

TENDER DOCUMENT

Name of work: **Development of area around New Lab block for Horticulture purpose at NIPGR Campus, New Delhi.**

CLIENT: **DIRECTOR NIPGR,
NEW DELHI**

COST OF TENDER DOCUMENT: Rs. 500.00

TENDER DOCUMENTS

Name of work: **Development of area around New Lab block for Horticulture purpose at NIPGR Campus, New Delhi.**

Owner : **Director, NIPGR, JNU Campus, New Delhi**

Tender Issued to : _____

**Place for submission/
Place opening of tender document:**

**NIPGR Campus,
Aruna Asaf Ali Marg,
New Delhi-110067**

**Consultant Engineer
NIPGR, New Delhi**

Last date for sale of tenders: **28.07.2014 up to 17:00 hrs.**
Date/Time of submission : **31.07.2014 before 15.00 hrs.**
Date/Time of opening : **31.07.2014 at 15.30hrs.**

**Consultant Engineer
NIPGR New Delhi**

TENDER FORM

To

**The Consultant Engineer
NIPGR CAMPUS, ARUNA ASAF ALI MARG
New Delhi.**

Dear Sir,

**I/We have read and examined the following Tender Documents relating to the
Development of area around New Lab block for Horticulture purpose at NIPGR
Campus, New Delhi.**

- Tender Notice
- General Conditions
- Instruction to bidders
- General Information
- Memorandum
- Bill of Quantities
- Terms & Conditions

I/We hereby offer to execute the work complete in all respects specified in the under written Memorandum within the time specified therein or during the allowed extended time at the rates specified in the bill of Quantities and in accordance, with the specifications, designs, drawings and instructions in writing referred to in the conditions of tender.

(Seal & Signature of Contractor)

NATIONAL INSTITUTE OF PLANT GENOME RESEARCH
Aruna Asaf Ali Marg, Near ICSSR, JNU Campus, New Delhi – 110 067
Phone: 26735161 / 26735138 Fax: 26741658

F. No. NIPGR/7/38(1)/Vol.IV

Dated: 16.07.2014

NOTICE INVITING TENDER

Sealed item rate Tenders are invited in two bids on behalf of the Director, NIPGR, Aruna Asaf Ali Marg, New Delhi – 110067 for specialized category of horticulture developments works from approved and eligible contractors of Government/public sector Undertaking/Government Institute and Universities or professional contractors . The tender should reach this office upto 3.00 P.M. on or before 31.07.2014 for the following work:

Name of work: **Development of area around New Lab block for Horticulture purpose at NIPGR Campus, New Delhi.**

Sl. No.	Estimated Cost (In ₹.)	EMD (In ₹)	Time for Completion	Last date & time for sale of Tender Documents	Last date & Time of receipt of Tender	Date & time of opening of tenders
1.	2.	3.	4.	5.	6.	7.
1.	12.22 lakhs	24500/-	45days	28.07.2014 17.00 Hrs.	31.07.2014 15.00 Hrs.	31.07.2014 15.30 Hrs.

Tender documents can be obtained up to 17.00 Hrs. on all working days on payment of ₹.500.00 (₹.Five hundred only) in cash (Non refundable) towards the cost of tender. The earnest money shall be in the form of Demand Draft of a Scheduled Bank issued in favour of the Director, NIPGR, New Delhi.

The tender documents can also be downloaded from our website www.nipgr.ac.in the tender documents downloaded from website must be accompanied with ₹. 500.00 towards the cost of tender documents, otherwise the tender will not be considered.

Agency must have the work experience of minimum of three years of carrying out of Development of horticulture work or maintenance work of minimum 15 acre. The agency shall have completed satisfactory one work of value ₹. 9.80 lakhs or two works of value ₹. 6.20 lakhs or three works of value ₹. 4.90 lakhs in last three years ending 31st June 2014 with the Govt. Institutes/Universities and shall submit the experience certificates with tender.

Intending tenderers must produce original documents such as Completion Certificate, valid Registration, Partnership Deed, Bank Solvency of ₹.15.00 lakhs from scheduled bank, PAN in the name of firm along with self-attested true copies.

