

Notice Inviting Tenders for

“Modifications, Repairs, Dry-cleaning and Reinstallation of Vertical Blinds at Terrace floor Windows of Administrative Building.

Tender No. 08/2018-2019/Engg. (C)

SCHEDULE OF BIDS

1	Tender document download / sale period	13.06.2018 to 27.06.2018
2	Last Date & time of submission of Tenders	28.06.2018 at 3:00 P.M.
3	Pre Bid meeting	22.06.2018 at 3:00 P.M.
4	Date & time of Opening of Technical Bids	28.06.2018 at 4:00 P.M.
5	Opening of Price Bids	To be intimated separately only to technically eligible bidders.
6	Tender Fee	i) Rs. 560/- (<i>Five hundred sixty</i>) including Goods & Service Tax, if tender document purchased from National Institute of Biologicals, Noida. ii) No tender fee if downloaded by bidder at their own end.

Name of bidder	
Address of Bidder	
Phone Nos.	i- Landline Nos. ii- Cell Nos.
E-mail Id	
Contract Persons & their mobile nos.	i- ii- iii-

June - 2018



NATIONAL INSTITUTE OF BIOLOGICALS

(Ministry of Health & Family Welfare)

A-32, SECTOR- 62 (INSTITUTIONAL AREA),
NOIDA - 201 309 (U.P)

Tel: 0120-2400022, 2400072, Fax: 0120-2400074, 2403014

e-mail: info@nib.gov.in

Website: www.nib.gov.in



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Notice Inviting Tenders

Tender No. 08/2018-2019/Engg. (C)

Invitation to Tenders for “Modifications, Repairs, Dry-cleaning and Reinstallation of Vertical Blinds at Terrace floor Windows of Administrative Building” in NIB Noida.

Sealed Tenders are invited from manufacturers/suppliers/dealers/contractors for, “Modifications, Repairs, Dry-cleaning and Reinstallation of Vertical Blinds at Terrace floor Windows of Administrative **Building**” in NIB Noida, on the attached Tender form. The bidders are advised to quote competitive rates for this work, on the enclosed Price- Bid form indicating taxes etc. required for proper completion of work. The tender form may be down loaded free of cost from NIB website www.nib.gov.in or **Central Procurement Portal of Govt. of India** from **13.06.2018** to **27.06.2018**.

Sealed Tenders should be dropped in NIB tender box or reach NIB, Noida on or before the closing date, i. e., **28.06.2018** up to **3:00 P.M.** and the same shall be opened on the same day at **4:00 P.M.** in presence of the representatives of the bidders, who wish to be present during opening of the quotations. Late tenders will not be received and treated as rejected.

(Dr. Reba Chhabra)
Head of Office, i/c
(For & on behalf of the Director, NIB)



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1. Introduction:

“National Institute of Biologicals (NIB) is an autonomous institution under the Ministry of Health & Family Welfare, Government of India established on 27th January, 1992 and is to be the Central Drugs Laboratory for quality control of all indigenously produced and imported biological products. Presently, eight laboratories of the Institute are notified as Central Drugs Laboratory under provision of Drugs & Cosmetics Act and Rules. Institute plays a vital role in collaboration with CDSCO to Standard Quality Biologicals reaching the consumer, thereby promoting and protecting public health.”

2. Scope of Work:

Vertical Blinds & its channel are available with NIB. The agency is required to modify, repair, dry-clean and fix Vertical Blinds on different size windows at terrace floor of Administrative Building. The bidder must conduct site visit for accessing quantum of works, before quoting the rates.

Strips of Vertical blinds as specified in quotation shall be modified & dry cleaning before re-installation. Some available strips are to be cut by 1” to 2”. To match the height of all strips in one window, all strips should be cut in same height before refixing. Modifications and Repair works as required as per the requirement should be carried out before installation. Accessories for refixing of the blinds is under scope of the Contractor.

All materials, T & P required for carrying out the said work shall be arranged by the contractor. The work shall be completed in all respects to the satisfaction of NIB.

3. **Pre-Bid Meeting:**

A Pre-Bid meeting will be organized by NIB, as indicated in the tender document. In the said meeting Bidders may ask clarification(s), if any, from NIB about the tender. The clarification shall be asked in writing. If required NIB may issue Corrigendum to clarify the queries of the bidders.

4. **Earnest Money Deposit (EMD):**

The bidders are required to deposit Demand Draft of **Rs. 1,000/-** (*One thousand only*) in favour of "**National Institute of Biologicals**, payable at **Noida/ New Delhi**, as Earnest Money Deposit (EMD) along with original tender documents for this work. EMD will be returned to unsuccessful bidders after award of the work. No interest shall be payable by NIB on EMD. EMD of successful bidder shall be adjusted in the Security Deposit.

5. **Security Deposit:**

A sum equivalent to 10% of the final value of work shall be deducted from the bill of the contractor, which shall be returned after successful completion of the Defect Liability Period (DLP) of one year.

6. **Defect Liability Period (DLP):**

The work/ materials of the contractor shall be under **one year's** Defect Liability Period. Defect/s noticed during the Defect Liability Period shall be rectified without any cost to NIB, failing which the Security Deposit of the contractor shall be forfeited.

