

फाइल संख्या File No. : IGIB/5-5C/563/23-24(2789)

दिनांक Dated : 04.03.2024



सी.एस.आई.आर.-जीनोमिकी और जीव-विज्ञान समवेत संस्थान  
**CSIR-INSTITUTE OF GENOMICS & INTEGRATIVE BIOLOGY,**  
 जुबली हॉल के सामने, मॉल रोड, दिल्ली-110007.भारत  
 Opp. Jublee Hall, Mall Road, Delhi-110007 India  
 फोन/Phone-011 :27667765, टेलिफैक्स27662099 -011 :  
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### बोली के लिए आमंत्रण INVITATION FOR BID

प्रेषक : निदेशक सीएसआईआर-IGIB

महोदय,

निदेशक, CSIR-INSTITUTE OF GENOMICS & INTEGRATIVE BIOLOGY(IGIB), Mall Road, नई दिल्ली, भारत  
 निम्नलिखित उपकरणों / मशीन के एक वर्ष की अवधि के **Comprehensive Annual Maintenance Contract**  
**CAMC of BSL-3 Pre-Fabricated lab for a period one year** हेतु नीचे निर्धारित नियमों और शर्तों के अनुसार निविदा  
 आमंत्रित करता है ।

Director, CSIR-INSTITUTE OF GENOMICS & INTEGRATIVE BIOLOGY (IGIB), Mall Road, New Delhi , India  
 invites for the Comprehensive Annual Maintenance Contract CAMC of BSL-3 Pre-Fabricated a period  
 one year.

#### Following Documents to be submitted along with quotation:

Sr. No.	Documents
1.	Manufacturer's Authorised Service Provider Certificate or Indian Agent Certificate
2.	Fall Clause Certificate (As per enclosed Annexure -A)
3.	Code of Integrity
4.	Price Schedule in BOQ Format.
5.	Bid-Securing Declaration Form
6.	Photocopy of the PAN, GST & Service Tax Registration Number
7.	RTGS/Bank details

#### नियम व शर्तें / Terms & Condition

1	वार्षिक अनुरक्षण की अवधि : एक वर्ष (Period of CAMC : One Year)
2	No. of visits : As per Scope of work of the Price Schedule
3.	अधिकृत सेवा प्रदाता प्रमाणपत्र निर्माता से प्राप्त निविदा के साथ संलग्न करे।Authorized Service Providers certificate from Principal/Manufacturer must be attached with the quotation
4.	Quarterly/Half Yearly bill basis payment after completion of each quarterly on Pro-rata basis and invoice along with service report received complete in respects duly certified by concerned user/HoD. (Firm should submit Bank Details along with the Tax Invoice for e-payment. IGIB's GST No. 07AAATC2716R4ZE must be mentioned on tax invoice)
5.	फर्म के तकनीकी प्रतिनिधि को, सीआरआरआई मांगकर्ता से सूचना प्राप्त करने के बाद कॉल सेवा में तुरंत शामिल होना चाहिए । सर्विस का कॉल सीधे उपयोगकर्ता विभाग द्वारा किया जाएगा । उचित सेवा न मिलने पर , इस संस्थान द्वारा एक महीने का नोटिस देकर यह अनुबंध रद्द किया जा सकता है। Technical Representative of the firm should attend to service call after receiving intimation from the concerned User/Division /Section. The services calls for visit will be made by the User Department directly. In case of non attending to service call, order can be cancelled by this Institute by giving one month notice.
6.	टीडीएस, जीएसटी - टीडीएस ,नियम के अनुसार बिल से कटौती की जाएगी । TDS/GST-TDS as applicable will be deducted from the bill.
7.	गिरावट के कारण : A.S.P. द्वारा सीआरआरआई के लिए उद्धृत दरें एएमसी अवधि के दौरान सबसे कम होना चाहिए। अगर मामले में पाया जाता है कि दरों में IGIB के लिए उद्धृत अधिक है तो अतिरिक्त राशि का A.S.P. के बिल से वसूल किया जाएगा। FALL CAUSE: Rates quoted for IGIB by A.S.P. should be lowest during the CAMC Period. In case it is found that the rates quoted for IGIB are higher, then the excess amount charged from IGIB , same shall be recovered from the bills of A.S.P.



