

**CSIR – INSTITUTE OF GENOMICS & INTEGRATIVE BIOLOGY**  
**MALL ROAD, NEAR JUBILEE HALL, DELHI - 110007**

**NOTICE INVITING E-NIT**

On behalf of Director, CSIR-Institute of Genomics & Integrative Biology, Delhi, online bids are invited through **Govt. e-portal (CPP Portal) (etenders.gov.in)** for **“Operation and Maintenance of GMP Lab Activities at CSIR- IGIB, South Campus, Mathura Road, New Delhi.**

**The last date for receipt of online bids is 30.09.2024 up to 04.00 pm.**

**The online bids received will be opened on the 01.10.2024 at 04.00 pm.**

**Administrative Officer**

**CSIR – INSTITUTE OF GENOMICS & INTEGRATIVE BIOLOGY**

**MALL ROAD, NEAR JUBILEE HALL, DELHI - 110007**

**Sub : Operation and Maintenance of GMP Lab Activities at CSIR- IGIB, South Campus, Mathura Road, New Delhi.**

CSIR – Institute of Genomics & Integrative Biology, Delhi invites **ONLINE TENDER** from service providers / agencies based in Delhi / NCR holding valid labour license under the provision of Contract Labour (Regulation & Abolition) Act, 1970 and valid ESIC/Insurance, EPF, GST and PAN Nos. for providing services related to **Operation and Maintenance of GMP Lab Activities at CSIR- IGIB, South Campus, Mathura Road, New Delhi.**

**Operation and Maintenance of GMP Lab Activities** for a period of one year, extendable for further period of one year with mutual consent subject to satisfactory performance of the agency during the contract period on existing rates, terms and conditions.

**SCHEDULE OF INVITATION OF BIDS:**

<b>Sl. No.</b>	<b>Items</b>	<b>Description</b>
1.	Tender No.	<b>4(51)/2024-IGIB/Gen</b>
2.	Subject	Operation and Maintenance of GMP Lab Activities at CSIR-IGIB, South Campus, Mathura Road, New Delhi. <b><u>Required Job:</u></b> 1. One Engineer with working experience in GMP facilities. 2. One Data Entry Operator with working experience in GMP facilities. 3. One Lab cleaning with working experience in GMP facilities. 4. One Helper with working experience in GMP facilities. 5. One Consultant with working experience in GMP facilities  <b>The Above Details given at Page No. 15</b> <b>List of consumables/ Cleanroom Equipment / Furniture are given at Page No. 13-14</b>
3.	Estimated cost for Manpower and Consumable/ Equipment	Rs. 41,98,200/- (Rupees Forty one lakh ninety eight thousand two hundred only) per annum approx.
4.	Availability of bid document	<b>Govt. e-portal (CPP Portal) (etenders.gov.in)</b>

5.	Date of Publication of bid	<b>19.09.2024</b>
6.	Last Date for submission of online bids	<b>30.09.2024 up to 04.00 pm</b>
7.	Date of opening of online bids	<b>01.10.2024 at 04.00 pm</b>
8.	Financial Bid	Financial bid will be opened of only those bidders who will qualify the technical criteria of this NIT.
9.	Address for communication	Administrative Officer, CSIR – Institute of Genomics & Integrative Biology, Near Jubilee Hall, Mall Road, Delhi – 110 007

**Bidders need not to submit hard copies of their bid. Only online bids submitted through Govt. e-portal (CPP Portal) (etenders.gov.in) shall be accepted.**

1. The agency must have registered office in Delhi / NCR. (Attach proof/document).
2. Director, CSIR - IGIB reserves the right to accept any or all the bids in part or in full or to reject all the bids received without assigning any reasons thereof.
3. BIDDERS ARE ADVISED ONLY TO UPLOAD THE ESSENTIAL DOCUMENTS FOR QUALIFICATION OF BID ASKED FOR IN THE BID DOCUMENT.

**Administrative Officer**

**CSIR – INSTITUTE OF GENOMICS & INTEGRATIVE BIOLOGY**

**MALL ROAD, NEAR JUBILEE HALL, DELHI - 110007**

**GENERAL INSTRUCTIONS**

**Sub: Operation and Maintenance of GMP Lab Activities at CSIR- IGIB, South Campus, Mathura Road, New Delhi.**

1.0 The work relating to Operation and Maintenance of GMP Lab Activities at CSIR- IGIB, South Campus, Mathura Road is proposed to be carried out through outsourced agency using mechanized equipment's and gadgets on monthly payment basis as per labour laws applicable to which online bids are invited through this notice.

