

COUNCIL OF SCIENTIFIC & INDUSTRIAL RESEARCH.
NEW DELHI.

NOTICE INVITING TENDER

1. Item rate sealed limited tenders are invited for “**Comprehensive Annual Maintenance Contract of Security System and Automatic Boom Barrier installed at CSIR Scientist Apartments, Maharani Bagh, Ashram Chowk, New Delhi**”. Estimated cost of the work is **Rs. 95,940.00** (Rs Ninety five thousand nine hundred forty only) based on prevailing market rates. The Earnest Money is **Rs. 1920.00 (Rs One thousand nine hundred twenty only)** and time period of the work is **12 (Twelve) months**.
2. Contractor's having worked with CPWD, Railways, Post & Telegraph Dept, MES, State PWDs, Semi Government Organization or from those who have worked for CSIR or its Laboratories and have successfully carried out minimum 1 / 2 / 3 similar works amounting to **Rs 76,752.00 / 57,564.00 / 38,376.00** respectively and above during last seven years need apply with proof of fulfilling the above conditions along with **self attested copies of GST registration, PAN Card and work completion certificates** while making request for issue of tender document.
3. Tender would be issued from **15.03.2018 to 23.03.2018** from the office of **Chief Engineer, Engineering Services Division CSIR Complex, Pusa, New Delhi – 110012** during office hours on payment of **Rs. 150.00 (Rs. One hundred fifty only)** in the form of demand draft in favour of CSIR Complex and received back up to 3.00 P.M. on **26.03.2018** and will be opened at 3.30 P.M. on the same day.
4. Tender documents can be seen at our website **www.tenderhome.com and www.csirhrdg.res.in**

Chief Engineer

COUNCIL OF SCIENTIFIC & INDUSTRIAL RESEARCH.
NEW DELHI.

Name of work: - Comprehensive Annual Maintenance Contract of Security System and Automatic Boom Barrier installed at CSIR Scientist Apartments, Maharani Bagh, Ashram Chowk, New Delhi.

C O N T E N T S

Sl. NO.	DESCRIPTION	Page No.
1.	Contents	1
2.	Notice Inviting Tenders	3
3.	Scope of Work	1
4.	Special Conditions	1
1.	Abstract of cost & summary sheet	2
6.	Schedule of Quantities	1
8.	General Conditions of Contract with amendments.	30

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 AND INDUSTRIAL RESEARCH

New Delhi

NOTICE INVITING TENDERS

5. Item rate sealed limited tenders are invited for **Comprehensive Annual Maintenance Contract of Security System and Automatic Boom Barrier installed at CSIR Scientists Apartments, Maharani Bagh, Ashram Chowk, New Delhi** from the firms having worked with CPWD, Railways, MES, Post & Telegraph Department, State PWDs, Semi Government Organization or those who have worked for CSIR or its Laboratories and have successfully carried out minimum 1 / 2 / 3 works amounting to **Rs 76,752.00 / 57,564.00 / 38,376.00 respectively and above during last seven years** need apply with proof of fulfilling the above conditions along with **self attested copies of GST registration, PAN Card and works completion certificates** while making request for issue of tender document.
- 2) Estimated Cost is **Rs. 95,940.00** (Rs Ninety five thousand nine hundred forty only) based on prevailing market rates.
- 3) Time for carrying out the work will be **12 (Twelve) months** and the date of commencement shall be reckoned from the **tenth day of issue of award letter/ intimation letter** for the work.
- 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, N.P L. Campus, Pusa, New Delhi – 110012.**
- 5) Tenders should be on the specified form (Non transferable) which may be obtained from the office of **Chief Engineer, Engineering Services Division, CSIR Complex, Pusa, New Delhi -110 012** during office hours on payment of **Rs. 150/- (Rs. One hundred fifty only) in the form of Demand Draft of a schedule bank drawn in favour of CSIR Complex, New Delhi** (Non-refundable) Sale of tenders shall be from **15.03.2018 to 23.03.2018 up to 3.00 P.m.**
- 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 3.00 P.M. on 26.03.2018** and will be opened **at 3.30 PM** on the same day in the office of the **Chief Engineer, Engineering Services Division, CSIR Complex, Pusa, New Delhi-110012.** 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 **Regd. post/Speed post** addressed to the **Chief Engineer, Engineering 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 **Rs. 1920.00 (Rs One thousand nine hundred twenty only)** as demand draft or pay order of a schedule bank and drawn in favour of **CSIR Complex, New Delhi** should accompany the tender. **Tenders received without earnest money will be invalid.**
- 8) **The tender and the earnest money shall be placed in separate sealed envelopes each marked “Tender” and “Earnest Money” respectively.** In cases 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 another sealed envelope. The envelope marked “Tender “of only those tenders shall be opened, whose earnest money placed

in the other envelope is found be in order.

