



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

**CONTRACT DOCUMENTS
FOR THE WORK**

**Comprehensive Annual Maintenance Contract of
Window/Split type ACs and Water Coolers installed at IGIB
Mall Road Delhi – 07 & IGIB, Sukhdev Vihar, Mathura Road,
New Delhi - 110025.**

Sl. No.	CONTENTS	Order of Documents
I	COVER PAGE AND CONTENT LIST	1-2
II	NOTICE INVITING e-TENDER (eNIT)	3-4
III	NIT DOCUMENT	5-7

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

NOTICE INVITING e-TENDER (e-NIT)

Ref. No. IGIB/W-S/AMC/WIN/SP/2024-25

Date:-15.10.2025

Online item Rate e-tenders are hereby invited for the work of “**Comprehensive Annual Maintenance Contract of Window/Split type ACs and Water Coolers installed at IGIB Mall Road Delhi – 07 & IGIB, Sukhdev Vihar, Mathura Road, New Delhi - 110025.**” from 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 / 3 similar works amounting to Rs. 09.40 lakhs/ Rs. 07.05 lakhs /Rs. 4.70 lakhs respectively in a single contract during the last seven years ending on the last day on the month previous to the one in which tender is being invited.

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 (Rs.)
Comprehensive Annual Maintenance Contract of Window/Split type ACs and Water Coolers installed at IGIB Mall Road Delhi – 07 & IGIB, Sukhdev Vihar, Mathura Road, New Delhi - 110025	One Year	11,75,000.00	23,500.00	500.00

CRITICAL DATE SHEET

Publishing Date	Date- 15.10.2025, 15.00 hrs.
Bid Document Download / Sale Start Date	Date- 15.10.2025, 15.00 hrs.
Bid Submission Start and End Date	Date- 15.10.2025, 15.30 hrs.
	Date- 23.10.2025, 15.00 hrs.
Last date and time of submission of original Demand Draft/Banker's Cheque against EMD and Tender Fee	Date- 24.10.2025, 15.00 hrs. in the box kept in room no-320, Office of Administrative Officer, CSIR-IGIB, Mall Road, Delhi- 110007
Bid Opening Date (e-Envelope-1)	Date- 24.10.2025, 15.30 hrs.
Bid Opening Date (e-Envelope-2)	To be intimated later on through CPP Portal

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>. 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:

- Work orders of similar nature of work i.e Repair and Maintenance of Window AC, Split AC and Water Coolers.
- Documents for Earnest Money and Tender Fee (Two separate crossed demand drafts in favor of Director, IGIB, Mall Road, Delhi-110007 payable at State Bank of India, Delhi University Branch, Delhi) or success report of online/digital payment to the Bank Account of Director, CSIR-IGIB, A/c No. 30268199494, IFSC Code – SBIN0001067 at SBI, Delhi University branch 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.

(a) GST & PAN registration certificate.

(b) ESI & EPF Registration

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: - All rates shall be quoted in the Excel format 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 and complete the 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

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 tenderers/vendors should quote their rates in the relevant column of BOQ "BASIC RATE without taxes".
4. GST tax amount shall be auto calculated as per the applicable/shown GST tax rates. Any changes made in the GST tax rates/amount column shall liable for rejection of the bid.
5. 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.
6. 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.
7. 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.

Controller of Administration

CSIR-INSTITUTE OF GENOMICS & INTEGRATIVE BIOLOGY

NOTICE INVITING e-TENDER

Online item Rate e-tenders are hereby invited for the work of **“Comprehensive Annual Maintenance Contract of Window/Split type ACs and Water Coolers installed at IGIB Mall Road Delhi – 07 & IGIB, Sukhdev Vihar, Mathura Road, New Delhi - 110025”** from 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 / 3 similar works amounting to per annum Rs. 09.40 lakhs/ Rs. 07.05 lakhs /Rs. 4.70 lakhs respectively in a single contract during the last seven years ending on the last day on the month previous to the one in which tender is being invited.

