

TENDER DOCUMENTS

NI-02/2024

FOR

Consultancy/ Design and BOQ for the Work of Replacement/Up gradation of Substation and HT AVR/LT Panels synchronization of DG set installed in main building.

AT

INTERNATIONAL CENTRE FOR GENETIC ENGINEERING & BIOTECHNOLOGY (ICGEB)

Aruna Asaf Ali Marg, New Delhi – 110067

Website: www.icgeb.res.in

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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.

ICGEB invites sealed Bids to meet the immediate requirement for "Consultancy/ Design and BOQ for the Work of Replacement/Up gradation of Substation and HT AVR/LT Panels synchronization of DG set installed in main building" Interested & competent firm/individual may download the Bid documents from ICGEB website



IMPORTANT INFORMATION

Name of Work	Consultancy/ Design and BOQ for the Work of Replacement/Up gradation of Substation and HT AVR/LT Panels synchronization of DG set installed in main building
Tender No.	NIT-02/2024
Earnest Money Deposit (EMD) & Tender Fee	EMD of Rs. 13,000/- (Rupees Thirteen Thousand only) & Tender Fee of Rs . 1,000/- (Rupees One Thousand only) 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
Pre Bid meeting	11 th Mar, 2024 at 11:30 am
Last Date and time for Bid Submission	21 st Mar, 2024 at 3:00 pm
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 Technical Bid	21 st Mar, 2024 and 4:00 pm at ICGEB
Date, Time & Place of opening of the Financial Bid	Technically qualified bidders will be called for financial bid opening
Method of selection	Both “Technical” and “Price” bid should be in separate envelopes and then put in to one common envelope, super scribing the name of the work and tender opening date etc. The Financial Proposals of the Firms/Individuals that qualify the Technical Evaluation will only be opened. Further, the Firm/Individual having the least quote (L1) in its financial proposal will be awarded the contract if the price bid is found to be in order.

MINIMUM ELIGIBILITY 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. The Bidder, should have an average annual turnover of not less than Rs. 20,00,000/-/- (Rupees Twenty Lacs only) per annum for the last three audited years (FY 2021-22, 2022-23 and 2023-24) in similar kind of business with documentary evidence.
3. Copies of the work orders and completion certificates successfully executed for similar kind of work like Consultancy/ Design and BOQ for the Work of Replacement/Up gradation of Substation and HT AVR/LT Panels synchronization of DG set during the last 7 years for reputed Public Ltd. Companies, Public sector, Govt. Institutions and autonomous bodies in the following manner.
 - A). One similar work of Consultancy/ Design and BOQ of value not less than Rs 5,20,000/-.
 - B). Two similar works of Consultancy/ Design and BOQ, each of value not less than Rs. 3,25,000/-.
 - C). Three Similar works of Consultancy/ Design and BOQ each of value not less than Rs. 2,60,000/-.
4. The bidder should have valid **GST/TIN**; registration certificates from relevant authorities (provide latest receipts/challans for documentary evidence).
5. The bidder should submit PAN number with documentary evidence.
6. All the bidders shall have to produce documentary evidence for the satisfactory completion of similar works as mentioned above executed by them from the concerned authorities.
7. The Company / Firm / Individual, any Partners of the firm should not be black listed by any PSU or Government departments/ UN or its agencies/ institutions/ private organisations in respect of any assignments or behaviour of any Partner/ employee. The firm / Individual will provide an undertaking that such Partner/ employee will not be involved in the said contract, directly or indirectly.
8. An undertaking should be submitted that there are no legal suits / criminal cases pending against the Firm and its Proprietor/Partners or having not been earlier convicted on grounds of moral turpitude or for violation of laws in force.
9. All entries in the Application form should be legible and filled clearly. If the space for furnishing information is insufficient, a separate sheet duly signed by the authorized signatory may be attached.
10. No deviations in respect of NIT conditions are acceptable.
11. ICGEB reserves the right to visit the working sites mentioned by bidders as proof of experience to ascertain the quality of service rendered. The bidder will have to arrange for such visit.

