

COUNCIL OF SCIENTIFIC & INDUSTRIAL RESEARCH NEW DELHI

NOTICE INVITING TENDER

Item rate limited sealed tenders are invited for **Comprehensive annual maintenance contract of EPABX system installed at CSIR Hq., CSIR Vigyan Kendra & CSIR Complex at New Delhi** from contractors having worked with CPWD, Railways, Post & Telegraph Department, MES, State PWDs, Semi Government Organization or from those who have worked for CSIR or its Laboratories and successfully carried out 1 / 2 / 3 similar works of amounting to ₹ 1,76,892.00 / ₹ 1,32,669.00 / ₹ 88,446.00 value respectively or above in a single contract during the last Seven years with proof of fulfilling above conditions along with self attested copies of GST registration certificate, PAN Card and work completion certificates while making the request for issuing of tender documents.

The Estimated cost of the work is ₹ 2,21,114.00 (Rs Two lakh twenty one thousand one hundred fourteen only) based on present market rates. The Earnest Money is ₹ 4,425.00 (Rs Four thousand four hundred twenty five only). The work completion period is One Year.

Tender can be obtained from 23.10.2017 to 01.11.2017 from the office of Chief Engineer, Engineering Services Division, CSIR Complex, Pusa, New Delhi-110 012 during office hours on payment of ₹ 500.00 in cash (upto 03:00 PM) or Demand Draft in favour of CSIR Complex, New Delhi (Non-refundable). The tender Documents will be received back up to 03:00 PM on 03.11.2017 and will be opened at 03:30 PM on the same day.

Interested firms may also log on website: www.tenderhome.com & www.csirhrdg.res.in.

Chief Engineer

COUNCIL OF SCIENTIFIC & INDUSTRIAL RESEARCH NEW DELHI

NOTICE INVITING TENDER

Name of work :- Comprehensive annual maintenance contract of EPABX system installed at CSIR Hq., CSIR Vigyan Kendra & CSIR Complex at New Delhi.

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NOTE: Tenderer should confirm that they have received all the above papers. All the documents issued is to be returned duly signed by the tenderer while submitting his offer.

TENDER ISSUED TO:

M/s _____

Telephone No: _____

(If any)

SIGNATURE OF THE OFFICER ISSUING TENDER

COUNCIL OF SCIENTIFIC & INDUSTRIAL RESEARCH

NOTICE INVITING TENDER

1. Item rate limited sealed tenders are invited for **Comprehensive annual maintenance contract of EPABX system installed at CSIR Hq., CSIR Vigyan Kendra & CSIR Complex at New Delhi** from contractors having worked with CPWD, Railways, Post & Telegraph Department, MES, State PWDs, Semi Government Organization or from those who have worked for CSIR or its Laboratories and successfully carried out 1 / 2 / 3 works of amounting to ₹ 1,76,892.00 / ₹ 1,32,669.00 / ₹ 88,446.00 value respectively or above in a single contract during the last Seven years with proof of fulfilling above conditions along with self attested copies of GST registration certificate, PAN Card and work completion certificates while making the request for issuing of tender documents.
2. The Estimated cost of the work is ₹ 2,21,114.00 (Rs Two lakh twenty one thousand one hundred fourteen only) based on prevailing market rates.
3. Time for carrying out the work will be **One Year** and the date of commencement shall be reckoned from the tenth day of issue of award letter.
4. Complete Contract documents to be complied with by the tenderer whose tender may be accepted can be seen at the office of the **Chief Engineer, Engineering Services Division, CSIR Complex, NPL Campus, Pusa, New Delhi -110 012** .
5. Tenders should be on the specified form (Non-transferable) which may be obtained from the office of the **Chief Engineer, Engineering Services Division, CSIR Complex, Pusa, New Delhi -110 012** up to **03:00 PM** on payment of ₹ 500/- (Rs Five hundred only) in cash or as **Demand Draft** of a schedule bank drawn in favour of **CSIR Complex, New Delhi** (Non-refundable). Sale of tenders shall be from **23.10.2017 to 01.11.2017** .
6. Tenders should be submitted with the documents as per NIT in sealed covers super scribed with the name of the work, date and time of opening written on envelopes. They will be received upto **03:00 PM** on **03.11.2017** and will be opened at **03:30 PM** on the same day in the office of the **Chief Engineer, Engineering Services Division, CSIR Complex, Pusa, New Delhi-110 012**. Tender should be dropped in the tender box before the closing date and time indicated. In case these are sent by post these should be sent by Registered post / Speed post addressed to the **Section Officer, Engineer Services Division, CSIR Complex , Pusa, New Delhi-110 012**. Tenderers are to ensure that they post the tender well in advance so as to reach before the closing time and date indicated.
7. The Earnest Money amounting to ₹ 4,425/- (Rs Four thousand four hundred twenty five only) as demand draft or pay order of a schedule bank and drawn in favour of **CSIR Complex, New Delhi** should accompany the tender. The tenders received without earnest money will be invalid.

The tender and the earnest money shall be placed in separate sealed envelopes each marked "Tender" and "Earnest money" respectively. In case where earnest money in cash is acceptable, the same shall be deposited with the cashier of the division and the receipt placed in the envelope meant for earnest money. Both the envelopes shall be submitted together in sealed envelope. The envelope marked "Tender" of only those tenders shall be opened, whose earnest money placed in other envelope is found to be in order.

