



INSTITUTE OF LIFE SCIENCES
(An autonomous Institute of the Department of Biotechnology, Govt. of India)
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e-TENDER DOCUMENT

**Name of work: “Setting of Earthing for R&D building, ILS,
Bhubaneswar”**

Total E.C.- Rs 2,53,000.00
E.M.D.- Rs 4000.00

NIT No- VIII-90-MF/2013-14 /2741 /ILS

Dt.03-12-2019

A.O, ILS, BHUBANESWAR

For and on behalf of Director, ILS.

Total pages- 11

INFORMATION AND INSTRUCTIONS FOR BIDDERS FOR e-TENDERING

The Director , Institute Of Life Science , Bhubaneswar invites item rate e-tenders on behalf of Institute Of Life Science , Bhubaneswar (A Autonomous Government of India) from approved and eligible contractors of ILS (Civil Wing) and non-ILS registered contractors of appropriate class of Public Works Organizations like CPWD, DOP, MES, Railways and State PWD (R&B) of Odisha for the following work. Agencies of similar work are also eligible to tender for this work subject to fulfillment of experience conditions.

<u>S. No.</u>	<u>Description</u>	<u>Details</u>
i)	NIT No.	VIII/160/MF/2018-19/ Dt.19-11-2019
ii)	Name of Work:	Setting of Earthing for R&D building, ILS, Bhubaneswar
iii)	Estimated Cost	Rs 2,53,00.00
iv)	Earnest Money	Rs 4000.00
v)	Period of Completion	One Month.
vi)	Last date and time of online submission of tender	15.00 hours on 16.12.2019
vii)	Time and date of online opening of Documents	15.30 hours on 16.12.2019
viii)	Time and date of opening of Online Financial Bids	To be intimated latter
ix)	Period during which hard copies of EMD, Registration Certificates, Undertaking and other Documents to be submitted to Division office	To be submitted during office on or Before the online submission of tender

1. The intending bidder must read the terms and conditions of Tender document carefully. He should submit his bid if he considers himself eligible and he is in possession of all the certificates/ documents required.
2. Information and Instructions for bidders for e-tendering posted on website shall form part of bid document.
3. The bid document consisting of NIT, plans, specifications, the schedule of quantities of various types of items to be executed and the set of terms and conditions of the contract to be complied with and other necessary documents can be seen and downloaded from <http://www.tenderwizard.com/ILS> or www.ils.res.in Or www.eprocure.gov.in at free of cost.
4. For e-tendering of this tender, ILS has engaged e-portal maintained by M/s ITI Limited, Bhubaneswar. Intending bidders shall have to register with M/s ITI Limited, Bhubaneswar to participate in the tendering process. For details kindly visit website <http://www.tenderwizard.com/ILS> or contact Shri SANJIB MOHAPATRA (Mobile No. 9937488749 or 7377708585). If needed they can be imparted training on online bidding process as per details available on the website.
5. The intending bidders must have valid class-III digital signature to submit the bid.
6. The bid can be submitted only after depositing e-tender Processing Fee (Online through e-Payment) in favour of ITI Limited within the period of bid submission. **E-tender processing fee is non-refundable.**
7. Copies of eligibility documents and EMD as specified in the notice inviting tender shall be scanned and uploaded on the e-tendering website within the period of tender submission. Bidders can

upload documents in the form of JPG format, PDF format and any other format as permissible by the e-tendering portal.

8. Bidders must ensure to quote rate of each item. The column meant for quoting rate in figures appears in dark yellow colour and the moment rate is entered, it turns sky blue. In addition to this, while selecting any of the cells a warning appears that if any cell is left blank the same shall be treated as "0". Therefore, if any cell is left blank and no rate is quoted by the bidder, rate of such item shall be treated as "0" (ZERO). After submission of the bid online the contractor can re-submit revised bid any number of times but before last time and date of submission of bid as notified.
9. After submission of bid online, it can be revised any number of times before specified time on last date of submission of bid. While submitting the revised bid, bidder can revise the rate of one or more item(s) any number of times (he need not re-enter rate of all the items) but before last time and date of submission of bid as notified.
10. Financial bids shall be opened online only for bidders for whom EMD and other documents are found in order and who are found to be eligible to bid for work. On opening date, the bidder can login and see the bid opening process. After opening of bids he will receive the competitor bid sheets.
11. If the contractor is found ineligible after opening of bids, his bid shall become invalid.
12. If any discrepancy is noticed between the eligibility documents as uploaded at the time of submission of bid and hard copies as submitted physically by the bidder, the bid shall become invalid and.

