



**CSIR-INSTITUTE OF GENOMICS & INTEGRATIVE BIOLOGY**  
(Council of Scientific & Industrial Research)  
MALL ROAD & MATHURA ROAD

**CONTRACT DOCUMENTS**  
**FOR THE WORK**

**Cleaning of inside surface of Supply / Return / Exhaust Ducts of HVAC System installed at IGIB,  
South Campus, Mathura Road, New Delhi - 25**

**CSIR-INSTITUTE OF GENOMICS & INTEGRATIVE BIOLOGY**  
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**NOTICE INVITING e-TENDER (eNIT)**

Ref.No.: IGIB/Duct Cleaning/South Campus/2018-19

Date: 07.01.2019

Item Rate Sealed tenders are invited for the works of “Cleaning of inside surface of Supply / Return / Exhaust Ducts of HVAC System installed at IGIB, South Campus, Mathura Road, New Delhi - 25” from those who have received accreditation from NADCA / specialized firms associated with NADCA certified Agencies having experience in Central Air Conditioning System works and the appropriate class of contractors of CPWD, PWD, PWD, Railways, Post & Telegraph Dept, MES, State PWDs, Semi Government Organization OR those who have worked for CSIR or its laboratories, and have successfully carried out 1 / 2 similar works amounting to Rs. 8.17 lacs / Rs. 6.13 lacs respectively in a single contract during the last seven years.

The tendering process is online at NIC CPPP e-portal URL address <http://etenders.gov.in/eprocure/app>.

Name of Work	Time of Completion	Estimated Cost (Rs.)	Earnest Money (Rs.)	Tender Fee (i/c GST) – Non-refundable
Cleaning of inside surface of Supply / Return / Exhaust Ducts of HVAC System installed at IGIB, South Campus, Mathura Road, New Delhi – 25.	Three months	10,20,954.00	20,420.00	500.00

**CRITICAL DATE SHEET**

Publishing Date	<b>Date- 07.01.2019</b>	<b>hrs. 17.00 hrs</b>
Bid Document Download / Sale Start Date	<b>Date- 07.01.2019</b>	<b>hrs. 17.00 hrs</b>
Bid Submission Start and End Date	<b>Date- 07.01.2019</b>	<b>hrs. 17.00 hrs</b>
	<b>Date- 16.01.2019</b>	<b>hrs. 17.00 hrs</b>
Last date and time of submission of original Demand Draft/Banker’s Cheque against EMD and Tender Fee	<b>Date- 18.01.2019</b>	<b>hrs. 15.00 hrs</b>
Bid Opening Date (e-Envelope-1)	<b>Date- 18.01.2019</b>	<b>hrs. 15.30 hrs</b>
Bid Opening Date (e-Envelope-2)	<b>To be intimated later on through CPP</b>	

Prospective tenderers are advised to get register themselves at NIC CPP portal, obtain 'Login ID' & 'Password' and go through the instruction available in the Home Page after log into the CPP-portal <http://etenders.gov.in/eprocure/app>. They should also obtain Digital Signature Certificate (DSC) in parallel which is essentially required for submission of their tender.

The tenderer shall submit their tender only at CPP portal [https://etenders.gov.in / eprocure/app](https://etenders.gov.in/eprocure/app).

Tenderer/Contractor are advised to follow the instruction provided in the tender document for online submission of bids. Tenderers are required to upload the digitally signed file of scanned document along with scanned copy of Demand Draft for Tender Fee & EMD.

Uploading of tender in location other than specified above shall not be considered. Hard copy of tender shall not be entertained.

1. The tenderers shall be required to submit the bids in two e-envelopes.

**A. e-Envelope-1:- Eligibility Criteria**-Will contain digitally signed file of scanned document of the following:

a) Work orders of similar nature with completion certificate/ certified bills indicating the value of work Specified as above.

b) Documents for Earnest Money and Tender Fee (Two separate crossed demand drafts in favour of Director, IGIB, Mall Road, Delhi-110007 payable at State Bank of India, Delhi University Branch, Delhi) specified as above only.