8.	अहस्ताक्षरित और अदिनांकित निविदा: अधूरी निविदा, सशर्त निविदा और गैर - पूर्ति / +नियम और शर्त का पालन, इस तरह के निविदाओं का विचार नहीं किया जाएगा। इसके अलावा, निविदा विशिष्टता, नियम एवं शर्तों में पोस्ट निविदा परिवर्तन को शामिल करने और टंकण त्रुटि को सही करने के लिए कोई भी अनुरोध प्रस्तुत निविदाएं खोलने के बाद विचार नहीं किया जाएगा। Unsigned and undated quotation, incomplete quotation, conditional quotation & non-fulfillment/non-compliance of the terms and conditions, such quotation shall not be considered. Moreover, no request for incorporating post tender changes in quoted Specification, Terms & Conditions and correcting typographical error will be considered after opening of submitted tenders. A.S.P. terms and conditions mentioned in their offer may not acceptable and binding on IGIB
9.	अप्रत्याशित घटना : के रूप में इस संस्थान द्वारा इस अनुबंध के लिए लागू किया जाएगा। Force majeure: as deemed fit by this Institute will be made applicable for the contract.
10.	वादविवादों का निपटारा : Arbitration: Any dispute arising out of this contract shall be referred to the Delhi International Arbitration Centre (DISC), Delhi High Court, New Delhi
11.	अधिकृत सेवा प्रदाता (एसपी) के आंकड़ों के रूप में अच्छी तरह से शब्दों में निविदा होनी चाहिए। किसी भी विवाद / अस्पष्टता के मामले में शब्दों / आंकड़ा उद्धृत दरों, सबसे कम मूल्य को ही स्वीकृती दी जाएंगी। The Authorized Service Provider (ASP) should quote the rates in figure as well as in words. In case of any disputes/ambiguity the quoted rates in words/figure, the lowest value quoted either of the two shall be considered.
12.	सभी सुधार और alternations निविदा में की गई विधिवत अधिकृत हस्ताक्षरकर्ता हैं, जिसके बिना निविदा का विचार नहीं किया जाएगा। All the corrections and alternations made in the quotation must be duly countersigned by the authorized signatory, without which quotation will not be considered.
13.	This notice is being published for an open invitation to quote in this tender.
14.	The bidders/suppliers should sign a declaration about abiding by the Code of Integrity for Public Procurement in bid documents. In case of any transgression of this code, the bidder is not only liable to be removed from the list of registered suppliers, but it would be liable for other punitive actions such as cancellation of contracts, banning, and blacklisting or action in Competition Commission of India, and so on.
15.	निदेशक IGIB, बिना कोई कारण बताए किसी भी स्तर पर किसी भी अप्रत्याशित कारण की वजह से एएमसी / वार्षिक सेवा अनुबंध समाप्त कर सकते हैं। Director IGIB, reserves right to terminate the CAMC/Comprehensive Annual Service Contract due to any unforeseen reason at any stage without assigning any reason.

31/12/2024  
4/12/2024

भंडार एवं क्रय अधिकारी

Stores & Purchase Officer

(For & on behalf of Council of Scientific & Industrial Research)

### **CRITICAL DATE SHEET**

<b>Sl.No</b>	<b>Stage</b>	<b>Date&amp;Time</b>
<b>1.</b>	Publish Date and time	<b>05.03.2024 16:30 hrs IST</b>
<b>2.</b>	Document Download Start Date & Time	<b>05.03.2024 16:30 hrs IST</b>
<b>3.</b>	Last Date & time for receipt of queries	<b>14.03.2024 17:00 hrs IST</b>
<b>4.</b>	Bid Submission Start Date & time	<b>04.03.2024 16:30 hrs IST</b>
<b>5.</b>	Bid Submission End Date & Time	<b>25.03.2024 11:00hrs IST</b>
<b>6.</b>	Bid Opening Date & Time	<b>26.03.2024 11:00 hrs IST</b>



