



भारतीय विज्ञान शिक्षा एवं अनुसंधान संस्थान पुणे

(भारत सरकार के शिक्षा मंत्रालय का स्वायत्त संस्थान)

INDIAN INSTITUTE OF SCIENCE EDUCATION AND RESEARCH (IISER) PUNE

(An Autonomous Institution, Ministry of Education, Govt. of India)

VOLUME I

E-TENDER

ई-निविदा (ई-खरीद पद्धति)

Name of work: ANNUAL MAINTENANCE AND MINOR HVAC WORKS AT MAIN BUILDING , LECTURE THEATRE COMPLEX , ANIMAL HOUSE , MENDELEEV , H CROSS , G1 , DINING BLOCK, GUEST HOUSE, CHILLER PLANT ROOM AND STP/ETP PLANTROOM IN IISER PUNE CAMPUS DURING YEAR 2021-22.

NIT NUMBER: 47/ IISER/PUNE/2021-22

TO BE SUBMITTED ONLINE AT <https://eprocure.gov.in/eprocure/app>

DATE OF SUBMISSION OF TENDER: 15 03 2022 UP TO 15 00 HRS

Index

Name of work: ANNUAL MAINTENANCE AND MINOR HVAC WORKS AT MAIN BUILDING, LECTURE THEATRE COMPLEX, ANIMAL HOUSE, MENDELEEV, H CROSS, G1 , DINING BLOCK, GUEST HOUSE, CHILLER PLANT ROOM AND STP/ETP PLANTROOM IN IISER PUNE CAMPUS DURING YEAR 2021-22..

NIT NUMBER: 47/ IISER/PUNE/2021-22

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INDIAN INSTITUTE OF SCIENCE EDUCATION AND RESEARCH PUNE

(An Autonomous Institution of Ministry of Education, Govt. of India)

Dr. Homi Bhabha Road, Pune - 411 008 | Website: www.iiserpune.ac.in



Notice inviting e-Tender (e-Procurement Mode)

Institute invites online item rate bid from the agencies eligible as per the minimum eligibility requirements specified at clause No. 2 & 3 in TENDER document in open bid system for **“ANNUAL MAINTENANCE AND MINOR HVAC WORKS AT MAIN BUILDING, LECTURE THEATRE COMPLEX, ANIMAL HOUSE , MENDELEEV , H CROSS , G1 , DINING BLOCK, GUEST HOUSE, CHILLER PLANT ROOM AND STP/ETP PLANTROOM IN IISER PUNE CAMPUS DURING YEAR 2021-22..”** having estimated cost of **Rs.57 lakh** put to bid. **EMD Rs. 114000/-** Completion period is 12 months”.

The tender document can be downloaded from Central Public Procurement Portal (CPP) <http://eprocure.gov.in/eprocure/app> or www.iiserpune.ac.in. Bids to be submitted online only through CPP on or before 15.03.2022 at 15.00 hrs.

No: 47/IISER/Pune/2021-22

Registrar

भारतीय विज्ञान शिक्षा एवं अनुसंधान संस्थान पुणे

(भारत सरकार के शिक्षा मंत्रालय का स्वायत्त संस्थान)

डॉ. होमी भाभा मार्ग, पुणे - 411 008 | वेबसाइट: www.iiserpune.ac.in



ई-निविदा आमंत्रण सूचना (ई-खरीद पद्धति)

संस्थान **“ANNUAL MAINTENANCE AND MINOR HVAC WORKS AT MAIN BUILDING , LECTURE THEATRE COMPLEX , ANIMAL HOUSE , MENDELEEV , H CROSS , G1 , DINING BLOCK, GUEST HOUSE, CHILLER PLANT ROOM AND STP/ETP PLANTROOM IN IISER PUNE CAMPUS DURING YEAR 2021-22, IISER, Pune”** के लिए खुली बोली प्रणाली में निविदा दस्तावेज के खंड 2 एवं 3 में निर्दिष्ट न्यूनतम पात्रता आवश्यकताओं के अनुसार पात्र एजेंसियों से ऑनलाइन मद दर बोली आमंत्रित करता है, जो बोली के लिए अनुमानित लागत रु. 57.0 लाख रखती हैं। बयाना जमा राशि रु. 114000/- है। कार्य पूरा करने की अवधि 12 महीने है।

निविदा दस्तावेज केन्द्रीय सार्वजनिक खरीद पोर्टल (सीपीपी) <http://eprocure.gov.in/eprocure/app> या www.iiserpune.ac.in से डाउनलोड किए जा सकते हैं। बोली दिनांक 15.03.2022 अपराह्न 03.00 बजे तक या उससे पहले सीपीपी के माध्यम से केवल ऑनलाइन प्रस्तुत की जाए।

सं.: 47/आईआईएसईआर/पुणे/2021-22

कुलसचिव



INDIAN INSTITUTE OF SCIENCE EDUCATION AND RESEARCH PUNE

(An Autonomous Institution, Ministry of Education, Govt. of India)

Dr. Homi Bhabha Road, Pashan Pune – 411008.

