

TENDER DOCUMENTS

**NIT- 07/2024**

FOR

**Comprehensive Operation & Maintenance Contract of TACF Facility,  
BSL-3 FACILITY & BSL-2 FACILITY**

AT

INTERNATIONAL CENTRE FOR GENETIC ENGINEERING & BIOTECHNOLOGY (ICGEB)

Aruna Asaf Ali Marg, New Delhi – 110067

Website: [www.icgeb.res.in](http://www.icgeb.res.in)

**INDEX**

<b>Sl. No.</b>	<b>Item</b>	<b>Pg. No.</b>
1	Tender notice	3
2	General terms and conditions for submission of the bid	6
3	Scope of work	11
4	Terms of Payment	16
5	General terms and condition relating to works	17
6	Special terms and condition relating to works	19
7	Annexures for Technical bid	23
	A Technical Bid Form	24
	B Turn over certificate	26
	C Undertaking declaration	27
	D Details of other organisation for similar works	28
	E Declaration by the tenderer	29
	F Site visit certificate	30
8	Price bid ( Schedule of quantities)	31

(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.

ICGEB invites sealed Bids to meet the immediate requirement for "Comprehensive Operation and Maintenance of TACF Facility, BSL-3 and BSL-2 Facility".

Interested & competent firm/individual may download the Bid documents from ICGEB website

### IMPORTANT INFORMATION

<b>Name of Work</b>	Comprehensive Operation and Maintenance of TACF Facility, BSL-3 and BSL-2 Facility
<b>Tender No.</b>	NIT- 07/2024.
<b>Earnest Money Deposit (EMD) &amp; Tender Fee</b>	EMD of Rs. 80,000/- (Eighty Thousand only) & Tender Fee of Rs 2,000/- (Two Thousand Rupees only) in the form of separate demand draft to be drawn in favour of <b>International Centre for Genetic Engineering &amp; Biotechnology payable at New Delhi.</b>
<b>Distribution of Tender Document</b>	<b>To be downloaded from the website of the ICGEB <a href="http://www.icgeb.res.in">www.icgeb.res.in</a></b>
<b>Pre Bid meeting</b>	3 <sup>rd</sup> July, 2024 at 11:30 AM.
<b>Last Date and time for Bid Submission</b>	12 <sup>th</sup> July, 2024 till 3:00 PM.
<b>Address at which Bid is to be submitted</b>	Should be dropped in the tender box at the reception of International Centre for Genetic Engineering & Biotechnology, Aruna Asaf Ali Marg, New Delhi – 110067.
<b>Date, Time &amp; Place of opening of the Technical Bid</b>	12 <sup>th</sup> July, 2024 at 4: 15 PM.
<b>Date, Time &amp; Place of opening of the Financial Bid</b>	Technically qualified bidders will be called for financial bid opening
<b>Method of selection</b>	The interested Firms/Individuals will be required to submit the Technical and Financial proposals together in separate sealed envelope. 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. The bidder should have an address in Delhi/NCR.
2. Earnest Money Deposit
3. The Bidder, should have an average annual turnover of not less than Rs.1,00,00,000/- (Rupees One Crore 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.
4. Copies of the work orders and completion certificates successfully executed for similar kind of work 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 value not less than Rs 32 Lakhs. OR
  - B). Two similar works, each of value not less than Rs 20 Lakhs each OR
  - C). Three Similar works each of value not less than Rs 16 Lakhs each.
5. The bidder should have valid **GST/TIN**, registration certificates from relevant authorities (provide latest receipts/challans for documentary evidence).
6. The bidder should submit PAN number with documentary evidence
7. 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.
8. 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.
9. 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.
10. 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.
11. No deviations in respect of NIT conditions are acceptable.
12. 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.

(2)

## 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 3<sup>rd</sup> July, 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 [www.icgeb.res.in](http://www.icgeb.res.in) or by email.
- 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) Documentary evidence for minimum qualifying criteria.
- c) EMD DD of Rs. 80,000/- and tender fee of Rs 2,000/-.
- 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. Site Visit certificate (Annexure- E)
- i. Tender Document (duly signed on all pages).

### 4. FINANCIAL BID (Part – II):

- Price Bid (Schedule of Rates)

**BID PRICE:**

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 and functioning of total system, even though they may not have been explicitly mentioned in the scope and schedule of works.

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.