7. **Submission of Tender:**

Envelope No. 1:- EMD in the form of DD for Rs. 1,000/- (*One thousand only*)

Envelope No. 2:- The contractor shall submit the quotations (*Page No. 1 to 4 duly Signed & Stamped*) in the sealed envelope addressed to the "**Director, National Institute of Biologicals, A-32, Sector-62, Noida - 201 309**" and marked on the top Tender for "**Modifications, Repairs, Dry-cleaning and Reinstallation of Vertical Blinds at Terrace floor Windows of Administrative Building**" in NIB Noida.

If EMD is not submitted by the bidder in envelope No.1, envelope No. 2 will not be opened and his tender may be rejected

8. **Time of Completion:**

The work shall be completed within **1(One) month** from the date of issue of work order. However, if the work could not be complete within the stipulated time due to the reasons not attributable to the contractor, suitable time extension may be granted by the competent authority on the request of the contractor.

9. Liquidated Damages:

If the contractor fails to complete the work within the stipulated time or time extended by the Institute (if any), liquidated damages at the rate of 1% per week of delay subject to maximum 10% of the total contract value shall be deducted/ recovered from the contractor.

10. Power (Electricity) & Water:

Power (*Electricity*) & Water for fabrication and fixing/ installation work will be provided by NIB free of cost near the work site. However necessary cables for extending the supply from power point to work place will be arranged by the contractor.

11. Specifications:

The materials /accessories supplied and proposed to be used in the work shall be of good quality and reputed make in the industry. The work shall be carried out as per given specifications and as per good practices in the industry.

12. Payment:

- a. Payment shall be released after satisfactory completion of work and submission of pre-receipted final bill to NIB. No advance payment shall be made to the contractor.
- b. Payment will be released after deduction of TDS and other statutory dues within 21 days after receipt of bill.

13. Bill of Quantity:

The quantities given in the Quotation format are approximate quantities. Payment shall be made as per the measurement of actual work done at site.

14. Tools & Tackles:

All tools & tackles such as working platform, drill machine, ladder etc. will be arranged and provided by the Contractor and no extra payment shall be made for the same.

15. Risks:

Contractor shall be solely responsible for safety of his workers, working at site by taking insurance cover and following all safety norms in the trade. All risks of loss or damage to physical property and of personal injury and death which arise during and in consequence of the performance of the Contract.

16. Disputes:

If any dispute or difference of any kind, whatsoever, shall arise between NIB and the Contractor, in connection with or arising out of the Contract, or the execution of the works, whether during the progress of the works or after their completion and whether before or after the termination, abandonment or breach of the contract, it shall, be settled

under the Indian Arbitration and Conciliation Act, 1996 or any statutory modification or re-enactment thereof and the rules made there under and for the time being in force shall apply to the arbitration proceedings under this clause. Such arbitration shall be settled by Sole arbitrator who shall be appointed by Director, NIB. The arbitration shall take place in Noida/ Delhi unless both parties agree otherwise.

17. Right to accept or reject the Quotations:

Director NIB reserves the right to accept or reject any or all the tenders without assigning any reason thereof.

Stamp of Contractor with signature of authorized signatory



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QUOTATION

Tender No. 08/2018-2019/Engg. (C)

Name of Work: Quotation for “Modifications, Repairs, Dry-cleaning and Reinstallation of Vertical Blinds at Terrace Windows of Administrative Building” in NIB Noida.

<i>Srl. No.</i>	<i>Description of items</i>	<i>Unit</i>	<i>Qty.</i>	<i>Rate (Rs.) in words & figures</i>	<i>Amount (Rs.) in words & figures</i>
(i)	Dry-cleaning of old strips of Vertical Blinds (5'6" x 4") and ironing to make them clean and straight	Nos.	3391		
(ii)	Cutting and Stitching Charges for Strips of Vertical Blind.	Nos	130		
(iii)	Providing & fixing Bottom Chain	Each	241		
(iv)	Providing & fixing of End Cap	Each	60		
(v)	Providing & fixing of Master Runner	Each	50		
(vi)	Providing & fixing of Brass Nut & Bolt	Each	36		
(vii)	Providing & fixing of Runner	Each	551		
(viii)	Providing & fixing of Metallic Bottom Weight	Each	551		
(ix)	Providing & fixing Cat Weight	Each	18		
(x)	Providing & fixing main rod/ channel	Each	100		

(xi)	Providing & fixing dori	Each	18		
(xii)	Providing & fixing of Tilting Chain	Each	18		
(xiii)	Providing & fixing of hangers	Each	551		
(xiv)	Providing & fixing of Clamps	Each	49		
(xv)	Providing & fixing of Channels in windows as per required size including testing of blinds for smooth operation	Each	18		
	<i>Sub total</i>				
	Goods & Services Tax: (% & amount of GST)				
	<i>Total including taxes</i>				

Amount (in words):

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Note:

- i) Validity of Bid shall be 90 days from the last date of submission of the bid.**
- ii) Taxes % and amount, if, not specified in Price-Bid will be treated as inclusive and basic rates will be arrived after reverse calculation of GST as applicable.**
- iii) Any vague term such as GST as per Rule as applicable will not be considered for evaluation.**

Stamp of bidder with signature of authorized signatory