

ई-निविदा दस्तावेज

E-TENDER DOCUMENT

आरसीबी हाउसिंग बिल्डिंग, एनसीआर बायोटेक साइंस क्लस्टर, फरीदाबाद में एल्यूमीनियम
विभाजन और लूवर्ड डोर वर्क की व्यवस्था और फिक्सिंग

Providing and Fixing of Aluminium partition and Louvered door work at
RCB Housing Building, NCR Biotech Science Cluster, Faridabad

(निविदा संख्या: आरसीबी/04-01/101/एनआईटी-11/2021-22)

Tender No. RCB/04-02/101/NIT-11/2021-22

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/04-02/101/NIT-11/2019-20

1.0 TENDER NOTICE

Online tenders are invited on behalf of the Executive Director, RCB under Two-Bid System (Technical bid and Financial bid) from reputed Contractors/Fabricators for the work “Providing and Fixing of Aluminum partition and louvered door work at RCB Housing Building, NCR Biotech Science Cluster, Faridabad” as per schedule, specifications and as per the terms and conditions mentioned in this tender document.

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

NOTICE INVITING TENDER

Web site Url :	https://dbt.euniwizarde.com https://rcb.res.in
Address:	Regional Centre for Biotechnology, NCR Biotech Science Cluster, 3 rd Milestone, Faridabad-Gurugram Expressway, Faridabad - 121001, Haryana
Contact Details	Executive Engineer, RCB 0129-2848810, 2848800
Name Of Work	Providing and Fixing of Aluminium partition and louvered door work at RCB Housing Building, NCR Biotech Science Cluster, Faridabad
Estimated cost of Tender	₹ 2,28,922/- including GST
Earnest Money	NIL Self-Signed Declaration needs to be submitted as per format on letterhead by authorized signatory
Tender Fee	NIL
Tender Processing fees	As per charges mentioned on e-Tender portal (minimum ₹ 750/- up to maximum ₹ 7500/- @ 0.1% of the tender value+ applicable GST @18%)
Tender Uploading Date	12-08-2021
Date of Pre-bid meeting	17.08.2021 Time 12:00 Hrs
Tender Closing Date & Time	20-08-2021 Time 15:00 Hrs

Date of Opening of Technical bid	20-08-2021 Time 15:30 Hrs
Date of Opening of Financial bid	Will be notified to the qualified bidders later.

QUALIFICATION CRITERIA

1. The tenderer must be a Goods Service Tax (GST) registered firm / company. Tenderer must be a Manufacturer or Contractor. (sub-authorization/Joint-venture / partnership shall not be accepted).

One similar completed work, costing not less than an amount of **₹1.83 Lac**,

OR

Two similar completed work, costing not less than an amount of **₹1.38 Lac**,

OR

Three similar completed work, costing not less than an amount of **₹0.92 Lac**,

(i.e. Similar work means **Providing and Fixing of Aluminium partition work** in any other Govt. Department universities, Biotech companies, Research institution & pharmaceutical laboratories or reputed private sector during last seven years). Attested copies of the completion certificates issued by the Executive Engineer/Head of department/ owner are required to be enclosed with the technical bid. 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.

2. 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-VI**
3. The tenderer may visit / examine the site and its surrounding to assess the accessibility and assess 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-VII**"
4. The items must be fabricated at site. Place will be provided on site.

Registration Process

1. Bidders to enroll on the e-Procurement module of the portal <https://dbt.euniwizarde.com> by clicking on the link "Bidder Enrollment". 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 07 years.
7. Copy of PAN Card / GST Registration.
8. Annual average Turnover of the agency should be more than rupees 2 Lac per annum since last three years.
9. Brochure, original technical catalogue with detailed specification and picture of the product offered, if relevant
10. Tender **processing fee has to be paid by all the vendors** as this fee is being charged by the Online Portal service provider directly.
11. The bidder should must have their registered office/ branch/ service Centre in Delhi-NCR.
12. Specification: The Contractor must confirm in writing that the goods supplied & installed 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

