

(NOTICE INVITING TENDER AND PRE-QUALIFICATION CRITERIA)

Tender No.- RCB/04-03/18/NIT-28/2019-20

e-TENDER NOTICE

1.0 Online tenders are invited on behalf of the Executive Director, RCB under Single Bid System (Financial bid) from reputed bidders for “sale of scrap at Regional Centre for Biotechnology, NCR Biotech Science Cluster, Faridabad” as per schedule 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 :	https://dbt.euniwizarde.com/ , https://rcb.res.in
Address:	Regional Centre for Biotechnology, NCR Biotech Science Cluster, 3 rd Milestone, Faridabad-Gurugram Expressway, Faridabad - 121001, Haryana
Contact Details	Executive Engineer, RCB 0129-2848810, 2848800
Name Of Work	Dispose of Scrape Items such as Card Board, Gatta, Packing Woods, copper cable, iron pipes, Aluminium partitions and Other Materials at Regional Centre for Biotechnology, NCR Biotech Science Cluster, Faridabad
Earnest Money	₹ NIL- 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	24.04.2020
Tender Closing Date & Time	15.05.2020 Time 15:00 Hrs
Date of Opening of bid	15.05.2020 Time 15:30 Hrs
Date of Inspection of Items	During working hours

2.0 ELIGIBILITY CRITERIA

The interested Bidder should full fill following criteria for participating Sale Process

- A. The bidder should possess a registration as a firm under Proprietorship / Partnership or a firm, with any Government Authority. (Certificate issued by Shops and Establishment registration or Service Tax (GST) Registration or any other issuing Authority).
- B. Valid Bank Account.
- C. PAN No.

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". Enrolment 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 two or more similar works in last 03 years.
- c) Copy of PAN Card / GST Registration.
- d) Annual average Turnover of the agency should be more than rupees 02 Lac per annum since last three years.
- e) Earnest Money Deposit: The bidder will be required to deposit the Earnest Money Deposit **(EMD)** for an amount of **₹ 500/- through Online portal**
- f) EMD Fee is 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.
- g) The bidder should must have their registered office/ branch/ service Centre in Delhi-NCR.
- h) Bidder should pick the items as is where is basis. Vendor is to pay as per actual Measurement/ weight of Items. Quantities are likely to increase and rate quoted, will be applicable.
- g) Site visit is mandatory to assess the quantity and accessibility of items.

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) Completion period of work: 7 Days from date of issue of work order.
- b) 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.
- c) Installation: All the works shall be completed within 7 days from the date of issue of work order by the Centre. If the vendor 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:

- a) Payment will be accepted from vendor through Demand Draft or online mode to RCB accounts after measurement of items.
- u) EMD can be adjusted (released) against payment.
- s) 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.
- t) The party shall be deemed to have visited the site, understood the work prior to quoting of rates.

Note:. A payment will be as per actual measurement.

(To be submitted on Company Letter Head).

AUTHORIZATION LETTER

We _____(name of the bidder) hereby authorize Shri / Smt. _____(name of the authorized person) to sign and submit the bid to RCB, Faridabad against their tender No. RCB/04-03/18/NIT 28/2019-20

Shri / Smt. _____ (name) is also authorized to negotiate the terms and conditions pertaining to the said tender on behalf of M/s _____ (name of bidder). The specimen signature of Shri / Smt. _____ (name) is appended below.

Specimen Signature:
Name:

The undersigned is authorized to delegate the authority on behalf of M/s _____ (name of bidder), as stipulated above.

For _____
(name of bidder)

TENDER ACCEPTANCE LETTER

(To be submitted on Company Letterhead).

Date

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/04-02/18/NIT-28/2019-20

Name of Tender / Work: **“Dispose of Scrape Items such as Card Board, Gatta, Packing Woods, Copper, Iron pipes, Aluminium partitions and Other Materials at 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, <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)

PART - B

INSTRUCTIONS TO 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.
- XI. Any bid received after the deadline for submission of bids, will be rejected.
- XII. Work will be awarded to total highest amount bidder.**

