



**NATIONAL CENTRE FOR BIOLOGICAL SCIENCES
TATA INSTITUTE OF FUNDAMENTAL RESEARCH
TIFR-NCBS campus,GKVK , Bellary Road, Bangalore-560065
Phone: 2366359/ 23666354 – Fax: 23636662**

NOTICE INVITING TENDER

TENDER NOTICE NO: NCBS/Maint(Civil) /563(2) /NIT-139/2021 DT. 02//12/2021

Sealed item rate tenders in Two-Envelop Systems are invited on behalf of The Centre Director, NCBS from the eligible contractors who have executed similar nature and magnitude of works, in respect of the work as detailed below up to 15.00 Hours on 17/11/2021.

1. **Name of the work:** “NCBS - Annual Maintenance Contract for Horticulture maintenance and Landscaping for the year 2021-22”.

2. DETAILS OF TENDER:

1.	Estimated cost (ECPT)	Rs.52.97 lacs
2.	Earnest Money Deposit	Bid securing declaration form to be submitted as per annexure-II
3.	Period of work	One year.
4.	Cost of tender document	Rs.500/- + 18% GST
5.	Date of Publishing	08/11/2021
6	Period of sale	09/11/2021 to 17/11/2021
7	Pre-Bid Meeting	22/11/2021
7	Date of Tender Submission	25/11/2021 up to 15:00hrs
8	Opening of the Technical Bid	25/11/2021 at 15:30hrs
9	Opening of Price bid	Will be communicated separately

3. The Tender document can be obtained from the office of Civil Engineering, NCBS on any working day during the indicated period of sale between 10:00 Hours to 16:00 Hours. The Tender document can also be viewed from the website

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

The cost of tender document to be submitted in the form Cash / DD only drawn from any scheduled bank favoring “The Centre Director,NCBS, Bengaluru”.

4. Tender Form is not transferable and the cost of tender form is not refundable.
5. The site of the work is located at GKVK Campus, Bellary road, Bengaluru, Karnataka.
6. **Application for tender document not accompanied by the following is liable for rejection of issue of tender document: -**
 - a. Proof of experience in execution of similar nature and magnitude of work as indicated at Para 11.
 - b. Letter of authority in case the application is through authorized person.
 - c. Cost of tender document.

ELIGIBILITY CRITERIA/DOCUMENTS:

The Bidder shall meet the following eligibility criteria and submit the documentary evidence in the technical bid. The bid received without documentary evidence shall summarily be rejected.

- i) Tenderer should submit the Copies of valid registration details under relevant category (Civil/maintenance/horticulture/Services) with Government Organizations / Semi-Government Organizations of State or Central Government or Public Sector Undertakings or Autonomous bodies of State or Central Government.
- ii) Copies of attested IT returns submission for the last three financial years
- iii) The tenderer should have satisfactorily completed in the last seven years in his own / firm name at least one similar nature of work cost not less than of **Rs.42.37 lakhs** or two similar works of each cost not less than **Rs. 31.78 lakhs** or three similar works costing not less than **21.18 lakhs**.
- iv) One completed work of any nature from the above magnitude or a separate one costing not less than the amount Rs.21.18 lakhs with some Central/State Govt. organization / Central autonomous body/central public sector undertaking.
- v) The tenderer should submit copy of EPF and ESI Registration certificates issued by appropriate authority
- vi) The tenderer should submit copy of valid License under the Contract Labour (Registration & Abolition) Act,1970.

- vii) Certificate of Registration for Goods Services Tax (GST).
- viii) Bank Solvency certificate of not older than a year from any scheduled banks for a Minimum Value (40% of the ECPT) of Rs. **21.18 lakhs**.

The tenderer should submit the details of such completed works, in support of having completed these works, the tenderer should submit copies of the completion certificates from the owner companies indicating the name of work, the description of work-done by the tenderer, value of contract executed by the bidder, date of start, date of completion (contractual and actual), value of the material supplied by the client.

Similar nature of work means: The tenderer should have satisfactorily carried out Horticulture maintenance and landscaping work for Premier Research Institutes/ Universities/ Public Sector Undertakings (PSUs) institutes/ Multinational Companies (MNCs) etc.

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.

7. The Technical Bid shall contain the following:

- (i) Duly signed Technical Bid Tender Document Comprising N.I.T, Letter of submitting the tender, General conditions of contract, Special conditions of contract, Drawings and Approved make's list.
- (ii) EMD in the form of Bid securing declaration form as annexed
- (iii) Documentary evidence for Eligibility as per eligibility criteria.
- (iv) Other Information / documents as indicated in NIT.
- (v) Any other information, tenderer may like to submit reflecting their credentials.

