

ईनिविदा दस्तावेज- **e-TENDER DOCUMENT**

कार्य का नाम
Name of Work

वार्षिक रखरखाव अनुबंध के साथ लॉन और पौधों का पुनर्विकास
Development of lawn & plants with Annual Maintenance Contract (AMC)

निविदा संख्या: ओओसी/04-05/01/एनआईटी-21/2021-22
TENDER No. OOC/04-05/01/NIT-21/2021-22

कार्यपालक निदेशक, क्षेत्रीय जैवप्रौद्योगिकी केंद्र की ओर से
On behalf of Executive Director, Regional Centre for Biotechnology



ई-नोटिस निविदा आमंत्रित

e-NOTICE INVITING TENDER

Tender No.- OOC/04-05/01/NIT-21/2021-22

Date: 10.2.2022

“एनसीआर बायोटेक साइंस क्लस्टर, फरीदाबाद के ओओसी भवन में वार्षिक रखरखाव अनुबंध के साथ लॉन और पौधों का पुनर्विकास” के कार्य के लिए प्रतिष्ठित एजेंसियों से दो-बोली प्रणाली (तकनीकी बोली और वित्तीय बोली) के तहत कार्यपालक निदेशक, आरसीबी की ओर से अनुसूची, विनिर्देशों और इस निविदा दस्तावेज में उल्लिखित नियमों और शर्तों के अनुसार ऑनलाइन निविदाएं आमंत्रित की जाती हैं।

Online tenders are invited on behalf of the Executive Director, RCB under Two-Bid System (Technical bid and Financial bid) from reputed agencies for the work **“Development of lawn & plants with Annual Maintenance Contract (AMC) at OOC building, NCR Biotech Science Cluster, Faridabad”** as per schedule, specifications and terms and conditions mentioned in this tender document.

ऑफलाइन/भौतिक बोलियों को स्वीकार नहीं किया जाएगा और किसी भी आधार/कारण पर किसी भी अनुरोध पर विचार नहीं किया जाएगा।

Off-line/physical bids shall not be accepted and no request will be entertained on any ground/reason.

NOTICE INVITING TENDER

वेब साइट यूआरएल : Web site Url :	https://dbt.euniwizarde.com/ , https://rcb.res.in
पता : Address:	क्षेत्रीय जैवप्रौद्योगिकी केन्द्र, एनसीआर बायोटेक साइंस क्लस्टर, दूसरा माइलस्टोन, फरीदाबाद-गुरुग्राम एक्सप्रेसवे, फरीदाबाद, हरियाणा Regional Centre for Biotechnology, NCR Biotech Science Cluster, 2 nd Milestone, Gurugram-Faridabad Expressway, Faridabad
Contact Details	कार्यपालक अभियंता, RCB 0129-2848810, 2848800 Executive Engineer, RCB 0129-2848810, 2848800
काम का नाम Name of Work	वार्षिक रखरखाव अनुबंध (एएमसी) के साथ लॉन और पौधों का पुनर्विकास Development of lawn & plants at Office of Connectivity Building with Annual Maintenance Contract (AMC)
अनुमानित राशि Estimate Value	₹3.40 लाख जीएसटी सहित ₹3.40 Lacs including GST
अग्रिम राशि Earnest Money	शून्य स्व-हस्ताक्षरित घोषणा को प्राधिकृत हस्ताक्षरकर्ता द्वारा लेटरहेड पर प्रारूप के अनुसार प्रस्तुत किए जाने की आवश्यकता है। -----NIL----- . Only Bid Security/ EMD Declaration Form, as per Annexure -1 of this NIT, duly signed in should be uploaded.
निविदा शुल्क	शून्य

Tender Fee	NIL
निविदा प्रसंस्करण शुल्क Tender Processing fees	ई-निविदा पोर्टल पर उल्लिखित शुल्कों के अनुसार (न्यूनतम ₹750/- अधिकतम ₹ 7500/- निविदा मूल्य का 0.1% की दर से + लागू जीएसटी @ 18%) As per charges mentioned on e-Tender portal (minimum ₹ 750/- up to maximum ₹ 7500/- @ 0.1% of the tender value+ applicable GST @18%)
निविदा अपलोड करने की तिथि Tender Uploading Date	14.02.2022
निविदा समापन तिथि और समय Tender Closing Date & Time	23.02.2022 Time 15:00 Hrs
तकनीकी बोली खोलने की तिथि Date of Opening of Technical bid	23.02.2022 Time 15:30 Hrs
वित्तीय बोली खोलने की तिथि Date of Opening of Financial bid	तकनीकी योग्य बोलीदाताओं को बाद में अधिसूचित किया जाएगा। Will be notified to the qualified bidders later.

