

TECHNICAL BID

Name of work: Supply & fixing of teak wood board laminated counter table for reception at NIPGR, New Delhi.

CLIENT: DIRECTOR NIPGR,
NEW DELHI

TENDER DOCUMENT

Name of work: Supply & fixing of teak wood board laminated counter table for reception at NIPGR, New Delhi.

CLIENT:

**DIRECTOR NIPGR,
NEW DELHI**

COST OF TENDER DOCUMENT:- ₹ 150/-

TENDER DOCUMENTS

Name of work: Supply & fixing of teak wood board laminated counter table for reception at NIPGR, New Delhi.

Owner : Director, NIPGR Campus, New Delhi

Tender issued to : _____

**Place for submission/
Place opening of tender document:**

NIPGR Campus,
Aruna Asaf Ali Marg,
New Delhi-110067

**Consultant Engineer
NIPGR Campus,
New Delhi**

Last date for sale of tenders: 24.03.2017 before 16.00hrs.
Date/Time of submission : 27.03.2017 before 14.30hrs.
Date/Time of opening : 27.03.2017 at 15.00hrs.

**Consultant Engineer
NIPGR Campus,
New Delhi.**

TENDER FORM

To

The Director
NIPGR CAMPUS,
New Delhi.

Dear Sir,

I/We have read and examined the following Tender Documents relating to the "Name of work: **Supply & fixing of teak wood board laminated counter table for reception at NIPGR, New Delhi.**"

Tender Form

- Tender Notice
- General Conditions
- Instruction to bidders
- General Information
- Memorandum
- General conditions of contract
- Special terms and conditions of contract
- Drawing
- Annexure I, II & III
- Schedule of Quantity

I/We hereby offer to execute the work complete in all respects specified in the under written Memorandum within the time specified therein or during the allowed extended time at the rates specified in the bill of Quantities and in accordance, with the specifications, designs, drawings and instructions in writing referred to in the conditions of tender.

(Seal & Signature of Contractor)

NATIONAL INSTITUTE OF PLANT GENOME RESEARCH
(Department of Biotechnology, Ministry of Science and Technology, Govt. of India)
Aruna Asaf Ali Marg, New Delhi-110067

Phone: 011-26735161, 26735138 Fax: 011-26741658

F. No. NIPGR/Engg./7/1/2016-17

Dated: 08.03.2017

TENDER NOTICE

Sealed item rate Tenders are invited in two bid system on behalf of the Director, NIPGR, Aruna Asaf Ali Marg, New Delhi – 110 067, from approved and eligible contractors of CPWD / State PWD and those on approved list of MES, Railways, Autonomous Bodies, State / Central Govt. undertakings so as to reach his office upto 2.30 P.M. on or before 27.03.2017 for the following work:

Name of work Supply & fixing of teak wood board laminated counter table for reception at NIPGR, New Delhi.

Sl. No.	Estimated Cost	EMD (In ₹)	Time for Completion	Last date & time for sale of Tender Documents	Last date & Time of receipt of Tender	Date & time of opening of tenders
1.	2.	3.	4.	5.	6.	7.
1.	₹ 40,000.00	₹ 800.00	21 days	24.03.2017 16.00 Hrs.	27.03.2017 14.30 Hrs.	27.03.2017 15.00 Hrs.

Tender documents can be obtained up to 16.00 Hrs. on all working days on payment of ₹. 150.00 (₹. One hundred fifty only) in cash (Non-refundable) towards the cost of tender. The earnest money shall be in the form of Demand Draft of a Scheduled Bank issued in favour of the Director, NIPGR, New Delhi.

The tender documents can also be downloaded from our website www.nipgr.ac.in The tender documents downloaded from website must be accompanied with ₹. 150.00 (₹. One hundred fifty only) in form of Demand draft in Favour of the "Director, NIPGR, New Delhi" towards the cost of tender documents, otherwise the tender will not be considered.

The tender will be accepted in respect of those contractors having successfully completed the work of "Supply & fixing of wood counter table's / furniture's in Govt. organizations, Govt. Autonomous organizations/ PSUs and other reputed organizations."

Intending tenderers must enclose self-attested copies of Completion Certificate of having completed the work satisfactorily issued by an authority for an amount not less than ₹ 40,000.00. Original documents shall be produced by agency for verification at the time of opening of tender and documents can be verified from the issuing authority.