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GENERAL TERMS AND CONDITIONS FOR SUBMISSION OF THE BID

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

1. PRE-BID MEETING & QUERY:

- a. The Pre-Bid Meeting shall be hosted by ICGEB on 11th Mar, 2024 at 11:30 am
- b. The Bidder or its official representative will be invited to attend the pre-bid meeting.
- c. The purpose of the meeting is to provide Bidders information regarding the Tender, project requirements, and opportunity to seek clarifications regarding any aspect of the Tender Document and the assignment.
- d. ICGEB may make modifications to the Tender Document if felt necessary as a result of the Pre-bid meeting. All such modifications made to the Tender Document by ICGEB will be issued as a corrigendum to the Tender.
- e. Any such modifications resulting out of the Pre-bid meeting will be circulated to the Bidders through website <http://www.icgeb.res.in/ndinfo.htm>.
- f. ICGEB will not be responsible for non-receipt of corrigendum/modifications published/sent by ICGEB to the Bidder.

2. 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 or submission of a Bid not substantially responding to the Bid Documents in every respect will be at the Bidder's risk and may result in the rejection of the Bid. The following sections of the Bid Documents must be completed and submitted by the Bidder:

3. TECHNICAL BID (Part – I):

- a. Technical Bid Form. (Annexure-A)
- b. Certificate of registration (GST, PAN).
- c. Documentary evidence for minimum qualifying criteria.
- d. EMD DD of Rs. 13,000/- and Tender Fee of Rs. 1,000/-.
- e. Turnover certificates of last 3 years (Annexure – B).
- f. Undertakings / declaration certificates (Annexure – C)
- g. Details of other organisation for similar works (Annexure D)
- h. Complete Tender document (except price bid) duly sign and stamp on each page as a token of acceptance
- i. Site Visit Certificate (Annexure E)

4. FINANCIAL / PRICE BID (Part – II):

In this bid the bidder is required to quote his items rates/prices for the works mentioned in the scope of work & technical specifications. 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.

Quoted rates will be deemed to cover all the items & works which may be required for completeness even though they may not have been explicitly mentioned in the scope and schedule of works.

5. EARNEST MONEY DEPOSIT:

Earnest money deposit amount equivalent to Rs. 13,000/- (Rupees Thirteen Thousand only) & Tender Fee of Rs 1,000/- (Rupees One Thousand only) 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 the Technical Bid. The E.M.D. of successful bidder shall be released after submission of performance guarantee by him. 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.

6. 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.

7. 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.

8. 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.

9. FORMAT AND PREPARATION OF THE BID:

The Bidder shall prepare the Technical Bid and Financial Bid and place them in two separate sealed covers, clearly marking each as “Technical Bid” and “Financial Bid”. Name of firm / proprietor, address & contact no. should be mentioned clearly on both the envelopes. These should further be placed in a large size envelope with the same information on it. Both Technical & Financial Bids, along with documents required to be submitted, shall be signed by the Bidder and a person duly authorized by the

Bidder to, on each page. Written power of attorney accompanying the Bid shall indicate necessary authorization. Any correction in the Bid shall be initiated by the person signing the Bid.

10. SUBMISSION OF BID:

The Bid in two parts, one containing the Technical Bid and the other containing the Financial Bid shall be placed in two separate sealed envelopes clearly marked as below:

- i. " Consultancy/ Design and BOQ for the Work of Replacement/Up gradation of Substation and HT AVR/LT Panels synchronization of DG set in Main Building at ICGEB, New Delhi - Technical Bid"
- ii. " Consultancy/ Design and BOQ for the Work of Replacement/Up gradation of Substation and HT AVR/LT Panels synchronization of DG set in Main Building at ICGEB, New Delhi - Financial Bid"

The sealed envelope having the Technical Bid shall contain the Technical Bid Form, Declaration Certificates, Demand drafts for Tender fee and E.M.D, documents establishing eligibility of offered services and a complete set of the Bid Document stamped & signed on all the pages etc.

The other sealed envelope will contain the Financial Bid which shall include Schedule of Rates.

Both the sealed envelopes containing the Technical Bid and Financial Bid separately, shall be placed in an outer envelope dully sealed, marking the outer envelope as "Consultancy/ Design and BOQ for the Work of Replacement/Up gradation of Substation and HT AVR/LT Panels synchronization of DG set in Main Building at ICGEB, New Delhi".

The Bid shall be dropped in the tender box at the reception of, ICGEB, Aruna Asaf Ali Marg, New Delhi – 110 067.

