

# COUNCIL OF SCIENTIFIC & INDUSTRIAL RESEARCH NEW DELHI

## NOTICE INVITING TENDER

1. Short term online item rate electronic limited tender is invited through e-tendering portal <https://etenders.gov.in/eprocure/app> for the work of "**Comprehensive annual maintenance contract of EPABX system installed at CSIR Hq., CSIR Vigyan Kendra & CSIR Complex at New Delhi** from contractors who have worked with CPWD, Railways, MES, State PWD's, Semi government organizations and/or from those who have successfully carried out similar works for CSIR or its laboratories, government or semi-government organizations. The tenderers should have successfully completed minimum 1 / 2 / 3 similar works amounting to ₹ **2,51,410/- / 1,88,557/- / 1,25,705/-** respectively and above during the last seven years, ending on the last day on the month previous to the one in which tender is being invited. The contractors may apply with proof of fulfilling the above conditions along with copies of PAN, GST registration number and work completion certificates.

Similar work shall mean the contractor having work experience of **Comprehensive annual maintenance contract of EPABX system, telephone instruments.**

2. The Estimated cost of work is ₹ **3,14,262/-** (Rs Three lakh fourteen thousand two hundred sixty two only) based on prevailing market rates and DSR-2018 of CPWD.

3. Duration of contract for carrying out of the work will be **12 Months** from the date of commencement which shall be reckoned from the tenth day of issue of award letter.

4. The tender in two bid system shall be submitted through online at CPPP website: <https://etenders.gov.in/eprocure/app> by the tenderer, as per date given in Critical Date Sheet below:

### Critical Date Sheet

Sl. No.	Schedule of activities	Date and time
1	Publish date on CPP portal	03.02.2021 from 11:30 AM
2	Tender document download start date	03.02.2021 from 12:00 PM
3	Tender document download end date	11.02.2021 upto 11:30 AM
4	Bid submission start date	03.02.2021 from 12:00 PM
5	Bid submission end date	11.02.2021 upto 11:30 AM
6	Technical bid opening date (Cover: I)	12.02.2021 at 11:30 AM
7	Financial bid opening date (Cover: II)	To be intimated later on

5. Scanned copies of Tender Cost (non-refundable) of ₹ **500/-** (Rupees Five hundred only) and Earnest Money Deposit amounting to ₹ **6,285/-** (Rs Six thousand two hundred eighty five only), deposited through RTGS / NEFT in favour of Under Secretary, CSIR Complex (Saving Account No. 91002010030022; IFSC Code- SYNB0009100 of Syndicate Bank, NPL, Pusa, New Delhi.) shall be uploaded in Cover-I of the tender. Tenders received without tender cost and earnest money deposit will not be considered.

Refund of EMD:- EMD of the tenderers will be returned to RTGS / NEFT for credit to his bank account. The bidder shall have to give details of his bank account with a Cheque duly cancelled. No claim for refund of EMD against Original Money Receipt should be entertained by CSIR.

6. The tenderer is to indicate the name & telephone numbers of issuing agency of the completion certificates to enable the verification of the documents, if necessary. It may be noted that even after opening of price bid, the credential submitted found to be false / forged the offer submitted shall be rejected out rightly. No further clarification will be sought from the tenderers.

7. The employer does not bind himself to accept the lowest or any tender and reserves to himself the right of accepting the whole or any part of the tender and the tenderer shall be bound to perform the same at the rates quoted by him.

8. No tenderer shall be permitted to tender for works in the concerned unit of C.S.I.R. in which a relative is posted in the grade between Controller of Administration and Junior Engineer, (both inclusive). He shall also intimate the name of persons who are working with him in any capacity or subsequently employed by him and who relatives are as mentioned above.

**Note:** A person shall be deemed to be a relative of another if, and only if, (a) they are members of a Hindu undivided family or (b) they are husband and wife or (c) the one is related to the other in the following manner: father, mother (including step mother), son (including step son), Son's wife, Daughter (including step daughter), Father's father, Son's son, Son's son's wife, Son's daughter, Son's daughter's husband, Daughter's husband, Daughter's son, Daughter's son's wife, Daughter's daughter, Daughter's daughter's husband, Brother (including step brother), Brother's wife, Sister (including step sister), Sister's husband.

9. Tenders submitted shall remain valid for a period of 90 days from the bid submission end date for the purpose of acceptance and award of work. Validity of the tender beyond 90 days from the bid submission end date shall be extended by mutual consent.

10. In e-tendering, tenderer can quote the rates in figure only. The rates in words, amount of each item and total is generated automatically. Therefore, the rate quoted by the tenderer in figure is to be taken as correct.

11. The tenderer should carefully see the contract drawings (as applicable) as no claim whatsoever will be entertained for any alleged ignorance thereof.

12. Before tendering, the tenderer shall inspect the site to fully acquaint himself about the conditions in plants etc., conditions affecting accommodations and movement of labour etc. required for the satisfactory execution of contract. No claim whatsoever on such accounts shall be entertained by the employer under any circumstances.

13. If any tenderer withdraws his tender within the validity period or makes any modification in terms and conditions of the tender, before the award of work, which are not acceptable to CSIR then CSIR shall, without prejudice to any other right or remedy, shall be at the liberty to forfeit 50 % (fifty percent) of the Earnest Money deposit absolutely. Further, the tenderer shall not be allowed to participate in the re-tendering process for this work.

14. 100% Earnest Money will be forfeited if the contractor fails to commence the work within the stipulated period after the Award of the work.

15. Except writing rates in figure only, the tenderer should not write any conditions or make any changes, additions, alterations and modifications.

