



**ANNEXURE 'A'**  
**NOTICE INVITING TENDER**  
**INSTITUTE FOR STEM CELL SCIENCE AND REGENERATIVE**  
**MEDICINE**

GKVK Campus, Bellary Road, Bangalore - 560 065.  
 Phone: 080-67176001

**Tender Notice No: inStem/Engg/Tr – 02 /2020-21 dated 15/10/2020**

Item Rate sealed tenders are invited (in 2 Part system) on behalf of Director, inStem by the Engineer-in-charge at the above office from experienced Class-I Electrical Contractors for the following work –

<b>NAME OF WORK:- Support services for Round the clock &amp; General shift Operation, Monitoring &amp; Maintenance of various Electrical &amp; HVAC installations including substation at inStem.</b>	
<b>Estimated Cost:</b> Rs. 1.25 Crores	<b>E.M.D.</b> Rs. 2.50 Lakhs
<b>Performance Guarantee:</b> 5% of the tendered value	<b>Security Deposit:</b> 2.5% of the tendered value
<b>Date of Sale:</b> From 22.10.2020 To 06.11.2020	<b>Cost of Tender Documents</b> Rs. 1,000/- .(Non-refundable)
<b>Date of receipt of tenders and opening of Technical bids:</b> 13.11.2020 at 15:30 hours	<b>Pre bid meeting:</b> 09.11.2020 at 11:00 hours
<b>Time for Completion of work:</b> 12 Months	

**1. Eligibility Criteria for issue of Tender documents:**

- i) Experience of having successfully completed similar type of work (24 hrs basis) of Electrical and HVAC (desirable) AMC/support services works during the last 7 years ending last day of the month previous to the one in which applications are invited. The works completed up to previous day of last date of submission of tenders shall also be considered.
  - a) **Three similar completed works**, costing not less than the amount equal to Rs.50 Lakhs (40% of Estimated cost),  
OR
  - b) **Two similar completed works**, costing not less than the amount equal to Rs.75 Lakhs (60% of Estimated Cost),  
OR
  - c) **One similar completed work** of aggregate cost not less than the amount equal to Rs.1.00 Crore (80% of Estimated cost),  
And



- (ii) One Completed work of any nature (either part of (i) or a complete one) costing not less than the amount equal to Rs.50 Lakhs of the estimated cost put to tender with some Central/State Government Organization/Central Autonomous Body/Central Public Sector undertaking/State public sector undertaking/City development authority/Municipal corporation of city formed under any Act by Central/State government and published in central/state gazette..
- (iii) Bidders/contractor must furnish documentary proof for the above along with the following mandatory documents while making request for tender documents.
  - a. Company's profile, Local Office address, Bankers, Manpower and Experience.
  - b. Valid registration certificate of the firm and Electrical Contractor Class-I License
  - c. Valid ESI, PF and Goods and Service tax registration certificates
  - d. Current **financial year solvency certificate (2020-21)**: Solvency certificate should be of an amount equal to 40% of the estimated cost (i.e. Rs. 50 Lakhs)
  - e. **Turnover**: Average annual financial turn over should be at least 50% of the estimated cost (i.e. Rs. 62.5 Lakhs) during the immediate last 3 consecutive financial year i.e 2017-18, 2018-19, 2019-20.
  - f. **Profit/Loss**: The bidder should not have incurred any loss (profit after tax should be positive) in more than two years during available last five consecutive balance sheet, duly audited and certified by the Chartered Accountant.
  - g. **Work completion Certificates**: Work completion certificates as per sr.nos. (i) (a or b or c) & (ii) should be submitted. The completion certificate should clearly indicate the period of contract (i.e. start date and completion date). Since the estimation put to tender is for one year period, the bidder/contractor should submit the completion certificates for per year basis. If the contract is extended for another year, we shall consider only one year cost as a total completed value.
  - h. **Performance certificates**: Minimum two performance certificates from existing clients should be attached. Performance certificates should be of works considered in item (i). Evaluation of the performance of contractors shall be done based on available documents along with technical bids. If required, the works executed by the bidders may be got inspected by the NIT approving authority / his representatives. So vendors are advised to furnish all relevant documents such as contact number, e-mail id of the contact person along with the technical bid.
  - i. A List to be furnished for number of qualified technical people in employment and their Qualification.
  - j. Latest income tax return certificate to be produced



**2. Evaluation Criteria: - As per enclosed Appendix – I**

If any tenderer withdraws his tender after the price bid is opened within the 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.

**3. Completion period:** The time allowed for carrying out the work shall be 12 Months from the date of work order.

**4. Earnest Money Deposit (E.M.D.)** of Rs.2,50,000.00 in the form of Department's receipt / Demand Draft / Pay Order / Banker's cheque / Deposit at call receipt / Fixed Deposit Receipt (FDR), issued by a Scheduled Bank, drawn in favour of "Institute for Stem Cell Science and Regenerative Medicine" Bangalore.

NOTE: EMD in the form of Cheques will not be accepted.