**SCOPE OF WORK**

**Sub: Operation & Comprehensive Maintenance of BSL-3 & ABSL-3 Lab facility at IGIB, Mathura Road, Delhi-110025**

S.No.	Work Description	Frequency
I	<b><u>Air Cooled Water Chiller Unit-30 TR</u></b>	
	Weekly cleaning and overall maintenance of the chiller unit, servicing/ replacement of individual components to ensure functioning	Every 3-4 months
II.	<b><u>Air Handling Units</u></b>	
a.	Complete servicing, maintenance and weekly cleaning, replacement of damaged components including filters, motors.	Initially within a month of receiving order, routine and every 3- 4 months and when necessary
b.	Maintenance of required pressure of the facility at all times-Cleaning, replacing pre-filters (4-7 days or when necessary), HEPA filters, motor components of the AHU	Every 3-4 months and when necessary
III.	<b><u>Exhaust Air Blowers</u></b>	
a.	Inspect blower shaft, bearings scroll and wheels, complete servicing and cleaning / replacement of damaged components including canvas connections, bearing and damper (if necessary). Monthly motor current monitoring	Initially within a month of receiving order, routine and every 3- 4 months and when necessary
IV.	<b><u>Chilled water pumps</u></b>	
	Complete servicing and cleaning / replacement of damaged components including bearing and damper, valves, pump components,	Monthly
V.	<b><u>Electrical, MCC and connected components</u></b>	
	Complete servicing and checking replacement of damaged components- contractors, MCCBS, relays, terminals, panels, DUSC approved shut down for routine cleaning	Monthly
VI.	<b><u>BMS, Automation and control systems</u></b>	
	Maintenance, monitoring, calibration, service, repair of building management system including controllers, sensors, Door interlock, pressure indicators, fire detection systems (every 3-6 month mock testing), Integrity of pass box and maintenance	Regular/weekly/ periodic
VII.	<b><u>ABSL3</u></b>	
a.	Monitoring and maintenance of filters, pressure indicators, humidity sensors, performance and validation.	Periodical check
b.	IVCs and pass box maintenance	Periodical check, Filter change and calibration- 3-6 months
VIII.	<b><u>Autoclave</u></b>	
	Operational assistance and General comprehensive maintenance including servicing, testing, and repair	Periodical check
IX.	<b><u>General comprehensive maintenance of Bio-safety cabinet (3 nos.) in main lab and no. in ABSL3 with regular monitoring, performance</u></b>	Check monthly, validation every 6 months

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	<u>validation, servicing and repair</u>	
X.	<u>General maintenance, servicing, repair of the 30 KVA-UPS System</u>	
XI.	<u>Routine observation &amp; record maintenance of facility usage, and BMS parameters (temperature, humidity, Pressure differentials).</u>	
	Qualified and trained operators along with technician, electricians will be stationed at site through-out for 10hrs, 6 days in a week	On regular basis, daily monitoring and maintenance
XII.	<u>Periodic validation of facility functioning- air exchange, room sterility and maintenance of records of the same</u>	Internal validation every 3 months, 3 <sup>rd</sup> party validation annually
XII.	<u>Maintenance of general stocks (for comprehensive CMC period) for regular servicing and repair of facility- electrical, plumbing, mechanical supplies to ensure minimum down time of the facility</u>	Within 24h of complaint, minimum facility shut down of 24h

**Note:** The above list of equipment is indicative only. Any equipment/device/wiring/panel etc. which is not indicated in the above list, but forms part of the overall system, shall be deemed to be included in the scope of work. The contractor may inspect the building/premises thoroughly, before quoting for the work. The contractor should physically inspect the entire systems which are to be covered under contract and also to make an assessment of the average consumption of consumables/spares etc. before quoting their rates.





**Prequalification criteria** (Bidder/ agency should submit all documents/ undertaking/ confirmation etc in support of each of points, failing which the tender will be rejected automatically):

a) The agency/firm must have at least 5 years of working and practical experience of maintaining the comprehensive operation and maintenance of a BSL3 facility on a 24/7 basis in accordance with RCGM guidelines. The agency must authorize the person submitting the tender on their behalf.

c) The agency/firm should have existing more than 5 (Five) years' current operations in Comprehensive Operation and Maintenance contract for which a list containing name and address of the client along with valid email, mobile and land line number, type of contract, period of comprehensive operation & maintenance and yearly cost of each contract shall be submitted along with the tender failing which the tender will summarily be rejected.

