

TENDER DOCUMENT

Name of work: **Supply, Installation, Testing & Commissioning of ductable Air conditioner for Archives Room at NIPGR Campus, New Delhi.**

CLIENT: **DIRECTOR, NEW DELHI**

TENDER DOCUMENT

Name of work: Supply, Installation, Testing & Commissioning of ductable Air conditioner for Archives Room at NIPGR Campus, New Delhi.

Owner: Director, NIPGR New Delhi

Tender Issued to :

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

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

Date & time of submission of tender documents: 05.11.2024 up to 1500 hrs.

Date & Time of Opening of Tenders: 06.11.2024 at 1500 hrs.

**Controller of Administration
NIPGR**

TENDER FORM

To

**The Director
NIPGR CAMPUS, New Delhi.**

Dear Sir,

I/We have read and examined the following Tender Documents relating to **“Supply, Installation, Testing & Commissioning of ductable Air conditioner for Archives Room at NIPGR Campus, New Delhi.”**

- Notice Inviting Tender
- General Conditions
- Instructions to Bidders
- General Information
- Memorandum
- General Conditions of Contract Agreement
- Special terms & conditions of contract.
- Instructions for On-line Bid Submission
- Special Instructions to bidders for registration with Competent Authority
- Terms & Conditions
- Annexure – I, II, III, IV, V & VI
- Schedule of Quantity (not to be filled)

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
(Department of Biotechnology, Ministry of Science and Technology, Govt. of India)
Aruna Asaf Ali Marg, New Delhi-110067
Phone: 011-26735161, 26735138 Fax: 011-26741658

NOTICE INVITING TENDER
(Tender No.: NIPGR/Engg./5/3/2024-25)

Online items rate tenders (in two bid system) are invited on behalf of the Director, NIPGR, Aruna Asaf Ali Marg, JNU Campus, New Delhi – 110067, from the eligible contractors who has experience in "S.I.T.C. of ductable AC or similar nature of HVAC" with Government organizations / Govt. Autonomous Organizations / PSUs or other reputed organizations.

Name of work: Supply, Installation, Testing & Commissioning of ductable Air conditioner for Archives Room at NIPGR Campus, New Delhi.

Sl. No. 1.	Estimated Cost (In Lacs) 2.	E.M.D.	Time for Completion 3.	Last date & Time of receipt of Tender 4.	Date & time of opening of tenders 5.
1.	Rs. 13,06,000.00	Rs. 26,120.00	30 days	05.11.2024 15.00 Hrs.	06.11.2024 15:00 Hrs.

Tenderers registered with M.S.M.E. & N.S.I.C. in the above-mentioned service / activity are exempted from submission of E.M.D.

The earnest money shall be in the form of Demand Draft or Bank Guarantee issued by any of the Commercial Bank in favour of the Director, NIPGR, New Delhi so as to deposit in NIPGR office latest by 05.11.2024 at 1500 hrs.

Tender documents can also be downloaded on line free of cost from our website www.nipgr.ac.in and Govt. CPP Portal <https://eprocure.gov.in/cppp/>

The bids will be accepted in respect of those contractors having successfully completed at least three similar works of each value not less than Rs. 5.22 lakhs OR two similar works of each value not less than Rs. 7.84 lakhs OR one similar work of value not less than Rs. 10.45 lakhs during the last seven years ending Sept2024 and having annual financial turnover of Rs. 13.00 Lakhs during the last three years duly certified by the Statutory Auditors. Similar works means "S.I.T.C. of ductable AC or similar nature of HVAC" in Government organizations / Govt. Autonomous Organizations / PSUs or other reputed organizations.

Intending tenderers must enclose self-attested copies of Completion Certificates, Work Order / Letter of Acceptance & Schedule of Quantity / B.O.Q. of having completed the work satisfactorily issued by an appropriate competent authority.

Submission of complete tender documents duly signed and stamped with Technical Bid, by the tenderer is mandatory.

The Director, NIPGR reserves the right to accept or reject all or any of the tender without assigning any reasons thereof.

Controller of Administration
NIPGR

(Seal & Signature of Contractor)

GENERAL CONDITIONS

1. Online tenders are hereby invited from the eligible bidders for the work of **"SUB.: Supply, Installation, Testing & Commissioning of ductable air-conditioner for Archives Room at NIPGR Campus, New Delhi."** Tender documents can be downloaded from our website www.nipgr.ac.in free of cost. The tender document is obligatory on the part of the tenderers & bid in no other form will be accepted.
2. The time allowed for the completion of said work is **30 Days** from the date of written order.
3. The Tenderer will submit his tender on-line in prescribed format after examining the tender documents, scope of work, specific conditions of contract, Instructions to bidders, General Information, Terms and Conditions of contract agreement, technical specification, Price Bid, special terms and conditions of contract, specific conditions of contract.
4. The tender shall be submitted online in two parts, viz., technical bid and Financial bid. Submission of complete tender document duly stamped and signed by tenderer with technical bid is mandatory.
5. The offer shall remain valid for 90 days from the date of opening of Tender. The validity of rates is further extendable for a period of 180 days from the date of issue of award letter with mutual consent of both the parties.
6. The tenderer shall submit a copy of the audited balance sheets of the last three financial years.
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 Letter of Commencement, the E.M.D. / Performance Security of the agency shall be forfeited / encashed.
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 as well as for the transportation of samples.
9. NIPGR will not pay any expense, whatsoever incurred by tenderer for the preparation and submission of tenders as well as for the transportation of samples.
10. This notice inviting tender, letter of acceptance & letter of commencement, etc., will form part of the contract agreement to be executed by the successful tenderer.
11. All the correspondence on the tender shall be addressed to the Director, NIPGR, Aruna Asaf Ali Marg, New Delhi and any communication addressed to anyone else shall not in any manner be binding upon the NIPGR, Aruna Asaf Ali Marg, New Delhi.
12. The submitted documents / certificates may be verified with originals after opening of Technical Bid.

**Controller of Administration
NIPGR**

**Accepted
(Seal & Signature of Contractor)**

INSTRUCTIONS TO BIDDERS

1. GENERAL INSTRUCTIONS:

The works referred here-in shall cover the entire scope of the proposal which includes supplying and installation of material including the successful completion and the tests which the desires to get carried out. The "Owner" where appearing in these documents shall mean Director, NIPGR.

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 ON-LINE.

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. INSTRUCTION FOR FILLING THE TENDER.

Tenders shall be submitted ON-LINE, it shall be signed by one who has been authorized by the Board of Directors through a resolution. Copy of resolution and the authority letter in favour of the person signing must accompany the tender.

5. TENDERERS TO QUOTE FOR ALL ITEMS AND IN FIGURES:

The tenderer shall quote his rates in figures with reference to each item and must enter for all the items shown in the attached Bill of quantities. Incomplete offer shall be liable for rejection. The total amount shall be written both in figures and in words.

6. VALIDITY PERIOD OF OFFERS:

The rates quoted in the tender shall hold good for 90 days from the date of opening of the tender. 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 the period mentioned in the tender notice, in such cases the Institute reserves the right to reject the bid and take any other action as deemed appropriate. In case the successful tenderer after award of tender fails to perform as per contract or violates any condition of tender, the Agency shall be suspended from being eligible for bidding in any contract with the NIPGR, New Delhi for the period of 2 years starting from the last date of receipt of this bid/tender. The validity of accepted rates is further extendable from the date of issue of award letter with mutual consent of both the parties for 180 days.

7. TENDERER TO STAMP & 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.

8. 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.

