

TECHNICAL BID

Name of work: Providing and Fixing of Storage Cabinets in Kitchen under Platform and Wall Mounted in
Essential Quarters at NIPGR Campus New Delhi.

CLIENT:

DIRECTOR NIPGR,
NEW DELHI

N R

TENDER DOCUMENT

Name of work: Providing and Fixing of Storage Cabinets in Kitchen under Platform and Wall Mounted in
Essential Quarters at NIPGR Campus New Delhi.

CLIENT:

**DIRECTOR NIPGR,
NEW DELHI**

COST OF TENDER DOCUMENT:- Rs. 500/-

~ ~

TENDER DOCUMENTS

Name of work : Providing and Fixing of Storage Cabinets in Kitchen under Platform and Wall Mounted in Essential Quarters at NIPGR Campus New Delhi.

Owner : Director, NIPGR, JNU Campus, New Delhi

Tender issued to :

Place for submission/

Place opening of tender document:

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

**Institute
NIPGR, JNU Campus,
New Delhi**

Last date & time for sale of tender documents: 13.06.2019 before 1500 hrs.

Date & Time of submission of tender documents: 14.06.2019 up to 1500 hrs.

Date & Time of opening of tenders: 17.06.2019 at 1500 hrs.

**Institute
NIPGR, JNU Campus,
New Delhi.**

✓ 2

TENDER FORM

To

The Institute
NIPGR, JNU CAMPUS,
New Delhi.

Dear Sir,

I/We have read and examined the following Tender Documents relating to the “**Name of work** : Providing and Fixing of Storage Cabinets in Kitchen under Platform and Wall Mounted in Essential Quarters at NIPGR Campus New Delhi.

Tender Form

- Tender Notice
- General Conditions
- Instruction to bidders
- General Information
- Memorandum
- General conditions of contract
- Special terms and conditions of contract
- General site rules, procedures and precautions
- Schedule of Quantity (not to be filled)
- Terms & conditions
- Instructions for Online Bid Submission
- Annexure-I, II & III
- Financial Bid

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, and instructions in writing referred to in the conditions of tender.

(Seal & Signature of Contractor)

TENDER NOTICE

(Tender No. NIPGR/Engg/7/1/2018-19)

Online 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, or reputed organizations for the following work:

Name of work: Providing and Fixing of Storage Cabinets in Kitchen under Platform and Wall Mounted in Essential Quarters at NIPGR Campus New Delhi.

Sl. No.	Estimated Cost (In Rs.)	EMD (In Rs.)	Time for Completion	Last date & time for sale of Tender Documents	Date & time of submission of tender documents	Date & time of opening of tenders
1.	2.	3.	4.	5.		
1.	590300/-	11810/-	30 Days	13.06.2019 1500 Hrs.	14.06.2019 1500 Hrs.	17.06.2019 1500 Hrs.

Tender documents can be obtained up to 1500 Hrs. on all working days from NIPGR office on payment of ₹. 500.00 (₹. Five hundred only) in cash (Non-refundable) towards the cost of tender from 27.05.2019 to 14.06.2019 up to 1500 hrs. The earnest money shall be in the form of Demand Draft of a Scheduled Bank issued in favour of the Director, NIPGR, and New Delhi so as to reach the undersigned by 14.06.2019 up to 1500 hrs.

The tender documents can also be downloaded on-line from our website www.nipgr.ac.in and eprocure.gov.in, free of cost.

The tender will be accepted in respect of those contractors having successfully completed at least three similar works of each value not less than ₹. 2.36 Lacs OR two similar work of each value not less than ₹. 2.95 Lacs OR one similar work of each value not less than ₹. 4.72 Lacs during the last three years ending 30th April 2019. Similar works means "Wooden work for in Government organizations, Govt. Autonomous organizations, and other reputed organization."

Tenderers registered with M.S.M.E. & N.S.I.C. in the above-mentioned service / activity are exempted from submission of E.M.D.

Annual turnover of last three financial years ending 31st March 2018 duly certified by the Statutory Auditors.

Submission of complete tender documents duly signed & stamped with Technical Bid is mandatory.

Intending tenderers must enclose self-attested copies of Completion Certificate of having completed the work satisfactorily, issued by competent authority with work order copy.