ELIGIBILITY CRITERIA

1. Agency who fulfill the following requirements shall be considered as Eligible Bidder:
Agencies should have satisfactorily completed during the last 07 (Seven) years:
2. The tenderer should have at least;
 - a) One similar completed work, costing not less than an amount of ₹ 2.72 lacs
or
 - b) Two similar completed work, costing not less than an amount of ₹ 2.04 lacs
or
 - c) Three similar completed work, costing not less than an amount of ₹ 1.36 lacs
3. (i.e. Similar work means **Landscaping, plantation and maintenance of Horticultural area** in any other Govt. Department, Universities, Biotech companies, Research institution & pharmaceutical laboratories or reputed private sector during last Seven years). Attested copies of the completion certificates issued by the Executive Engineer/Head of department/ owner are required to be enclosed with the technical bid. The tenderer should also give complete details of the concerned authority such as name with designation, valid address, telephone/ mobile number with STD Code, etc. The completed works will be open to inspection and in case works is not up to the standard, the tender will summarily be rejected & no queries will be entertained in this regard.
4. The firm should have not been blacklisted, debarred, declared non performer or expelled from any work of Union Government/ State Governments/ PSUs etc. during the last 07 years. They should also submit a self-declaration on its letter head for the same. The firm should also provide information regarding litigation / arbitration cases for the last Seven years as per **Annexure-VI**
5. The tenderer may visit / examine the site and its surrounding to assess the accessibility and asses the scope of work before submitting their offer. No claims later on shall be entertained. The tenderers shall arrange & maintain at his own cost all materials, T & P, Water and facility for workers for executing the work. Refer "**Annexure-VIII**"

REGISTRATION PROCESS

1. Bidders to enroll on the e-Procurement module of the portal <https://dbt.euniwizarde.com> by clicking on the link "Bidder Enrollment". Enrolment on the e-wizard Portal is free of charge.
2. The bidders to choose a unique username and assign a password for their accounts. 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 e-Wizard Portal.
3. Bidders to register upon enrolment their valid Digital Signature Certificate (Class II or Class III Certificates with signing key usage) issued by any Certifying Authority recognized by CCA India with their profile.
4. 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 DSCs to others which may lead to misuse.

Foreign bidders are advised to refer “DSC details for Foreign Bidders” for Digital Signature requirements on the portal.

5. 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.

TENDER DOCUMENTS SEARCH

1. Various built in options are available in the e-Wizard Portal which is further synchronizing with CPP Portal to facilitate bidders to search active tenders by several parameters. These parameters include Tender ID, organization, location, date, value, etc.
2. 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 Online Portal.
3. Once the bidders have selected the tenders they are interested in, they may download the required documents / tender schedules. These tenders can be moved to the respective ‘My Tenders’ folder. This would enable the Online Portal to intimate the bidders through SMS / e-mail in case there is any corrigendum issued to the tender document.
4. The bidder should make a note of the unique Tender ID assigned to each tender, in case they want to obtain any clarification / help from the Helpdesk.

BID PREPARATION

1. Bidder should take into account any corrigendum published on the tender document before submitting their bids.
2. Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid.
3. Please note the number of covers in which the bid documents have to be submitted, the number of documents - including the names and content of each of the document that need to be submitted. Any deviations from these may lead to rejection of the bid.
4. Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document / schedule and generally, they can be in PDF / XLS / RAR / DWF formats. Bid documents may be scanned with 100 dpi with black and white option.
5. Copy of constitution or legal status of the bidder manufacturer / Sole proprietorship / firm / agency etc.
6. Experience Certificates for two or more similar works in last 7 years.
7. Copy of PAN Card / GST Registration.
8. Annual average Turnover of the agency should be more than rupees 1.40 Lac per annum since last three years.
9. Earnest Money Deposit: EMD Declaration Form, as per **Annexure -1** of this NIT, duly signed in should be uploaded
10. EMD Fee are exempted for MSME / NSIC vendors etc. however Tender **processing fee has to be paid by all the vendors** as this fee is being charged by the Online Portal service provider directly.

11. Specification: The Contractor must confirm in writing that the goods supplied & installed by them shall be as per specification of goods and in case of any variation, the contract shall be liable to cancel immediately.

