

Section-I



Institute of Physics
Sachivalaya marg
Bhubaneswar-751005

NOTICE INVITING TENDER
Tender No.NIT/IOP/05/2013-14

Description of the Services: “ *Operation and comprehensive maintenance of air-conditioning system and Chilled water systems of Institute of Physics Bhubaneswar-751005.*”

Annual round the clock maintenance & operation of:

Central AC plant 2x80 TR capacity and 2 x 40TR capacity.

Chilled water plant 2x10 TR capacity.

2x60 TR Package central AC Plant at Auditorium

Annual comprehensive maintenance of window and split Air conditioners

Estimated Cost : Rs.27,48,000/-

Period of Contract : Initially for one year

Earnest Money Deposit : Rs. 54,960/- (2%)

Tender Cost : Rs. 500/- (Non-refundable)

Important dates :

- (a) Sale of Tender : 30/09/2013 to 08/10/2013(Except holiday)
(b) Last date for submission of Tender : 25/10/2013 up to 1430 hours
(c) Opening of Part-I of the tender in the presence of attending bidders : 25/10/2013 at 1500 hours
at Library conference hall

For further details, please refer to the detailed NIT in IOP's website www.iopb.res.in

NOTE:

- (1) Tender documents will not be issued to bidders not meeting the eligibility criteria indicated in the detailed NIT.
- (2) Canvassing in any form shall disqualify the Tenderer in participating in the Tender.

-sd-
(DIRECTOR)



**Institute of Physics
Sachivalaya Marg
Bhubaneswar-751005**

NOTICE INVITING TENDER
Tender No.NIT/IOP/05/2013-14

Section-II

Sealed item rate tenders in two-parts in the prescribed form are hereby invited by Director, Institute of Physics, Bhubaneswar-751005, for the following work from contractors having adequate experience and capabilities to execute such magnitude of similar works and who have similar experience with different units of Department of Atomic Energy (DAE), Nuclear Power Corporation of India Ltd, Public Sector Undertakings, etc.

Description: *Operation and comprehensive maintenance of air-conditioning system and Chilled water Systems of Institute of Physics, Bhubaneswar-751005.*

- i. Estimated Cost: Rs.27,48,000/-** (Rupees Twenty-seven Lakh fourty-eight Thousand only)
- ii. Period of Completion: One year(12 months)**
- iii. Cost of Tender Document : Rs. 500/-** (Non-refundable) in cash
- iv. Earnest Money Deposit: Rs. 54,960/-**

Note: -

1. Total Earnest Money Deposit (EMD) **Rs. 54,960/-** to be submitted at the time of opening of Part-I i.e. Technical Bid, issued in favour of Institute of Physics, Bhubaneswar, in any of the forms viz. (a) Receipted Treasury Challan, or (b) Deposit at Call receipt/fixed deposit receipt/ DD of a Scheduled bank, from technically qualified tenderers in the form of irrevocable Bank Guarantee, in the prescribed format from any of the Scheduled Bank, besides other forms of deposit mentioned above.
2. Tender document is prepared in two parts viz Part-I (Technical Bid) and Part-II (Price Bid). Part-I consists of the tender document that includes form for tender agreement, conditions of contract, special instructions to the tenderers, technical specifications, tender drawings etc. Part-II consists of Tender Document that gives Schedule of Quantities and Rates etc. Submission of application for purchase of tender is from Display of this notice to 08.10.2013 on working days (Monday to Friday) between 10:30 hrs. to 16:00 hrs. and tender document will be sold to the eligible tenderers from 30.09.2013. Applications received after this dates shall not be considered for issue of tender. The application should be submitted along with:
 - (a) Average annual financial turnover from similar type of works preferably in DAE units should be at least Rs. 6,87,000/- (Rs. Six lakh eighty seven thousand only), during last 5 years ending 31 March 2013. This should be duly audited by a registered Chartered Accountant.
 - (b) Should not have incurred loss in more than two years during the last five years and shall not be under court receivership or under liquidation.
 - (c) Year wise list of works carried out during last 5 years as well as list showing the cost of works in progress,
 - (d) Performance certificates in respect of completed works and reasons for delays, if any.
 - (e) List of available plant & machinery.
 - (f) List of technical manpower along with organizational structure.

