

# ई-निविदा दस्तावेज

## **e-TENDER DOCUMENT**

क्षेत्रीय जैवप्रौद्योगिकी केंद्र, एनसीआर बायोटेक साइंस क्लस्टर, फरीदाबाद में आरसीबी रिसेप्शन वॉशरूम में नवीनीकरण कार्य।

Renovation work at Reception Washrooms of Regional Centre for Biotechnology, NCR Biotech Science Cluster Faridabad.

(निविदा संख्या: आरसीबी/04-02/106/एनआईटी-25/2021-22)

**Tender No. RCB/04-02/106/NIT-25/2021-22**

कार्यपालक निदेशक, क्षेत्रीय जैवप्रौद्योगिकी केंद्र की ओर से

On behalf of Executive Director, Regional Centre for Biotechnology



**ई-नोटिस निविदा आमंत्रित**

## **e-NOTICE INVITING TENDER**

**Tender No.- RCB/04-02/106/NIT-25/2021-22**

### **1.0 NOTICE INVITING TENDER**

क्षेत्रीय जैवप्रौद्योगिकी केंद्र, एनसीआर बायोटेक साइंस क्लस्टर, फरीदाबाद में आरसीबी रिसेप्शन वॉशरूम में नवीनीकरण कार्य के लिए प्रतिष्ठित सिविल ठेकेदारों / एजेंसियों से दो-बोली प्रणाली (तकनीकी बोली और वित्तीय बोली) के तहत अनुसूची, विनिर्देशों और इस निविदा दस्तावेज में उल्लिखित नियमों और शर्तों के अनुसार कार्यकारी निदेशक, आरसीबी की ओर से ऑनलाइन निविदाएं आमंत्रित की जाती हैं।

Online tenders are invited on behalf of the Executive Director RCB, under Two-Bid System (Technical bid and Financial bid) from reputed Contractors/Agencies for **“Renovation work at reception washroom of Regional Centre for Biotechnology, NCR Biotech Science Cluster Faridabad”** as per schedule, specifications and as per the terms and conditions mentioned in this tender document.

ऑफ लाइन/फिजिकल बोलियां स्वीकार नहीं की जाएंगी और किसी भी आधार/कारण पर किसी अनुरोध पर विचार नहीं किया जाएगा

**Off-line/physical bids shall not be accepted and no request will be entertained on any ground/reason.**

### **NOTICE INVITING TENDER**

वेब साइट यूआरएल : Web site Url :	<a href="https://dbt.euniwizarde.com/">https://dbt.euniwizarde.com/</a> , <a href="https://rcb.res.in">https://rcb.res.in</a> <a href="https://dbt.euniwizarde.com/">https://dbt.euniwizarde.com/</a> , <a href="https://rcb.res.in">https://rcb.res.in</a>
पता : Address:	क्षेत्रीय जैवप्रौद्योगिकी केंद्र, एनसीआर बायोटेक साइंस क्लस्टर, तीसरा माइलस्टोन, फरीदाबाद-गुरुग्राम एक्सप्रेसवे, फरीदाबाद, हरियाणा Regional Centre for Biotechnology, NCR Biotech Science Cluster, 3 <sup>rd</sup> Milestone, Faridabad-Gurugram Expressway, Faridabad - 121001, Haryana
संपर्क विवरण Contact Details	कार्यपालक अभियंता, RCB 0129-2848810, 2848800 Executive Engineer, RCB 0129-2848810, 2848800
काम का नाम Name Of Work	क्षेत्रीय जैवप्रौद्योगिकी केंद्र, एनसीआर बायोटेक साइंस क्लस्टर, फरीदाबाद में आरसीबी रिसेप्शन वॉशरूम में नवीनीकरण कार्य Renovation work in RCB reception washroom at Regional Centre for Biotechnology, NCR Biotech Science Cluster Faridabad
अनुमानित राशि Estimated Amount	₹6.36/- लाख जीएसटी सहित ₹6.36/- Lac including GST

धरोहर राशि Earnest Money	शून्य स्व-हस्ताक्षरित घोषणा को प्राधिकृत हस्ताक्षरकर्ता द्वारा लेटरहेड पर प्रारूप के अनुसार प्रस्तुत किए जाने की आवश्यकता है। NIL Self-Signed Declaration needs to be submitted as per format on letterhead by authorized signatory.
निविदा शुल्क Tender Fee	शून्य NIL
निविदा प्रसंस्करण शुल्क Tender Processing fees	ई-निविदा पोर्टल पर उल्लिखित शुल्कों के अनुसार (न्यूनतम ₹750/- अधिकतम ₹ 7500/- निविदा मूल्य का 0.1% की दर से + लागू जीएसटी @ 18%) As per charges mentioned on e-Tender portal (minimum ₹750/- up to maximum ₹7500/- @ 0.1% of the tender value+ applicable GST @18%)
निविदा अपलोड करने की तिथि Tender Uploading Date	17.03.2022
प्री-बिड मीटिंग की तिथि Date of Pre-bid meeting	25.03.2022 Time 12:00 Hrs
निविदा समापन तिथि और समय Tender Closing Date & Time	29.03.2022 Time 15:00 Hrs
तकनीकी बोली खोलने की तिथि Date of Opening of Technical bid	29.03.2022 Time 15:30 Hrs
वित्तीय बोली खोलने की तिथि Date of Opening of Financial bid	तकनीकी योग्य बोलीदाताओं को बाद में अधिसूचित किया जाएगा। Will be notified to the technical qualified bidders later.

## QUALIFICATION CRITERIA

1. The tenderer must be a Goods Service Tax (GST) registered firm / company.
2. The tenderer should have successfully completed similar works during last 07 (seven) years ending on the last day of previous month of submission of tender either of the following-

One similar completed work, costing not less than an amount of **₹5.09 Lac.**

OR

Two similar completed work, costing not less than an amount of **₹3.82 Lac.**

OR

Three similar completed work, costing not less than an amount of **₹2.55 Lac.**

(i.e. Similar work means '**Repair/Maintenance to Building works including the Granite stone work, tiles work, flooring, waterproofing, plumbing, painting works to internal & external surfaces of building**' in any other Govt. Department, autonomous bodies, PSU or reputed private sector during last seven years). Self-Attested copies of the completion certificates and performance report issued by the Executive Engineer/Head of department/ owner are required to be enclosed with the technical bid.

