



INSTITUTE OF PHYSICS

BHUBANESWAR-751 005

(An Autonomous research institute of Dept. of Atomic Energy, Govt. of India)

Tender No. NIT/IOP/19/2015-16

CLEANING OF SHRUBS, HERBS ETC. INSIDE IOP CAMPUS

PART-I

TECHNICAL BID

Seal and Signature of the Tenderer



INSTITUTE OF PHYSICS
BHUBANESWAR-751005, INDIA

(An Autonomous research institute of Dept. of Atomic Energy, Govt. of India)

No _____/IP,

Date _____

NOTICE INVITING TENDERS

Institute of Physics, Bhubaneswar is an Autonomous Research Institute of the Department of Atomic Energy, Government of India

Sealed tenders in TWO Parts are invited by the Director, Institute of Physics, Bhubaneswar- 751 005 from reputed contractors for the following work. Contractor who fulfill the following requirement shall be eligible to apply.

- (a) Should have satisfactorily completed minimum one /two/three similar works each of single value amounting to 80% / 50% / 40% of the estimated cost respectively or above during last seven years ending 30th September,2015 and
- (b) Should have carried out one work of any nature either above or a separate one costing not less than Rs. 4.5 lakhs with some Central/ State Government Department/ central Autonomous Body/ central Public Sector Undertaking.Govt. / Semi-govt. organization,need apply with proof (Completion Certificate along with detailed work order) of fulfilling the above conditions need apply only :
- (c) Similar work means repair/ renovation of any building works.
- (d) Should have had average annual financial turnover Rs. 7.0 lakhs on during last three years ending 30th September-2015.

Tenderer have to submit the proof of above eligibility criteria i.e. (a) completion certificate along with detailed work order,(b) list of similar work carried out during last 7 year showing duration of work, value of work done, date of work order etc.. (c) Proof of work carried out in Govt. Department as above, (d) copy of Annual turnover during last three years.(e) Copy of valid license (f) copy of VAT clearance certificate(g) Copy of PAN.

Name of the Work	: Cleaning of Shrub, Herb etc. inside IOP Campus.
Estimated Cost	: Rs.4,05,054/-
Earnest Money Deposit Rs.	: Rs.8,102/--
Cost of Tender Document	: Rs.500/-(Rupees Five Hundred only)
Duration of work	: 02 months from the date of commencement
Security Deposit	: 5 % of Tender Value
Performance Guarantee	: 5% of Tender Value
Last date for receipt of Tenders	: 1500 hours 14.10.2015
Time of Opening Tender	: 1530 hours 14.10.2015

Seal and Signature of the Tenderer

2. Tender documents are in two parts viz. Part-I (Technical Bid) and Part-II (Financial Bid). Part-I (Technical Bid) consists of Notice Inviting Tender with terms and conditions. Part-II (Financial Bid) contains of Schedule of quantities.

3. Tender Documents can be had from the Accounts Officer, IOP, Bhubaneswar-751 005 on written request in the official letterhead of the Tenderer duly recommended by the Officer on Special Duty, IOP or his authorized representative on any working day from 29.09.2015 to 14.10.2015 between 1100 hours & 1300 hours and 1400 hours & 1600 hours on payment of the cost of the tender document in person by cash. The cost paid towards Tender Document is not refundable.

4. Tenderers are required to submit in separate sealed and super scribed envelopes containing and indicating the following:

I	First Envelope	Earnest Money Deposit (EMD)*
II	Second Envelope	PART-I (Technical Bid) and the documents in support of eligibility conditions
III	Third Envelope	PART-II (Financial Bid)

All the three sealed envelopes shall then be placed in another envelope super scribing the Tender No. sealed and submitted to the tender inviting authority.

Note -1: EMD shall be submitted by way of Deposit at call Receipt or Bankers cheque or Demand Draft or Pay order from any nationalized bank in favour of the Director, Institute of Physics, Bhubaneswar-751005 or Fixed Deposit Receipt (FDR) of a Scheduled Bank.

Note -2: Cash, Cheques and Bank Guarantee for EMD shall not be accepted.

Note-3: tenders not accompanied by the Earnest Money Deposit shall be summarily rejected.

Note-4: EMD in respect of unsuccessful tenderers shall be returned within 90 days from the date of issue of the Letter of Intent to the Successful Tenderer.

