

CSIR - NATIONAL INSTITUTE FOR INTERDISCIPLINARY SCIENCE AND TECHNOLOGY

Industrial Estate Post

Thiruvananthapuram – 695 019

Phone No: 0471 – 2515232, 2535502

No: NIIST/ESD(C)/WKS/121/2013

Dated: 11.12.2013

NOTICE INVITING TENDER

Sealed tenders are invited by the Director, NIIST, Thiruvananthapuram from the experienced contractors of appropriate class of central / state government department for the work of **“Renovation & Refurbishment of Laboratory room for characterization facilities for organic light emitting diodes & Photovoltaic cells and expansion of CMS at NIIST campus Trivandrum.**

Sl.No	Name of work	Estimated cost / Earnest Money / Cost of tender form (Rs)	Completion period (in months)	Work experience of similar works done (In a single contract)
1.	Renovation and Refurbishment of Laboratory room for characterization facilities for organic light emitting diodes & photovoltaic cells and expansion of CMS at NIIST campus,Trivandrum.	19,19,790/- 38,400/- 520/-	4	The similar work including the items of applying and fixing modular cabins/computer cabins in a single contract means, execution of civil construction maintenance works at a cost not less than Rs.15 lacs.

The tender document will be issued to the eligible firms/contractors who produce the following certificates/documents along with their application requesting for issue of tender document.

- Tender cost of Rs.500 + 4% VAT [Non-Refundable] by way of Demand Draft drawn in favour of the Director, NIIST, Industrial Estate Post, Thiruvananthapuram.
- Copy of Income Tax PAN Card and TIN Number.

The tenders will be issued from the ESD (Civil) Section NIIST to all the eligible firms/contractors who produce the documentary evidence to the satisfaction of the Officer issuing the tender document. Tender will be issued from 10.00 AM to 01.00 PM and 01.30 PM to 5.30 PM. from 11-12-2013 to 19-12-2013 on all working days [excluding Saturdays and Sundays].

The last date for submission of sealed tenders by the tenderers is 23-12-2013. at 2.00 PM and bid will be opened on the same day at 2.30 PM in the presence of the tenderers present at the time of opening.

In case the last date for submission of tenders/opening of tender date happens to be declared as a closed holiday due to any unforeseen reason, the tenders will be received and opened on the next working day without any change in the timings.

Prescribed amount of E.M.D of the work, in favour of the Director, NIIST, Industrial Estate Post, Thiruvananthapuram has to accompany the tender towards E.M.D. by way of Demand Draft/Banker's Cheque/Pay Order.. No request for exemption of EMD will be considered. Tenders received without EMD or short amount/deficit or found not in order will be rejected. Ordinary Cheque/ Bank Guarantee/Cash or any other shape of deposit towards cost of tender document or EMD will not be accepted.

The time of completion of the entire work indicated against each work from the 10th day of issue of work order. The work order will be issued only after signing a formal agreement with this office on Rs. 100/- Non Judicial Stamp Paper within one week from the date of intimation to this effect.

The EMD amount will be forfeited if the successful tenderer fails to sign/execute the formal agreement within one week from the date of such intimation or fails to commence the work as per the work order.

The tenderer has to submit in three-cover system as follows:

- a) First sealed cover shall contain the EMD amount only and duly superscribed "EMD for the respective name of work.
- b) Second sealed cover shall contain the duly filled and signed tender document duly superscribed "Tender for the work of **Renovation & Refurbishment of Laboratory room for characterization facilities for organic light emitting diodes & Photovoltaic cells and expansion of CMS at NIIST campus Trivandrum, Due on 23.12.2013 – 2.00 PM.**
- c) The third sealed cover shall contain both the two covers indicated at (a) & (b) above and duly superscribed "EMD & TENDER DOCUMENT for the work of "**Renovation & Refurbishment of Laboratory room for characterization facilities for organic light emitting diodes & Photovoltaic cells and expansion of CMS at NIIST campus Trivandrum, due on 23.12.2013 -2.00 PM**

All the covers has to be addressed to the DIRECTOR, NIIST, Industrial Estate Post, Thiruvananthapuram-695019. The tenders are to be dropped in the Tender Box kept in the office of the **Administrative officer, NIIST**, and no separate acknowledgement will be issued.