BID SUBMISSION

1. Bidder to log into the site well in advance for bid submission so that he/she upload the bid in time i.e. on or before the bid submission time. Bidder will be responsible for any delay due to other issues.
2. The bidder to digitally sign and upload the required bid documents one by one as indicated in the tender document.
3. Bidder to select the payment option as Online” to pay the tender fee/ EMD wherever applicable and enter details of the instrument.
4. A standard BoQ format has been provided with the tender document to be filled by all the bidders. Bidders to note that they should necessarily submit their financial bids in the prescribed format and no other format is acceptable.
5. The server time (which is displayed on the bidders’ dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, opening of bids etc. The bidders should follow this time during bid submission.
6. All the documents being submitted by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data, which cannot be viewed by unauthorized persons until the time of bid opening.
7. The uploaded tender documents become readable only after the tender opening by the authorized bid openers.
8. Upon the successful and timely submission of bids, the portal will give a successful bid submission message & a bid summary will be displayed with the bid no. and the date & time of submission of the bid with all other relevant details.
9. Kindly add scanned PDF of all relevant documents in a single PDF file of compliance sheet.

ASSISTANCE TO BIDDERS

1. Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority for a tender or the relevant contact person indicated in the tender.
2. Any queries relating to the process of online bid submission or queries relating to e-Wizard Portal in general may be directed to the 24x7 e-Wizard Helpdesk. The contact number for the helpdesk is 011-49606060, 23710092, 23710091

INSTRUCTIONS TO BIDDERS

- I. The Tenderer should sign and stamp each page of the tender documents.
- II. The Tenderer may furnish any additional information, which he thinks is necessary to establish his capabilities to successfully complete the envisaged work. He is however, advised not to furnish superfluous information. No information shall be entertained after submission of tender documents unless it is called for by the RCB.
- III. Any information furnished by the tenderer found to be incorrect either immediately or at a later date, would render him liable to be debarred from tendering/taking up of work in RCB.
- IV. Any variation in the terms and conditions of the general/special conditions for payment, tender fees, security deposit, etc. is not acceptable to RCB and such tenders will be rejected straight away.
- V. RCB reserves the right to award the contract in full or in part as per the decision of the competent authority
- VI. RCB is not responsible for any delay in receipt of the application / receipt of tender documents etc. It is the responsibility of tenderer to make sure that the tender is uploaded in time.
- VII. The contractor has to mention contact no. and the person to be contacted in case of any query.
- VIII. The tenderer shall attach the copy of PAN Card, Goods and Services Tax Registration.
- IX. Acceptance of tender shall rest with the RCB, which shall not be bound to accept the lowest tender and reserves to itself the right to reject any or all tenders received without assigning any reasons therefore.
- X. Incomplete tenders are liable to be rejected.
- XI. Any bid received after the deadline for submission of bids, will be rejected.
- XII. Bidders are advised to visit site on working hour and understand scope of work before submitting their bid.

Engineer in-charge

Signature of tenderer with seal & date

TERMS & CONDITIONS:

1. The terms 'Contract document' means the Notice Inviting Tender, Tender form, Instructions to bidders, Special Conditions, General Conditions of Contract, Specifications, Price Schedule and Drawings and Articles of Agreement.
2. "RCB" shall mean Regional Centre for Biotechnology with its present office at 3rd mile stone Faridabad - Gurgaon Expressway Haryana 121001
3. The Contractor shall mean the sole proprietor, or firm or company whether incorporated or not, undertaking the works and shall include the legal representative or such individual successors, heirs, administrators or assignees of such sole proprietor, firm or company, as the case may be or the persons composing such firm or company of the successors of such firm or company and the permitted assignees of such individual or firms or company.
4. Engineer-in-charge shall mean Executive Engineer RCB or the officer designated by the Executive Director, RCB who shall supervise and shall be in charge of the work, and issue necessary instructions at site, on behalf of RCB.
5. **Contractor shall strictly conform to the specification, price schedule, general and special terms and conditions, if any, and any other matter contained in the tender documents issued by the RCB.**
6. The contractor shall be fully responsible for any damage caused by the repair and renovation work to the existing college building and the contractor will have to repair and rectify any such damage in at his own risk and cost.
7. Time allowed for the completion of work shall be **35 days** from the date of issue of Work Order. If the contractor fails to complete the work on or before the stipulated date, then a penalty at the rate of 0.2% per day, of the order value shall be levied subject to maximum of 5 % of the order value.
8. Warranty / Guarantee: Bidder must provide one (01) year comprehensive on-site warranty and it will commence from the date of the satisfactory installation / commissioning of goods, against the defect of any manufacturing, workmanship and poor quality of the components. No offer of the vendor will be accepted without warranty/ guarantee of their supplied/ installed goods.
9. **Performance Security:** The Performance Security Deposit amount @ 10% of Order value must be deposited by successful bidder within 7 days of award of work in the form of Demand Draft/Bank Guarantee/ FDR, from Nationalized/scheduled bank valid up to 6 Months from issue of work order, drawn in favor of "**Executive Director Regional Centre for Biotechnology**", Payable at Faridabad. Performance Security will be released after 3 months from date of satisfactory completion of work.
10. **Security Deposit:** Security Deposit, an amount equal to 10% of the Work value will be deducted form first and final bill. RCB reserves the right to appropriate the SD amount against any outstanding dues (to RCB) against any other earlier contract entered with the RCB by the contractor.
11. **RELEASE OF SECURITY DEPOSIT:** Security Deposit unless forfeited to the RCB in part or in full will be refunded after two months of expiry of Defect liability period/warranty period.