**5. EARNEST MONEY DEPOSIT:**

Earnest money deposit amount equivalent to Rs. 80,000/- (Eighty thousand only) & Tender Fee of Rs 2,000/- (Two Thousand Rupees 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. shall be valid for the term of the contract. 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. "Comprehensive Operation and Maintenance of TACF Facility, BSL-3 and BSL-2 Facility at the ICGEB, - Technical Bid"
- ii. "Comprehensive Operation and Maintenance of TACF Facility, BSL-3 and BSL-2 Facility at the ICGEB, - 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 “Comprehensive Operation and Maintenance of TACF Facility, BSL-3 and BSL-2 Facility at the ICGEB,”. 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. While evaluating Financial Bids, if there is any discrepancy between the unit price and the total price, unit price will prevail and total price shall be corrected. However, if the Bidder does not accept the correctness of the errors, his Bid will be rejected.
7. 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.
8. The Bidders who have duly complied with the Eligibility Criteria will be eligible for further processing.
9. The successful bidders of the Technical Bids will qualify for opening of the Financial Bids.
10. 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 Comprehensive Operation and Maintenance of TACF Facility, BSL-3 and BSL-2 Facility at the ICGB, Campus.

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 for entering into the Rate Contract.
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.

(3)

**Scope of Work**

**Works: Comprehensive Operation & Maintenance Contract of TACF Facility, BSL-3 Facility & BSL-2 Facility will consist of execution of the following.**

S. No	Description of work
1	<p>Providing Trained Manpower &amp; Skilled Labor on regular basis (24x7) 365 days, Comprehensive Maintenance &amp; Operation Contract for TACF facility, BSL-3 lab in Green house and BSL-2 lab. As per Specified Protocols and Conditions Defined in Excel Sheet with Manpower: Two Persons for 3 Shift (One Operator &amp; One Helper in Each Shift) with periodical supervision by vastly experienced Engineer Personnel.  <b>Operator - 03 nos (one person on each shift)</b>  <b>Helper - 03 nos (one person on each shift)</b>            For the period of 12 months.</p>
2	<p>Maintenance, Servicing and Replacement of all defective parts of the electrical and HVAC supporting equipments. Replacement/repairing of all AHU, Exhaust system, all type of dampers ,all type of VFD, AHU filters, Room filters, Pre filters, Fine filters, Hepa Filters, EXU Box filters, Micro filters, Painting of Chiller pipe lines, Electrical Panels and all equipments, CHW piping chillers, chiller pumps ,AHU/exhaust motors, air blowers, pressure gauges ,thermometers, strip heater, Controller, Temp. and Differential Pressure Sensors / Switches / Thermistors, Door interlock system, Hood exhaust systems, Pass boxes, Necessary Electrical Items like, LT panels, Power distribution box, MCB, internal facility wiring and fixtures, TPN,MCCB, CFL Set, Ballast, Relays, Contactors , switch sockets &amp; Miscellaneous related items installed in the <b>TACF Facility,BSL-3&amp; BSL-2</b> facility. Repairing of thermal insulation for Ducting &amp; CHW piping Leaks, Hood exhaust systems, split AC, LT panels, VFD, etc. Belts, Motor, Valves &amp; Miscellaneous related items installed in the <b>TACF Facility, BSL-3 Facility &amp; BSL-2 Facility</b> including all civil related work of the entire facility.            For the period of 12 months.</p>
3	<p>Comprehensive Maintenance of Blue star make 48 TR Scroll chiller 02 nos, Blue star make 56 TR scroll chiller 02 nos , <b>IBMS system, CCTV ,Exes door system, door inter locking system Fire Alarm system and Fire extinguishers</b> all HVAC equipments installed in the <b>TACF Facility,BSL-3 Facility &amp; BSL-2 Facility</b>.            For the period of 12 months.</p>
4	<p>Maintaining Log Books for general maintenance and operational scheduled activities, complains and its resolving sequence status. (This document copy will be submitted to ICGEB component in charge, after completion of 3 months for record). Facility Validation through 3<sup>rd</sup> Party (authorised agency) Particle Counting Test. Validation &amp; Calibration twice in a year, Validation reports submitted to ICGEB authority. <b>TACF Facility, BSL-3 Facility &amp; BSL-2 Facility</b>.</p>

The Air-conditioning plants, equipment and machinery, as listed below, are to be operated on 24 hrs. Basis throughout the year and are meant for maintaining the temperature and humidity conditions as mentioned below:

### 1) TACF Facility

Changing room 1	- +15 Pa
Changing room 2	- +15 Pa
Ante room	- -25Pa
Culture room	- - 50 Pa
Corridor	- - 25 Pa
Main lab	- - 50Pa
Wash area	- - 25 Pa
Animal isolators room	- - 50 Pa

Lab inside temperature:  $23^{\circ}\text{C} \pm 2^{\circ}\text{C}$  & 65% +/- 5% with 100% F. A. system