9. TENDERER TO SATISFY HIMSELF OF SITE CONDITIONS:

Tenderers are advised to inspect and examine the site and its surroundings and also signed a certificate of site visit enclosed as per Annexure 'II' 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.

10. EARNEST MONEY:

Earnest Money Deposit of Rs. 26,120.00 (Rs. Twenty Six Thousand One Hundred Twenty only) to be furnished with the tender in the form of the demand draft or Bank Guarantee issued by Commercial Bank (No interest is payable on Earnest Money).

11. TENDERER TO QUOTE BOTH IN FIGURES AND WORDS:

The bidder shall quote their rates for all the items both in figures as well as words given as per the attached format of Price bid. 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.

12. 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 tender document and/or expressly prohibited therein or stipulate additional/alternative conditions shall be liable to be rejected. Tenders shall also be liable for rejection on any of the following grounds: -

- i) Tenders containing remarks uncalled for.
- ii) Conditional tenders
- iii) Tenders not submitted on prescribed Performa.
- iv) Telegraphic/Fax/Postal tenders.
- v) Tenders submitted without E.M.D. or Bank Guarantee.
- vi) Incomplete tenders
- vii) Tenders submitted by the agency who has any unresolved dispute of any kind.
- viii) Tenders with NIL consideration.

13. 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 this event the agencies / bidders shall be debarred from tendering with the Institute.

14. 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.

15. AMENDMENT IN TENDER DOCUMENTS:

NIPGR reserves the right to revise or amend the Bid Documents up to 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.

16. REFERENCE IN TENDER DOCUMENTS:

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

**Controller of Administration
NIPGR**

(Seal & Signature of Contractor)

GENERAL INFORMATION

- | | |
|---|--|
| 1. Accepting Authority | Director, NIPGR
New Delhi. |
| 2. Earnest Money Deposit | For Rs. 26,120.00 (Rs. Twenty Six Thousand One Hundred Twenty only) to be furnished with the tender in the form of the demand draft or Bank Guarantee issued by Commercial Bank (No interest is payable on Earnest Money) |
| 3. Performance Security deposit | 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. Performance security may be submitted in the form of Demand Draft / Bank Guarantee issued by Commercial Bank (No interest is payable on Performance Security). |
| 4. Authority competent to grant extension of time | Director, NIPGR |
| 5. Tools & plants | To be arranged by contractor |
| 6. Authority competent to reduce the compensation amount | Director, NIPGR |
| 7. Defect Liability Period | 24 months from the date of acceptance of completion by the Institute. |
| 8. Release of Performance Security | The performance security shall be refunded to the contractor after completion of the defect liability period and recording of completion certificate by Institute |
| 9. Authority Competent to Appoint Arbitrator | Director, NIPGR |
| 10. Authority Competent to reduce the compensation amount | Director, NIPGR |

**Controller of Administration
NIPGR**

(Seal & Signature of Contractor)

MEMORANDUM

- a) Name of work **Supply, Installation, Testing & Commissioning of ductable Air conditioner for Archives Room at NIPGR Campus, New Delhi.**
- b) Estimated cost **Rs. 13,06,000.00**
- c) Earnest money **Rs. 26,120.00 (Rs. Twenty Six Thousand One Hundred Twenty only) to be furnished with the tender in the form of the demand draft or Bank Guarantee issued by any of the Commercial Bank (No interest is payable on Earnest Money).**
- d) Time allowed for the completion of work (to be reckoned from 10th day after the date of issue of written order to commence work) **30 Days**

**Place
Date:**

(Seal & Signature of Contractor)

GENERAL CONDITIONS OF CONTRACT AGREEMENT

1. PERFORMANCE SECURITY

The bidder / bidders whose tender may be accepted (herein after called the contractor) shall permit NIPGR at the time of making any payment to him for works done under the contract to deduct such sum as will amount to 5% of all moneys so payable to be held by the Institute, by way of performance security.

2. COMPENSATION CLAUSE

The time allowed for carrying out the work as entered in the tender shall be strictly observed by the contractor, and shall be reckoned from the 10th day of the date on which the order to commence the work is given to the contractor, and within ten days of award of work the contractor. The work on the contract shall be executed according to the approved drawings as aforesaid and shall throughout the stipulated period of the contract be proceeded with all due diligence (time being deemed to be the essence of the contract on the part of the contractor) and the contractor shall pay as compensation an amount equal to one percent per week of work order amount or on the value of work as per contract. Provided always that the entire amount of compensation to be paid under the provisions of this clause shall not exceed ten percent of the awarded cost of work as shown in the tender. The Director, NIPGR on a representation from the Agency, is however; empowered to reduce the amount of compensation and his decision in writing shall be final.

3. TIME EXTENSION

If the contractor shall desire an extension of the time limit for completion of the work on the grounds of his having been unavoidably hindered in its execution or on any other ground he shall apply in writing to the NIPGR, within 15 days of the date of the hindrance on account of which he desires such extensions as aforesaid but before the expiry of time limit and the NIPGR, if in his opinion (which shall be final) reasonable grounds as shown thereof, authorized such extension of time if any, as may, in his opinion be necessary or proper.

4. COMPLETION OF WORK

Without prejudice to the rights of NIPGR under any clause hereinafter contained on completion of the work, the contractor shall be furnished with a certificate by NIPGR or his representative of such completion, but no such certificate shall be given nor shall the work be considered to be complete until the contractor shall have removed from the premises on which the work has been executed, all scaffolding, surplus materials and rubbish, and cleaning off the dirt from all doors, walls, floors, or any other parts of buildings said to have been completed, and the measurements in the said certificate shall be binding and conclusive against the contractor, if the contractor shall fail to comply with the requirements of this clause as to the removal of scaffolding, surplus materials, and rubbish and cleaning off dirt on or before the date fixed for the completion of the work, NIPGR, may at the expense of the contractor have removed such scaffolding, surplus materials and rubbish and dispose of the same as he thinks fit and clean off such dirt as aforesaid and the contractor shall forth with pay the amount of all expenses so incurred, and shall have no claim in respect of any such scaffolding or surplus materials as aforesaid except for any such sale proceeds actually realized by the sale thereof.

5. ADDITIONS/ALTERATIONS/ DEVIATIONS

The NIPGR, shall have power to make any alterations or omissions or additions or substitutions in the original specifications, drawings, designs and instructions that may appear to him to be necessary or advisable during the progress of the work, and the contractor shall be bound to carry out the work in accordance with any instructions which may be given to him in writing signed by the NIPGR and such alterations, additions or substitutions shall not invalidate the contract and any altered, additional or substituted work which the contractor may be directed to carry out in the manner above specified as part of the work shall be carried out by the contractor on same conditions in all respects on which he agreed to do the main work. The time for the completion of the work shall be extended in the proportion that the altered additional or substituted work has to the main work at the sole discretion of the Director, NIPGR, and his decision in this regard shall be final and binding on the contractor.

All tenderers are required to quote as per specifications stipulated hereunder. Rates for all items shall be quoted as specified hereunder. After the award of the contract, the work shall be carried out as per

approved samples. Rates for extra/substituted items, should they become necessary during the execution of the work shall be settled on analysis of rate to be submitted by the contractor for such items.

Quantities in the B.O.Q. or estimated quantities which can vary up to $\pm 50\%$ during the execution of the work. Payment shall be made as per actual quantum executed without any change in the contracted rate due to variation in quantity, if any.