If the cover containing the Bid documents is not sealed and marked as instructed above, no responsibility will be assumed for any misplacement of the Bid or beforetime opening of the envelope.

11. IMPORTANT NOTE:

1. Bid received through email and/or after the scheduled date and time will not be accepted.
2. ICGEB reserves the right to accept any or reject all the tenders without assigning any reason thereof.
3. Selection will be done on competitive basis. Canvassing in any manner shall lead to disqualification of the Firm / Individual.

12. BID OPENING AND EVALUATION:

BID OPENING:

All the Technical Bids shall be opened publicly in the presence of the Bidders or their representatives in front of the Bid Evaluation Committee. Bidders' name, documents with presence and absence of Bid security,

period of Bid validity and such other items will be announced and recorded at the time of opening of the Technical Bid by the Bid Evaluation Committee. The Financial Bids of Technically Responsive Bidders will be opened in the presence of such responsive Bidders or their representatives on date and time to be notified later. Total Bid amount will be announced and recorded at the opening of the Financial Bid. Minutes of the Bid Opening containing summary of information with regard to each Bid shall be prepared during the opening of both Technical & Financial Bids.

13. EVALUATION OF BIDS:

1. For proper evaluation & comparison of Bids, the Bid Evaluation Committee, may at its discretion, ask the Bidder for any clarification of the Bid. The request for clarification and the response shall be in writing, but no changes in the price of the Bids shall be offered or permitted.
 2. The technical bids will be evaluated by the Bid Evaluation Committee on the basis of experience in similar organizations, resources available with the firm/ Individual, visit of the Committee to the site where the contractor is currently handling similar work etc.
 3. The Bid Evaluation Committee will first evaluate the Technical Bids to determine the substantial responsiveness of the Technical Bids. Substantial Responsive Bid is one which conforms to all the terms and conditions as indicated in the Bid Document and which also establishes Bidder's qualification to deliver the services according to technical specifications. After the evaluation of all the Technical Bids, Financial Bids corresponding to only substantial responsive Technical Bids will be taken up for evaluation.
 4. All non-substantial Technical Bids will be rejected as non-responsive and corresponding Financial Bids shall be excluded from further evaluation.
 5. The Bid Evaluation Committee, may at its discretion, decide to waive off any minor non conformity in a Bid which does not constitute a material deviation with regard to services and pricing.
 6. The Bidder must have supplied the information required in the Bid document. A Bidder not fulfilling any criteria stipulated, his Bid will be considered non responsive and may be rejected.
 7. The Bidders who have duly complied with the Eligibility Criteria will be eligible for further processing.
 8. The successful bidders of the Technical Bids will qualify for opening of the Financial Bids.
 9. The Bids which have been established as responsive in all respects will be compared for its price competitiveness. On the basis of technical and financial evaluation, substantially responsive and most advantageous Bid will be considered for the award of contract for Consultancy/ Design and BOQ for the Work of Replacement/Up gradation of Substation and HT AVR/LT Panels synchronization of DG set installed in main building
14. THE BIDDER IS EXPECTED TO EXAMINE ALL INSTRUCTIONS, forms, terms and conditions in the bidding documents. Failure to furnish all information required in the bidding documents or submitting

a Bid not substantially responsive to the bidding documents in any respect may result in the rejection of the Bid.

15. THE BIDDER SHALL BEAR ALL THE COSTS associated with the preparation and submission of its bid, and ICGEB in no case will be responsible or liable for these costs, regardless of the conduct or outcome of the bidding process.
16. PROFESSIONAL EXCELLENCE AND ETHICS: ICGEB requires that all Bidders participating in this Bid adhere to the highest ethical standards, both during the selection process and throughout the execution of the contract.
17. FAILURE OF THE SUCCESSFUL BIDDER to comply with all the requirements shall constitute sufficient grounds for the annulment of the award, in which event ICGEB may make the award to the next lowest evaluated bidder or call for new bids.
18. THE TENDERING AUTHORITY RESERVES THE RIGHT TO ACCEPT ANY BID not necessarily the lowest, reject any bid without assigning any reasons.
19. **CONDITIONAL BIDS:** If a bidder imposes conditions, which is in addition to or in conflict with the conditions mentioned herein, his bid is liable to be summarily rejected.
20. The Director, ICGEB reserves the right to cancel any or all the tenders without assigning any reason.
21. Tender once submitted will remain with ICGEB and will never be returned to the bidders.