### 2) BSL3 Facility.

- a) BSL-3 Room operating pressure : -25 Pa
- b) Change room 2; operating pressure : -10 Pa
- c) Change room 1; operating pressure : -/+0 Pa
- d) Ante & Buffer room; operating pressure : + 10Pa
- e) Wash & Autoclave room ; operating pressure : -/+0 Pa

Lab inside temperature:  $23^{\circ}\text{C} \pm 2^{\circ}\text{C}$  & 65% +/- 5% with 100% F. A. system

### 3) BSL2 Facility.

- a) BSL- 11 room 1: operating pressure: +20 Pa
- b) BSL- 11 room 2: operating pressure: +20 Pa
- c) Airlock Room 1: operating pressure: +5Pa

d) Any other specifications to be specified as and when required.

Lab inside temperature:  $23^{\circ}\text{C} \pm 2^{\circ}\text{C}$  & 65% +/- 5%. (Recirculation)

### Air-conditioning & Other Services

1. All the Air-conditioning plants and equipment shall be operated round the clock on 24 hour basis, on all days in the month and year including Sunday & Holidays.
2. The following manpower will be provided by the contractor.

**Suggested deployment of the staff:**

The contractor should keep adequate number of qualified staff who should be able to attend to various jobs.

- 1) AC plant operator (24 hrs/3 shifts) the operator - **3 nos. (One operator each shift)**  
Should know BMS system operation.
- 2) Helper for operator (24 hrs/3 shifts) - **3 nos. (One helper each shift)**

**Note:** The timings of staff mentioned above shall be subject to changes as desired by the Institute as required.

*In addition to the manpower mentioned above, one qualified engineer from the company, having diploma in Mechanical/Refrigeration from a recognized institution and having experience in the field of Refrigeration and Air-conditioning for a period not less than 10 years, shall visit the Institute once in every week on a fixed day for over-all checking/Inspection and preventive maintenance of A. C. Plants & equipment and report to the Component Manager / AC and Electrical In-charge, ICGEB. The Company's technical representative shall devote minimum half-day i.e. 4 hrs. in the Centre for such purposes. Non-compliance to this clause will lead to appropriate deductions in the monthly bills.*

- 1. All the plants, equipment and machinery shall be maintained neat and clean and in perfect working conditions.
- 2. Logbooks shall be maintained in an orderly manner in every plant room separately and the readings shall be recorded on hourly basis and handed over to ICGEB .Providing of all logbook contractors responsibility
- 3. De-scaling of Air cooled condensers of chilling units, valves, AHU, Exhaust systems, air blowers etc., shall be carried out during winter months i.e. at the beginning of the season and also “as and when” required to maintain refrigerant condensing pressure within allowable limits. Arrangements for de-scaling pump, replacement of gaskets/packing etc., shall be the Contractor's responsibility. This will include :-
  - a) Overhauling and cleaning of AHUs
  - b) Over hauling and cleaning of Cassete and split ACs.
  - c) Overhauling and cleaning of all exhaust units
  - d) Replacement of all defective parts

**EQUIPMENT COVERED UNDER THIS CONTRACT**

**1. TACF FACILITY**

- 1.1 Blue star make scroll chiller 56 TR - 02 NOS.
- Blue star make scroll chiller 48 TR - 02 NOS.
- 1.2 Chiller pump 10 HP - 02 NOS.

1.3	Chiller pump 7.5 HP	- 02 NOS
1.4	AHU 8000 CFM	- 02 NOS
1.5	AHU 6500 CFM	- 02 NOS
1.6	Exhaust 10000 CFM	- 02 NOS
1.7	Exhaust 4000 CFM	- 02 NOS
1.8	Exhaust for autoclave room 2.2 KW	- 02 NOS
1.9	Bio safety cabinet Exhaust	- 04 NOS
1.10	LT/UPS panel	- 04 NOS
1.11	VFD	- 10 NOS
1.12	Split AC 2 TR	- 08 NOS
1.13	Cssete type AC 2 TR	- 03 NOS
1.14	Hood exhaust 3.7 KW	- 04 NOS
1.15	BMS system	- 02 SET
1.16	Fire panel system	- 02 SET
1.17	CC TV camera with system	- 02 SET
1.18	Door inter locking system	- LOT
1.19	Exes control	- 02 no
1.20	All entire building PDB, LDB, Power points, tube lights, MH lamp etc.	
1.21	Split AC 1.5 TR Daikin Make	- 01 no.