The Director, NIPGR, reserves the right to accept or reject all or any of the tender without assigning any reasons thereof.

Consultant Engineer
NIPGR, New Delhi

GENERAL CONDITIONS

1. **Sealed tenders on item rate basis are hereby invited from pre-qualified contractors for the work of "Name of work: Supply & fixing of teak wood board laminated counter table for reception at NIPGR, New Delhi."**
2. The tender document consists of Tender form, Notice inviting tender, Instructions to bidders, General Information, Schedule of quantity, General Conditions of contract Agreement, List of tests and technical specification, Bill of quantities etc. which can be had at a cost of ₹ 150.00 (₹ One hundred fifty only) from the office of NIPGR, NIPGR, Aruna Asaf Ali Marg ,New Delhi. Purchase of tender document is obligatory on the part of the tenderers & bid in no other form will be accepted.
3. The tender documents shall be placed in sealed cover as mentioned in Procedure of Submission of tender and addressed to the Director, NIPGR Campus, New Delhi. The tender shall be received by the Director, NIPGR Campus, New Delhi before 14.30 hrs. on 27.03.2017 and shall be opened on the same day at 15.00 hrs. in presence of the tenderers or their authorized representatives who may like to be present. Any envelope received after the said date and time shall not be entertained under any circumstances and no consideration what so-ever shall be given to anything that might be contained in any such envelope.
4. The time allowed for the completion of work is 21 days to be reckoned from the 10th day after the date of written order to commence the work.
5. Every tender shall be accompanied by earnest money for ₹. 800/- (₹. Eight hundred only) in the form of demand draft drawn in favour of the Director, NIPGR payable at New Delhi. Any tender not accompanied by such earnest money will be rejected straight away.
6. The contractor will submit his tender after examining the tender documents, scope of work, specifications , clauses, additional terms of contract agreement, special terms & conditions, bill of quantities etc.
7. The offer shall remain valid for 180 days from the date of opening of Tender. The scope of tender can be increased or decreased and any item can be added, deleted, withdrawn or substituted without any notice as per the requirements of NIPGR without assigning any reason.
8. If a tenderer whose tender is accepted fails to undertake the work as per terms of the contract within 10 days to be reckoned from the date of issue of allotment letter, the earnest Money deposited will be forfeited.
9. NIPGR does not bind itself to accept the lowest or any tender and reserves the right to reject any or all tenders without assigning any reason.
10. NIPGR will not pay any expense, whatsoever incurred by tenderer for the preparation and submission of tenders.
11. This notice inviting tender, will form part of the contract agreement to be executed by the successful tenderer with the NIPGR.
12. The successful tenderer shall have to sign the contract agreement within 10 days of the allotment of work.
13. The contractor should visit the site and make them self-acquainted with the location of site. The Department shall not entertain any extra claim later on.
14. The site of work is at NIPGR Campus, Aruna Asaf Ali Marg New Delhi-110067.
15. The drawing enclosed with the tender is indicative. The tenderer will see the site and submit his drawing with full specifications & sizes for approval of Institute with Technical Bid.

**Consultant Engineer
NIPGR, New Delhi**

Seal & Sign of Contractor

INSTRUCTIONS TO BIDDERS

1. GENERAL INSTRUCTIONS:

The "Owner" where appearing in these documents shall mean Director, NIPGR,

2. PROCEDURE FOR SUBMISSION OF TENDERS:

The following procedure shall be adopted for submission and opening of tenders The sealed envelope SUPERSCRIBED Tender for: "Name of work Supply & fixing of teak wood board laminated counter table for reception at NIPGR, New Delhi.

ENVELOPE NO.- 1

This envelope shall contain only the earnest money deposit & technical bid and will be opened first.

ENVELOPE NO.- 2

This sealed envelope shall contain the financial bid of the contractor as per bill of quantities. This envelope shall be opened only after the EMD contained in envelope No.1 & technical bid is found in order as per the requirements of NIPGR. The date of opening of price bid shall be intimated later on.

The sealed cover containing envelope 1 & 2 shall be opened on the prescribed date and time in the presence of tenderers or their authorized representatives who may wish to be present.

3. TENDERERS TO STUDY ENTIRE TENDER DOCUMENT CAREFULLY:

Submission of a tender by a tenderer implies that he has read all the stipulations contained in this tender document and has acquainted himself of the nature, scope and specifications of the works to be followed.

