



INSTITUTE OF LIFE SCIENCES

(An autonomous Institute of the Department of Biotechnology, Govt. of India)

Nalco Square, Bhubaneswar-751 023

Website: www.ils.res.in

NIT No- VIII/ 175 /MF/2021-22 /325 /ILS

Dt. 29-02-2024

E-TENDER DOCUMENT

SI No.	Name of work	Estimated Cost	EMD
1	Providing and fixing work station (ply table and ply partition), vinyl flooring and false ceiling excluding the chairs & electrical, internet and telephone work etc. at PME room	Rs 451912.20	9040.00

Administrative Officer

For and on behalf of Director, ILS.

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The D.N.I.T. contains 14 (Fourteen) pages only.

The Director, Institute Of Life Sciences, Bhubaneswar invites e-tenders from **established civil agencies / contractors** of appropriate class of Public Works Organizations like CPWD, DOP, MES, Railways and State PWD (R&B) of Odisha for the following work.

(a)	Name of Work	As mentioned in page no.01
(b)	Tender(NIT)No.	VIII/175 /MF/2021-22 /325 /ILS Dt. 29-02-2024
(c)	Contract Period	Tender validity for 03 months w.e.f published date and work completion up to 01 months w.e.f issue/ receive of order whichever is later.
(d)	Estimated Cost	Mentioned in the page no. 1
(e)	Earnest Money Deposit(EMD)	Interested vendor shall submit EMD@2%, shall be refunded after finalization of tender. (Single EMD for works / composite EMD for all works may be submitted)
(f)	Performance Security(Bank Guarantee)	The lowest vendor shall submit PBG / PSD @5% of offer price and will be refunded after 06 months of works completion (with effect from Invoice date or works completion certificate whichever is earlier). It will be released on request of vendor & No interest for the deposit (PBG/ PSD) shall be claimed by the vendor.
(g)	Tender documents will be Issued From	Dt 29-02-2024
(h)	Last Date, Time &Place of Submission	14-03-2024 at 11:00
(i)	Date, Time for opening of Technical Bid	14-03-2023 at 11:30

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 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 ..
4. Copies of eligibility documents and EMD as specified in the notice inviting tender shall be submitted within the period of tender submission.
5. Bidders must ensure to quote rate of each item. If, no rate is quoted by the bidder, rate of such item shall be treated as "0" (ZERO).
6. Financial bids shall be opened 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 or their representative shall visit office at stipulated time mentioned as above.
7. If the contractor is found ineligible after opening of bids, his bid shall become invalid.
8. If any discrepancy is noticed between the eligibility documents as submitted 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 vendors interested to participate in the tender, shall furnish copies of their Registration Nos. / Trade License No., GST No. & pan card.
- b) The Bidders are required to deposit the EMD in favor of **INSTITUTE OF LIFE SCINCES - DBT, payable at BHUBANESWAR**
- c) Two (02) similar(**civil interior decorative work means work station , table , false ceiling and flooring etc.)** works each of value **not less than 60%** of estimated cost put to tender or one (01) similar (**civil interior decorative work means work station , table , false ceiling and flooring etc.)** work of value **not less than 80%** of estimated cost put to tender in **last 03 (Three)Years.**
- 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 Vendors 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 shape of DD in favor of **INSTITUTE OF LIFE SCINCES - DBT, payable at BHUBANESWAR**
- c) Two (02) similar (**civil interior decorative work means work station , table , false ceiling and flooring etc.)** works each of value not less than 60% of estimated cost put to tender or one (01) similar (**civil interior decorative work means work station , table , false ceiling and flooring etc.)** Work of value not less than 80%of estimated cost put to tender in last 03 (Three) Years.

Similar work means" (**civil interior decorative work means work station, table, false ceiling and flooring etc. "**).

- 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 **DIRECTORINSTITUTE 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.**

Terms & Conditions:

The tender shall be submitted in Two Bid systems.

- (i) **Technical Bid:** All required documents submitted to be online.
- (ii) **Financial Bid:** The Financial Bids will be opened there after as mentioned above.
- (iii) **Manual Submission of Following Documents:**

The following documents are to be sent to DIRECTOR, INSTITUTE OF LIFE SCIENCE, NALCO SQUARE, BHUBANESWAR, 751023, separately in a sealed envelope superscripted as: e-Tender for (Name of Work) in the sealed envelope should reached on or before last date & time submission of e-Tender. i.e. before the due date of submission of online bidding.

B. SUBMISSION AND OPENING OF BIDS:-

Tender should open& submitted through Online only in the web portal www.tenderwizard.com/ILS

C. Terms and conditions: -

1. **The successful bidder EMD taken as Performance Security Deposit. The security deposit shall be released on bidders request after completion of warranty period i.e 6 months with effect from completion date without any bank interest.**
2. The work will be executed based on the specification as stated in the tender document.
3. The vendors interested to participate in the tender shall furnish Xerox copies of their Registration Nos. / Trade License No., GST No. & pan card.
4. **The work should be started within a week of time after issue of work order and should be completed within 60 days from the date of issue of work order. Otherwise, penalty @ 1% of tender value will be charged to the vendor per week of delay.**
5. 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.
6. After completion of the work the Contractor shall clean the site and remove debris from the site to outside of ILS premises, cost towards it will not be borne by the Institute.
7. The Contractor shall abide by the laws of the land for payments to labourers etc.
8. The payment shall be made after successful completion of the work as per the actual measurement of the work done confirming to specification and design, drawing etc. as per NIT term & condition.
9. Income Tax, Sales Tax, etc. shall be deducted from the payment to be made to the Contractor as per the existing law.
10. In case of extra items (not provide in BOQ), same will be considered as per DSR & NIT.
11. The court situated at Bhubaneswar shall have jurisdiction to decide any dispute or litigation, if arises in future beyond the above mentioned rules & regulations

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. BECIL Limited.