Tenderer shall quote rates both in figures and words. He shall also work out the amount for each item of work and write in both figures and words. On check, if there is any difference between the rates quoted by the tenderers in the words and figures are in the amount worked out by them / him, the following procedure shall be followed.

- a) Tenderer shall quote rates both in figures and words and also work out the amount for each item of work and write in both figures and words. On check, if there is any difference between the rates quoted by the tenderers in the words and figures are in the amount worked out by them / him, the following procedure shall be followed.
- b) 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.

- c) If the amount of an item is not worked out by the Contractor or it does not correspond with the rate written either in figure or words, then the rate quoted by the Contractor in words shall be taken as correct.
- d) Whether the rate quoted by the Contractor in figures and in words, both tallies, but the amount is not worked out correctly the rate quoted by the Contractor will be taken as correct and not the amount.
- e) In the event no rate has been quoted for any item/items, leaving space both in Figure(s), word(s) and amount blank, it will be presumed that the contractor has included the cost of this / these item(s) in other items and rate for such item(s) will be considered as zero and will be required to be executed accordingly.

8. Method of submission of Tender:

The tender has to be submitted in the system as follows:

- a) First Sealed cover shall contain Bid Declaration form, Technical Bid and Superscribed as “Technical Bid for NCBS - Annual Maintenance Contract for Horticulture maintenance and Landscaping for the year 2021-22”. This will be opened on the same day.
- b) Second Sealed cover shall contain the duly filled and signed and superscribed as “Price Bid for NCBS - Annual Maintenance Contract for Horticulture maintenance and Landscaping for the year 2021-22”. The date of opening of the price bid will be communicated separately. Those agencies who secure minimum marks as per Aneexure-III in technical bid only considered for opening of price bid.
- c) Final Sealed cover shall contain both indicated at (a) and (b) above and duly Superscribed as “Tender for NCBS - Annual Maintenance Contract for Horticulture maintenance and Landscaping for the year 2021-22 “. Sealed cover has to be addressed to “The Centre Director, NCBS, GKVK Campus, Bellary road, Bengaluru, – 560065.

9. Sealed tenders are to be deposited in the Box kept for the purpose at the Security office-NCBS, or Handed over at the office of Civil Engineering on the due date.

10. **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 deposit so recovered will be released after successful completion of work and on submitting regional labor officer clearance.

11. **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.
12. 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.
13. **Validity Period of Tender:** 75 days from the last day of receipt of technical bid.
14. This Notice Inviting Tender (N.I.T) shall form the part of the Contract Document.
15. 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.
16. Tender completed in all respects shall be submitted as per the instructions given in the “Notice Inviting Tender” forming part of the tender document.
17. The successful tenderer on the acceptance of his tender by the NCBS shall within **Ten** days from the stipulated date of start of the work, shall sign the formal contract.
18. The tenderer shall sign all the pages of the tender documents and other documents submitted by him along with the tender.
19. 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.
20. 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.
21. 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 contractor as per the state stamp act.
22. The General conditions of contract of CPWD (GCC 2019-Maintenance works) for maintenance works with all the amendments and schedule annexed with this tender shall be applicable and form the part of agreement. The annexed schedule shall be read as part of the CPWD-GCC-2019 for maintenance works. The CPWD-GCC can be found at https://cpwd.gov.in/Publication/GCC_Maintenance_2019.pdf.

23. Tenderers are advised to visit the site before quoting and get acquainted with the department's requirement. For site visit and for any queries please contact Office of civil Engineering – NCBS, GKVK campus, Bellary road, Bengaluru- 560 065.

Contact details : 080-23666359/6354/6352.

Email : basavaraja@ncbs.res.in

HEAD-(SE&M)

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ANNEXURE-I : Work Execution plan

Name of the work: NCBS - Annual Maintenance Contract for Horticulture maintenance and Landscaping for the year 2021-22.

Sl.No.	Particulars	Number of Deployment
A	Equipment's deployment plan	
1		
2		
3		
4		
5		
6		
7		
9		
10		
11		
12		
B	Manpower deployment plan	
1	Gardeners (Unskilled)	
2	Highly skilled	

Note:

- a) Provide the details of work execution plan with deployment of the equipment & manpower, to maintain prescribed service standards.
- b) The bidder should arrive at actual requirement necessary for equipment & manpower as per service standards and it shall be well above the minimum specified in the tender.
- c) The Lowest Bid will be decided solely upon the lowest landed price quoted by the particular Bidder as per the Price Format and including all taxes and duties.

Name and Address of the Tenderer

Signature of the Tenderer

ANNEXURE-II

Bid Securing Declaration Form

Date: _____

Tender No. _____

To:

National Centre for Biological Sciences.