Seal and Signature of the Tenderer

5. Tenders shall be received up to 1500 hours on 14.10.2015 (or the next working day if the tender receiving date happens to be holiday) by the Officer on Special Duty, IOP or his authorized representative at IOP, Bhubaneswar- 751 005.
 6. Part-I of the tenders shall be opened on 14.10.2015 in Director's Conference Hall or, Library conference Hall, IOP, Bhubaneswar-751 005 in the presence of attending Tenderers.
 7. The Envelope containing EMD shall be opened first. The Part-I of the Tender shall be opened only if the EMD is found to be in order.
 8. Time and date of opening of the Part-II (Financial Bid) shall be intimated later, only to the Tenderers who are considered qualified after evaluation of PART-I and documents submitted by the tenderer in support of eligibility conditions.
 9. The Part-II (Financial Bid) of the tender shall be valid for a minimum period of 180 days from the date of opening of PART-I
 10. The Tenderer shall ensure that the FDR is valid for a period of nine months or more after last date of receipt of tenders and that it is to be pledged in favour of Director, Institute of Physics, Bhubaneswar-751 005.
 11. In case of successful tenderer, the Tenderer shall deposit an amount equal to 5% (five percent) of the tendered/accepted value of the work as irrevocable performance guarantee in one of the following forms within a period of 15 days from the date of issue of letter of intent:
 - (a) Fixed Deposit Receipt (FDR) of scheduled Bank OR
 - (b) An irrevocable Bank Guarantee (BG) in the form prescribed by the Government from a Scheduled Bank.
- The FDR/ BG shall be valid for the period of contract plus a further claim period of 6 months beyond the contract period.
- The performance guarantee shall be refunded to the contractor soon after the completion of the work and recording of the completion certificate.
12. The work order shall be issued only after the said performance guarantee in any one of the prescribed form is received and accepted, failing which the Government shall without prejudice to any other right or remedy available in law, be at liberty to forfeit the Earnest Money absolutely.

Seal and Signature of the Tenderer

13. Director, Institute of Physics does not bind himself to accept the lowest or any other tender and reserves to himself the authority to reject any or all of the tenders or to allot parts of the works to different agencies without assigning any reasons therefore. All tenders, in which any of the prescribed conditioned is not fulfilled or any condition including that of conditional rebate is put forth by the tenderer, shall be summarily rejected

DIRECTOR

Seal and Signature of the Tenderer

INSTITUTE OF PHYSICS
BHUBANESWAR
GENERAL CONDITIONS

Name of the Work:- Cleaning of Shrubs, Herbs etc. inside IOP Campus.

- 1) The estimated cost of the above work is Rs.4,05,054 (Rupees Four Lakh Five Thousand Fifty Four only).
- 2) Tenderers are advised to visit the work spot and understand the scope of the work clearly before submitting the tender. No claim of any kind shall be entertained on account of ignorance in this respect.
- 3) The contractors should have adequate and effective organization for communications with the Engineer-in-charge, Institute of Physics, Bhubaneswar.
- 4) Tender should be signed by persons duly authorized to do so and if required such authority (Power of attorney etc) shall be furnished to the Director.
- 5) Neither the security deposit nor the retention money shall bear any interest.
- 6) The tenders must be filled in ink and in a legible way. Over writing should be avoided. All corrections must be attested by the tenderer with his initials before submission of the tender.
- 7) Tenders proposing any alterations in the work or specifications or in the form of tender or in any other conditions shall be summarily rejected.
- 8) This is an item rate tender. Payment will be made to the Contractor as per actual measurement.
- 9) The rate should be filled in figure and in words. The amount and the totals should also be drawn.
- 10) If the rate in figure differs from the rate in words then the rate corresponding to the calculated amount shall be taken as correct. If the calculated amount does not tally with any of the two rates then the lower of the two rates shall be accepted and the amount shall be corrected.

