

CSIR-HUMAN RESOURCE DEVELOPMENT CENTRE

Sector 19, Central Govt. Enclave, Kamla Nehru Nagar,
Ghaziabad-201001.

E-TENDER ID No.2020_CSIR_54257_1

NOTICE INVITING TENDER

1. Online Item-rate tenders are hereby invited through e-tendering on CPP portal <https://etender.gov.in> for the work of “**Annual maintenance contract for 2X380 KVA Cummins make Diesel Generator Sets installed at CSIR-HRDC Ghaziabad**” from the OEM/Authorized firms having worked with CPWD, Railways, MES, Post & Telegraph Deptt., State PWDs, Semi government organizations or those who have successfully carried out works for CSIR or its laboratories and have successfully completed at least three similar works amounting to 40% or at least two similar works amounting to 60% or at least one work amounting to 80% or above in single contract of the estimated cost of work during the last seven years. The contractors may apply with proof of fulfilling the above conditions along with copies of PAN Card, GST registration number, OEM/Authorized firm's certificate and satisfactory work completion certificates.
2. The Estimated cost of work is **Rs. 1,89,969.00** (Rupees one lakh eighty nine thousand nine hundred sixty nine only) based on prevailing market rates including GST.
3. Duration of contract for carrying out of the work will be **365 Days** from the date of commencement which shall be reckoned from the tenth day of issue of award letter.
4. The tender in two bid system shall be submitted through online at CPP portal by the tenderer, as per date given in Critical Date Sheet below:

Critical Date Sheet

S. No.	Schedule of activities	Date & Time
1	Publishing Date on CPP Portal	31.07.2020
2	Document download/ Sale start date	01.08.2020 at 10.00 AM
3	Bid submission start date	01.08.2020 at 10.30 AM
4	Bid submission closing date	10.08.2020 up to 05.30 PM
5	Technical Bid opening date (Cover . I)	13.08.2020 at 11.00 AM
6	Last date & time of submission of original Demand Drafts against Tender Fees & EMD to Superintending Engineer (ESU) at CSIR-HRDC, Ghaziabad.	11.08.2020 up to 02.00 PM
7	Financial Bid opening date (Cover . II)	To be intimated later on

5. **Tender processing fee of Rs. 500/- (Rupees five hundred only) non-refundable and Earnest Money Deposit (EMD) of Rs. 3800/- (Rupees three thousand eight hundred only)** will required to be paid offline in the form of Demand Draft (DD) drawn in favour of **HRDC, GHAZIABAD** payable at Ghaziabad from nationalized or any scheduled bank (but not from co-operative or Gramin Bank). The original demand Drafts (DD), against above should reach by post / courier / given in person to **Superintending Engineer, CSIR-Human Resource Development Centre, Sector-19, Central Govt. Enclave, Kamla Nehru Nagar, Ghaziabad-201002** as specified in the critical data sheet given in subsequent para of this eNIT. The details of Demand Drafts, physically sent, should tally with the details available in the scanned copy and the data entered during bid submission time in **cover-I**.

The tenderers who fail to submit the hard copy of Tender fee & EMD (in original) by due date and time, their tender shall be rejected out-rightly. Postal delay, if any, will not consider / entertained.

6. Any kind of exemption i.e. NSIC and MSME are not allowed, if found exemption certificate, tender will be rejected without any prior notice.
7. Scanned copies of Tender processing fee and Earnest Money Deposit (EMD) shall be uploaded in Cover-I of the e-tender. Tenders received without tender Fees and earnest money deposit will not be considered.
8. 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 by him.
9. The tenderer shall not be permitted to tender for works in the concerned unit of C.S.I.R. in which a relative is posted in the grade between Controller of Administration and Junior Engineer, (both inclusive). He shall also intimate the name 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 a relative of another if, and only if, (a) they are members of a Hindu undivided family or (b) they are husband and wife or (c) 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 daughter's husband, Brother (including step brother), Brother's wife, Sister (including step sister), Sister's husband.

10. Tenders submitted shall remain valid for a period of 90 days from the bid submission end date for the purpose 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.
11. 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 is to be taken as correct.
12. The tenderer should carefully see the contract drawings (as applicable) as no claim whatsoever will be entertained for any alleged ignorance thereof.
13. Before tendering, the tenderer shall inspect the site to fully acquaint himself about the conditions in regard to accessibility of site, nature and area/extent of ground, working conditions of site and locality including stacking of materials, installations of tools & plants etc., conditions affecting accommodations and movement of labour etc. required for the satisfactory execution of contract. No claim whatsoever on such accounts shall be entertained by the Employer under any circumstances.
14. If any tenderer withdraws his tender within the validity period or makes any modification in terms and conditions of the tender, before the award of work, which are not acceptable to CSIR-HRDC then CSIR-HRDC shall, without prejudice to any other right or remedy, shall be at the liberty to forfeit 50 % (fifty percent) of the Earnest Money deposit absolutely. Further, the tenderer shall not be allowed to participate in the re-tendering process for this work.
15. 100% Earnest Money will be forfeited if the contractor fails to commence the work within the stipulated period after the Award of the work.
16. No interest will be paid for the EMD submitted.