d) The agency/firm must have successfully completed at least 4-5 Comprehensive Operation and Maintenance contracts each costing not less than ₹ 15 lakh in any Central Govt./State Govt./PSU/Autonomous Bodies and other Govt. Department etc during the last 7 financial years. These may be inspected (to be arranged by agency/firm) by the authority (at any stage during finalization of tender) if required and in case work is not up to the standard, the tender will summarily be rejected and no queries will be entertained in this regard.

e) A Joint Venture/ Consortium of vendors will not be permitted. Subletting of the work shall not be permitted. The bidders/ agency may be required to present a technical power point presentation on the proposal, work process and working experience, basis on which IGB will assess the suitability of the agency/firm for the required activity/work.

g) The agency/firm shall be required to have competent personnel stationed in the office/service center in Delhi/NCR with an appropriate service center in Delhi for spare stocks stocking. A proof or undertaking to this effect must be furnished.

h) The bidder shall visit/examine the site for each unit as per given time schedule or prior appointment and submit duly filled and signed Annexure-II.

i) The Tenderer/Bidder will not withdraw his/their Tender after opening of technical bid and if done so; his/their EMD may be forfeited or blacklisted for three years.

J) The agency shall submit the copy of registration, if registered with all relevant statutory authority. If not registered, please mention.

The conditional bids shall not be considered under any circumstances and rejected without any notice.

Agency/firm /agencies not complying with any of the provisions stated in this tender document are liable to be rejected

The Institute shall have the option to extend the terms of this contract for an additional period of 2-3 years as mutually agreed, with the same terms and conditions.

**Note:** The above list of equipment is indicative only. Any equipment/device/wiring/panel etc. which is not indicated in the above list, but forms part of the overall system, shall be deemed to be included in the scope of work. The contractor must procure and have a ready stock of all necessary consumables including any filters necessary to maintain the functionality of the system in order to prevent long down time of the facility. The contractor should inspect the building/premises thoroughly, before quoting for the work, failing which the bid will not be considered. The contractor should physically inspect the entire systems which are to be covered under contract and also to make an assessment of the average consumption of consumables/spares etc. before quoting their rates.

**Tender (technical bid) shall be submitted with:**

1) supporting documents i.e Completion certificate, Appreciation Letter with award letter/LOI/schedule of work/Bill of quantity etc.

2) List of experience in maintaining and operating similar facilities indicating respective users in NCR DELHI and Other Govt. Instructions in India.

3) Detailed experience and member's capability in handling the situation as per global guidelines for operation and maintenance of the BSL-3 and Animal BSL- 3 facilities according to WHO/RCGM recommendation.

Certificate/Undertaking

a) Certified that I / we have visited the site on ----- and assessed the nature and amount of work involved before submitting our offer. I/We will be able to complete the work within stipulated time and to execute the works suit the site condition.

b) I/we undertake that I/we have visited the place of CO&MC for Pre-fabricated BSL-3 facilities, and noted the entry approach/sizes/quantities/electrical connections etc. CAMC services provided by us shall include repair or Service of all consumables, spares parts & equipment's (as mentioned). No extra cost will be claimed by us later for any difficulties/modifications involved for total CO&MC for Pre-fabricated BSL-3 facilities as mentioned in the tender. I also understand that work is related with already operating/functional laboratories/offices, so we are ready to work as per requirement.

(Signature of Bidder):

(NAME):

(SEAL):



**Declaration by the Bidder**

This is to certify that I/We before signing this tender have read and fully understood all the terms and conditions contained herein and undertake myself/ourselves to abide by them.

**Enclosures:**

1. Terms & conditions (each page must be signed and stamped with the seal)

2. Financial Bid.

(Signature of Bidder with seal)

Name:

Address:

Date:

NOTE: Submission of all the documents mentioned above along with declaration, is mandatory. Non-submission of any of the documents above will render the bid to be rejected.



**Format: Fall Clause Certificate - Annexure - A**

Enquiry

Ref.

No:

Date:.....

**Name of Authorized Service Provider: M/s .....**

This is to certify that , the rates quoted against IGIB enquiry reference No. as mentioned above for Annual Maintenance Contract for ..... is lowest and it shall in no event be higher rates at which this firm gives services of identical discription to any other CSIR Labs / Institute,/Govt. organisation/PSU's/Autonomous bodies/Pvt. Organisations during the period of contract, failing which the "FALL CLAUSE" will be applicable.