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Scope of Work

Name of Work: Consultancy/ Design and BOQ for the Work of Replacement/Up gradation of Substation and HT AVR/LT Panels synchronization of DG set in Main Building at ICGEB, New Delhi.

Scope of Work: Conceptualizing, Schematic drawings designing, preparation of, Detailed estimate and tender documents with consultation to client department as per NBC 2016 or latest, Delhi Fire Services Rules/guidelines, for “Up gradation / Replacement of Sub Station at ICGEB, New Delhi. As following:

- a) Conceptualization of Electrical Sub-Station scheme, sketches preparation, Electrical load calculations, selection of compatible equipment's, cost estimation of Electrical Sub-Station with LT distribution for the building under selected portion defined as Design of Sub-station -Design for 2x1000 KVA transformer, design of load distribution panels i/c AMF, APFC, LT (Essential and Non Essential) Panel, HT Panel, Bus duct, HT & LT Cable ,AVR of suitable types & sizes for charging of substation, DG set synchronization Rising Mains for power supply in the building.
- b) Conceptualization of Fire suppression system- Fire suppression should be designed for the HT Panels, LT Panels (Essential & Non Essential), APFC Panel, AMF Panel or any other panel as per NBC 2016 or latest, Delhi Fire Services Rules/guidelines.
- c) Conceptualization of Fire Extinguisher - The size and type of fire extinguisher is to be designed for the building Like- Sub Station, etc. as per NBC 2016 or latest, Delhi Fire Services Rules/guidelines.
- d) Complete documentation, preparation of detailed cost estimate (comprising of report, BOQ specifications, analysis of rates of all items, rate list/ quotations and technical details of material/equipment's) and 6 sets detailed working drawings.
- e) Preparation of tender documents and drawings scrutiny of technical bid, BOQ supported analysis of rates with terms, bill verification and conditions specified for Electrical substation work.
- f) Liaoning with local electricity suppliers, Electrical safety department, charging permission etc.
- g) Preparation of bar chart of execution activities.
- h) Preparation and submission of electrical drawings for scrutiny and approval by the department etc.
- i) Doing above works in consultation with client departm.

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GENERAL TERMS AND CONDITIONS RELATING TO WORKS

- 1. Escalation:** No escalation over and above the rates quoted by the bidder shall be paid during the execution of contract due to whatsoever reasons.
- 2. Completion Time:** Time limit for completion of the work is 30 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.
- 3. Deviations:** No deviation from the stipulated terms and conditions will be allowed. Tenders should be unconditional.
- 4. Performance of the system:** On receipt of the work order, the contractor will submit the design, drawings and other details to carry out the job. The contractor on completion of the work will amply demonstrate the system and design parameters.
- 5. Specifications:** Contractor is to follow relevant Indian standards codes for fire, electricity, safety and building rules. Where not specified will be as per the best industry practices, ISI marked or CPWD Technical Specifications whichever is superior. In case of any variation in specifications at different places in NIT, the best /richer specification will be considered. However, decision of ICGEB will be final.
- 6.** 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 Got) The cost of stamp will be borne by the contractor.
- 7.** In case the bidder resiles from the offer within the validity of tender or contractor fails to work as per specification after issue of the award letter, the earnest money and performance guarantee will be forfeited. Other suitable administrative punitive action may also have imposed as deemed fit.
- 8. Jurisdiction –**
Any dispute arising out of this contract will be in accordance with the principle of international laws.
- 9. 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

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TERMS OF PAYMENT

- a. 10% of the total fees payable after completion and approval of the preliminary drawings/schemes by the agency
- b. 20% of the total fees (less any amounts paid under clause (a) above) payable after completion of all specifications, construction/execution drawings, estimate and tender documents.
- c. 50% of the total fees (less any amounts paid under clauses (a) and (b) above) payable after tenders are invited and processed, recommendations submitted to the ICGEB for award of work and execution of contract agreements executed.
- d. 95% (less already paid) after completion of the work, settlement of the final bill and submission of as-built drawings.
- e. 100% of the total fees (less already paid) shall be released after Defects liability period and satisfactory rectification of the defects by the contractors and certification by consultant, as pointed out during the defects liability period.

