

**INSTITUTE FOR STEM CELL BIOLOGY AND REGENERATIVE MEDICINE**

NCBS, GKVK, Bellary Road, Bangalore – 560 065

**Notice Inviting Tender**

**NIT No. InStem/Maint (Civil)/566/NIT-31/2020**

**Date: 25/02/2020**

1. Separate sealed item rate tenders are invited, on behalf of the Director, INSTEM and will be received in the Office of the Civil Maintenance, INSTEM from Contractors who have executed works of similar nature and magnitude, for the following work:

<b>Sl. No.</b>	<b>Description</b>	<b>Approx. Cost</b>	<b>Earnest Money Deposit</b>	<b>Cost of tender document</b>	<b>Completion Period</b>
1	"Annual Maintenance Contract for Minor and Petty works at InStem for the year 2020-2021"	Rs. 33.52 Lakhs	Rs. 67,040/-	Rs. 500/-	12 months

2. Individual Job orders will be issued as and when work arises. The entire work is to be complete within 12 months, in accordance with the time schedule indicated in the tender, from the 15<sup>th</sup> day of issue of letter of intent/work order. The period includes monsoon period also.
3. **The Contractor should have experience in similar nature of works i.e., minor and petty works etc.**
4. Tender documents (Non Transferable), consisting of complete specifications, schedule of quantities for various items of work to be done and set of conditions of contract to be complied with by the tenderers whose tender may be accepted can be obtained from the office of the Civil Maintenance, InStem on any working day between 10:00 Hours to 16:00 Hours on payment of amount mentioned in Para 1 (non-refundable) from **26/02/2020 to 10/03/2020**.
5. Experience of having successfully completed works during the last seven years ending previous day of last date of submission of Tenders. The list of similar works completed with value of each work, addresses of the clients for whom the works were executed should be furnished along with the application for the tender document.

Tender document will be issued only to those who have completed the works of similar nature as below,

- (a) One work of similar nature costing Rs. 26.82 Lakhs (80% of Rs. 33.52 lakhs)

**OR**

(b) Two works of similar nature costing Rs. 20.11 Lakhs each (60% of Rs. 33.52 lakhs)

**OR**

(c) Three works of similar nature costing Rs. 13.41 Lakhs each (40% of Rs. 33.52 lakhs)

**AND**

(d) One completed work of any nature (either part of (a,b,c)), or a separate one costing not less than the amount to Rs. 13.41 Lakhs with some Central/State Government Organization/ Central Autonomous Body/Central Public Sector undertaking.

The value of executed works shall be brought to current costing level by enhancing actual value of work at simple rate of 7% per annum, calculated from the date of completion to previous day of last date of submission of tenders. Similar nature of work – shall mean the agency should have experience of execution and maintain the similar minor & petty works. In our experience, this is the bare minimum manpower requirement, to maintain the system.

5(a). Tenderer should have a solvency of 40% of the estimated cost put to tender. Tenderer shall enclose current year valid solvency certificate for current financial year taken after 01/04/2019 for the work.

(b). Tenderer should have annual financial turnover not less than 100% of the estimated cost put to tender during the last three years ending 31/03/2019

6. The tenderers shall be required to submit the bids in two envelopes in sealed cloth lined covers as below:-

Envelope 1-Technical bid with EMD

Envelope 2- Financial bid

a. Envelope 1 should be super scribed with "Technical and commercial bid" and contain the EMD in the prescribed form, any deviation with respect to SOQ/Departmental conditions, list of works done and their details etc.

b. Envelope 2 should contain the financial bid.

All the two envelopes shall be put in another sealed cloth lined cover super scribed with the name of the work, NIT number and name of the tenderer. The envelope-1 will be opened first, in the presence of intending tenderers, on the due date and time for receipt and opening. (It may be noted that only those covers (Envelope-1) containing EMD in the Prescribed form shall be taken for further consideration and all others, without EMD shall be rejected). **Proper evaluation of the technical offers opened will be done with the inspection of works done by Tenderers if required by INSTEM committee. The Financial bids of the tenderers who will be technically qualified only will be informed the date and time of opening of bids.**

**IMPORTANT NOTE: All bidders to attend the PRE-BID MEETING on 12/03/2020 at 11:00Hrs, in the office of Head-SE&M, INSTEM. It is important for the vendor to attend the pre-bid meeting to understand the exact requirements.**

**Evaluation Criteria:- As per enclosed Annexure-1 of Tender document.**

If any tenderer withdraws his tender after the price bid is opened within validity-period or makes any modifications in the terms and conditions of the tender which are not acceptable to the department, then the INSTEM shall without prejudice to any/or other rights or remedy be at liberty to forfeit 50% (Fifty percent) of the earnest money absolutely.