In case of completion certificate is issued by Private sector the agency has to submit **TDS certificate** along with the completion certificate and work order, as evidence of the value of work done. **The completion certificate issued by Private sector without TDS certificate shall not be considered.** The tenderer should also give complete details of the concerned authority such as name with designation, valid address, telephone/ mobile number with STD Code, etc. The completed works will be open to inspection and in case works is not up to the standard, the tender will summarily be rejected & no queries will be entertained in this regard.

3. The firm should have not been blacklisted, debarred, declared non performer or expelled from any work of Union Government/ State Governments/ PSUs etc. during the last 5 years. They should also submit a self-declaration on its letter head for the same. The firm should also provide information regarding litigation / arbitration cases for the last five years as per **Annexure-IV**
4. Average annual financial turn over should be not be less than 35% of the estimated value ie Rs 2.22 Lac during the last 3 preceding financial years. Refer "**Annexure-V**"
5. The bidder shall have minimum solvency of ₹2.55 Lakhs. Solvency certificate from the Bidder's Banker shall be submitted Refer "**Annexure-V**"
6. Agency must have its office in Delhi NCR. Refer "**Annexure-VI**"
7. The tenderer may visit / examine the site and its surrounding to assess the accessibility and asses the scope of work before submitting their offer. No claims later on shall be entertained. The tenderers shall arrange & maintain at his own cost all materials, T & P, Water and facility for workers for executing the work. Refer "**Annexure-VIII**"

8. Agency must submit make and model with detail technical specification of items to engineer in charge before start of work for approval. Refer “**Annexure-X**”
9. Even though the applicants meet the above criteria, they are subject to be disqualified if they have:
  - i) Made misleading or false representation in the form, statement and attachments submitted in and or
  - ii) Record of poor performance such as abandoning the work, not properly completing the contract, inordinate delays in completion, litigation history, or financial failures, etc.
  - iii) Found to have been black listed in any other works.

### **Registration Process**

1. Bidders to enrol on the e-Procurement module of the portal <https://dbt.euniwizarde.com> by clicking on the link “Bidder Enrolment”. Enrolment on the e-wizard Portal is free of charge.
2. The bidders to choose a unique username and assign a password for their accounts. Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication from the e-Wizard Portal.
3. Bidders to register upon enrolment their valid Digital Signature Certificate (Class II or Class III Certificates with signing key usage) issued by any Certifying Authority recognized by CCA India with their profile.
4. Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSCs to others which may lead to misuse. Foreign bidders are advised to refer “DSC details for Foreign Bidders” for Digital Signature requirements on the portal.
5. Bidder then logs in to the site through the secured log-in by entering their user ID / password and the password of the DSC / e-Token.

### **Tender Documents Search**

1. Various built in options are available in the e-Wizard Portal which is further synchronizing with CPP Portal to facilitate bidders to search active tenders by several parameters. These parameters include Tender ID, organization, location, date, value, etc.
2. There is also an option of advanced search for tenders, wherein the bidders may combine a number of search parameters such as organization name, form of contract, location, date, other keywords etc. to search for a tender published on the Online Portal.
3. Once the bidders have selected the tenders they are interested in, they may download the required documents / tender schedules. These tenders can be moved to the respective ‘My Tenders’ folder. This would enable the Online Portal to intimate the bidders through SMS / e-mail in case there is any corrigendum issued to the tender document.
4. The bidder should make a note of the unique Tender ID assigned to each tender, in case they want to obtain any clarification / help from the Helpdesk.

### **Bid Preparation**

1. Bidder should take into account any corrigendum published on the tender document before submitting their bids.
2. Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid.
3. Please note the number of covers in which the bid documents have to be submitted, the number of documents - including the names and content of each of the document that need to be submitted. Any deviations from these may lead to rejection of the bid.
4. Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document / schedule and generally, they can be in PDF / XLS / RAR / DWF formats. Bid documents may be scanned with 100 dpi with black and white option.
5. Copy of constitution or legal status of the bidder manufacturer / Sole proprietorship / firm / agency etc.
6. Experience Certificates for two or more similar works in last 07years.
7. Copy of PAN Card / GST Registration.
8. Annual average turnover of the agency should be more than rupees 7.0 Lac per annum since last three years.
9. Brochure, original technical catalogue with detailed specification and picture of the product should be offered,
10. Earnest Money Deposit: The bidder will be required to submit declaration in prescribed format on letterhead duly signed by authorised signatory.
11. **EMD Fee** is NIL however declaration shall be attached as per annexure-I/IA.
12. Tender **processing fee has to be paid by all the vendors** as this fee is being charged by the Online Portal service provider directly.
13. The bidder should have their registered office/ branch/ service/centre and support of OEM of make of item offered, in Delhi-NCR.
14. Specification: The Contractor must confirm in writing that the goods supplied by them shall be as per specification of goods and in case of any variation, the contract shall be liable to cancel immediately.

### **Bid Submission**

1. Bidder to log into the site well in advance for bid submission so that he/she upload the bid in time i.e. on or before the bid submission time. Bidder will be responsible for any delay due to other issues.
2. The bidder to digitally sign and upload the required bid documents one by one as indicated in the tender document.
3. Bidder to select the payment option as Online” to pay the tender fee/ EMD wherever applicable and enter details of the instrument.

4. A standard BoQ format has been provided with the tender document to be filled by all the bidders. Bidders to note that they should necessarily submit their financial bids in the prescribed format and no other format is acceptable.
5. The server time (which is displayed on the bidders' dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, opening of bids etc. The bidders should follow this time during bid submission.
6. All the documents being submitted by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data, which cannot be viewed by unauthorized persons until the time of bid opening.
7. The uploaded tender documents become readable only after the tender opening by the authorized bid openers.
8. Upon the successful and timely submission of bids, the portal will give a successful bid submission message & a bid summary will be displayed with the bid no. and the date & time of submission of the bid with all other relevant details.
9. Kindly add scanned PDF of all relevant documents in a single PDF file of compliance sheet.