- (g) Proof of having satisfactorily completed (based on certification of performance by client of the works) 3 (Three) similar works each of value not less than Rs. 11,13,840/- or 2 (Two) similar works each of value not less than Rs.13,92,300/- or 1 (One) similar work of value not less than Rs. 22,27680/-. For this purpose, 'cost of work' shall mean gross value of the completed work including the cost of materials supplied by the Govt./Client, but excluding those supplied free of cost.
- (h) Copy of PAN, TIN and Service tax Regn. No.

Similar works means: Operation and comprehensive maintenance work of AC plants and chilled water plant.

The tender documents (Part-I & II) can be purchased from the Accounts Section, of IOP, on any working day between 10.30 hrs. to 16.00 hrs on payment of amount in the form mentioned above from - **30.09.2013.**

3. Bidders are requested to fill the rates only in the form supplied by this Institute. Schedule of Quantities and Rates and descriptions of items made afresh on their own will not be accepted /liable to be rejected.
4. Bidders are invariably required to fill up the total rates of each item in both words and figures.
5. Tenders are required to be submitted in separate sealed and super scribed envelopes containing and indicating the following.

I	First Envelope	EMD of Rs. 54,960/-	
II	Second Envelope	Part-I (Technical Bid)	both these (sealed Part-I & sealed Part-II Envelops are to be put in a bigger cover and it should also be sealed
III	Third Envelope	Part-II (Price Bid)	

The technical bid and the financial bid should be sealed separately by the bidder in separate covers duly superscribed and both these sealed covers are to be put in a bigger cover which should be sealed and duly superscribed with the name of the work and due date. EMD in requisite value shall be put in separate cover and the two part cover (containing Technical and Financial Bid) shall only be opened after confirming the submission of EMD in the specified form. **It will be obligatory on all tenderers to return tender document along with drawings at the time of opening the tender whether they are making the bid or not. Making of photocopies of the tender document and drawings is prohibited.**

6. Tenders will be received on or before 25.10.2013 up to 1430 hrs in the office of Director, Institute of Physics, Part-I (Technical Bid) will be opened on the same day at 1500 hrs. in the presence of attending tenderers. Tenders not accompanied with Earnest Money Deposit are liable for rejection. Part-II (Price Bid) of tender will be opened at a later date to be specified and communicated to successful tenderers who are qualified through technical evaluation involving visits to the bidders' ongoing/completed work sites and holding technical discussions.
7. Tenders with any condition including conditional rebate shall be rejected. However, tenders with unconditional rebate will be accepted.
8. The time allowed for carrying Out the work will be Twelve [12] months (including monsoon period) to be reckoned from the 15th day after date of written order to commence the work.
9. Tender will be kept valid for 120 days from the date of opening the tender (Part-I).

10. In case the last date of sale and/or the date of receipt and opening of tender is declared as holiday, the respective date shall be treated as postponed to the next working day.
11. Tenders are to be on the prescribed form of Institute of Physics. Tenderers should quote in figures as well as in words the rates and amounts tendered by them. The amount for each item should be worked out and the requisite total given. All corrections shall be attested by the dated initials of the tenderer. The tenderers not tendering for this work after purchase of the tender documents must return the tender documents and drawings to the office of Administrative Officer, IOP within 10 days from the due date of tender. However, the cost of tender document will not be refunded.
12. After opening of Part-I of the tender, bidders shall be evaluated for their techno-commercial capability to carry out the work based on the following:
 - (a) Financial soundness and turnover during the last 5 years.
 - (b) Technical capabilities in regard to tendered work.
 - (c) Nature of works executed in the last 5 years.
 - (d) Organizational structure.
 - (e) Available resources & their deployment to carry out the tendered work.
 - (f) Quality consciousness.
 - (g) Adherence to time schedule for the completed works.
 - (h) Tendency of the firm with respect to making extraneous claims and disputes.
 - (i) Site mobilization and planning ability.
 - (j) An inspection team duly constituted by Director, IOP may visit selected site(s) of the tenderer.
13. The contractor whose tender is accepted will be required to furnish by way of security deposit for the due fulfillment of his contract, such sum as will amount to 5% of the contract value of work. In addition, the contractor shall be required to deposit an amount equal to 5% of the contract value of the work as Performance Guarantee within 15 days after the date of issuing of letter of acceptance/work order and in any case before commencement of work. Performance Security of 5% can also be accepted in the form of Bank guarantee Fixed deposit receipts of Scheduled bank or in the form of Government Securities.

