

INSTITUTE OF PHYSICS

Bhubaneswar

Tel. No. : 0674-2301058 Fax : 0674-2301058

NOTICE INVITING TENDER

Tender No. NIT/IOP/08/2013-14

Description of the Work: Civil and Electrical Repair/Renovation work in Qtrs.No.E/1,E/2,E/3 and E/4 in IOP CAMPUS, BHUBANESWAR-751 005. .

Estimated Cost : Rs.9,56,875/-
Period of Contract : 3 months
Earnest Money Deposit : Rs..19,140/-
Tender Cost : Rs. 500/- (Non-refundable)

Important dates :

- (a) Sale of Tender : 17/10/2013 to 25./10/2013
- (b) Last date for submission of Tender : 18/11/2013 upto 1530 hours
- (c) Opening of tender in the presence of attending bidders at IOP , Bhubaneswar-751 005, : 18/11/2013 at 1600 hours

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.

(DIRECTOR)



**Institute of Physics
Bhubaneswar**

Section – I
NOTICE INVITING TENDERS

Tender No. NIT/IOP/08/2013-14

Tenders in the prescribed form are hereby invited on behalf of the Director , Institute of Physics, Bhubaneswar-751 005 from contractors on the approved lists of Central PWD, MES Railways state PWDS and those having adequate experience for the following works:

i)	Description	:Civil and Electrical Repair/ Renovation of Qtrs.No.E/1, E/2,E/3 & E/4 in IOP Campus
ii)	Estimated cost	:Rs.9,56,875/-
iii)	Earnest Money	:Rs.19,140/-
iv)	Cost of tender document	:Rs.500/-

2. Printed form of tender consisting of complete specifications the schedule of quantities of the various classes of work to be done, and the set of “condition of contract” to be complied with by persons, whose tender may be accepted, which also will be found printed in the form of tenders, can be purchased from the Accounts officer, Institute of Physics, Bhubaneswar- 751 005 on any working day between 10:00 hours to 16:00 hours on payment on amount mentioned above in cash from 17.10.2013 to 25.10.2013 on production of proof of registrations in appropriate class of contractors, their past experience in the execution of such type of work and Income Tax Clearance Certificate.

3. The tenders are to be submitted in two sealed envelopes, superscribing on it as Part ‘A’ Technical and commercial details, and Part ‘B’ Financial details Tender which should always be placed in sealed covers with the name of work written on the envelop will be received in the office of Head, Technical Services Division upto 15:00 hours on and will be opened on the same day at 15.30 Hours in the presence of such tenderers who desire to attend.

4. The time for carrying out the work will be 3 (three) calendar months from the 10th day after the date of written orders to commence the work.

5. Tenders are to be on the prescribed from the 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 equisite total given. All Correction shall be attested by the dated initials of the tenderer. The tenderers not tendering for this work after purchase of the tender document must return the tender document and drawings to the office of the undersigned within 15 days from the date of tender. However, the cost of tender documents will not be refunded.

6. When a contractor signs a tender in an Indian language, the total amount tendered should also be written in the same language. In the case of illiterate contractors the rate of the amounts tendered should be attested by witness.

7. Earnest money, as stated in the Notice Inviting Tender should be submitted along with the Tender documents. If the same is not submitted, the Tender will summarily be rejected. The Earnest money deposit should be in the form of Demand Draft issued by any National / Scheduled Bank in Favour of Director, Institute of Physics, Bhubaneswar.

Note: i) Cheque and Bank Guarantees for Earnest Money deposit will not be accepted.
ii) In case of contractors in the approved list of State PWDS, CPWD or MES, evidence showing the appropriate and eligible class to which they belong.
iii) A valid Income Tax Clearance Certificate.
iv) A valid sales Tax Clearance Certificate.
v) Copy of valid electrical Contractor Licence.

Earnest Money is not Security Deposit

7 a. The earnest money, which a tender for a contract is called upon to furnish along with his tender for the contract, is not a security deposit within the meaning of rule 45 of the Saving Bank Rules for depositors. No account can, therefore be opened for the deposit of such earnest money in the Post Office Saving Bank.

Forfeiture of Earnest Money

7 b. If any tenderer withdraws his tender within the validity period or makes any modifications in the terms and conditions of the tender which are not acceptable to the Department, then the Institute shall, without prejudice to any other right or remedy, be at liberty to forfeit 50% (fifty per cent) of the earnest money absolutely.

7 c. Advanced stamp receipt for refund of EMD should be submitted along with Tender for speedy refund of EMD to unsuccessful tenderers.

8. The contractor whose tender is accepted will be required to furnish by way of security deposit for due fulfillment of his contract, such sum as will amount to 10% of the estimated cost of the work put to tender or 10% of the amount of work order whichever is higher, subject to a maximum of Rs. 5.00 lakhs only.

The Security Deposit will be collected by deductions from the running bill of the contractor at the rates mentioned above and the earnest money deposited if deposited at the time of tenderers will be treated as a part of the Security Deposit. The security amount will also be accepted in cash . Fixed Deposit Receipts and Guarantee Bond of Scheduled Banks and State Bank of India. The Security Deposit shall be endorsed in favour of Director, Institute of Physics, Bhubaneswar-751 005.