**Application for tender document not accompanied by the following is liable for rejection of issue of tender document:-**

- (i) Proof of experience in execution of similar nature and magnitude of work as indicated at Para above.
- (ii) Latest Bank Solvency certificate from any scheduled banks of Minimum Value (40% of the Estimate Amount put to Tender of Rs. 13.41 (Lakhs).
- (iii) Performance certificates, GST Number and PAN (Permanent Account Number).
- (iv) Letter of authority in case the application is through authorized person.
- (v) Cost of tender document.
- (vi) Company's profile, Local Office status, Bankers, Manpower and Experience.
- (vii) Valid registration certificate of the firm appropriate class.
- (viii) Latest income tax clearance certificate.

**Note:**

1. Application for tender document should be submitted at least one working day before the last date for sale of tender. Late application for the tender document is liable for rejection.
2. The value of executed works shall be brought to correct costing level by enhancing the actual value of work at simple rate of 7% per annum, calculated from the date of completion to the last date of receipt of application for tender

As said above tender which should always be placed in sealed covers super scribed with the name of work (as given in para.1) will be received by INSTEM upto **15:00 Hrs on 16/03/2020** and will be opened in the Civil Maintenance, on the same day at 15:30 hours onwards in the presence of the tenderers or their representatives who would be present.

6. Tenders are to be on the printed form of the INSTEM, which can be obtained on payment of the cost of documents mentioned above in cash/DD of scheduled bank drawn in favour of **INSTEM**, Bangalore. The drawings issued with the tender documents should be returned along with the tender. The Tenderers shall quote rates in figure as well as in words and amounts tendered by them. The amount for each item shall be worked out and requisite total given. All corrections shall be attested by the dated initials of the tenderer. The contractors not tendering for this work after the purchase of the tender documents must return the tender documents and drawings within 15 days of the due date of receipt of the tender. However, the cost the tender documents will not be refunded.
7. Tenders not accompanied by the following are liable to be summarily rejected. Tenderers shall furnish the Earnest Money Deposit which may be in the form of Crossed Demand Draft/Call deposit on the Reserve bank of India or State bank of India. Earnest Money Deposits may also be furnished in the form of Fixed Deposit

Receipts issued by and Scheduled Bank and endorsed by the Bank concerned at the disposal of the INSTEM.

8. It may be noted that EMD up to a value of Rs. 20.00 Lakhs has to be in the form said above and balance can be in the form of Bank guarantee from any Nationalized Bank.

**(a) EMD shall be returned after receipt of Bank Guarantee for Performance Guarantee.**

9. The acceptance of the tender will rest with the Director, INSTEM who does not bind himself to accept the lowest or any other tender. No reasons will be furnished for the acceptance or rejection of any tender.
10. Canvassing in connection with tender will result in disqualification.
11. Any tender which does not fulfill any of the prescribed conditions will be liable to be rejected.
12. INSTEM reserves the right to cancel the tender / alter the scope or reduce quantum of work before issue of work order and the **Tenderer** shall not have any claim what so ever on this account.
13. Rates quoted by the Contractor in item rate tender in figures and words shall be accurately filled in so that there is no discrepancy in the rates written in figures and words. However, if any discrepancy is found, the rates which correspond with the amount worked out by the Contractor shall be taken as correct.
14. If the amount of an item is not worked out by the Contractor or it does not correspond with the rate written either in figures or words, then the rate quoted by the Contractor in words shall be taken as correct.
15. Where the rates quotes by the Contractor in figures and in words tally but the amount is not worked out correctly the rate quoted by the Contractor will be taken as correct and not the amount.
16. Where the rates are not quoted by the Contractor in words and amount is not worked out or not worked out correctly, the rate quoted by the Contractor will be taken as correct.
17. In the event no rate has been quoted for any item / items, leaving space both in figure(s), word(s) and amount blank, it will be presumed that the contractor has included the cost of this / these item(s) in other items and rate for such item(s) will be considered as zero and will be required to be executed accordingly.
18. INSTEM reserves the right to reject any application for issued of tender document without assigning any reason.


19. The Quoted rates shall be inclusive of all taxes i.e. GST, levies, duties, cess & profit etc. Payable under respective statutes. Deductions as per statutes cost be effected from the bill and remitted to the Department concerned.
20. The EMD (Earnest Money Deposit) should be drawn in the favour of INSTEM for an amount of Rs. 67,040/-
21. The tenderer whose tender is accepted will be required to furnish performance guarantee of 5% of the tendered amount as per the clause 1 of the condition of contract.
22. As per the contract, Security deposit of 2.5% of tender value shall be deducted from the running account bills of the work as per the clause 1A of the condition of contract.

**Bids Validity:** Bids shall be valid for 120 days from the date of its submission.

**NOTE 1:** Each and every page of the offered bid shall bear the dated signature and seal of the contractor.

**NOTE 2:** Refer our website [www.InStem.res.in/](http://www.InStem.res.in/) Central Public Procurement Portal, <http://eprocure.gov.in/cppp> for more details of the said tender.

**NOTE 3:** The sale of tender, submission and tender process will be done at INSTEM, GKVK, Bellary Road, Bangalore-560065.

  
Head (SE&M)