6. CARRYING OUT OF WORK

All the work shall be carried out in accordance strictly as per the specifications given in the tender to the total satisfaction of the Institute. In the case of an item for which specification are not available in the said specifications relevant CPWD / BIS specifications applicable as on the date of tenders shall be followed.

7. QUALITY CONTROL OF MATERIAL

If it shall appear to the authorized representative of the Institute, that any work has been executed with unsound, imperfect, or unskillful workmanship or with materials or articles provided by him for the execution of the work are unsound, or of a quality inferior to that contracted for or otherwise not in accordance with contract, the contractor shall on demand in writing from the authorized representative of the Institute specifying the work materials or articles complained of not with standing that the same may have been inadvertently passed, certified and paid for forthwith rectify, or remove & reconstruct the work so specified in whole or in part, as the case may require, or as the case may remove the materials or articles so specified and provide other proper and suitable material or articles at his own charge and cost and in the event of his failing to do so within a period to be specified by authorized representative of the Institute, in his demand as aforesaid then the contractor shall be liable to pay compensation at the rate of 1% on the contract agreement of work for everyday till rectify or remove, and re-execute the work or replace with other, materials or articles complained of as the case may be at the risk and expense in all respects of the contractor.

8. INSPECTION OF WORK

All work under or in course of execution or executed in pursuance of the contract shall at all times be open to the inspection and supervision of authorized representative of the Institute, or his subordinate in-charge of the work 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 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. Orders given to the contractor's agent shall be considered to have the same force as if they had been given to the contractor himself.

The work during its progress shall be inspected by the authorized representative of the Institute and the contractor shall extend all co-operations to the engineers inspecting the work.

9. AGENCY'S RISKS

All risks of loss of or damage to physical property and of personal injury and death which arise during and in consequence of the performance of the contract other than the excepted risks are the responsibility of the contractor.

**Controller of Administration
NIPGR**

(Seal & Signature of Contractor)

SPECIAL TERMS AND CONDITIONS OF CONTRACT

1. SPECIFICATIONS:

If specifications for an item of work are not covered as per approved Specifications (CPWD / BIS) of tender, the same shall be decided by the Institute and shall be binding on the contractor.

The Director shall have the power to insist upon the contractor to purchase and use such materials of approved make which may in his opinion be necessary for proper and reasonable compliance with the specifications and execution of work.

In the event of any variation/discrepancy in the specification of tender documents the decision of the Institute shall be final binding and conclusive on the contractor.

2. CONTRACTOR TO BE LIABLE FOR ALL TAXES ETC. - The rates specified in the tender shall be inclusive of GST, royalty and other taxes, etc. However, if any fresh taxes are imposed by State/Central/Statutory bodies during the currency of contract, the same shall be borne by Institute.

3. FORCE MAJEURE:

The right of the contractor to proceed with the work shall not be terminated because of any delay in the completion of the work due to unforeseeable causes beyond the control and without the fault or negligence of the contractor, including not limited to acts of God, or of the public enemy, restraints of a sovereign state, firms, floods, unusually severe weather.

4. JURISDICTION:

Not with standing any other courts having jurisdiction to decide the questions forming subject matter of a suit any and all actions and proceedings arising out of or relative to this contract (including any arbitration in terms thereof) shall lie only in the court of competent Civil jurisdiction in this behalf at New Delhi., where this contract is to be signed on behalf of and only the said court shall have jurisdiction to try any such actions and/or proceedings to the exclusion of all other courts.

5. SITE WORKING RULES AND REGULATIONS:

a) The contractor shall furnish NIPGR, the Power of Attorney name and signature of his authorized representative who will be in-charge of the execution of the works at site. The contractor shall also furnish the list of technically qualified persons employed by him for execution of the works. Daily reports of number of men employed by crafts and weekly reports of progress achieved, expected date of completion of the works and any actual or potential delays stating the reasons thereof shall be furnished by the contractor.

b) Save as otherwise specifically provided in this Agreement the rates and prices herein, unless otherwise stipulated elsewhere in this Agreement, include all the costs, expenses and outlays of the contractor for executing the works and fulfilling all the obligations of the Contractor under this agreement.

6. SCOPE OF WORK

The scope of work is as per schedule of Bill/quantity. All aspects of Firefighting including site alignment. Electric supply and water, if any, required for the execution of work shall be provided by institute from one point free of cost.

7. CONTRACTOR'S RESPONSIBILITY FOR THE MANNER OF EXECUTION OF WORKS

The contractor shall be solely responsible for the manner and the method of executing the work. The work shall be subject to the approval of NIPGR from time to time for purposes of determination of the question whether the work is executed by the contractor in accordance with the contract.

8. NO WORK SHALL BE UNDERTAKEN WITHOUT APPROVED WORKING DRAWINGS:

No work shall be undertaken at site by the contractor until detailed approved working drawings marked "Good" for execution/construction is issued by the NIPGR in writing. Any work done without the aforesaid working drawing shall be at the contractor's own risk and costs.

9. TIME LIMIT: The entire work is required to be completed within 30 Days after the date of award of contract.

10. SUBMISSION OF BILLS:

Contractor is to submit the bills and record of measurements in approved Performa of the NIPGR or his representative for works executed by him. The Bill can be submitted per month for release of payment on pre-rata basis and final payment will be made after completion of work.

11. TERMS OF PAYMENT

The entire work executed under this contract shall be guaranteed by the contractor to give Zero defect and trouble-free usage for one year after the date of completion of this contract, during this period, any defect in any component of the job on account of bad workmanship or use of sub-standard materials shall be replaced/rectified to the entire satisfaction of the Institute at his cost. 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.

12. ACTION AND COMPENSATION PAYABLE IN CASE OF BAD WORK:

If it shall appear to NIPGR, or our representatives, that any work has been executed with unsound, imperfect or unskillful workmanship or with materials of any inferior description or that any materials or articles provided by him for the execution of the work are unsound or of a quality inferior to the contracted for, or otherwise not in accordance with the contract and provide other and suitable materials or articles so specified at his own cost and in the event of his failing to do so within a period to be specified by the NIPGR in his demand aforesaid, **then the contractor shall be liable to pay compensation at the rate of one percent on the amount of the work order** for every week not exceeding ten days while his failure to do so that continue and in the case of any such failure NIPGR, may rectify or remove, and re-execute the work or remove and replace with other materials or articles complained of, as the case may be at risk and expenses in all respects of the contractor.

1. The works shall be inspected by authorized representative of NIPGR. The contractor shall extend full co-operation and render all necessary facilities for inspection of the work to the inspecting authority without any additional cost to NIPGR. It must be noted that any observations/ comments/ recommendations of the said technical representative of NIPGR shall be binding on the contractor.

2. It shall always prevail, unless otherwise specifically stated, that the entire provisions of Tender document been opened upon and accepted for compliance by the contractor without any reservation.

**Controller of Administration
NIPGR**

(Seal & Signature of Contractor)

Instructions for Online Bid Submission

1. The tender documents are available on our website www.nipgr.ac.in & www.eprocure.gov.in and same can be downloaded.
2. Tender documents may be downloaded from ITPO's website www.nipgr.ac.in and CPPP site <https://eprocure.gov.in/eprocure/app> as per the schedule as given in the tender document.
3. Bids shall be submitted online only at CPPP website: <https://eprocure.gov.in/eprocure/app>. Tenderers/Contractors are advised to follow the instructions provided in the 'Instructions to the Contractors/Tenderer for the submission of the bids online through the Central Public Procurement Portal for eProcurement at <https://eprocure.gov.in/eprocure/app>'. Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.
4. Not more than one tender shall be submitted by one contractor or contractors having business relationship. Under no circumstance will father and his son(s) or other close relations who have business relationship with one another (i.e when one or more partner(s)/director(s) are common) be allowed to tender for the same contract as separate competitors. A breach of this condition will render the tenders of both parties liable to rejection.
5. The bidders are advised to visit CPPP website <https://eprocure.gov.in/eprocure/app> at least 3 days prior to closing date of submission of tender for any corrigendum / addendum/ amendment.
6. Bids will be opened as per date/time as mentioned in the **Tender Document**. After online opening and evaluation of technical bids, the results of their qualification as well Price-Bid opening will be intimated.

