

TENDER DOCUMENTS

NIT-14/2023

FOR

Disposal of equipment and miscellaneous item as scrap

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.

1. ICGEB invites sealed Bids from the intending Bidders for Disposal of equipment and miscellaneous item as scrap in the 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'.
3. Bid Documents duly filled, shall be submitted in a sealed envelope bearing the words "Disposal of equipment and miscellaneous item as scrap at the ICGEB, New Delhi Component".
4. Bids must be accompanied by Earnest Money Deposit (EMD) covering an amount equivalent to Rs. 30,000/- and Tender Fee of Rs. 500/-. Form of DD issued by any Commercial Bank in favour of "ICGEB" payable at New Delhi.
5. Financial Bids shall be opened in presence of the Bidders and or their representatives at ICGEB in front of the 'Bid Evaluation Committee'.
6. Bids must comply in all respects with the instruction to Bidders in the Bid Document.
7. Award of the contract for providing Disposal of equipment and miscellaneous item as scrap will be made to the Bidder whose Bid has been determined to be substantially responsive from both technical and financial consideration by the Bid Evaluation Committee.
8. 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.
9. Any Corrigendum/Amendments in respect of above tender shall be issued on website <https://eprocure.gov.in> only. Bidders should take into account any corrigendum published on the tender document before submitting their bids.

IMPORTANT INFORMATION

Name of Work	Disposal of equipment and miscellaneous item as scrap.
Tender No.	NIT- 14/2023
Earnest Money Deposit (EMD) & Tender Fee	EMD of Rs. 30,000/- & 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	30 th Aug, 2023 till 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	30 th Aug, 2023 at 4:00 PM in ICGEB.
Date, Time & Place of opening of the Financial Bid	Technical Qualified bidders will be called for financial bid opening.
Method of selection	“Price” bid should be in separate sealed envelope super scribing the name of the work and tender. Work will be awarded to the H1 (Highest) bidder of total amount.

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 office in Delhi / NCR
2. Earnest Money Deposit.
3. The bidder should have valid **GST/TIN**, registration certificates from relevant authorities (provide latest receipts/challans for documentary evidence).
4. The bidder should submit PAN number with documentary evidence.
5. 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.
6. 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.
7. 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.
8. No deviations in respect of NIT conditions are acceptable.
9. 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.
10. Dealer should have Authorization certificate of DPCC Empanelled or equivalent State Authority for Green certificate / E-Waste certificate.

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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. 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:

- a. Technical Bid Form. (Annexure-A)
- b. Undertakings / declaration certificates (Annexure – B)
- c. Declaration by the Tenderer (Annexure C)
- d. Site Visit certificate (Annexure D)
- e. Certificate of registration (GST, PAN).
- f. Dealer should have Authorization certificate of DPCC Empanelled.
- g. EMD DD of Rs. 30,000/-
- e. Complete Tender document duly signed and stamped on each page as a token of acceptance.

2. FINANCIAL / PRICE BID:

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.

3. EARNEST MONEY DEPOSIT:

Earnest money deposit amount equivalent to Rs. 30,000/- & Tender Fee of Rs. 500/- in the form of DD issued by any Commercial Bank in favour of 'ICGEB' payable at New Delhi must accompany the financial Bid. **The E.M.D. of successful bidder shall be released after submission of disposed of Green certificate / E-waste certificate 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.

4. 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.

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, Email ID: ncdabral@icgeb.res.in
Tel: 26741358, 26742357 on any working day (Monday to Friday) between 10:00 to 17:00 hours

6. 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.

7. 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.

8. 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.

9. BID OPENING AND EVALUATION:

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 Financial Bids.

- 10. 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.
- 11. 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.
- 12. 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.
- 13. 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 highest evaluated bidder or call for new bids.
- 14. 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.
- 15. 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.
- 16.** The Director, ICGEB reserves the right to cancel any or all the tenders without assigning any reason.
- 17.** Tender once submitted will remain with ICGEB and will never be returned to the bidders.

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Scope of work

Works: Disposal of equipment and miscellaneous item as scrap will consist of execution of the following.

S. No	Description of items.	Unit
1	Scientific Equipment, Miscellaneous iron scrap, Miscellaneous aluminium scrap, Damage chairs and tables, IT Products (Desktop, Monitor, Printer, Scanner, Laptops, Work Stations Servers, etc.)	1 Lot

NOTE:

- Work will be awarded to the H1 (Highest) bidder in the total amount.
- Weighing of the material by Dharam kanta weighbridge is responsibility of the Vendor.

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GENERAL TERMS AND CONDITIONS RELATING TO WORK

1. **Completion Time:** Time limit for completion of the work is 10 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.

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SPECIAL TERMS AND CONDITION

1. SAFETY PRECAUTIONS:

i) A competent and authorized Supervisor/Erector shall be on the site whenever the successful bidder's men are at work to supervise the satisfactory execution of work and interact with ICGEB engineer whenever required. The supervisor/Erector should ensure that all plant and machinery used on the site are rendered safe for working and meets with the Indian or International safety standards applicable for the use and operation of such machinery. The supervisor/erecator should also ensure that the workmen at site are made to use safety appliances such as safety belts, life lines, helmets, etc.

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.'

2. Jurisdiction:

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

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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 evidence.
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	Authorization certificate of DPCC Empanelled or equivalent State Authority for Green certificate / E-Waste certificate.	Number. Dated:	
9	Signed and stamped Tender document		
10	Tender Fee		
11	Earnest Money Deposit		
12	Undertaking for not black listed		
13	Site visit acceptance certificate (signed and stamped)		

Authorised Signatory
Name & Address of the firm with seal

Annexure - B

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 - C

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.

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

Site Visit Certificate

This is to certify that we have visited the site for work of **Disposal of equipment and miscellaneous item as scrap 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.

Component in Charge
ICGEB New Delhi

Authorised Signatory
Name & Address of the firm with seal

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PAYMENT TERMS

1. The vender will be allowed to take the scrap outside ICGB only after submission of payment.
2. The vender has to clear the site within 10 days.
3. In case the work is not completed in 10 days, the EMD will be forfeited of the Vendor.

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PRICE BID

PART-II
PRICE BID (Schedule of Rate)

Works: Disposal of equipment and miscellaneous item as scrap will consist of execution of the Following.

S. No.	Description of items.	Unit	Amount
1	Scientific Equipment, Miscellaneous iron scrap, Miscellaneous aluminium scrap, Damage chairs and tables, IT Products (Desktop, Monitor, Printer, Scanner, Laptops, Work Stations Servers, etc.)	1 Lot	
TOTAL			

Note:

1. Work will be awarded to the H1 (Highest) in the total amount.
2. Before quoting the rates, the Contractors should inspect the campus of ICGEB for estimation.
3. GST should be mentioned separately.
4. The E.M.D. of successful bidder shall be released after submission of disposed of E- waste Certificate by him.
5. The vender will be allowed to take the scrap outside ICGEB only after completion of payment.
6. The vender has to clear the site within 10 days. In case the work is not completed in 10 days, the EMD will be forfeited of the Vendor.
7. The Successful bidder will bring their own labour and forklift.

Authorised Signatory
Name & Address of the firm with seal