Tenderers may kindly note that the cover containing the EMD only will be opened in the first instance. The tenders of those firms / contractors whose EMD is not accepted or not submitted as stated above, will not be opened and the same will be returned to the contractor after obtaining necessary acknowledgement to this effect.

Late tenders either submitted in person or sent by post/courier will not be considered.

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

Tenderers will not be permitted to tender for works in the concerned unit of CSIR [in this case NIIST] in which a relative is posted in the grade between Administrative officer and Junior Engineer [both inclusive]. He/they shall also inform the names of persons who are working with him/them in any capacity or subsequently employed by him/them and who are relatives as mentioned above.

Note: A person shall be deemed to be 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 he is related to the other in the following manner; Father, Mother (including step father/mother), Son (including step son/adopted son), Son's wife , Daughter (including step daughter/Adopted daughter), Father's father, Son's son, Daughter's son, Daughter's son's wife, Daughter's daughter, Daughter's daughters husband, Brother (including step brother/adopted brother), Brother's wife, Sister (including step sister/adopted sister), Sister's husband.

Tenderers must visit the site and inspect the area conditions before quoting their rates. Rates should include all taxes, duties, octroi, etc. The rates shall also include labour charges, E.S.I., E.P.F. Bonus, etc., payable to the labourers to be engaged by them. Tenderers may kindly note that no escalation charges due to increase/decrease in the basic cost of materials or labour will be entertained for this work.

The rates shall also include all rental charges of machinery, tools, plants required for the execution of work, scaffoldings, transportation charges, basic cost of materials, contractor's profit etc., including taking into consideration market fluctuation etc. As such, nothing extra under any circumstance will be entertained at a later stage.

The rates shall also include the charges for loading, unloading; stacking of materials, preliminary works required to take-up the work, statutory recoveries and 1% labour welfare CESS etc., and nothing will be paid as extra.

The successful tenderer has to make his/their own arrangement for the security of the materials brought to the sight by them for the usage / execution of the work or kept in the godown. The centre will not take any responsibility on this account or pay any compensation in case of any loss/damages/theft etc., whatsoever.

Before tendering the tenderer must inspect the site and fully acquaint himself/themselves about the conditions in regard to accessibility of site, nature and extent of ground, working condition of site and locality for stacking of materials, installations of tools and plants etc., conditions affecting accommodations and movements of labour etc., required for the satisfactory execution of the work contract. No separate claim, whatsoever on such account shall be entertained by NIIST under any circumstances.

Tenderers are expected to go through the entire tender terms and conditions, specifications etc., issued along with the tender, before quoting/submitting their offer. Clarification required if any may be sent in writing to the **Assistant Executive Engineer [Civil]**, NIIST, Industrial Estate Post, Thiruvananthapuram.

Income Tax, WCT [Works Contract Tax] & Labour welfare CESS will be recovered from the bills of the successful tenderer as per the provision of Rules / Act and as applicable from time to time during the currency of Contract. 1% water charges will be recovered from the bill if the tenderer takes the pipe water from NIIST sources.

In case, any tenderer other than those called for negotiation/discussion/specifically asked to give discount, give any rebate or discount after tender opening the same will not be considered in addition such tenderers will be black listed for five calendar years and their tenders will also be rejected.

Tenders submitted shall valid for 90 days from the date of its opening for the acceptance and award of work. Validity beyond 90 days from the date of opening shall be by mutual consent.

Tenderers shall sign in each page of the priced schedule of quantity and also in each page where specifically indicated such as **"Name & Address of the Tenderer"**, **"Signature of Tenderer"**.

Tenderer shall quote his/their rates both in figure and words. He /they shall also workout the amount for each item of work and write in both figure and words. On check, if there is any difference between the rates quoted by the tenderer in words and in figure or in the amount worked out by them the following procedure shall be followed:

- (1) When there is a difference between the rates in figure and in words, the rates which correspond to the amounts worked out by the tenderer shall be taken as correct.
- (2) When the amount of an item is not workout by the tenderer or it does not correspond with the rate written either in figure or in words, the rate quoted by the tenderer in words shall be taken as correct.
- (3) When the rate quoted by the tenderer is in figures and in words tallied by the amount is not worked out correctly the rate quoted by the tenderer shall be take as correct and not the amount.