12. **Deviation:** 20% ± deviation in quantities would be permitted. Quantities are indicative and likely to increase/decrease. Bidder will have no objection for variation in quantities thereon.
13. **Period of validity of tender:** The tender will remain open for acceptance for 180 days from the date of opening of the tender and the rate quoted shall be firm and valid for a period of one year from the date of acceptance of tender. The validity period can be extended for one more year or till the finalization of new tender whichever earlier at the same rates, terms and conditions.
14. **Payment Terms:** The pre-receipted paste of ₹ 1 revenue stamp on each bill in triplicate may be send to this office for payment after satisfactorily execution of as certified by Engineer-in- Charge. The bill should have full particulars of the items.
 - a. No Payment shall be made in advance nor shall the loan from any or financial institutions be recommended on the basis of the order of award of work. The contractor shall submit the bill only after successfully completion of work. The case of issuing sanction and passing of bill for payment will be initiated on receipt of a pre-receipted invoice from the Contractor.
 - b. No payment will be made for goods rejected.
15. The Executive Director, RCB will have the full right to reject any or all the tenders without assigning any reason whatsoever and is not bound to accept the lowest tender. The Executive Director, RCB also reserves the right to award the contract with more than one contractor.
16. Any tender which does not satisfy the terms and conditions set out in the tender notice is liable to be rejected.
17. Every effort will be made by the RCB for arranging payment within a reasonable period after receipt of certified bills in the office of Executive Engineer, RCB, Faridabad. If the contractor does not get the payment within 45 days of submission of his bill to the UNIT head concerned, the fact may be brought to the notice of the undersigned in writing who will take necessary action in the matter. However, it is made clear that the successful tenderer will not be eligible to get any interest on the amount of the pending bills in case, the bills are held up for unavoidable reasons.
18. **PERIOD OF COMPLETION** – 45 Days from date of Issue of work Order.
19. **EXTRA ITEMS/SUBSTITUTED ITEMS:**

In respect of any Extra/Substituted Items ordered to be executed, the rates payable shall be derived as follows:-

1. If the rates for the additional, altered or substituted works are specified in the contract for the work, the contractor is bound to carry out the additional, altered or substituted works at the same rates, as specified in the contract.
2. If the rates for the additional, altered or substituted work are not specifically provided in the CONTRACT for the work, the rates will be derived from the rates for the similar class of work as are specified in the CONTRACT for the work. The opinion of the RCB as

to whether or not the rates can be reasonably so derived for the item in the contract will be final and binding on the contractor.

3. If the rates for altered, additional or substituted work which cannot be determined in the sub-clause (1) & (2) above same shall be worked out on the basis of the market rates for materials, carriage, and labour for the work by adding 10% as Contractor's profit which will be inclusive of incidental charges and overhead costs. For the purpose of coefficient for labour, wastage and material shall be adopted from the CPWD analysis of rates/standard schedule of rate as decided by the RCB. If the items does not exist in CPWD analysis of rates/ standard schedule of rates, the coefficient for labour wastage and material shall be adopted as per standard engineering practice and the decision of RCB in this regard shall be final and binding on the contractor

20. **INSPECTION OF THE WORK**

The work is subject to inspection at all times by the Site Office In charge, RCB. The contractor shall carry out all instructions given during the inspection and shall ensure that the work is carried out according to the terms and conditions, specifications of this tender. The contractor is advised to take the prior approval of RCB for all the materials used for this work.

21. **WATER & POWER:** RCB shall provide power & water at one point for the proper execution of the work free of cost under normal circumstances if available at site. In case RCB is not in a position to supply the water and / or power, the contractor will make his own arrangement so that the work does not suffer. However, no claim of the contractor whatsoever shall be entertained by RCB on this account.

22. **CLEARANCE OF SITE:** The contractor shall have to remove all waste (Melba) and other unwanted material from site of work before handing over the installation to the RCB. The work shall not be treated as complete in all respects unless these requirements are fulfilled by him. In the event of contractor failing to do so, the RCB shall have right to get the site cleared at the cost of contractor.

