Limited Tender Enquiry

No. S.1-504/2019/NIB/Engg. (M)

Invitation to Limited Tender Enquiry for “Supply and installation of Split Air-conditioners in the Meeting Room and Equipment Room (L1020) at 1st Floor of Laboratory Building” at NIB, Noida. Sealed Quotations are invited from suppliers/ distributors/ experienced contractors for supply & installation of split Air conditioner on the attached quotation form. Please quote your competitive rates for this work, on the enclosed quotation format including all taxes, duties, T&P etc. required for proper completion of this work. The quotation form may be downloaded from NIB Website www.nib.gov.in and CPP portal from 30.08.2019 to 12.09.2019, Last date for submission of quotations is up to 3:30 P.M. on 13.09.2019

Your sealed Quotation should be dropped in NIB tender box or reach NIB, Noida on or before the closing date, i.e., 13.09.2019 up to 3:30 P.M. and the same shall be opened on the same day at 4:00 P.M. in presence of the representatives of the contractor, who wish to be present during opening of the quotations. Late quotations will not be received and treated as rejected.

[Signature & seal of tenderer]
No. S.1-504/2019/NIB/Engg. (M)

Invitation to limited tender enquiry for “Supply and installation of Split Air-conditioners in the Meeting Room and Equipment Room (L1020) at 1st Floor of Laboratory Building” at NIB, Noida." regarding –

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, five 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:

The scope of work includes;

i) Supply, installation and commissioning the new split air-conditioners (indoor & outdoor unit are included with fixing of Refrigerant pipe line, insulation, Power cables, drain pipe etc with complete work.

ii) The cost of complete work i.e. supply, installation, testing & commissioning of air-conditioners and repair work of false ceiling/walls etc shall be deemed to be included in the quoted rates. The site shall be cleaned off thoroughly after completion of work.

iii) All materials, labours T & P etc. required for carrying-out the work as per tender are to be arranged by the contractor. The works are to be carried out in the functional Laboratory Building. Therefore, the contractor will take necessary precautions and plan the work in such a manner that routine activities of the Institute are not affected. Work programme shall be discussed and finalized in consultation with NIB officers well in advance. Contractor is also required to provide material challans showing quantities and Make/ Brand of the materials while bringing the materials in NIB campus. The materials shall be brought in working days and working hours only. The materials shall be got inspected by NIB Engineer while bringing in the NIB campus.

3. Pre-qualification Criteria:

Only experienced agency/firm/contactors executed similar nature of works in any Central Govt./State Govt./PSU/Autonomous bodies and other reputed Departments needs to apply. A proof to this effect must be submitted along with the technical bid.

Signature & seal of tenderer
4. Site Visit:

a. The bidder is advised to acquaint himself with the work, visit the site & examine site conditions, climatic conditions, labour, power, material availability, transport and communication facilities, environmental regulations, laws and byelaws of statutory, local bodies and the Govt. of India and collect all information that will be necessary for preparing the bid and entering into a contract. The cost of visiting the site and collecting information for the purpose of submission of the bid shall be to the bidder’s account.

b. The bidder and any of his personnel or agents will be granted permission by NIB to enter upon the site for the purpose of such inspection.

5. Earnest Money Deposit (EMD):

The Bidder shall furnish EMD of Rs. 4600/- (Rupees four thousand six hundred only) along with the tender in the shape of demand draft in favour of "National Institute of Biologicals" payable at Noida. EMD of unsuccessful bidders shall be returned after award of the work. The tender not accompanied with requisite amount of EMD shall be rejected. No interest will be paid on EMD.

EMD can also be deposited by way of NEFT/RTGS and bidder need to indicate transaction ID details with Date & Time etc. Bank details of NIB are as below: For Payment of EMD through Bank transfer:

<table>
<thead>
<tr>
<th>NAME OF BANK</th>
<th>BANK OF BARODA, SEC-29, NOIDA (U.P)</th>
</tr>
</thead>
<tbody>
<tr>
<td>NAME OF ACCOUNT</td>
<td>NATIONAL INSTITUTE OF BIOLOGICALS</td>
</tr>
<tr>
<td>S.B. ACCOUNT</td>
<td>26290100001774</td>
</tr>
<tr>
<td>IFSC CODE</td>
<td>BARB0NOIDAX (5th digit is zero)</td>
</tr>
</tbody>
</table>

In case of MSME unit, copy of relevant trade of Registration with MSME, need to be provided. If core MSME Certification is not for a relevant trade, same may not be considered for EMD exemption. If the selected bidders fails to start & execute the work, his EMD will be forfeited as per Government rules.

6. Submission of tender:

The contractor shall submit the tender in a sealed envelope in the following manner

Envelope No. 1 – shall contain:

- EMD in the form of Bank draft for Rs. 4600/- (Rupees four thousand six hundred only). A copy of bank transaction details, if EMD directly deposited in NIB A/C. Copy of relevant trade registration as MSME vendor for EMD exemption. If the EMD is not submitted, the tender document will not be opened and tender will be rejected.