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

- 12) 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.
- 13) The tenderer shall quote rates both in figures and words. He shall also workout the amount for each item of work and writes 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 tenderer does not work out the amount of an item 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.
 - iv) When no rate have been quoted by any item(s), leaving space / coulombs both in figure & words and amount unfilled, it will be considered that the tenders has included cost of the item in thither items and rate for such items will be treated as "Zero" and work will be required to be executed accordingly.
- 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 with draws 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 alongwith 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 | 1 (One) months from the date of completion as certified by the employer.**
 - b). **MINIMUM VALUE OF WORK FOR THE INTERMEDIATE CERTIFICATE | Rs 25,000.00 (Rs Twenty Five 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 Comprehensive Annual Maintenance Contract of Security System and Automatic Boom Barrier installed at CSIR Scientist Apartments, Maharani Bagh, Ashram Chowk, New Delhi
- 19) All tenderers should submit the proof of their Goods and Service Tax registration. Deduction of GST and labour cess will be made from their running and final bill as per standard norms of the Government. The contractor shall quote their rates inclusive of all taxes.

Name of work: - Comprehensive Annual Maintenance Contract of Security System and Automatic Boom Barrier installed at CSIR Scientists Apartments, Maharani Bagh, Ashram Chowk, New Delhi

SUMMARY SHEET

Amount B/F from page no.....

Rs.-----

Total Amount Rs.-----

(Rupees-----)

Signature of Tenderer

Name of work: - Comprehensive Annual Maintenance Contract of Security System and Automatic Boom Barrier installed at CSIR Scientists Apartments, Maharani Bagh, Ashram Chowk, New Delhi.

ABSTRACT OF COST

Amount B / F from Summary Page No Rs.

Total Amount Rs.-----

(Amount in Words Rs. -----)

Signature of Tenderer

SCOPE OF WORK

Name of work: - Comprehensive Annual Maintenance Contract of Security System and Automatic Boom Barrier installed at CSIR Scientist Apartments, Maharani Bagh, Ashram Chowk, New Delhi.

The scope of work for Comprehensive Annual Maintenance Contract of Security System and Automatic Boom Barrier installed at CSIR Scientists Apartments, Maharani Bagh, Ashram Chowk, New Delhi .The brief descriptions of the items have been mentioned in the schedule of quantity. All the works are to be carried out as per the instruction of Engineer - in – charge or his representative and as per Standard Engineering practices. Any omission in item description will not absolve the contractor to carry out the works and maintain the system effectively.

All the tenders are requested to visit the site / CSIR Scientist Apartments, Ashram Chowk, Maharani Bagh , to access the working site condition as well as nature of work to be carried out before quoting their rates in order to complete the job in satisfactory manner. The firm should quote taking all aspects into consideration and any discrepancies / omission in the tender in order to complete the work in satisfactory manner & must bring out such items with their specification, quantity and rates in a separate letter accompanied with tender itself since nothing extra will be payable against any item on this account after award of work.

As CSIR Scientist Apartments is Guest House cum residence building thus the work may need to be carried out beyond office hours and on holidays without any extra claim. Contractor must take prior permission from concerned authority to carryout any work beyond normal office hours and on holidays.

Name of work: - Comprehensive Annual Maintenance Contract of Security System and Automatic Boom Barrier installed at CSIR Scientist Apartments, Maharani Bagh, Ashram Chowk, New Delhi.

Special Conditions

1. The firm shall attend the complaint with in 24 hrs of intimation on telephone all 365 days.
2. The firm shall replace / repair the parts / camera immediately and keep the system operational.
3. Replacement of camera / all spares will be at the firm cost.
4. At least once in a month the firm has to inspect, clean, service and preventive maintenance of the Security System and Automatic Boom Barrier.
5. The contractor can be penalized by the competent authority on account of unsatisfactory or poor performance.
6. The CAMC shall be comprehensive in nature and covered the repairing or replacement of Cameras or all the parts of Security System and Automatic Boom Barrier.
7. The work may need to be carried out beyond office hours and on holidays without any extra claim

Terms of Payment

Quarterly payment will be made for after successful completion of each quarter.