23. **COMPLIANCE WITH LABOUR LAWS AND OTHER LAWS**

The Contractor shall abide by the Contract Labour, (Regulation and Abolition) Act 1970, and Contract Labour (Abolition and Regulation) Central rules 1971. The Contractor shall comply with the provisions of Payment of Wages Act 1936, Minimum Wages Act 1948, Employees Liability Act 1938, Workmen's Compensation Act 1923, Industrial Disputes Act and other applicable regulations and other labour laws Contract Labour as mentioned below as applicable amended up to date:

- 1) Industrial Disputes Act.
- 2) Industrial Establishment (Standing orders) Act.
- 3) Trade Unions Act.
- 4) The Factors Act.
- 5) Employees Provident Fund & Miscellaneous Provision Act.
- 6) Employees State Insurance Act.
- 7) Workmen's Compensation Act.
- 8) Payment of Gratuity Act.
- 9) Minimum Wages Act.
- 10) Payment of Wages Act.
- 11) Equal Remuneration Act.

- 12) Payment of Bonus Act.
- 13) National / Weekly Holiday Act.
- 14) Inter-state Migrant Workmen (Regulation of Employment and of service conditions) Act.

In case, RCB is made liable to pay any amount to any third party due to non-observance of any of the statutes/law as mentioned above, the same will be adjusted from any future payment due payable to the contractor or from performance s guarantee available with RCB

24. **PAYMENT OF WAGES BY THE CONTRACTOR** The Contractor shall directly pay to labour employed by him and shall be solely responsible for following all Government rules and regulations applicable for employment.
25. **WATCH AND WARD** The contractor shall be responsible for watch and ward of all the works and various materials till complete handing over the works to the RCB.
26. **GUARANTEE CLAUSE**
 - a. The contractor shall guarantee that all the material and components supplied and installed by him shall be free from defects due to faulty, material or workmanship.
 - b. The charge and any shortcomings found in the materials as specified shall be removed at no extra cost. The contractor shall provide the necessary personnel and tools for fulfilling the above guarantee. Period of the guarantee shall be (12) twelve months from the date completion of work. During this period any or all dead plants shall be replaced free of cost.
 - c. If the defects are not removed within a reasonable time the RCB may arrange to do at the contractor's risk and cost, without prejudice to any other rights.
27. **OTHER CONDITION TO BE ADHERE BY TENDERER**
 - A. The work is to be carried out as per the specifications in the tender and relevant standards of CPWD.
 - B. The material should be got approved before start of work and open to site inspection
 - C. The contractor shall clear the site after completion of work in all respects.
 - D. All the material used shall be one of the stipulated makes as per approved list of material.
 - E. The contractor shall comply with safety codes for Fire precaution, health requirement, scaffolds & ladders etc.
 - F. No T & P shall be issued by RCB.
 - G. All dismantled material for which credit is not being given in the tender shall be handed over to the site engineer stored at proper place.
 - H. Contractor shall be fully responsible for safety of his workers and in case of any accident / mishap the entire responsibility shall be on the contractor.
 - I. The work shall be executed without any loss / damage to the RCB's properties.

28. **MODE OF MEASUREMENT** The mode of measurement will be as per the given specifications. If not available in the specifications, then the CPWD specifications/ IS Codes/standard engineering practice for measurement of work shall be followed.

29. **TERMINATION OF CONTRACTS**

(i). In case, after issue of a firm order, the successful tenderer fails to execute the work within scheduled time and as per specified quality and even fails to complete the work within the extended period if any given in writing by RCB, the Executive Engineer, RCB, Faridabad will be within his full rights to terminate the contract and to forfeit the Security Deposit of the successful tenderer to the RCB by giving a notice of 30 days in writing sent by Registered Post to the address given in the tender submitted or to any other address which may be recorded in the office at the request of the tenderer. The period of 30 days will be reckoned from the date of issue of the notice.

(ii). Executive Engineer, RCB, Faridabad reserves the right to terminate the contract without assigning any reason by giving a notice of 21 days to the successful tenderer by Regd. Post to the address given in the tender submitted, or to any other address which may be recorded in the office at the request of the tenderer. The period of 30 days will be counted from the date of dispatch of the notice. In such cases, the Security Deposit of the successful tenderer will be refunded soon on getting demand from the tenderer. The RCB will not be liable for payment of any compensation for any loss that the contractor may be put to or alleged to have been put to on account of such termination.

TECHNICAL BID

Tender No. OOC/04-05/01/NIT-21/2021-22

Name of Work **Development of lawn & plants at Office of Connectivity Building with Annual Maintenance Contract (AMC)**

Check List of Certificates/ Documents required to be submitted in the Technical Bid

If these documents are not submitted/ conditions not met, the quotation shall be summarily rejected and no further correspondence, in this regard, shall be entertained.

