

## **TENDER DOCUMENT**

**For**

Providing and Fixing of Aluminium partition at Lab  
No. C-211, in Regional Centre for Biotechnology, NCR  
Biotech Science Cluster, Faridabad

**(Tender No. RCB/04-02/95(A)/NIT-06/2020-21)**

On behalf of Executive Director, RCB

## e-NOTICE INVITING TENDER

Tender No.-RCB/04-02/95(A)/NIT-06/2020-21

### 1.0 TENDER NOTICE

Online tenders are invited on behalf of the Executive Director, RCB under Single Bid System (Financial bid) from reputed Contractors/Fabricators for the work "Providing and Fixing of Aluminium partition at Lab No. C211 in Regional Centre for Biotechnology, NCR Biotech Science Cluster, Faridabad" as per schedule, specifications and as per the terms and conditions mentioned in this tender document. **Off-line/physical bids shall not be accepted and no request will be entertained on any ground/reason.**

### NOTICE INVITING TENDER

Web site Url :	<a href="https://dbt.euniwizarde.com/">https://dbt.euniwizarde.com/</a> <a href="https://rcb.res.in">https://rcb.res.in</a>
Address:	Regional Centre for Biotechnology, NCR Biotech Science Cluster, 3 <sup>rd</sup> Milestone, Faridabad-Gurugram Expressway, Faridabad - 121001, Haryana
Contact Details	Executive Engineer, RCB 0129-2848810, 2848800
Name Of Work	Providing and Fixing of Aluminium partition at Lab No. C211 in Regional Centre for Biotechnology, NCR Biotech Science Cluster, Faridabad
Estimated Amount	• 61400/-
Earnest Money	• 1250/- needs to be deposited Online through e-tender portal.
Tender Fee	NIL
Tender Processing fees	As per charges mentioned on e-Tender portal (minimum • 750/- up to maximum • 7500/- @ 0.1% of the tender value+ applicable GST @18%)
Tender Uploading Date	01-07-2020
Date of Pre-bid meeting	Nil
Tender Closing Date & Time	10-07-2020 Time 15:00 Hrs
Date of Opening of Financial bid	10-07-2020 Time 15:30 Hrs

## 2.0 PRE QUALIFICATION CRITERIA

- 2.1. The tenderer must be a Goods Service Tax (GST) registered firm / company. Tenderer must be a reputed Contractor. (sub-authorization/Joint-venture / partnership shall not be accepted).
- 2.2. The tenderer should have successfully completed at least following works, on the last day of previous month of last date of submission of tender,

One similar work of value not less than **• 0.50Lac**, in the last 7 years

OR

Two similar works each of value not less than **• 0.37Lac**, in the last 7 years

OR

Three similar works of value not less than **• 0.25Lac**, in the last 7 years

(i.e. Similar work means **Providing and Fixing of Aluminium partition work etc.** in any other Govt. Department universities, Biotech companies, Research institution & pharmaceutical laboratories or reputed private sector during last three years). Attested copies of the completion certificates issued by the Executive Engineer/Head of department/ owner are required to be enclosed with the technical bid. The tenderer should also give complete details of the concerned authority such as name with designation, valid address, telephone/ mobile number with STD Code, etc. The completed works will be open to inspection and in case works is not up to the standard, the tender will summarily be rejected & no queries will be entertained in this regard. Refer "**Annexure-V**"

- 2.3. The firm should have not been blacklisted, debarred, declared non performer or expelled from any work of Union Government/ State Governments/ PSUs etc. during the last 5 years. They should also submit a self-declaration on its letter head for the same. The firm should also provide information regarding litigation / arbitration cases for the last five years as per **Annexure-VI**
- 2.4. The tenderer may visit / examine the site and its surrounding to assess the accessibility and assess the scope of work before submitting their offer. No claims later on shall be entertained. The tenderers shall arrange & maintain at his own cost all materials, T & P, Water and facility for workers for executing the work. Refer "**Annexure-VII**"
- 2.5. The items must be fabricated at site. Place will be provided on site.