The tenderers are required to submit digitally signed eligibility criteria of the conditions such as work orders of similar nature with completion certificate/certified bills indicating the value of work specified as above, GST registration certificate, PAN, Scanned copy of Tender Fee and Earnest Money etc.

- 1) Estimated Cost of the work is Rs. 11,75,000.00 (Rupees Eleven Lac Seventy Five Thousand only) Market Rates.
- 2) Time for carrying out the work will be 1 Year and the same can be extended for another one year based on satisfactory performance. Date of commencement shall be reckoned from 01.11.2025. The contract can be extended for a further period of one year which would be based only on the performance of the work executed by the firm with mutually agreed upon existing terms & conditions of the contract agreement.
- 3) The tender shall not be issued physically. The tendering process is online at NIC CPPP e-portal URL address <http://etenders.gov.in/eprcure/app>. Tenders should submit Rs. 500/- (Rupees Five Hundred Only) in DD in favor of Director, CSIR-IGIB (non-refundable) for tender cost.
- 4) The earnest money amounting to Rs. 23,500.00 (Rupees Twenty Three Thousand Five Hundred only) to be submitted as a Demand Draft or pay order of a schedule bank drawn in favour of “Director, CSIR-IGIB, Mall Road, Delhi-110007” payable at Delhi or success report of online/digital payment to the Bank Account of Director, CSIR-IGIB, A/c No. 30268199494, IFSC Code – SBIN0001067 at SBI, Delhi University branch specified as above to 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 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 Administrative Officer 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 bid submission end date for the purposed of acceptance and award of work, validity of the tender beyond 90 days from the bid submission end date shall be extended by mutual consent.
- 9) In e-tendering, tenderer can quote the rates in figure only. The rates in words amount of each item and total is generated automatically, therefore the rate quoted by the tenderer in figure isto be taken as correct.

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. 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. 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. 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.

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: Three Months after completion of the work as certified by Engineer-in-Charge of the work.

b) MINIMUM VALUE OF WORK FOR THE INTERMEDIATE CERTIFICATE | Rs. 3,00,000.00 (Rs. Three Lakh 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 contract value as performance security within the period prescribed for commencement of work in the letter of award issued to him.

14) 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.

15) Clause No. 28 of conditions of contract i.e. "ESCALATION" will not be applicable in this work.

16) The contractor shall have to dispose of all the building rubbish (malba) accumulated during execution suitable outside the campus of IGIB.

17) Deduction of Income Tax and Labour cess at the prevailing rate shall be made from the running and final bills of the work.

18) The bidder is required to comply the followings:-

A.(i) Provisions of Public Procurement (Preference to Make in India), Order dated 15th June, 2017 as amended on the 16th September 2020.

(ii) Provisions under Rule 144(xi) of the GFR which mandates the bidder from a country sharing land border with India to be registered with a competent authority.

The bidder is required to fill the Performa as provided in the bid and upload the same for Declaration of Compliance of Order (Public Procurement No. 1,2 & 3) dtd 23 Jul 2020 & 24 Jul 2020 on Restrictions under Rule 144(xi) of the General Financial Rules (GFRs), 2017 as mentioned above.

B. New Sections 206AB and 206CCA have been inserted in Income Tax Act, 1961 vide Finance Act, 2021.

The bidder is required to fill the Performa as provided in the bid and upload the same for Undertaking pursuant to Section 206AB of the Income Tax Act, 1961 as mentioned above. The Ministry of Finance order circular No. 11 of 2021 bearing no. 370133/7/2021-TPL shall be applicable.

C. The Guidelines notified by Ministry of Finance vide O.M. No. F.1/20/2018 -PPD dated 02.11.2021 with respect to debarment of agencies shall be followed.

D. In case of MSME, CPWD O.M. No. DG/MAIN/Misc./10 dated 27.06.2017 and CPWD SOP Clause 2022 Clause 5/1-5 shall be applicable.

Signature of Tenderer with the seal of the firm
7 of 7