9. The competent authority 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 received without the assignment of a reason. All tenders in which any of the prescribed conditions is not fulfilled or any condition including that of conditional rebate is put forth by the tenderer, shall be summarily rejected.

10. Canvassing in connection with tenders is strictly prohibited and the tenders submitted by the contractors who resort to canvassing will be liable to rejection.

11. All rates shall be quoted on the proper form of the tender alone.

12. An item rate tender containing percentage below / above will be summarily be rejected. However, where a tenderer Voluntarily offer a rebate for payment within a stipulated period, this may be considered.

13. On acceptance of the tender, the name of the authorized 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.

14. 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 not possible. The total amount should be written both in figures and in words. In case of figures the words 'Rs' should be written before the figures of rupees and words 'P' after the decimal figures e.g. Rs 1.15 paise and in case of words, the words 'Rupees' should be proceeded and the word 'Paise' should be written at the end. Unless the rate is in whole rupees and followed by the word 'only' it should invariably be upto two decimal places. While quoting the rates in schedule of a quantities, the word 'only' should be written closely following the amount and it should not be written in the next line.

15. The Director does not bind himself to accept the lowest of any tender and reserves to himself the right to accepting the whole or any part of the tender and the tenderer shall be bound to perform the same at the rate quoted.

16. Sales Tax on turn over / works contract tax or any other tax on material in respect of this contract shall be payable by the contractor and Institute will not entertain any claim whatsoever in this respect.

17. The tender for works shall remain open for acceptance for a period of ninety days from the dated of opening of tenders. If any tenderer withdraws this tender before the said period to makes notifications in the terms and conditions of the tender which are not acceptable to the department, then the Institute shall, without prejudice to any other right or remedy be at liberty to forfeit the said earnest money absolutely.

Section-I-3

18. The contractors exempted from payment of earnest money / Security Deposit and individual cases should attach with tender an attested copy of letter of Head, Director , Institute of Physics exempting them from the payment to earnest money / earnest money and security deposit and should produce the original whenever called upon to do so.

19. The Contractor should accompany with copy of affidavit along with copy of valid electrical Contract License with whom the civil contractor is associated.

20. The tender for the work shall be witnessed by a contractors who himself / themselves has/ have tendered or who may and has / have tendered for the same work. Failure to observe this condition would render tenders of the contactors tendering as well as witnessing tenderer liable to summary rejection.

21. It will be obligatory on the part of the tenderer to tender and sign the tender document for all components / parts.

22. The contractor shall submit list of works which are in hand (progress) in the following form:

Name of work	Name & particulars of divisions where work is being executed.	Amount of work	Position of work in progress	Remarks
1	2	3	4	5

DIRECTOR
Institute of Physics

CONTRACTORS



Institute of Physics

Bhubaneswar

Section – II

Tender No _____

GENERAL DIRECTIONS FOR THE GUIDANCE OF CONTRACTORS

SCOPE OF WORK: CIVIL AND ELECTRICAL REPAIR/RENOVATION OF QTRS.NO.E/1,E/2,E/3 & E/4 IN IOP CAMPUS AS PER DETAILS GIVEN IN SCHEDULE OF QUANTITIES (PART-II-FINANCIAL BID)

1. All works proposed for execution by contract will be notified in a form of invitation to tender posted in public places and signed by Director.

This form will state the work to be carried out, as well as the date for submitting and opening tenders and the time allowed for carrying out the work, also the amount of earnest money to be deposited by the successful tenderer and the percentage, if any to be deducted from bills. Copies of the specifications, designs and drawings and any other documents required in connection with the work signed for the purpose of identification by Director / OSD /Chairman, Campus maintenance committee shall also be open for inspection by the contractor at the office of the Director/ OSD / Chairman, Campus Maintenance committee during office hours.

2. In the event of the tender being submitted by a firm, it must be signed separately by each member thereof, or in the event of the absence of any partner it must be signed on his behalf by a person holding a power of attorney authorising him to do so, such power attorney to be produced with the tender, and it must be disclosed that the firm is duly registered under the Indian partnership Act.

3. Receipts for payment made on account of work when executed by a firm must also be signed by the several partners. Except where the contractors are described in their tender as a firm, in which case the receipt must be signed in the name of the firm by one of the partners or by some person having authority to give effectual receipts for the firm.

4. Any person who submits a tender shall fill up the usual printed form, stating at what rate he is willing to undertake each item of the work. Tenders, which propose any alteration in the work specified in the said form of invitation to tender, or in the time allowed for carrying out the work, or which contain any other condition of any sort including conditional or unconditional rebates will be summarily rejected. No single Tender shall include more than one work, but contractors who wish to tender for two or more works shall submit separate tender for each. Tender shall have the name and number of the work to which they refer, written on the envelopes.

The rate(s) must be quoted in decimal coinage. Amount must be quoted in full rupees by ignoring fifty paise and considering more than fifty paise as rupee one.