S. No		Description	Technical Compliance (Yes/No)
1.	Annexure-I, Annexure-I A	Undertaking for EMD declaration by authorized signatory on letterhead	
2.	Annexure-II	Undertaking for adherence & acceptance to all Tender Terms and conditions and Two-Bid System. (Non-violation of Two-Bid System)	
3.	Annexure-III	Fall clause declaration	
4.	Annexure-IV	Non-black listing declaration	
5.	Annexure-V	Annual average Turnover of the agency should be more than rupees 2.0 Lac per annum since last three preceding years.	
6.	Annexure-VI	The Firm/office/service Centre in Delhi-NCR (Address proof) with Copy of PAN and GST registration certificate	
7.	Annexure-VII	Experience Certificates for two or more similar works in last 7 years	
8.	Annexure-VIII	Submission of certificate having visited the site to access the scope of work. Annexure-VIII	

BID SECURITY DECLARATION

(on letter head of the firm)

To be uploaded on e-Wizard Portal

Tender No.- OOC/04-05/01/NIT-21/2021-22

I/We hereby undertake that we will abide by the terms and conditions of the bid document. If I/We withdraw or modify our bids during the period of validity, I/We shall be liable to be suspended/debarred from participating in the present bid and in any bid of Government Organization for the period of One Year.

(Signature of Authorized Representative with seal and stamp
(To be submitted on Company Letter Head).

Additional information of the Bidding Agency duly signed by the bidder or authorized representative of the bidder as per the Performa

1. Tender Enquiry No. OOC/04-05/01/NIT-21/2021-22 Due for opening on:
2. Name & Address of Bidder:-

Please indicate

3. Details of Bank Account of the bidder/Agency.
- i) Name of the Bank
 - ii) Address of the Branch
 - iii) Phone number
 - iv) IFS Code No.
 - v) Bank Account No.
 - vi) Type of Account
4. Business Name and constitution of the firm. Is the firm registered under?
- i) The Indian Companies Act, 1956
 - ii) The Indian Partnership Act, 1932
 - iii) Any act, if not, who are the owners. (Please give full Names and Address)
5. For partnership firms state whether they are registered or not registered under Indian Partnership Act. 1932. Should the answer to this question by a partnership firm be in the affirmative please state further:
- i) Whether by the partnership agreement authority to refer disputes.
 - ii) Concerning the business of the partnership to arbitration has been conferred on the Partner who has signed the tender
 - iii) If the answer to (a) is in the negative, whether there is any general power of attorney executed by all the partners of the firm authorizing the partner who has signed he tender to refer dispute concerning business of the partnership to arbitration\

Signature of witness

Full Name and Address of Witness

Signature of Bidder

Full name & address of the Person signing (In BLOCK LETTER)

Whether signing as

Proprietor/ Partner/ Constituted Attorney/ duly authorized by the company

TENDER ACCEPTANCE LETTER
(To be submitted on Company Letter Head).

Date

The Executive Director
Regional Centre for Biotechnology
NCR Biotech Science Cluster,
2nd Milestone, Faridabad – Gurugram Expressway,
Faridabad – 121001

SUB: Acceptance of Terms & Conditions of Tender.

Tender Reference No: OOC/04-05/01/NIT-21/2021-22

Name of Tender / Work: Development of lawn & plants at Office of Connectivity Building with Annual Maintenance Contract (AMC)

Dear Sir,

1. I / We have downloaded / obtained the tender document(s) for the above mentioned 'Tender/Work' from the web site(s) namely: www.rcb.res.in, <https://dbt.euniwizarde.com> as per your NIT / advertisement, given in the abovementioned website(s).
2. I / We hereby certify that I / We have read the entire terms and conditions of the tender documents (including all documents like annexure(s), schedules(s), etc.), which form part of the contract agreement and I / We shall abide hereby by the terms / conditions/ clauses contained therein.
3. The corrigendum(s) issued from time to time by your department / organization too has also been taken into consideration, while submitting this acceptance letter.
4. I / We hereby unconditionally accept the tender conditions of above mentioned tender document(s) / corrigendum(s) in its totality / entirety.
5. I / We do hereby declare that our Firm has not been blacklisted / debarred by any Govt. Department/Public sector undertaking.
6. I / We certify that all information furnished by our Firm is true & correct and in the event that the information is found to be incorrect/untrue or found violated, then your department/organization shall without giving any notice or reason therefore or summarily reject the bidder terminate the contract, without prejudice to any other rights or remedy including the forfeiture of the fully said earnest money deposit absolutely.

Yours Faithfully,
Authorized Signatory.