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 3rd mile stone Faridabad - Gurgaon Expressway, Faridabad, 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 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 **30 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: Bidder must provide one (01) year comprehensive on-site warranty and it will commence from the date of the satisfactory installation / commissioning of goods, against the defect of any manufacturing, workmanship and poor quality of the components. No offer of the vendor will be accepted without warranty/ guarantee of their supplied/ installed goods.
9. **Performance Security:** The Performance Security Deposit amount @ 3% of Order value must be deposited by successful bidder within 7 days of award of work in the form of Demand Draft/Bank Guarantee/ FDR, from Nationalized/scheduled bank valid up to 6 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 5 % of the Work value as Security Deposit. No interest will be paid to the contractor

on deposited SD. 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. 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 the date of settlement of final bill on expiry of the Defect liability period and after warranty 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 subject to the approval in all respect 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 for one year, all the material and components supplied and installed by him. Item/ work 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 handing over the complete installations to RCB. 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 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. The contractor shall clear the site after completion of work in all respects.
- D. All the material used shall be one of the stipulated makes as per approved list of material.
- E. The contractor shall comply with safety codes for Fire precaution, health requirement, scaffolds & ladders etc.
- F. No T & P shall be issued by RCB.
- G. All dismantled material for which credit is not being given in the tender shall be handed over to the site engineer stored at proper place.
- H. 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.
- I. 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.

Technical Bid

Check List of Certificates/ Documents required to be submitted in the Technical Bid

If these documents are not submitted/ conditions not met, the quotation shall be summarily rejected and no further correspondence, in this regard, shall be entertained.

S. No	Description	Technical Compliance (Yes/No)
1	Undertaking for EMD declaration by authorised signatory on letterhead as per format at Annexure-I, Annexure - I A	
2	Undertaking for adherence & acceptance to all Tender Terms and conditions and Two-Bid System. (Non-violation of Two-Bid System) Annexure-II	
3	Fall clause declaration Annexure-III	
4	Non-black listing declaration Annexure-IV	
5	Annual average Turnover of the agency should be more than rupees 2.0 Lac per annum since last three years. Annexure-V	
6	Copy of PAN and GST registration certificate	
7	The Firm/office/service Centre (Address proof) Annexure-VI	
8	Experience of completion of projects of similar nature & complexity a) One similar completed work, costing not less than an amount of ₹1.83 Lac , OR b) Two similar completed work, costing not less than an amount of ₹1.38 Lac , OR c) Three similar completed work, costing not less than an amount of ₹0.92 Lac , Annexure-VII	
9	Submission of certificate having visited the site to access the scope of work. Annexure-VIII	

BID SECURITY DECLARATION

(on letter head of the firm)

To be uploaded on e-Wizard Portal

Tender No.- RCB/04-02/101/NIT-11/2021-22

I/We hereby undertake that we will 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

(To be submitted on Company Letter Head).

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/04-02/101/NIT-11/2021-22** 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)

6. 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).

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/04-02/101/NIT-11/2021-22**

Name of Work: Providing and Fixing of Aluminium partition and louvered door work at
RCB Housing Building, 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, <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 i.e. we have not disclosed rates in anywhere 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

Ref: File No. **RCB/04-02/101/NIT-11/2021-22**
.2021

Date _____ .

Name of Work: Providing and Fixing of Aluminium partition and louvered door work at RCB Housing Building, 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

UNDERTAKING REGARDING BLACKLISTING / NON – DEBARMENT

To,
Executive Director
Regional Centre for Biotechnology
NCR Biotech Science Cluster,
3rd 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 5 years.

For -----

Authorised Signatory

Date:

FINANCIAL CAPABILITY

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

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, 2029-20 & 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

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

Signature and seal of the Authorized Signatory of the bidder

EXPERIENCE OF COMPLETION OF PROJECTS OF SIMILAR NATURE & COMPLEXITY

(During last five 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/04-02/101/NIT-11/2021-22**

Name of Work - Providing and Fixing of Aluminium partition and louvered door work at RCB Housing Building, 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: -

RCB Faculty Housing
Regional Centre for Biotechnology
NCR-Biotech Science Cluster at RCB
3rd mile stone Faridabad - Gurgaon Expressway
Faridabad Haryana-121001

Signature of Tenderer with Seal & Date

(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/04-02/101/NIT-11/2021-22**

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)

UNDERTAKING – YEARS OF EXPERIENCE

Tender No. _ RCB/04-02/101/NIT-11/2021-22
on:.....

Due for opening

Name of the Service : Providing and Fixing of Aluminium partition and louvered door work at RCB Housing Building, NCR Biotech Science Cluster, Faridabad

I/ We M/s _____ hereby declare that:

1. Our agency has been in business for a period of at leastyears in Civil work and painting work for which the quotation/ tender are submitted.
2. We have served in similar works i.e. **Providing and fixing Aluminium partition Work** in Govt./institutes/PSU or private corporate sector with over (employees, students, etc.) in the last years as stated in relevant annexure.
3. We will be able to arrange for the required man power, material, machine and other resources for supply of resources as per the tender term within **scheduled time** of award of tender **(A/T)/Letter of intent (LOI)**.

