TENDER DOCUMENTS

**NIT No 08/2021**

FOR

**Fabrication of wooden and MS cabinet at ICGEB Campus**

AT

INTERNATIONAL CENTRE FOR GENETIC ENGINEERING & BIOTECHNOLOGY (ICGEB)

Aruna Asaf Ali Marg, New Delhi – 110067

Website: www.icgeb.res.in

**INDEX**

|  |  |  |
| --- | --- | --- |
| **Sl. No.** | **Item** | **Pg. No.** |
| 1 | Tender notice | 3 |
| 2 | General terms and condition of submission of bids | 5 |
| 3 | Scope of work | 7 |
| 4 | Terms of Payment | 8 |
| 5 | General terms and condition relating to works | 9 |
| 6 | Approved make of material | 11 |
| 7 | Annexure A for Site Visit Certificate / Undertaking | 12 |
| 8 | Price bid ( Schedule of Rate) | 13 |

**(1)**

**TENDER NOTICE**

**INTRODUCTORY NOTE:**

ICGEB is an international organization dedicated to advanced research and training in molecular biology and biotechnology, with special regard to the need of the developing world.  ICGEB, New Delhi Component has been given privileges and immunities as for other UN Organizations in India vide Government of India’s gazette notification no. 216, SO 403(E) dated 12 April 1988.

1. ICGEB invites sealed Bids from the intending Bidders for Fabrication of wooden and MS cabinet at ICGEB Campus.
2. Bid Documents comprising instruction to Bidders, Bid Forms, Technical Specifications and

Terms & Conditions can be downloaded from the website of the ICGEB <http://www.icgeb.res.in/ndinfo.htm> and by clicking on the link ‘announcements and notices’.

1. Bid Documents duly filled, shall be submitted in a sealed envelope bearing the words “Fabrication of wooden and MS cabinet at ICGEB Campus, New Delhi Component".
2. Bids must be accompanied by Earnest Money Deposit (EMD) covering an amount equivalent to Rs. 2,000/- and Tender Fee of Rs. 500/- in the form of DD issued by any Commercial Bank in favour of “International Centre for Genetic Engineering & Biotechnology” payable at New Delhi.
3. Bids should comply in all respects with the instruction to Bidders in the Bid Document.
4. Award of the contract for Fabrication of wooden and MS cabinet at ICGEB Campus will be made to the Bidder whose Bid has been determined to be substantially responsive financial consideration by the Bid Evaluation Committee.
5. ICGEB reserves all rights to reject any /all Bids received or /and accept any Bid or part of Bid or multiple Bids without assigning any reason.
6. Any Corrigendum/Amendments in respect of above tender shall be issued on website <http://www.icgeb.res.in/ndinfo.htm> Bidders should take into account any corrigendum published on the tender document before submitting their bids.

**IMPORTANT INFORMATION**

|  |  |
| --- | --- |
| **Name of Work** | Fabrication of wooden and MS cabinet at ICGEB Campus. |
| **Tender No.** | NIT No. 08/2021 |
| **Earnest Money Deposit (EMD) & Tender Fee** | EMD of Rs. 2,000/- & Tender Fee of Rs. 500/- in the form of separate demand draft to be drawn in favour of **International Centre for Genetic Engineering & Biotechnology payable at New Delhi**. |
| **Distribution of Tender Document** | **To be downloaded from the website of the ICGEB** <http://www.icgeb.res.in/ndinfo.htm> |
| **Last Date and time for Bid Submission** |  |
| **Address at which**  **Bid is to be submitted** | Should be dropped in the tender box at the reception of International Centre for Genetic Engineering & Biotechnology, Aruna Asaf Ali Marg, New Delhi – 110067. |
| **Date, Time & Place  of opening of the Financial Bid** | Qualified bidders will be called for financial bid opening. |

**MINIMUM ELIGIBLITY CRITERIA:**

The bidder should meet the following Eligibility Criteria and must submit documentary evidence in support of their claim for fulfilling the criteria and they should submit an undertaking on their official letterheads to the fairness of these documents while submitting the bid. The bids received without the documentary evidence will be rejected outright.