## 3.0 **REGISTRATION PROCESS**

1. Bidders to enroll on the e-Procurement module of the portal <https://dbt.euniwizarde.com> by clicking on the link "Bidder Enrollment". Enrollment on the e-wizard Portal is free of charge.

2. The bidders to choose a unique username and assign a password for their accounts. Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication from the e-Wizard Portal.
3. Bidders to register upon enrolment their valid Digital Signature Certificate (Class II or Class III Certificates with signing key usage) issued by any Certifying Authority recognized by CCA India with their profile.
4. Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSCs to others which may lead to misuse. Foreign bidders are advised to refer "DSC details for Foreign Bidders" for Digital Signature requirements on the portal.
5. Bidder then logs in to the site through the secured log-in by entering their user ID / password and the password of the DSC / e-Token.

### **TENDER DOCUMENTS SEARCH**

1. Various built in options are available in the e-Wizard Portal which is further synchronizing with CPP Portal to facilitate bidders to search active tenders by several parameters. These parameters include Tender ID, organization, location, date, value, etc.
2. There is also an option of advanced search for tenders, wherein the bidders may combine a number of search parameters such as organization name, form of contract, location, date, other keywords etc. to search for a tender published on the Online Portal.
3. Once the bidders have selected the tenders they are interested in, they may download the required documents / tender schedules. These tenders can be moved to the respective 'My Tenders' folder. This would enable the Online Portal to intimate the bidders through SMS / e-mail in case there is any corrigendum issued to the tender document.
4. The bidder should make a note of the unique Tender ID assigned to each tender, in case they want to obtain any clarification / help from the Helpdesk.

### **BID PREPARATION**

1. Bidder should take into account any corrigendum published on the tender document before submitting their bids.
2. Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid.
3. Please note the number of covers in which the bid documents have to be submitted, the number of documents - including the names and content of each of the document that need to be submitted. Any deviations from these may lead to rejection of the bid.
4. Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document / schedule and generally, they can be in PDF /

XLS / RAR / DWF formats. Bid documents may be scanned with 100 dpi with black and white option.

- 5) Copy of constitution or legal status of the bidder manufacturer / Sole proprietorship / firm / agency etc.
- 6) Experience Certificates for one or more similar works in last 7 years.
- c) Copy of PAN Card / GST Registration.
- f) Earnest Money Deposit: The bidder will be required to deposit the Earnest Money Deposit (**EMD**) for an amount of **₹ 1250/- through online portal**
- g) EMD Fee are exempted for MSME / NSIC vendors etc. however Tender **processing fee has to be paid by all the vendors** as this fee is being charged by the Online Portal service provider directly.
- h) The bidder should must have their registered office/ branch/ service Centre in Delhi-NCR.
- i) Specification: The Contractor must confirm in writing that the goods supplied & installed by them shall be as per specification of goods and in case of any variation, the contract shall be liable to cancel immediately.

### **BID SUBMISSION**

1. Bidder to log into the site well in advance for bid submission so that he/she upload the bid in time i.e. on or before the bid submission time. Bidder will be responsible for any delay due to other issues.
2. The bidder to digitally sign and upload the required bid documents one by one as indicated in the tender document.
3. Bidder to select the payment option as Online" to pay the tender fee/ EMD wherever applicable and enter details of the instrument.
4. A standard BoQ format has been provided with the tender document to be filled by all the bidders. Bidders to note that they should necessarily submit their financial bids in the prescribed format and no other format is acceptable.
5. The server time (which is displayed on the bidders' dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, opening of bids etc. The bidders should follow this time during bid submission.
6. All the documents being submitted by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data, which cannot be viewed by unauthorized persons until the time of bid opening.
7. The uploaded tender documents become readable only after the tender opening by the authorized bid openers.
8. Upon the successful and timely submission of bids, the portal will give a successful bid submission message & a bid summary will be displayed with the bid no. and the date & time of submission of the bid with all other relevant details.
9. Kindly add scanned PDF of all relevant documents in a single PDF file of compliance sheet.