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Website: www.iiserpune.ac.in

Tender NOTICE INVITING e-TENDER (e-Procurement mode)

Indian Institute of Science Education and Research, PUNE invites online ITEM rate bids in open bid system from approved and eligible contractors registered with CPWD, Maharashtra State PWD, MES departments in composite/ Electrical works category, found eligible as per clause 2 & 3 of NIT for the work mentioned below:

Brief Details of Tender:

Sr. No.	Description of work in Brief	Approx. Estimated cost put to bid (Rs.)	Earnest Money (Rs.)	Period of Completion	Last date & time of online submission of Technical and Financial bid	Time & date of opening of Technical bids
1	2	3	4	5	7	8
1.	ANNUAL MAINTENANCE AND MINOR HVAC WORKS AT MAIN BUILDING, LECTURE THEATRE COMPLEX, ANIMAL HOUSE , MENDELEEV , H CROSS , G1 , DINING BLOCK, GUEST HOUSE, CHILLER PLANT ROOM AND STP/ETP PLANTROOM IN IISER PUNE CAMPUS DURING YEAR 2021-22.. NIT NUMBER: 47/ IISER/PUNE/2021-22	57 Lakh	114000 /-	12 Months	15 03 2022 at 15 00 hrs	16 03 2022 at 15 00 hrs

The Tender Document can be downloaded from Central Public Procurement (CPP) Portal <https://eprocure.gov.in/eprocure/app> or Institute website www.iiserpune.ac.in and bid is to be submitted online only through the E-procurement portal up to the last date and time of submission of tender

Critical Dates of Tender

Sr.No	Particulars	Date	Time in hrs.
1	Date of Online Publication	24 02 2022	15 00
2	Technical and Financial bid Submission Start Date	24 02 2022	15 00
3	Technical and Financial bid Submission Close Date	15 03 2022	15 00
4	Closing date & time for Submission of EMD	15 03 2022	15 00
5	Opening of Technical bids	16 03 2022	15 00

No manual bids will be accepted. All quotation (both Technical and Financial should be submitted in the E-procurement portal).

Any queries relating to the process of online bid submission or queries relating to CPP Portal in general may be directed to the 24x7 CPP Portal Helpdesk. The contact number for the helpdesk is 0120-4200462, 0120-4001002, and 91-8826246593.

1) Information & Instructions for Online Bid Submission:

This tender document has been published on the Central Public Procurement Portal ([URL:https://eprocure.gov.in/eprocure/app](https://eprocure.gov.in/eprocure/app)) & Institute website www.iiserpune.ac.in. 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>.

- 1.1 The intending bidder must read the terms and condition of NIT carefully. Bidder should submit his bid only if he considers himself eligible and he is in possession of all the required documents.
- 1.2 Bid documents should be submitted online complete in all respect along with requisite amount of tender fee (cost of bid documents). Complete set of tender documents comprising Volume I, II, III has been made available at e-tender portal ([URL:https://eprocure.gov.in/eprocure/app](https://eprocure.gov.in/eprocure/app))
- 1.3 The bidder would be required to register at e-tender portal ([URL:http://eprocure.gov.in/eprocure/app](http://eprocure.gov.in/eprocure/app)) For submission of the bids, the bidder is required to have digital Signature Certificate (DSC) from one of the authorized Certifying Authorities.
- 1.4 Information and instruction for bidders posted on website shall form part of the bid document.
- 1.5 The bid document consisting of Vol.I – Technical bid, Vol-II- Technical specifications, Vol-III- Financial Bid (BOQ) and the set of terms and conditions of the contract to be complied with and other necessary documents can be seen and downloaded from website ([URL:https://eprocure.gov.in/eprocure/app](https://eprocure.gov.in/eprocure/app)) free of cost.
- 1.6 But the bid can only be submitted after uploading the mandatory scanned documents such as receipt of online payment towards tender fee, in favour of Director, IISER PUNE, scan copies of other required documents as specified in the NIT. The tender fee should be deposited online with IISER PUNE within the period of bid submission as specified in the bid document.
- 1.7 Those contractors not registered on the website mentioned above, are required to get registered beforehand. If needed they can be imparted training on online tendering process as per details available on the website. The intending bidder must have valid class-III digital signature to submit the bid.

- 1.8 On opening date, the contractor can login and see the bid opening process. After opening of bids he will receive the competitor bid sheets.
- 1.9 Contractor can upload documents in the form of JPG format and PDF format.
- 1.10 Certificate of Financial Turn over: At the time of submission of bid contractor may upload Affidavit/ Certificate from CA mentioning Financial Turnover of last 5 years or for the period as specified in the bid document and further details if required may be asked from the contractor after opening of technical bids. There is no need to upload entire voluminous balance sheet.
- 1.11 Contractor has to quote item rate above or below the total estimated cost put to tender and in case bidder quote % rate in the BOQ, then tender shall be rejected.
- 1.12 The tender document can be downloaded from <http://eprocure.gov.in/eprocure/app> and be submitted only through the same website.