Consultant Engineer
NIPGR, New Delhi

GENERAL CONDITIONS

1. Sealed tenders on item rate basis are hereby invited from pre-qualified contractors for the work of **Development of area around New Lab block for Horticulture purpose at NIPGR Campus, New Delhi.**

The tender document consists of Tender form, Notice inviting tender, General Condition, Instructions to bidders, General Information, Memorandum, Schedule of quantity, technical specification as per CPWD, Financial Bid (Bill of quantities) etc. which can be had at a cost of ₹. 500.00 (₹. Five hundred only) from the office of Consulting Engineer, NIPGR, CAMPUS, New Delhi. Purchase of tender document is obligatory on the part of the tenderers & bid in no other form will be accepted.

2. The tender documents shall be placed in sealed cover as mentioned in Procedure of Submission of tender and addressed to the Consulting Engineer, NIPGR, JNU Campus, New Delhi. The tender shall be received by the Consulting Engineer, NIPGR, New Delhi before 15.00 hrs. on 31.07.2014 and shall be opened on the same day at 15.30 hrs. in presence of the tenderers or their authorized representatives who may like to be present. Any envelope received after the said date and time shall not be entertained under any circumstances and no consideration what so-ever shall be given to anything that might be contained in any such envelope.
3. The time allowed for the completion of work is **45 days** to be reckoned from the date of written order to commence the work.
4. Every tender shall be accompanied by earnest money for ₹. 24500.00 (₹. Twenty Four thousand & Five hundred only) in the form of demand draft drawn in favour of the Director, NIPGR payable at New Delhi. Any tender not accompanied by such earnest money will be rejected straight away.
5. The contractor will submit his tender after examining the tender documents, scope of work, specifications, clauses, additional terms of contract agreement, special terms & conditions, scheduled of quantities etc.
6. The offer shall remain valid for 90 days from the date of opening of Tender. The value of tender can be increased or decreased and any item can be added, deleted, withdrawn or substituted without any notice as per the requirements of NIPGR without assigning any reason.
7. If a tenderer whose tender is accepted fails to undertake the work as per terms of the contract within 10 days to be reckoned from the date of issue of allotment letter, the Earnest Money deposited will be forfeited.
8. NIPGR does not bind itself to accept the lowest or any tender and reserves the right to reject any or all tenders without assigning any reason.
9. NIPGR will not pay any expense, whatsoever incurred by tenderer for the preparation and submission of tenders.
10. This notice inviting tender, will form part of the contract agreement to be executed by the successful tenderer with the NIPGR
12. All the correspondence on the tender shall be addressed to the Consulting Engineer, NIPGR, New Delhi .

Contractor

**Consultant Engineer
NIPGR, New Delhi**

INSTRUCTIONS TO BIDDERS

1. PROCEDURE FOR SUBMISSION OF TENDERS:

The following procedure shall be adopted for submission and opening of tenders. The sealed envelope SUPERSCRIBED Tender for **Development of area around New Lab block for Horticulture purpose at NIPGR Campus, New Delhi.**

ENVELOPE NO.- 1

This envelope shall contain only the earnest money deposit & technical bid and will be opened first.

ENVELOPE NO.- 2

This sealed envelope shall contain the financial bid of the contractor as per Schedule of quantities. This envelope shall be opened only after the EMD contained in envelope No.1 & technical bid is found in order as per the requirements of NIPGR. The date of opening of price bid shall be intimated later on.

The sealed cover containing envelope 1 & 2 shall be opened on the prescribed date and time in the presence of tenderers or their authorized representatives who may wish to be present.

2. TENDERERS TO STUDY ENTIRE TENDER DOCUMENT CAREFULLY:

Submission of a tender by a tenderer implies that he has read all the stipulations contained in this tender document and has acquainted himself of the nature, scope and specifications of the works to be followed.

3. TENDERER TO SUBMIT THE ENTIRE TENDER DOCUMENT:

The tenderer shall submit all documents issued to him for the purpose of this tender after duly filling the same in all respects. Tenders which are found to be vague or incomplete shall be rejected summarily.

4. TENDERERS TO QUOTE FOR ALL ITEMS:

The tenderer shall quote his rates in words and figures with reference to each item and must enter for all the items shown in the attached schedule of quantities. Incomplete offer shall be liable for rejection. In case there is a discrepancy in "words" and "figures", the rate in words will be taken as correct for evaluation of tender.

5. VALIDITY PERIOD OF OFFERS:

The rates quoted in the tender shall hold good for 90 days from the date of opening of the tender. The validity period shall be extendable with the mutual consent of both the parties. No tenderer can withdraw/or modify his tender or revoke the same within the said period of 90 days. If a tenderer on his own withdraws or revokes the tender or revises or alters or modifies the tender for any item or condition within a period of aforesaid 90 days his earnest money deposit shall stand forfeited.