Submission of Tender

The tender shall be submitted online in two parts, viz., Technical bid and Financial bid.

All the pages of bid being submitted must be sequentially numbered by the bidder irrespective of nature and content of the documents before uploading.

The offers submitted by hand/Post/Fax/email shall not be considered. No correspondence will be entertained in this matter.

The bidders are required to submit soft copies of their bids electronically on the CPP Portal, using valid Digital Signature Certificates. The instructions given below are meant to assist the bidders in registering on the CPP Portal, prepare their bids in accordance with the requirements and submitting their bids online on the CPP Portal.

More information useful for submitting online bids on the CPP Portal may be obtained at: <https://eprocure.gov.in/eprocure/app>.

REGISTRATION

7. Bidders are required to enroll on the e-Procurement module of the Central Public Procurement Portal (URL: <https://eprocure.gov.in/eprocure/app>) by clicking on the link "**Online Bidder Enrolment**" on the CPP Portal which is free of charge.
8. As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.
9. 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 CPP Portal.

10. Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate (Class II or Class III Certificates with signing key usage) issued by any Certifying Authority recognized by CCA India (e.g. Sify / nCode / eMudhra/ Nic etc.), with their profile.
11. 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 DSC's to others which may lead to misuse.
12. 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.

SEARCHING FOR TENDER DOCUMENTS

13. There are various search options built in the CPP Portal, to facilitate bidders to search active tenders by several parameters. These parameters could include Tender ID, Organization Name, Location, Date, Value, etc. 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 CPP Portal.
14. 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 CPP Portal to intimate the bidders through SMS / e-mail In case there is any corrigendum issued to the tender document.
15. 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.

PREPARATION OF BIDS

Bidder should take into account any corrigendum published on the tender document before submitting their bids.

16. Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid. 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.
17. 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/JPG formats. Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.
18. To avoid the time and effort required in uploading the same set of standard documents which are required to be submitted as a part of every bid, a provision of uploading such standard documents (e.g. PAN card copy, GST Certificate etc.) has been provided to the bidders. Bidders can use "My Space" or "Other Important Documents" area available to them to upload such documents. These documents may be directly submitted from the "My Space" area while submitting a bid, and need not be uploaded again and again. This will lead to a reduction in the time required for bid submission process.

SUBMISSION OF BIDS

19. Bidder should log into the site well in advance for bid submission so that they can 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.
20. The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.

21. Bidders are requested to note that they should necessarily submit their financial bids in the format provided and no other format is acceptable. If the price bid has been given as a standard BoQ format with the tender document, then the same is to be downloaded and to be filled by all the bidders. Bidders are required to download the BoQ file, open it and complete the white coloured (unprotected) cells with their respective financial quotes and other details (such as name of the bidder). No other cells should be changed. Once the details have been completed, the bidder should save it and submit it online, without changing the filename. If the BoQ file is found to be modified by the bidder, the bid will be rejected.
22. 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.
23. All the documents being submitted by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered cannot be viewed by unauthorized persons until the time of bid opening. The confidentiality of the bids is maintained using the secured Socket Layer 128 bit encryption technology. Data storage encryption of sensitive fields is done. Any bid document that is uploaded to the server is subjected to symmetric encryption using a system generated symmetric key. Further this key is subjected to asymmetric encryption using buyers/bid opener's public keys. Overall, the uploaded tender documents become readable only after the tender opening by the authorized bid openers.
24. The uploaded tender documents become readable only after the tender opening by the authorized bid openers.
25. Upon the successful and timely submission of bids (i.e after Clicking "Freeze Bid Submission" in the portal), 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.
26. The bid summary has to be printed and kept as an acknowledgement of the submission of the bid. This acknowledgement may be used as an entry pass for any bid opening meetings.

ASSISTANCE TO BIDDERS

27. 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.

Any queries relating to the process of online bid submission or queries relating to CPP Portal in general may be directed to the 24x7 CPP Portal Helpdesk. The contact number for the helpdesk is 1800 3070 2232, 91-7878007972 and 91-7878007973.

**SPECIAL INSTRUCTIONS TO BIDDERS FOR REGISTRATION
WITH COMPETENT AUTHORITY**

Bidders Registration

- 1) Any bidder from a country which shares a land border with India will be eligible to bid in any procurement whether of goods, services (including consultancy services and non-consultancy services) or works (including turnkey projects) only if the bidder is registered with the Competent Authority constituted by the Department for Promotion of Industry and Internal Trade (DPIIT).
- 2) **“Bidder”** for the purpose of this tender (including the term 'tenderer', 'consultant' 'vendor' or 'service provider' in certain contexts) means any person or firm or company, including any member of a consortium or joint venture (that is an association of several persons, or firms or companies), every artificial juridical person not falling in any of the descriptions of bidders stated hereinbefore, including any agency, branch or office controlled by such person, participating in a procurement process.
- 3) **“Bidder from a country which shares a land border with India”** for the purpose of this tender means:
 - a) An entity incorporated, established or registered in such a country; or
 - b) A subsidiary of an entity incorporated, established or registered in such a country; or
 - c) An entity substantially controlled through entities incorporated, established or registered in such a country; or
 - d) An entity whose beneficial owner is situated in such a country; or
 - e) An Indian (or other) agent of such an entity; or
 - f) A natural person who is a citizen of such a country; or
 - g) A consortium or joint venture where any member of the consortium or joint venture falls under any of the above
- 4) **“The Beneficial owner”** for the purpose of (3) above will be as under:
 - 1) In case of a company or Limited Liability Partnership, the beneficial owner is the natural person(s), who, whether acting alone or together, or through one or more juridical person(s), has a controlling ownership interest or who exercises control through other means.

Explanation: -

 - a) “Controlling ownership interest” means ownership of, or entitlement to, more than twenty-five per cent of shares or capital or profits of the company;
 - b) “Control” shall include the right to appoint the majority of the directors or to control the management or policy decisions, including by virtue of their shareholding or management rights or shareholders agreements or voting agreements;
 - 2) In case of a partnership firm, the beneficial owner is the natural person(s) who, whether acting alone or together, or through one or more juridical person, has ownership of entitlement to more than fifteen percent of capital or profits of the partnership;

Tenderers Signature and Seal

- 3) In case of an unincorporated association or body of individuals, the beneficial owner is the natural person(s), who, whether acting alone or together, or through one or more juridical person, has ownership of or entitlement to more than fifteen percent of the property or capital or profits of such association or body of individuals;
- 4) Where no natural person is identified under (i) or (ii) or (iii) above, the beneficial owner is the relevant natural person who holds the position of senior managing official;
- 5) In case of a trust, the identification of beneficial owner(s) shall include identification of the author of the trust, the trustee, the beneficiaries with fifteen percent or more interest in the trust and any other natural person exercising ultimate effective control over the trust through a chain of control or ownership.

“An Agent” for the purpose of this Order is a person employed to do any act for another, or to represent another in dealings with third persons.