#### **Assistance to Bidders**

1. Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority for a tender or the relevant contact person indicated in the tender.
2. Any queries relating to the process of online bid submission or queries relating to e-Wizard Portal in general may be directed to the 24x7 e-Wizard Helpdesk. The contact number for the helpdesk is 011-49606060, 23710092, 23710091

## **GENERAL CONDITIONS OF CONTRACT**

### **INSTRUCTIONS TO BIDDERS**

- I. The Tenderer should sign and stamp each page of the tender documents.
- II. The Tenderer may furnish any additional information, which he thinks is necessary to establish his capabilities to successfully complete the envisaged work. He is however, advised not to furnish superfluous information. No information shall be entertained after submission of tender documents unless it is called for by the RCB.
- III. Any information furnished by the tenderer found to be incorrect either immediately or at a later date, would render him liable to be debarred from tendering/taking up of work in RCB.
- IV. Any variation in the terms and conditions of the general/special conditions for payment, tender fees, security deposit, etc. is not acceptable to RCB and such tenders will be rejected straight away.
- V. RCB reserves the right to award the contract in full or in part as per the decision of the competent authority
- VI. RCB is not responsible for any delay in receipt of the application / receipt of tender documents etc. It is the responsibility of tenderer to make sure that the tender is uploaded in time.
- VII. The contractor has to mention contact no. and the person to be contacted in case of any query.
- VIII. The tenderer shall attach the copy of PAN Card, Goods and Services Tax Registration.
- IX. Acceptance of tender shall rest with the RCB, which shall not be bound to accept the lowest tender and reserves to itself the right to reject any or all tenders received without assigning any reasons therefore.
- X. Incomplete tenders are liable to be rejected.
- XI. Any bid received after the deadline for submission of bids, will be rejected.

**Engineer in-charge**

**Signature of tenderer with seal & date**

## GENERAL CONDITIONS OF CONTRACT

### TERMS & CONDITIONS:

1. The terms 'Contract document' means the Notice Inviting Tender, Tender form, Instructions to bidders, Special Conditions, General Conditions of Contract, Specifications, Price Schedule and Drawings and Articles of Agreement.
2. "RCB" shall mean Regional Centre for Biotechnology with its present office at 3<sup>rd</sup> mile stone Faridabad - Gurgaon Expressway Haryana 121001
3. The Contractor shall mean the sole proprietor, or firm or company whether incorporated or not, undertaking the works and shall include the legal representative or such individual successors, heirs, administrators or assignees of such sole proprietor, firm or company, as the case may be or the persons composing such firm or company of the successors of such firm or company and the permitted assignees of such individual or firms or company.
4. Engineer-in-charge shall mean Executive Engineer RCB or the officer designated by the Executive Director, RCB who shall supervise and shall be in charge of the work, and issue necessary instructions at site, on behalf of RCB.
5. **Contractor shall strictly conform to the specification, price schedule, general and special terms and conditions, if any, and any other matter contained in the tender documents issued by the RCB.**
6. The contractor shall be fully responsible for any damage caused by the repair and renovation work to the existing college building and the contractor will have to repair and rectify any such damage in at his own risk and cost.
7. Time allowed for the completion of work shall be **45 days** from the date of issuing Work Order. If the contractor fails to complete the work on or before the stipulated date, then a penalty at the rate of 0.2% per day, of the order value shall be levied subject to maximum of 5 % of the order value.
8. Warranty / Guarantee/ Defect Liability Period: Bidder must provide one (01) year DLP and it will commence from the date of the satisfactory completion of work . during Defect Liability Period defect of any manufacturing, workmanship and poor quality of the components will be made good with out any cost to RCB.
9. **Performance Security:** The Performance Security Deposit amount @ 5% of Order value must be deposited by successful bidder within 7 working days of award of work in the form of Demand Draft/Bank Guarantee/ FDR, from Nationalized/scheduled bank valid up to 15 Months from issue of work order, drawn in favor of "**Executive Director Regional Centre for Biotechnology**", Payable at Faridabad. Same will be released after 3 months from date of satisfactory completion of work.
10. **Security Deposit:** The successful tenderer will have to remit an amount equal to 10 % of the Work value as Security Deposit for one year.. RCB, Faridabad also reserves

the right to appropriate the SD amount against any outstanding dues (to RCB) against any other earlier contract entered with the RCB by the contractor.

11. **Deviation:** 20% ± deviation in quantities would be permitted. Quantities are indicative and likely to increase/decrease. Bidder will have no objection for variation in quantities thereon.
12. **Period of validity of tender:** The tender will remain open for acceptance for 180 days from the date of opening of the tender and the rate quoted shall be firm and valid for a period of one year from the date of acceptance of tender. The validity period can be extended for one more year or till the finalization of new tender whichever earlier at the same rates, terms and conditions.
13. **Payment Terms:** The pre-receipted paste of ₹ 1 revenue stamp on each bill in triplicate may be send to this office for payment after satisfactorily delivery & Installation of the goods. The bill should have full particulars of the items.
  - a. No Payment shall be made in advance nor shall the loan from any or financial institutions be recommended on the basis of the order of award of work. The contractor shall submit the bill only after successfully completion of work. The case of issuing sanction and passing of bill for payment will be initiated on receipt of a pre-receipted invoice from the Contractor.
  - b. One Running account bill can be paid after completion of 60% job as certified by Engineer in charge.
  - c. No payment will be made for goods rejected.
14. The Executive Director, RCB will have the full right to reject any or all the tenders without assigning any reason whatsoever and is not bound to accept the lowest tender. The Executive Director, RCB also reserves the right to award the contract with more than one contractor.
15. Any tender which does not satisfy the terms and conditions set out in the tender notice is liable to be rejected.
16. Every effort will be made by the RCB for arranging payment within a reasonable period after receipt of certified bills in the office of Executive Engineer, RCB, Faridabad. If the contractor does not get the payment within 45 days of submission of his bill to the UNIT head concerned, the fact may be brought to the notice of the undersigned in writing who will take necessary action in the matter. However, it is made clear that the successful tenderer will not be eligible to get any interest on the amount of the pending bills in case, the bills are held up for unavoidable reasons.
17. **Release of Security Deposit:** Security Deposit unless forfeited to the RCB in part or in full will be refunded after two months from date expiry of the Defect liability period.
18. **WORK OPEN TO INSPECTION**