(Signature of the Bidder, with Official Seal)

Fall Clause Declaration

NIT No. OOC/04-05/01/NIT-21/2021-22

Date

Name of Work: Development of lawn & plants at Office of Connectivity Building with Annual Maintenance Contract (AMC)

This is to certify that we have offered the maximum possible discount to you in our Quotation No. _____ dated _____

The prices charged for the stores supplied under Rate Contract should under no event be higher than lowest prices at which the party sells the items of identical description to any other Govt. organization/PSU's/Autonomous bodies/Pvt. Organizations during the period of contract failing which the "FALL CLAUSE" will be applicable.

In case, if the price charged by our firm is more, RCB Fa ridabad will have the right to recover the excess charged amount from the subsequent/unpaid bill of the supplier.

Seal and Signature of the Bidder

Note: This letter of authority should be on the letterhead of the quoting firm and should be signed by a person competent and having the power of attorney to bind the same.

NON-BLACK LISTING DECLARATION

NIT No. OOC/04-05/01/NIT-21/2021-22

Date

Name of Work: Development of lawn & plants at Office of Connectivity Building with Annual Maintenance Contract (AMC)

FORMAT OF UNDERTAKING, TO BE FURNISHED ON COMPANY LETTER HEAD WITH REGARD TO BLACKLISTING/ NON- DEBARMENT, BY ORGANISATION

UNDERTAKING REGARDING BLACKLISTING / NON - DEBARMENT

To,
Executive Director
Regional Centre for Biotechnology
NCR Biotech Science Cluster,
2nd Milestone, Faridabad-Gurgaon Expressway
Faridabad

We hereby confirm and declare that we, M/s -----, is not blacklisted/ De-registered/ debarred by any Government department/ Public Sector Undertaking/ Private Sector/ or any other agency for which we have Executed/ Undertaken the works/ Services during the last Seven years.

For -----

Authorized Signatory

Date:

NIT No. OOC/04-05/01/NIT-21/2021-22

Name of Work: Development of lawn & plants at Office of Connectivity Building with Annual Maintenance Contract (AMC)

FINANCIAL CAPABILITY

Financial Year	Annual Turn Over in Indian Rupees as per Audited Balance Sheet
2018-19	₹
2019-20	₹
2020-21	₹

NOTE: The above data is to be supported by audited balance sheets

1. Attach copies of audited balance sheets duly certified by the chartered accountant for all three years (**2018-19,2019-20,2020-21**). Audited Balance sheet should mention the membership number of chartered accountant issued by ICAI along with full address.
2. Attach recent solvency certificate from bankers. The certificate should be not more than one-year-old from the date of submission of bid.

Signature and seal of the Authorized Signatory of the bidder

GENERAL INFORMATION

NIT No. OOC/04-05/01/NIT-21/2021-22

Name of Work: Development of lawn & plants at Office of Connectivity Building with Annual Maintenance Contract (AMC)

1.	Name of Firm	
2.	Head office address	
3.	Telephone	Contact No
4.	Fax. No.	Email ID
5.	Place of Incorporation registration	Year of incorporation/registration
6.	PAN No	

Signature and seal of the Authorized Signatory of the bidder

NIT No. OOC/04-05/01/NIT-21/2021-22

Name of Work: Development of lawn & plants at Office of Connectivity Building with Annual Maintenance Contract (AMC)

EXPERIENCE OF COMPLETION OF PROJECTS OF SIMILAR NATURE & COMPLEXITY

(During last Seven years ending last day of month previous to the one in which applications are invited)

Sl. No.	Name of work/project and location	Owner or sponsoring organization	Cost of work in Lacs	Date of commencement as per contract	Stipulated sate of completion	Actual date of completion	Name and address/ telephone number of officer to whom reference may be made	Remarks

NOTE: Please attach supporting documents (completion certificates along with order copies) for the above information

Signature and seal of the Authorized Signatory of the bidder

CERTIFICATE FOR SITE INSPECTION

NIT No. OOC/04-05/01/NIT-21/2021-22

Name of Work: Development of lawn & plants at Office of Connectivity Building with Annual Maintenance Contract (AMC)

Certified that we..... (Name of tenderer) have visited the site on dated..... and assessed the nature and amount of work involved before submitting our offer. We will be able to complete the works within the stipulated time and also certified that we will be able to supply the material/executing the work as per specification to suit the site conditions.

