

INDIAN INSTITUTE OF SCIENCE EDUCATION & RESEARCH
(Established by Ministry of Human Resource Development, Govt. of India)
IISER Mohali, Sector-81, Knowledge City, SAS Nagar-140306

Tender Documents



**Name of Work: P/f of tufted grass on open terrace of
Administrative Block at IISER Mohali**



INDIAN INSTITUTE OF SCIENCE EDUCATION & RESEARCH

(Established by Ministry of Human Resource Development, Govt. of India)

IISER Mohali, Sector-81, Knowledge City, SAS Nagar-1403061

Tender Form Cost- Rs. 500/-

Tender Ref. No.: IISER/18-19/EE-EO/RFQ-08

Date: 26/04/2018

Notice Inviting Tender

1. The Executive Engineer on behalf of the Director, IISER Mohali, invites online bids under two bid system i.e. technical bid and financial bid through E- Central Public Procurement Portal i.e. <https://eprocure.gov.in/eprocure/app> from eligible contractor for the work mentioned below.

Name of work:- P/f of tufted grass on open terrace of Administrative Block at IISER Mohali.

Tender Ref No : IISER/18-19/EE-EO/RFQ-08
Estimated cost : INR 1,98,390/-
Earnest Money : INR 4,000.00/-
Stipulated period of work : 3 Weeks

Critical Date Section

S. No	Particular	Date	Time
1.	Tender publishing date and time	26.04.2018	06:00 PM
2.	Tender documents download start date and time	26.04.2018	06:00 PM
3.	Bid submission start date and time	26.04.2018	06:00 PM
4.	Bid submission end date and time	03.05.2018	03:00 PM
5.	Technical bid opening date and time	04.05.2018	03:30 PM

2. Tender document may be downloaded from the website of E-Central Public Procurement portal (<https://eprocure.gov.in/eprocure/app>) and www.iisermohali.ac.in . Tender should be submitted online along with valid documents of eligibility criteria within the date mentioned above.
3. The Director, IISER Mohali shall be the “Accepting Authority” hereinafter referred to as such for the purpose of this contract.
4. For any information, other modifications and/or corrigendum may kindly visit IISER Mohali website <http://www.iisermohali.ac.in> and also publish on <https://eprocure.gov.in/eprocure/app>.

SUBMISSION OF TENDER:

Tender shall be submitted by the Bidders in two parts:

(i) Technical Bid. – Cover I (ii) Financial Bid. - Cover II

The two bid system will be followed for this tender. In this system the bidder must submit bid **on line at E-Procurement Portal(i.e. <https://eprocure.gov.in/eprocure/app>)** his offer in two covers. "**Cover No. 1- Technical Bid along with requisite fee details and all forms under seal and signature of Bidder**" mentioned below and "**Cover No.2 - Financial Bid**" respectively.

The **Cove I** (Technical Bid) shall consist of following:

- i) **Earnest Money** -The bidder shall furnish as part of its bid, an EMD of Rs. 4,000.00/- (Rupees Four thousand only). The EMD is to be submitted through Demand Draft of any Scheduled / Nationalized Bank (drawn in favour of “Registrar, IISER, Mohali”).
- ii) **Cost of Tender Form** - The Cost of Tender Form Rs.500 is to be submitted through Demand Draft of any Scheduled / Nationalized Bank (drawn in favour of “Registrar, IISER, Mohali”).

Note - The original payment instrument like Demand Draft of any Nationalized Bank against Earnest Money and Cost of Tender Form sent to the address- **IISER Mohall, Sector-81, knowledge City, PO- Manauli, SAS Nagar Mohal1140306, Punjab** by post/speed post/courier/by hand before bid opening date & time

iii) **Important Documents uploads in .pdf format only:-**

- a) Scanned copy of DD of EMD.
- b) Scanned copy of IT Return for the last three financial years.
- c) Scanned copy of work experience in Govt. Department

The Cover II (Financial Bid) shall consist of following:

- * Schedule of price bid of in the form of BoQ_XXXXX.xls (Will be formulated according to the type of work)

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Executive Engineer
Head IWD, IISER Mohali

**INDIAN INSTITUTE OF SCIENCE EDUCATION
AND RESEARCH (IISER) MOHALI
NOTICE INVITING QUOTATION FOR
“ P/f OF TUFTED GRASS ON OPEN TERRACE OF ADMINISTRATIVE BLOCK AT IISER,
MOHALI (PUNJAB).**

1. Sealed two bid quotations are invited on the behalf of Director IISER Mohali from the contractors for the work of - “ P/f of tufted grass on open terrace of Administrative Block at IISER Mohali, Sector-81, SAS Nagar,” Punjab.

Estimated cost : Rs.1,98,390/-

Earnest Money: Rs.4,000/- favoring Registrar, IISER Mohali and payable at Chandigarh.

2. This contract document consists of schedule of quantities, quotation form, brief specifications, can be uploaded on web site www.eprocure.gov.in. Bidder who bid for the work are required to submit separately Demand Draft of Rs.500/- favoring Registrar, IISER Mohali as application fee and payable at Chandigarh.

3(A). The quotations shall be uploaded by the undersigned by 15:00 hrs on 03.05.2018 (3rd day of May 2018) and envelope No.1 only containing earnest money, conditions and bid documents shall be opened on the next day at 15:30 hrs in the presence of bidders or their authorized representative who may like to be present. Application fees and EMD in original have to be submitted before opening the quotations. No consideration will be given to a quotations received after the above stipulated time and date. Eligibility related documents shall be evaluated for criteria stipulated at 3(B) and agencies/contractors will accordingly be qualified/disqualified by the competent Authority. The financial bid (Envelope No 2) of qualified bidder shall then be opened at notified time, date and place in presence of bidder or their representative. The rates of each items must be quoted in figures and words.