Signature of tenderer with seal & date

PART – C

GENERAL CONDITIONS OF CONTRACT

1.0 CONTRACT DOCUMENT

- i. The terms 'Contract document' means the Notice Inviting Tender, Tender form, Instructions to bidders, Special Conditions, General Conditions of Contract, Specifications, Price Schedule and Drawings and Articles of Agreement.
- ii. "RCB" shall mean Regional Centre for Biotechnology with its present office at 3rd mile stone Faridabad - Gurgaon Expressway Haryana 121001.
- iii. The Contractor shall mean the sole proprietor, or firm or company whether incorporated or not, undertaking the works and shall include the legal representative or such individual successors, heirs, administrators or assignees of such sole proprietor, firm or company, as the case may be or the persons composing such firm or company of the successors of such firm or company and the permitted assignees of such individual or firms or company.
- iv. Engineer-in-charge shall mean the officer designated by the Executive Director, RCB who shall supervise and shall be in charge of the work, and issue necessary instructions at site, on behalf of RCB.
- v. **Contractor shall strictly conform to the specification, price schedule, general and special terms and conditions, if any, and any other matter contained in the tender documents issued by the RCB.**
- vi. In the event of breach of contract by the contractor, the performance guarantee will liable to be forfeited by RCB.

2.0 PERIOD OF THE LIFTING

3 (Three) working Days, including all formalities of weighing and deposits of full amount of the scrap. In the event of failure to comply with completion period the Penalty Clause will be invoked.

PENALTY CLAUSES:

- a. Any applicable tax is shall be paid by the successful bidder.
- b. The RCB will not be liable for providing Container/carriage / Weighing formalities, if any. It will be managed by bidder only on his own cost. The cost of carriage/ container/ weighing formalities will not be deducted from the total cost of bid amount. It is to be paid by the bidder.
- c. Proper permission will be taken from the competent authority of the RCB and a gate pass will be issued at the time of lifting of the items/ material from the NCR BSC premises. The contractor shall be fully responsible for transporting / disposing of the items/ materials as per the government/ pollution control board rules.
- d. The RCB shall not be responsible financially or otherwise for any injury to the bidder or person deployed by the bidder in the course of performing the Disposal Activity.
- e. Child Labour is Restricted.
- f. In Case of non-lifting in schedule time, the Penalty will be of Rs. 500/- per Day for addition 4 (Four) Days. Further delay will lead forfeiture of EMD. The Executive Director will dispose the rest materials as per his discretion and nothing will be considered for EMD Release or Relaxation in this matter.

3.0 CLEARANCE OF SITE

The contractor shall have to remove all waste (Melba) and other unwanted material from site of work before handing over the installation to the RCB. The work shall not be treated as complete in all respects unless these requirements are fulfilled by him. In the event of contractor failing to do so, the RCB shall have right to get the site cleared at the cost of contractor.

4.0 REMOVAL OF PERSON

The Engineer-in-charge may require the Contractor to remove from the site of the work any person or persons in the Contractor's employment who may found to be incompetent or due to misconduct and the Contractor shall forthwith comply with such requirement / instructions.

5.0 WATCH AND WARD

The contractor shall be responsible for watch and ward of all the works and various materials till complete handing over the works to the RCB.

6.0 DISPUTE SETTLEMENT

- a) All the disputes and differences arising out of and in any way touching the concerning this Open Auction (except for which specific provisions has been made herein) shall be referred to the Competent Authority i. e. The Executive Engineer or any person appointed by him / her and his/her decision in this regard is full and final which should be abided by the Participant.
- b) All disputes are subject to Faridabad, Haryana Jurisdiction.

PART -G

Financial Bid

Name of Work: Dispose of Scrape Items such as Card Board, Gatta, Packing Woods, Copper cable, Iron pipes, Aluminium partitions and Other Materials at Regional Centre for Biotechnology, NCR Biotech Science Cluster, Faridabad

Sr. No.	Description	Unit	Qty	Rate (₹)	GST(%)	Amount (₹)
1.	Tin Tapper/ Light Iron	KG	25			
2.	Cardboard	KG	1500			
3.	Heavy Iron	KG	50			
4.	Copper	KG	20			
5.	Aluminium	KG	25			
6.	Wood Packing	KG	100			
7.	Plastic pallet	KG	15			
8.	Mix Iron	KG	25			
9.	Tube light Fixture	Nos	5			
10.	Light Fixture 2'x2'	Nos	4			

Total Amount, including GST=

Total Amount in words: Rupees

(Signature of the bidder)

Name:

Place:

Seal

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 quality and quantity of
material 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 quote and pick up the material/executing
the work to suit the site conditions.

Address of site: -

LG Floor, Wing IV
Regional Centre for Biotechnology
NCR-Biotech Science Cluster at RCB
3rd mile stone Faridabad - Gurgaon Expressway
Faridabad Haryana-121001

Signature of Tenderer with Seal & Date