ICGEB

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ANNEXURES FOR TECHNICAL BID

Note: All the Annexures should be filled properly and neatly.

Annexure-A

Technical Bid Form

S. No.	Description.	Fill the detail	Page No. of documentary
1.	Name of Agency.		
2.	Name of the Contractor (Firm/Individual) and Contact Person.		
3.	Date of Incorporation of the Firm		
4.	Whether Proprietary / Partnership		
5	Office Address in Delhi NCR, Tel. Nos and Email ID:		
6	GST Registration details (with documentary evidence)		
7	PAN No. (with documentary evidence)		
8	The Bidder, should have an average annual turnover of not less than Rs. 20,00,000/- (Rupees Twenty Lakhs) FY 2021-22, 2022-23 and 2023-24) in similar kind of business with		
9	One similar work of value not less than Rs. 5,20,000/-.	1. Work order No. Date: Rs.	
10	Two similar works, each of value not less than Rs. 3,25,000 each.	1. Work order No. Date: Rs. 2. Work order No. Date: Rs.	

11	Three Similar works each of value not less than Rs. 2,60,000 each.	1. Work order No. Date: Rs. 2. Work order No. Date: Rs. 3. Work order No. Date: Rs.	
12	Completion certificate, if fully executed.		
13	Signed and stamped Tender document		
14	Tender Fee		
15	Earnest Money Deposit		
16	Undertaking for not black listed		
17	Site visit acceptance certificate (signed and stamped)		

Authorised Signatory
Name & Address of the firm with seal

TURNOVER DETAILS

Last Three Years Annual Turnover of the Bidding Entity				
(As per the Audited Financial Statement/Annual reports to be enclosed duly certified by CA, copies of Income tax returns also enclosed as proof)				
Financial Year	Turnover of operations in similar kind of business	Turnover in Other Operations	Total Turnover	Net Profit
2021-22				
2022-23				
2023-24				

- i. Financial Statements are Balance Sheets and Profit & Loss Statements duly certified by a CA.
- ii. The Audited Financial Statement etc. are for the year 2021-22, 2022-23 and 2023-24 (Proof to be submitted to satisfy/meet the requirements of Eligibility criteria).

Authorised Signatory
Name & Address of the firm with seal

UNDERTAKING/DECLARATION FOR NOT BEING BLACK LISTED

Date.....

To,
The Administrative Officer
International Centre for Genetic Engineering & Biotechnology
Aruna Asaf Ali Marg
New Delhi – 110 067.

Dear Sir,

I / We hereby confirm that our firm has not been banned or Blacklisted by any government organizations/Institutions/Court/Public sector Units/Private organization. Further it is certified that there is no police case pending against our firm/partner relating to previous service contracts.

Authorised Signatory
Name & Address of the firm with seal

Annexure - D

Details of other orders where such work were undertaken during the last 7 years
(enclose supporting documents).

Proforma containing details of other organizations where such or similar contracts were undertaken.

Sl. No.	Name & Address of The organization, contact number	Period of contract	Whether Govt/semi Govt/Autonomous bodies/PSUs/Institutions/ Industries etc. (pls. specify)	Amount of contract

Authorised Signatory
Name & Address of the firm with seal

Site Visit Certificate

This is to certify that we have visited the site for work of Consultancy/ Design and BOQ for the Work of Replacement/Up gradation of Substation and HT AVR/LT Panels synchronization of DG set in Main Building at ICGEB, New Delhi 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.

Authorised Signatory
Name & Address of the firm with seal



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PRICE BID

PART-II
PRICE BID (Schedule of Rate)

Name of Work: Consultancy/ Design and BOQ for the Work of Replacement/Up gradation of Substation and HT AVR/LT Panels synchronization of DG set in Main Building at ICGEB, New Delhi.

S. No.	<u>Description</u>	<u>Amount</u>
A.	Complete scope of work	Rs.
B	GST %	Rs.
	Total (A+B)	Rs.

Note: -

1. Abnormally low and high bid will not be entertained.
2. GST should be mentioned separately.
3. Before quoting the rates, the Contractors should inspect the works at campus of ICGEB.
4. Fill the price bid in Excel format.

Authorised Signatory
Name & Address of the firm with sea