2. REGISTRATION of Bidder on e-Procurement Portal

- 2.1 Bidders are required to enroll on the e-Procurement module of the Central Public Procurement Portal ([URL:http://eprocure.gov.in/eprocure/app](http://eprocure.gov.in/eprocure/app)) by clicking on the link “Click here to Enroll”. Enrolment on the CPP Portal is free of charge.
- 2.2 As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.
- 2.3 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.
- 2.4 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 / TCS / nCode / eMudhra etc.), with their profile.
- 2.5 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 DSCs to others which may lead to misuse.
- 2.6 Bidder then logs in to the site through the secured log-in by entering their user ID / password and the password of the DSC / token.
- 2.7 The CPP Portal also has user manual with detailed guidelines on enrollment and participation in the online bidding process. Any queries related to process of online bids or queries related to CPP Portal may be directed to the 24x7 CPP Portal Helpdesk.
- 2.8 The Institute will not be responsible for any type of technical issue regarding uploading of Tender on website. [URL:http://eprocure.gov.in/eprocure/app](http://eprocure.gov.in/eprocure/app)) and any queries relating to the process of online bid submission or queries relating to CPP Portal in general may be directed to the 24x7 CPP Portal Helpdesk. The contact number for the helpdesk is **0120-4200462, 0120-4001002, 91-8826246593**

3. SEARCHING FOR TENDER DOCUMENTS

- 3.1 There are various search options 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.
- 3.2 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 CPP Portal to intimate the bidders through SMS / e-mail in case there is any corrigendum issued to the tender document.

- 3.3 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.

4. PREPARATION OF BIDS

- 4.1 Bidder should take into account any corrigendum published on the tender document before submitting their bids.
- 4.2 Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid. 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.
- 4.3 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 formats. Bid documents may be scanned with 100 dpi with black and white option.
- 4.4 To avoid the time and effort required in uploading the same set of standard documents which are required to be submitted as a part of every bid, a provision of uploading such standard documents (e.g. PAN card copy, annual reports, auditor certificates etc.) has been provided to the bidders. Bidders can use "My Space" area available to them to upload such documents. These documents may be directly submitted from the "My Space" area while submitting a bid, and need not be uploaded again and again. This will lead to a reduction in the time required for bid submission process.

5. SUBMISSION OF BIDS

- 5.1 Bidder should 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.
- 5.2 The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.
- 5.3 A standard BOQ format has been provided with the tender document to be filled by all the bidders. Bidders are requested to note that they should necessarily submit their financial bids in the format provided and no other format is acceptable. Bidders are required to download the BOQ file, open it and complete the white colored (unprotected) cells with their respective financial quotes and other details (such as name of the bidder). No other cells should be changed. Once the details have been completed, the bidder should save it and submit it online, without changing the filename. If the BOQ file is found to be modified by the bidder, the bid will be rejected.
- 5.4 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.
- 5.5 The uploaded tender documents become readable only after the tender opening by the authorized bid openers.

5.6 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.

5.7 Kindly add scanned PDF or JPG format files of all relevant documents in a single PDF file of compliance sheet.

6 ASSISTANCE TO BIDDERS

6.1 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.

6.2 Any queries relating to the process of online bid submission or queries relating to CPP Portal in general may be directed to the 24x7 CPP Portal Helpdesk. The contact number for the helpdesk is **0120-4200462, 0120-4001002, 91-8826246593**

For any technical related queries please call at 24 x 7 Help Desk Number

0120-4001 062

0120-4001 002

0120-4001 005

0120-6277 787

International Bidders are requested to prefix +91 as country code



INDIAN INSTITUTE OF SCIENCE EDUCATION AND RESEARCH (IISER) PUNE

SECTION I -NOTICE INVITING e-TENDERING

1. Indian Institute of Science Education and Research, PUNE invites online ITEM rate bids in open bid system from approved and eligible contractors registered with CPWD, Maharashtra State PWD, MES departments in composite/ Electrical works category found eligible as per clause 2 & 3 of NIT for the work mentioned below:

Name of work &Location: ANNUAL MAINTENANCE AND MINOR HVAC WORKS AT MAIN BUILDING , LECTURE THEATRE COMPLEX , ANIMAL HOUSE , MENDELEEV , H CROSS , G1 , DINING BLOCK, GUEST HOUSE, CHILLER PLANT ROOM AND STP/ETP PLANTROOM IN IISER PUNE CAMPUS DURING YEAR 2021-22..

