



INSTITUTE OF PHYSICS

*(AN AUTONOMOUS RESEARCH INSTITUTION OF DEPARTMENT OF ATOMIC
ENERGY GOVERNMENT OF INDIA)*

P.O. SAINIK SCHOOL, BHUBANESWAR-751005

TENDER DOCUMENT FOR

**“Fixing of Venetian Blind in the Administrative Building,
Laboratory, Guest House etc. in IOP campus”**

TECHNICAL BID

TENDER CALL NOTICE

Sealed tenders are invited by the “Director”, Institute of Physics, Bhubaneswar-751005, Orissa, comprising of technical and financial bid separately, from registered and reputed contractors, and authorized distributor and dealer for the “Fixing of Venetian Blind in the Administrative Building, Laboratory, Guest House etc. in IOP campus”.

Name of the work	Estimated Cost	Cost of the tender paper	EMD required for the work	Time for completion
“Fixing of Venetian Blind in the Administrative Building, Laboratory, Guest House etc. in IOP campus”.	Rs. 9,00,900/- (Rupees Ten Lakh one Thousand only)	Rs.500.00	Rs.18,100/- (Rupees Eighteen Thousand One hundred only)	60 days from the date of issue of work order

The tender documents may be purchased from the office (Accounts Section) on payment of Rs.500.00 (Rupees Five hundred only) (non refundable) by cash during the office hours from 10AM to 3 PM on working days only.

Bidders may download the Tender Documents and submit their bids as per the procedure mentioned in the tender document accompanied by a DD of Rs.500.00 (Non refundable) favoring “Institute of Physics” payable at “Bhubaneswar” towards the cost of tender paper along with the DD for EMD and other documents.

The sale of tender paper will be from 23.07.2015 to 06.08.2015 up to 12 noon.

The tender papers will be received up to 3PM on 06.08.2015 and Technical Bid will be opened on the same day at 4.30PM (in case that day becomes a non-working day tenders (Technical Bid) shall be opened on next working day at the same time. The bidders or their authorized representative may be present at the time of opening the tender (technical bid). The Price bid will be opened on a suitable date after evaluation of the technical bid and the same date will be intimated to the technically successful bidders, who can depute their representatives to witness the opening of price bid.

The tender paper should accompany the documents as mentioned in item no.1 of Special Instruction to the tenderers at the time of submission of the tender. In absence of any of the documents listed there tender papers will not be entertained.

Address for submission of tender: DIRECTOR, INSTITUTE OF PHYSICS, BHUBANESWAR – 751005, ORISSA.

Tenders should be submitted in sealed envelopes in two parts separately, i.e. “Technical bid” and “Price bid”. Both the parts should be further sealed in an envelope super-scribing Tender no. & name of work i.e. “Fixing of Venetian Blind in the Administrative Building, Laboratory, Guest House etc. in IOP campus”, due date for opening, bidder’s name and address. The tender duly filled in & signed on each page, accepting the terms and conditions, may be sent to above mentioned address either by post or hand delivered in tender box kept in the office of the Director, It should not be handed over to any employee of the Institute.

No tender shall be accepted later than the time schedule specified above. Institute will not be responsible for delay in transit if sent by post.

- Note: 1) The tenderer is requested to go through the tender documents in detail and visit the work site to make himself conversant regarding the work before filling up the tender paper.
- 3) The bidder should have the experience of having successful completion of similar type work during last three years.
- 2) Director, Institute of Physics reserves the right to reject any or all tenders without assigning any reason thereof.

REGISTRAR

PART - II
SPECIAL INSTRUCTIONS TO TENDERERS

PART-II: SPECIAL INSTRUCTIONS TO TENDERERS:

1. **Introduction:** Sealed tenders are invited on two part basis (i.e. 1.Technical Bid & 2. Price Bid), by the “Director”, Institute of Physics, Bhubaneswar, Orissa for the work of “Fixing of Venetian Blind in the Administrative Building, Laboratory, Guest House etc. in IOP campus”. The tender paper consists of the following:

TECHNICAL BID

Part-I bidder)	-	Tender Notice (Signed with seal on all pages by the
Part-II	-	Special Instructions to tenderers (Signed with seal on all pages by the bidder)
ANNEXURE-I	-	(Form for the credential of the bidder)
Draft for EMD	-	Draft towards cost of tender paper or the cash payment receipt if purchased from IOP.
Documents	-	Copy of PAN card, VAT clearance certificate.
Credentials	-	All documents related to credentials i.e. work orders with schedule of quantities for similar type of work i.e. experience in interior and furnishing work, completion certificates, Registration certificates etc.
<u>PRICE BID</u>	-	Schedule of quantities and rates

2. **Acceptance of Tenders:**

The “Director”, Institute of Physics, Bhubaneswar reserves the right to reject any or all tenders without assigning any reasons therefore. The lowest or any tender will not necessarily be accepted. Any tender not supported by the information requested in tender documents or not complying the provisions in the tender is liable to be rejected.