1. Earnest Money Deposit and Tender fee.
2. No deviations in respect of NIT conditions are acceptable.
3. ICGEB reserves the right to visit the working sites mentioned by bidders as proof of experience to ascertain the quality of work rendered. The bidder will have to arrange for such visit.
4. Site Visit Certificate Annexure A

**(2)**

**GENERAL TERMS AND CONDITIONS FOR SUBMISSION OF THE BIDS**

**Note: Bidders must read these conditions carefully and comply strictly while submitting their bids.**

1. **PREPARATION AND SUBMISSION OF THE BID DOCUMENT:**

The Bidder is expected to examine all instructions, forms, terms & conditions and specifications stated in the Bid Documents. Failure to furnish all information required in the Bid Document may result in the rejection of the Bid. The following sections of the Bid Documents must be completed and submitted by the Bidder:

1. **FINANCIAL / PRICE BID:**

In this bid the bidder is required to quote his items rates/prices for the items of works mentioned in the BOQ (Price Bid). The rates/price should be inclusive of all material cost, labour, services, charges for the plant/machinery/tools & tackles required for work, freight, Insurance, Govt. duties, excluding GST. If the tax rates are not shown separately, it will be deemed to be included in the quoted price and dealt with, accordingly.

No charges towards price escalation, site difficulties shall be payable extra or separately. It is mandatory on bidder to quote all items rate as asked for in the BOQ/ PRICE schedule. Failure to adhere to this condition will lead to rejection of tender.

1. **EARNEST MONEY DEPOSIT:** Earnest money deposit amount equivalent to 2,000/- & Tender Fee of 500/- in the form of DD issued by any Commercial Bank in favour of International Centre for Genetic Engineering & Biotechnology payable at New Delhi must accompany Bid. Bids not accompanied by E.M.D. shall be rejected. E.M.D. of unsuccessful Bidders will be returned as early as possible. The E.M.D. shall be forfeited if a Bidder withdraws its Bid during the period of validity of the tender.
2. **PERIOD OF VALIDITY.** Bids shall remain valid for **180 days** after last date for bid submission prescribed by ICGEB which may be extended with mutually agreed terms. A bid valid for a shorter period may be rejected by ICGEB as non-responsive.
3. **SITE VISIT:** Interested Bidders may visit the ICGEB Campus before submission of the bid. For site visit, please contact Mr. Naresh Chand Dabral Component In-charge, Tel: 26741358, 26742357 on any working day (Monday to Friday) between 10:00 to 17:00 hours
4. **SITE CONDITION**: Before quoting, the contractor must visit the site to inspect the work and shall fully acquaint himself about the conditions and scope of work with regard to accessibility of site required for the satisfactory execution of work. along with site visit certificate No compensation on account of any site difficulties will be entertained, at a later date, after award of the works.
5. **Tender Rejection:** ICGEB reserves the right to reject any or all the tenders in full or in part without assigning any reasons whatsoever, and the decision of the centre in this regard will be binding on all the bidders. Tenders not complying with any of the provisions stated in this tender document are liable to be rejected. Director, ICGEB reserves the right to accept or reject any tender without assigning any reason and does not bind himself to accept the lowest tender.
6. **IMPORTANT NOTE:**
7. Bid received through email and/or after the scheduled date and time will not be accepted.
8. ICGEB reserves the right to accept any or reject all the tenders without assigning any reason thereof.
9. Selection will be done on competitive basis. Canvassing in any manner shall lead to disqualification of the Firm / Individual.

**(3)**

**Scope of Work**

Name of Work: Fabrication of wooden and MS cabinet at ICGEB Campus.

|  |  |  |
| --- | --- | --- |
| **S.No.** | **Description of work** | **Qty.** |
| **1** | Providing and fixing of wooden cabinet with 2 shelves using 19mm commercial block board ISI mark and all sides cover by laminates sheet as per requires shade complete with handle, Lock etc. |  |
|  | Cabinet size 28”x25”x22” | 4 nos. |
|  | Cabinet size 28”x15”x22” | 2 nos. |
|  | Cabinet size 23”x24”x36” | 4 nos. |
| **2** | Providing and fixing of wall mounting cabinet made by MS sheet metal steel all body using 22 gauge and door using 20 gauge shade complete with powder coating paint, handle, lock, cartage, etc. |  |
|  | Cabinet size 30”x48”x24” | 1 nos. |

**(4)**

**TERMS OF PAYMENT**

1. **Escalation:** No escalation over and above items rates quoted by the bidder shall be paid during the execution of contract due to whatsoever reasons.
2. **Security deposit of 10 %** will be deducted from the Contractors bills and same will be released after successful expiry of defect liability of 12 months from date of completion of Work.
3. **Payment of bills:**

100 % payments after satisfactory completions of work.

