

TENDER DOCUMENTS

Name of Work.: Cleaning of Water Storage Tanks at NIPGR Campus New Delhi.

CLIENT: DIRECTOR NIPGR,
NEW DELHI

COST OF TENDER DOCUMENT:- Rs. 150.00

TENDER DOCUMENTS

Name of Work.: Cleaning of Water Storage Tanks at NIPGR Campus 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: 08.12.2017 before 16.00hrs.
Date/Time of submission : 11.12.2017 before 14.30hrs.
Date/Time of opening : 11.12.2017 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.: Cleaning of Water Storage Tanks at NIPGR Campus New Delhi."

Tender Form

- Tender Notice
- General Conditions
- Instruction to bidders
- General Information
- Undertaking on a Non-Judicial Stamp Paper as per Annexure - I
- Certificate for Site Inspection as per Annexure – II
- Check list for Pre-qualification bid as per Annexure – III
- Terms & Conditions
- Schedule of Work

I/We hereby offer to execute the maintenance 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

TENDER NOTICE

File No.: NIPGR/Engg./7/1(1)/2017-18

Dated: 20.11.2017

Sealed item rate Tenders (in two bid system) are invited on behalf of the Director, NIPGR, New Delhi from the eligible contractors who have experience in Cleaning of water Storage Tanks, with Govt. Departments or other reputed organizations, so as to reach this office up to 2.30 P.M. on or before 11.12.2017 for the following maintenance work:

Name of work: Cleaning of Water Storage Tanks at NIPGR Campus 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.	₹ 68700/-	₹ 1,400.00	10 days	08.12.2017 16.00 Hrs.	11.12.2017 14.30 Hrs.	11.12.2017 15.00 Hrs.

Tender document 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 document can also be downloaded free of cost from our website www.nipgr.ac.in and Govt. CPP Portal.

The bids will be accepted in respect of eligible agencies having successfully completed at least three similar maintenance works each costing not less than ₹ 27,500/- or two similar maintenance works each costing not less than ₹ 34,400/- or single similar maintenance work of costing not less than ₹. 55,000/- with Govt. Departments or other reputed organizations during the last three years ending 31st Oct., 2017. Similar nature means **Cleaning of Water Storage tanks**. Copies of the completion certificate of satisfactory completion of Cleaning of tanks to be enclosed.

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 are hereby invited from pre-qualified contractors for the maintenance work of **"SUB.: Cleaning of Water Storage Tanks at NIPGR Campus 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 Rs. 150.00 (Rs. One hundred & Fifty only) from the office of NIPGR, NIPGR, Aruna Asaf Ali Marg ,New Delhi or can be downloaded from Institute's website free of cost. Submission of tender document is mandatory 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 11.12.2017 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 10 days after the date of written order to commence the cleaning of Tank.
5. Every tender shall be accompanied by earnest money for ₹. 1,400.00 (₹ Fourteen 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, tender notice, General Conditions, Instruction for bidders, General Information, terms & conditions, special terms & conditions, bill of quantities, scope of maintenance work, specifications, Inventory ,Annexures etc.
7. The offer shall remain valid for one year from the date of award of work.
8. 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.
9. NIPGR will not pay any expense, whatsoever incurred by tenderer for the preparation and submission of tenders.
10. This notice inviting tender, will form part of the contract agreement to be executed by the successful tenderer with the NIPGR
11. Initially the work may be awarded for one year which may be extended further with mutual consent.
12. The contractor should visit the site and make self-acquainted with the location .The Department shall entertain no extra claim later on.
13. The rates shall be inclusive of all taxes including GST. However, rates and tax component shall be shown separately in Price Bid.
14. Contractor's office establishment should be based in NCR/Delhi.
15. Copy of PAN issued by the respective departments must be enclosed while quoting the rates.

Seal & Signature of Agency

Consultant Engineer
NIPGR, New Delhi

INSTRUCTIONS TO BIDDERS

1. GENERAL INSTRUCTIONS:

Works referred here-in shall cover the entire scope of the proposal. 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: "SUB.: Cleaning of Water Storage Tanks at NIPGR Campus 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 maintenance 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.

6. VALIDITY PERIOD OF OFFERS:

The rates quoted in the tender shall hold good for 180 days from the date of opening 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 180 days. 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 also signed a certificate of site visit enclosed as per Annexure 'II' 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.

11. EARNEST MONEY:

The tender shall be accompanied by earnest money for ₹. 1,400.00 (₹ Fourteen 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.