3. **Compliance with specification and tender clarifications:**

Each bid shall deemed to be in full compliance with every clause of the specifications asked, unless exceptions are clearly defined and set forth in a separate sheet.

The tenderer shall note that if any clarifications regarding specifications, conditions of contract, schedule of quantities and scope of work required, he should contact Institute of Physics, Engineer-in-Charge. No claim on account of any ambiguity in any respect will be entertained after issue of work order.

4. **Sub Contractors:**

The contractor shall not sublet any/ whole part of the work without written consent of the competent authority of Institute of Physics.

5. **PRICES:**

The tenderers shall bid for the works in Indian Rupees for the Items listed in PRICE BID – Schedule of quantities and Rates.

Each tenderer shall submit unit prices and total price (as per schedule of quantities and rates) The quantities mentioned in this schedule (Price – Bid – Schedule of quantities and Rates) shall be considered approximate only and the unit price entered in the schedule shall apply to the actual quantities measured in the completed work in accordance with the specifications. The prices quoted by the tenderer shall include the full cost of material, labour, equipment, transportation, overheads, insurance, taxes, profit and other costs associated with the completion of the work involved under the items and shall account for the full scope of the work.

Income Tax and any other taxes at the prescribed rate shall be deducted at source from the bill and will be deposited with the concerned authority. Necessary TDS certificate will be issued in favor of the contractor. The tenderer’s prices shall include all insurance, taxes and duties, all

traveling, transportation and accommodation costs of all his staff including supervisory personnel.

6. **Miscellaneous Works:**

In addition to the items of work specifically set out in the form of tender schedule to be performed by the contractor as per the agreement, the contractor shall at the request of Engineer, whose decision in this regard shall be final, perform such works and supply such materials, facilities and services which are contingent to the work covered by the contract or are required for the completion of the works.

7. **Co-ordination of Works:**

The contractor shall plan his works suitably so as to avoid interference with the operations of the existing systems and the work will be carried out with minimum shut down of PDBs to be connected.

8 **Information to be included with the tender:** The tender shall be submitted as mentioned below:

8.1 **PRICE-BID:** All supporting data as required in PRICE-BID i.e. Schedule of Quantities and Rates has to be filled in the space provided in the same and to be submitted in separate sealed envelope as Price Bid. No other document is to be kept inside this envelope and the envelope is to be super scribed as “Fixing of Venetian Blind in the Administrative Building, Laboratory, Guest House etc. in IOP campus”. In this bid the bidder is required to quote his rates/ prices for the works mentioned in the scope of work & technical specifications. The rates/ price should be inclusive of all material cost, labor, services, charges for the plant/ machinery/ tools & tackles required for work, freight, insurance, octroi, Govt. duties, taxes, levies up to IOP site basis. No charges towards quantity variation, escalation, site difficulties, other hidden cost even though they may not have been explicitly mentioned in the scope and schedule of works shall be payable extra or separately. It is mandatory on bidder to quote all items rate as asked for in the BOQ/ Price schedule. Failure to adhere to this condition will lead to rejection of tender. The bidders should quote unconditional rates, neatly written without any overwriting/ white fluid/ erasing and duly signed & stamped at all pages.

8.2 **TECHNICAL-BID:** In this bid, the bidder should submit the documents as mentioned above in item no.1. No deviations in respect of tender conditions are acceptable. **The bidder is required to attach entire tender conditions including the annexure (excluding Price Bid) & Drawings duly signed & stamped on each page as a token of acceptance to the tender conditions with this bid.** This envelope is to be super scribed as “**Fixing of Venetian Blind in the Administrative Building, Laboratory, Guest House etc. in IOP campus**”. The following specific conditions/ documents are essential for pre-qualification:

- 8.2.1 The full tender document duly signed by the bidder on each page with seal has to be submitted as a token of acceptance of the terms and conditions mentioned therein.
- 8.2.2 Receipt of the cash deposit for the cost of tender paper/ DD towards the same
- 8.2.3 The tenders shall contain sufficient information to permit a detailed comparison and evaluation of the tenders.
- 8.2.4 Copies of work orders of the similar works executed earlier shall be enclosed.
- 8.2.5 Schedule of similar works executed earlier shall be submitted (Annexure-V).
- 8.2.6 Details of any deviations from the specifications.
- 8.2.7 Copy of TIN under VAT & PAN under IT act.
- 8.2.8 Draft for EMD

Both the parts (Technical Bid & Price Bid) should be further sealed in an envelope super-scribing Tender no. & name of work (“Fixing of Venetian Blind in the Administrative Building, Laboratory, Guest House etc. in IOP campus”), due date for opening, bidder’s name and address. The tender duly filled in & signed on each page, accepting the terms and conditions may be sent to DIRECTOR, INSTITUTE OF PHYSICS, BHUBANESWAR – 751005, ORISSA,

either by post or hand delivered in tender box kept in the office of the Director, It should not be handed over to any employee of the Institute. No tender shall be accepted later than the time schedule specified above. Institute will not be responsible for delay in transit if sent by post.

