



**National Centre for Biological Sciences
Tata Institute of fundamental Research**

TENDER FOR

Comprehensive Contract for Assistance in Operation and general Maintenance (O&M) of Audio Visual / Instrumentation related jobs installed at NCBS campus, Bangalore.

TECHNICAL BID

GENERAL RULES AND DIRECTIONS FOR GUIDANCE OF CONTRACTORS

Tender No. NCBS/INS/7/2018-19

Dated 18/02/2019

National Centre for Biological Sciences
GKVK Campus, Bellary Road, Bangalore-560065
Website: www.ncbs.res.in
Telephone- 080-23666001/67176001

Comprehensive Contract for Assistance in Operation and general Maintenance (O&M) of Audio Visual / Instrumentation related jobs installed at NCBS campus, Bangalore

NCBS Introduction

The National centre for Biological Sciences is a premier research institute in the field of research in biology. NCBS is a part of the Tata Institute of Fundamental Research under, Grant in Aid institute under Department of Atomic Energy, Government of India.

Instruction to Bidders

Name of Work: Comprehensive Contract for Assistance in Operation and general Maintenance (O&M) of Audio Visual / Instrumentation related jobs installed at NCBS campus, Bangalore

NCBS invites bids in two bid system (Technical & Financial Bid) from experienced and reputed Contractors, agencies/firms in dealing with same or similar work in research organisations, institutes having minimum of three-year experience in the field of Operation and Maintenance of Audio Visual / Instrumentation related jobs installed at NCBS campus, Bangalore.

Tender No. NCBS/INS/7/2018-19		Dated 18/02/2019
Sr. No.	Type	Description
1	Name of Work	Comprehensive Contract for Assistance in Operation and general Maintenance (O&M) of Audio Visual / Instrumentation related jobs installed at NCBS campus, Bangalore
2	Estimated Value	18,50,000/-
3	Earnest Money Deposit(EMD)	55,500/-
4	Tender Fees	500/-
5	Site Inspection and purchase of tender	Between 21/02/2019 to 04/03/2019.
6	Last Date of purchasing of tender document	04/03/2019 at 14.00 Hrs
7	Pre bid meeting	04/03/2019 at 14.30 Hrs
8	Last date and time of submission of Bid	08/03/2019 at 14.00 Hrs
9	Opening of Technical bid	08/03/2019 at 14.30 Hrs
10	Opening of Financial Bid	Will be informed

Sealed tenders are invited (in 2 COVER system) by The Director, NCBS, at office of Head SE&M from experienced vendors in AV system. Agency/Contractor who has done similar type of work with proven technical and financial capacity, possessing required infrastructure for the above work only will be considered.

Tender documents consisting scope of work and set of conditions of contract to be complied with by the tenderers whose tender may be accepted can be obtained from the office of the Head-SES&M, NCBS on any working day between 10:00 Hours to 16:00 Hours on payment of Rs.500/- in cash (non-refundable) from **21/02/2019 to 04/03/2019..**

IMPORTANT NOTE

All bidders should attend the PRE-BID MEETING on **04/03/2019 at 14.30 Hrs**, in the office of Head-SES&M, NCBS. It is important for the vendor to attend the pre-bid meeting to understand the exact requirements

TENDER SUBMISSION

Tenders shall be submitted in two parts simultaneously in separate sealed covers, super scribed as "COVER-I (Technical Bid)" and "COVER-II (Price Bid)". Both shall have the tender reference number and name of the work clearly written at the top of the cover. The covers shall have the name / seal of the bidder. Tenders will be received up to **08/03/2019 at 14.00 Hrs at the** above address.

COVER-I of the tender will be opened on the same day at 15.30 hrs in the presence of attending tenderers. Opening of COVER-II (Price bid) will be intimated only to those tenderers who are qualified after evaluation of Technical Bid.

COVER-I shall contain the following

EMD as specified above in the form of Demand Draft of a scheduled Bank guaranteed by the Reserve Bank of India, in favour of NCBS, Payable at Bangalore. Cash or Cheque or any other mode for the EMD will not be accepted.

Entire tender document (Section I to Section VIII), duly signed & sealed in every page by the contractor, along with technical information.

A list of works of similar nature and magnitude (One work of value of minimum **Rs.14.80 Lakhs or two works of value of minimum Rs.11.10 Lakhs each or three works of value of minimum Rs. 7.40 Lakhs each) completed in the last 3 years, with proof.**

Proof of technical, financial and organizational competence to execute the work of above nature and magnitude.