Sub-contracting in works contracts

In works contracts, including turnkey contracts, contractors shall not be allowed to sub-contract works to any contractor from a country which shares a land border with India unless such contractor is registered with the Competent Authority.

***Please note that the bidders shall provide the mandatory Certificates in the following formats on their registered Company's letter heads:**

Certificate for Tenders involving procurement

“I/We have read the clause regarding restrictions on procurement from a bidder of a country which shares a land border with India; I/we certify that we are not from such a country or, if from such a country, have been registered with the Competent Authority. I/we hereby certify that we fulfill all requirements in this regard and are eligible to be considered. [Where applicable, evidence of valid registration by the Competent Authority shall be attached.]”

Certificate for Tenders for Works involving possibility of sub-contracting

“I/We have read the clause regarding restrictions of procurement from a bidder of a country which shares a land border with India and on sub-contracting to contractors from such countries; I/we certify that we are not from such a country or, if from such a country, have been registered with the Competent Authority and will not sub-contract any work to a contractor from such countries unless such contractor is registered with the Competent Authority. I/we Hereby certify that we fulfill all requirements in this regard and is/are eligible to be considered. [Where applicable, evidence of valid registration by the Competent Authority shall be attached.]”

Tenderers Signature and Seal

TERMS & CONDITIONS

Name of Work:- Supply, Installation, Testing & Commissioning of ductable Air conditioner for Archives Room at NIPGR Campus, New Delhi.

1. The firm's office establishment should be based in NCR/Delhi. The site of the work is at NIPGR Campus, Aruna Asaf Ali Marg, New Delhi-110067.
2. Intending Bidders are advised to inspect and examine the site and its surroundings and satisfy themselves before submitting their bids as to the nature of the ground and subsoil (so far as is practicable), the form and nature of the site, the means of access to the site, the accommodation they may require and in general shall themselves obtain all necessary information as to risks, contingencies and other circumstances which may influence or affect their bid. A bidder shall be deemed to have full knowledge of the site whether he inspects it or not and no extra charge consequent on any misunderstanding or otherwise shall be allowed. The bidders shall be responsible for arranging and maintaining at his own cost all materials, tools & plants, water, electricity access, facilities for workers and all other services required for executing the work unless otherwise specifically provided for in the contract documents. Submission of a bid by a bidder implies that he has read this notice and all other contract documents and has made himself aware of the scope and specifications of the work to be done and of conditions and rates at which stores, tools and plant, etc. will be issued to him by the Government and local conditions and other factors having a bearing on the execution of the work. The Institute shall entertain no extra claim later on. A certificate of site visit as per Annexure-II must sign as enclosed.
3. The bidder must visit the site before quoting the rates and make him acquainted with the location of site. The Institute shall entertain no extra claim later on.
4. The rates are inclusive of Transportation/travelling, lodging/boarding, loading, unloading & handling and nothing extra will be paid.
5. The rates shall be inclusive of GST & other taxes and nothing extra will be paid, **however rate and amount of GST charged should be shown separately in Financial Bid.**
6. The agency must get the prior approval of the material from the Institute.
7. The agency shall have to arrange his own tools & plants including skilled & non-skilled manpower, testing apparatus etc. required for execution of work and nothing extra will be paid.
8. The payment shall be made after completion of work after deductions of taxes at source as per Rules; no advance payments will be made.
9. The work must be completed within 30 days from the date of issue of work order.
10. All works shall be carried out as per CPWD Specifications and to satisfaction of the Institute.
11. Bidder should take into account any corrigendum published on the tender document before submitting their bids.
12. Bidder should 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
13. Installation of all the items will be done in the presence of Engineer-in-Charge or his authorized representative.
14. Any work not carried out as per instruction of the Engineer-in-charge shall be removed and re-painted by the contractor without any extra cost

15. All papers attached with this tender should be signed by tenderer & may be verified with original. Tender shall be submitted in prescribed format issued by the department.
16. The performance security deposit @ 5% shall be deposited by the contractor before the start of work as performance security and shall be refunded after completion of defect liability period.
17. All safety precautions shall be taken so as to avoid any accident or inconvenience to the members of the staff.
18. All works along with equipment / material supplied shall be guaranteed for 24 months or for the period of standard guarantee & handover to the department. Against unsatisfactory performance and/or breakdown the equipment or component or any other part of the installation so found defective in guarantee period shall be repaired by the contractor free of cost to the satisfaction of Engineer-in-Charge.
19. Any alteration / modification / Civil works pertaining to HVAC work shall be done free of cost by the contractor in good manner etc.
20. In case the site clearance and damages are not attended, a recovery as per actual cost shall be made.
21. Agency shall inform to the Institute in advance with schedule of work for taking over the site to start the work.
22. The below standard work shall be redone and nothing extra will be paid.
23. Bidder will support all the claims by product catalogue, public website of the manufacturer.
24. In case of any part taken out dismantle material during the work, the same shall be handed over to the Institute.
25. The Institute reserves the right to reject/accept any or all tender without assigning any reason.
26. The Institute also reserves the right to reduce/ increase the scope of work/item of work or delete a particular item.
27. False declarations will be in breach of Code of Integrity under rule 175(1)(i)(h) of the General Financial Rules for which a bidder or its successors can be debarred for upto two years as per Rule 151 (iii) of the General Financial Rules along with such other actions as may be permissible under law.
28. Kindly note that payment shall be made as per the actual quantities installed and not on the basis of items supplied. The final payment will only be made based on the actual work / quantities executed and for this a joint measurement by NIPGR and the contractor will have to be taken. The responsibility and the facilitation for taking the measurements will rest with the contractor. It is entirely contractor's responsibility to take dimensions, sizes from site, design the system and take NIPGR approval before proceeding with supply and installation of the same at site.
29. In case of any dispute, the decision of the Institute shall be final & binding on the agency.
30. Any damage to the existing installations during the execution of work will be the responsibility of the agency and will be made good to the satisfaction of the Institute and nothing extra will be paid. In case the site clearance and damages are not attended, a recovery shall be made as per Institute rules.
31. Any kind of accident / electrocution caused due to negligence or during the course of normal work etc. shall be responsibility of the agency and nothing extra will be paid.
32. All safety precautions shall be taken so as to avoid any accident or inconvenience to the members of staff. The agency shall coordinate the work with the Institute's timing schedule.
33. A copy of the GST & PAN No. issued by the concerned authority must be enclosed with the tender.