In case, if the price charged by our firm is found to be more, CSIR-IGIB will have all the right to recover the excess charged amount from the subsequent/unpaid bill of our firm.

**Seal & Signature of Authorized Signatory of the Manufacturer**

**Bid-Securing Declaration Form**

Date: \_\_\_\_\_  
Bid No. \_\_\_\_\_

To (insert complete name and address of the purchaser)

I/We. The undersigned, declare that:

I/We understand that, according to your conditions, bids must be supported by a Bid Securing Declaration.

I/We accept that I/We may be disqualified from bidding for any contract with you for a period of one year from the date of notification if I am /We are in a breach of any obligation under the bid conditions, because I/We

- (a) have withdrawn/modified/amended, impairs or derogates from the tender, my/our Bid during the period of bid validity specified in the form of Bid; or
- (b) having been notified of the acceptance of our Bid by the purchaser during the period of bid validity (i) fail or reuse to execute the contract, if required, or (ii) fail or refuse to furnish the Performance Security, in accordance with the Instructions to Bidders.

I/We understand this Bid Securing Declaration shall cease to be valid if I am/we are not the successful Bidder, upon the earlier of (i) the receipt of your notification of the name of the successful Bidder; or (ii) thirty days after the expiration of the validity of my/our Bid.

Signed: (insert signature of person whose name and capacity are shown) in the capacity of (insert legal capacity of person signing the Bid Securing Declaration).

Name: (insert complete name of person signing the Bid Securing Declaration)

Duly authorized to sign the bid for an on behalf of : (insert complete name of Bidder)

Dated on \_\_\_\_\_ day of \_\_\_\_\_ (insert date of signing)

Corporate Seal (where appropriate)

(Note: In case of a Joint Venture, the Bid Securing Declaration must be in the name of all partners to the Joint Venture that submits the bid)



### **MANUFACTURERS' AUTHORIZATION FORM**

***[The Bidder shall require the Manufacturer to fill in this Form in accordance with the instructions indicated. This letter of authorization should be on the letterhead of the Manufacturer and should be signed by a person with the proper authority to sign documents that are binding on the Manufacturer and be enclosed with the technical bid.]***

Date: *[insert date (as day, month and year) of Bid Submission]*

Tender No.: *[insert number from Invitation For Bids]*

To: *[insert complete name and address of Purchaser]*

#### **WHEREAS**

We *[insert complete name of Manufacturer]*, who are official manufacturers of *[insert type of goods manufactured]*, having factories at *[insert full address of Manufacturer's factories]*, do hereby authorize *[insert complete name of Bidder]* to submit a bid the purpose of which is to provide the following Goods, manufactured by us *[insert name and or brief description of the Goods]*, and to subsequently negotiate and sign the Contract.

We hereby extend our full guarantee and warranty in accordance with Clause 2.21 of the General Conditions of Contract, with respect to the Goods offered by the above firm.

Signed: *[insert signature(s) of authorized representative(s) of the Manufacturer]*

Name: *[insert complete name(s) of authorized representative(s) of the Manufacturer]*

Title: *[insert title]*

Duly authorized to sign this Authorization on behalf of: *[insert complete name of Bidder]*

Dated on \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_ *[insert date of signing]*

**Format for declaration by the Bidder for Code of Integrity & conflict of interest**  
**(To be submitted On Letter Head of the Bidder)**

Ref. No: \_\_\_\_\_

Date \_\_\_\_\_

To,

The Director,

CSIR-IGIB, Mall Road, Delhi-110007

Sir,

With reference to your Tender No. \_\_\_\_\_ dated \_\_\_\_\_ I/We hereby declare that we shall abide by the Code of Integrity for Public Procurement and have no conflict of interest.

The details of any previous transgressions of the code of integrity, in any country during the last three years or of being debarred by Ministry of Science & Technology/DCSIR and debarment across all the Ministries/Department are as under:

a

b

c

We undertake that we shall be liable for any punitive action in case of transgression/contravention of this code.

Thanking you,

Yours sincerely,

Signature

(Name of the Authorized Signatory)

Company Seal