1. **Extra Items:** - During the execution of work, the contractor may require to execute certain additional/extra items in order to complete the job/works beyond the BOQ for which no rates are available. The payment for such extra/deviated items shall be paid as per rate approved on the basis of analysis. The cost component for rate analysis shall be (i) cost of material (ii) cost of direct labour (iii) Contractor over heads & profit 10%. Before execution of extra work, the rate analysis may be forwarded to ICGEB for approval of the Director, ICGEB. However, the extra items amount should not exceed 10% of the total contract value including all taxes.
2. **Guarantee/Defect Liability Period:** The contractor should guarantee for the works / items executed by him against the bad material / workmanship for a period of one year from the date of acceptance by ICGEB. During this period if any replacement of items and/or repairs / rectification is needed, the same should be replaced / repaired free of cost to ICGEB.
3. **Liquidated Damage:** In case the work is delayed beyond the specified completion period for reasons attributed to the contractor, deductions on account of Liquidated damages @ 1 % of the contract value per week will be deducted subject to a maximum of 10% of the total contract value excluding GST. However, in case the works are delayed beyond the schedule completion/contract period, ICGEB reserves the right to get the work done by any other contractor at the risk and cost of the contractor and amount to this affect along with 10% over heads will be deductible from his bills/dues.
4. Rates quoted by bidder in ‘Price Bid’ will be item rates i.e. will be all inclusive including material, labour, cartage, tools, tackles, all access ladders & scaffolding, (all taxes excluding GST), Contractors overhead profit and all other expenses not specifically mentioned but reasonably implied.

**(5)**

**GENERAL TERMS AND CONDITIONS RELATING TO WORKS**

1. **Completion Time:** Time limit for completion of the work is 20 days from the date of the order issued. The time shall be the essence of this contract and entire work as titled above is to be completed in all respects within the given time from the date of issue of work order. The successful bidder has to submit the time & activity chart for the completion of work.

Under the force-major conditions or delay due to reasons beyond control of the contractor, ICGEB may grant suitable time extension for which the contractor has to request along with the justification/ reasons well in advance to the Director, ICGEB for approval without any prejudice to price escalation. No time extension request shall be considered after the expiry of completion period of contract. The decision of the Director will be final and binding on the bidder/contractor.

1. Kindly note that payment shall be made as per the actual quantities executed and not on the basis of materials supplied. The final payment will only be made on the basis of the actual work quantities executed and for this a joint measurement by ICGEB and the contractor will have to be taken. The responsibility and the facilitation for taking the measurements will rest with the contractor.
2. The Work shall be done as per schedule of items, specification terms and conditions and instruction of Engineer-in-charge on as and when required basis.
3. The rates shall be inclusive of cartage/ loading unloading or any other expenses. GST should be clearly shown separately. Rate must be valid and firm for a period of one year from the date of award of contract/Letter.
4. Inferior and Poor quality material shall not be accepted and contractor will redo such works
5. The contractor will have to undertake responsibility of accidents etc. for his persons working on site and same will be on stamped paper of Rs.50/100 or the appropriate value (if revised by Govt.) The cost of stamp will be borne by the contractor.
6. The Contractor shall clean the site after completion of work before submission of final bill. Any dismantled material shall be stacked in designated place as instructed by the Engineer-in-charge.
7. Charges for scaffolding or jhula if any, will be considered included in the quoted rates and no extra amount will be paid on this account.
8. Measurement shall be taken jointly by the Engineer-in-Charge or his authorized representative and by the contractor or his authorized representative.
9. All materials brought at site shall be got approved from the Engineer in charge before incorporation.
10. Contractor shall carry out the various tests as enumerated in CPWD/BIS specification at his own cost.
11. Quantities are indicative and likely to vary. Bidder will have no objection for variation in quantities thereon. Payment will be as per actual work executed. 10%±deviation in quantities would be permitted.
12. In case the bidder withdraws his offer within the validity of tender or contractor fails to work as per contract terms & conditions specifications after issue of the award letter, the earnest money will be forfeited. Other suitable administrative punitive action may also be imposed as deemed fit.
13. Contractor should depute a qualified supervisor dedicated for this site, who will co-ordinate work and interact with the ICGEB representative responsible for supervision of work. Without a Supervisor, work will not be allowed. All the persons deployed at ICGEB site should carry valid gate-passes. Any negligence/offence on their part will attract immediate removal from site.
14. The contractor will provide all necessary materials, tools, equipment, measuring instruments and working consumables etc., needed for execution of the works. Safe custody of all such material will be contractor's sole responsibility. No extra charges will be paid for the same.
15. Watch and Ward of all material till the system is taken over by ICGEB shall be the sole responsibility of the contractor and pilferage etc. shall be entirely to his account.
16. During execution of work, the contractor should follow all standard norms of safety measures / precautions to avoid accidents / damages to man, machines and buildings. On non-adherence of this clause, suitable fines as decided by the Director, ICGEB shall be imposed.
17. Challan: No material belonging to the contractor whether consumable or non-consumable should be brought inside the ICGEB campus without proper entry at the main gate nor any material should be taken out without proper gate pass issued by the ICGEB. List of all inwards / outwards challan to be maintained by the contractor with a copy marked to ICGEB.
18. ICGEB will provide free water and electricity during Fabrication of wooden and MS cabinet at ICGEB Campus at one point. The contractor has to make his own arrangements for distribution of power and water from that point as per his requirements.
19. Termination of Contract: The Director, ICGEB reserves the right to terminate the contract on account of poor workmanship, failure to mobilise the site within 30 days, non-compliance of set norms/ specifications for the works, delay in progress of work, violation of any contract provisions by the contractor. In such case the contractor is liable to pay liquidated damages @ 10% of tendered value besides for failure of EMD.