NIT NUMBER: 47/ IISER/PUNE/2020-21

Approx. Estimated cost : **Rs. 57.0 Lakh**

Period of completion : 12 (Twelve) months.

Cost of tender documents
(Non Refundable) : Rs. 590/- (Rs Five hundred and ninety only) –

EMD/Security Deposit : Rs 114000/-

Last Dates & time of e-TENDER open for
Issue/download : 15 03 2022 up to 15 00 hrs.

Last Dates & time to fill/upload
The tender through e-tendering. : 15 03 2022 up to 15 00 hrs.

Time & date of opening of
e- Tender Technical bids : 16 03 2022 At 15 00 hrs.

2. The bidders who fulfill the following requirements shall be eligible to apply.

Joint ventures are not accepted.

- a) The applicant should be registered in appropriate Class with (Any one) CPWD, State PWD, Railways or MES departments in composite /electrical Works category. The bidder registration certificate should be valid till the last date of receipt of tender.
- b) Bidder should have experience of having successfully completed works during the last seven years ending previous day of the last date of submission of tenders (i) 3 similar works each costing not less than **40% Estimated cost** or completed two similar works each costing not less than **60% Estimated cost** or completed one similar work costing not less than **80% Estimated cost**. Components of work executed other than those included in definition of similar work shall

be deducted while calculating cost of similar work. Bidder shall submit abstract of cost of work in support of this.

The value of executed works shall be brought to current 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 applications for tender.

Work executed for private body will be considered only if contractor/ firm produces tax deduction at source certificate/GST Certificate.

This should be certified by an officer not below the rank of Executive Engineer in Govt. Departments and Superintending Engineer/ Chief Project manager or Equivalent in other organizations.

***Similar work means: Maintenance of HVAC system/chiller system such as Hiwall AC, Cassette type unit, refrigerator servicing/repairing, cooling tower maintenance, Chill water line insulation works, GI Ducting work, STP/ETP blower repairing works etc.**

- c) Should have had average financial turnover (Gross) of at least **50% of estimated cost** during the immediate last three consecutive years' balance sheets duly audited by Chartered Accountant. Year in which no turnover is shown would also be considered for working out the average. No enhancement in the value of turnover for the past years shall be made for bringing them to current turnover level.
- d) Should not have incurred any loss (profit after tax should be positive) during the immediate last two consecutive financial years ending 31st March, 2021, duly certified and audited by the Chartered Accountant.
- e) Should have solvency of **40% of estimated cost** certified by a Scheduled Bank and obtained not earlier than three months before the date of submission of Bid.
- f) Bidder should have sufficient number of Technical and administrative employees for proper execution of the contract. The bidder shall have to submit a list of these employee stating clearly how these would be involved in this work with 15 days of award of work.

3. CONTRACT ELIGIBILITY CRITERIA.

Further, the contract eligibility includes the following:

- 3.1** Experience on similar type of completed works executed during the last seven years; and details like monetary value, clients, proof of satisfactory completion. Part completion of the work still not complete can also be accepted provided proper documentary proof is produced.

Similar work means: Maintenance of HVAC system/chiller system such as Hiwall AC, Cassette type unit, refrigerator servicing/repairing, cooling tower maintenance, Chill water line insulation works, GI Ducting work, STP/ETP blower repairing works etc.

This should be certified by an officer not below the rank of Executive Engineer in Govt. Departments and Superintending Engineer/ Chief Project manager or Equivalent in other organizations.

The value of executed works shall be brought to current 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 applications for tender.

- 3.2** Documentary evidence of adequate financial standing, Certified by Bankers, Audited Profit & Loss A/c and Balance Sheet, Annual turnover in **last five years**, access to adequate working capital.
- 3.3** Copy of the certificates of work experience and other required documents as specified in the bid documents shall be scanned and uploaded to the e-tendering website within period of bid submission. However, certified copy of all the scanned and uploaded documents as specified in the NIT shall be submitted by the lowest bidder within a week physically in the office of the tender opening authority.
- 3.4** The agency shall have valid GST/PAN/TAN/ESIC/PF numbers/certificates.
- 3.5** Bidders not meeting the minimum eligibility criteria shall be summarily rejected.
- 3.6** Bidder should not been blacklisted by any state/ Central Government department PSUs/Autonomous bodies during the last 7 years of its operations. Affidavit shall be made in current date after the date of invitation of the tender as per **Form F** and shall be furnished on a 'Non-Judicial' stamp paper worth Rs.500/-otherwise the tender shall be rejected.
- 3.7** Willingness of the associated agency for works shall be submitted as per Form G
- 3.8** MOU between the Main contractor and associated agency shall be submitted after the award of work.
- 3.9** IISER Pune reserves the right to restrict the number of agencies out of technically qualified agencies/TENDER applications received i.e. minimum three and maximum ten numbers agencies shall be empaneled out of the total TENDER applications received on merit basis or as desired by Engineer In-charge.
- 4.** The time allowed for carrying out the work will **be 12 (Twelve) months** from the date of start as defined in schedule 'C' or from the first date of handing over of the site, whichever is later, in accordance with the phasing, if any, indicated in the tender.
- 5.** The bid document is Two stage two Envelope e-tendering system can be seen from the Central Public Procurement Portal ([URL:https://eprocure.gov.in/eprocure/app](https://eprocure.gov.in/eprocure/app)) & Institute website www.iiserpune.ac.in.The contents of Envelope I & Envelope II are specified in the NIT.