34. The Tender must be accompanied with E.M.D. amounting to Rs. 26,120.00 (Rs. Twenty Six Thousand One Hundred Twenty only) by way of Demand Draft or Bank Guarantee in favour of "**DIRECTOR, NIPGR**" New Delhi. The EMD will however be released after completion of work.
35. Tender not accompanied with E.M.D. will not be considered.
36. Contractor should depute a qualified supervisor dedicated for this site, who will co-ordinate work execution activities and interact with the NIPGR representative responsible for supervision of work. Without a Supervisor, work will not be allowed. All the persons deployed at NIPGR site should carry valid gate-passes. Any negligence/offence on their part will attract immediate removal from site.
37. Watch and Ward of all material till the system is taken over by NIPGR shall be the sole responsibility of the contractor and pilferage etc. shall be entirely to his account.
38. During execution of work, the contractor should follow all standard norms of safety measures / precautions to avoid accidents / damages to man, machines and buildings. On non-adherence of this clause, suitable fines as decided by the Director, NIPGR shall be imposed.
39. Challan: No material belonging to the contractor whether consumable or non-consumable should be brought inside the NIPGR campus without proper entry at the main gate nor any material should be taken out without proper gate pass issued by the NIPGR. List of all inwards / outwards challan to be maintained by the contractor with a copy mark to NIPGR.
40. **NIPGR will provide water and electricity during installation work at NIPGR at one point.** The contractor has to make his own arrangements for distribution of power and water from that point as per his requirements.
41. **Termination of Contract:** The Director, NIPGR reserves the right to terminate the contract on account of poor workmanship, failure to mobilise the site within 30 days, non-compliance of set norms/ specifications for the works, delay in progress of work, violation of any contract provisions by the contractor. In such case the contractor is liable to pay liquidated damages @ 10% of tendered value besides performance security & EMD.
42. In case, the agency fails to comply with terms & conditions the E.M.D. & Performance Security of the agency shall be forfeited.
43. No escalation over & above item rates quoted by the tenderer shall be paid during the execution of contract due to whatsoever reasons.
44. **Performance of the system:** On receipt of the work order, the contractor will submit necessary sample and other details to carry out the job. Only after getting approval from NIPGR, the contractor should go ahead with procurement and fabrication etc. The contractor on completion of the work will amply demonstrate the system and design parameters. He should supply the manufacturer's certificate /instructions, Test certificate, manual along with material/equipment.
45. In case the work is delayed beyond the specified completion period for reasons attributed to the contractor, deductions on account of Liquidated damages @ 1 % of the contract value per day will be deducted subject to a maximum of 10% of the total contract value. However, in case the works are delayed beyond the scheduled completion/contract period, NIPGR reserves the right to get the work done by any other contractor at the risk and cost of the contractor and amount to this affect along with 10% overhead will be deductible from his bills/dues.
46. **Specifications:** Contractor is to follow relevant Indian standards codes for fire, electricity, safety and building rules. Where not specified will be as per the best industry practices, ISI marked or CPWD Technical Specifications whichever is superior. In case of any variation in specifications at different places in NIT, the best /richer specification will be considered. However, decision of NIPGR will be final.
47. The Work shall be done as per schedule of items, specification terms and conditions and instruction of Engineer-in-charge on as and when required basis.
50. The Contractor shall clean the site after completion of work. Any dismantled material shall be stacked in a designated place as instructed by the Engineer-in-charge.

51. Charges for scaffolding or jhula if any, will be considered included in the quoted rates and no extra amount will be paid on this account.
52. The contractor will provide for all necessary materials, tools, equipment, measuring instruments and working consumables etc., needed for execution of the works. Safe custody of all such material will be contractor's sole responsibility. No extra charges will be paid for the same.
- 53 Watch and Ward of all material till the system is taken over by NIPGR shall be the sole responsibility of the contractor and pilferage etc. shall be entirely to his account.
54. During execution of work, the contractor should follow all standard norms of safety measures / precautions to avoid accidents / damages to man, machines and buildings. On non-adherence of this clause, suitable fines as decided by the Director, NIPGR shall be imposed.
55. Challan: No material belonging to the contractor whether consumable or non-consumable should be brought inside the NIPGR campus without proper entry at the main gate nor any material should be taken out without proper gate pass issued by the NIPGR. List of all inwards / outwards challan to be maintained by the contractor with a copy mark to NIPGR.

TESTING AND HANDING OVER

- i) The contractor shall carry out a test run for minimum 7 days from the date of installation in the presence of representatives of NIPGR to establish satisfactory functioning of the installation.
- ii) The Installations shall be handed over to NIPGR after satisfactory testing

SAFETY PRECAUTIONS

- i) A competent and authorized Supervisor/Erector shall be on the site whenever the successful bidder's men are at work. The supervisor/Erector should ensure that all plant and machinery used on the site are rendered safe for working and meets with the Indian or International safety standards applicable for the use and operation of such machinery. The supervisor/erector should also ensure that the workmen at site are made to use safety appliances such as safety belts, life lines, helmets, etc.
- ii) It is entirely the responsibility of the successful bidder to practice the principles of 'SAFETY FIRST' during the entire tenure of work with adequate insurance covering injury or death of workmen, loss by theft or damage to materials and property and third party.
- iii) The successful bidder should clear the site of all debris every day to avoid accidents. In case this is not done, the Owner may engage necessary labor to maintain the cleanliness of the premises and removal of debris and recover all or part of the expenditure so incurred from the successful bidder.
- iv) The successful bidder shall, at his own cost, ensure that all of his personnel, employees, workmen and other associated persons working with him at the site are adequately insured as per law or laws and statutory provisions. The successful bidder shall be responsible for all injuries/damages to men, materials and properties etc., which may arise from the operations or negligence of himself and/or his sub- contractor and indemnify NIPGR for all such expenses, which shall be solely to successful bidder's own account.'

56. INSURANCE

The successful bidder shall, at his own expense, arrange for insurance policies, such as Workmen Compensation Policy and Bidder's All Risk Policy in the amount of the Contract effective from the date of commencement of work until final completion, against all of the following risks.

- i) Injuries and damage of persons, property, animals or things, within or outside the site, arising out of his operations or of any sub-contractors, nominated or otherwise or out of any actions of his employees, agents or representatives.
- ii) Injuries to his or any sub-contractor's employees.
- iii) Damage to or loss of property, equipment, and materials at site, of the Owner, Bidder and all sub-contractors, as a result of natural causes such as lightning, storm, flood, rain, fire, earthquake, explosion, landslide, etc.

iv) Damage and injuries to persons, property and materials arising out of riot and civil commotion, theft, sabotage malicious acts, terrorist activities, etc.

v) No certificate of payment shall be issued by NIPGR if the Bidder fails to arrange for total insurance cover.

vi) The bidder shall reinstate in a manner approved by the Project Manager, all damage of every sort entirely at his cost, so as to deliver up to the Owner the whole of the works complete and perfect in all respects and so certified by the NIPGR and also be made good or otherwise satisfy all clause for damage to the property of third parties.

vii) The bidder shall be responsible for anything within his control and for all risks and consequences, which are not included in the purview of the insurance policies.

viii) The insurance shall be extended until final completion.

ix) The bidder undertakes not to cancel any insurance policy or reduce its scope without the written consent of the NIPGR.

57. After sales service:

1. The agency shall attend and rectify the complaint raised by the Institute during the defect liability period. If any complaint remains pending due to contractors' negligence or any other reason for which contractors is held responsible recovery will be made as under.

a) The complaint should be attended within 08 hours after getting the complaint. If not attended, a penalty @Rs. 1000 per day per complaint shall be levied subject to maximum of Rs. 10,000.00

b) For any total breakdown due to contractor's negligence / poor maintenance, a penalty of Rs. 1,00,000.00 shall be levied and the decision of Institute shall be final and binding on contractor.

c) All the complaints must be rectified within 48 hours after getting the complaint. If not rectified a penalty @Rs. 5000 per day per complaint shall be levied. In case the contractor fails to rectify complaint subsequently for seven days, the Institute is at liberty to get the complaint rectified at its own and at the cost of the contractor

**Controller of Administration
NIPGR**

(Seal & Signature of Contractor)

(Undertaking on a Non-Judicial Stamp Paper worth Rs. 100/- duly notarized)

I / We (bidder) hereby give an undertaking that:

- (a) I/We have not been blacklisted / not on holiday list during last three years by any Govt. Department/Govt. Autonomous Body / Institution, etc.
- (b) I/We do not have any dispute with any of the Govt. Department/Govt. Autonomous Bodies/Institutions, etc.;
- (c) I/We have never been certified as 'Unsatisfactory Performer' for the said services provided to the Govt. Department/Govt. Autonomous Bodies/Institutions;
- (d) I/We have not submitted any fake/forged certificates/documents and later, if any such 'Certificates/Documents' found to be fake/forged or contains willful wrong/incorrect information, suitable legal action may be initiated against me/us/agency besides "Blacklisting" etc.
- (e) I/We shall not withdraw my/our bid after opening of Technical Bid and if done so, the NIPGR shall be authorized to take action as deemed appropriate against me/us.