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

Institute
NIPGR, New Delhi

GENERAL CONDITIONS

1. ON-line tenders on item rate basis are hereby invited from qualified contractors for the work of "Providing and Fixing of Storage Cabinets in Kitchen under Platform and Wall Mounted in Essential Quarters 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 technical specification, Bill of quantities etc. which can be had at a cost of Rs. 500.00 (Rs. Five hundred only) in cash from 27.05.2019 to 14.06.2019 from the office of Institute, NIPGR, Aruna Asaf Ali Marg, New Delhi. **Tender documents can also be downloaded from our website www.nipgr.ac.in free of cost.** Purchase of tender document is obligatory on the part of the tenderers & bid in no other form will be accepted.
3. The time allowed for the completion of work is **30 days** to be reckoned from the 10th day after the date of written order to commence the work.
4. Every tender shall be accompanied by earnest money for **₹11810-(₹ Eleven thousand eight hundred ten 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.
5. 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.
6. The offer shall remain valid for **30** days from the date of opening of Tender. The value 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.
7. 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.
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. The successful tenderer shall have to sign the contract agreement within 10 days of the allotment of work
12. Quoted rates shall be applicable for one year from the date of award of work and can be extended on mutual consent.
13. The uploaded documents / certificates shall be verified with originals after opening of Technical Bid.

NIPGR, New Delhi

Seal & Sign of Agency



INSTRUCTIONS TO BIDDERS

1. GENERAL INSTRUCTIONS:

The works referred here-in shall cover the entire scope of the proposal which includes supplying of material and resurfacing of road work and construction of parking area road including the successful completion and the tests which the NIPGR desires to get carried out. The "Owner" where appearing in these documents shall mean Director, NIPGR,

2. 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.

3. TENDERER TO SUBMIT THE ENTIRE TENDER DOCUMENT ON-LINE:

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.

4. INSTRUCTION FOR FILLING THE TENDER:

Tenders shall be submitted ON-LINE, it shall be signed by one who has been authorized by the Board of Directors through a resolution. Copy of resolution and the authority letter in favour of the person signing must accompany the tender.

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 90 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 90 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 90 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 & must submit along with Technical Bid.

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 for ₹11810- (₹ Eleven thousand eight hundred ten 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.

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 | ₹11810-(₹ Eleven thousand eight hundred ten 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. |
| 8 | Authority competent to reduce the
compensation amount | Director ,NIPGR |
| 9 | Defect Liability Period | Six Months from the date of acceptance of completion by the
NIPGR. |
| 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 |

NIPGR, New Delhi

Seal, Sign of Contractor

N ✓

MEMORANDUM

- a) Name of work : Providing and Fixing of Storage Cabinets in Kitchen under Platform and Wall Mounted in Essential Quarters at NIPGR Campus New Delhi.
- b) Estimated cost : ₹ 5.90 lacs.
- c) Earnest money : ₹11810-(₹ Eleven thousand eight hundred ten 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) 30 Days

Place
Date:

(Seal & Signature of Contractor)

N L

GENERAL CONDITIONS OF CONTRACT AGREEMENT

SECURITY DEPOSIT

The person/persons whose tender may be accepted (herein after called the contractor) shall permit Institute at the time of making any payment to him for works done under the contract to deduct such sum as will amount to 5 % of all moneys so payable to be held by the Institute, by way of security deposit. Earnest money shall also be adjustable towards this security deposit. All compensation or other sums of money payable by the contractor to Institute under terms of this contract may be deducted from his security deposit or from any account what so ever, and in the event of his security deposit being reduced by reason of any such deduction, the contractor shall within 10 days thereafter make good in cash any sum or sums which may have been deducted from his security deposit or any part thereof.

COMPENSATION CLAUSE

The time allowed for carrying out the work as entered in the tender shall be strictly observed by the contractor, and shall be reckoned from the 10th day of the date on which the order to commence the work is given to the contractor within ten days of award of work the contractor shall prepare and submit a schedule for work execution for approval of the NIPGR. The work on the contract shall be executed according to the approved schedule as aforesaid and shall throughout the stipulated period of the contract be proceeded with all due diligence (time being deemed to be the essence of the contract on the part of the contractor) and the contractor shall pay as compensation an amount equal to one percent or such smaller amount as NIPGR may decide on the value of work as per contract, for every week that the work remains un commenced or unfinished after the dates mutually agreed upon by the parties. In the event of the contractor failing to comply with this condition he shall be liable to pay as compensation an amount equal to one percent per week, as the amount as the NIPGR, may decide. Provided always that the entire amount of compensation to be paid under the provisions of this clause shall not exceed ten percent of the awarded cost of work as shown in the tender. The Director, NIPGR, on a representation from the Contractor, is however, empowered to reduce the amount of compensation and his decision in writing shall be final.

TIME EXTENSION

If the contractor shall desire an extension of the time limit for completion of the work on the grounds of his having been unavoidably hindered in its execution or on any other ground he shall apply in writing to the Institute, NIPGR within 5 days of the date of the hindrance on account of which he desires such extensions as aforesaid but before the expiry of time limit and the Institute, if in his opinion(which shall be final)reasonable grounds as shown thereof, authorized such extension of time if any, as may, in his opinion be necessary or proper.

