

INDIAN INSTITUTE OF SCIENCE EDUCATION AND RESEARCH(IISER) PUNE

SECTION I -NOTICE INVITING TENDER

- 1 The Superintending Engineer on behalf of the Director, IISER Pune, invites sealed item rates tenders from approved and eligible contractors registered with CPWD, Maharashtra State PWD, Railways or MES for the work mentioned below.

Name of work & Location : Providing roofing, flooring and other allied works for Cafeteria at 3rd floor, Main Building, IISER, Pune.

NIT NUMBER : **06/ IISER/PUNE/2015-2016**

Estimated cost put to tender : **Rs. 20,00,000/-**

Period of completion : 1 (one) month

Cost of tender documents : Rs. 500/- (Five hundred only) - (Non – refundable)

Bid security/ EMD : Rs 40,000/-

Last Dates & time of sale of Tender : 27 /10/2015 up to 4.30 P.M.

Last date & time of submission of tender : up to 3.00 PM on 30/10/2015

Time & date of opening of Tender : At 3:30 PM on 30/10/2015

2. The applicant should be registered with CPWD, State PWD, Railways or MES departments. The registration certificate should be valid till the last date of receipt of tender. Tenders forms will only be issued to the eligible registered contractors on production of attested copied of the registration certificate.
3. The time allowed for carrying out the work will be **1 (one) month** including monsoon period 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 documents.
4. The bid shall be submitted in the original bid document (as issued by the IISER, Pune) super scribing the name of work as specified below clause.

5. Submission of Bid Documents

The bid submitted by the Bidder shall comprise the following in Main single envelop,

Envelope 1 -Bid security

Envelope 2 –Commercial documents (All tender documents issued by IISER in original)

6. All the envelopes should be sealed & super scribed with appropriate Envelope number, Tender Name and number with heading as defined above in clause 1

The Director, Indian Institute of Science Education & Research, Pune shall be the "Accepting Authority" hereinafter referred to as such for the purpose of this Contract.

7 Bidding documents may be purchased from the office of The Superintending Engineer, IISER Pune, Main Building, IISER Pune campus, Dr. Homi Bhabha Road, Pashan, Pune-411 008 w. e. f. **19-10-2015to 27-10-2015 between 10 00 Hrs to 16 30 Hrs** by paying a non-refundable fee of **Rs. 500/-** (Rupees **Five Hundred** only) in the form of pay order or Demand Draft of any Scheduled Bank , payable at Pune in favour of The Director, IISER Pune. Interested Bidders may obtain further information at the same address or on telephone No 020 25908082 fax- 020 25908187 or email – ysrajput@iiserpune.ac.in.

8. The agency shall have valid PAN/TAN/ESIC/PF numbers/certificates.

9 Tenders forms will be issued to eligible contractors subjected to followings conditions.

9.1 The enlistment of the contractors should be valid on the last date of sale of tenders.

9.2 In case only the last date of sale of tender is extended, the enlistment of contractor should be valid on the original date of sale of tenders. In case both the last date of receipt of application and sale of tenders are extended, the enlistment of contractor should be valid on either of the two dates i.e. original date of sale of tender or on the extended date of sale of tenders.

9.3 Proof of latest submission of Income Tax returns for the current financial year as on 31/03/2015.

10. Bids must be accompanied by bid-security (Earnest Money Deposit) amount specified for the work in **clause 11** 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. The bid shall be submitted in the original bid document (as issued by the IISER, Pune) super scribing the name of work as specified above.

11 Bid Security,

11.1 The bid shall be accompanied by bid security amount of **Rs 40,000/-** The bid security amount may be paid in any one of the following forms:

- a) Deposit at call receipt of a Scheduled Bank Guaranteed by RBI, duly pledged in favour of The Director, IISER Pune payable at Pune.

- b) Demand draft of any Scheduled Bank, drawn in Favour of The Director, IISER Pune payable at Pune.
- c) 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 90 days after the validity of the offer (as per standard proforma attached).

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

11.3 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.

12 The Document duly completed and signed shall be submitted in sealed cover. The sealed cover super-scribed Tender Document for the work of **“Providing roofing, flooring and other allied works for Cafeteria at 3rd floor, Main Building, IISER, Pune.”**. Sealed Bids must be dropped in the Tender box at Main Building, IISER Pune campus, Dr. Homi Bhabha Road, Pashan, Pune-411 008 on **30 10 2015** between **10:00 hrs to 15:00 hrs**. The bid, will be opened on the same day 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. Bidder who wishes to attend tender opening must carry a valid identity proof certifying his designation with said firm.

13 Cost of Bidding: 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.

14 **Site visit**

14.1 The Bidder should inform the IISER in advance about the proposed site visit.

14.2 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. No land space shall be provided by IISER Pune for contractor labour camps.

14.3 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. It may be noted that works of other agencies are also in progress and work is required to be undertaken in co-ordination with already working agencies.

- 14.4 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 *Content of Bidding Documents*

- 15.1 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.

- 15.2 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.

- 15.3 The Bid shall contain no alterations or additions or overwriting, except those to comply with instructions issued by the IISER, Pune, or as necessary to correct errors made by the Bidder in which case such corrections shall be initialed by the person or persons signing the bid. Use of correction fluid is not permitted.

- 15.4 This Notice Inviting Tender shall form part of the Contract document.

- 15.5 The documents listed below comprises one set of bid document,

- a) Notice Inviting Tender
- b) Item rate tender & Contract of Works
- c) General Conditions of Contract
- d) Special Conditions of Contract
- e) Safety Code for Contract Work
- f) Technical Specification
- g) Schedule of Drawings and List of Specifications
- h) Formats of various contractual documents as applicable viz: Bid Security, / Consortium Agreement, Advance Payment Guarantee, Performance Guarantee etc.
- i) Schedule of Quantities.

16 *Amendment of Bid Documents*

- 16.1 Before the deadline for submission of bids, the IISER Pune may modify the bidding documents by issuing addenda.

16.2 Any addendum so issued shall be part of the bid documents as well as Contract document and shall be communicated in writing or by email / fax to all the purchasers of the bidding documents. Prospective Bidders shall acknowledge receipt of each addendum by email / fax to the IISER, Pune. Original addendum issued by IISER, Pune duly signed should be submitted along with tender documents.

17 Bid Validity

17.1 The bids submitted shall remain valid for acceptance for a period of 90 days from the date of opening of the bid. 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.

18 Bid Opening

18.1 On the due date and time as specified in clause 12. IISER, Pune will first open envelope containing EMD of all bids received in the presence of the Bidders or their representatives who shall 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.

18.2 If all Bidders have submitted unconditional Bids together with requisite Bid security, then all Bidders will be so informed then and there. Conditional bid shall be rejected. If any Bid does not contain Bid security in the manner prescribed in the Bid documents, then that Bid will be rejected and the Bidder informed accordingly & The bid will be returned to him without opening. All other valid Bids shall be considered for further process.

18.3 The Bidder's name, the Bid prices, any discounts and such other details as the IISER, Pune may consider appropriate, will be announced by the IISER, Pune at the time of opening.

19 Clarification of Bids

19.1 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.

- 19.2 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.
- 19.3 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.
- 20 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.
- 21 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 analysis 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.
- 22 Award Criteria
The IISER, Pune shall award the Contract to the Bidder whose evaluated offer / bid has been determined to be the 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.
- 23 The 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 F. 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 'F'. 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.

24 *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 pre qualification documents, should be disclosed to the IISER, Pune, at any time between the submission of bids and the signing of the contract.

Superintending Engineer

For & on behalf of the Director, IISER, Pune