6. Submission of Bid Documents

Information and instruction for bidder for e-tendering forming part of bid document and posted on website [URL:https://eprocure.gov.in/eprocure/app](https://eprocure.gov.in/eprocure/app)

Last date and time of submission of technical bid, Tender fee and other documents as specified in the NIT.

I. Transaction Receipt of online deposit of tender fee and EMD.

II. Enlistment Order of the Contractor (Attested copy) if required.

III. Certificates of work Experience certificates submitted shall clearly indicate the:

a) Type and nature of work

b) Completion cost

c) Time period, actual completion date.

In case, if any of above details are not included in the work done certificates, then such bids will not be considered for opening.

IV. Complete set of TDS certificate (Form 16) shall be uploaded in case the similar work is executed from a private body, which shall form basis for establishing the completion cost of work executed.

V. Certificate of Registration for GST and acknowledgement of up to date filed return if required.

VI. Scanned Copies of all eligibility documents required as per NIT **Annexure –I**

7. Director, Indian Institute of Science Education & Research, PUNE shall be the “Accepting Authority” hereinafter referred to as such for the purpose of this Contract.

8. Bids must be accompanied by tender fee and bid-security/EMD (Earnest Money Deposit) amount specified for the work in clause 9 & 10 payable at PUNE and drawn in favour of The Director IISER PUNE Bid Security shall have to be valid for 90 days beyond the validity of the bid.

9. Tender fee

9.1 **Tender fee of Rs. 590/-** shall be deposited online in IISER Pune Bank Account before the last date and time fixed for submission of bid, failing which the bid will be declared non-responsive.

Name-IISER PUNE

Bank-State Bank of India

Branch-NCL Campus Branch, PUNE 411008

Current A/c No. 30042605732

IFSC-SBIN0003552

Scanned copy of the net banking transaction receipt towards payment of tender fee shall be uploaded on the e-tendering website within the period of bid submission

failing which the bid will be declared non-responsive.

10 BID Security /EMD

10.1 Bid security/EMD amounting to Rs 114000/- (Rs One lakh Fourteen thousand only) in any one of the following forms shall be deposited with IISER PUNE in the following form before the date and time fixed for opening of bid failing which the bid will be declared nonresponsive.

- a) 100% EMD amount can be deposited in IISER PUNE Bank account through net banking as detailed below.

Name-IISER PUNE

Bank-State Bank of India

Branch-NCL Campus Branch, PUNE 411008

Current A/c No. 30042605732

IFSC-SBIN0003552

- b) A part of earnest money is acceptable in the form of bank guarantee also.

In such case, **50% of earnest money or Rs. 20 lakh, whichever is less**, will have to be deposited in shape prescribed above and balance in shape of irrevocable Bank Guarantee from a Scheduled Bank and shall be valid 120 days from the last date of receipt of bid as per standard proforma attached.

10.2 Bid Security/EMD of unsuccessful Bidders will be returned to them within 90 days from the date of acceptance of bid of the successful Bidder.

10.3 The Bid Security may be forfeited, if

- a) The Bidder withdraws / modifies his Bid or any item thereof after opening of bid.
b) The successful Bidder fails within the specified time limit to commence the work.

10.4 Scanned copy of net banking transaction receipt and Bank Guarantee towards security /EMD shall be uploaded to the e-tendering website within the Period of bid submission Failing which the bid will be declared non-responsive.

11. Bid shall be opened on the day fixed for opening of bids at 15.30 hours, in the presence of the Bidders who wish to attend. If the office happens to be closed on the date of receipt of the bids as specified, the bids will be received and opened on the next working day at the same time and venue.

12. The Bidder is requested to submit their questions/ queries/ clarifications in writing or by email to reach the IISER Pune on e-mail address engg@iiserpune.ac.in on and before up to two days from last date of tender.

13. If any amendment in the tender document uploaded on the website is necessitated due to any query raised by any bidder including the text of the questions raised (without identifying the

source of enquiry) and the responses given will be uploaded as corrigendum on websites ([URL:https://eprocure.gov.in/eprocure/app](https://eprocure.gov.in/eprocure/app)) and www.iiserpune.ac.in Bidders are requested to take note of the corrigendum and quote their rates accordingly.