(Signature of Authorized Signatory with Company Seal)

Place:

Date:

'CERTIFICATE FOR SITE INSPECTION'
Pre-qualification criteria of NIT

Certificate that we have visited the site on 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 that we will be able to execute the work suit to the site conditions.

Intending Bidders are advised to inspect and examine the site and its surroundings and satisfy themselves before submitting their bids as to the nature of the ground and subsoil (so far as is practicable), the form and nature of the site, the means of access to the site, the accommodation they may require and in general shall themselves obtain all necessary information as to risks, contingencies and other circumstances which may influence or affect their bid. A bidder shall be deemed to have full knowledge of the site whether he inspects it or not and no extra charge consequent on any misunderstanding or otherwise shall be allowed. The bidders shall be responsible for arranging and maintaining at his own cost all materials, tools & plants, water, electricity access, facilities for workers and all other services required for executing the work unless otherwise specifically provided for in the contract documents. Submission of a bid by a bidder implies that he has read this notice and all other contract documents and has made himself aware of the scope and specifications of the work to be done and of conditions. The Institute shall entertain no extra claim later on. A certificate of site visit as per Annexure-II must sign as enclosed.

(Signature of Bidder with Seal)

Name:

Address:

Date:

CHECK-LIST FOR PRE-QUALIFICATION BID FOR NAME OF WORK: Supply, Installation, Testing & Commissioning of ductable Air conditioner for Archives Room at NIPGR Campus, New Delhi.

Sl. No.	Documents asked for	Page number at which document is placed
1.	Earnest Money Deposit	
2.	Tender Documents	
3.	Name of authorized person of the firm/agency, designation, address and office telephone numbers. If the bidder is a partnership firm/private or limited company, name designation, address and office telephone numbers of partners/ Directors also.	
4.	Undertaking on a Non-judicial Stamp Paper of Rs.100/- (as per format prescribed in Annexure-I)	
5.	Self-attested copy of the PAN & GST, issued by the Income Tax Department.	
6.	Proof of experiences / Completion Certificates of last seven years ending Sept-2024 as specified in the NIT along with satisfactory performance certificates and work order copy from the concerned employers.	
7.	Annual turnover of last three financial years during the last three years duly certified by the Statutory Auditors.	
8.	OEM Authorization letter & certification on the registered OEM's Company's letter head in respect of Class -I/Class-II Supplier Certificate as per Annexure-IV	
9.	Certificate for Tender's involving procurement on letter head of company/firm as per Annexure – V	
10.	Certificate for Tenders for Works involving possibility of sub-contracting on letter head of the company/firm as per Annexure-VI	
11.	Documents in support of company/firm/agency's office establishment is based in NCR / Delhi.	
12.	Site Inspection Certificate as per Annexure-II duly certified by the Consultant Engineer.	
13.	Any other documents, if required.	

**Signature of the Bidder
(Name and Address of the Bidder)
Telephone No.**

**Self-Certification on the registered Company's letter head in respect of Class -I/
Class-II Supplier Certificate.**

In line with Government Public Procurement Order No. P-45021/2/2017-BE-II dt. 15.06.2017, P-45021/2/2017-PP (BE-II) dated 28.05.2018, P-45021/2/2017-PP (BE-II) dated 29.05.2019 and P-45021/2/2017-PP (BE-II) dated 16.09.2020, we hereby certify that we M/s
are local supplier meeting requirement of minimum local content i.e 50% or 20% **(Please tick the applicable criteria)** defined in as above orders for the material/goods being quoted for
.....
.....

Details of location at which local value addition will be made is as follows:
.....
.....

.....We also understand, false declarations will be in breach of the Code of Integrity under Rule 175(1)(i)(h) of the General Financial Rules for which a bidder or its successors can be debarred for up to two years as per Rule 151 (iii) of the General Financial Rules along with such other actions as may be permissible under law.

Date: **Signature of Authorized Signatory with Company Seal**

Place:

Mobile No:

Office Telephone No:

Email ID: Office Seal:

Certificate for Tenders involving procurement

“I/We have read the clause regarding restrictions on procurement from a bidder of a country which shares a land border with India; I/we certify that we/our principles are not from such a country or, if from such a country, have been registered with the Competent Authority. I/we hereby certify that we fulfill all the requirements in this regard and are eligible to be considered. [Where applicable, evidence of valid registration by the Competent Authority shall be attached.]”

(Signature of Authorized Signatory with Company Seal)

Note: The Certificate should be printed on the Company's letter head.

Certificate for Tenders for Works involving possibility of sub-contracting

“I/We have read the clause regarding restrictions of procurement from a bidder of a country which shares a land border with India and on sub-contracting to contractors from such countries; I/we certify that we/our principles are not from such a country or, if from such a country, have been registered with the Competent Authority and will not sub-contract any work to a contractor from such countries unless such contractor is registered with the Competent Authority. I/we Hereby certify that we fulfill all requirements in this regard and is/are eligible to be considered. [Where applicable, evidence of valid registration by the Competent Authority shall be attached.]”

(Signature of Authorized Signatory with Company Seal)

Note: The Certificate should be printed on the Company's letter head.

SCHEDULE OF QUANTITIES

ITEM NO.	DESCRIPTION OF ITEM	QTY.	UNIT	RATE	AMOUNT
----------	---------------------	------	------	------	--------

Attached at pages _____ to _____

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.

I/We agree:

- (i) that should I/We fail to commence the work specified in the above-mentioned Memorandum the without prejudice to any other right or remedy shall be at liberty to debar from tendering with the Institute.
- (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 _____ 2024

(Seal & Signature of Contractor)

Tender Inviting Authority: Director, NIPGR, New Delhi

Name of Work: Supply, Installation, Testing & Commissioning of ductable Air conditioner for Archives Room at NI Campus, New Delhi.

Contract No: NIPGR/Engg./5/3/2024-25

Name of the Bidder/ Bidding Firm / Company :

PRICE SCHEDULE

(This BOQ template must not be modified/replaced by the bidder and the same should be uploaded after filling the columns, else the bidder is liable to be rejected for this tender. Bidders are allowed to enter the Bidder Name and only)

(This BOQ template must not be modified/replaced by the bidder and the same should be uploaded after filling the columns, else the bidder is liable to be rejected for this tender. Bidders are allowed to enter the Bidder Name and only)