COMPLETION OF WORK

Without prejudice to the rights of Institute under any clause hereinafter contained on completion of the work, the contractor shall be furnished with a certificate by the Institute or his representative of such completion, but no such certificate shall be given nor shall the work be considered to be complete until the contractor shall have removed from the premises on which the work has been executed, all scaffolding, surplus materials and rubbish, and cleaning off the dirt from all doors, walls, floors, or any other parts of buildings said to have been completed, and the measurements in the said certificate shall be binding and conclusive against the contractor, if the contractor shall fail to comply with the requirements of this clause as to the removal of scaffolding, surplus materials, and rubbish and cleaning off dirt on or before the date fixed for the completion of the work, Institute, NIPGR may at the expense of the contractor have removed such scaffolding, surplus materials and rubbish and dispose of the same as he thinks fit and clean off such dirt as aforesaid and the contractor shall forth with pay the amount of all expenses so incurred, and shall have no claim in respect of any such scaffolding or surplus materials as aforesaid except for any such sale proceeds actually realized by the sale thereof.

ADDITIONS/ALTERATIONS

NIPGR shall have power to make any alterations or omissions or additions or substitutions in the original specifications, and instructions that may appear to him to be necessary or advisable during the progress of the work, and the contractor shall be bound to carry out the work in accordance with any instructions which may be given to him in writing signed by the Institute and such alterations, additions or substitutions shall not invalidate the contract and any altered, additional or substituted work which the contractor may be directed to carry out in the manner above specified as part of the work shall be carried out by the contractor on same conditions in all respects on which he agreed to do the main work. The time for the completion of the work shall be extended in the proportion that the altered additional or substituted work has to the main work at the sole discretion of the NIPGR and his decision in this regard shall be final and binding on the contractor.

The rates for the additional, altered or substituted work under this clause shall be worked out in accordance with the following provisions in their respective order:

- i) If the rates for the additional, altered or substituted work are specified in the contract for the main work, the contractor is bound to carry out the additional, altered or substituted work at the same rates as are specified in the contract for the main work.
- ii) In case the rates for such items do not exist in the main contract but are available in the CPWD Schedule of rates, the same shall be derived on the basis of the percentage above/below the approved contract cost to the estimated cost for the work put to tender.

CARRYING OUT OF WORK

All the work shall be carried out in accordance with CPWD specifications prevalent as on date of tender & strictly as per the specifications given in the tender to the total satisfaction of the Institute. In the case of an item for which specification are not available in the said specifications relevant BIS specifications applicable as on the date of tenders shall be followed.

QUALITY CONTROL OF MATERIAL

If it shall appear to the Institute or the Director, NIPGR that any work has been executed with unsound, imperfect, or unskillful workmanship or with materials or articles provided by him for the execution of the work are unsound, or of a quality inferior to that contracted for or otherwise not in accordance with contract, the contractor shall on demand in writing from the Institute specifying the work materials or articles complained of not with standing that the same may have been inadvertently passed, certified and paid for forthwith rectify, or remove & reconstruct the work so specified in whole or in part, as the case may require, or as the case may remove the materials or articles so specified and provide other proper and suitable material or articles at his own charge and cost and in the event of his failing to do so within a period to be specified by Institute, NIPGR in his demand as aforesaid then the contractor shall be liable to pay compensation at the rate of 1% on the contract agreement of work for everyday not exceeding 10 days, while his failure to do so shall continue and in the case of any such failure the Institute may rectify or remove, and re-execute the work or replace with other, materials or articles complained of as the case may be at the risk and expense in all respects of the contractor.

INSPECTION OF WORK

All work under or in course of execution or executed in pursuance of the contract shall at all times be open to the inspection and supervision of Institute, NIPGR or his subordinate in-charge of the work and the contractor shall at all times, during the usual working hours and at all other times at which reasonable notice of the intention of the Institute to visit the works shall have been given to the contractor, either himself be present to receive order and instructions or have a responsible agent duly accredited in writing present for that purpose. Orders given to the contractor's agent shall be considered to have the same force as if they had been given to the contractor himself.

No Escalation shall be paid.

Quoted rates for all items shall be firm, fixed & binding on the contractor irrespective of any variations of quantities of individual items stated.

NIPGR, New Delhi

Contractor Seal & Sign

✓

SPECIAL TERMS AND CONDITIONS OF CONTRACT

1. SPECIFICATIONS:

If specifications for an item of work are not covered by the CPWD Specifications/B.I.S. Specifications prevailing as on date of tender, the same shall be decided by the Institute and shall be binding on the contractor.

In the event of any variation/discrepancy in the specification and tender documents the decision of the NIPGR shall be final binding and conclusive on the contractor.

2. WORK AND WORKMANSHIP:

To determine the acceptable standard or workmanship, the Institute may order the contractor to execute certain portions of works and services and the like under the close supervision of Institute, NIPGR/Architect. On approval, these items shall be labeled as guiding samples and works executed to conform to these samples.