6. TENDERER TO SIGN ALL PAGES:

The tenderer shall stamp and sign at the bottom right hand corner of every page of the tender documents in token of acceptance of tender conditions and for the purpose of identification.

7. ERASURES AND ALTERATIONS:

Tenders containing erasures and alterations of the tender documents are liable to be rejected unless these are authenticated by the person signing the Tender Documents.

8. TENDERER TO SATISFY HIMSELF OF SITE CONDITIONS:

Tenderers are advised to inspect and examine the site and its surroundings and satisfy themselves before submitting their tender regarding nature of the site conditions, the means of access of the site, the accommodation they may require and in general obtain all necessary information as to risks, contingencies and other circumstances which may influence or affect their tender in any manner. A tenderer shall be deemed to have full knowledge of the site, whether he inspects it or not and no compensation or otherwise of any charges incurred or to be incurred consequent on any misunderstanding or otherwise shall be admissible.

9. EARNEST MONEY:

The tender shall be accompanied by earnest money of ₹. 24500.00(₹. Twenty Four thousand & Five hundred only) in the form of Demand Draft only drawn in favour of the Director, NIPGR payable at New Delhi. Earnest money of the unsuccessful bidder(s) shall be refunded after expiry of the validity period of the tenders/allotment of works whichever is earlier.

10. TENDERER TO QUOTE BOTH IN FIGURES AND WORDS:

All tenderers shall quote the rate in figures as well as in words, the amount of each item shall be worked out and the requisite total given. Special care shall be taken to write percentage in figures and words, and the amount in figures only in such a way that interpolation is not possible. The total amount shall be written both in figures and in words.

11. TENDER LIABLE TO REJECTION:

Tenders which do not fulfill all or any of the conditions laid down in this notice, or contain conditions not covered and / or not contemplated by the Conditions of contract and/or expressly prohibited therein or stipulate additional/alternative conditions shall be liable to be rejected and his earnest money will be forfeited.

Tenders shall also be liable for rejection on any of the following grounds :-

- i) Tenders submitted late
- ii) Tenders containing remarks uncalled for.
- iii) Conditional tenders
- iv) Tenders not submitted on prescribed Performa.
- v) Telegraphic tenders.

12. CORRESPONDENCE:

Tenderers must mention their postal address and telephone number(s) of the Chief Executive/authorized agent or attorney in the tender. The tender submitted by the tenderer will be rejected if he or his agent cannot be contacted on the last known address or on the intimated telephone number(s) after reasonable search in which event earnest money may be forfeited by the NIPGR.

13. NIPGR NOT TO ASSIGN ANY REASON FOR REJECTION OF TENDER:

NIPGR hold absolute discretion to accept or reject the lowest or any other tender without assigning any reason. No claim on this account shall be entertained.

14. AMENDMENT IN TENDER DOCUMENTS:

NIPGR reserves the right to revise or amend the Bid Documents upto the date prior to the date notified for opening of the tenders and also the right to postpone the date of submission and opening of tenders without assigning any reason, whatsoever.

15. REFERENCE IN TENDER DOCUMENTS:

Director, NIPGR, shall be referred as "Owner" in all the documents of Tender documents/contract agreement.

**Consultant Engineer
NIPGR, New Delhi**

GENERAL INFORMATION

1. Accepting Authority Director,
NIPGR, New Delhi.
2. Earnest money For ₹. 24500.00(₹. Twenty Four thousand & Five hundred only)to be furnished with the tender in the form of the demand draft (No interest is payable on security deposit)
3. Security deposit The security deposit will be collected by deductions from the running bills of the contractors at the rate mentioned below and the earnest money, if deposited at the time of tender, will be treated as part of security deposit. Performance security may be accepted as Bank Guarantee/FDR of Scheduled Banks and State Bank of India. 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 the sum already deposited as earnest money, will amount to Security Deposit of 5% of the tendered value of the work. In addition, the contractor shall be required to deposit an amount equal to 5% of the tendered value of the contract as Performance Security within the period prescribed for commencement of work in the letter of award issued to him.
4. Authority competent to grant extension of time Director NIPGR or authorized person by Director, NIPGR
5. Tools & plants To be arranged by contractor
6. Authority competent to reduce the compensation amount Director ,NIPGR
7. Release Security Deposit The performance security shall be refunded to the contractor on completion of the work and recording of completion certificate and the balance shall be released after one month of completion.
8. Periodicity of submission of Bills Prorata basis and final payment after completion of work.
9. Defect Liability period Six month after the date of completion of Work.
10. Authority Competent to Appoint Arbitrator Director, NIPGR, New Delhi

