



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

**Notice Inviting Tender**

**Works Contract for Assistance in Operation and general Maintenance (O&M) of Audio Visual / Audio-Video Conferencing System installed at NCBS campus, Bangalore.**

**Tender No. NCBS/INS/14/2022-23**

**Dated 01/07/2022**

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

Works Contract for Assistance in Operation and general Maintenance (O&M) of Audio Visual / Audio-Video Conferencing System 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: Works Contract for Assistance in Operation and general Maintenance (O&M) of Audio Visual / Audio-Video Conferencing System, Lecture/seminar halls operations, conference workshops, ZOOM meetings, Recordings, Repair and service of AV Systems, Inventory of AV installed at NCBS campus, Bangalore.

NCBS invites bids in two bid system (Technical & Financial Bid) from experienced and reputed Contractors, agencies/firms engaged in Operation and Maintenance (O&M) of Audio Visual / Audio-Video Conferencing System installed at NCBS campus, Bangalore having minimum of three-year experience in the field, as under: -

<b>Tender No. NCBS/INS/14/2022-23</b>		<b>Dated 01/07/2022</b>
<b>Sr. No.</b>	<b>Type</b>	<b>Description</b>
1	Name of Work	Works Contract for Assistance in Operation and general Maintenance (O&M) of Audio Visual /Audio-Video Conferencing System, Lecture/seminar halls operations, conference workshops, ZOOM meetings, Recordings, Repair and service of AV Systems, Inventory of AV installed at NCBS campus, Bangalore.
2	Estimated Value	<b>23,86,241/-</b>
3	Earnest Money Deposit (EMD)	Bid securing declaration form to be submitted as per annexure-I
4	Tender Fees	<b>500/-</b>
5	Site Inspection and purchase of tender	<b>Between 04/07/2022 to 18/07/2022.</b>
6	Pre Bid Meeting	<b>19/07/2022 at 14.30 Hrs</b>
7	Last Date of purchasing of tender document	<b>18/07/2022</b>
8	Last date and time of submission of bid	<b>25/07/2022 at 14.00 Hrs</b>
9	Opening of Technical bid	<b>25/07/2022 at 14.30 Hrs</b>

10	Opening of Financial Bid	Will be informed
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Sealed tenders are invited in 2 COVER on behalf of Director, NCBS, at office of Head SE&M from experienced vendors in the field Audio Visual / Audio-Video Conferencing System.

Agency/Contractor who has done similar type of work with proven technical and financial capability, capacity and possessing required infrastructure for the above work only will be considered.

<https://www.ncbs.res.in/tenders> and <https://eprocure.gov.in/epublish/app>

Tender documents consisting scope of work and set of conditions of contract. Tender will be issued to contractor who will fulfill the minimum requirement. Tender may be purchased from the office of Head-SE&M NCBS on any working day between 10:00 Hours to 16:00 Hours on payment of Rs.500/- in cash (non-refundable) from **04/07/2022 to 18/07/2022**.

**IMPORTANT NOTE**

All bidders should attend the PRE-BID MEETING on **19/07/2022 at 14.30 Hrs** in the office of Head-SE&M, NCBS. It is important for the vendor to attend the pre-bid meeting to understand the exact requirement and get clarification (if any) for tender condition and scope of work.

**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 accepted up to **25/07/2022 at 14.00 Hrs** at the above address.

COVER-I of the tender will be opened on the same day i.e. **25/07/2022 14.30 hrs** in the presence of available 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**

Bid securing declaration form to be submitted as per Annexure-I

A list of works of similar nature and magnitude (One work of value of minimum **Rs.19.08 Lakhs or two works of value of minimum Rs.14.31 Lakhs each or three works of value of minimum Rs.9.54 Lakhs each) completed in the last 3 years, with proof.**

Certificate of Registration for Goods Services Tax (GST).

Bank Solvency certificate of not older than a year from any scheduled banks for a Minimum Value (40% of the ECPT) of **Rs.9,54,496/- against this particular work and NIT no**

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, incase found necessary, inspection of works, executed/under execution by them, to ascertain the quality of work, workmanship, work culture etc., would be informed at 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 fulfil any of the prescribed conditions will be liable to be rejected.

It shall be noted that 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.

Rates quoted by the contractor in item rate tender in figures and words shall be accurately filled in so that there is no discrepancy in the rates written in figures and words. However, if any discrepancy is found, the rates which correspond with the amount worked out by the Contractor shall be taken as correct.

**Opening of Technical Bids**

Technical bids will be opened on **25/07/2022 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.
5. Tenderers are advised to visit the site compulsory before quoting and get acquaint with the department's requirement. For site visit and for any queries please contact Office of Instrumentation NCBS, GKVK campus, Bellary road, Bengaluru-560065.

## Bid Securing Declaration form:

Tenders received without Bid declaration form will not be considered. No request for exemption in submitting bid declaration form will be considered.

**Security Deposit:** 2.5% of total value of the work done will be withheld as security deposit as per clause 1A of the GCC. The recovery on this account will be made from the running bills and final bill.

The security deposits recovered will be released after successful completion of work and on submitting regional labor officer clearance.

**Performance Guarantee:** As per Clause-1 of the CPWD-GCC-2019, The successful tenderer has to submit the performance guarantee for an amount of 3% of his / their tendered amount in the form of DD or Bank guarantee. This performance guarantee will be returned to the contractor after due date from the satisfactory completion of the work, providing the work has been carried out in accordance with agreement provision and the same is not forfeited for any reason.

The Centre Director, NCBS does not bind himself / herself to accept the lowest or any other tender and reserves the authority to reject any or all tenders without assigning any reason. All the tenders, in which any of the prescribed conditions are not fulfilled or incomplete, in any respect, are liable to be rejected.

**Validity Period of Tender:** 75 days from the last day of receipt of technical bid. This Notice Inviting Tender (N.I.T) shall form the part of the Contract Document.

The Centre Director, NCBS reserves the right to postpone the tender issue date, submission/opening date and to accept or reject any or all tenders without assigning any reasons.

Tender completed in all respects shall be submitted as per the instructions given in the "Notice Inviting Tender" forming part of the tender document.

The successful tenderer on the acceptance of his tender by the NCBS shall within Fifteen (15) days from the stipulated date of start of the work, shall sign the formal contract.

The tenderer shall sign all the pages of the tender documents and other documents submitted by him along with the tender.

The tenderer should ensure that amounts quoted should appear only in the price schedule document and nowhere else, otherwise, the tender is liable to be rejected.

The Centre Director, NCBS reserves the right of accepting the whole or part of any tender and tenderer shall be bound to perform the same at the rate or amount quoted.

The successful tenderer shall be required to execute an agreement with the NCBS for carrying out the work as per the agreed conditions. The cost of stamp paper for the agreement shall be borne by contract or as per the state stamp act.

Tenderers are advised to visit the site compulsory before quoting and get acquainted with the department's requirement. For site visit and for any queries please contact Office of Instrumentation NCBS, GKVK campus, Bellary road, Bengaluru-560065.

Contact details: 080-23666052/6053.

Email: jaiprakash@ncbs.res.in

**/sd**  
**HEAD-(SE&M)**