3. CONTRACTOR TO BE LIABLE FOR ALL TAXES ETC.

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

4. 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.

5. APPROVAL OF SAMPLES

Before undertaking any item of work for use in work the contractor shall arrange at his own cost the relevant samples which shall be approved by Institute. These samples will be approved by the Institute in the presence of the contractor.

6. 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 Institute, NIPGR and only the said court shall have jurisdiction to try any such actions and/or proceedings to the exclusion of all other courts.

9. SCOPE OF WORK:

The scope of work is as per enclosed BOQ. The contractor should note that during the inspection of site according to which the contractor has to execute the work covered under this contract, may undergo changes.. The scope of work is thus not limited only to the detailed given but as per instruction of Engineer-in-Charge.

10. CONTRACTOR'S RESPONSIBILITY FOR THE MANNER OF EXECUTION OF WORKS

The contractor shall be solely responsible for the manner and the method of executing the work. The work shall be subject to the approval of Institute from time to time for purposes of determination of the question whether the work is executed by the contractor in accordance with the contract.

11. SUBMISSION OF BILLS:

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

12. ACTION AND COMPENSATION PAYABLE IN CASE OF BAD WORK:

If it shall appear to Institute, NIPGR or his representatives, that any work has been executed with unsound, imperfect or unskillful workmanship or with materials of any inferior description or that any materials or articles provided by him for the execution of the work are unsound or of a quality inferior to the contracted for, forthwith rectify or remove and reconstruct the work so specified in whole or in part as the case may require, or as the case, remove the materials or articles so specified and provide other and suitable materials or articles so specified at his own cost and in the event of his failing to do so within a period to be specified by the Institute in his demand aforesaid, then the contractor shall be liable to pay compensation at the rate of one percent on the amount of the estimate for every day not exceeding ten days while his failure to do so that continue and in the case of any such failure Institute, Institute may rectify or remove, and re-execute the work or remove and replace with other materials or articles complained of, as the case may be at risk and expenses in all respects of the contractor.

13. The works shall be inspected by Engineers & Consultant of Institute. The contractor shall extend full co-operation and render all necessary facilities for inspection of the work to the inspecting authority without any additional cost to NIPGR. It must be noted that any observations/ comments/ recommendations of the said Technical consultants shall be binding on the contractor.

14. It shall always prevail, unless otherwise specifically stated, that the entire provisions of Tender document been opened upon and accepted for compliance by the contractor without any reservation.

NIPGR, New Delhi

Contractor Seal & Sign

GENERAL SITE RULES, PROCEDURES AND PRECAUTIONS

1 SITE WORKING RULES AND REGULATIONS

a) The contractor shall furnish to Institute, NIPGR the Power of Attorney name and signature of his authorized representative who will be in-charge of the execution of the works at site. The contractor shall also furnish the list of technically qualified persons employed by him for execution of the works. Daily reports of number of men employed by crafts and weekly reports of progress achieved, expected date of completion of the works and any actual or potential delays stating the reasons thereof shall be furnished by the contractor.

b) Save as otherwise specifically provided in this Agreement the rates and prices herein, unless otherwise stipulated elsewhere in this Agreement, include all the costs, expenses and outlays of the contractor for executing the works and fulfilling all the obligations of the Contractor under this agreement.

NIPGR, New Delhi

Contractor Seal & Sign

Handwritten signature and checkmark in blue ink.

SCHDULE OF QUANTITIES

ITEM NO.	DESCRIPTION OF ITEM	QTY.	UNIT	RATE	AMOUNT
----------	---------------------	------	------	------	--------

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 ₹11810- (₹ Eleven thousand eight hundred ten only) deposited by me/us as earnest money in favour of NIPGR, 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 _____ 2019

Signature of Tenderer

N L

Cup Boards work:- NIPGR - Essential Quarter

Name of Work: Providing and Fixing of Storage Cabinets in Kitchen under Platform and Wall Mounted in Essential Quarters at NIPGR Campus New Delhi.