## 2. BSL-3 FACILITY green house

1.1	AHU 5500 CFM	- 01 NO
1.2	Exhaust 6500 CFM	- 01 NO
1.3	Blue star make out door unit 11 TR	- 02 NOS.
1.4	Hood exhaust 3.7 KW	- 01 NO
1.5	VFD	- 04 NOS
1.6	BMS system	- 01 SET
1.7	Fire panel system	- 01 SET
1.8	CC TV camera with system	- 01 SET
1.9	Door inter lock system	- LOT
1.10	Exes control	- 01 NO
1.11	Control panel	- 01 NO
1.12	All entire building PDB, LDB, Power points, tube lights, etc.	
1.13	Split AC 1.5 TR Daikin Make	- 01 no.

## 3. P2 LAB FACILITY

1.1	AHU 5000 CFM (Recirculation)	- 01 NO
1.2	Blue star make out door unit 5.5 TR	- 02 NOS
1.5	VFD	- 02 NOS
1.6	BMS system	- 01 SET
1.7	Fire panel system	- 01 SET

- 1.8 CC TV camera with system - 01 SET
- 1.9 Door inter lock system - LOT
- 1.10 Exes control - 01 NO
- 1.11 Control panel - 01 NO
- 1.12 All entire building PDB, LDB, Power points, tube lights, etc.

**Note:** The above list is subject to modification at any time as per requirement of the Centre.

The following checks shall be carried out once in every week & reported to the Engineer-in-charge in writing. Defect/Shortcomings, if any, shall be rectified immediately.

1. Leak test for refrigerant
2. Full charge of refrigerant
3. Oil level in the Compressor and condition of the oil
4. Working of all pressure gauges, refrigerant valves solenoids high and low pressure switches, oil failure switch etc.
5. Alignment of all compressor and pumps with respective driving motors.
6. Tightness of foundation bolts etc.
7. Tightness of all terminals and leads in the electrical control panel to avoid overheating/failure including checking of all interlocks.
8. The terminal box of every motor for tightness
9. Replacement of all defective parts/refrigerant/oil/air filters/hepa filters etc. on free of cost ICGEB will not paid any parts of cost in this contract

All the Air-handling units covered under this contract, shall be cleaned and checked once in every 15 days as follows:

1. Cleaning of air filters
2. Cleaning of the cooling coil using chemical and water jet vacuum-cleaner shall be used in places where drain line is not available (Chemical for coil cleaning shall be issued by the contractor free of cost)
3. Cleaning of the entire A. H. U. body & the A. H. U room
4. Cleaning of the electrical control panel from outside as well as from inside and tightening the wires and cable terminals. Checking of fuses, heater and blower inter lock etc.
5. Oiling/greasing the blower and driving motor bearings.
6. Checking/replacing the V-belts, pulley etc.
7. Leakage of water from the pump glands / valve glands.

The contractor shall ensure painting of the pipes, supports, equipment, repairing of duct and duct insulation, repairing of chiller pipe and pipe insulation, pipe welding as and when required.

**Note:** The above list is only illustrative and the contractor will attend to any related work even if not specified above during the period of contract.

(4)

## **Terms of Payment**

### **Payment of bills:**

1.
  - a) Bills will be submitted by the Contractor on 10<sup>th</sup> (if 10<sup>th</sup> is holiday then next working day) of every calendar month & after satisfactory service and submission of pre-receipted bill along with documents in support of payment of wages to workers through RTGS / NEFT only. Proof of remittance of Salary to Employees / PF/ ESI/ Bonus/ Gratuity / Maternity / GST and any other documents as prescribed by the Institute to respective agencies are also required to be submitted with their monthly bill.
  - b) Wages: The payments to all workers deployed should be made in full by 7<sup>th</sup> of every calendar month. Wages shall have the same meaning as defined in payment of Wages Act. The contractor shall pay his workers not below the rates under Minimum Wages Act declared by Govt. of NCT and to comply with various Labour Acts such as PF, ESI, Bonus, Gratuity and Maternity, Contract (R&A) SAVY 1970, Contract Labour (R&A) Central Rules 1971 and any other acts applicable as amended from time to time at his own expenses.
  - c) The payments towards bonus shall only be released to those workers only who will complete the minimum period of 30 days with the agency.
2. **Security deposit of 15 %** The successful bidder would have to deposit an amount of 15% of the annual contract value towards security deposit through demand draft/ pay order/ FDR/ Bank Guarantee from a commercial bank in favour of ICGEB which would remain with ICGEB during the contract period and no interest shall be payable on the security deposit amount.