12. 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 maintenance worked out and the requisite total given. The total amount shall be written both in figures and in words.

13. 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.
- vi) Not submitted the physical inspection of site certificate Annexure 'II'.
- vii) Tender with nil consideration.

14. 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.

15. 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.

16. AMENDMENT IN TENDER DOCUMENTS:

NIPGR reserves the right to revise or amend the Bid Documents up to 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.

17. 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 & Signature of Contractor

GENERAL INFORMATION

- 1 Accepting Authority Director,
NIPGR, New Delhi.
- 2 Earnest money ₹ 1400.00 (₹ Fourteen hundred only) to be furnished with
the tender in the form of the demand draft (No interest is
payable on security deposit)
- 3 Security deposit Security shall be deducted @10% of work done.
- 4 Authority competent to grant extension of time Director, NIPGR or authorized person by Director,
NIPGR
- 5 Tools & plants To be arranged by contractor
- 6 Authority competent to reduce the compensation amount Director, NIPGR
- 7 Release Security Deposit The security deposit/performance security will be
released after six month from the date of Completion of
Work.
- 8 Periodicity of submission of Bills After Completion of work

Seal & Signature of Contractor

Consultant Engineer
NIPGR, New Delhi

(Undertaking on a Non-Judicial Stamp Paper worth ₹. 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: CLEANING OF WATER STORAGE TANKS AT NIPGR CAMPUS, 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.	Undertaking on a Non-judicial Stamp Paper of ₹ 100/- (as per format prescribed in Annexure-I) after award of work.	
5.	Self-attested copy of the PAN card issued by the Income Tax Department.	
6.	Self-attested copy of GSTIN.	
7.	Proof of experiences of last three years ending OCT. 31st, 2017 as specified in the NIT along with satisfactory performance certificates from the concerned employers.	
8.	Annual turnover of last three financial years ending March, 31st, 2017 duly certified by the Statutory Auditors.	
9.	Any other documents, if required.	

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

TERMS & CONDITIONS

Name of Work: Cleaning of Water Storage Tanks at NIPGR Campus New Delhi.

1. 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.
2. The site of work is at NIPGR Campus, Aruna Asaf Ali Marg New Delhi-110067.
3. The contractor shall make his own arrangement for the security of material at site.
4. The contractor shall arrange all T&P and nothing extra will be paid.
5. The rates shall be inclusive of Transportation, loading, unloading and handling charges of material.
6. Water & electricity if required shall be provided by the Institute free of Cost.
7. The rates shall be inclusive of all taxes including GST etc.
8. The contractor shall follow all labour laws as prevailing in Delhi.
9. All works shall be completed to the entire satisfaction of the Engineer-in-charge.
10. The Institute reserves the right to reject/accept any or all quotation without assigning any reason.
11. In case of any dispute the decision of the Engineer-in-charge shall be final & binding on the contractor.
12. The work shall be completed in all respects within **two weeks** from the date of issue of work order and further extended on the consent of both parties.
13. The rates shall be valid for One year from the date of award of work.
14. Contractors office establishment should be based in Delhi/NCR.
15. The tenure of the contract will be initially for one year. This can be further extended or reduced as per discretion of the Institute.
16. The Contractor shall be responsible for any damages and site clearance and nothing extra will be paid. In case the site clearance and damages are not attended, a recovery amounting to ₹. 5000/- (₹. Five thousand only) shall be made.
17. The quotation must be accompanied with **EMD of ₹. 1400.00 (₹. One Thousand Four hundred Only). The earnest money (EMD) shall be in the form of DD of scheduled bank drawn in favour of "Director NIPGR" New Delhi.**
18. The EMD shall be enclosed in a separate envelope duly marked 'EMD' which shall be opened first.
19. The quotation not accompanied with EMD shall not be considered.
20. Payments shall be made after Completion of Work.
21. Security deposit @ 10% shall be deducted from the bill and same shall be refunded after the completion of defect liability period of Six Months.
22. The name of work and date of opening of quotation must be super scribed on the envelope containing quotation.
23. The contractor shall write the rates & Amount in word.
24. All papers attached with this Quotation should be signed & returned in original

PAN No.:

GST :

**Consulting Engineer
NIPGR New Delhi**

FINANCIAL BID

Name of Work.: Cleaning of Water Storage Tanks at NIPGR Campus New Delhi.

**CLIENT : DIRECTOR NIPGR
NEW DELHI**

Schedule of Quantity

Name of Work: Cleaning of Water storage tanks at NIPGR Campus New Delhi.

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