NUMBER #	TEXT #	NUMBER #	TEXT #	NUMBER #	NUMBER	NUMBER #	NUMBER #
Sl. No.	Item Description	Quantity	Units	UNIT RATE In Figures To be entered by the Bidder in Rs. P	GST in Rs. P (Col. 5 x % of GST)	Total Unit Rate with GST (Col. 5+6)	TOTAL AMOUNT Without Taxes in Rs. P (Col. 3 x 5)
1	2	3	4	5	6	7	8
1	SUB WORK 'A'-MACHINERY			NOT TO BE FILLED			
	Make Daikin / LG / Carrier/ Voltas/ Equivalent						
	UNIT-DUCTABLE TYPE						
	Supply Installation Testing and Commissioning of R410a Refrigerant type, 8.5 TR Ductable split unit with Indoor and outdoor units with inverter technology Compressors, thermostat and all standard accessories etc. Indoor unit comprising of Ductable split air conditioners with indoor unit comprising of pre-filter, low noise Copper Coil with fan section, etc. complete. The fan for outdoor unit shall be selected for low noise and the motor etc. shall be housed in a powder coated casing. Indoor unit shall be acoustically treated and shall be controlled with wireless remote / wireless microprocessor intelligent system with single phase prevention, reverse phase protection etc. Outdoor units shall be provided with suitable size angle iron stand on RCC civil foundations etc., duly painted and as directed. (single circuit machine shall be supplied). The Machine shall be supplied and installed with Fire dampers with						

	interlocking with each other considering two working and one standby at a time. The cost of all the same must be quoted in the same			
	High Static Ductable units (minimum 110 pascal external static pressure)			
2.2	8.5 TR	3	each	
	Note:- Backdraft dampers shall be provided at the outlet of each 8.0 TR ductable unit.			
	TOTAL SUB WORK 'A'			
	SUB WORK 'B'- AIR DISTRIBUTION			
1	DUCTING, GRILLS, DIFFUSER AND INSULATION			
	Supply, installation, balancing and commissioning of factory fabricated GSS sheet metal rectangular/round ducting complete with neoprene rubber gaskets, elbows, splitter dampers, vanes, hangers, supports etc. as per approved drawings and specifications of following sheet thickness complete as required.			
1.1	Thickness 0.63 mm sheet (24G)	50	Sqm	
1.2	Thickness 0.80 mm sheet (22G)	10	Sqm	
	Make: Ductofab/ADS/Zeco/Equivalent			
	Make for GSS Sheet: TATA/Bhushan/SAIL/Equivalent			
2	Duct Insulation			
	Supplying , installation, testing & commissioning of external thermal insulation on ducts with Duly laminated aluminum foil of mat finish Closed Cell Nitrile Rubber (class "O") insulation after applying of suitable adhesive for nitrile rubber. The joints shall be sealed with 50 mm wide and 3 mm thick self adhesive nitrile rubber tape insulation complete as per tender specification			

NOT TO BE FILLED

2.1	19 mm thick Closed Cell Nitrile rubber insulation with Factory Laminated Aluminium Foil for Supply Air Duct	10	Sqm
	Makes: Armacell/A Flex/ K Flex/Equivalent		
3	Acoustic Lining		
	Supply, Installation, Testing and Commissioning of Acoustic lining inside ducts using open cell elastomeric insulation with antimicrobial protection having 140-160 kg/cum density & as per specifications		
3.1	15mm thick armasound	60	Sqm
	Makes: Armacell/A Flex/ K Flex/Equivalent		
4	Supply Air Grill		
	Supplying, fixing testing commissioning of supply air grill of powder coated aluminium with aluminium volume control dampers with anti smudge ring & removable core	3	Sqm
	Make: Mapro/ADS/System Air / Caryaire/Equivalent		
5	Return Air Grill		
	Supplying, fixing testing commissioning of return air grill of powder coated aluminium without aluminium volume control dampers with anti smudge ring & removable core	3	Sqm
	Make: Mapro/ADS/System Air / Caryaire/Equivalent		
	TOTAL SUB WORK 'B'		
	SUB WORK 'C'- PLUMBING		
1	REFRIGERANT PIPING		
	Supply, Installation, testing and commissioning including vaccumiazation and Nitrogen testing of following nominal sizes of soft/hard drawn copper refrigerant piping for VRV/VRF system, complete with fittings, with suitable adjustable ring type hanger supports, jointing/brazing including accessories, insulated with XPLE Class-O tubular insulation/with Class-O closed cell elastometric nitrile rubber tubular sleeves sections of specified thickness as given below for Suction and Liquid lines, all accessories as per specifications etc. as required : Pipes shall be laid in cable tray with closed enclosure for safety from theft. Also all the pipe shall be protected with external coating for extending the life of the pipes		

NOT TO BE FILLED

1.1	15.86 mm dia (OD) (Soft drawn) with tube thickness 1.2 mm with 13 mm thick insulation	30	RM
1.2	28.58 mm dia (OD) (Hard drawn) with tube thickness 1.2 mm with 19 mm thick insulation	30	RM
	NOTE:- (1) The Copper Piping & Piping Circuit should be with Minimum Number of joints, which shall be attained by : (i) Using One End Expanded Tubes (ii) Bending the tubes instead of using elbow joints wherever 90 degree bending is required. (2) Piping should be routed at site in such a manner, that brazed joints in the refrigeration piping are kept to a minimum. (3) The makes of tube fittings shall be same as that of tubes. (4) The thickness of fittings used shall be same as that of the pipe.		
	Makes of Copper Pipe: Mandev/Rajco/Maxflow/Equivalent		
	Makes of XLPE Insulation: Trocellen/CANI/Armacell / K Flex/Equivalent		
2	PVC Drain Piping		
	Supply, Installation, testing and commissioning of PVC piping complete with fittings, supports accessories in surface/recess as per specifications & site requirements including with duly insulated with 6 mm thick sleeve of nitrle rubber having K value 0.033 W/MK at 10 deg. C mean temp. and minimum density of 25 Kg/Cum. Insulation on drain pipe		
2.1	25 mm Dia	10	m
2.2	32 mm dia	35	m
	Makes: AKG/Supreme/Astral/Equivalent		
	TOTAL SUB WORK 'C'		
D	SUB WORK 'D'- ELECTRIC WORKS		
1	Power Cabling		
	Supply and laying of the following 1100 volt grade armoured XLPE insulated and PVC sheathed aluminium conductor cable in trench / cable tray /clamped to wall with suitable clamps saddles & fixing bolts/including testing & commissioning complete as required. The costs shall include crimping tinned heavy duty alluminium lugs, compression glands requisite materials for all cables and to provide with ID gap & shall be properly clamped with		

NOT TO BE FILLED

	cable clamps & ties. Identification tags shall be provided for all cables including cable end termination.								
1.1	4 core 10 Sq mm	50	RM						
2	CONTROL CABLING								
	Supply, laying, testing and commissioning of PVC insulated and PVC sheathed, unarmoured, Copper Conductor of 1.1 KV grade on existing cable trays as per Standard specification including end termination as required.								
2.1	6C x 1.5 Sq mm	50	RM						
3	Electrical Cable Tray								
	Supply and installation of following size of perforated painted with powder coating G.I. cable trays with perforation not more than 17.5%, in convenient sections, joined with connectors, suspended from the ceiling with G.I. suspenders including bolts & nuts, painting suspenders etc as required.								
3.1	150 mm width X 50 mm depth X 1.6 mm thickness	30	RM						
4	Earthing								
	Providing and fixing 6 SWG dia G.I. wire on surface or in recess for loop earthing as required.	40	RM						
5	Electrical Panel								
	SITC of main electrical panel- 6 way TPN (vertical) consisting of MCCB- 125 AMP for main incomer and three outgoing MCB's of required power rating as per OEM design criteria including all cables for termination and accessories such as gland thimble etc to make system functional	1	no						
	TOTAL SUB WORK 'D'								
1	SUB WORK 'A'-MACHINERY								
2	SUB WORK 'B'- AIR DISTRIBUTION								
3	SUB WORK 'C'- PLUMBING								
4	SUB WORK 'D'- ELECTRIC WORKS								
Total in figures									
Quoted Rate in Words									
	Controller of Administration								Seal & Signature of Contractor