09 **Terms and Payment:** 90% of the total work order value will be paid after supply, installation, testing and successful commissioning of the work . Balance 10% will be retained as security deposit, which will be refunded after successful completion of defect liability period (Guarantee period).

10 **Penalty for the delay in completion:** If the contractor fails to execute and complete the work within the time specified i.e. 60 days from the date of work order or within the period of extension granted, except is so far as the delay is on the IOP account, the contractor shall accept reduction in the total amount payable to him by the IOP at the rate of **0.5% (Half percent) per week** of the contract value for the actual pay occasioned and until the work shall have been completed under the contract. Subject to maximum deduction of 5% of the total value of the work.

11 **Proof of Ability:** The contractor shall submit the details of similar works executed by him in the form given in the Annexure-V as a proof of his ability to carry put the specified work.

12 **Increase or Decrease in Scope of Work:** The contractor shall carry out extra work at their quoted prices in their tender document for respective items of work so long as the entire total cost of the work executed is within the limits of $\pm 25\%$ of the contract value. **The quantities mentioned in schedule of quantities are indicative only and actual requirement may vary in field.**

13 **Guarantee:** All supplied materials including hardware's and work executed by the contractor shall be guaranteed for one year from the date of commissioning.

14. **VALIDITY:** The **tenders submitted should remain valid for acceptance for a period of 180 days from the date set for opening of the tender.** The tenderer shall not be entitled during the said period of validity to revoke or cancel his tender or vary the tender given or any item thereof. In case of tenderer revoking or canceling his tender, varying any terms in regard thereof, the earnest money paid by the tenderer along with the tender shall be forfeited by the Institute of Physics.

15 **Security Deposit:** 10% of contract value will be deducted as security deposit and will be released after one year from the date of completion of work (Defect liability period). No interest shall be paid on EMD/ Security deposit or the amount to the contractor under contract. However the amount towards security deposit can be released against submission of Bank Guarantee for the equivalent amount valid for the defect liability period by the contractor issued by a Nationalized/ Schedule Bank.

16 **EMD:** An earnest money of Rs. 18,100/- (Rupees Eighteen Thousand One Hundred) only) has to be deposited along with the technical bid. The EMD shall be only in the form of Bank Draft in favor of Institute of Physics, payable at Bhubaneswar. No Cheques/ cash shall be accepted. EMD of technically disqualified bidders will be returned within 30 days from the date of evaluation of the technical bids. EMD of successful bidder will be retained by IOP during pendency of the contract & shall be adjusted towards security deposit. No interest shall be given on such EMD

18. **Escalation:** No escalation over and above items' rates quoted by the bidder shall be paid during the execution of contract.

19 **Rights reserved by IOP:** Institute of Physics reserves the right to reject any or all the tenders in full or in part without assigning any reasons whatsoever, and the decision of the Institute in this regard will be binding on all the bidders. Tenders not complying any of the provisions stated in this tender document are liable to be rejected. **Director, IOP reserves the**

right to accept or reject any tender, either in full or part, without assigning any reasons thereof and does not bind himself to accept the lowest tender.

20. **Entry and exit of materials from IOP campus:** Materials belonging to the contractor whether consumable or non consumable should be brought inside the IOP campus with proper entry at the main gate and any material to be taken out with proper gate pass issued by the Institute.

21. **Termination of the contract:** The Director, IOP reserves the right to terminate the contract on account of poor workmanship, failure to mobilize site, non-compliance of set norms/ specifications for the works, delay in progress of work, violation of any contract provisions by the contractor. In such cases the contractor is liable to pay liquidated damages amounting to 10% of the total work value.

22. **Communication Address of Bidder:** Bidder should mention their detailed contact address, telephone & Fax number, E-mail address, name of authorized contact person for this tender, mobile phone number etc. in their letter head pad and same is to be attached along with the technical bid.

23. **Dispute:** Any dispute arising out of this contract will be subjected to jurisdiction of Bhubaneswar.

24. **Statutory condition:** Tender once submitted will remain with the Institute and will never be returned to the bidders. The bids will be IOP property.

Signature of the tenderer with seal

ANNEXURE-I

WORKS COMPLETED AND IN PROGRESS DURING THE LAST 3 YEARS (INCLUDING ALL WORKS AWARDED)

{ADD ADDITIONAL SHEETS, IF NECESSARY}

PRICE BID

**Name of the Work: Fixing of Venetian Blind in the Administrative Building, Laboratory,
Guest House etc.**

Sl. No.	Description of Item	Qty.	Unit	Rate per unit (Rs.)	Amount (Rs.)
1	Supplying and fixing of venetian blind vertical type of 100mm width of Vista Make or other approved equivalent including fixing of aluminum top rails and its accessories complete with cost and conveyance of all materials, tools and planta and labour required for the work etc. complete in all respect as per the direction of Engineer-in-Charge	770	Sqm.		
Total Amount = (Rs.)					
Total Amount in Word = Rupees					

Signature of the tenderer with seal