8. The **Employer** does not bind himself to accept the lowest or any tender and reserves to himself the right of accepting the whole or any part of the tender and the tenderer shall be bound to perform the same at the rates quoted.

9. Canvassing in connection with the tenders is prohibited and the tenders submitted by the contractor who resort to canvassing are liable for rejection.

10. The tenderer shall not be permitted to tender for works in the concerned unit of CSIR in which a relative is posted in the grade between Controller of Administration and Junior Engineer (both inclusive). He shall also intimate the names of persons who are working with him in any capacity or subsequently employed by him and whose relatives are as mentioned above.

NOTE:

A person shall be deemed to be a relative of another if, and only if, (a) they are members of a Hindu undivided family; or (b) they are husband and wife; or (c) the one is related to the other in the following manner: father, mother (including step mother), son (including step son), son's wife, daughter (including step daughter), father's father, son's son, son's son's wife, son's daughter, son's daughter's husband, daughter's husband, daughter's son, daughter's son's wife, daughter's daughter, daughter's daughter's husband, brother (including step brother), brother's wife, sister (including step sister), sister's husband.

11. Tender submitted shall remain valid for 90 days from the date of opening for the purpose of acceptance and award of work, validity beyond 90 days from the date of opening shall be by mutual consent.

12. The tenderer shall quote rates both in figures and words. He shall also work out the amount for each item of work and write in both figures and words. On check if there are differences between the rates quoted by the tenderer in words and in figures or in the amount worked out by him, the following procedure shall be followed:

i. When there is a difference between the rates in figures and in words, the rates, which correspond to the amounts worked out by the tenderer, shall be taken as correct.

ii. When the amount of an item is not worked out by the tenderer or it does not correspond with the rate written either in figures or in words, the rate quoted by the tenderer in words shall be taken as correct.

iii. When the rate quoted by the tenderer in figures and in words tallies but the amount is not worked out correctly the rate quoted by the tenderer shall be taken as correct and not the amount.

13. The tenderer should see drawings and in case of doubt obtain required particulars, which may in any way influence his tender from the Engineer as no claim whatsoever will be entertained for any alleged ignorance thereof.

14. Before tendering, the tenderer shall inspect the site to fully acquaint himself about the condition in regard to accessibility of site, nature and extent of ground, working condition of site and locality including stacking of materials, installations of tools and plants (T&P) etc., conditions affecting accommodations and movement of labour etc. required for the satisfactory execution of the work contract. No claim whatsoever on such account shall be entertained by the Employer in any circumstances.

15. Earnest money will be forfeited if the contractor fails to commence the work as per letter of award. If any tenderer withdrawn this tender within the validity period or makes any modification in terms and conditions of the tender which are not acceptable to the Department, then CSIR shall without prejudice to any right or remedy, be a liberty to forfeit 50 % (fifty percent) of the Earnest Money absolutely.

16. Except writing rates and amount, the tenderer should not write any conditions or make any changes, additions, alterations and modifications in the printed form of tenders. Tenderers who are desirous to offer rebate the same should be brought out separately in the covering letter and submitted along with the tender.

17. Some of the provisions of General Conditions of Contract are given below. Interpretation however shall be as given in the General Conditions of Contract.

a. **DEFECTS LIABILITY PERIOD** | One Month from the date of completion as certified by the employer.

b. **MINIMUM VALUE OF WORK FOR THE INTERMEDIATE CERTIFICATE** | ₹ 40,000/- (Rs Four thousand only). Intermediate certificate for a lesser amount can be admitted for payment at the discretion of the Engineer.

c. **SECURITY DEPOSIT** : A sum @ 10 % of the gross amount of the bill shall be deducted from each running bill of the contractor till the sum along with sum already deposited as earnest money, will amount to Security deposit of @ 5 % of the tendered value of the work. In addition, 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.

d. **COMPENSATION** | Contractor shall pay as compensation an amount equal to one percent or such smaller amount as the **Employer** (whose decision in writing shall be final) may decide on the cost of the whole work as shown in the agreement for every week that the work remains uncommenced or unfinished or due quantity of work remains incomplete after the proper dates. Compensation to be paid shall not exceed ten percent of the estimated cost of the work as shown in the agreement.

18. Clauses No. 28 of conditions of contract i.e. "ESCALATION" will not be applicable in this contract as work is related to **Comprehensive annual maintenance contract of EPABX system installed at CSIR Hq., CSIR Vigyan Kendra & CSIR Complex at New Delhi.**

19. All tenderers should submit the proof of their registration with GST Department. Deduction of GST will be made from their running and final bill as per standard norms of the Government of India.

20. The rate quoted by the contractor for the item of the work shall be inclusive of all taxes including GST. No claim on account of taxes will be considered after submission of the tender.

21. No material will be issued by the department for this work.

22. As the site of the work is in restricted area, hence, there will be curb on traffic movements in specific hours. Nothing extra shall paid on this account.

23. As the work is to be taken up in the running office, the contractor should plan the execution of work in such a way that the working of the office is not disturbed. Nothing extra shall be paid on this account.

24. Contractor should quote rates of all the items and should not leave the rate blank / unquoted. The tenders in which rate of the items are not quoted are liable to be rejected.