## **ASSISTANCE TO BIDDERS**

1. Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority for a tender or the relevant contact person indicated in the tender.
2. Any queries relating to the process of online bid submission or queries relating to e-Wizard Portal in general may be directed to the 24x7 e-Wizard Helpdesk. The contact number for the helpdesk is 011-49606060, 23710092, 23710091

#### **4. TERMS AND CONDITIONS**

- a) The Security Deposit @ 10 % of work value will be deducted from the bill, which will be released after 6 months from date of completion of work.
- b) Completion period of work: 90 Days from date of issue of work order.
- c) Validity of the bids: The bids shall be valid for a period of 180 days from the date of opening of the tender. This has to be so specified by the tenderer in the commercial bid.
- d) Warranty / Guarantee: Bidder must provide six (6) month comprehensive on-site warranty and it will commence from the date of the satisfactory installation / commissioning of goods, against the defect of any manufacturing, workmanship and poor quality of the components. No offer of the vendor will be accepted without warranty/ guarantee of their supplied/ installed goods.
- e) Installation: All the works shall be completed within 90 days from the date of issue of work order by the Centre. All the aspects of safe installation shall be the exclusive responsibility of the supplier. If the supplier fails to complete the work on or before the stipulated date, then a penalty at the rate of 0.2% per day of the order value shall be levied subject to maximum of 5 % of the order value.

**5. PAYMENT TERMS:** The pre-receipted paste of • 1 revenue stamp on each bill in triplicate may be send to this office for payment after satisfactorily delivery & Installation of the goods. The bill should have full particulars of the items.

- a) No Payment shall be made in advance nor shall the loan from any or financial institutions be recommended on the basis of the order of award of work. The contractor shall submit the bill only after successfully Installation and commissioning. The case of issuing sanction and passing of bill for payment will be initiated on receipt of a pre-receipted invoice from the Contractor.
- b) No payment will be made for goods rejected.
- c) Security Deposit will be released after successful expiry of Defect Liability Period(6 months) which will commence from date of completion.
- d) EMD can be adjusted (released) against Security Deposit.
- e) The above rates must be inclusive of all applicable Taxes, handling and freight charges etc. & all applicable taxes shall be deducted at source from the passed amount of the contractor bill.
- f) The party shall be deemed to have visited to the site, understood the work prior to quoting of rates.

Note: A repeat order or part quantity can be ordered after completion of work or before 01 years on same rate terms & conditions. A payment will be made as per actual measurement basis.



## **TENDER ACCEPTANCE LETTER**

(To be submitted on Company Letter Head).

The Executive Director  
Regional Centre for Biotechnology  
NCR Biotech Science Cluster,  
3rd Milestone, Faridabad – Gurugram Expressway,  
Faridabad – 121001

SUB: Acceptance of Terms & Conditions of Tender.

Tender Reference No: RCB/04-02/95/NIT-06/2020-21

Name of Tender / Work: Providing and Fixing of Aluminium partition at C211 Lab in Regional Centre for Biotechnology, NCR Biotech Science Cluster, Faridabad.

Dear Sir,

1. I / We have downloaded / obtained the tender document(s) for the above-mentioned "Tender/Work" from the web site(s) namely: [www.rcb.res.in](http://www.rcb.res.in), <https://dbt.euniwizarde.com> as per your NIT / advertisement, given in the abovementioned website(s).
2. I / We hereby certify that I / We have read the entire terms and conditions of the tender documents (including all documents like annexure(s), schedules(s), etc.), which form part of the contract agreement and I / We shall abide hereby by the terms / conditions/ clauses contained therein.
3. The corrigendum(s) issued from time to time by your department / organization too has also been taken into consideration, while submitting this acceptance letter.
4. I / We hereby unconditionally accept the tender conditions of above mentioned tender document(s) / corrigendum(s) in its totality / entirety.
5. I / We do hereby declare that our Firm has not been blacklisted / debarred by any Govt. Department/Public sector undertaking.
6. I / We certify that all information furnished by our Firm is true & correct and in the event that the information is found to be incorrect/untrue or found violated, then your department/organization shall without giving any notice or reason therefore or summarily reject the bidder terminate the contract, without prejudice to any other rights or remedy including the forfeiture of the fully said earnest money deposit absolutely.