(5)

**General terms and Condition Relating to Work**

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. **Deviations:** No deviation from the stipulated terms and conditions will be allowed. Tenders should be unconditional.
3. **Guarantee/Defect Liability Period:** The contractor should guarantee for the works / items executed / supplied by him against the manufacturing / engineering defect and 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.
4. **Liquidated Damage/ Penalty Clause:** 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.
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. Escalation: No Extra charge or any escalation charge will be paid by ICGEB.
7. Inferior and Poor quality material shall not be accepted.
8. 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.
9. The Contractor shall clean the site after completion of work. Any dismantled material shall be stacked in designated place as instructed by the Engineer-in-charge.
10. 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.
11. All materials brought at site shall be got approved from the Engineer in charge before incorporation.
12. Contractor shall carry out the various tests as enumerated in CPWD/BIS/DPCC/ Biosafety specification at his own cost.
13. 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 security deposit will be forfeited. Other

suitable administrative punitive action may also have imposed as deemed fit.

14. Contractor should depute a qualified supervisor dedicated for this site, who will co-ordinate work execution activities 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.
15. The contractor will provide for 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.
16. 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.
17. 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.
18. 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 mark to ICGEB.
19. ICGEB will provide free water and electricity during installation work at ICGEB at one point. The contractor has to make his own arrangements for distribution of power and water from that point as per his requirements.
20. Termination of Contract: The Director, ICGEB reserves the right to terminate the contract on account of poor workmanship, 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 performance security / EMD.
21. The vendor has to ensure that at the time of completion of the contract, he will hand over the site to the next selected vendor in full operational condition with standard parameters.

(6)

## **SPECIAL TERMS AND CONDITION**

### **1. GUARANTEE AND MAINTENANCE**

3.1 Guarantee - The successful bidder shall guarantee all equipment parts, materials and workmanship furnished for the installation. The guarantee warrants replacing parts. All failed parts during guarantee period shall be replaced without any cost to ICGEB and such replacement shall be factory approved new, equal or better than original. All expenses for labour, tools, materials, transportation, insurance, etc., required in performance of guarantee work shall be at the successful bidder's expense.

3.2 Maintenance - The successful bidder shall maintain the Earthing work in a first class and safe manner during the guarantee period. Such maintenance shall be for the entire Earthing work. Responsibility entails unlimited call back service including weekends and holidays during the period of guarantee. The successful bidder shall maintain the Earthing work and its accessories in a professional, first class manner.

### **2. SAFETY PRECAUTIONS**

i) ii) It is entirely the responsibility of the successful bidder to practice the principles of 'SAFETY FIRST' during the entire tenure of work with adequate insurance covering injury or death of workmen, loss by theft or damage to materials and property and third party.

iii) The successful bidder should clear the site of all debris every day to avoid accidents. In case this is not done, the Owner may engage necessary labour to maintain the cleanliness of the premises and removal of debris and recover all or part of the expenditure so incurred from the successful bidder.

iv) The successful bidder shall, at his own cost, ensure that all of his personnel, employees, workmen and other associated persons working with him at the site are adequately insured as per labour laws and statutory provisions. The successful bidder shall be responsible for all injuries/damages to men, materials and properties etc., which may arise from the operations or negligence of himself and/or his sub- contractor and indemnify ICGEB for all such expenses, which shall be solely to successful bidder's own account.'

### **3. INSURANCE**

The successful bidder shall, at his own expense, arrange for insurance policies, such as Workmen Compensation Policy and Bidder's All Risk Policy in the amount of the Contract effective from the date of commencement of work until final completion, against all of the following risks.

i) Injuries and damage of persons, property, animals or things, within or outside the site, arising out of his operations or of any sub-contractors, nominated or otherwise or out of any actions of his employees, agents or representatives.

- ii) Injuries to his or any sub-contractor's employees.
- iii) Damage to or loss of property, equipment, and materials at site, of the Owner, Bidder and all sub-contractors, as a result of natural causes such as lightning, storm, flood, rain, fire, earthquake, explosion, landslide, etc.
- iv) Damage and injuries to persons, property and materials arising out of riot and civil commotion, theft, sabotage malicious acts, terrorist activities, etc.
- v) No certificate of payment shall be issued by ICGEB if the Bidder fails to arrange for total insurance cover.
- vi) The bidder shall reinstate in a manner approved by the Project Manager, all damage of every sort entirely at his cost, so as to deliver up to the Owner the whole of the works complete and perfect in all respects and so certified by the ICGEB and also be made good or otherwise satisfy all clause for damage to the property of third parties.
- vii) The bidder shall be responsible for anything within his control and for all risks and consequences, which are not included in the purview of the insurance policies.
- viii) The insurance shall be extended until final completion.
- ix) The bidder undertakes not to cancel any insurance policy or reduce its scope without the written consent of the ICGEB.