**Consultant Engineer
NIPGR, New Delhi**

Contractor

MEMORANDUM

- | | | |
|----|---|---|
| a) | Name of work | Development of area around New Lab block for Horticulture purpose at NIPGR Campus, New Delhi. |
| b) | Estimated cost | Rs. 1221500.00 (₹. Twelve lakhs Twenty One thousand, Five hundred only) |
| c) | Earnest money | For ₹. 24500.00 (₹. Twenty Four thousand & Five hundred only) (₹. Twenty nine thousand & Eight hundred forty only) in the form of Demand Draft in favour of DIRECTOR, NIPGR payable at, New Delhi. (No interest is payable on earnest money). |
| d) | Time allowed for the completion of work | 45days. |

Place

(Seal & Signature of Contractor)

Date:

SCHDULE OF QUANTITIES

ITEM NO.	DESCRIPTION OF ITEM	QTY.	UNIT	RATE	AMOUNT
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Attached at page No. 10.

Should this tender be accepted, in whole or in part I/We hereby agree to abide by and fulfill all the terms & provisions of the conditions of tender as applicable or in default there of a sum of for ₹. 24500.00(₹. Twenty Four thousand & Five hundred only) deposited by me/us as earnest money in favour of NIPGR , New Delhi., shall stand absolutely forfeited to NIPGR.

I/We agree:

- (i) that should I/We fail to commence the work specified in the above mentioned Memorandum the NIPGR without prejudice to any other right or remedy shall be at liberty to forfeit the earnest money. Otherwise the said earnest money shall be retained and adjusted towards security deposit mentioned in the above Memorandum
- (ii) to execute all the works referred to in the tender documents upon the terms and conditions contained or referred to therein.

The names and postal addresses and contract phone nos. of our representative(s) authorized to deal with this tender are:

1)

2)

3)

Dated the _____ day of _____ 2014

Signature of Tenderer

Schedule of Quantity

Name of work: Development of area around New Lab block for Horticulture purpose at NIPGR Campus, New Delhi.

Sr. No.	Description of items	Unit	Qty.	Rate	Amount
1	Trenching in ordinary/hard soil/ ordinary rocks upto 60cm including removal and stacking of serviceable materials and then disposing of by spreading and neatly levelling within a lead of 50m and making up the trenched area to proper level by filling with good earth or earth mixed with sludge or manure before and after flooding trench with water(excluding cost of imported earth,sludge/manure)and as per requirement of site and instruction of Engineer-In-charge.	Cum	1275		
2	Rough dressing the ground including breaking clods and as per requirement of site and instruction of Engineer-In-charge.	100Sqm	4450	NOT TO BE FILLED	
3	Fine dressing the ground as per requirement of site and instruction of Engineer-In-charge.	100Sqm	4450		
4	Disposal of Surplus materials, Lead upto 1km as per requirement of site and instruction of Engineer-In-charge.	Cum	1275		
5	Uprooting weeds from ground after 10 - 15 days of its flooding with water water including disposal of uprooted vegetation& flooding.(water shall be supplied departmentally)asper requirement of site and instruction of Engineer-In-charge.	100Sqm	4050		
6	Supply of good earth at site of work i/c royalty and transport .The earth measured in stacks will be reduced by 20% for payment and as per requirement of site and instruction of Engineer-In-charge.	Cum	1975		
7	Supply of sludge/manure at site of work by mechanical transport including stacking. The manure measured in stacks will be reduced by 8% for payment and as per requirement of site and instruction of Engineer-In-charge.	Cum	315		
8	Mixing earth and sludge/manure in proportion specified or as per requirement of site and instruction of Engineer-In-charge.	Cum	2290		
9	Spreading of sludge,manure or/and good earth in required thickness(cost as per requirement of site and instruction of Engineer-In-charge.	Cum	2290		
10	Supply and plantation of Hedging(by plants ,9nos.per mtr with avg ht.=<1.5ft) around the lawn as per requirement of site and instruction of Engineer-In-charge.	Rmt.	1250		
11..	Supply of grass extracts - Selection Grade No. 1 as per requirement of site and instruction of Engineer-In-charge.	Sqm	820		
12	Grassing with grass extracts Selection Grade -I including watering and maintenance of lawn for 30 days or more till the grass forms a thick lawn free from weeds and fit for moving .asper requirement of site and instruction of Engineer-In-charge.				
	with grass turf	100Sqm.	4050		
Total Amount					

Consultant Engineer,NIPGR

Seal & Signature of Contractors

SPECIAL TERMS AND CONDITIONS

Name of work: Development of area around Housing Block for Horticulture purpose at NIPGR Campus, New Delhi.