**(6)**

**Approved make of materials**

|  |  |  |
| --- | --- | --- |
| **S.No.** | **Description of work** | **Make** |
| 1. | Commercial block board | Greenply, Century, Duro |
| 2. | Enamel paint | Burger, Asian, Shalimar |
| 3. | Lock | Harrison , Plaza, Godrej, Ozone |
| 5. | Laminate sheet | Greenply, Merino, Sunmica, Virgolam |
| 6. | Powder coating paint | Dulux, Esdee Paints |
| 6. | MS sheet metal steel (22 gauge/ 20 gauge) | TATA, Sail |

Annexure A

**(7)**

**Site Visit Certificate / Undertaking**

This is to certify that we have visited the site for work of **Fabrication of wooden and MS cabinet at ICGEB Campus.** on …....................... and assessed the actual situation & nature of site. We have also assessed the amount of work involved at site for tendered work before submitting our offer. We will be able to complete the above work within stipulated time as per site conditions.

We further undertake that no extra cost will be claimed by us later-on for any difficulties/ modifications involved during the execution of tendered works. We understand that work is to be executed in an already operational/ functional institute.

Component in Charge Authorised Signatory

ICGEB New Delhi Name & Address of the firm with seal

(8)

PRICE BID

**PRICE BID (Schedule of Rate)**

Name of Work: Fabrication of wooden and MS cabinet at ICGEB Campus.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **S. No** | **Description of work** | **Qty.** | **Rate**  **(Rs)** | **Amount**  **(Rs)** |
| **1** | Providing and fixing of wooden cabinet with 2 shelves using 19mm commercial block board ISI mark and all sides cover by laminates sheet as per requires shade complete with handle, Lock etc. |  |  |  |
|  | Cabinet size 28”x25”x22” | 4 nos. |  |  |
|  | Cabinet size 28”x15”x22” | 2 nos. |  |  |
|  | Cabinet size 23”x24”x36” | 4 nos. |  |  |
| **2** | Providing and fixing of wall mounting cabinet made by MS sheet metal steel all body using 22 gauge and door using 20 gauge shade complete with powder coating paint, handle, lock, cartage, etc. |  |  |  |
|  | Cabinet size 30”x48”x24” | 1 nos. |  |  |
|  | **Total** |  |  |  |

**Note:-**

1. GST should be mentioned separately.
2. Before quoting the rates, the Contractors should inspect the works at campus of ICGEB.
3. The quantity is obtained above is for the part work only. But then rate need to be valid for one year so that further work can be under taken, on this base on a rate contract.

Authorised Signatory

Name & Address of the firm with seal