3(B). Contractors who fulfill the following criteria shall be considered by IISER Mohali for technical evaluation (if required) and opening of commercial bids:

I). Contractors/firms should have successfully completed during last 7 years ending last day of the month previous to the one in which the bidding are invited, either three similar works costing not less than 40% or two similar works costing not less than 50% and one similar work costing not less than 80% of the estimated cost of the work. Out of which atleast one should be in in Govt/Semi Govt/Autonomous Body/State PSU/Central PSU. Similar work means work of tufted grass.

II). Average annual financial turn over during the last 3 (three) years ending 31st March of the previous year should at least be 100% of the estimated cost of work.

III). Not incurred loss in more than two years during the last five years ending 31st March of the previous year.

4. The time allowed for the completion of work three weeks to be reckoned from the day of date of written order to commence the work. 4,000/- in the form of demand draft only drawn in favour of the “Registrar, IISER Mohali” payable at Chandigarh. Any quotation not accompanied by such earnest money will not be opened. The earnest money in the shape of demand draft/bank guarantee of successful bidder will be adjusted towards initial security deposit.

5. The contractor will upload his quotation after examining the whole of the documents, condition of the contract, clauses of contract, agreement specifications and drawings etc. He may familiarize himself with the site conditions, if he desires so.

6. The offer shall remain valid for 120 days from the date of submission of bids. The value of the quotation shall be valid for any variation upto 30 percent of the contract value of said work. Any item can be withdrawn or substituted without any claim from the contractor.

7. If any bidder whose bid is accepted fails to undertake the work as per terms of the contract within ten days to be reckoned from the date of issue of allotment letter, the earnest money deposited by him will be forfeited.

8. The Engineer-In-charge does not bind himself to accept the lowest or any quotation and reserves the right to reject any or all quotations without assigning any reason.

9. Canvassing in connection with quotations is strictly prohibited and the quotations submitted by the contractor who resorts to canvassing will be liable to rejection.
10. The undersigned will not reimburse any expenditure, whatsoever, that may be incurred by bidders for the preparation and submission of quotations.
11. This notice inviting quotations, form the part of the contract agreement to be executed by the successful bidder with the Engineer In charge.
12. The Institute may deploy officials to inspect the work executed by the bidders in the past, if required.
13. All the correspondence on the above quotation shall be addressed to undersigned.
14. The Institute reserves the right to accept or reject any quotation without assigning the reasons thereof.

GENERAL CONDITIONS OF THE RFQ

1. The rates shall be quoted in the enclosed schedule of quantities and duly signed by the contractor.
2. Rates to be inclusive of all taxes.
3. Rates to remain firm during the duration of work as well as for the extended period, if any. No escalation in rates will be allowed in any circumstances.
4. The contractor shall comply with all statutory requirements in respect of said work.
5. The work shall be for the period of three weeks to be reckoned from the day of issue of award letter.
6. All work to be carried out as per specifications stipulated in NIQ.
7. Work to be executed in accordance with CPWD general conditions of contract and all payments/guarantee/security/and other conditions as deemed necessary shall be governed in accordance with it.
8. EMD amounting to Rs.4,000/- in favour of Registrar IISER, Mohali payable at Chandigarh.
9. Penalty of 0.5% per week shall be imposed for delay in work.

Instructions for Online Bid Submission:

The bidders are required to submit soft copies of their bids electronically on the CPP Portal, using valid Digital Signature Certificates. The instructions given below are meant to assist the bidders in registering on the CPP Portal, prepare their bids in accordance with the requirements and submitting their bids online on the CPP Portal.

More information useful for submitting online bids on the CPP Portal may be obtained at:
<https://eprocure.gov.in/eprocure/app>.

REGISTRATION

- 1) Bidders are required to enroll on the e-Procurement module of the Central Public Procurement (<https://eprocure.gov.in/eprocure/app>) by clicking on the link "Online bidder :Enrollment" on the CPP Portal which is free of charge.
- 2) As part of the enrolment process, the bidders will be required to choose a unique username as assign a password for their accounts.
- 3) Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication from the CPP Portal.
- 4) Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate (Class II or Class III Certificates with Signing key usage) issued by any Certifying Authority recognized by CCA India (e.g. Sify / nCode / eMudhra etc.), with their profile.
- 5) Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSC's to others which may lead to misuse.
- 6) Bidder then logs in to the site through the secured log-in by entering their user ID / password and the password of the DSC /e-Token.

SEARCH FOR TENDER DOCUMENTS

- 1) There are various search option built in the CPP Portal, to facilitate bidders to search active tenders by several parameters. These parameters could include Tender ID, Organization Name, Location, Date, Value, etc. There is also an option of advanced search for tenders, wherein the bidders may combine a number of search parameters such as Organization Name, Form of Contract, Location, Date, Other keywords etc. to search for a tender published on the CPP Portal.
- 1) Once the bidders having selected the tenders they are interested in, they may download the required documents / tender schedules. The tenders can be moved to the respective 'My Tenders' folder. This would enable the CPP Portal to intimate the bidders through SMS / e-mail in case there is any corrigendum issued to the tender document.
- 2) The bidder should make a note of the unique Tender ID assigned to each tender, in case they want to obtain any clarification I help from the Helpdesk.