Sno.	Description	Unit	Qty.	Rate	Amount
1	Providing and fixing cup board shutters 25mm thick, with Pre-laminated flat pressed three layer particle board or graded wood particle board IS: 12823 marked exterior grade (Grade I Type II) having one side decorative lamination and other side balancing lamination including IInd class teak wood lipping of 25mm wide x12 mm thick with 5mm plyboard for backing with necessary screws and bright finished stainless steel piano hinges complete as per direction of the Engineer-in-Charge				
	25 mm thick	Sqmt.	250		
2	Providing and fixing specified wood frame work consisting of battens 50 x 25 mm fixed with rawl plug and drilling necessary holes for rawl plug etc. including priming coat complete.				
	Champ wood	Cum	0.50		
3	Providing and fixing chromium plated brass handles with necessary screws etc				
	75 mm	Each	128		
4	Providing and fixing aluminium tower bolts ISI marked (anodic coating not less than grade AC 10 as per IS : 1868) transparent or dyed to required colour or shade with necessary screws etc. complete:				
	100X10mm	Each	128		
5	Providing and fixing magnetic catcher in cupboard / ward robe shutters including fixing with necessary screws etc. complete (best make of approved quality.)				
	Double Strip (horizontal Type)	Each	72		
6	Providing and fixing powder coated telescopic drawer channels 300 mm long with necessary screws etc. complete as per direction of Engineer in charge.	Each Set	80		
7	Providing and fixing sliding arrangement in racks / cupboards / cabinets shutters by P/F stainless steel rollers to run inside C or E aluminium channel section (The payment of C or E channel shall be made separately)	Each	80		
8	French spirit polishing				
8a)	Two or more coats on new works including a coat of wood filler.	Sqmtr.	8		
				Total Amount	
				Add GST @18%	
				Net Total Amount	
Consultant Engineer				Seal & Sign of Agency	

NOT TO BE FILLED

a b

TERMS & CONDITIONS

Name of work : Providing and Fixing of Storage Cabinets in Kitchen under Platform and Wall Mounted in Essential Quarters at NIPGR Campus New Delhi.

1. The site of work is at NIPGR Campus, Aruna Asaf Ali Marg New Delhi-110067.
2. The contractor should visit the site and make themselves acquainted with the topography of the site. The Department shall entertain no extra claim later on. A certificate of site visit as per Annexure-II must sign as enclosed.
3. The contractor shall make his own arrangement for the security of material at site.
4. The contractor shall arrange all T&P, Scaffoldings as required and nothing extra will be paid.
5. The contractor must get the prior approval of materials from the Engineer- In -Charge.
6. The rates shall be inclusive of Transportation, loading, unloading and handling charges of material, nothing extra will be paid.
7. The rates shall be inclusive of all taxes including GST.
8. The contractor shall follow all labour laws as prevailing in Delhi.
9. All works shall be carried out as per CPWD Specifications and to satisfaction of the Institute.
10. The Institute reserves the right to reject / accept any or all tenders without assigning any reason.
11. In case of any dispute, the decision of the Institute shall be final & binding on the contractor.
12. Any work not carried out as per instruction of the Engineer-in-charge shall be removed and re-painted by the contractor without any extra cost.
13. The work shall be completed in all respects within **30days** after the date of issue of work order.
14. Contractor must have experience of wooden works in Govt. organizations/other reputed organizations Institutes/Universities and shall submit the experience certificates regarding the same.
15. The Contractor shall be responsible for any damages and site clearance and nothing extra will be paid. In case the site clearance and damages which are not attended, a recovery amounting to Rs.25,000/- shall be made.
16. **Security deposit @ 10%** shall be deducted from the bill and same shall be refunded after the completion of defect liability period of **Six Month**. In case of violation of any condition of tender documents\work order, the security deposit/bank Guarantee will be forfeited\revoked\enchased.
17. All papers attached with this Quotation should be signed & returned in original.
18. **Make of Ply wood of Brand:** Merino, Associates, Green ply& hardware of Hoeffel, Hettich & EBCO as approved by Institute.
19. The rates quoted shall remain valid for a period of 180days, No tender can withdraw\or modify his tender or revoke the same within the same period. If a tenderer on his own withdrawn\or revokes the tender for any item or condition within the period mentioned in the tender notice his earnest money deposit shall stand forfeited. Notwithstanding foregoing, the Institute reserves the right to take other action as deemed appropriate.

NIPGR, New Delhi

Seal & Signature of Contractor

Instructions for Online Bid Submission

1. The tender documents are available on our website www.nipgr.ac.in & www.eprocure.gov.in and same can be downloaded.
2. Tender documents may be downloaded from ITPO's website www.nipgr.ac.in and CPPP site <https://eprocure.gov.in/eprocure/app> as per the schedule as given in the tender document.
3. Bids shall be submitted online only at CPPP website: <https://eprocure.gov.in/eprocure/app>. Tenderers/Contractors are advised to follow the instructions provided in the 'Instructions to the Contractors/Tenderer for the esubmission of the bids online through the Central Public Procurement Portal for eProcurement at <https://eprocure.gov.in/eprocure/app>'. Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.
4. Not more than one tender shall be submitted by one contractor or contractors having business relationship. Under no circumstance will father and his son(s) or other close relations who have business relationship with one another (i.e when one or more partner(s)/director(s) are common) be allowed to tender for the same contract as separate competitors. A breach of this condition will render the tenders of both parties liable to rejection.
5. The bidders are advised to visit CPPP website <https://eprocure.gov.in/eprocure/app> at least 3 days prior to closing date of submission of tender for any corrigendum / addendum/ amendment.
6. Bids will be opened as per date/time as mentioned in the **Tender Document**. After online opening and evaluation of technical bids, the results of their qualification as well Price-Bid opening will be intimated.