GKVK campus

Bellary Road

Bangalore – 65

I/We. The undersigned, declare that:

I/We understand that, according to your conditions, bids must be supported by a Bid Securing Declaration. I/We accept that I/We may be disqualified from bidding for any contract with you for a period of one year from the date of notification if I am /We are in a breach of any obligation under the bid conditions, because I/We

- a) have withdrawn/modified/amended, impairs or derogates from the tender, my/our Bid during the period of bid validity specified in the form of Bid; or
- b) having been notified of the acceptance of our Bid by the purchaser during the period of bid validity (i) fail or reuse to execute the contract, if required, or (ii) fail or refuse to furnish the Performance Security, in accordance with the Instructions to Bidders.

I/We understand this Bid Securing Declaration shall cease to be valid if I am/we are not the successful Bidder, upon the earlier of (i) the receipt of your notification of the name of the successful Bidder; or (ii) thirty days after the expiration of the validity of my/our Bid.

Signed: (insert signature of person whose name and capacity are shown) in the capacity of (insert legal capacity of person signing the Bid Securing Declaration)

Name: (insert complete name of person signing the Bid Securing Declaration)

Duly authorized to sign the bid for an on behalf of (insert complete name of Bidder)

Dated on _____ day of _____ (insert date of signing)

Seal (where appropriate)

ANNEXURE- III-EVALUATION CRITERIAS FOR BIIDER

The following Parameters will be evaluated for technically qualify the tenderer. It is the responsibility of the tenderers to submit all the required documents/proof against each attribute.

	Attributes	Marks distribution	Min. Eligibility
(i)	Financial Strength	(20 Marks)	
	(a) Average annual turn over (last 3 years)	16 Marks	(i) 60% marks for minimum eligibility criteria turnover (ii) 100% marks for twice the minimum eligibility criteria or more In between (i) & (ii) - on pro-rata basis
	(b) Solvency Certificate	4 Marks	
(ii)	Experience in similar class of works	(25 Marks)	(i) 60% marks for minimum eligibility criteria turnover (ii) 100% marks for twice the minimum eligibility criteria or more In between (i) & (ii) - on pro-rata basis
(iv)	Performance of works (Quality)	(25 Marks)	
	(i) Outstanding	25	
	(II) Very good	20	
	(III) Good	15	
	(iv) Poor	0	
(v)	Registration certificates	(10 marks)	

	Valid licence under contract Labor act-1970	4	
	ESI/PF/ESI Registration	3	
	GST registration	3	
vi)	Work Execution plan to be filled by the bidders in the Annexure-1	(20 marks)	
	Manpower	12	1) More than Minimum indicated deployment = 12marks 2) As per minimum indicated deployment. = 10marks 3) Less than minimum indicated deployment = 0 marks
	Equipment's	8	1)More than Minimum indicated deployment = 08marks 2) As per minimum indicated deployment. = 6.5marks 3) Less than minimum indicated deployment = 0 marks
	TOTAL	100	
	Note: - To qualify Bidders should obtain (1) Minimum Of 50% of marks in each attributes and (2) aggregate marks of minimum 60% is required for qualification.		

Annexure-IV
TENDER ACCEPTANCE LETTER
(To be given on Company Letter Head)

Date:

To:
Centre Director,
National Centre for Biological Sciences.
GKVK campus
Bellary Road
Bangalore – 65

Sub: Acceptance of Terms & Conditions of Tender.

Tender Reference No: _____

Name of the work: -

Dear Madam/Sir ,

1. I/ We have obtained the tender document(s) for the above mentioned 'Tender/Work' from the office namely:

as per your advertisement, given in the above-mentioned website(s).

2. I / We hereby certify that I / we have read the entire terms and conditions of the tender documents from Page No. _____ to _____ (including all documents like annexure(s), schedule(s), etc .), which form part of the contract agreement and I / we shall abide hereby by the terms / conditions / clauses contained therein.

3. The corrigendum(s) issued from time to time by your department/ organisation too have also been taken into consideration, while submitting this acceptance letter.

4. I / We hereby unconditionally accept the tender conditions of above-mentioned tender document(s) / corrigendum(s) in its totality / entirety.

5. I / We do hereby declare that our Firm has not been blacklisted/ debarred by any Govt. Department/Public sector undertaking.

6. I / We certify that all information furnished by our Firm is true & correct and, in the event, that the information is found to be incorrect/untrue or found violated, then your department/ organisation shall without giving any notice or reason therefore or summarily reject the bid or terminate the contract, without prejudice to any other rights or remedy including the forfeiture of the full said earnest money deposit absolutely.

Yours Faithfully,

(Signature of the Bidder, with Official Seal)