Envelope No. 2 – shall contain:

- A copy of tender document duly signed and stamped by the bidder as a token of acceptance of terms & conditions of the tender (page No. 1 to 9)

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Signature & seal of tenderer
• Copy of similar type of work experience, copy of PAN card, GST No.
• Copy of details for Split air-conditioners, Make & Model No. etc

Envelope No.3 - shall contain:

• Price Bid only, Price shall be filled up by the Price –Bid format ( Page No- 9 of 9 only) with the tender. Price on any other format or letter head of the bidder may be rejected.

All the three sealed envelopes No. 1, 2 & 3 shall be put in a bigger envelope duly addressed to “Director, National Institute of Biologicals, A-32, sector-62, Noida(UP)-201309 and marked on top - Tender No. S.1-504/2019/NIB/Engg. (M) & Tender for Supply and installation of Split Air-conditioners in the Meeting Room and Equipment Room(L-1020) at 1st Floor of Laboratory Building at NIB, Noida.

7. Evaluation & Award of work:

7.1 The bids will be evaluated by NIB. The bids which are found to be responsive shall only be considered. NIB may seek clarifications in the bids from the bidders during the evaluation process. The work will be awarded to the lowest responsive( L-1 bidder) and work order will be issued to the firm. NIB may like to visit the similar completed works of the successful bidder before considering their bid/award of work.

7.2 Substantially responsive financial bids will be checked for any arithmetic errors. Arithmetic errors are to be rectified on the basis of the standard procedure as follows:

a) If there is a difference between the amount of rate in figure and in words of an item and the total amount is worked out, then the rate which correspond to the amount worked out by the bidder shall be taken as correct.

b) If the bidder has not worked out the amount of an item or the same does not correspond with the rates written either in figures or in words, then the rate quoted by him in words shall be taken as correct.

c) If the rate quoted by the bidder in figure and in words tallies, but the amount is not worked our correctly the rate quoted by the contractor shall be taken as correct and not the amount.

8. Security Deposit:

A sum equivalent to 10% of the contract value shall be deducted as security deposit from the bills of the contractor, which shall be returned after successful completion of the Defect Liability Period of one year or the same can be released against submission of equal amount of Bank Guarantee (B.G.) valid for 60 (Sixty) days beyond the Defect Liability Period.

Signature & seal of tenderer
9. **Defect Liability Period:**

The work/materials of the contractor shall be under one year's Defect Liability Period (DLP). Defects noticed during the Defect Liability period shall be rectified by the contractor without any cost to NIB, failing which the Security Deposit of the Contractor shall be forfeited. In such event the contractor may also be debarred from any future tendering in the Institute.

10. **Submission of Tender:**

The contractor shall submit the quotation after filling the price (Page No. 1 to 6 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 top quotation for “Supply, installation & commissioning of Split Air-conditioners in the Meeting Room and Equipment Room (L1020) at 1st Floor of Laboratory Building” at NIB, Noida. The tender document will be supported with a covering letter on contractor's letter head. The copy of work order along with completion certificate received from govt. organization/ Pvt. reputed organization for the similar type of work need to be submitted with the bid document.

iv) **Evaluation & Award of work:**

The bids will be evaluated by NIB on the basis of tendered price for carrying out the whole work. The work will be awarded to the lowest responsive bidder (L-1). In case selected bidder refuse to execute the work after award of work, their EMD will be forfeited.

v) **Time for Completion and submission of documents:**

i) The work shall be completed within 20 (Twenty days) from the date of issue of work order. The bidder will submit all the documents of manuals, testing reports etc.

ii) As the works has been envisaged in the already functional campus, contractor has to take care of the inconveniences of the staff working in it and the plan of action has to be prepared in close co-ordination with the occupants.

iii) **Taking over:** When the entire work as per work order has been completed the contractor will give a notice to NIB for taking over. When NIB finds the works in proper condition, a completion certificate in this regard will be issued.

iv) **Extension of Completion Date:** Due to an event, not attributable to the contractor, causing delay, occurs or a variation order is issued, which makes it impossible to complete the work by scheduled completion date, NIB may consider extending the completion date.

11. **Liquidated Damages/ Penalty for Delay:**

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 or part thereof delay subject to maximum 10% of the total contract value shall be deducted/recovered from the contractor on reasonable grounds.

Signature & seal of tenderer
12 Specifications:

The materials supplied and proposed to be used in the work shall be of requisite specifications, good quality and reputed make in the industry and work will be carried out as per ISO norms.

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. Payment:

(i) Payment of the contracted price for respective item will be made on receipt of pre-receipted bill & satisfactory completion of work. Final payment will be made within 30 (thirty) days after completion of the work. No advance payment shall be made to start the work. TDS will be deducted as per rules.