Submission of Tender

The tender shall be submitted online in two parts, viz., Technical bid and Financial bid.

All the pages of bid being submitted must be sequentially numbered by the bidder irrespective of nature and content of the documents before uploading.

The offers submitted by hand/Post/Fax/email shall not be considered. No correspondence will be entertained in this matter.

The bidders are required to submit soft copies of their bids electronically on the CPP Portal, using valid Digital Signature Certificates. The instructions given below are meant to assist the bidders in registering on the CPP Portal, prepare their bids in accordance with the requirements and submitting their bids online on the CPP Portal.

More information useful for submitting online bids on the CPP Portal may be obtained at: <https://eprocure.gov.in/eprocure/app>.

REGISTRATION

- 1) Bidders are required to enroll on the e-Procurement module of the Central Public Procurement Portal (URL: <https://eprocure.gov.in/eprocure/app>) by clicking on the link "**Online Bidder Enrolment**" on the CPP Portal which is free of charge.
- 2) As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.
- 3) Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication from the CPP Portal.
- 4) Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate (Class II or Class III Certificates with signing key usage) issued by any Certifying Authority recognized by CCA India (e.g. Sify / nCode / eMudhra/ Nic etc.), with their profile.

- 5) Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSC's to others which may lead to misuse.
- 6) Bidder then logs in to the site through the secured log-in by entering their user ID / password and the password of the DSC / e-Token.

SEARCHING FOR TENDER DOCUMENTS

- 1) There are various search options built in the CPP Portal, to facilitate bidders to search active tenders by several parameters. These parameters could include Tender ID, Organization Name, Location, Date, Value, etc. There is also an option of advanced search for tenders, wherein the bidders may combine a number of search parameters such as Organization Name, Form of Contract, Location, Date, Other keywords etc. to search for a tender published on the CPP Portal.
- 2) Once the bidders have selected the tenders they are interested in, they may download the required documents / tender schedules. These tenders can be moved to the respective 'My Tenders' folder. This would enable the CPP Portal to intimate the bidders through SMS / e-mail in case there is any corrigendum issued to the tender document.
- 3) The bidder should make a note of the unique Tender ID assigned to each tender, in case they want to obtain any clarification / help from the Helpdesk.

PREPARATION OF BIDS

Bidder should take into account any corrigendum published on the tender document before submitting their bids.

- 1) Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid. Please note the number of covers in which the bid documents have to be submitted, the number of documents - including the names and content of each of the document that need to be submitted. Any deviations from these may lead to rejection of the bid.
- 2) Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document / schedule and generally, they can be in PDF / XLS / RAR / DWF/JPG formats. Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.
- 3) To avoid the time and effort required in uploading the same set of standard documents which are required to be submitted as a part of every bid, a provision of uploading such standard documents (e.g. PAN card copy, GST Certificate etc.) has been provided to the bidders. Bidders can use "My Space" or "Other Important Documents" area available to them to upload such documents. These documents may be directly submitted from the "My Space" area while submitting a bid, and need not be uploaded again and again. This will lead to a reduction in the time required for bid submission process.

SUBMISSION OF BIDS

- 1) Bidder should log into the site well in advance for bid submission so that they can upload the bid in time i.e. on or before the bid submission time. Bidder will be responsible for any delay due to other issues.
- 2) The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.
- 3) Bidder has to select the payment option as "offline" to pay the tender fee / EMD as applicable and enter details of the instrument.
- 4) Bidder should prepare the EMD as per the instructions specified in the tender document. The original should be posted/couriered/given in person to the concerned official before bid opening date/time as mentioned in critical date sheet or as specified in the tender documents. The details of the DD/any other accepted instrument, physically sent, should tally with the details available in the scanned copy and the data entered during bid submission time. Otherwise the uploaded bid will be rejected.
- 5) Bidders are requested to note that they should necessarily submit their financial bids in the format provided and no other format is acceptable. If the price bid has been given as a standard BoQ format with the tender

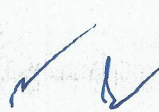
document, then the same is to be downloaded and to be filled by all the bidders. Bidders are required to download the BoQ file, open it and complete the white coloured (unprotected) cells with their respective financial quotes and other details (such as name of the bidder). No other cells should be changed. Once the details have been completed, the bidder should save it and submit it online, without changing the filename. If the BoQ file is found to be modified by the bidder, the bid will be rejected.