List of works on hand and Reference and contact details of similar completed & ongoing works. Latest work experience certificate with respect to execution of similar works issued by client

COVER-II- Shall contain the following

Price bid', fully filled, as per the given format

If clarifications are sought by the contractor during the bidding period, the same should be in writing. Both the clarifications from the tenderer and the response to the clarifications from **NCBS** should be in writing and all such correspondences should be enclosed along with **COVER-I**.

Director, **NCBS** does not bind himself to accept the lowest or any other tender, and reserves the authority to reject any or all the tenders or to allot parts of the works to different agencies without assigning any reason thereof.

NOTE: Each and every page of the offered bid shall bear the date, signature and seal of the contractor

The tenderers whose offers are found technically acceptable based on the technical evaluation, including, in case found necessary, inspection of works, executed/under execution by them, to ascertain the quality of work, workmanship, work culture etc., would be informed of the time and date of opening of "Price Bid". **The Price Bid shall contain only priced schedule of quantity in the printed format issued by NCBS.**

The tenderer shall furnish all the documentary proof mentioned above. Any tender which does not fulfill any of the prescribed conditions will be liable to be rejected.

The safety of men, materials and tools used by the contractor towards this work, is wholly the responsibility of the contractor. In no case, **NCBS** will be responsible for the safety of the men, materials and tools used by the contractor.

Opening of Technical Bids

Technical bids will be opened on **08/03/2019 at 14.30 Hrs** by the Tender Committee. NCBS shall evaluate the technical bid to pre-qualify the bidders.

Opening of Financial Bids

- 1) Exact date and time shall be communicated through official E- mail address given in the bid document to the qualified bidders.
- 2) Conditional bids would be summarily rejected.
- 3) In case no bid or single bid is received, or any other reason whatsoever, NCBS may at its sole discretion cancel the whole tendering process or extend the last date and time of submission of the bid.
- 4) Any separately submitted discount letter on the financial price shall not be considered by NCBS and shall be a ground for disqualification. Evaluation of financial bid shall be considered only on the quoted price in the financial bid submitted by the bidders.

Contact Person

In case of any query, you may contact any of the following officials:

- 1) Shri P K Baruah, Head SE&M at (080-23666421) & E-mail: prasanta@ncbs.res.in
- 2) Shri PC Gautam, Head Instrumentation at (080-23666066) & E-mail: pchandra@ncbs.res.in

Earnest Money Deposit (EMD)

Bidder should pay specified amount towards Earnest Money deposit as follows:

1. **Rs.55, 500/- (Fifty-Five Thousand Five Hundred only)** in the form of Demand Draft/PO drawn on any Nationalized /Schedule bank in favour of "NCBS" Payable at Bangalore.
2. EMD will not carry any interest.

3. EMD will be refunded to the unsuccessful bidders after finalization of the bid and EMD of successful bidder shall be returned after execution of Contract Agreement and submission of security deposit.
4. The Earnest Money Deposit submitted by the bidder may be forfeited if,
 - 1) Successful bidder fails to execute an Agreement within specified time as per intimation/request of the NCBS,
 - 2) Successful Bidder withdraws his tender or backs out after acceptance,
 - 3) Bidder withdraws his tender before the expiry of validity period stipulated in the bidding document,
 - 4) Bidder violates any of the terms and conditions of the tender,
 - 5) Bidder revises any of the items quoted during the validity period,
 - 6) Bidder is found to have indulged in fraudulent practices in the bid submission process.

Site Inspection

Before submission of offer, the bidders must inspect the site of work and the environments and be well acquainted with the actual work and other prevalent conditions, facilities available, position of material and labour, means of transport and access to Site, accommodation, etc. No claim will be entertained later on the grounds of lack of knowledge of any of these conditions.

Mandatory

- 1) The service Provider should have the Following qualifications: -
- 2) Experienced and reputed Contractors, agencies/firms in dealing with same or similar work in research organisations, institutes having minimum of three-year experience in the field of Operation and Maintenance of Audio Visual / Instrumentation related jobs.
- 3) The service provider should have base in Bangalore.
- 4) The service provider should be in the field of Audio Visual operations / Instrumentation for at least from last 3 years (**as on 18/02/2019**) (Relevant documents as shall be attached with Technical bid)
- 5) Service Provider should have its own contract support at Bangalore.


Head SE & M 20/02/19