List of eligibility Documents to be scanned and uploaded online within the period of bid submission:

- a) The contactors who are interested to participate in the tender shall furnish Scan copies of their Registration Nos. / Trade License No., GST No. & pan card.
- b) The Bidders are required to deposit the EMD in favour of **Director, ILS** for **Rs.4000 /- (Rupees Four thousand only)**
- c) Only such works will be considered which are **100% completed** in all respects. The work(s) which is/are not similar as per above requirements shall not be considered for evaluation of bid. The works or part work(s) at different sites concurrently completed by bidder shall also not be considered for evaluation of bid.
- d) Scan Copies of **partnership deed in case of partnership firms/ memorandum of articles of association and power of attorney or authorization to the person who signs the tender in case of companies,**

List of eligibility Documents to be Submitted Offline within the period of bid submission in a Envelope:

- b) The contactors who are interested to participate in the tender shall furnish Xerox copies of their Registration Nos. / Trade License No., GST No. & pan card.
- b) The Bidders are required to deposit the Original EMD in favour of **Director, ILS** for **Rs.4000/- (Rupees Fourt thousand only)**
- c) Only such works will be considered which are **100% completed** in all respects. The work(s) which is/are not similar as per above requirements shall not be considered for evaluation of bid. The works or part work(s) at different sites concurrently completed by bidder shall also not be considered for evaluation of bid.

- d) Copies of **partnership deed in case of partnership firms/ memorandum of articles of association and power of attorney or authorization to the person who signs the tender in case of companies,**

All the above offline document must be received in sealed envelope & must be either delivered by hand or posted at the following address so as to reach not later than the last date/time specified in the NIT to **DIRECTOR INSTITUTE OF LIFE SCIENCES, NALCO SQUARE, BHUBANESWAR-23**. The name and mailing address of the Applicant (bidder) shall be clearly marked on the envelopes. **Bids received late i.e. after the due date and timing for receipt of bids shall not be accepted/considered for evaluation and such bids shall be returned unopened.**

Scope of Works / Terms & conditions:

1. The bidder shall be in possession of HT/ LT licence for electrical works and shall have experience for setting up earthing to get its value within limit of 1 to 05 ohm-meter.
2. The contractor shall not appoint any sub-contractor for performing any of the jobs stipulated in the tender/contract/agreement without the express / written authorization from the officer not below the rank of Administrative Officer duly authorized by the Director for the same. For such sub-contracting, the contractor shall submit appropriate application giving reasons for the same and the details stating procedure and surety of performance.
3. If the contractor is found guilty of misconduct in the performance of any job stated in the tender, he shall not be entitled to any payment in respect of that part of contract or penalty should be fixed.
4. The rates quoted shall include all **applicable taxes**
5. The work will be executed based on the specification as stated in the tender document.
6. Work should be completed within **Thirty days** after receiving of order for execution.
7. For any deviation / extra items, same is to be considered as per market price, however before procuring the items approval may be obtained from competent authority of ILS.
8. **Mode of payment:** The amount agreed will be paid after successful completion of works & as per **actual measurement**. Income Tax, Sales Tax etc. shall be deducted from the payment to be made as per the existing law. **EMD amount of successful bidder shall be retained as Security Deposit for Six Months**, for which no interest will be paid. This security deposit shall be returned after successfully completion of the maintenance period of **six months** after completion of the work. In case of payment related disputes, the same may be settled by both the parties / Director.
9. That in case of any violations of the terms & conditions, the order may be terminated by issue of notice in writing & 10% of the works value shall be deducted as penalty.
10. No extension of time will be allowed, if the above work is not completed within the stipulated time. ILS reserves the right to get it completed through any other source without sending any intimation to the contractor.
11. After completion of works, agency shall clean the site and remove debris (that associated to their works) from the site to outside of ILS campus.
12. That in case of any disputes arising out of the obligations on each party as per this agreement, the same shall be as far as possible will be settled by mutual negotiations. In case of failure of negotiations, the Director of ILS will be the competent authority to decide and his decision will be final and binding on the both the parties.

PRE – QUALIFYING REQUIREMENT & CRITERIA

1. All the information requested for pre-qualification shall be provided by the bidding firm. Failure to provide information, which is essential to evaluate the bidder's qualification, or to provide timely clarification or substantiation of the information, supplied may result in disqualification of the bidder.
2. Pre-qualification will be based on meeting all the following minimum criteria regarding the bidder's **general and special experience, personnel, equipment and financial capabilities.**

3. **Annual Turnover:**

The bidder should have achieved a minimum annual turnover of **120000.00** in any one of the last 3 financial years. Tenderer should submit self-attested copies of **work order / completion certificate** for the relevant financial year in which the minimum criteria are met. Provisional audited balance sheet/certified statement shall be acceptable.

