

CSIR-HUMAN RESOURCE DEVELOPMENT CENTRE

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

NOTICE INVITING TENDER

e-Tender ID: 2019_CSIR_39141_1

1. Online item-rate e-tenders are hereby invited through e-tendering portal <https://etenders.gov.in/eprocure/app> for the work of **“Providing and installation of vertical blind in the Office Campus rooms & Guest House at CSIR-HRDC, Ghaziabad.”** from contractors of appropriate class of CPWD, Railways, MES, Post & Telegraph Deptt., State PWD’s, Semi Government Organizations and / or from those who have successfully carried out similar works for CSIR or its laboratories, Govt. & Semi Government Organizations. The tenderers should have successfully completed at least three similar works amounting of 40% of estimated cost to Rs.1,41,940.00 or at least two similar works amounting of 60% of estimated cost to Rs.2,12,911.00 or at least one work amounting of 80% of estimated cost to Rs. 2,83,881.00 or above in a single contract 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.
2. The Estimated cost of work is **Rs. 3,54,851.00 (Rupees three lakh fifty four thousand eight hundred fifty one only)** based on market rates including GST and labour-cess.
3. Duration of contract for carrying out of the work will be **30 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	Publishing Date on CPP Portal	30.12.2019 from 12.30 PM
2	Document download/ Sale start date	30.12.2019 from 12.30 PM
3	Bid submission start date	30.12.2019 from 12.30 PM
4	Bid submission closing date	06.01.2020 up to 05.30 PM
5	Technical Bid opening date (Cover – I)	08.01.2020 at 11.00 AM
6	Last date & time of submission of original Demand Drafts against Tender cost & EMD and tender acceptance letter to be given on company letter head in the Engineering Services Unit (ESU) at CSIR-HRDC, Ghaziabad.	07.01.2020 up to 04.00 PM
7	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.7,100/- (Rupees seven thousand one 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 details of Demand Drafts and acceptance letter to be given on company letter head physically sent, should reach by post / courier / given in person to **Superintendent 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, 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 12 Months 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.1.00 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 **Superintendent Engineer, 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. 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 i.e. GST & Labour-cess etc.**

20. The tenderer is to indicate the name and telephone nos. of issuing agency of the completion certificate 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 out rightly. No further clarification will be sought from the tenderers.

21. **Similar work:** Similar works means renovation / re-furbishing/ civil work etc.

22. Opening of Technical Bid (Cover. I)

- (a) The Technical bid will be opened by Tender Opening Committee (TOC) on **08.01.2020 at 11.00 AM**, in the office of Superintendent Engineer, 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.

23. 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.

24. 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.
25. 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.
26. The tenderer shall submit a **Tender acceptance letter as per Annexure-A** 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.

27. The installation of vertical blinds will be carried out in Office building of HRDC, Ghaziabad where Office will function. The contractor has to work in such a manner so that normal working of the Office building is not disturbed. He will also make all necessary arrangement and take necessary precautions for providing access to the staff. All arrangement of such kind will be deemed to be included in his quoted rates.
28. Head, CSIR-HRDC (G) reserved the right to reject any or all the tender in part or full without assigning any reason (s).
29. 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/Price bid as per format given in the tender document (BOQ).
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	
6	Tender acceptance letter as per Annex.- "A"	
7	Power of Attorney / authorization (if applicable) letter for tender document / bidding on CPP portal	