Address of site: -

Regional Centre for Biotechnology
NCR-Biotech Science Cluster at RCB
3rd mile stone Faridabad - Gurgaon Expressway
Faridabad Haryana-121001

Signature of Tenderer with Seal & Date

SCOPE OF WORK

1. The scope of work shall include items as per Bill of Quantities and instructions of Regional Centre for Biotechnology (RCB), NCR Biotech Science Cluster, Faridabad.
2. The quantities indicated are approximate and may vary at the time of execution. The Institute will exercise absolute discretion for operating all or some items of the schedule.
3. Contractor has to remove all the debris from the site of execution and dispose them at suitable places shown by the Engineer or his authorized representative at site.
4. The contractor will have to maintain the work for One year from the certified date of its completion.
5. The brief scope of work shall be generally as given hereunder, but not limited to the workings of Item, BOQ of the work.
6. The work shall be governed as per site requirement.
7. The work is to be done on item rate basis including requisite/ specified consumables (manures, pesticides, insecticides, fungicides, weedicides etc), dressing, cutting, re-sapling, watering etc tools and tackles, water pipes, trolleys drums, sprinklers as required including their on-site transportation, handling, stacking, and storing at contractor's expense as required for effective & timely completion of works to the satisfaction of RCB.
8. The work shall be completed strictly as per Bill of Quantities, specification and instructions of RCB.
9. Contractor is required to repair any damage caused during execution of work at the work site and restore to the original condition by plastering/ painting etc. of the buildings,/ pavements etc, matching with the original work.
10. Items of work have been clearly described in the BOQ. If any item though not specifically mentioned but is required for the completion of the work, the same shall be executed by the contractor within the quoted rates.

Financial Bid

NIT No. OOC/04-05/01/NIT-21/2021-22

Name of Work: Development of lawn & plants with Annual Maintenance Contract (AMC)

Sr. No.	Description	Unit	Qty
1	Renovating lawns including weeding, cheeling the grass, forking the ground, top dressing with sludge or manure, mixing the same with forked soil, watering and maintaining the lawn for 30 days or more till the grass forms a thick lawn free from weeds and fit for mowing and disposal of rubbish as directed, including supplying good earth if needed (the cost of sludge, manure and the good earth shall be paid for separately).	Sqm	2125
2	Digging holes in ordinary soil and refilling the same with the excavated earth mixed with manure or sludge in the ratio of 2:1 by volume (2 parts of stacked volume of earth after reduction by 20% : 1 part of stacked volume of manure after reduction by 8%) flooding with water, dressing including removal of rubbish and surplus earth, if any, with all leads and lifts (cost of manure, sludge or extra good earth if needed to be paid for separately)		
	Holes 45 cm dia, and 45 cm deep.	Each	1676
3	Providing and Displaying Foxtail palm well developed with fresh & healthy foliage of ht. 210 to 240 cm in a sack / Polybag as per direction of the Engineer-in-charge.	Each	40
4	Wishmoriyaa Palm	Each	4
5	Providing and Displaying Cycus revoluta in 35 cm challi, specimen plant, having 30 to 40 with fresh and healthy, leaves having 25cm to 30cm circumference of base stem well developed as per direction of the officer-in-charge.	Each	6
6	Providing and Displaying Furcaira variegated well developed with fresh & healthy foliage 8 to 10 leaves in a sack or Polyethylene bag. as per direction of the officer-in-charge.	Each	4
7	Providing and displaying of Phoenix palm having ht. 75 cm to 90 cm with 10 to 15 or more leaves, well developed, fresh and healthy in a sack or Polyethylene bag. as per direction of the officer-in-charge.	Each	24
8	Providing and Displaying of Coconut Plant as per direction of the officer-in-charge.	Each	10
10	Providing and Displaying of Ficus Panda hedges as per direction of the officer-in-charge.	Each	1600

11	Providing and Displaying of Ficus Ticori as per direction of the officer-in-charge.	Each	4
12	Complete maintenance of the entire garden features having as per yard stick in the garden area i.e. lawn trees, shrubs, herbs, edge, flower beds, foliages, creepers etc. including hoeing, weeding, pruning, replacement of plants, gap filling, watering, mowing of lawn, grass cutting by lawn mover and brush cutter, removal of garden waste, applying insecticide, pesticide & fertilizers (whenever required) top dressing of lawn with good earth and manure and maintenance of other garden related works as directed by office-in-charge (Cost of Good Earth, Manure, Fertilizer, Insecticide, Pesticide will be provided by the Department & lawn mover and brush cutter with fuel and other T & P material/articles shall be provided by the contractor.) and as per direction of officer in charge.		
	(1Mali for 1.25Acre)	Sqm/ month	2125
13	Supplying and stacking of good earth at site including royalty and carriage upto 5 km lead complete (earth measured in stacks will be reduced by 20% for payment).	Cum	72
14	Supplying and stacking at site cow dung manure from approved source, including carriage upto 5 km lead complete (manure measured in stacks will be reduced by 8% for payment)	Cum	50
15	Supplying of Fertilizer at site	KG	50
16	Supply of Phosphate	KG	50
17	Supplying of Insecticide at site	Ltr	2
18	Supplying of Pesticide at site	Ltr	2