- a. All works under or in course of execution or being executed in pursuance of the contract shall at all times be open to inspection and supervision by the Engineer-in-charge and/or his authorized subordinates, and the Contractor shall at all times during the usual working hours, and at all other times at which reasonable notice of the intention of the Engineer-in-charge or his subordinate to visit the works shall have been given to the contractor, either himself be present to receive order and instructions, or have a responsible agent duly accredited in writing, present for that purpose. Order given to the contractor's agent shall be considered to have the same force as if the same had been given to the Contractor himself.
- b. All works shall be executed in all respect subject to the approval of the Engineer-in-charge who shall be entitled to direct at what point or points and in what manner these are to be commenced, and carried out from time to time.
- c. RCB and/or its nominated representative(s) will, inspect and/or test the work / material to confirm their conformity to the tender specification at no extra cost to the RCB. The Inspection Authority to be designated by the RCB shall specify what inspections and tests are required and where they are to be conducted. The RCB shall notify the contractor in writing in a timely manner of the identity of any representatives retained for these purpose. All work / material shall be tested as stipulated in the latest specification of, Govt. /institutes
- d. The inspections and tests may be conducted on the premises of the tenderer or its subcontractor(s) or at the point of delivery. If conducted on the premises of the tenderer or its subcontractor(s), all reasonable facilities and assistance, including access to drawings and production data shall be furnished to the Inspectors at no charge to the RCB.
- e. The representative of Centre shall inspect or test the items, which fail to conform to the specifications. The RCB may reject such items and the tenderer shall replace the rejected items, at no cost to the RCB, within a stipulated time period.
- f. The RCB's right to inspect, test and where necessary, reject the items after its arrival at the final destination shall in no way be limited or waived by reason of the items having previously been inspected, tested and passed by RCB or its representatives.
- g. Nothing shall in any way release the tenderer from Guaranty or other obligations under the contract
- h. The RCB shall be the final authority to reject full or any part of the item which is not conforming to the specifications and other terms & conditions.
- i. No payment shall be made for rejected items. Rejected items must be removed by the contractor within one weeks of the date of rejection at their

own cost and replace immediately. In case these are not removed, these will be auctioned at the risk and responsibility of the contractor without any further notice.

19. **WATER & POWER FOR FABRICATION:** RCB shall provide power & water at one point for the proper execution of the work free of cost under normal circumstances if available at site. In case RCB is not in a position to supply the water and / or power, the contractor will make his own arrangement so that the work does not suffer. However, no claim of the contractor whatsoever shall be entertained by RCB on this account.
20. **CLEARANCE OF SITE:** The contractor shall have to remove all waste (Melba) and other unwanted material from site of work before handing over the installation to the RCB. The work shall not be treated as complete in all respects unless these requirements are fulfilled by him. In the event of contractor failing to do so, the RCB shall have right to get the site cleared at the cost of contractor.
21. **COMPLIANCE WITH LABOUR LAWS AND OTHER LAWS**

The Contractor shall abide by the Contract Labour, (Regulation and Abolition) Act 1970, and Contract Labour (Abolition and Regulation) Central rules 1971. The Contractor shall comply with the provisions of Payment of Wages Act 1936, Minimum Wages Act 1948, Employees Liability Act 1938, Workmen's Compensation Act 1923, Industrial Disputes Act and other applicable regulations and other labour laws Contract Labour as mentioned below as applicable amended up to date:

- 1) Industrial Disputes Act.
- 2) Industrial Establishment (Standing orders) Act.
- 3) Trade Unions Act.
- 4) The Factors Act.
- 5) Employees Provident Fund & Miscellaneous Provision Act.
- 6) Employees State Insurance Act.
- 7) Workmen's Compensation Act.
- 8) Payment of Gratuity Act.
- 9) Minimum Wages Act.
- 10) Payment of Wages Act.
- 11) Equal Remuneration Act.
- 12) Payment of Bonus Act.
- 13) National / Weekly Holiday Act.
- 14) Inter-state Migrant Workmen (Regulation of Employment and of service conditions) Act.

In case, RCB is made liable to pay any amount to any third party due to non-observance of any of the statutes/law as mentioned above, the same will be adjusted from any future payment due payable to the contractor or from performance s guarantee available with RCB

22. **PAYMENT OF WAGES BY THE CONTRACTOR** The Contractor shall directly pay

to labour employed by him and shall be solely responsible for following all Government rules and regulations applicable for employment.

23. **WATCH AND WARD** The contractor shall be responsible for watch and ward of all the works and various materials till complete handing over the works to the RCB.

24. **GUARANTEE CLAUSE**

- a. The contractor shall guarantee that all the material and components supplied and installed by him shall be free from defects due to faulty, material or workmanship.
- b. The charge and any shortcomings found in the materials as specified shall be removed at no extra cost. The contractor shall provide the necessary personnel and tools for fulfilling the above guarantee. Period of the guarantee shall be (12) twelve months from the date of completion of work. During this period any or all components found to be defective shall be replaced or repaired free of cost.
- c. If the defects are not removed within a reasonable time if contractor fails to remove defect in time then the RCB may arrange to do at the contractor's risk and cost, without prejudice to any other rights.

25. **OTHER CONDITION TO BE ADHERE BY TENDERER**

- A. The work is to be carried out as per the specifications in the tender and relevant standards of CPWD.
- B. The material should be got approved before start of work and open to site inspection
- C. All the material used shall be one of the stipulated makes as per approved list of material.
- D. The contractor shall comply with safety codes for Fire precaution, health requirement, scaffolds & ladders etc.
- E. No T & P shall be issued by RCB.
- F. All dismantled material for which credit is not being given in the tender shall be handed over to the Engineer in charge and stored at proper place.
- G. Contractor shall be fully responsible for safety of his workers and in case of any accident / mishap the entire responsibility shall be on the contractor.
- H. The work shall be executed without any loss / damage to the RCB's properties.