(ii) Necessary Bank details need to be provided for release of payment directly in bidder’s Bank Account. Bank Details is to filled in the column by bidder as given below:

<table>
<thead>
<tr>
<th>NAME OF ACCOUNT HOLDER</th>
</tr>
</thead>
<tbody>
<tr>
<td>NAME OF BANK &amp; ADDRESS</td>
</tr>
<tr>
<td>ACCOUNT NO</td>
</tr>
<tr>
<td>IFSC CODE</td>
</tr>
<tr>
<td>PAN NO</td>
</tr>
</tbody>
</table>

(iii) Taxes & Duties will be deducted as per Rule

15. a) Tools & Tackles:

All tools, tackles such as welding machine set, welding machine with consumables, drill machine set, cutters, ladders, ropes, working plate forms etc. will be arranged by the contractor and their charges will be deemed to be included in the tendered rates, no extra payment shall be made for the same.

b) Water & Electricity:

Water & Electricity for execution of the works will be provided free of cost by NIB at one point. Contractor has to make his own arrangement to extend the same to the desired location of work site.

16. Risks:

Contractor shall be solely responsible for safety of his workers, working at site by following safety norms and by taking insurance cover.

Signature & seal of tenderer
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 other than the excepted risks are the responsibility of the Contractor. Excepted Risks are:

a. (i) war, hostilities (whether war be declared or not), invasion, act of foreign enemies.
   (ii) Rebellion, revolution, insurrection, or military or usurped power, or civil war,
   (iii) Ionising radiations, or contamination by radio-activity from any nuclear fuel, or from any nuclear waste from the combustion of nuclear fuel, radio-active toxic explosive, or other hazardous properties of any explosive nuclear assembly or nuclear component thereof.
   (iv) Pressure waves caused by aircraft or other aerial devices traveling at sonic or supersonic speed.

b. loss or damage due to the use or occupation by the Employer of any section or part of the Permanent Works, except as may be provided for in the Contract.

c. loss or damage to the extent that it is due to the design of the Works, other than any part of the design provided by the Contractor or for which the Contractor is responsible.

17. 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.

18. Right to accept or reject the Tender:

Director NIB reserves the right to accept or reject any or all the tenders without assigning any reason thereof.
No. S.1-504/2019/NIB/Engg. (M)

**BOQ**

**Name of Work:** “Supply, installation & commissioning of Split Air-conditioners in the Meeting Room and Equipment Room(L1020) at 1st Floor of Laboratory Building” at NIB, Noida., regarding –

<table>
<thead>
<tr>
<th>Srl No.</th>
<th>Description of item</th>
<th>Unit</th>
<th>Qty</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Supply and installation of Split type Air-conditioner, Capacity 2.0Tr Single phase, 230V, 50Hz, Make- Voltas/Carrier/Blue star/Lloyd/O General make, Coil material – Copper, Colour-white, use refrigerant (R-22) with standard accessories.</td>
<td>Nos.</td>
<td>04</td>
</tr>
<tr>
<td>2.</td>
<td>Supply and fixing of stand for outdoor unit</td>
<td>Nos.</td>
<td>04</td>
</tr>
<tr>
<td>3.</td>
<td>Supply &amp; Fixing each of extra Copper pipe(liquid &amp; gas line) with insulation, drain pipe &amp; Power cable( 3 core) etc</td>
<td>Mtr</td>
<td>30</td>
</tr>
<tr>
<td>4.</td>
<td>Supply and fixing mini MCCB-32A, 2 pole, M/s Havells/hanger make</td>
<td>Nos</td>
<td>04</td>
</tr>
<tr>
<td>5.</td>
<td>Supply and fixing the multi strend copper wiring (L&amp;N) 4.0 Sg.mm, 3 core, M/s Havells or equivalent make.</td>
<td>Mtrs</td>
<td>200</td>
</tr>
</tbody>
</table>
No. S.1-504/2017/NIB/Engg. (M)  

**BOQ/Price Bid**

**Name of Work:** “Supply, installation & commissioning of Split Air-conditioners in the Meeting Room and Equipment Room (L1020) at 1st Floor of Laboratory Building” at NIB, Noida., regarding –

<table>
<thead>
<tr>
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<th>Unit</th>
<th>Qty</th>
<th>Rate (Rs)</th>
<th>Amount (Rs)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Supply and installation of Split type Air-conditioner, Capacity 2.0Tr Single phase, 230V, 50Hz, Make-Volts /Carrier/Blue Star/Lloyd/O General make, Coil material – Copper, Colour-white, use refrigerant (R-22) with standard accessories.</td>
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<td>Nos.</td>
<td>04</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5.</td>
<td>Supply and fixing the multi strend copper wiring (L&amp;N) -4.0 Sg.mm, 3 core, M/s Havells or equivalent make.</td>
<td>Mtrs</td>
<td>200</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Sub total -------------------------

GST @______________% ----------------------

Grand Total amount in words---------------------------------------------------------------

In Figure-------------------------------------------------------------------------------

**Note:**

i) Above quoted rates shall be valid for 120 days from the date of opening of Price-bids.

ii) If the % and amount of taxes are not specified in the tender, it will be taken as inclusive for bid evaluation purpose.

iii) Rates to be quoted in figure as well as in words.

iv) In item No. 3, extra items will be excluded material/kit received with the main unit supplied.