4. **Work Experience:**

The bidder should have satisfactorily completed in his own name at least one work of similar nature during the last three calendar years prior to the date of submission of bids. Work of similar nature and complexity means – “**Setting up earthing**”.

- Only such works will be considered which are **100% completed** in all respects. The work(s) which is/are not similar as per above requirements shall not be considered for evaluation of bid. The works or part work(s) at different sites concurrently completed by bidder shall also not be considered for evaluation of bid.

The tenderer should submit the following documentary proof in support of the above:-

The tenderer is required to submit the Completion certificate issued from client indicating above items defined for similar works. The copies of completion certificate(s) issued to the bidder by the main contractors appointed directly by the owner companies/clients (supported with attested copy of proof of such appointment of main contractor) submitted by the bidder who has completed this/these similar work(s) as a sub-contractor shall also be considered. When the owner company/client is private one, the certificate from the company must be supported by TDS certificate issued by the company. ILS reserves the right to verify the authenticity of completion certificates/ other documents.

E-TENDERING INSTRUCTIONS TO BIDDERS

General:

The Special Instructions (for e-Tendering) supplement 'Instruction to Bidders', as given in this Tender Document. Submission of Online Bids is mandatory for this Tender. E-Tendering is a new methodology for conducting Public Procurement in a transparent and secured manner. Suppliers / Vendors will be the biggest beneficiaries of this new system of procurement. For conducting electronic tendering, ILS BHUBANESWAR has decided to use the portal www.tenderwizard.com/ILS through an ASP, M/s. ITI Ltd., Bhubaneswar.

Instructions:

1. Tender Bidding Methodology:

Two Stage Online Bidding

2. Broad outline of activities from Bidders prospective:

1. Procure a Class III Digital Signature Certificate (DSC)
2. Register on the e-Procurement portal www.tenderwizard.com/ILS
3. Create Users on the above portal
4. View Notice Inviting Tender (NIT) on the above portal
5. Download Official Copy of Tender Documents from the above portal
6. Seek Clarification to Tender Documents on the above portal. View response to queries of bidders, posted as addendum, by ILS
7. Bid-Submission on the above portal.
8. Attend Public Online Tender Opening Event (TOE) on the above portal - Opening of Technical Part
9. Post-TOE Clarification on the above portal (Optional) – Respond to ILS's Post-TOE queries.
10. Attend Public Online Tender Opening Event (TOE) on the above portal - Opening of Financial Part (Only for Technical Responsive Bidders)

For participating in this tender online, the following instructions are to be read carefully. These instructions are supplemented with more detailed guidelines on the relevant screens of the above portal.

3. Digital Certificates:

For integrity of data and authenticity / non-repudiation of electronic records, and to be complaint with IT Act 2000, it is necessary for each user to have a Digital Certificate (DC), also referred to as Digital Signature Certificate (DSC), of Class III, issued by a Certifying Authority (CA) licensed by Controller of Certifying Authorities (CCA) [refer <http://www.cca.gov.in>].

4. Registration :

To use the Electronic Tender portal www.tenderwizard.com/ILS, vendors need to register on the portal. Registration of each organization is to be done by one of its senior persons vis-à-vis Authorised Signatory who will be the main person coordinating for the e-tendering activities. In the above portal terminology, this person will be referred to as the Super User (SU) of that organization. For further details, please visit the website/portal, and follow further instructions as given on the site. Pay Annual Registration Fee as applicable. (Rs 2000+ GST as applicable)

Note: After successful submission of Registration details and Annual Registration Fee, please contact to the Helpdesk of the portal to get your registration accepted/activated.

1. The Bidder must ensure that after following above, the status of bid submission must become – “Submitted”.
2. Please take due care while scanning the documents so that the size of documents to be uploaded remains minimum. If required, documents may be scanned at lower resolutions say at 150 dpi. However it shall be sole responsibility of bidder that the uploaded documents remain legible.
3. It is advised that all the documents to be submitted are kept scanned or converted to PDF format in a separate folder on your computer before starting online submission.
4. The Financial part/BOQ may be downloaded and rates may be filled appropriately. This file may also be saved in a folder on your computer. Please don't change the file names & total size of documents (Preferably below 5 MB per document) may be checked.