14. IISER PUNE reserves the right to reject any prospective applicant without assigning any Reason and to restrict the list of technically qualified bidders to any number deemed suitable by it, if too many bids are received satisfying the laid down criterion.

15. Site visit & availability of site & Cost of Bidding

- 15.1 The Bidder shall bear all costs associated with the preparation and submission of his Bid, and the IISER, Pune will in no case be responsible and liable for these costs.
- 15.2 The Bidder should inform the IISER in advance about the proposed site visit.
- 15.3 The Bidder, at his own responsibility and risk is encouraged to visit, inspect and Survey the Site and its surroundings and satisfy himself before submitting his Bid as to the form and nature of the Site, the means of access to the Site, the Accommodation he may require etc.
- 15.4 In general, Bidders shall themselves obtain all necessary information as to risks, contingencies and other circumstances which may influence or affect their bid. A Bidder shall be deemed to have full knowledge of the Site, whether he inspects it or not and no extra claims due to any misunderstanding or otherwise shall be allowed.
- 15.5 The costs of visiting the Site shall be at the Bidders' own expense. Any report shared at the site, by the IISER is subject to verification by the contractor. Any deviations of information in the report and the actual site will not be the responsibility of the IISER.
- 15.6 The site for the work is available.
- 15.7 The architectural & structural drawings, Electrical, HVAC drawings shall be made available in phased manner as per requirement of the same as per approved program of completion submitted by the contractor after award of the work.

16. Content of Bidding Documents

- 16.1 Submission of a bid by a Bidder implies that he has read this notice and all other contract documents and has made himself aware of the scope and specifications of the work to be executed and local conditions and other factors having a bearing on the execution of the works.
- 16.2 The Bidder shall submit the Bid, which satisfies each and every condition laid down in the Bid documents, failing which, the bid is liable to be rejected.
- 16.3 Notice inviting e-Tender/ Tender/Prequalification shall form part of the Contract document.

16.3.1 The documents listed below comprises one set of bid document that are issued to Bidders:

Part – I

Technical Bid document

Envelope –I

Volume I

1. Tender Document for Prequalification of bidders
2. Notice Inviting Tender (Including eligibility criteria)
3. Tender Form and General Rules and Directions for the Guidance of the Contractor
4. General Conditions of Contract
5. Special Conditions & PARTICULAR SPECIFICATIONS of Contract
6. Safety Code for Contract Work
7. Proforma of Schedule A, B, C

Volume II- Special Conditions and Technical specifications & Tender Drawings

PART-II – (FOR PREQUALIFIED BIDDERS IN PART-1)

Envelop II – (Financial bid)

Volume –III: Financial bid Schedule of quantity (BOQ).

17. Amendment of Bid Documents.

- 17.1 Before the deadline for submission of bids, the IISER PUNE may modify the bidding documents by issuing corrigendum.
- 17.2 Any corrigendum so issued shall be part of the bid documents as well as Contract document and shall be on uploaded website [URL:https://eprocure.gov.in/eprocure/app](https://eprocure.gov.in/eprocure/app) and www.iiserpune.ac.in Bidders should take note of the uploaded corrigendum and submit the tenders accordingly.

18. Bid Validity

- a. The bid submitted shall become invalid if:
 - (i) The bidders is found ineligible.
 - (ii) The bidder does not deposit online tender fee with IISER PUNE before the date and time fixed for opening of the bids.
 - (iii) The bidders does not upload all the documents (including GST registration) as stipulated in the bid document.
 - (iv) If any discrepancy is noticed between the documents as uploaded at the time of submission of bid and hard copies as submitted physically by the lowest tenderer in the office of tender opening authority
- b. The bids submitted shall remain valid for acceptance for a period of 90 days from the date of opening of the technical bids. If any bidder withdraws his tender before the said period or issue of letter of acceptance, whichever is earlier, or makes any modifications in the terms and conditions of the tender which are not acceptable to the IISER, Pune, then the IISER, Pune shall, without prejudice to any other right or remedy, be at liberty to forfeit 50% of the said earnest money as aforesaid. Further the bidder shall not be allowed to participate in the re-tendering process of the work.

19. Technical Bid Opening

- a. Online bid documents submitted by intending bidders shall be opened only of those bidders, whose tender fee and EMD is deposited online with IISER PUNE and scanned their scanned copies i/c tender documents scanned and uploaded are found in order.

PART – I

- b. On the due date and appointed time as specified in the NIT, IISER, Pune will first open Envelope –I, Technical bid of bids of the bidders satisfying conditions of 19a, in the presence of the Bidders or their representatives who choose to attend. In the event of the specified date for Bid opening being declared a holiday by the IISER, Pune, and the Bids will be opened at the appointed time and location on the next working day.

20. Technical Evaluation of the bids

- a. The bidder qualifying initial criteria as set out in Para 2 & 3 and the details furnished by bidders will be evaluated by the IISER Pune technical evaluation committee appointed by the competent authority.