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- 11) Sales Tax, Octroi or any other tax on materials in respect of this contract shall be payable by the contractor.
- 12) **In addition to performance guarantee, 5 % of the work order value shall be deposited as security deposit in the form of Demand Draft drawn in favour of Director, Institute of Physics payable at Bhubaneswar on award of contract or shall be deducted @ 10% of the Bill amount from the RA bills for the said amount. EMD submitted along with the tender shall be adjusted in security deposit , This shall be refunded back after 6 months of successful completion of the work.**
- 13) Payment will be made as per actual measurement submitted by the contractor you after checking the measurement physically by the Engineer-in-charge and payment of the bills will be made within 10 days of the checking of the bills by the Engineer-in-charge.
- 14) The total time allowed for the completion of the work is strictly for 2 months from the date of commencement of the work.
- 15) Income tax, work contract tax other statutory taxes as may be applicable will be deducted at source on all the payments to be released to you for onward deposit with appropriate authority.
- 16) The rates quoted by you will remain firm throughout the currency of contract.
- 17) On the recommendation of the Engineer-in-charge based on the workmanship, quantity and quality of work done the bill will be passed for payment.
- 18) The acceptance of tender is at the discretion of the Director, Institute of Physics, Bhubaneswar. The Director does not bind himself to accept the lowest tender and reserve the authority to reject any or all the tenders without assigning any reason and reserve the right of accepting the whole or any part of the tender and the tenderer shall be bound to perform the same at the rates quoted. All tenders in which any of the prescribed conditions are not fulfilled or are incomplete in any respect are liable for rejection.

Seal and Signature of the Tenderer

- 19) The Director does not undertake any responsibility regarding any instructions issued verbally in respect of this tender. All questions relating to the tender shall be referred to the Director in writing.
- 20) The amounts to be calculated against various items shall be in terms of whole rupees, less than fifty paise being ignored and fifty paise and above being rounded to the next rupees.

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Institute of Physics
Bhubaneswar

- 1) **General:** The Contractor shall forthwith in a good substantial and workman like manner, to the satisfaction of the Institute, build and complete the work at Bhubaneswar.
- 2) **Date of completion:** The Contractor shall actively prosecute the execution of completion of the work to the satisfaction of the Director. The work specified above shall be completed in all respects within 2 months from the date of commencement of work.
- 3) **Materials:** The Contractor shall provide at his own cost all materials specified in the bills of quantities (with exception of those otherwise mentioned in the specifications) and all labour, tools and plants scaffolding and other implements of every description necessary for execution and completion of the work. All materials to be supplied by the contractor shall be the best of their respective kinds and subject to approval by the Director.
- 4) **Sub-Contractor:** The Contractor shall not assign or sublet the contract for the work or any part thereof.
- 5) **Removal of equipment:** The Contractor shall, at his own expenses, within one week from the completion date, remove all tools, plants, scaffoldings, implements and unused materials from the site and leave the same in a clean and proper state, to the satisfaction of the Director.
- 6) **Inspection of works:** The Contractor shall allow the Engineer-in-charge to inspect and supervise the work during its progress.
- 7) **Defective work & rejections:** The Contractor shall within 24 hours of notice so to do forth with pull down and rebuild any part of the work which has not been erected, build or completed to the satisfaction of the Director or which is in the opinion of the Director, defective or not in accordance with the specification or the plans.
- 8) **Alteration or Deviations:** The Institute may at any time during the progress of the work by order in writing make any alteration in the original specifications or plans by

Seal and Signature of the Tenderer

way of addition, omission or other deviation whereupon the Contractors shall execute the work according to such alterations to the satisfaction of the Director.

- 9) **Additions & Deductions:** All additions and deductions to be made to or from amount of the contract price in respect of any such alteration in the specifications or plans shall be ascertained according to the rates specified in the bill of quantities (provided that if appropriate rates are therein specified, they shall be fixed by mutual agreement between the parties) and the difference of expenses occasioned by any such alteration shall be added to or deducted from the contract price. No payment or allowance whatsoever shall be made to the Contractor for any work done or materials used without a previous order, in writing from the Director.
- 10) **Measurement of work:** The work as it proceeds will be measured net exposed measurements. The Contractors or his representative will accompany the Engineer-in-charge in order that they agree on the measurements. The measurement book can also be examined at the office of the Director before payment is made.
- 11) **Precautions against accident:** The contractor shall, at all times, take due and proper precautions against accidents or injury to the work or any person or property, and shall indemnify the company for all motions suits or any damage or compensation payable in consequence of any accident or injury sustained by any workman or other person whether in the employment of the Contractor or not.
- 12) **Failure to execute the work:** If the Contractor fails to execute and complete the work otherwise fail to comply with any of the terms and conditions of this order, then the Institute shall be at liberty without avoiding this order forthwith, to require the Contractor to remove his workmen from the site and to take the work out of the hands of the Contractor and to employ any other person to execute and use all materials, tools, scaffolding, plants, implements and things on or about the work, and thereafter neither the Contractor nor his workman shall have any power to intervene with any person employed by the Institute.