#### **4. Jurisdiction –**

Any dispute arising out of this contract will be in accordance with the principle of international laws.

#### **5. SITE VISIT:**

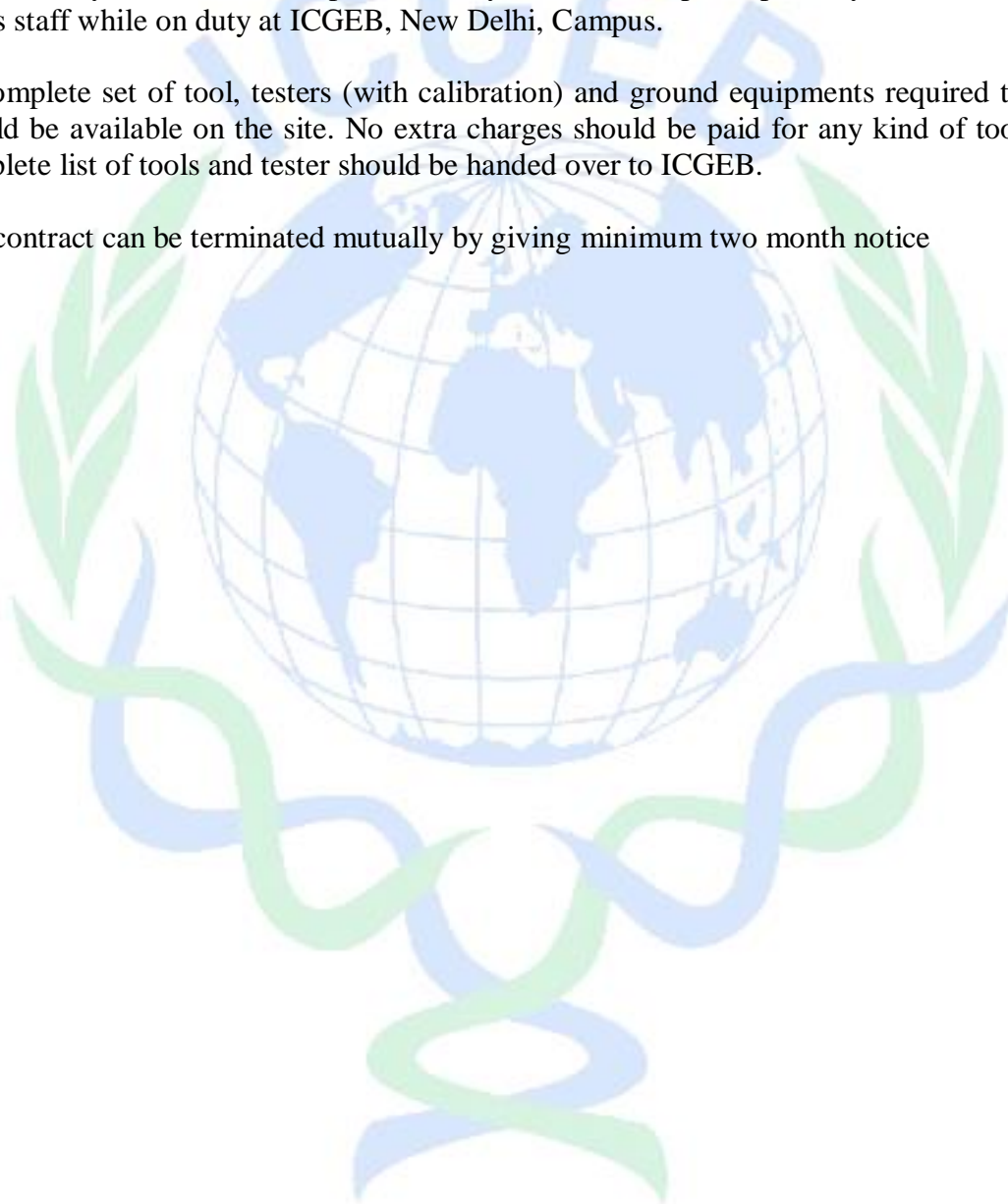
Interested Bidders may visit the ICGEB Campus before submission of the bid. For site visit, please contact Mr. Naresh Chand Dabral Component In-charge, Tel: 26741358, 26742357 and Email ID

"ncdabral@icgeb.res.in" on any working day (Monday to Friday) between 10:00 to 17:00 hours