Performa's listed are elaborated below,

I) Initial bidding capacity Performa I,

II) Financial Information **FORM "A"**

a) Solvency certificates from a scheduled bank - **Form B**

b) Details of similar works -- **Form C**

- c) Performance report of works referred to in **Form D**
- d) Organization structure Personnel **Form E**
- e) PROFORMA OF AFFIDAVIT FOR NON - BLACK LISTING- **Form F**
- f) Willingness of the associated agency **Form G**
- g) MOU between the main contractor and associated agency: **Form H**
- h) **Annexure –I & II** – List of Equipment

i) Confidential report to be obtained by the IISER from the client on the work execute by the contractor during last five-year certification if required.

j) The bidders qualifying the initial eligibility criteria as set out in clause no 2 & 3 above will be evaluated based on the information submitted by bidders as per clause no 20.1 after due verification and selection will be made by IISER, PUNE on the basis of the strength of individual applicants. Main consideration will be the ability of the Principal Contractor to fulfill technical, financial, contractual and legal obligations. Special emphasis will be laid on competence to do good quality works within specified time schedule and in close co-ordination with other agencies over and above the rate structure of the items.

K) IISER Pune reserves the right to waive off minor deviations in the eligibility, if the technical evaluation committee consider that they do not materially affect the capability of the bidder to perform the contract. IISER Pune decision in this regard shall be final and binding & conclusive.

21. Clarification of Bids.

- a. To assist in the examination and comparison of Bids, the IISER, PUNE may, at its discretion, ask any Bidder for clarification of his Bid, including breakdown of unit rates. The request for clarification and the response shall be in writing or by email / fax, but no change in the price or substance of the Bid shall be sought, offered, or permitted except as required to confirm the correction of arithmetic errors discovered by the IISER, PUNE in the evaluation of the bids.
 - b. No, Bidder shall contact the IISER, PUNE on any matter relating to his bid from the time of the bid opening to the time the contract is awarded.
 - c. Any effort by the Bidder to influence the IISER's bid evaluation, bid comparison or contract award decisions, may result in the rejection of his bid.
- 23. Indian Institute of Science Education and Research PUNE, does not bind itself to accept the lowest or any other bid, and reserves the right to reject any or all of the tenders received without assigning any reasons. Bids in which any of the prescribed conditions are not fulfilled or any conditions including that of the conditional rebate put forth by the bidder shall be summarily rejected.
- 24. If the Bid of the successful Bidder is seriously unbalanced in relation to the Engineer-in-charge or his representative's estimate of the cost of work to be executed under the contract, the IISER, PUNE may require the Bidder to produce detailed rate analyses for any or all items of the Bill of Quantities, to demonstrate the internal consistency of those rates with the implementation/construction methods and schedule proposed.

25 **Award Criteria**

25.1. IISER PUNE reserves the right without being liable for any damages or obligation to inform the bidder to:

- a) Amend the scope and value of the contract to the bidder
- b) Reject any or all applications without assigning any reasons

25.2 IISER, PUNE shall award the contract to the Bidder whose evaluated offer / bid has been determined to be the technically suitable and financially lowest and is substantially responsive to the Bidding Document, provided further that the Bidder is determined to be qualified to execute the contract satisfactorily. The Board of Governors of IISER reserves the right to accept or reject any application and to annul the pre-qualification process and reject all applications at any time, without thereby incurring any liability to the affected applicants or specifying the grounds for the Employer's action

26 Contractor whose tender is accepted will be required to furnish Performance guarantee of 5% (five Percent) of the tendered amount within the period specified in Schedule C. This guarantee shall be in accordance with the prescribed form. In case the contractor fails to deposit the said performance guarantee within the period as indicated in Schedule 'C' including the extended period if any, the Earnest Money deposited by the contractor shall be forfeited automatically without any notice to the contractor and without prejudice to any other right or remedy. The Earnest Money deposited along with tender shall be returned after receiving the aforesaid performance guarantee. The earnest money deposited along with bid shall be returned after receiving the aforesaid performance guarantee.

The contractor whose bid is accepted will also be required to furnish either copy of the applicable licenses/registrations or proof of applying for obtaining labour licenses, registration with EPFO, ESIC, and BOCW Welfare Board i/c provident Fund Code No. if applicable and also ensure the compliance of aforesaid provisions by the sub-contractors, if any engaged by the contractor for the said work and program chart (Time and Progress) within the period specified in Schedule C.

27 For execution of specialized work, the main agency has to associate with specialized agency as per the laid down minimum eligibility criteria in tender document and submit the details of MOU of such agencies to Engineer in charge.

27.1 Entire work under the scope of Composite bid including Civil, Electrical & Mechanical (E&M), firefighting & lift shall be executed under one agreement.