*The original Demand Draft against Earnest Money and Tender Fee should reach by post/ courier/given in person to the concerned officials as mentioned in CRITICAL DATE SHEET. Any postal delay will not be entertained.*

*The details of Demand Draft physically sent, should tally with the details available in the scanned copy and data entered during bid submission time, failing which the tender shall be rejected.*

c) GST registration certificate.

d) PAN card

The financial bids of the contractors/firms found to be meeting the qualifying requirements (Eligibility Criteria) shall be opened as per **CRITICAL DATE SHEET. (Depending on Technical Bid evaluation, the date shall be intimated through CPP Portal).** Financial bid/Price bid of tenders will not be opened and offer will be treated as cancel in case e-Envelope -1 are not found in order.

**B. e – Envelope - 2: Financial e - bid through CPP Portal:-**

1. All rates shall be quoted 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 online, without changing the file name. If the BOQ file is found to be modified by the bidder, the bid will be rejected. If the BOQ file is given in pdf format than bidders will download the same, fill the rates, complete it and will attach in the same format after signing.

2. Tenderers must ensure that all the uploaded documents should be of good quality. Vague /poor quality of printed documents and incomplete documents will not be accepted.

3. The rates quoted by the tenderers/vendors should be inclusive of GST.

4. The rates of all items to be provided in e-tender, rate quoted as zero for any item will be liable for rejection of financial bid. Conditional tenders shall also be liable for rejection.

5. The successful bidder, after getting the Letter of Award, has to sign in each and every page of contract documents (hard copies) with date and seal for agreement.

6. The Director, [CSIR-IGIB, Mall Road](#) reserve the right to verify the credential submitted by the agency at any stage (before or after the award of work). If at any stage, any information /documents submitted by the tenderer is found to be incorrect/false or have some discrepancy which disqualifies the contractor then the following actions are liable:

a) Forfeit the entire amount of EMD submitted by the firm.

b) The agency shall be liable for debarment from tendering in CSIR-IGIB, apart from any other appropriate contractual/legal action.

The Director, [CSIR-IGIB, Mall Road](#) reserves the right of accepting or rejecting any or all tenders or any part thereof without assigning any reason.

## NOTICE INVITING e -TENDER

Item rate sealed tenders are invited for the work of “Cleaning of inside surface of Supply / Return / Exhaust Ducts of HVAC System installed at IGIB, South Campus, Mathura Road, New Delhi - 25” from those who have received accreditation from NADCA / specialized firms specialized firms associated with NADCA certified Agencies having experience in Central Air Conditioning System works and the appropriate class of contractors of CPWD, PWD, Railways, Post & Telegraph Dept, MES, State PWDs, Semi Government Organization OR those who have worked for CSIR or its laboratories, and have successfully carried out 1 / 2 similar works amounting to Rs. 8.17 lacs / Rs. 6.13 lacs respectively in a single contract during the last seven years.

The tenderers are required to submit digitally signed eligibility criteria of the conditions such as work orders of similar nature with copy of completion certificate/certified bills indicating the value of work specified as above, accreditation certificate from NADCA, GST registration certificate.

- 1) Estimated Cost of the work is **Rs. 10,20,954.00 (Rupees Ten Lac Twenty Thousand Nine Hundred Fifty Four only) based on prevailing market rates.**
- 2) Time for carrying out the work will be **Three Month** and the date of commencement shall be reckoned from the tenth day of issue of award letter.
- 3) The tender shall not be issued physically. The tendering process is online at NIC CPPP e-portal URL address <http://etenders.gov.in/eprocure/app>. Tenderer should submit Rs. 500/- (Rupees Five Hundred Only) in form of DD in favour of Director, CSIR-IGIB (non-refundable) for tender cost.
- 4) The earnest money amounting to Rs. 20,420.00 (Rs. Twenty Thousand Four Hundred Twenty only) in the form of Demand Draft or pay order of a schedule bank drawn in favour of “ Director, I.G.I.B., Mall Road, Delhi-110007”payable at Delhi should be scanned and attached on E-portal. However, *the original Demand Draft against Earnest Money and Tender Fee should reach by post/courier/given in person to the concerned officials on or before as mentioned in CRITICAL DATE SHEET.*
- 5) The Employer does not bind himself to accept the lowest or any tender and reserves to himself the right of accepting the whole or any part of the tender and the tenderer shall be bound to perform the same at the rates quoted.
- 6) Canvassing in connection with the tenders is prohibited and the tenders submitted by the contractor who resort to canvassing are liable for rejection.
- 7) The tenders shall not be permitted to tender for works in the concerned unit of CSIR in which a relative is posted in the grade between Controller of Administration and Junior Engineer (both inclusive). He shall also intimate the names of persons who are working with him in any capacity or subsequently employed by him and who relatives are as mentioned above.