6. The contractor shall submit a list of staff to be deployed by them showing their full name, local and permanent address, age, father's name, qualification and police station verification/ registration and shall be fully responsible for the safety and security of their staff. No compensation shall be payable by ICGEB in case of any accident/death of any of them while operating/servicing the plants and equipment.
7. ICGEB shall be fully empowered to expel any of the contractor's staff in case of any misbehaviour / indiscipline / misconduct / violence / late attendance / incompetence / theft and if such an expulsion takes place, then the relevant clause of recovery shall be applicable.
8. The contractor shall ensure that the breakdown call of normal nature is attended to immediately. Breakdown due to reasons beyond control, shall however, be attended/rectified within reasonable time to be decided in consultation with the ICGEB officials.
9. The number of operational and maintenance staff shall always be as detailed under scope of work. Every staff shall be allowed one rest day/weekly off after every six days of working as per Government of India rules. For this purpose suitable relievers shall be arranged by the contractor at no extra cost.

10. For undertaking works like cleaning of cooling coil, de-scaling of condensers, valves ., or for any heavy dismantling work for proper inspection/maintenance, any extra manpower or tools and tackle required, shall be arranged by the contractor without any extra charges.
11. Since the contract is for operation on 24 hour basis, physical custody and responsibility of all the plants, equipment and machinery covered under this contract, shall rest on the contractor.
12. All consumables like de-scaling chemical, vaniclean/ soft action cleaning chemical for cleaning of cooling coils of AHUs, gland packing, rubber / neoprene gaskets, grease, old dhoti, duster, broom etc., shall be supplied by the contractor without any extra charges.
13. ICGEB shall have the option to extend the terms of this contract for an additional period as mutually agreed, with the same terms and conditions for a maximum of three years
14. The contractor will ensure general cleanliness of the areas housing AHU rooms, Exhaust blower room, scroll chillers installed in terrace area, lab ceiling area, plant rooms and all technical area, as required.
15. The contractor will also be bound to any notice from ICGEB, with respect to improving the maintenance in the awarded area, as required from time to time during the course of this maintenance contract.
  - a) No advance of any kind shall be paid.
  - b) Payment will be made against the monthly bill raised by the contractor, after due verification by the concerned official(s) of ICGEB responsible for supervision of the work, who may at his or her discretion, effect deductions for non-performance or delayed/improper work. The payment will be made within 15 days from the date of receipt of the bill.
  - c) Amount towards mandatory requirements such as EPF & ESI shall be paid by ICGEB on submission of the relevant authenticated documents. It is mandatory for the contractor to submit the bank transfer details of wage payment to the staff deployed by him at ICGEB along with EPF and ESI receipts for the previous month and attendance record for the current month along with the monthly bill
    - a. There should not be any deductions e.g. advance etc., from the employee's wages during wage transfer except for absentees.
16. Please note that the payment of any statutory direct or indirect taxes at the contractor's end, arising out of transactions due to this contract will be solely the contractor's responsibility.
17. The contractor shall ensure compliance with all the statutory laws and by-laws of the Central Government/State Government/Municipal authorities related to the employment of their staff and all such obligations under Wage Act, Workmen compensation Act, E. S. I. Act, Provident Fund & Miscellaneous Provision Act, Bonus Act, and Contract Labour Act 1971 etc., and any other governing Act applicable. ICGEB will not be involved or be responsible for such matters in any way.
18. The contractor shall pay his workers not below the rates under Minimum Wages Act, as notified from time to time, and comply with various Labour Acts. Payment of the Income Tax, if required, shall be the responsibility of the contractor.

19. Documents, registers required to be maintained under contract labour regulations 1970 shall be maintained by the contractor. This shall be submitted for verification as and when required.
20. The contractor shall provide at least two sets of uniforms, proper shoes (that provides safety will carrying out the work as detailed in the tender document) and photo identity card to his workers and no worker shall be allowed without proper uniform, shoes and I-card in the premises. It is entirely the contractor's responsibility to ensure that all precautionary measures are put in place by him to ensure complete safety of his staff while on duty at ICGEB, New Delhi, Campus.
21. A Complete set of tool, testers (with calibration) and ground equipments required to maintain the site should be available on the site. No extra charges should be paid for any kind of tools and testers. The complete list of tools and tester should be handed over to ICGEB.
22. The contract can be terminated mutually by giving minimum two month notice



(7)

# 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)	No.	
7	PAN No. (with documentary evidence)	No.	
8	An average annual turnover of not less than Rs. 1.00 Crore per annum for last three years (2021-22, 2022-23 and 2023-2024 ) supported with	2021-22 Rs. 2022-23 Rs. 2023-24 Rs.	
9	One similar work of value not less than Rs. 32.00 Lakhs per annum.	1. Work order No. Date: Rs.	
10	Two similar works, each of value not less than Rs. 20.00 Lakhs each per annum.	1. Work order No. Date: Rs. 2. Work order No. Date: Rs.	
11	Three Similar works each of value not less than Rs. 16.00 Lakhs each per annum	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

**Annexure - B**

**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

- 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 2017-18, 2018-19, 2019-20 (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 organizations 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

**Declaration by the Tenderer:**

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.