2.0 The NIT containing Scope of work, General conditions of contract of contract, Schedule of quantity etc. are being enclosed for reference.

3.0 **Bidders shall submit the following Self Attested copies/documents:**

**(a) The bidder shall upload following documents essentially for Qualification of bid:**

- (i) Name of the agency, Date of establishment of agency, Detailed office address of the agency with telephone number, fax number, mobile number, e-mail id, WhatsApp no. and name of the contract person.
- (ii) Letter of Acceptance **(Annexure-A)**,
- (iii) Undertaking by contractor **(Annexure-B)**,
- (iv) Valid Contract Labour License No
- (v) Bid Securing Declaration Form **(Annexure – C)**.
- (vi) Valid ESIC Registration
- (vii) Valid EPF Registration
- (viii) Valid PAN No.
- (ix) Valid GST No.
- (x) Scanned copy of Undertaking on non-judicial stamp paper of Rs.100/- attested by Notary to the effect that the firm is not blacklisted or debarred by any Central/State Govt. Ministry / Deptt./ Autonomous body/PSU or any criminal case is registered against the firm or its owner/ partner anywhere in India**(Annexure – D)**.
- (xi) Certificate regarding Annual Turnover of Rs.21 lakhs of the agency of preceding three years duly audited and attested by the Chartered Accountant along with Profit & Loss account, balance sheets and ITRs **(Financial years – 2021-22, 2022-23, 2023-24)**
- (xii) Copies of experience certificates executed / completed one / two / or three similar works each costing not less than 80%, 60% or 40% respectively (i.e. 33.5, 25 & 16.8 lakh) of the estimated value of contract within last 3 years in Govt./Semi Govt./Autonomous Bodies to the satisfaction of the contracting organization anywhere in India. The bidder must submit certificate of satisfactory completion of work from the clients concerned. The work completion certificate containing details of works executed, the value of the work done, performance of the agency, the date of commencement and date of completion. Copy of the satisfactory work order and / or self certified certificate will not be accepted as certificate of experience. If any document other than certificate of experience is produced, such document shall not be accepted. Tenders not accompanied by certificate of experience issued by the client concerned Dept. / Organization / Institute shall be disqualified.
- (xiii) GFR-144(xi) compliance certificate **(Annexure-E)**.
- (xiv) The relaxation to MSEs/Startups will be provided as per provisions of GFR 2017 and Govt. of India orders issued from time to time on production of MSME Certificate.

**Note: All the above essential documents should be attached. No other paper/bulky documents shall be accepted for technical evaluation of the bids.**

#### 4.0 Instruction to Bidders

- 4.1 Incomplete or conditional bids will be summarily rejected.
- 4.2 Each page of the bid document is to be signed by the bidder, scanned and uploaded. No cutting, erasing or over-writing is permissible.
- 4.3 The Bidder should inspect the site before quoting the rates and submitting the bid to get fully acquainted with the scope of work as no claim whatsoever will be entertained for any alleged ignorance thereafter. The rates shall be filled in figures as well as in words.
- 4.4 Bidder must visit existing site to understand the criticality and scope of work.
- 4.5 Rooms parameters shall be monitored by vendor remotely through BMS and record room parameters at vendor's office (with back up data) at no extra cost. Vendor will be required to submit proof of similar application for some other project (screen shot, readings etc).
- 4.6 Bid submitted by Bidder shall remain valid for acceptance for a period of **90 days** from the date of opening of bid. The Bidder shall not be entitled during the said period of 90 days to revoke or cancel his bid or to vary any term thereof. Canvassing in connection with the bid is prohibited and the bids of such Bidder are liable for rejection
- 4.7 The right to accept or reject or split the bids reserved with Director, IGIB. Director, IGIB, however, does not bind himself to accept the lowest bid. Further, the Director, CSIR – IGIB reserves the right to reject any or all the bids received without assigning any reasons thereof. The whole work may be split up between two or more contractors or accepted in part or full, if considered expedient.
- 4.8 Duration of contract shall be initially for **one year** extendable for further period of one year with mutual consent subject to satisfactory performance of the agency during the contract period on existing rates, terms and conditions
- 4.9 **Successful bidder will submit a bank guarantee (Performance-cum-Security deposit) equivalent to 3% of the total award value of the contract in favour of Director, CSIR - IGIB, Delhi and no exemption will be given to successful agency/bidder.**
- 4.10 As per the notification issued by Ministry of Finance, Dept. of Expenditure, vide OM No.29(1)/2014/2014-PPD dated 28/01/2014, If a firm quotes '**NIL**' charges / consideration the bid shall be treated as unresponsive and will not be considered.
- 4.11 The bidder should not write any conditions or make any changes, addition, alterations and modifications in the printed form of bid document, falling which the bidder will be treated as disqualified.
- 4.12 **The relaxation to MSEs/Startups will be provided as per provisions of GFR 2017 and Govt. of India orders issued from time to time on production of MSME Certificate.**
- 4.13 Price bid will be evaluated on the Rule 192 of GFR2017 (as amended up to date) i.e. Quality and Cost Based Selection (QCBS).