4. TENDERER TO SUBMIT THE ENTIRE TENDER DOCUMENT:

The tenderer shall submit all documents issued to him for the purpose of this tender after duly filling the same in all respects. Tenders which are found to be vague or incomplete shall be rejected summarily.

5. TENDERERS TO QUOTE FOR ALL ITEMS:

The tenderer shall quote his rates in words and figures with reference to each item and must enter for all the items shown in the attached Bill of quantities. Incomplete offer shall be liable for rejection. In case there is a discrepancy in "words" and "figures", the rate in words will be taken as correct for evaluation of tender. All quantities should be calculated as per percentage given by the contractor and total should be given of every sub head and grand total should also be given of all heads.

6. VALIDITY PERIOD OF OFFERS:

The rates quoted in the tender shall hold good for one year from the date of award of the tender. The validity period shall be extendable with the mutual consent of both the parties. No tenderer can withdraw/or modify his tender or revoke the same within the said period of one year. If a tenderer on his own withdraws or revokes the tender or revises or alters or modifies the tender for any item or condition within a period of aforesaid 180 days his earnest money deposit shall stand forfeited.

7. TENDERER TO SIGN ALL PAGES:

The tenderer shall stamp and sign at the bottom right hand corner of every page of the tender documents in token of acceptance of tender conditions and for the purpose of identification.

8. ERASURES AND ALTERATIONS:

Tenders containing erasures and alterations of the tender documents are liable to be rejected unless these are authenticated by the person signing the Tender Documents.

9. TENDERER TO SATISFY HIMSELF OF SITE CONDITIONS:

Tenderers are advised to inspect and examine the site and its surroundings and satisfy themselves before submitting their tender regarding nature of the site conditions, the means of access of the site, the accommodation they may require and in general obtain all necessary information as to risks, contingencies and other circumstances which may influence or affect their tender in any manner. A tenderer shall be deemed to have full knowledge of the site, whether he inspects it or not and no compensation or otherwise of any charges incurred or to be incurred consequent on any misunderstanding or otherwise shall be admissible.

10. EARNEST MONEY:

The tender shall be accompanied by earnest money of ₹. 800/- (₹. Eight hundred only) in the form of Demand Draft only drawn in favour of the Director, NIPGR payable at New Delhi. Earnest money of the

unsuccessful bidder(s) shall be refunded after expiry of the validity period of the tenders/allotment of works whichever is earlier.

11. TENDERER TO QUOTE BOTH IN FIGURES AND WORDS:

All tenderers shall quote the rate in figures as well as in words, the amount of each item shall be worked out and the requisite total given. Special care shall be taken to write percentage in figures and words, and the amount in figures only in such a way that interpolation is not possible. The total amount shall be written both in figures and in words.

12. TENDER LIABLE TO REJECTION:

Tenders which do not fulfill all or any of the conditions laid down in this notice, or contain conditions not covered and / or not contemplated by the Conditions of contract and/or expressly prohibited therein or stipulate additional/alternative conditions shall be liable to be rejected and his earnest money will be forfeited.

Tenders shall also be liable for rejection on any of the following grounds :-

- i) Tenders submitted late
- ii) Tenders containing remarks uncalled for.
- iii) Conditional tenders
- iv) Tenders not submitted on prescribed Performa.
- v) Telegraphic tenders.

13. CORRESPONDENCE:

Tenderers must mention their postal address and telephone number(s) of the Chief Executive/authorized agent or attorney in the tender. The tender submitted by the tenderer will be rejected if he or his agent cannot be contacted on the last known address or on the intimated telephone number(s) after reasonable search in which event earnest money may be forfeited by the NIPGR.

14. NIPGR NOT TO ASSIGN ANY REASON FOR REJECTION OF TENDER:

NIPGR hold absolute discretion to accept or reject the lowest or any other tender without assigning any reason. No claim on this account shall be entertained.

15. AMENDMENT IN TENDER DOCUMENTS:

NIPGR reserves the right to revise or amend the Bid Documents upto the date prior to the date notified for opening of the tenders and also the right to postpone the date of submission and opening of tenders without assigning any reason, whatsoever.

16. REFERENCE IN TENDER DOCUMENTS:

Director, NIPGR, shall be referred as "Owner" in all the documents of Tender documents/contract agreement.