**4.1 Security Deposit & Performance Guarantee:**

**4.2.1: Performance Guarantee:**

The successful tenderer shall submit an irrevocable Performance bank guarantee of an amount equal to 5% of the tendered and accepted value of the work (without limit) within 15 days from the date of award of contract in one of the following forms;

- a) Government securities
- b) Fixed Deposit Receipt (FDR) of a Scheduled Bank.
- c) An irrevocable bank guarantee bond of any scheduled bank or the State Bank of India in the prescribed form given in Annexure.
- d) The performance Guarantee shall be initially valid up to the stipulated date of completion plus 60 days beyond that. In case the time for completion of work gets enlarged, the contractor shall get the validity of Performance Guarantee extended to cover such enlarged time for completion of work. After satisfactory completion of the work, with no defects, the performance guarantee shall be returned to the contractor without any interest within 14 days.

**4.2.2: Security Deposit:**

A sum @ 2.5% of the gross amount of the bill shall be deducted from each running bill as well as final bill of the contractor. Such deductions shall be made unless the contractor has deposited the amount of security at the rate mentioned in cash or Government securities or Fixed Deposit Receipts.

This is in addition to the performance guarantee that the contractor is required to deposit as para 4.2.1.

Security Deposit can be released against bank guarantee issued by a scheduled bank on its accumulation to a minimum amount of Rs. 5 Lakhs subject to the condition that amount of any bank guarantee except last one, shall not be less than Rs. 5 lakhs.



The Bank Guarantee submitted against Security Deposit shall initially be valid up to the stipulated date of completion of the work plus 06 months, which shall be extended further time to time depending upon extension of contract granted.

Security Deposit will be released only after the completion of the defects liability period of 06 months after the date of completion of the work.

#### **5. Acceptance of Tender:**

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.

#### **6. Condition for tender submission:**

The tenderer shall give a list of officials both Gazetted and non-gazetted employees in inStem, who are related to him. The contractor shall not be permitted to tender for works in the Department (responsible for award and execution of contracts) in which his near relative is posted as equivalent to Accounts Officer or as an officer in the capacity of grades Scientific Officer / Engineer - "C" and above. He shall also intimate the names of persons who are working with him in any capacity or are subsequently employed by him and who are near relative to any gazetted officer in the Department of Biotechnology. Any breach of this condition by the contractor would render him liable to be barred from tendering in this Department.

No Engineer of Gazetted rank or other Gazetted Officer employed in Engineering or Administrative duties in an Engineering Department of the Government of India is allowed to work as a contractor for a period of two years after his retirement from Government Services, without the previous permission of the Government of India in writing. This contract is liable to be cancelled if either the contractor or any of his employees is found at any time to be such a person who had not obtained the permission of the Government of India as aforesaid before submission of the tender or engagement in the contractor's service.

#### **7. Site visit by the tenderer before tendering:**

Tenderers are advised to inspect and examine the site and its surroundings and satisfy themselves before submitting their tenders as to the nature of operation and maintenance work involved in the campus. Nature of the site, the means of access to the site, and in general shall themselves obtain all necessary information as to risks, contingencies and other circumstances which may influence or affect their tender. A tenderer shall be deemed to have full knowledge of the site whether he inspects it or not and no extra charges consequent on any misunderstanding or otherwise shall be allowed.

#### **8. Tenderer's responsibilities:**

The tenderer shall be responsible for arranging and maintaining at his own cost all tools & plants and all other services required for executing the work unless otherwise specifically provided for in the contract documents. Submission of a tender by a tenderer implies that he has read this notice & all other contract documents, and has made himself aware of the scope & specifications of the work to be done and local conditions and factors having a bearing on the execution of the work.



## 9. Tender documents & signing of contract:

The Notice Inviting Tender shall form a part of the contract document. The successful tenderer / contractor, on acceptance of his tender by the Accepting Authority, shall, within 15 days from the stipulated date of start of the work, sign the contract consisting of : The Notice Inviting Tender, all the documents including all conditions, specifications and drawings, if any, forms the tender as issued at the time of invitation of tender and acceptance thereof together with any correspondence leading thereto.

10. **Canvassing**, either directly or indirectly, in connection with the tenders is strictly prohibited and the tenders submitted by the contractors who resort to canvassing will be liable to rejection.
11. Any tender which does not fulfill any of the prescribed conditions will be liable for rejection.
12. inStem reserve the right to 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 if 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 quoted 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. In case rates are quoted only in words or only in figures, then the rate quoted will be considered and amount will be worked out accordingly.
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. The Quoted rates shall be inclusive of all the taxes including GST at applicable rates and all levies, duties, cess etc payable under respective statutes. Deductions as per statutes will be effected from the bill and remitted to the Department concerned.
19. **The Schedule –II of Annexure – H should be quoted compulsorily**; it shall be operated on 'as and when required basis' only. Quantity mentioned in Schedule-II is indicative only. Quantity may increase or decrease as per the Institute's requirement. inStem, at its discretion may or may not operate Schedule-II. Hence, Schedule-II of Annexure - H will not be taken in to account for price bid comparison.

**Note:**

- a. Tender Notification is available on our website <https://www.instem.res.in/tenders> and CPPP.
- b. Eligible contractors are requested to collect the tender document from office of the Engineer-in-charge, inStem during office hours **(10:00 hours to 16:00 hours)**
- c. Tender fee is acceptable only in the form of cash; no other mode of payment will be acceptable.
- d. Issue of tender documents on the basis of the documentary eligibility alone will not make a tenderer eligible for participating in the bidding. The documents furnished by the tenderers will be subjected to verification subsequently by department. If found not meeting the requirement, such offers will be rejected.

  
**Signed by**