- 6) The server time (which is displayed on the bidders' dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, opening of bids etc. The bidders should follow this time during bid submission.
- 7) All the documents being submitted by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered cannot be viewed by unauthorized persons until the time of bid opening. The confidentiality of the bids is maintained using the secured Socket Layer 128 bit encryption technology. Data storage encryption of sensitive fields is done. Any bid document that is uploaded to the server is subjected to symmetric encryption using a system generated symmetric key. Further this key is subjected to asymmetric encryption using buyers/bid opener's public keys. Overall, the uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- 8) The uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- 9) Upon the successful and timely submission of bids (i.e after Clicking "Freeze Bid Submission" in the portal), the portal will give a successful bid submission message & a bid summary will be displayed with the bid no. and the date & time of submission of the bid with all other relevant details.
- 10) The bid summary has to be printed and kept as an acknowledgement of the submission of the bid. This acknowledgement may be used as an entry pass for any bid opening meetings.

ASSISTANCE TO BIDDERS

- 1) Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority for a tender or the relevant contact person indicated in the tender.

Any queries relating to the process of online bid submission or queries relating to CPP Portal in general may be directed to the 24x7 CPP Portal Helpdesk. The contact number for the helpdesk is 1800 3070 2232, 91-7878007972 and 91-7878007973.



(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 / on holiday list / debarred 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:

Handwritten signature

**‘CERTIFICATE FOR SITE INSPECTION’
Pre-qualification criteria of NIT**

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

(Signature of Bidder with Seal)

Name:

Address:

Date:

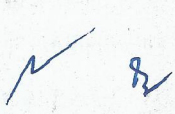
NIPGR

N *h*

CHECK-LIST FOR PRE-QUALIFICATION BID FOR Name of work: Providing and Fixing of Storage Cabinets in Kitchen under Platform and Wall Mounted in Essential Quarters 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) .	
5.	Self-attested copy of the PAN card issued by the Income Tax Department with Self-attested copy of GSTIN.	
6.	Proof of experiences of last three years ending 30 th April 19 as specified in the NIT along with satisfactory performance certificates from the concerned employers.	
7.	Annual turnover of last three financial years ending 31 st March 2018 duly certified by the Statutory Auditors.	
8.	‘CERTIFICATE FOR SITE INSPECTION’ shall be signed with date.(As per Annexure-II)	
9.	Any other documents, if required.	