17. Except writing rates in figure only, the tenderer should not write any conditions or make any changes, additions, alterations and modifications.
18. Some of the major provisions of General Conditions of Contract are given below. Interpretations, however, shall be as given in the General Conditions of Contract.
- a. DEFECTS LIABILITY PERIOD is of Nil from the date of completion as certified by the Engineer-In-Charge.
 - b. Minimum value of work for the intermediate / interim certificate will be Rs.2.00 Lakh. However, a lesser amount can be admitted for intermediate / interim certificate at the discretion of the Engineer-In-Charge.
 - c. SECURITY DEPOSIT : 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 sum already deposited as earnest money, amounts to 5 % of the tendered value of the work. In addition, the contractor shall be required to deposit an amount equal to 5 % of the contract value as performance security within the period prescribed in the letter of award issued to him.
 - d. COMPENSATION: Contractor shall pay, as compensation, an amount equal to one percent or such smaller amount as Employer (whose decision in writing shall be final) may decide on the cost of whole work as shown in the agreement, for every week that the work remains un-commenced or unfinished or due quantity of work remains incomplete after the scheduled dates. Compensation to be paid shall not exceed ten percent of the contract amount as shown in the agreement.
19. For any queries relating to the Tender Document and the terms and conditions content therein should be addressed to Superintending Engineer, CSIR-HRDC, Sector- 19, Central Govt. Enclave, Kamla Nehru Nagar, Ghaziabad-201002 [Tel.: 0120-2785792].

20. Opening of Technical Bid (Cover. I)

- a) The Technical bid will be opened by Tender Opening Committee (TOC) on **13.08.2020 at 11.00 AM**, in the office of Superintending Engineer, CSIR-HRDC, Sector 19, Central Govt, Enclave, Kamla Nehru Nagar, Ghaziabad-201002 in the presence of such intending tenderers or their authorized representatives who may wish to be present at that time. No claim or any grievances will be entertained what-so-ever by the Tender Opening Committee in this regard.
- b) The TOC, after evaluation of documents contained in Cover-I i.e. Technical Bid, will decide the eligible tenders, as per the criteria laid down in the NIT.
- c) The TOC will then open the Financial Bids of only eligible tenderer.

21. Opening of Financial Bid (Cover- II)

The Cover-II of Eligible Tenderers shall be opened serially. The total amount quoted by the tenderers shall then be read out by the TOC for information of those present / participated.

22. Tender Liable for Rejection.

Tender is liable for outright rejection if on opening it is found that:

- (a) The Tenderer has not strictly followed the procedure laid down for submission of tender.

- (b) If the tender **is CONDITIONAL**
- (c) If the Tenderer has quoted his offer anywhere else other than specified place provided.
- (d) The Tenderer has not uploaded the documents or Failed to fill the prescribed format.
- (e) Any other ground as decided by the TOC in view of deviation from Tender Document.
23. The instructions for the submission of e-tender are available on the CPP portal i.e. <https://etenders.gov.in/eprocure/app> under the %Instruction for Online Bid Submission+. All the intending tenderers are requested to go through these instructions before entering into the process of e-tendering.
24. Clauses No. 28 of General Conditions of Contract i.e. %**ESCALATION**+will not be applicable in this contract as work is related “**Annual maintenance contract for 2X380 KVA Cummins make Diesel Generator Sets installed at CSIR-HRDC Ghaziabad.**+
25. Goods and Service Tax (GST) will be applicable their bill as per standard norms of the Government. **The contractor shall quote their rates inclusive of all taxes** and also all necessary recoveries will be deducted from the bills i.e. Income tax, & CGST & SGST tax etc.
26. The payment to the Contractor is to be paid through NEFT / RTGS / Cheque .
27. The payment will be made on quarterly basis after providing satisfactory service during that period of AMC. No advance payment will be made.
28. Head, CSIR-HRDC reserves the right to alter / modify or reject any order at any stage without assigning any reason thereof and is not bound to accept the lowest tender. Canvassing in any form, direct or indirect, on any part of tenderers will render the tender liable for rejection / cancellation.
29. List of documents to be scanned and uploaded in Cover-I & II are as per follows:

Sl. No.	Cover-I	Cover-II
1	Receipt of deposit of Tender Fees.	Financial/Price bid as per format given in the tender document (BOQ).
2	Receipt of deposit of EMD	
3	Copies of experience certificates of similar works completed satisfactorily as per NIT	
5	Copy of GST registration number	
6	Copy of PAN Card	
7	Tender acceptance letter as per clause no.26 above - Annexure-A	
8	Copy of OEM/Authorized firm certificate	