26. **Termination of Contracts:**

(i). In case, after issue of a firm order, the successful tenderer fails to execute the work within scheduled time and as per specified quality and even fails to complete the work within the extended period if any given in writing by RCB, the Executive

Engineer, RCB, Faridabad will be within his full rights to terminate the contract and to forfeit the Security Deposit of the successful tenderer to the RCB by giving a notice of 21 days in writing sent by Registered Post to the address given in the tender submitted or to any other address which may be recorded in the office at the request of the tenderer. The period of 21 days will be counted from the date of issue of the notice.

(ii). Executive Engineer, RCB, Faridabad reserves the right to terminate the contract without assigning any reason by giving a notice of 21 days to the successful tenderer by Regd. Post to the address given in the tender submitted, or to any other address which may be recorded in the office at the request of the tenderer. The period of 21 days will be counted from the date of dispatch of the notice. In such cases, the Security Deposit of the successful tenderer will be refunded soon on getting demand from the tenderer. The RCB will not be liable for payment of any compensation for any loss that the contractor may be put to or alleged to have been put to on account of such termination.

**Signature of the Bidder/ Agency with stamp**

Witnesses: -

1.

2.

## TECHNICAL BID

**Tender No.-** RCB/04-02/106/NIT-25/2021-22

### **Check List of Certificates/ Documents required to be uploaded in the Technical Bid**

If scanned and signed copy of following documents are not uploaded/submitted and conditions are not met, the bid shall be summarily rejected and no further correspondence, in this regard, shall be entertained.

<b>S. No</b>	<b>Document uploaded as</b>	<b>Description</b>	<b>Technical Compliance (Yes/No) Page No.</b>
1.	<b>Annexure-I</b> <b>Annexure-IA</b>	EMD Declaration Additional Information	
2.	<b>Annexure-II</b>	Undertaking for adherence & acceptance to all Tender Terms and conditions and Two-Bid System. (Non-violation of Two-Bid System)	
3.	<b>Annexure-III</b>	Fall clause declaration	
4.	<b>Annexure-IV</b>	Non-black listing declaration	
5.	<b>Annexure-V</b>	Average annual financial turn over should be not be less than 2.25 Lac, during the immediate last 3 consecutive financial years.	
6.	<b>Annexure-VI</b>	The Firm/office/service Centre in Delhi-NCR (Address proof) with Copy of PAN and GST registration certificate	
7.	<b>Annexure-VII</b>	<b>Completion Certificate of similar nature &amp; complexity</b> a) One similar completed work, costing not less than an amount of ₹5.09 lacs <b>OR</b> b) Two similar completed work, costing not less than an amount of ₹3.82 lacs <b>OR</b> c) Three similar completed work, costing not less than an amount of ₹2.55 lacs	
8.	<b>Annexure-VIII</b>	Duly Signed Certificate by Engineer-in-charge/ Authorized official of RCB, as having visited the Site.	
9.	<b>Annexure-IX</b>	Authorized signatory Letter <b>on agency letter head.</b>	

**BID SECURITY DECLARATION**

**(on letter head of the firm)**

**To be uploaded on e-Wizard Portal**

**Tender No.-** RCB/04-02/106/NIT-25/2021-22

I/We hereby undertake that we shall abide by the terms and conditions of the bid document. If I/We withdraw or modify our bids during the period of validity, I/We shall be liable to be suspended/debarred from participating in the present bid and in any bid of Government Organization for the period of One Year.

(Signature of Authorized Representative with seal and stamp)

**Additional information of the Bidding Agency duly signed by the bidder or authorized representative of the bidder as per the Performa**

1. Tender Enquiry No. RCB/04-02/106/NIT-25/2021-22 Due for opening on:
2. Name & Address of Bidder:-

**Please indicate**

3. Details of Bank Account of the bidder/Agency.
  - i) Name of the Bank
  - ii) Address of the Branch
  - iii) Phone number
  - iv) IFS Code No.
  - v) Bank Account No.
  - vi) Type of Account
4. Business Name and constitution of the firm. Is the firm registered under?
  - i) Copy of GST Registration Certificate
  - ii) The Indian Companies Act, 1956
  - ii) The Indian Partnership Act, 1932
  - iii) Any act, if not, who are the owners. (Please give full Names and Address)
5. For partnership firms state whether they are registered or not registered under Indian Partnership Act. 1932. Should the answer to this question by a partnership firm be in the affirmative please state further:
  - i) Whether by the partnership agreement authority to refer disputes.
  - ii) concerning the business of the partnership to arbitration has been conferred on the Partner who has signed the tender
  - iii) If the answer to (a) is in the negative, whether there is any general power of attorney executed by all the partners of the firm authorizing the partner who has signed he tender to refer dispute concerning business of the partnership to arbitration\

**Signature of witness**

Full Name and Address of Witness

**Signature of Bidder**

Full name & address of the Person signing (In BLOCK LETTER)

Whether signing as

Proprietor/ Partner/ Constituted Attorney/ duly authorized by the company

**TENDER ACCEPTANCE LETTER**

(To be submitted on Company Letter Head).

Date

The Executive Director  
Regional Centre for Biotechnology  
NCR Biotech Science Cluster,  
3rd Milestone, Faridabad – Gurugram Expressway,  
Faridabad – 121001

SUB: Acceptance of Terms & Conditions of Tender.