The tender has to be submitted without any correction/over writing etc. in case of any correction or over writing is made due to un avoidable reason or unforeseen, the same has to be attested and official stamp has to be affixed by the tenderer.

Except writing rates and amount, the tenderer should not write any condition or make any changes, additions, alterations and modifications in the tender document issued to them. Tenderers who are desirous to offer rebate or put their own conditions are welcome to do so on their letter head along with their tender. However , it may kindly be noted, that such condition put forwarded by the tenderers will be deemed as rejected and not accepted by NIIST until and unless the same have been specifically and expressly accepted by the NIIST in writing before the award of work or the same is incorporated in the work order.

Some of the provisions of General Condition of Contract are given below. Interpretation however shall be as given in the General Conditions of contract which will be issued as part of tender document.

- a. DEFECTS LIABILITY PERIOD: (12) Months from the date of completion as certified by the employer.
- b. MINIMUM VALUE OF WORK FOR THE INTERMEDIATE CERTIFICATE / PAYMENT: Intermediate certificate for payment can be admitted at the discretion of the engineer provided the bill value is not less than the awarded amount divided by the period of completion in month..
- c. SECURITY DEPOSIT: 5% of the total value of the work done including EMD amount will be with held as Security Deposit. The recovery on this account will be made from the

Running Account Bills at 10% of the bill value till the full security deposit amount i.e. 5% of the total bill value is recovered.

- d. COMPENSATION: Contractor shall pay as compensation an amount equivalent to 1% (ONE PERCENT) per week, on the total value of work unfinished/ uncompleted work, subject to a maximum of 10% of the total value of the work done, as compensation/penalty amount to the NIIST.

The security deposit will be refunded without any interest after the full defects liability period of 12 months from the date of completion of the work, provided all the defects pointed out during this period are rectified at tenderer's cost and further subject to the condition that the same is not forfeited for any other reason. The detailed modalities for refund are furnished in the tender document.

The successful tenderer has to deposit a sum equivalent to 5% of his / their tendered amount as Performance Deposit before award of work and execution of agreement. This Performance deposit amount will be refunded to the Contractor along with the final bill after satisfactory completion of the work, provided the work has been carried out in accordance with agreement provisions and the same is not forfeited for any reason.

In case the Competent Authority feels that the offer received from the successful tenderer is abnormally low, the Competent Authority has reserve the right to demand additional Performance Deposit to the amount equivalent to the difference of the amount between the total estimated cost and the total amount offered by the successful tenderer. This is in addition and over and above the regular performance Deposit indicated in the previous para. This additional Performance Deposit will also be refunded along with the final bill without any interest, provided the same is not forfeited for any reason or any amount deducted for inferior quality of work and the work has been completed to the entire satisfaction of the Engineer-in-Charge. In case of failure to execute the work by the successful tenderer or the contract is terminated for any violation of agreement clause or for any reason, this additional Performance Deposit along with Performance Deposit and E.M.D./Security Deposit will be forfeited.

The contractor has to supply materials as per the approved make informed/indicated by the Engineer-in-Charge. In case the contractor wants to use any other make, the same has to be got approved by the Engineer-in-Charge before they are put in to use. Non-approved make will not be accepted for payment.

The charges quoted by the tenderer shall also include provision for clearing of site after completion of the work including removing all rubbish, waste materials, debris etc., to the place informed by the Engineer-in-Charge and also clearing /demolishing the godown constructed by them for storing of materials or for any other purpose. The final bill for this work will be made only after clearing the site in all respects as stated above to the entire satisfaction of the Engineer-in-Charge.

Director, N.I.I.S.T. shall have the right to accept or reject any or all tenders or the lowest or to accept other than the lowest or any tender in full or in part or reject all the tender without assigning any reasons. The decision of the Director, NIIST is final in this regard and the tenderers are bound to accept the same.

CEMENT AND STEEL: - All materials for the work including Cement & Steel will be produced/ arranged by the contractor at his own cost. The department will not supply any materials which

are to be used in work. For procurement of Cement & Steel by the contractor the instruction/condition contained in the enclosed annexure A will be applicable.

Head, ESD