The Security Deposit will be collected by deductions 10% of the gross amount of the running bill of the contractors till the sum (along with the sum already deposited as Earnest Money if EMD is submitted in the form of Demand Draft) will amount to 5% of the contract value of work. The Security deposit will also be accepted in the form of Governments Securities, Fixed deposit Receipts of Scheduled Bank and State Bank of India. The Security Deposit shall be endorsed in favour of the Director, Institute of Physics.
14. If the successful tenderer, fails to furnish the prescribed performance guarantee on or before stipulated dates of commencement The Director, Institute of Physics, Bhubaneswar or his successors in office shall without prejudice to any other right or remedy, be at liberty to forfeit the said earnest money absolutely. Further, if this successful tenderer, fails to commence work within 1/8th of the stipulated time, the Director, Institute of Physics, Bhubaneswar or his successors in office shall without prejudice to any other right or remedy available in law, be at liberty to forfeit the said earnest, money and the performance guarantee absolutely.
15. The acceptance of tender will rest with Director, Institute of Physics, Bhubaneswar, who does not bind himself to accept the lowest tender and reserves to himself the authority to reject any or all of the tenders received, without assignment of any reason. All Tenders in which any of the prescribed conditions are not fulfilled or are incomplete in any respect are liable to be rejected.

16. All rates shall be quoted on the proper form of the tender alone.
17. On acceptance of the tender, the name of the accredited representative(s) of the contractor who would be responsible for taking instructions from The Engineer-in-charge shall be communicated to the Engineer-in-charge.
18. All the rates are to be quoted in whole Rupee and not in fraction of rupee. Special care should be taken to write the rate in figures as well as in words and the amounts in figures only, in such a way that interpretation is possible. The Total amount should be written both in figures and in words. In case of figures, the word “**Rs.**” should be written before the figure of rupees. While quoting the rate in schedule of quantities the word ‘only’ should be written closely following the amount and it should not be written in the next line.
19. The Director, Institute of Physics, Bhubaneswar, reserves the right to accept the whole or only part of the tender and the tenderer shall be bound to perform the same at the rates quoted.
20. Sales Tax or any other Tax on material in respect of this contract shall be payable by the contractor and Government will not entertain any claim whatsoever in the respect. However, any change in the existing taxes and levies or new taxes and levies if introduced by the Government after the receipt of offer as well as during the currency of the contract will be duly considered and paid extra, the subject to documentary proof. For this purpose the tenderer may furnish the details of taxes and levies that have been considered in the offer and rates assumed thereof
21. The tender for works shall remain open for acceptance for a period of 120 days from the date of opening of tenders (Part-I). If any tenderer withdraws his tender within the validity period or make any modifications in the terms and conditions of the tender which are not acceptable to the Institute, then the IOP shall without prejudice to any right or remedy, be at liberty to forfeit 50 % (Fifty Percent) of the Earnest Money absolutely.
22. The tender for the work shall not be witnessed by a contractor or contractors who himself/themselves has/have tendered for the same work. Failure to observe these conditions would render tenders of the contractors tendering as well as witnessing the tender liable to summary rejection.
23. It will be obligatory on the part of the tenderer to sign the tender document for all the component parts.
24. This Notice inviting Tender shall form the part of the contract document.
25. The Contractor shall submit a detailed list of similar works carried by them for the last 5 years including annual turnover and also works in hand (progress) in the following proforma.

Name of work	Name & Address of Establishment under Whom work is being executed	Value of work	Completion Time as per contract	Position Work in Progress	Remarks

26. Please note the following:

- (a) Cheques for Earnest Money Deposit will not be accepted
 - (b) Solvency certificate, when asked for, should of value not less than 40% of the tender amount and should be dated not earlier than July 2013 and may be submitted along with Part-I.
 - (c) Tender forms are not transferable.
 - (d) Tender documents will not be sent by post or courier.
 - (e) Contractors will be vetted by the Security Section of IOP.
- 27.** Please note that to enter IOP, photo-identity (passport, driving licence, voter's I-card. I-card' issued by the employer, etc.) is a must. Prior confirmation on Phone shall have to be taken by the bidder so as to arrange for an entry to IOP.
- 28.** Canvassing in connection with tenders is strictly prohibited and the tenders submitted by the contractors who resort to canvassing will be Liable to rejection.

DIRECTOR
INSTITUTE OF PHYSICS
BHUBANESWAR