Bid submission

The entire bid-submission would be online on the Tenderwizard portal i.e. <https://www.tenderwizard.com/ILS>

Broad outline of submissions are as follows:

- (i) Submission of Bid Parts (Technical & Financial)
- (ii) Submission of information pertaining to Bid Security/ EMD.
- (iii) Submission of signed copy of Tender Documents/Addendums.

The TECHNICAL PART shall consist of Electronic Form of Technical Main Bid and Bid Annexure. Scanned/Electronic copies of the various documents to be submitted under the Eligibility Conditions, offline submissions, instructions to bidders and documents required to establish compliance to Technical Specifications and Other Terms & Conditions of the tender are to be uploaded.

The FINANCIAL PART shall consist of Electronic Form of Financial Main Bid and Financial Bid Annexure, if any. Scanned copy of duly filled price schedule (Section VII) for both packages are

to be uploaded. If required, additional documents in support of taxes, quoted duties etc may also be uploaded.

Tender Processing Fee:-

You pay processing fee (0.1% of ECV + GST as applicable (Min. 500/- & Max 5000/- + GST as applicable)) through online (Credit card/ Debit card/ Net Banking), when participating in the e-tender.

Offline Submissions:

The bidder is requested to submit the as above mentioned documents offline **DIRECTOR, INSTITUTE OF LIFE SCIENCE, NALCO SQUARE, BHUBANESWAR, 751023** on or before the date & time of submission of bids specified in covering letter of this tender document, in a Sealed Envelope. The envelope shall bear (name of the work), the tender number and the words 'DO NOT OPEN BEFORE' (due date & time).

Public Online Tender Opening Event (TOE)

The e-Procurement portal offers a unique facility for 'Public Online Tender Opening Event (TOE). Tender Opening Officers as well as authorized representatives of bidders can attend the Public Online Tender Opening Event (TOE) from the comfort of their offices. For this purpose, representatives of bidders (i.e. Supplier organization) duly authorized. Every legal requirement for a transparent and secure 'Public Online Tender Opening Event (TOE)' has been implemented on the portal. As soon as a Bid is decrypted, the salient points of the Bids are simultaneously made available for downloading by all participating bidders. The medium of taking notes during a manual 'Tender Opening Event' is therefore replaced with this superior and convenient form of 'Public Online Tender Opening Event (TOE)'. The portal a unique facility of 'Online Comparison Statement' which is dynamically updated as each online bid is opened. The format of the Statement is based on inputs provided by the Buyer for each Tender. The information in the Comparison Statement is based on the data submitted by the Bidders. A detailed Technical and / or Financial Comparison Statement enhance Transparency. Detailed instructions are given on relevant screens. The portal has a unique facility of a detailed report titled 'Online Tender Opening Event (TOE)' covering all important activities of 'Online Tender Opening Event (TOE)'. This is available to all participating bidders for 'Viewing/Downloading'. There are many more facilities and features on the portal. For a particular tender, the screens viewed by a Supplier will depend upon the options selected by the concerned Buyer.

Important Note: In case of internet related problem at a bidder's end, especially during 'critical events' such as – a short period before bid-submission deadline, during online public tender opening event it is the bidder's responsibility to have backup internet connections. In case there is a problem at the e-procurement / e-auction service-provider's end (in the server, leased line, etc) due to which all the bidders face a problem during critical events, and this is brought to the notice of ILS by the bidders in time, then ILS will promptly reschedule the affected event(s).

Other Instructions

For further instructions, the vendor should visit the home-page of the portal. The complete help manual is available in the portal for Users intending to Register / First-Time Users, Logged-in users of Supplier organizations. Various links are also provided in the home page.

Important Note: It is strongly recommended that all authorized users of Supplier organizations should thoroughly peruse the information provided under the relevant links, and take appropriate action. This will prevent hiccups and minimize teething problems during the use of the said portal.

The following 'FOUR KEY INSTRUCTIONS for BIDDERS' must be assiduously adhered to:

1. Obtain individual Digital Signature Certificate (DSC) well in advance of your first tender submission deadline on the portal.
2. Register your organization on the portal well in advance of your first tender submission deadline on the portal
3. Get your organization's concerned executives trained on the portal well in advance of your first tender submission deadline on the portal
4. Submit your bids well in advance of tender submission deadline on the portal (There could be last minute problems due to internet timeout, breakdown etc)

While the first three instructions mentioned above are especially relevant to first-time users on the portal, the fourth instruction is relevant at all times. Minimum Requirements at Bidders end Computer System with good configuration (Min P IV, 1 GB RAM, Windows 7) Broadband connectivity. Microsoft Internet Explorer 8.0 or above. Digital Certificate(s) Vendors Training Program Necessary training to each and every registered bidder under this portal shall be impacted by the ASP, M/s. ITI, Bhubaneswar, if required, before participation in the online tendering.