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

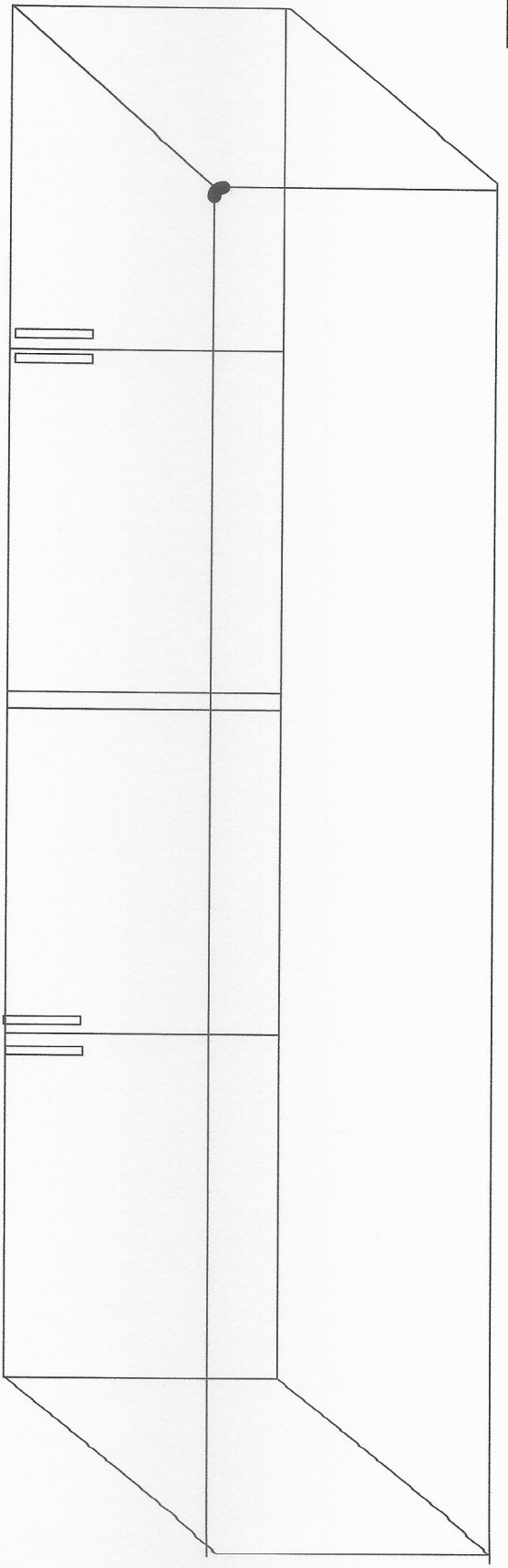


37

As per Site

400mm

600mm



wall Mounted Cup Board at Essential
quarters at NIPGR

PCG

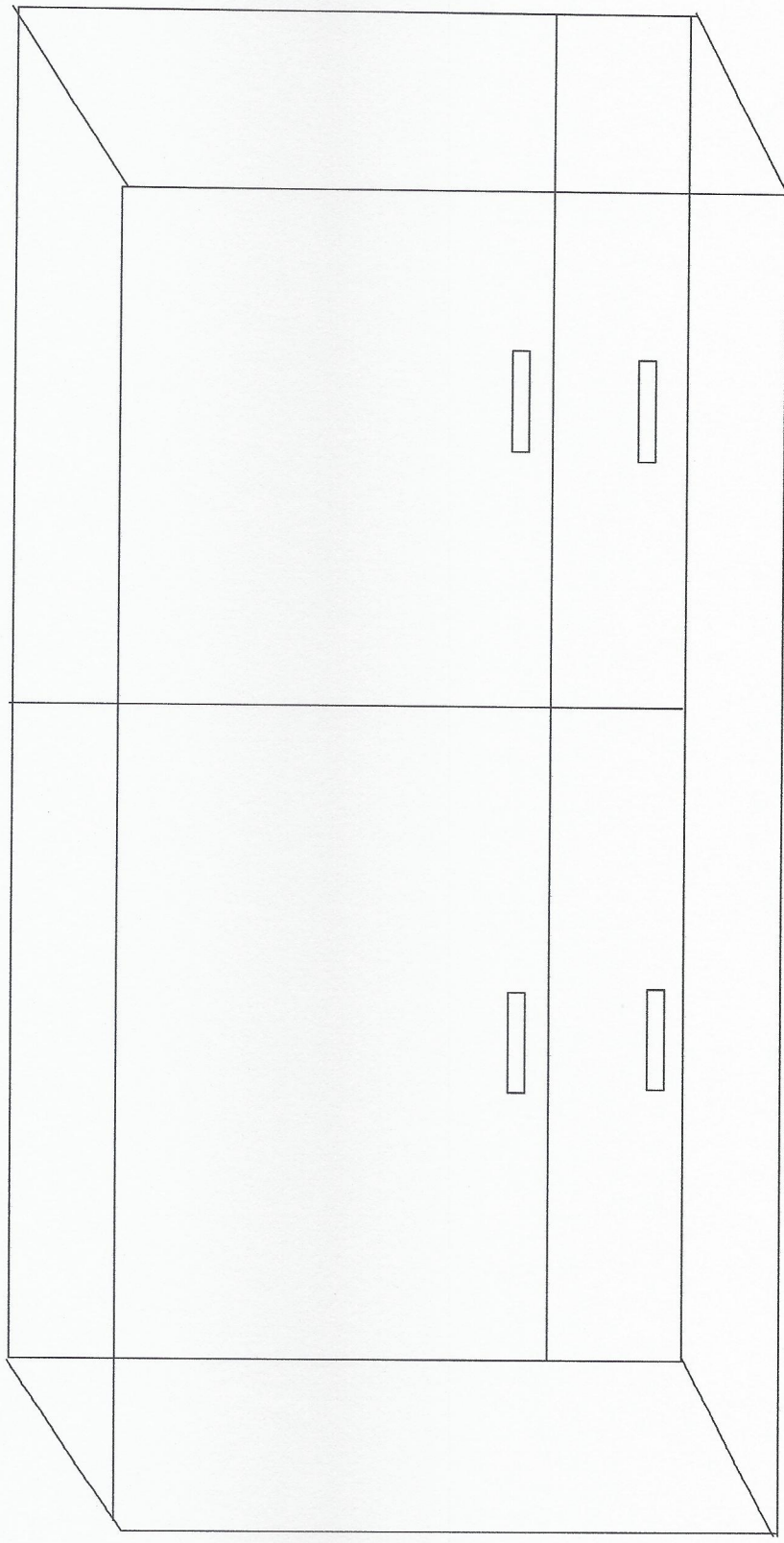
2

As per Site

As per Site

As per Site

As per Site



Cup Board Under Kitchen Platform
for Essential quarters at NIPGR

21/5/21

22

FINANCIAL BID

Name of work: Providing and Fixing of Storage Cabinets in Kitchen under Platform and Wall Mounted in Essential Quarters at NIPGR Campus New Delhi.

**CLIENT : DIRECTOR NIPGR
NEW DELHI**

h *h*

Name of Work: Providing and Fixing of Storage Cabinets in Kitchen under Platform and Wall Mounted in Essential Quarters at NIPGR Campus New Delhi.

Consultant Engineer

Seal & Sign of Agency