Tender Reference No: RCB/04-02/106/NIT-25/2021-22

Name of Tender / Work: “Renovation work in RCB reception washroom at Regional Centre for Biotechnology, NCR Biotech Science Cluster Faridabad”

Dear Sir,

1. I / We have downloaded / obtained the tender document(s) for the above mentioned ‘Tender/Work’ from the web site(s) namely: [www.rcb.res.in](http://www.rcb.res.in), <https://dbt.euniwizarde.com> as per your NIT / advertisement, given in the abovementioned website(s).
2. I / We hereby certify that I / We have read the entire terms and conditions of the tender documents (including all documents like annexure(s), schedules(s), etc.), which form part of the contract agreement and I / We shall abide hereby by the terms / conditions/ clauses contained therein.
3. The corrigendum(s) issued from time to time by your department / organization too has also been taken into consideration, while submitting this acceptance letter.
4. I / We hereby unconditionally accept the tender conditions of above mentioned tender document(s) / corrigendum(s) in its totality / entirety.
5. I/We declare that we have followed two bid system ie we have not disclosed rates in any where in technical bid document.
6. I / We certify that all information furnished by our Firm is true & correct and in the event that the information is found to be incorrect/untrue or found violated, then your department/organization shall without giving any notice or reason therefore or summarily reject the bidder terminate the contract, without prejudice to any other rights or remedy including the forfeiture of the fully said earnest money deposit absolutely.

Yours Faithfully,  
Authorized Signatory.

(Signature of the Bidder, with Official Seal)

**FALL CLAUSE DECLARATION**

NIT No. RCB/04-02/106/NIT-25/2021-22

Date

**Name of Work:** "Renovation work in RCB reception washroom at Regional Centre for Biotechnology, NCR Biotech Science Cluster Faridabad"

This is to certify that we have offered the maximum possible discount to you in our Quotation No. \_\_\_\_\_ dated \_\_\_\_\_

The prices charged for the stores supplied under Rate Contract should under no event be higher than lowest prices at which the party sells the items of identical description to any other Govt. organisation/PSU's/Autonomous bodies/Pvt. organisations during the period of contract failing which the "FALL CLAUSE" will be applicable.

In case, if the price charged by our firm is more, RCB Faridabad will have the right to recover the excess charged amount from the subsequent/unpaid bill of the supplier.

Seal and Signature of the Bidder

Note: This letter of authority should be on the letterhead of the quoting firm and should be signed by a person competent and having the power of attorney to bind the same.

**NON-BLACK LISTING DECLARATION**

FORMAT OF UNDERTAKING, TO BE FURNISHED ON COMPANY LETTER HEAD WITH REGARD TO BLACKLISTING/ NON- DEBARMENT, BY ORGANISATION

NIT No. RCB/04-02/106/NIT-25/2021-22

Date

**Name of Work:** "Renovation work in RCB reception washroom at Regional Centre for Biotechnology, NCR Biotech Science Cluster Faridabad"

UNDERTAKING REGARDING BLACKLISTING / NON – DEBARMENT

To,  
Executive Director  
Regional Centre for Biotechnology  
NCR Biotech Science Cluster,  
3<sup>rd</sup> Milestone, Faridabad-Gurgaon Expressway  
Faridabad

We hereby confirm and declare that we, M/s -----, is not blacklisted/ De-registered/ debarred by any Government department/ Public Sector Undertaking/ Private Sector/ or any other agency for which we have Executed/ Undertaken the works/ Services during the last 7 years.

For -----

Authorised Signatory

Date:

## FINANCIAL CAPABILITY

NIT No. RCB/04-02/106/NIT-25/2021-22

Date

**Name of Work:** “Renovation work in RCB reception washroom at Regional Centre for Biotechnology, NCR Biotech Science Cluster Faridabad”

**FINANCIAL CAPABILITY**

Financial Year	Annual Turn Over in Indian Rupees as per Audited Balance Sheet
<b>2018-19</b>	₹
<b>2019-20</b>	₹
<b>2020-21</b>	₹

**NOTE: The above data is to be supported by audited balance sheets**

1. Attach copies of audited balance sheets duly certified by the chartered accountant for all three years (**2018-19, 2019-20 & 2020-21**). Audited Balance sheet should mention the membership number of chartered accountant issued by ICAI along with full address.
2. Attach recent solvency certificate from bankers. The certificate should be not more than one-year-old from the date of submission of bid.

**Signature and seal of the Authorized Signatory of the bidder**

## GENERAL INFORMATION

NIT No. RCB/04-02/106/NIT-25/2021-22

Date

**Name of Work:** “Renovation work in RCB reception washroom at Regional Centre for Biotechnology, NCR Biotech Science Cluster Faridabad”

<b>1.</b>	<b>Name of Firm</b>	
<b>2.</b>	<b>Head office address</b>	
<b>3.</b>	<b>Telephone</b>	<b>Contact No</b>
<b>4.</b>	<b>Fax. No.</b>	<b>Email ID</b>
<b>5.</b>	<b>Place of Incorporation registration</b>	<b>Year of incorporation/registration</b>

Signature and seal of the Authorized Signatory of the bidder

**LIST OF PRESENT CLIENTS**

NIT No. RCB/04-02/106/NIT-25/2021-22

Date

**Name of Work:** "Renovation work in RCB reception washroom at Regional Centre for Biotechnology, NCR Biotech Science Cluster Faridabad"

**EXPERIENCE OF COMPLETION OF PROJECTS OF SIMILAR NATURE & COMPLEXITY**

(During last Seven years ending last day of month previous to the one in which applications are invited)

Sl. No.	Name of work/project and location	Owner or sponsoring organization	Cost of work in Lacs	Date of commencement as per contract	Stipulated sate of completion	Actual date of completion	Name and address/ telephone number of officer to whom reference may be made	Remarks

NOTE: Please attach supporting documents (completion certificates along with order copies) for the above information

**Signature and seal of the Authorized Signatory of the bidder**

**CERTIFICATE FOR SITE INSPECTION**

NIT No. RCB/04-02/106/NIT-25/2021-22

**Name of Work** - Renovation work in RCB reception washroom at Regional Centre for Biotechnology, NCR Biotech Science Cluster Faridabad

Certified that we..... (Name of tenderer) have visited the site on dated..... and assessed the nature and amount of work involved before submitting our offer. We will be able to complete the works within the stipulated time and also certified that we will be able to supply the material/executing the work as per specification to suit the site conditions.

**Address of site: -**

**Regional Centre for Biotechnology**  
NCR-Biotech Science Cluster at RCB  
3<sup>rd</sup> mile stone Faridabad - Gurgaon Expressway  
Faridabad Haryana-121001

**Signature of Tenderer with Seal & Date**

**Signature of RCB Official**

(To be submitted on Company Letter Head).