For any further assistance, please contact Mr Sanjeeb Mahapatra (07377708585), Helpdesk-011-49424365/080-40482000 ITI email ID for mailing communication:- twhelpdesk404@gmail.com / twhelpdesk680@gmail.com/ twhelpdesk614@gmail.com

FORM OF AGREEMENT

(To be executed on non-judicial stamp paper of Rs.100/-)

Agreement No. _____

Dated _____

THIS AGREEMENT is made on ____ day of ____ (month), ____ (year) between ILS, AN AUTONOMOUS INSTITUTE OF THE DEPARTMENT OF BIOTECHNOLOGY, GOVT. OF INDIA hereinafter called ILS, (which expression shall, wherever the context so demands or requires, includes their successors in office and assigns) on the one part and M/s. _____ hereinafter called the Contractor (which expression shall wherever the context so demands or requires, include his/their successors and assigns) on the other part. WHEREAS the ILS is desirous that certain works should be executed viz. (brief description of the work)..... and has by Letter of Acceptance dated ____ accepted the tender submitted by the contractor for the execution, maintenance and completion of such works at a total contract price of Rs.----- (Rupees-----only).

Now THIS AGREEMENT WITNESSETH as follows:

1. In this agreement, words and expressions shall have the same meaning as are respectively assigned to them in the conditions of contract hereinafter referred to.
2. The following documents in conjunction with Addendum/ Corrigendum to Bid Documents shall be deemed to form and be read and construed as part of the agreement viz:
 - a. This Form of Agreement
 - b. The Letter of Award dated _____
 - c. Priced Schedule (Bill) of Quantities
 - d. Notice Inviting Tender and Instructions to bidders-
3. The aforesaid documents shall be taken as complementary and mutually explanatory of one another, but in the case of ambiguities or discrepancies, shall take precedence in the order set out above.
4. The ILS hereby covenants to pay to the contractor in consideration of the execution , completion of work at contract price at the time and in the manner prescribed by the contract.

In WITNESS whereof the parties hereto have caused their respective common seals to be here into affixed (or have herewith set their respective hands and seals) the day and year first above written.

SIGNED, SEALED AND DELIVERED BY

M/S. _____ (for contractor) _____ (for ILS)

In the capacity of _____ in the capacity of _____

On behalf of Contractor

On behalf of ILS

In the presence of in the presence of

1. _____ 1. _____

2. _____ 2. _____

BILL OF QUANTITIES

Name of work: Setting of Earthing for R&D building, ILS, Bhubaneswar:

S.No.	Details of Services	Unit	Qty.	Rate (Rs.) in words & figures	Amount (Rs.)
1	Excavation of for earthing pit in soft soil including dressing of sides and ramming of bottoms, lift up to 03 meter including getting out the excavated soil and disposal of surplus excavated soil as directed , within a lead of 50 meter	Cum	56.00		
2	Earthing with copper earth plate 600 mm x 600 mm 3 mm thick including accessories and providing masonry enclosure with cover plate having locking arrangement and water pipe (2" dia) of 2.7 meter long etc. with charcoal / coke and salt as required	Set	04.00		
3	GI Maintenance Free Earthing: 50mm dia Steel High Tensile EN-8D Grade Rod with GI connection clamp at top and M8 threaded at bottom for Coupler attachments. Connection clamp, having provision to connect external cables & strips. The rod should be CPRI tested. Electro grip BFC (25 Kg) highly conductive resistivity lowering ground enhancement compound tested & certified by National Test House (Govt. of India Lab) as per IEC 62561-7 and ASTM G57-06 for a resistivity of 0.244 ohms-mtr & tested for PH value of more than 9. (Including providing masonry enclosure with cover plate having locking arrangement etc.)	Set	04.00		
4	Providing and fixing 25mm x 5 mm copper strip on surface or in recess for connection etc. as required	Mtr.	100.00		
				Sub Total	
	Rebate if any				
	Applicable GST%				
				Net total	
	TOTAL (In words)				

Date-----

Place-----

Signature of Authorized
Representative of the bidder.....

Bidder's Stamp-----