Yours Faithfully,  
Authorized Signatory.  
(Signature of the Bidder, with Official Seal)

## **INSTRUCTIONSTO BIDDERS**

- I. The Tenderer should sign and stamp each page of the tender documents.
- II. The Tenderer may furnish any additional information, which he thinks is necessary to establish his capabilities to successfully complete the envisaged work. He is however, advised not to furnish superfluous information. No information shall be entertained after submission of tender documents unless it is called for by the RCB.
- III. Any information furnished by the tenderer found to be incorrect either immediately or at a later date, would render him liable to be debarred from tendering/taking up of work in RCB.
- IV. Any variation in the terms and conditions of the general/special conditions for payment, tender fees, security deposit, etc. is not acceptable to RCB and such tenders will be rejected straight away.
- V. RCB reserves the right to award the contract in full or in part as per the decision of the competent authority
- VI. RCB is not responsible for any delay in receipt of the application / receipt of tender documents etc. It is the responsibility of tenderer to make sure that the tender is uploaded in time.
- VII. The contractor has to mention contact no. and the person to be contacted in case of any query.
- VIII. The tenderer shall attach the copy of PAN Card, Goods and Services Tax Registration.
- IX. Acceptance of tender shall rest with the RCB, which shall not be bound to accept the lowest tender and reserves to itself the right to reject any or all tenders received without assigning any reasons therefore.
- X. Incomplete tenders are liable to be rejected.

**Engineer in-charge**

**Signature of tenderer with seal & date**

**ANNEXURE-I**

## APPLICATION FORM

[NOTE: On the letterhead of the applicant including full postal address, email address, telephone no. and fax no.]

Date: \_\_\_\_\_

The Executive Director  
Regional Centre for Biotechnology  
NCR Biotech Science Cluster  
3<sup>rd</sup> Mile stone Faridabad – GurgaonExpressway  
Faridabad 121001

Sirs,

1. Being duly authorized to represent and act on behalf of .....  
(hereinafter referred to as "the Applicant") and having reviewed and fully understood all the pre-qualification information provided, the undersigned hereby applies to be pre-qualified by yourselves as a tenderer for award of work(s) for Providing and Fixing of Aluminium partition work at BSC BioNEST Bio-Incubator Building (BBB), NCR Biotech Science Cluster, Faridabad
  
2. Attached to this letter are copies or original documents defining:
  - (a) the applicant's legal status
  - (b) the principal place of business
  - (c) the place of incorporation (for applicants who are corporations) or the place of registration and the nationality of the owners (for applicants who are partnerships or individually owned firms)
  - (d) **Annexure** no. II to VIII
  
3. Your agency and its authorized representatives are hereby authorized to conduct any inquiries or investigations to verify the statements, documents and information submitted in connection with this application, and to seek clarification from our bankers and clients regarding any financial and technical aspects. This letter of application will also serve as authorization to any individual or authorized representative or any institution referred to in the supporting information, to provide such information deemed necessary and requested by you to verify statements and information provided in this application, or with regard to the resources, experience, and competence of the Applicant.
  
4. Your agency and its authorized representatives may contact the following persons for further information on general, personnel, technical and financial enquiries.

Contact 1: Name, email and Phone no.

Contact 2: Name, email and phone no.