**Consultant Engineer
NIPGR, New Delhi**

Seal & Sign of Contractor

GENERAL INFORMATION

1	Accepting Authority	Director, NIPGR, New Delhi.
2	Reference Book	i) CPWD specifications(Latest as on date of tender) ii)B.I.S. specifications(latest edition)
3	Earnest money	₹. 800/- (₹. Eight hundred only) to be furnished with the tender in the form of the demand draft (No interest is payable on security deposit)
4	Security deposit	The security deposit will be collected by deductions from the running bills of the contractors at the rate mentioned below and the earnest money, if deposited at the time of tender, will be treated as part of security deposit. Performance security may be accepted as Bank Guarantee/DD of Scheduled Banks and State Bank of India. 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 the sum already deposited as earnest money, will amount to Security Deposit of 5% of the tendered value of the work. In addition, the contractor shall be required to deposit an amount equal to 5% of the tendered value of the contract as Performance Security within the period prescribed for commencement of work in the letter of award issued to him.
5	Authority competent to grant extension of time	Director, NIPGR or authorized person by Director, NIPGR
6	Tools & plants	To be arranged by contractor
7	Schedule of Minimum wages	As per notification issued by CPWD/NCT.
8	Authority competent to reduce the compensation amount	Director ,NIPGR
9	Defect Liability Period	Six month from the date of acceptance of completion by the Institute.
10	Release Security Deposit	The performance security shall be refunded to the contractor on completion of the work and recording of completion certificate by Institute and the security deposit of 5%of work done shall be released after defect liability period.
11	Payment	After Completion of work.
12	Authority Competent to Appoint Arbitrator	Director, NIPGR

Seal, Sign of Contractor

Consultant Engineer
NIPGR, New Delhi

MEMORANDUM

a)	Name of work	Supply & fixing of teak wood board laminated counter table for reception at NIPGR, New Delhi.
b)	Estimated cost	₹. 40,000.00 (₹. Forty thousand only)
c)	Earnest money	₹. 800/- (₹. Eight hundred only) in the form of Demand Draft in favour of NIPGR payable at New Delhi. (No interest is payable on earnest money).
d)	Time allowed for the completion of work(to be reckoned from 10th day after the date of issue of written order to commence work)	21 Days

Place
Date:

(Seal & Signature of Contractor)

SPECIAL TERMS AND CONDITIONS OF CONTRACT

1. SPECIFICATIONS:

If specifications for an item of work are to be covered by the CPWD Specifications/B.I.S. Specifications prevailing as on date of tender, the same shall be binding on the contractor.

The Director shall have the power to insist upon the contractor to purchase and use such materials of particular approved make which may in his opinion be necessary for proper and reasonable compliance with the specifications and execution of work.

2.. CONTRACTOR TO BE LIABLE FOR ALL TAXES ETC.

The rates specified in the tender shall be inclusive of sales taxes, VAT, service tax, toll, Customs fees, octroi, royalty etc. or any other taxes. However if any fresh taxes are imposed by State/Central/Statutory bodies during the currency of contract, the same shall be borne by NIPGR.

3. FORCE MAJEURE:

The right of the contractor to proceed with the work shall not be terminated because of any delay in the completion of the work due to unforeseeable causes beyond the control and without the fault or negligence of the contractor, including not limited to acts of God, or of the public enemy, restraints of a sovereign state, firms, floods, unusually severe weather.

4. APPROVAL OF DRAWING / SAMPLES

The tenderer shall approve drawing of counter table from the Institute and before execution of work the contractor shall arrange the items at his own cost for relevant samples. These approved samples of material will be remain in the custody of the NIPGR for reference and comparison till the completion of work.

5. JURISDICTION:

Not with standing any other courts having jurisdiction to decide the questions forming subject matter of a suit any and all actions and proceedings arising out of or relative to this contract (including any arbitration in terms thereof) shall lie only in the court of competent Civil jurisdiction in this behalf at New Delhi., where this contract is to be signed on behalf of Director NIPGR and only the said court shall have jurisdiction to try any such actions and/or proceedings to the exclusion of all other courts.

6. SCOPE OF WORK:

The scope of work is as per enclosed BOQ. The contractor has to execute the work covered under this contract, may undergo changes. The scope of work is thus not limited BOQ description.

