to 03.00 PM
4	Bid submission start date	19-11-2019 from 11.30 AM
5	Bid submission end date	26.11-2019 up to 03.30 PM
6	Last date & time of submission of original Demand Drafts against Tender fee & EMD at CSIR-HRDC, Ghaziabad.	27-11-2019 up to 02.00 PM
7	Technical Bid opening date (Cover – I)	27 -11-2019 at 4.00 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. 57100/- (Rupees fifty seven thousand one hundred only)** will required to be paid offline in the form of Demand Draft (DD) drawn in favour of HRDC 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 **Superintending 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 outrightly. 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 CSIR 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 Superintending 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 **27.11.2019 at 4.00 PM**, in the office of the 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 **acceptance letter as per Annexure-I** on the form letter head. The scanned copy of the undertaking shall be uploaded in Cover-I and the Original copy of the undertaking should be submitted before award of work to Engineering Services Unit.
23. Goods and Service Tax (GST) will be applicable their bill as per standard norms of the Government. **The contractor shall quote their rates inclusive of all taxes** and also all necessary recoveries will be deducted from the bills i.e. Income tax & GST tax etc.
24. The contractor has to pay the current prevailing minimum wages to deployed manpower's, fixed by the Chief Labour Commissioner (Central), New Delhi and no additional amount will be paid on this account.
25. First, the contractor shall have to deposit the EPF & ESI contribution of the deployed manpower at site. It shall be reimburse employer contribution on the actual basis towards submission of the required documentary evidence, at the time of submission of bill.
26. 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.
27. The contractor have to provide two sets of uniforms + Identity Card + 1 Pair of safety shoes will be given to all the workers within 15 days of award of work and it will be replaced as and when required. The cost for above includes in the quoted rates.
28. Head, CSIR-HRDC reserves the right to reject any or all the tender in part or full without assigning any reason (s).
29. The contractor should be submitted the monthly materials challan (as per list enclosed), which is received by the EIC along with their monthly bills.
30. The cleaning materials for CSIR-HRDC should be provided as per NIT enclosed list **Annexure - II**. One month stock should be kept in the CSIR-HRDC premises at any time.
31. The CSIR-HRDC will not charge any amount from the contractor for water or/and electricity supplied for this work.