5. This application is made with the full understanding that:
- (a) Bids submitted by applicants will be subject to verification of all information submitted at the time of bidding
  - (b) Regional Centre for Biotechnology, reserves the right to:
    - amend the scope and value of the contract / bid under this project; in such event, bids will only be called from pre-qualified bidders who meet the revised requirements; and
    - reject or accept any application, cancel the pre-qualification process, and reject all applications without assigning reasons or incurring any liability thereof; and
  - (c) Your agency shall not be liable for any such actions and shall be under no obligation to inform the applicant.
6. The undersigned declares that statements made and the information provided in the duly completed application are true and correct in every detail.

**Signed and sealed, Name.....**

**For and on behalf of.....**

## GENERAL INFORMATION

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

**Signature and seal of the Authorized Signatory of the bidder**

**CERTIFICATE FOR SITE INSPECTION**

Certified that we.....(Name of tenderer) have visited the site on dated..... and assessed the nature and amount of work involved before submitting our offer. We will be able to complete the works within the stipulated time and also certified that we will be able to supply the material/executing the work as per specification to suit the site conditions.

**Address of site: -**

**BSC BioNEST Bio Incubator**  
Regional Centre for Biotechnology  
NCR-Biotech Science Cluster at RCB  
3<sup>rd</sup> mile stone Faridabad - Gurgaon Expressway  
Faridabad Haryana-121001

**Signature of Tenderer with Seal & Date**

### LIST OF APPROVED MAKES

a)	Extruded Aluminium Sections	Jindal /Hindalco / Mahavir
b)	Masking Tapes	Sun Control/ WonderPolymer
c)	Stainless Steel Screws for fabrication and fixing of windows	Kundan /Puja / Atul
d)	PVC Sleeves for fixing of windows	Sample to be got approved
e)	Proposed Treatment on MS Brackets	Galvanised Brackets As per IS : 4759-1996, 610gms./sqm.(microns) 80-90
f)	Anchor Fasteners	Fischer, Hilti
g)	Stainless Steel Bolts, Washers and Nuts	Kundan/Puja / Atul
h)	Stainless Steel Pressure Plate Screws	Kundan/Puja / Atul
i)	Stainless Steel Friction Stay	Alu-alfa, Securistyle
j)	Four Point/Multi Point locking Handle	Alu-alfa, Securistyle
k)	Butt Hinges for openable Window shutters	Alu-alfa, Securistyle
l)	Door/Window Handle	Alu-alfa, Securistyle
m)	Butt Hinges for openable shutters	Alu-alfa, Securistyle, Jolly
n)	Source for tempering Glass	Gurind, GSC, Gold Plus
o)	E.P.D.M. Gaskets	Bohra, Anand, Roop
p)	Clear Float Glass	Saint Gobain, Ais, Modiguard
q)	LOI (High Performance) Glass	Saint Gobain, Ais
r)	Standards being adopted for tempering	DIN-1249- Part-12(1990)
s)	PVC continuous fillet for periphery Packing of Glazings/Curtain Wall	Roop/Anand/Forex Plastic
t)	Floor Springs	Ozone, Godrej, Sandhu
u)	Door Closer	Ozone, Godrej, Sandhu
v)	Door Locks (Concealed/Surface mounted)	Godrej (ultra veribolt) or as approved equivalent
w)	Door Seal - Woolpile Weather Strip	Anand Raddiplex
x)	Backer Road	Supreme Industries Ltd
y)	S.S. Door Handle	Ozone or as approved
z)	Weather Silicon (non-staining)	Wacker Elastosil- 355, Dow Corning 991

**Note:** For any other item required to be incorporated in works sample shall be got approved from the Engineer-in-charge.

In the list of approved make above, out of two/ three makes mentioned in the list, **only first make, shall be quoted for and used.** However, if no-availability or any other technical reasons, the alternative make is allowed, it shall be subject to price variation as approved by the Engineer-in-charge.