Authorised Signatory  
Name & Address of the firm with seal

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

**Annexure – F**

This certificate shall be furnished duly signed & stamped with Techno-commercial Bid.

**Certificate/ Undertaking**

This is to certify that we have visited the site for work of **Comprehensive Operation & Maintenance Contract of TACF Facility, BSL-3 FACILITY & BSL-2 FACILITY in the 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.

Authorised Signatory  
Name & Address of the firm with seal



(8)

# Price bid

**PART-II**  
**PRICE BID (Schedule of Rate)**

Works: Comprehensive Operation and Maintenance of TACF Facility, BSL-3 and BSL-2 Facility.

Si. No.	Description	Amount																								
A.	<b>Compressive Maintenance</b>																									
i	Comprehensive Maintenance of All equipments and consumable spares like Air Conditioning, Electrical, items, CCTV, Fire Fighting System (i.e all Fire alarm panel, smoke detectors and fire extinguishers installed in TACF facility, BSL 3 Facility & BSL 2 Facility), door interlocking, access cards, maintain required temperature, pressure and humidity, maintaining of Log books, all civil related works etc. of the entire facility of TACF, BSL-3 and BSL-2.																									
<b>Sub Total A</b>	Total Monthly charges towards above material																									
B.	<b>Manpower as per details below</b> (please refer Special Terms & Conditions of the Tender document)																									
	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 35%;">Wages for complete month</th> <th style="width: 15%;">No. of persons</th> <th style="width: 15%;">Wage per month</th> <th style="width: 35%;">Amount</th> </tr> </thead> <tbody> <tr> <td>a. Operator (Skilled)</td> <td style="text-align: center;">03</td> <td style="text-align: right;">21,215.00</td> <td style="text-align: right;">63,645.00</td> </tr> <tr> <td>b. Skilled Reliever Charges</td> <td style="text-align: center;">0.81</td> <td style="text-align: right;">21,215.00</td> <td style="text-align: right;">17,184.15</td> </tr> <tr> <td>c. Helper (Unskilled)</td> <td style="text-align: center;">03</td> <td style="text-align: right;">17,494.00</td> <td style="text-align: right;">52,482.00</td> </tr> <tr> <td>d. Unskilled Reliever Charges</td> <td style="text-align: center;">0.81</td> <td style="text-align: right;">17,494.00</td> <td style="text-align: right;">14,170.14</td> </tr> <tr> <td colspan="3">Total Wages (a +b+c+d ) (Please provide complete breakup)</td> <td style="text-align: right;">1,47,481.29</td> </tr> </tbody> </table>	Wages for complete month	No. of persons	Wage per month	Amount	a. Operator (Skilled)	03	21,215.00	63,645.00	b. Skilled Reliever Charges	0.81	21,215.00	17,184.15	c. Helper (Unskilled)	03	17,494.00	52,482.00	d. Unskilled Reliever Charges	0.81	17,494.00	14,170.14	Total Wages (a +b+c+d ) (Please provide complete breakup)			1,47,481.29	
Wages for complete month	No. of persons	Wage per month	Amount																							
a. Operator (Skilled)	03	21,215.00	63,645.00																							
b. Skilled Reliever Charges	0.81	21,215.00	17,184.15																							
c. Helper (Unskilled)	03	17,494.00	52,482.00																							
d. Unskilled Reliever Charges	0.81	17,494.00	14,170.14																							
Total Wages (a +b+c+d ) (Please provide complete breakup)			1,47,481.29																							
ii	PF @ 13% (including administrative charges as per rules) (maximum on `15,000/- per person, per month) (Rs. 1,14,300/- @ 13 %)	14,859.00																								
iii	ESI @ 3.25% (Maximum on 21,000/- per person per month) (Rs. 66,652.14 @3.25%)	2,166.19																								
<b>Sub Total B</b>	Total Monthly charges towards above manpower	1,64,506.48																								



C	Other charges (if any)	
D	Total (A+B+C)	
E	Agency Charges ( In percentage on total D)	
F	Monthly charges (D+E)	
Total Annual charges (F x 12 months)		

**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  
with company seal