5. Director/ OSD / Chairman, Campus maintenance committee or his duly authorised assistant, will open tenders in the presence of any intending contractors who may be present at the time, and will enter the amount of the several tenders in a comparative statement in a suitable form. In the event of a tender being accepted, a receipt for the earnest money forwarded therewith shall thereupon be given to the contractor who shall thereupon for the purpose of identification sign copies of the specifications mentioned and other documents in Rule I. In the event of a tender being rejected, the earnest money forward with such unaccepted tender shall thereupon be returned to the contractor making the same.

6. The offer inviting tenders shall have the right of rejecting all or any of the tenders, and will not be bound to accept the lowest tender.

7. The receipt of an accountant or clerk for any money paid by the contractor will not be considered as an acknowledgement of payment to the Director and the contractor shall be responsible for seeing that he procures a receipt signed by the Director , or by the accounts officer or by a duly authorised cashier.

8. The memorandum of work tendered for, and the schedule of materials to be supplied by the Institute of Physics and their issue, rates, shall be filled in and completed in the office of the Director before the tender form is issued. If a form is issued to an intending tenderer without having been so filled in and completed he shall request the office to have this done before he completes and delivers his tender.

Section II-2

The tender shall be accompanied by earnest money (unless exempted) of Rs. 19,140/- in receipt of a Scheduled Bank issued in favour of _Director, Institute of Physics , Bhubaneswar . The amount being credited to _____ A contractor exempted from depositing earnest money in individual cases, shall attach with the tender an attested copy of the letter exempting him from depositing earnest money and shall produce the original when called upon to do so.

The Tender and the earnest money shall be placed in separate sealed envelopes each marked "Tender" and "Earnest Money" respectively . Both the envelopes shall be submitted together in another sealed envelope. The envelope marked "Tender" of only those tenderers shall be opened whose earnest money placed in the other envelope is found to be in order.

I / We hereby tender for the execution for the Director , Institute of Physics of the works specified in the under written memorandum within the time specified in such memorandum at the rates specified therein and in accordance in all respect with the specifications, designs drawings, and instructions in writing referred to in rule I hereof an in Class II of conditions of contact and with such materials as are provided for by an in all respect in accordance with, such conditions so far as possible.

MEMORANDUM

- a) General Description : Civil and Electrical Repair/ Renovation work of Qtrs.No.E/1,E/2, E/3 and E/4 in IOP Campus.
- b) Estimated cost : Rs.9,56,875/-
- c) Earnest Money : Rs.19,140/-
- d) Security Deposit :10% of the estimated cost of the work put to tender OR 10% of the amount of work order whichever is higher, subject to a maximum of Rs. 5.00 lakhs only.

The security Deposit will be collected by deduction from the running bills of the contractor at the rates mentioned above and the earnest money, if deposited at the time of the tender, will be treated as part of security deposit. The security deposit will also be accepted in cash or in the form of Fixed Deposit Receipts and Bank Guarantee of Scheduled Banks and State Bank of India. The security Deposit shall be endorsed in favour of the Director, Institute of Physics, Bhubaneswar – 751 005 .

- e) Time allowed for the work from the 10th day after the date of written order calendar months to commence.

Should this tender is accepted, in whole or in part, I / We hereby agree (i) to abide by and fulfill all the terms and provision of the said conditions annexed hereto and all the terms and provisions contained in the notice inviting tenders so far as applicable, and / or in default thereof to forfeit and pay to the Director or his successories in office, the sum of money mentioned in the said conditions. A sum of Rs. _____ is hereby forwarded in Treasury Challan. Deposit at Call Receipt of a Scheduled Bank Guaranteed by the Reserve Bank of India as earnest money. If I / We fail to commence the work specified in the above memorandum I / we agree that the said Director or his successories in office shall without prejudice to any other right or remedy, be at liberty to forfeit the said earnest money absolutely otherwise the said earnest money shall be retained by him towards security deposit mentioned against clause (d) of the above mentioned Memorandum (ii) to execute all the works referred to in the tender document upon the terms and conditions contained or referred to therein and to carry out such deviations as may be ordered, upto a maximum of 25 (Twenty five) percent at the rate quoted in the tender documents and those in excess of that limit at the rates to be determined in accordance with the provisions contained in clause 12-A of the tender form.

I / We agree that if I / We fail to commence the work specified in the above memorandum an amount equal to the amount of the earnest money mentioned in the form of invitation of tender shall be absolutely forfeited to the Director and the same may at the option of the Director be recovered out of the deposit in so far as the same may extend in terms of the said Bond and in the event of deficiency out of any other moneys due to me / us or otherwise.

Date: _____ day of _____ 20

*Signature: _____

+ Witness: _____

Address: _____

Occupation: _____

The above tender is hereby accepted by me on behalf of the Director, Institute of Physics.

Date: _____ day of _____ 20

++ _____

+ Signature of witness to contractors signature.

* Signature of contractor before submission of tender.

++ Signature of the officer by whom accepted.