All expenses and damages to property incurred by the Institute, consequent on the employment and certified by Director and shall be paid to the Institute by the

Seal and Signature of the Tenderer

Contractor or deducted by the Institute from any money due to or to become due to the Contractor.

- 13) **Serving Notices:** Any notice to the Contractor under this order may be served personally or by registered post addressed to the Contractor last known place of address.
- 14) **Discrepancies:** Should there be any discrepancies between the plans, specifications and bills of quantities the same shall be immediately referred to the Director who shall decide what shall be followed.
- 15) The work will be taken up in hands within seven days of the award of the work and shall be completed in all respect within 3 months from the date of commencement of work.
- 16) Extension of time for completion may be allowed if the Director consider that the reasons for the delay in completion of the work is beyond the control of the Contractor.
- 17) **Liquidity damages:** 0.5% per week subject to maximum of 10%.
- 18) The tender should accompany with the following documents at the time of submission.
 - a) Proof of registration with Govt./Semi Govt. organizations like CPWD, State PWD/Railway etc. in appropriate class, PAN card, VAT Clearance certificates etc.
 - b) Experience having successfully carried out minimum one /two/three similar works in Govt. / Semi-govt. organization, each of single value amounting to 80% / 50% / 40% of the estimated cost respectively or above during last five years need apply with proof (Completion Certificate along with detailed work order) of fulfilling the above conditions .
 - c) EMD amounting to Rs 8,102/- (Rupees Eight Thousand One Hundred Two only) in shape of demand draft or Bankers Cheque , drawn in favour of the Director, Institute of Physics, Bhubaneswar.
 - d) EMD of the successful tenderer will be retained and will be adjusted in Security Deposit.
In case of absence of any of the documents listed above the tender papers will not be entertained.

Signature of the tenderer with seal

Seal and Signature of the Tenderer

Institute of Physics
Bhubaneswar

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|----|---|---|
| 1 | Defects Liability | = 6 months |
| 2. | Period of final measurement and valuation | = Within 10days of submission of the bill by the contractor. |
| 3. | Date of commencement | = Within 7 days from the date of issue of the work order. |
| 4. | Agreed liquidated damages | = 0.5% per week subject to maximum of 10%. |
| 5. | Minimum value of work for interim payment. | = The minimum value of work done should not be less than Rs.3,00,000/-. |
| 6. | Performance guarantee & Security deposit or Retention money | 5% of the value of work order should be deposited as performance guarantee upon award of the contract and in addition 5% of work order value shall be deposited as security deposit or will be deducted against the Running accounts bill. Security Deposit will be refunded after successful completion of period of 6 months. |
| 7. | Payment | = Within 10 days of of the checking of bill by E-I_C |
| 8. | Completion Period | = Within 02 months from the date of commencement of work. |

Signature of the tenderer with seal

Seal and Signature of the Tenderer

**INSTITUTE OF PHYSICS
BHUBANESWAR-751 005
(An Autonomous research institute of Dept. of Atomic Energy, Govt.of India)**

Tender No. NIT/IOP/19/2015-16

CLEANING OF SHRUBS, HERBS ETC. INSIDE IOP CAMPUS

**PART-II
FINANCIAL BID**

SCHEDULE OF QUANTITIES

Name of the work: **Cleaning of shrub, herbs etc. inside IOP campus.**

Sl. No.	Description of Item	Qty.	Unit	Unit Rate(Rs.)		Amount(Rs.)
				In figure	In words	
1	Clearing jungle including uprooting of rank vegetation, grass, brush wood, trees and saplings of girth upto 30 cm measured at a height of 1m above ground level and removal of rubbish outside the campus and leveling the area after cleaning all work complete as per the direction of EIC.	68000	SQM.			
	(i) Backside of AMPL laboratory					
	(ii) Periphery of Guest house.					
	(iii) Coconut orchard					
	(iv) Periphery of efficiency apartment.					
	(v) Area adjacent to new hostel and tennis court					
	(vi) Front side of E -type Qtrs.					
	(vii) Backside of Directors bungalow					
	(viii) Area between IV D type Qtrs. and E1 type Qtrs.					
(ix) In front of Nano structure Lab.						
2	Providing and supplying labour for trimming the tree around the periphery of boundary wall and stacking the same as per direction of EIC.	45	Nos.			
Total Amount=Rs						
Total Amount(in words)						