

NATIONAL CENTRE FOR BIOLOGICAL SCIENCES



**Operation & General Maintenance Contract of all Computer Systems,
Networking, Printing devices installed at NCBS, GKVK, Bangalore**

TENDER DOCUMENTS

*SCIENTIFIC ENGINEERING SERVICES &
MAINTENANCE DIVISION
2018*

Tender Notice No: NCBS/IT/001/2018-19

NATIONAL CENTRE FOR BIOLOGICAL SCIENCES

**Tata Institute of Fundamental Research
GKVK Campus, Bellary Road, Bangalore - 560 065.
Phone: 23666001/02 Fax: 2363666**

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 or Automatic Energy, Government of India.

Name of Work:

Operation and General Maintenance (O&M) of all computer systems, networking including wired and wireless, printing devices etc. installed at NCBS GKVK Campus and NCBS Hostel/Housing Campus, Bangalore.

NCBS invites bids in two bid system (Technical & Financial Bid) from experienced and reputed agencies/firms engaged in Operation and Maintenance of computer systems, wired and wireless, printing, having minimum of five-year experience in the above mentioned field, as under: -

Tender No. NCBS/IT/1/2018		Dated 23/05/2018
Ser. No.	Type	Description
(i)	Name of Work	Operation and General Maintenance (O&M) of all computer systems, networking including wired and wireless, printing devices etc. installed at NCBS GKVK Campus and NCBS Hostel/Housing Campus, Bangalore.
(ii)	Estimated value put to Tender	Rs.24 Lakh
(iii)	Earnest Money Deposit(EMD)	Rs. 48,000/-
(iv)	Cost of Tender document	Rs.500/-
(v)	Sale period	28/05/2018 to 11/06/2018
(vi)	Time & Due date of Receipt	18/06/2018 Upto 14:00 Hrs
(vii)	Time & Date of Opening	18/06/2018 After 15:00 hrs

Sealed tenders are invited (in 2 Cover System) by The Director, NCBS, at office of Head SE&M from experienced vendors in Operations and General Maintenance of Computer systems. Agencies who have done similar type of work and meeting the mandatory items, 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 28/05/2018 to 11/06/2018.

IMPORTANT NOTE:

All bidders should attend the PRE-BID MEETING on 14/06/2018 at 16.00 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 of the organization.

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 15.00 hrs on 18/06/2018 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 24.0 Lakhs or two works of value of minimum Rs. 12.0 Lakhs each or three works of value of minimum Rs. 8.0 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 Price Bids

Note:

- 1) Evaluation of Financial bids will be based on total amount (excluding taxes).**
- 2) Submission in any other format may result in cancellation of the offer.**

Eligibility Criteria:

The service provider should have the following quality certifications and produce the same to collect Tender documents:-

1. ISO 9001 Certified for IT Services, (Copies of the certificates must accompany the Bid).
2. The bidder should have local presence in Bangalore.
3. The bidder should be in IT Support Services for the last 5 years as on 31-03-2018. (Copies of relevant documents regarding that viz. Registration as Company/Partnership Deed must be attached along-with the Technical Bid)
4. A list of works of similar nature and magnitude (One work of value of minimum Rs 24.0 Lakhs or two works of value of minimum Rs. 12.0 Lakhs each or three works of value of minimum Rs. 8.0 Lakhs each) completed in the last 3 years, with proof.
5. The bidder should submit signed copy of detailed profile of the Organization, (giving list of works in hand and carried out during the last 5 years, names & addresses of the clients, value of work, number of manpower deployed and such other details in respect of works, along with testimonials and other relevant documents, i.e. Proof of Organization, ESI/PF Registration Code, Company Registration No., GST, ITR and PAN etc.)

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.

Bids validity: Bids shall be valid for 90 days from the last date of its submission.

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

Issue of tender documents on the basis of the documentary eligibility alone will not make a tenderer eligible for participating in the bidding. The documents furnished by the tenderers will be subjected to verification subsequently by department. If found not meeting the requirement, such offers will be rejected.

Sd/-

HEAD – SE&M.