7. SUBMISSION OF BILLS:

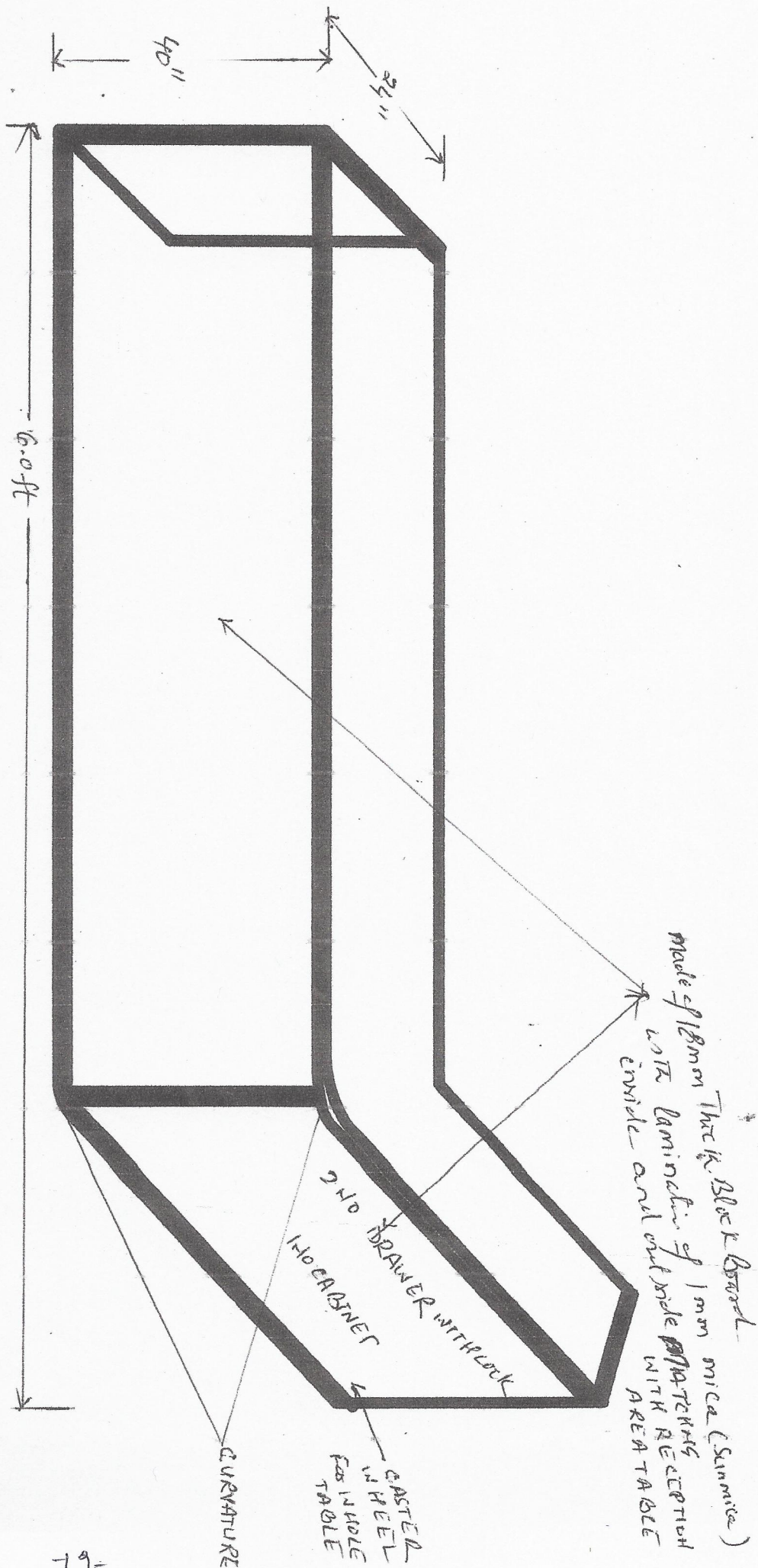
Contractor is to submit the bills and record of measurements in triplicate on approved Performa of the NIPGR for works executed by him. The Bill shall be submitted **after completion of work.**

8. Rates are valid for one year from the date of award of tender. The rate should be valid for extended period of contract as per mutual consent.