**Note:**

A person shall be deemed to be relative of another if, and only if, They are members of a Hindu undivided family; They are husband and wife; or The one is related to the other in the following manner: Father, Mother (Including step mother), Son (Including step son), Son's wife, Daughter (including step daughter), Father's father, Son's son, Son 's son's wife, Son's daughter, Son's daughter's husband, Daughter's husband, Daughter's son, Daughter's son's wife, Daughter's daughter, Daughter's and daughter's husband, Brother (Including step brother), Brother's wife, Sister (including step sister), Sister's husband.

- 8) Tender submitted shall remain valid for 90 days from the date of opening for the purposed of acceptance and award of work, validity beyond 90 days from the date of opening shall be by mutual consent.
- 9) The tenderer shall quote rates both in figures and words. He shall also workout the amount for each item of work and write in both figures and words. On check, if there are difference between the rates quoted by the tenderer in words and in figures or in the amount worked out by him, the following procedure shall be followed:
  - i) When there is a difference between the rates in figures and in words, the rates, which correspond to the amounts worked out by the tenderer, shall be taken as correct.
  - ii) When the tenderer does not work out the amount of an item or it does not correspond with the rate written either in figures or in words, the rate quoted by the tenderer in words shall be taken as correct.
  - iii) When the rate quoted by the tenderer in figures and in words tallies but the amount is not worked out correctly the rate quoted by the tenderer shall be taken as correct and not the amount.
  - iv) When no rate have been quoted for any item (s), leaving space / coulombs both in figure & works and amount unfilled, it will be considered that the tenders has included cost of the item in thither items and rate for such items will be treated as "Zero" and work will be required to be executed accordingly.
- 10) The tenderer should see drawings and in case of doubt obtain required particulars, which may in any way influence his tender from the Engineer as no claim whatsoever will be entertained for any alleged ignorance thereof.
- 11) Before tendering, the tenderer shall inspect the site to fully acquaint himself about the condition in regard to accessibility of site, nature and extent of ground, working condition of site and locality including stacking of materials, installations of tools and plants (T&P) etc., conditions affecting accommodations and movement of labour etc. required for the satisfactory execution of the work contract. No claim whatsoever on such account shall be entertained by the Employer in any circumstances.
- 12) Earnest money shall be forfeited if the contractor fails to commence the work as per letter of award. If any tenderer withdraws this tender within the validity period or makes any modification in terms and condition of the tender which are not acceptable to the Department, then CSIR shall without prejudice to any right or remedy, be at liberty to forfeit 50% fifty percent) of the earnest money absolutely.

- 13)** Except writing rates and amount, the tenderer should not write any conditions or make any changes, additions alterations and modifications in the printed form of tenders. Tenderers who are desirous to offer rebate, the same should be brought out separately in the covering letter and submitted along with the tender.
- 14)** Some of the provisions of General Conditions of Contract are given below. Interpretation however shall be as given in the General Conditions of Contract.
- a)** DEFECTS LIABILITY PERIOD: Up-to final inspection with the video camera after completing the work.
  - b)** MINIMUM VALUE OF WORK FOR THE INTERMEDIATE CERTIFICATE Rs 5.50 lacs (Rs Five Lac Fifty Thousand only). Intermediate certificate for a lesser amount can be admitted for payment at the discretion of the Engineer.
  - c)** SECURITY DEPOSIT: A sum @ 10% of the bill shall be deducted from each running bill of the contractor till the sum along with 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 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.
- 15)** COMPENSATION | Contractor shall pay as compensation an amount equal to one percent or such smaller amount as the Employer (whose decision in writing shall be final) may decide on the cost of the whole work as shown in the agreement for every week that the work remains uncompleted or unfinished or due quantity of work remains incomplete after the proper dates. Compensation to be paid shall not exceed ten percent of the estimated cost of the work as shown in the agreement.
- 16)** Clause No. 28 of conditions of contract i.e. “ESCALATION” will not be applicable in this work.
- 17)** Tenders which do not fulfill any or all of the above conditions are incomplete in any way, are liable for rejection.
- 18)** Deduction of Income Tax and Labour Cess at the prevailing rate shall be made from the running and final bills of the work.
- 19)** The contractor shall quote their rates inclusive of all applicable Taxes and Duties, GST etc.

**Signature of Tenderer with the seal**