

No. 11(14)NIScPR/G/2022

**NATIONAL INSTITUTE OF SCIENCE COMMUNICATION AND
POLICY RESEARCH (NIScPR)
Pusa Campus: Dr. K S Krishnan Marg (Near Pusa Gate) New Delhi-110012
SVM Campus: 14, Satsang Vihar Marg, New Delhi - 110067**

NOTICE INVITING TENDER

Item rate tenders in two cover (stage) system, are hereby invited, online through e-tendering portal <http://etenders.gov.in>, for the work of “**Comprehensive Annual Maintenance Contract (AMC) for Horticulture Works at CSIR- NIScPR at Pusa and S V Marg campuses, New Delhi**” from the contractors having worked with CPWD, Railways, MES, Post & Telegraph Department State PWD’S, Semi - Govt. Organization, CSIR Laboratories and have successfully carried out at least one or two or three similar works of 80% or 60% or 40% value of the estimated cost amounting to not less than Rs. 22.62 lakh / 16.96 lakh / 11.31 lakh respectively within last Seven years ending last day of month previous to the one in which tenders are invited. The tenderers are required to produce proof of fulfilling these conditions, satisfactory completion certificates along with GST registration and valid PAN card and others conditions as listed under documents to be uploaded in support of eligibility.

1. Estimated cost of the work is Rs.28,27,329 / (**Rs Twenty Eight lakhs Twenty Seven Thousand Three Hundred Twenty Nine Only**) and is based on minimum wages and market rates.
2. Time for carrying out the work **will be 12 months and the date of commencement shall be reckoned from the tenth day of issue of award letter. Rates quoted shall remain valid throughout the contract period.**
3. Tender fee (non-refundable) Rs.500/- (Rs. Five hundred Only) and Earnest Money deposit Rs. 56,600/- (Rs. Fifty Six Thousand Six Hundred Only) are to be deposited through RTGS/NEFT in favour of Director, NIScPR (Canara Bank , Pusa, delhi A/c No 110003874485 IFSC Code: CNRB0019100)
4. The entire bid document contains the following:
 - A. Document related to eligibility criteria (cover-1)**
 - B. Financial Bid, complete tender documents (Cover-2)**

Documents to be uploaded in support of eligibility:

- i) Receipt of deposit of ‘Tender Cost’ and ‘EMD’
- ii) Experience certificates of similar works completed as per NIT, **The completion certificate should contain all necessary information including date of start, completion amount and scope of work etc.**
- iii) Copy of GST registration number & PAN Card
- iv) Affidavit /undertaking as per annexure-I
- v) Valid registration under EPFO and ESIC and Valid license under the relevant Contract Labour (Regulation & Abolition) Act 1970.
- vi) Local office address of Agency/Firm in Delhi NCR.

5. The entire document uploaded by the eligible agencies, shall be opened in two stages, in the presence of tenderers or their representatives if any.

Stage 1: Documents related to eligibility criteria will be opened by TOC on specified date and time. The bidders shall be qualified after scrutiny of the credentials submitted by the tenderers. All documents scanned & uploaded by the agency, should be clearly visible. If any of the above documents is found missing/not clear in reading or non-satisfactory, the tender shall be rejected. No further clarification shall be sought from the tenderer. The decision of T.O.C. shall be final. Financial bid of such agencies shall not be opened.

Stage 2: Financial bids shall be opened only of qualified bidders on notified date and time. In envelop-II the bidders should upload the complete tender document including BOQ carefully. In case any documents (original tender document & BOQ) is found tempered / incomplete / missing / unreadable etc., the tender shall be rejected. No further clarification shall be sought from the tenderer. The decision of T.O.C. shall be final. Financial bid of such agencies shall not be considered. The T.O.C. will check firstly appropriateness of tender document folder. If it is found satisfactory then only the committee will open the BOQ folder. The notification shall be available on the website.

The critical dates are as follows:

Sl. No.	Schedule of activities	Date and time
1	Publish date on CPP Portal	24.11.2022 at 11.00 A.M.
2	Bid document downloaded date	24.11.2022 at 11.30 A.M.
3	Bid submission start date	24.11.2022 at 11.30 A.M.
4	Bid submission end date	08.12.2022 at 11.00 A.M.
5	Prequal. Bid opening date (cover-I)	09.12.2022 at 11.30 A.M.
6	Financial bid opening date (Cover-II)	To be intimate later on

6. The certified copies of all credential related to eligibility criteria are to be submitted by the lowest bidder within a week of opening of financial bid (which has been uploaded for tender). In case the lowest bidder fails to submit the said document, the tender may be rejected without any notice.
7. The instructions for the submission of e-tender are available on the CPP portal i.e., <http://etenders.gov.in> under the instruction for online bid submission. All the intending tenders are requested to go through the instructions before entering into the process of e-tendering.
8. The tendered are advised to go through website to see corrigendum/addendum, if any for detail please log on www.niscpr.res.in or <http://etenders.gov.in>
9. The tenderer shall submit an affidavit as per Annexure-I, The scanned copy of affidavit shall be uploaded in Cover-I and the original copy to be submitted by L-1, within one week of opening of financial bid.

10. 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.
11. Canvassing in connection with the tenders is prohibited and the tenders submitted by the contractor who resort to canvassing are liable for rejection
12. The tenderer shall not be permitted to tender for works in the concerned unit of NIScPR in which a relative is posted in the grade between controller of Administration and Junior Engineer (both inclusive). He shall also intimate the names of persons who are working with him in any capacity or subsequently employed by him and who are relatives 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 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.

13. Tender submitted shall remain valid for 75 days from the date of opening for the purpose of acceptance and award of work. Validity beyond 75 days from the date of opening shall be by mutual consent.
14. Before tendering, the tenderer shall inspect the site to fully acquaint himself about the condition in regard to accessibility of site, nature and extent of ground, working condition of site and locality including stacking of materials, installations of tools and plants etc., conditions affecting accommodations and movement of labour etc. required for the satisfactory execution of the work contract. No claim whatsoever on such account shall be entertained by the Employer in any circumstances.
15. Earnest money will be fully forfeited if the contractor fails to commence the work as per letter of award.
16. Except writing rates and amount the tenderer should not write any conditions or make any changes, additions, alterations and modifications in the printed form of tenders. Tenderers who are desirous to offer rebate, the same should be brought out separately in the covering letter and submitted along with the tender.
17. The successful tenderer will be required, to furnish performance guarantee cum security deposit by way of Fixed Deposit Receipt (FDR)/Bank-Guarantee @ 10% of the total value of contract from a nationalized Bank in favour of "The Director, NIScPR", payable at New Delhi valid for 15 months. Bank Guarantee/FDR will be required to be furnished within two weeks from the date of award of contract, failing which the work award order may be cancelled

Administrative Officer