#### **Engineer-in-charge**

## Schedule of Work

**Tender No.-RCB/04-02/95/NIT-06/2020-21**

Name of Work: Providing and Fixing of Aluminium partition at C211 Lab in Regional Centre for Biotechnology, NCR Biotech Science Cluster, Faridabad

Sr. No.	Description	Unit	Quantity
<b>1</b>	<b>ALUMINIUM WORK</b>		
	Providing and fixing aluminium work for doors, windows, ventilators and partitions with extruded built up standard tubular sections/ appropriate Z sections and other sections of approved make conforming to IS: 733 and IS: 1285, fixing with dash fasteners of required dia and size, including necessary filling up the gaps at junctions, i.e. at top, bottom and sides with required EPDM rubber/ neoprene gasket etc. Aluminium sections shall be smooth, rust free, straight, mitred and jointed mechanically wherever required including cleat angle, Aluminium snap beading for glazing / panelling, C.P. brass / stainless steel screws, all complete as per architectural drawings and the directions of Engineer-in-charge. (Glazing, panelling and dash fasteners to be paid for separately) :		
	For fixed portion		
	Anodised aluminium (anodised transparent or dyed to required shade according to IS: 1868, Minimum anodic coating of grade AC 15)	Kg	45.00
2	For shutters of doors, windows & ventilators including providing and fixing hinges/ pivots and making provision for fixing of fittings wherever required including the cost of EPDM rubber / neoprene gasket required (Fittings shall be paid for separately)		
	Anodised aluminium (anodised transparent or dyed to required shade according to IS: 1868, Minimum anodic coating of grade AC 15)	Kg	41.00
3	Providing and fixing 12 mm thick pre-laminated particle board flat pressed three layer or graded wood particle board conforming to IS: 12823 Grade I Type II, in panelling fixed in aluminium doors, windows shutters and partition frames with C.P. brass / stainless steel screws etc. complete as per architectural drawings and directions of engineer-in-charge.		
	Pre-laminated particle board with decorative lamination on both sides	Sqm	4.00
4	Providing and fixing glazing in aluminium door, window, ventilator shutters and partitions etc. with EPDM rubber / neoprene gasket etc. complete as per the architectural drawings and the directions of engineer-in-charge. (Cost of aluminium		



	snap beading shall be paid in basic item):		
	With float glass panes of 5.50 mm thickness	Sqm	7.00
5	Providing and fixing a Vertibolt 1CK rim lock for sliding doors single and double doors, in brown finish for aluminium doors including necessary cutting and making good etc. complete.		
	Godrej Locks Ultra Vertibolt Texture 1CK (Brown)	Each	2.00
6	Providing and fixing aluminium extruded section body tubular type universal hydraulic door closer (having brand logo with ISI, IS : 3564, embossed on the body, door weight upto 36 kg to 80 kg and door width from 701 mm to 1000 mm), with double speed adjustment with necessary accessories and screws etc. complete.	Each	2.00
7	Providing and fixing aluminium tower bolts, ISI marked, anodised (anodic coating not less than grade AC 10 as per IS : 1868 ) transparent or dyed to required colour or shade, with necessary screws etc. complete :		
	300x10 mm	Each	2.00
8	Providing and fixing aluminium handles, ISI marked, anodised (anodic coating not less than grade AC 10 as per IS : 1868) transparent or dyed to required colour or shade, with necessary screws etc. complete :		
	125 mm	Each	6.00
9	Providing and fixing aluminium hanging floor door stopper, ISI marked, anodised (anodic coating not less than grade AC 10 as per IS : 1868) transparent or dyed to required colour and shade, with necessary screws etc. complete.		
	Twin rubber stopper	Each	2.00
10	Providing & Fixing door roller wheel for Aluminium Sliding door G Channel section		
	Wheel size 1.5" Make- TPI or reputed make as approved	Pair	1

(Signature of the bidder)

Name:

Place:

Seal

(PROPOSED DRAWINGS)