**AUTHORIZATION LETTER**

We \_\_\_\_\_(name of the bidder) hereby authorize Shri / Smt. \_\_\_\_\_

(name of the authorized person) to sign and submit the bid to RCB, Faridabad against their tender No. RCB/04-02/106/NIT-25/2021-22

Shri / Smt. \_\_\_\_\_ (name) is also authorized to negotiate the terms and conditions pertaining to the said tender on behalf of M/s \_\_\_\_\_ (name of bidder). The specimen signature of Shri / Smt. \_\_\_\_\_ (name) is appended below.

Specimen Signature:

Name:

The undersigned is authorized to delegate the authority on behalf of M/s \_\_\_\_\_ (name of bidder), as stipulated above.

For \_\_\_\_\_  
(name of bidder)

## **SCOPE OF WORK**

1. The scope of work includes – Dismantling and Repairing of Tiles, Minor Civil Work at Regional Centre for Biotechnology (RCB), NCR Biotech Science Cluster, Faridabad.
2. The quantities indicated are approximate and may vary at the time of execution. The Institute will exercise absolute discretion for operating all or some items of the schedule.
3. Contractor has to remove all the debris from the site of execution and dispose them at suitable places shown by the Engineer or his authorized representative at site.
4. Cement used for the work should not be older than two months from the date of manufacture. The contractor should purchase the cement from authorized dealer and submit the test certificates/vouchers prior to execution of the work.
5. All temporary arrangements, staging, working platforms etc. is to be provided by the tenderer at his own expense to the satisfaction of the Engineer-in-Charge. The Institute will not however, be liable to pay any compensation due to accident, injury to the contractor's work men or any account what-so-ever.
6. The job is to be done as per CPWD Building & Sanitary works specification for Building / Civil works and CPWD Roads specification for Road Works, as applicable and provisions made in relevant IS codes must be followed. Wherever these are silent, the construction and completion of works shall conform to sound engineering practice as approved by the Engineer-In-Charge. In case of any dispute arises out of the interpretation of the above, the decision of the Engineer-In-Charge shall be final and binding to the contractor.
7. Roof treatment work / water proofing treatment work should be guaranteed by the contractor for 10 years after successful completion of work, wherever applicable.

## FINANCIAL BID

**Tender Enquiry No :-** RCB/04-02/106/NIT-25/2021-22

**Name of Supply:** Renovation work in RCB reception washroom at Regional Centre for Biotechnology, NCR Biotech Science Cluster Faridabad

### **Schedule of Work**

<b>Sl. No.</b>	<b>Description</b>	<b>Qty.</b>	<b>Unit</b>
1	Reinforced cement concrete work in beams, suspended floors, roofs having slope up to 15° landings, balconies, shelves, chajjas, lintels, bands, plain window sills, staircases and spiral stair cases above plinth level up to floor five level, excluding the cost of centering, shuttering, finishing and reinforcement with 1:1.5:3 (1 cement : 1.5 coarse sand(zone-III) derived from natural sources : 3 graded stone aggregate 20 mm nominal size derived from natural sources).	0.4	cum
2	Centering and shuttering including strutting, propping etc. and removal of form for Shelves (Cast in situ)	6	Sqm
3	Steel reinforcement for R.C.C. work including straightening, cutting, bending, placing in position and binding all complete above plinth level.-Thermo-Mechanically Treated bars of grade Fe-500D or more.	50	Kg
4	Providing and fixing 18 mm thick gang saw cut, mirror polished, premoulded and prepolished, machine cut for kitchen platforms, vanity counters, window sills, facias and similar locations of required size, approved shade, colour and texture laid over 20 mm thick base cement mortar 1:4 (1 cement : 4 coarse sand), joints treated with white cement, mixed with matching pigment, epoxy touch ups, including rubbing, curing, moulding and polishing to edges to give high gloss finish etc. complete at all levels.- Granite stone slab colour black, Cherry/Ruby red	6	sqm
5	Extra for fixing marble /granite stone, over and above corresponding basic item, in facia and drops of width upto 150 mm with epoxy resin based adhesive, including cleaning etc. complete.	14	metre
6	Providing and fixing Ist quality ceramic glazed wall tiles conforming to IS: 15622 (thickness to be specified by the manufacturer), of approved make, in all colours, shades except burgundy, bottle green, black of any size as approved by Engineer-in-Charge, in skirting, risers of steps and dados, over 12 mm thick bed of cement mortar 1:3 (1 cement : 3 coarse sand) and jointing with grey cement slurry @ 3.3kg per sqm, including pointing in white cement mixed with pigment of matching shade complete.	104	sqm
7	Providing and laying Vitrified tiles in floor in different sizes (thickness to be specified by the manufacturer ) with water	27	sqm