16. Some of the major provisions of General Conditions of Contract are given below. Interpretations, however, shall be as given in the General Conditions of Contract.

a. DEFECTS LIABILITY PERIOD is of **01 month** from the date of completion as certified by the Engineer-In-Charge.

b. Minimum value of work for the intermediate I interim certificate will be ₹ **Fifty thousand**. However, a lesser amount can be admitted for intermediate / interim certificate at the discretion of the Engineer-In-Charge.

c. SECURITY DEPOSIT : A sum @ 10 % of the gross amount of the bill shall be deducted from each running bill of the contractor till the sum along with sum already deposited as earnest money, amounts to 5 % of the tendered value of the work. In addition, the contractor shall be required to deposit an amount equal to 5 % of the contract value as performance security within the period prescribed in the letter of award issued to him.

d. COMPENSATION: Contractor shall pay, as compensation, an amount equal to 1% (one percent) or such smaller amount as Employer (whose decision in writing shall be final) may decide on the cost of whole work as shown in the agreement, for every week that the work remains un-commenced or unfinished or due quantity of work remains incomplete after the scheduled dates. Compensation to be paid shall not exceed 10% (Ten percent) of the contract amount as shown in the agreement.

17. For any queries relating to the Tender Document and the terms and conditions content therein should be addressed to SO-Engg., CSIR Complex, Pusa, New Delhi.

18. Clause No. 28 of conditions of contract i.e. "Escalation" will not be applicable in this work.

19. All tenderers should submit the proof of their Goods and Services Tax registration. Deduction of GST, Income Tax and Labour Cess will be made from their running and final bill as per standard norms of the Government. The contractor shall quote their rates inclusive of all taxes.

20. CSIR Hq, CSIR Science Centre and CSIR Complex are in restricted area, hence, there will be curb on traffic movements in specific hours. Nothing extra shall be paid on this account.

21. Opening of Technical Bid (Cover: I)

a. The Technical bid will be opened by Tender Opening Committee (TOC) on 12.02.2021 at 11:30 AM, in the office of Chief Engineer, ESD, CSIR Complex, Pusa, New Delhi-110012, in the presence of such intending tenderers or their authorized representatives who may wish to be present at that time. No claim or any grievances will be entertained what-so-ever by the Tender Opening Committee in this regard.

b. The TOC, after evaluation of documents contained in Cover: I i.e. Technical Bid, will decide the eligible tenders, as per the criteria laid down in the NIT.

c. The TOC will then open the Financial Bids of only eligible tenderer.

22. Opening of Financial Bid (Cover: II). The Cover: II of Eligible Tenderers shall be opened serially. The total amount quoted by the tenderers shall then be read out by the TOC for information of those present / participated.

23. Tender Liable for Rejection.

Tender is liable for outright rejection if on opening it is found that:

a. The Tenderer has not strictly followed the procedure laid down for submission of tender.

b. If the tender is CONDITIONAL.

c. If the Tenderer has quoted his offer anywhere else other than specified place provided.

d. The Tenderer has not uploaded the documents or Failed to fill the prescribed format.

e. Any other ground as decided by the TOC in view of deviation from Tender Document.

24. The instructions for the submission of e-tender are available on the CPPP website i.e. <https://etenders.gov.in/eprocure/app> under the "Instruction for Online Bid Submission". All the intending tenderers are requested to go through these instructions before entering into the process of e-tendering and advised to visit again CPPP website regularly till closing date of submission of tender for any corrigendum/ addendum/ amendment. Manual tenders shall not be accepted.

25. The tenderer shall submit an acceptance letter as per Annexure: I on Firm letter head. The scanned copy of the Undertaking shall be uploaded in Cover: I and the Original Copy of the undertaking should be submitted before award of work to Engineering Services division.

26. List of documents to be scanned and uploaded in Cover: I & II are as per follows:

Sl. No.	Cover: I	Cover: II
1	Receipt of deposit of Tender Cost	Financial bid as per format given in the tender document.
2	Receipt of deposit of EMD	
3	Copies of experience certificates of similar works completed satisfactorily as per NIT	
4	Copy of GST registration number	
5	Copy of PAN Card	
6	Tender Acceptance Letter as per clause no. 22 above	

**Annexure: 1**

**TENDER ACCEPTANCE LETTER**

(To be given on Company Letter Head)

Date:

To

**Chief Engineer**

Engineering Services Division,

CSIR Complex, Pusa,

New Delhi- 110012.

Sub: Acceptance of Terms & Conditions of Tender.

Tender Reference No: 11-6(44)/2020-Engg.

Name of Tender / Work: - **"Comprehensive annual maintenance contract of EPABX system installed at CSIR Hq., CSIR Vigyan Kendra & CSIR Complex at New Delhi"**

Dear Sir,

1. I / We have downloaded / obtained the tender document(s) for the above mentioned 'Tender/Work' from the web site(s) namely: e-tendering portal <https://etenders.gov.in/e procure/app> as per your advertisement, given in the above mentioned 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 GCC, Scope of work, annexure(s), list of make, schedule(s), Under taking letter 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/ organisation 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 do hereby declare that our Firm has not been blacklisted/ debarred by any Govt. Department/Public sector undertaking.

6. I / We certify that all information furnished by the our Firm is true & correct and in the event that the information is found to be incorrect/untrue or found violated, then your department/ organisation shall without giving any notice or reason therefore or summarily reject the bid or terminate the contract , without prejudice to any other rights or remedy including the forfeiture of the full said earnest money deposit absolutely.

Yours Faithfully,

(Signature of the Bidder, with Official Seal)