**Consultant Engineer
NIPGR, New Delhi**

Seal & Sign of Contractor

TABLE AT RECEPTION ENTRANCE DOOR AT NIPGR



R/S

SCHEDULE OF QUANTITIES

ITEM NO.	DESCRIPTION OF ITEM	QTY.	UNIT	RATE	AMOUNT
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Attached at pages

Should this tender be accepted, in whole or in part I/We hereby agree to abide by and fulfill all the terms & provisions of the conditions of tender as applicable or in default there of a sum of ₹. 800/- (₹. Eight hundred only) deposited by me/us as earnest money in favour of Director, New Delhi., shall stand absolutely forfeited to NIPGR.

I/We agree:

- (i) that should I/We fail to commence the work specified in the above mentioned Memorandum the NIPGR without prejudice to any other right or remedy shall be at liberty to forfeit the earnest money. Otherwise the said earnest money shall be retained and adjusted towards security deposit mentioned in the above Memorandum
- (ii) to execute all the works referred to in the tender documents upon the terms and conditions contained or referred to therein.

The names and postal addresses and contract phone nos. of our representative(s) authorized to deal with this tender are:

1)

2)

3)

Dated the _____ day of _____ 2017.

Signature of Tenderer

(Undertaking on a Non-Judicial Stamp Paper worth Rs. 100/- duly notarized)

I / We (bidder) hereby give an undertaking that:

- a) I/We have not been blacklisted during last three years by any Govt. Department/Govt. Autonomous Body/Institution, etc.;
- b) I/We do not have any dispute with any of the Govt. Departments/Govt. Autonomous Bodies/Institutions, etc.;
- c) I/We have never been certified as 'Unsatisfactory Performer' for the said services provided to the Govt. Departments/Govt. Autonomous Bodies/Institutions;
- d) I/We have not submitted any fake/forged certificates/documents and later, if any such 'Certificates/Documents' found to be fake/forged or contains willful wrong/incorrect information, suitable legal action may be initiated against me/us/agency besides 'forfeiture of Earnest Money Deposit' and 'Blacklisting' etc.
- e) I/We shall not withdraw my/our bid after opening of Technical Bid and if done so, the NIPGR shall be authorized to forfeit the EMD submitted by me/us.

Seal and Signature of the Authorized
Person of the Agency

Name and designation of the
Authorized Person of the Agency

Place:

Date:

'CERTIFICATE FOR SITE INSPECTION'
Pre-qualification criteria of NIT

Certificate that we have visited the site on and assessed the nature and amount of maintenance work involved before submitting our offer. We will be able to complete the maintenance works within the stipulated time and also that we will be able to execute the maintenance work suit to the site conditions.

(Signature of Bidder with Seal)

Name:

Address:

Date:

Consultant Engineer

CHECK-LIST FOR PRE-QUALIFICATION BID FOR "SUPPLY & FIXING OF TEAK WOOD BOARD LAMINATED COUNTER TABLE FOR RECEPTION AT NIPGR, NEW DELHI."

Sl. No.	Documents asked for	Page number at which document is placed
1.	Tender Cost	
2.	Earnest Money	
3.	Name of authorized person of the firm/agency, designation, address and office telephone numbers. If the bidder is a partnership firm/private or limited company, name designation, address and office telephone numbers of partners/ Directors also.	
4.	Self-attested copy of the PAN card issued by the Income Tax Department with copy of Income-Tax Return of the last financial year.	
5.	Completion certificate having completed work costing not less than ₹ 40,000.00.	
6.	Any other documents, if required.	

**Signature of the Bidder
(Name and Address of the Bidder)
Telephone No.**

FINANCIAL BID

Name of work: Supply & fixing of teak wood board laminated counter table for reception at NIPGR, New Delhi.

**CLIENT : DIRECTOR NIPGR
NEW DELHI**

Schedule of Quantity

Name of Work: Supply & Fixing of teak wood/ board Laminated Counter Table For Reception at NIPGR New Delhi.

S.N.	Description	Unit	Qty	Rate	Amount
1	Supply & Fixing of teak wood/board counter table made of 19mm commercial board with both side 1mm thick mica lamination L-type table round curve from front ,Size: 6ftx4.0ftx40"inch(ht) and top board thichness shall be 25 mm with two no. Drawer and one file Cabinet with all requiřed fittings like drawer Hnadles, Hinges, Locks etc.The table shall be mounted on Caster wheel(lockable) and other details as per drawings and as per instruction of Engineer-in-Charge.	Each	1		
Total Amount					
(In words Rs. -----)					
	Consultant Engineer, NIPGR				Seal & Sign of Agency.