Signature of the Bidder

Name & Address with stamp

UNDERTAKING

Tender Enquiry No :- RCB/04-02/101/NIT-11/2021-22
opening on:

Due for

I/ We M/s _____ hereby declare that:

1. I/ we am/are agency engaged in business of civil work , have examined the above mentioned tender document including amendment/ corrigendum (if any) the receipt of which is hereby confirmed.
2. I/ we do hereby offer **Providing and Fixing of Aluminium partition work** to RCB at NCR Biotech Science Cluster at the prices and rates mentioned in the price bid.
3. I/we do hereby agree to provide to abide by the minimum wages act of Haryana.
4. I/we have quoted rates inclusive of all statutory taxes, charges & compliances i.e.EPF, ESI etc. as applicable.
5. I/ we agree to abide by my/our offer for a period of 180 days from the date of opening of the tender.
6. I/ we have carefully read and understood all the Terms and Conditions of the Tender and shall abide by them.
7. I/we agree for the all clauses and payment terms and conditions of this tender enquiry. In case any condition put forth by us is against the terms and conditions of tender, the same shall be treated as to be having no affect whatsoever and that the tender terms and conditions shall only prevail upon such conditions, if any.
8. I/ we have necessary licenses/ authorizations for providing the **Fabrication Work** and/or obtain the same at my/our costs and expenses as and when required.
9. I/ we also declare that in case of change constitution of our firm or for any other change, merger, dissolution, insolvency etc. the same shall be immediately brought to the notice of client, in such case continuing partner, successor or administrator or permitted assign shall be responsible for discharging all the liabilities under this contract/ tender.
10. The tender document has been downloaded from the official website i.e. www.rcb.res.in, [www. thsti.res.in](http://www.thsti.res.in), for bidding purpose and is a true copy of the original.
11. Our firm or any other firm with similar type of operation with same or some/one of the partners/proprietors being same as of the tendering firm has not been black listed by any Government/ private institution except as per the following details: -
(If there is any case please attach the details of the same)
12. I/we also certify that that there is no vigilance/ CBI case pending against the firm/supplier/ or any other firm with similar type of operation with same or some/one of the proprietors being same as of the tendering firm except as per the following details: -
(If there is any case please attach the details of the same)
13. I/we also certify that there is no pending case for payment/ civil liability pending against us in any of the courts except as per the following details: -
(If there is any case please attach the details of the same)

**Signature of the Bidder
Name & Address with stamp**

Financial Bid

Name of Work: Providing and Fixing of Aluminium partition and louvered door work at RCB Housing Building, NCR Biotech Science Cluster, Faridabad

Sr. No.	Description	Unit	Quantity
1	ALUMINIUM WORK		
	Providing and fixing aluminium work for louvered doors, windows, ventilators with extruded built up standard tubular sections/ appropriate sections and other sections of approved make conforming to IS: 733 and IS: 1285, fixing with dash fasteners of required dia and size, including providing and fixing necessary SS Hinges, filling up the gaps at junctions, i.e. at top, bottom and sides with required EPDM rubber/ neoprene gasket etc. Aluminium sections shall be smooth, rust free, straight, mitred and jointed mechanically wherever required including cleat angle, C.P. brass / stainless steel screws, all complete as per architectural drawings and the directions of Engineer-in-charge. :		
	Anodised aluminium (anodised transparent or dyed to required shade according to IS: 1868, Minimum anodic coating of grade AC 15)	KG	525
2	Providing and fixing aluminium tower bolts, ISI marked, anodised (anodic coating not less than grade AC 10 as per IS : 1868) transparent or dyed to required colour or shade, with necessary screws etc. complete :		
	300x10 mm	Each	8
	200x10 mm	Each	8
3	Providing and fixing aluminium handles of size 300 mm, ISI marked, anodised (anodic coating not less than grade AC 10 as per IS : 1868) transparent or dyed to required colour or shade, with necessary screws etc. complete :	Each	16

CGST=

SGST=

Total Amount, including GST=

Total Amount in words: Rupees

(Signature of the bidder)

Name:

Place:

Seal