	absorption less than 0.08% and conforming to IS:15622, of approved brand & manufacturer, in all colours and shade, laid on 20 mm thick cement mortar 1:4 (1 cement::4 coarse sand) jointing with grey cement slurry @3.3 kg/sqm including grouting the joints with white cement and matching pigments etc. The tiles must be cut with the zero chipping diamond cutter only . Laying of tiles will be done with the notch trowel, plier, wedge, clips of required thickness, leveling system and rubber mallet for placing the tiles gently and easily.- Glazed Vitrified tiles Matt/Antiskid finish.		
8	6 mm cement plaster of mix : 1:3 (1 cement : 3 fine sand)	5	Sqm
9	Dismantling W.C. Pan of all sizes including disposal of dismantled materials i/c malba all complete as per directions of Engineer-in- Charge.	3	each
10	Dismantling 15 to 40 mm dia G.I. pipe including stacking of dismantled pipes (within 50 metres lead) as per direction of Engineer in-Charge--.Internal Work	20	meter
11	Demolishing R.C.C. work manually/ by mechanical means including stacking of steel bars and disposal of unserviceable material within 50 metres lead as per direction of Engineer - in- charge.	0.40	cum
12	Dismantling tile work in floors and roofs laid in cement mortar including stacking material within 50 metres lead. For thickness of tiles 10 mm to 25 mm	100	sqm
13	Dismantling of flushing cistern of all types (C.I./PVC/Vitrious China) including stacking of useful materials near the site and disposal of unserviceable materials within 50 metres lead.	3	each
14	Providing and fixing mirror of superior glass (of approved quality) and of required shape and size with plastic moulded frame of approved make and shade with 6 mm thick hard board backing :		
14.1	Rectangular shape 453x357 mm	2	Each
14.2	Rectangular shape 1500x450 mm	2	each
15	Providing and fixing G.I. Pipes complete with G.I. fittings and clamps,i/c making good the walls etc. concealed pipe, including painting with anti corrosive bitumastic paint, cutting chases and making good the wall :15 mm dia nominal bore	20	metre
16	Supply and fixing 15mm S.S braided connection pipe 450 mm long with wall flange / brass union of approved make ( CAT No. CSS-01 , Chilly or Equivalent )	8	each
17	Providing and fixing G.I. Union in G.I. pipe including cutting and threading the pipe and making long screws etc. complete (New work) :15 mm nominal bore	4	each
18	Providing and fixing Stainless Steel Bathroom Floor Water Drain Grating (Floor Jali)of Size (L x B x H): 15.24 cm x 15.24 cm x 1.9 cm(make-Aquieen or equivalent) for floor trap of approved quality etc. complete as per direction of Engineer-in-charge.	9	each

19	Providing and fixing of JAQUAR cat no HDR-SAP-M99ACS make or equivalent, fully hygienic, rated for continuous repeat use time required to dry hand pair up to wrist, half a minute for 230 Volt A.C supply single phase 50 HZ with summer & winter control of following type including 1.00 metre sheathed 3 core copper flexible cable and 3 pin 15 Amp. plug top tapping & commissioning etc as required as per direction of Engineer-In-Charge.	1	each
20	Providing and fixing CP brass handshower (health faucet) with 1.2 mtr. flexible tube with wall hook of JAQUAR make (Cat No.ALD-573).or equivalent as per direction of Engineer-in-charge.	3	each
21	Providing and fixing soap dispenser of JAQUAR make ( Cat No. SDR-BLC- DJ0160AS) / KOHLER or equivalent make as per sample finally approved by the department direction of Engineer-in-charge	2	Each
22	Providing and fixing Paper Towel Dispenser - Towels with c/z Folds - material: AISI 304 stainless steel finish: satin capacity: 400-600 C/Z towels of Jaquar make, (CAT no.-PTD-SAP-DT0106CS)/ KOHLER or equivalent make as per sample finally approved complete as per the direction of Engineer-in-charge	2	each
23	Providing & fixing Rimless Single Piece WC with UF soft close slim seat cover, Hinges, Fixing Accessories, Accessories Set and Cistern Fittings, Size : 380x725x690 mm, S Trap - 300 mm of Jaquar make ( Cat No. ONS- WHT-10853 S 300 UFSM ) or equivalent make complete in all respect as per directions of Engineer-in-Charge.	3	each
24	Providing & fixing Thin Rim Table Top Basin, Shape - Round, Size :480X480X135 mm of Jaquar make ( Cat No. OPS-WHT-15901N ) or equivalent make complete in all respect as per directions of Engineer-in-Charge.	5	each
25	Providing & fixing Bib Cock with Wall Flange of Jaquar make ( Cat No. OPP-15037PM ) or equivalent make complete in all respect as per directions of Engineer-in-Charge.	3	each
26	Providing & fixing Angular Stop Cock with Wall Flange of Jaquar make ( Cat No. OPP-15053PM ) or equivalent make complete in all respect as per directions of Engineer-in-Charge.	13	each
27	Providing & fixing Click Clack Waste coupling 32mm Size Full Thread With 80mm Height Jaquar make ( Cat No. ALD-727 ) or equivalent make complete in all respect as per directions of Engineer-in-Charge.	5	each
28	Providing & fixing Sensotronic Sensor Faucet for Wash Basin in rectangular shape of Jaquar make ( Cat No. SNR-CHR-51033 ) or equivalent make complete in all respect as per directions of Engineer-in-Charge.	5	each
29	Providing & fixing Bottle Trap (with Internal Partition) 32mm Size with 300mm & 190mm Long Wall Connection Pipes & Wall Flange of Jaquar make ( Cat No. ALD-	5	each

	769L300x190 ) or equivalent make complete in all respect as per directions of Engineer-in-Charge.		
30	Providing & fixing Swivel Towel Holder Twin Type, Stainless Steel of Jaquar make ( Cat No. ACN-1115S ) or equivalent make complete in all respect as per directions of Engineer-in-Charge.	2	each
31	Providing & fixing Toilet Roll Holder with Stainless Steel Flap of Jaquar make ( Cat No. ACN-1153S ) or equivalent make complete in all respect as per directions of Engineer-in-Charge.	3	each
32	Dismantling Wash basin/urinals. i/c stacking of useful material of unserviceable material near the site and disposal of unserviceable material within 50mtr. Lead.	6	each
33	Disposal of building rubbish / malba / similar unserviceable, dismantled or waste materials by mechanical means, including loading, transporting, unloading to approved municipal dumping ground or as approved by Engineer-in-charge, beyond 50 m initial lead, for all leads including all lifts involved.	10	cum
34	Recovery on account of taking away G.I / S.C.I pipes and fittings of various dia and length including stacking within 50m lead and like received from dismantling. The material shall be the property of the contractor after dismantling duly weighted / measured before removing from the site in the presence of Engineer- In-Charge or his authorized representative all complete.	20	Kg
35	Recovery on account of taking away the dismantled material received from site by execution of dismantling/demolishing of various items and received material stacked at site and measured .The material so received shall be property of contractor and the work will be carried out as per the direction of engineer in charge. (a). C.P brass / brass fitting such as bib cock , stop cock, angle valve, pillar cock, towel rail, towel ring etc. and similar items	25	kg

Total in words Rupees-----

Signature and seal of authorized signatory of agency/bidder