27.2 The main contractor has to enter into MoU in **Form 'H'** with his associate allied agency(s) component conforming to eligibility criteria as defined in the bid document and has to submit details such agency(s) to Engineer-in-charge of minor component(s) within prescribed time. Name of the agency(s) to be associated shall be approved by Engineer-in-charge.

- 27.3 If the main contractor fails to associate agency/agencies for execution of for allied component of work within prescribed time or furnishes incomplete details or furnishes details of ineligible agencies even after the tenderer is given due opportunity, the entire scope of such component of works shall be withdrawn from the tender and the same shall be got executed by the Engineer-in-Charge at the risk and cost of the main contractor.
- 27.4 In case the main contractor intends to change any of the above agency/agencies during the operation of the contract, he shall obtain prior approval of Engineer-in-charge. The new agency/agencies shall also have to satisfy the laid down eligibility criteria. In case Engineer-in-charge is not satisfied with the performance of any agency, he can direct the contractor to change the agency executing such items of work and this shall be binding on the contractor.
- 27.5 Running payment for the work shall be made to the main contractor. In case main contractor fails to make the payment to the contractor associated by him within 15 days of receipt of each running account payment then on the written complaint of contractor associated Engineer in charge shall serve the show cause to main contractor and after considering the reply of the same he may make the payment directly to the contractor associated as per the terms & conditions of the agreement drawn between main contractor and associate contractor fixed by him, if reply of main contractor either not received or found unsatisfactory. Such payment made to the associate contractor shall be recovered by the Engineer in charge from the next RA/final bill due to main contractor as the case may be.
- 27.6 The Composite work shall be treated as complete when all the components of the work are complete.
- 28 Bidder shall quote rates inclusive of all taxes, levies, royalties, material, labour, transportation GST etc for all items in the BOQ (i.e. Lab furniture, Fume hoods, Exhaust systems and all items covered in the BOQ) of work in the financial bid document. It will be obligatory on the part of the tenderer to sign the tender document for all the components (The schedule of quantities, conditions and special conditions etc.)
29. **Escalation clause is not applicable for this bid. No reimbursement shall be made for price escalation in price of material, labour and fuel during the contract period on any account statutory or otherwise.**
30. Agency shall obtain all necessary approval/NOC from the local body/statutory body at their own cost. Statutory charges will be borne by the Institute.
- 31 **Disclosures**
Any change in the constitution of the contractor's firm, where it is a partnership firm, as declared in the prequalification documents submitted by the bidders at the time of submission of prequalification documents, should be disclosed to the IISER, PUNE, at any time between the submission of bids and the signing of the contract.

Engineer in Charge
IISER Pune

SECTION I

II) ADDITIONAL INFORMATION AND INSTRUCTION TO APPLICANTS

1.0. GENERAL

1.1 STATEMENT OF OBJECTIVES, BRIEF SCOPE & PARTICULARS OF THE WORK

- ❖ The entire work of providing HVAC Maintenance at IISER, Pune will be executed under a Single Point Responsibility system.
- ❖ Work shall be executed according to Conditions of Contract, Specifications, BOQ and Drawings shall be made available in phased manner as per requirement of site the same as per approved program of completion submitted by the contractor after award of the work.
- ❖ Work shall in general be executed as per, general conditions of the contract, particular Technical Specifications, CPWD Specifications available separately at printer's outlets (the bidder may obtain the address of the outlets from any CPWD office/IISER PUNE), National Building code of India, relevant Indian Standard (IS) Codes, etc.
- ❖ As these buildings will have green building features, Contractors are expected to provide adequate and complete documentation, towards obtaining certification from GRIHA
- ❖ Particulars given above are provisional and liable to change and must be considered only as advance information to assist the bidder.

1.2 Letter of transmittal and other forms for pre-qualification are attached (Annexure I)

1.3. All information called for in the enclosed forms should be furnished against the respective columns in the forms. If information is furnished in a separate document, reference to the same should be given against respective columns. Such separate documents shall be chronologically placed at the end of the prescribed application. If information is 'nil' it should also be mentioned as 'nil' or 'no such case'. If, any particulars/query is not applicable in case of the applicant, it should be stated as 'not applicable'. However, the applicants are cautioned that not giving complete information called for in the application forms required, not giving it in clear terms or making change in the prescribed forms or deliberately suppressing the information may result in the applicant being summarily disqualified. Applications made by Fax and those received late will not be entertained.

1.4. References, information and certificates from the respective clients certifying suitability, technical know-how or capability of the applicant should be signed by an officer not below the rank of Engineer in charge/Chief Project Manager or equivalent.

1.5 The Tenderer is advised to attach any additional information which he thinks is necessary in regard to his capabilities to establish that the applicant is capable in all respects to successfully complete the envisaged work. He is however, advised not to attach superfluous information. No further information will be entertained after pre-qualification document is submitted, unless it is called for by Employer.