## GENERAL CONDITIONS OF CONTRACT

1. The persons deployed by the contractor for the services shall be the employees of the contractor for all intents and purposes and that the persons so deployed shall remain under the control and supervision of the contractor and in no case, shall a relationship of employer and employee between the said persons and the CSIR shall accrue/arise implicitly or explicitly.
2. On taking over the responsibility of the work assigned, the Contractor shall formulate the mechanism and duty assignment/responsibilities of work to its personnel in consultation with Director of the Lab./Institute or his nominee Subsequently, the contractor shall review the work assigned from time to time and advise the Director of the Lab./Institute for further streamlining their system. The contractor shall further be bound by and carry out the directions/instruction given to him by the Director of the Lab./Institute or the officer designated by the Director in this respect from time to time.
3. Director of the Lab./Institute or any person authorized by the Director shall be at liberty to carry out surprise check on the persons as deployed by the Contractor in order to ensure that persons deployed by him are competent & performing their duties.
4. In case any of the persons so deployed by the Contractor does not come upto the mark or does not perform his duties properly or commits misconduct or indulges in any unlawful riot or disorderly conduct, the contractor shall immediately withdraw and take suitable action against such persons on the report of the Lab. Institute/CSIR in this respect. Further, the Contractor shall immediately replace the particular person so deployed on the demand of the Director of the Lab./Institute/CSIR in case of any of the aforesaid acts on the part of the said person.
5. As per the notification issued by Ministry of Finance, Dept. of Expenditure, vide OM No. 29(1)/2014/2014- PPD dated 28/01/2014, **If a firm quote 'NIL' charges, the bid shall be treated as unresponsive and will not be considered. The rate quoted by the firm should be workable.**
6. The bidder should not write any conditions or make any changes, addition, alterations and modifications in the printed form of bid document, falling which the bid will be treated as disqualified.
7. Contractor shall not exhibit or cause to be exhibited in the office premises any printed or written notices of advertisements of any kind, whatsoever except notices related to the working without the previous permission of the Institute.
8. The contractors shall work under the supervision of authorized officers of the Institute as may be nominated by the Director, CSIR-IGIB from time to time called officer in charge.
9. The contractor must arrange the supply of required material on 1<sup>st</sup> Day of every month and hand it over to the custody of IGIB representative for further accountability & issue as per the day to day requirement for cleaning works. In case of any shortage of material, the recovery at the market rate will be made from the monthly bill of the contractor.
10. The contractor shall submit the copy of return of contribution of all his employees deployed in IGIB of EPF & ESI timely otherwise security deposit/ Bank guarantee will be withheld/ forfeited by IGIB.
11. The contractor shall issue ESI cards and EPF account number of all his employees deployed in IGIB within 45 days.
12. That the contractor shall make the payment of wages, etc. to the persons deployed under this contract through RTGS / NEFT / Bank Transfer on or 7<sup>th</sup> of every month and shall furnish copies of wages register/ musterroll / online payment receipt etc. to the CSIR-IGIB for having paid all the dues to the persons deployed by him for work under the Agreement. Non-payment on the above dates will attract a penalty @ Rs.500/- per day from the monthly bill of the contractor in addition to Para D Point 2 of Penalties/ Liabilities clause in Agreement of contract.

13. The contractor shall submit the documents of complete police verification, medical fitness and bio data of his employees.
14. The contract shall be required to enter in an Agreement in the format of CSIR. Bid documents shall be treated as a part of Agreement.
15. Material should be provided by the contractor.

**Signature of Bidder with the seal of the firm**