1. The site of work is at NIPGR Campus, Aruna Asaf Ali Marg, and New Delhi – 110067.
2. The contractor should visit the site and make them self-acquainted with the location of site. The Department shall not entertain any extra claim later on.
3. The rates shall be inclusive of all material cost, labour and all taxes including VAT & service charge etc.
4. The contractor must get the prior approval of materials from the Site- In –Charge.
5. The contractor shall arrange all T&P and nothing extra will be paid.
6. The payment will be made on pro-rata basis of the work done and final payment shall be made after completion of work.
7. The contractor shall follow all labour laws as prevailing in Delhi.
8. Nothing extra will be paid towards Transportation, handling loading, unloading of material.
9. The contractor shall make his own arrangement for the security of material at site.
10. The management also reserves the right to reduce / increase the scope of work to a maximum of 50%.
11. The work shall be carried out to the satisfaction of Site-In-Charge.
12. Water shall be provided by Institute free of cost for horticulture purpose only.
13. The management reserves the right to reject / accept any or all quotation without assigning any reason.
14. In case of any dispute the decision of the Institute shall be final & binding on the contractor.
15. Contractor must have experienced of three Years for development of Horticulture works or maintenance of minimum area of 15acres in Govt. Institutes/Universities and shall submit the experience certificates regarding the same.
16. Contractor's office establishment should be based in NCR/Delhi.
17. The agency must be expertise and experienced in the Field of development Horticulture works or maintenance works.
18. The contractor shall provide necessary safeguards and exercise caution against injury or defacement of site structures, and prevents vehicles of any kind from passing over structures or paved areas unless adequate protection has been provided.
19. The contractor shall be responsible from any damage resulting from horticultural operations, and shall repair all damages to return the area to the previous condition at his own expense. Repairs to all damages to underground utility lines or structures, due to negligence on part of the Contractor's horticultural workers, shall be at the contractor's expense.
20. All the work shall be carried out as per **CPWD specifications (Current Edition) of Horticulture** and Landscaping.

21. All lawn materials furnished under this section shall be guaranteed after installation against improper installation, defective, unsound, or diseased conditions that may appear for six month shall be responsibility of contractors from the date of final acceptance.
22. Maintenance of work shall be responsibility of contractor for period of One month from the date of final acceptance.
23. Remove all trash, excess materials and other debris from site during course of work.
24. Deduction on account of TDS and other statutory deduction shall be made on payments.
25. The rates shall be valid for 90 days from the date of opening of quotation.
26. The work shall be completed in all respects **within 45days from** the date of issue of work order. Being a time bound, contract, and the contractor shall be liable to pay penalty @1% of work order amount per day subject to maximum of 10% of quoted amount if the work is not completed within stipulated time of Completion.
27. The **quotation must be accompanied with Earnest Money Deposit (EMD) of amounting for ₹.24500.00(₹ Twenty Four thousand & Five hundred only)** of their quoted amount. The **earnest money shall be in the form of DD of scheduled bank drawn in favour of "Director NIPGR" New Delhi. Without EMD quotation shall not be accepted.**
28. **The EMD shall be enclosed in a separate envelop duly marked EMD** which shall be opened first.
29. Security deposit @ 10% shall be deducted from the bills, the EMD shall however be adjusted against the Security Deposit'.
30. Security Deposit shall be refunded after the completion of defect liability period of Six months.
31. The Contractor shall be responsible for any damages and site clearance and nothing extra will be paid. In case the site clearance and damages are not attended, a recovery amounting to Rs. 50,000/- shall be made. In this respect the decision of the Engineer-In-Charge shall be final and binding on the Contractor.
32. All papers attached with this Quotation should be signed & submitted in original.
33. **PAN** issued by the **respective departments must be issued in the name of Firm while** quoting the rates.

Consultant Engineer
NIPGR, New Delhi

Seal & Signature of Contractor

FINANCIAL BID

Name of work: **Development of area around New Lab block for Horticulture purpose at NIPGR Campus, New Delhi.**

CLIENT: **DIRECTOR NIPGR,
NEW DELHI**

Name of work : Development of area around New Lab block for Horticulture purpose at NIPGR Campus, New Delhi.

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