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 compliant 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 Tender wizard 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. BECIL Limited, if required, before participation in the online tendering.

For any further assistance, please contact Mr Sanjeeb Mahapatra(08249821902), Helpdesk-080-45811365/080-40482000 BECIL email ID for mailing communication:- twhelpdesk404@gmail.com / twhelpdesk680@gmail.com/twhelpdesk605@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. _____ |

Annexure – II

List of similar works completed during last 5 years.

Sl no.	Clients name and address with contact number	Name of the work.	Scope of work	Agreement / Letter of Award No.	Contract Value (Rs. In lakh)		Location	Date of start	Date of completion		Ref to Supporting Documents submitted by bidder
					Awarded	Actual			As per LOA	Actual	
1	2	3	4	5	6	7	8	9	10	11	12

Note-1: The bidder shall produce an attested copy of the referred completion certificate from the owner companies indicating name of work, description of work done by the bidder, date of start, date of completion(contractual & actual including extensions if any), value of material supplied free of cost by the client. When the owner company is private one, the certificate from the company must be supported by TDS certificate issued by the company. The bidder should be in position to produce original certificate if required.

Note-2: ILS reserves the right to cross checks the certificate(s) directly with the issuing authority /authorities/clients or any other firm/ party.

Note-3: Information must be furnished on only works carried out by the bidder in his firm's own name. Works carried out as a partner in joint venture shall not be included in this Performa.

Note-4: The bidder shall number the page of the documents submitted by him against Pre-qualification requirements/Criteria and such reference number of relevant completion certificate(s) against completed work(s) if any shall be indicated under Column.no.11 of above table.

Signature of Authorised Representative of the bidder.....

Bidder's Stamp-----

UNDERTAKING

(To be submitted on Bidder Letter Head)

"I/We hereby certify that, the above firm has not been ever blacklisted by any Central/State Government/Public Undertaking/Institute on any account."

"I/We also certify that, Firm will supply the item(s) as per the specification given by Institution and also abide all the Terms & Conditions stipulated in the tender."

"I/We also certify that, the information given in Bid is true and correct in all aspects and in any case at a later date, it is found that any details provided are false and incorrect, any contract given to the concerned firm or participation may be summarily terminated at any state, the firm will be blacklisted and Institute may impose any action as per NIT Rules."

"I/We undertake and confirm that eligible similar works(s) has/have not been got executed through another contractor on back to back basis. Further that, if such a violation comes to the notice of Department, then I/we shall be debarred for bidding in future forever. Also, if such a violation comes to the notice of Department before date of start of work, the Engineer-in-Charge shall be free to forfeit the entire amount of Performance Guarantee".

Name:-

Business Address:-

.....

.....

Place:

Dated:

(Signature of Bidder with Firm's Seal)

FINANCIAL BID

Name of the work: Providing and fixing work station (ply table and ply partition), vinyl flooring and false ceiling excluding the chairs & electrical, internet and telephone work at PME room

Sl. No.	Description of items	Unit	Quantity	Rate	Amount
1	Providing and fixing magnetic catcher of approved quality in cupboard / ward robe shutters, including fixing with necessary screws etc. complete. Triple strip vertical type	Each	25		
2	Providing and fixing powder coated telescopic drawer channels 300 mm long with necessary screws etc. complete as per directions of Engineer-in-charge.	one set	15		
3	Providing and fixing bright /matt finished Stainless Steel handles of approved quality & make with necessary screws etc all complete. 125 mm	Each	25		
4	Providing and fixing special quality chromium plated brass cupboard locks with six levers of approved quality including necessary screws etc. complete. Size 40 mm	Each	5		
5	Providing & Fixing decorative high pressure laminated sheet of plain / wood grain in gloss / matt / suede finish with high density protective Surface layer and reverse side of adhesive bonding quality conforming to IS : 2046 Type S, including cost of adhesive of approved quality. 1 mm thick (Laminated Sheet make :- GL, Century, Green)	Sqm	135.00		
6	Providing and fixing false ceiling at all height including providing and fixing of frame work made of special sections, power pressed from M.S. sheets and galvanized with zinc coating of 120 gms/sqm (both side inclusive) as per IS : 277 and consisting of angle cleats of size 25 mm wide x 1.6 mm thick with flanges of 27 mm and 37mm, at 1200 mm centre to centre, one flange fixed to the ceiling with dash fastener 12.5 mm dia x 50mm long with 6mm dia bolts, other flange of cleat fixed to the angle hangers of 25x10x0.50 mm of required length with nuts & bolts of required size and other end of angle hanger fixed with intermediate G.I. channels 45x15x0.9 mm running at the spacing of 1200 mm centre to centre, to which the ceiling section 0.5 mm thick bottom wedge of 80 mm with tapered flanges of 26 mm each having lips of 10.5 mm, at 450 mm centre to centre, shall be fixed in a direction perpendicular to G.I. intermediate channel with connecting clips made out of 2.64 mm dia x 230 mm long G.I. wire at every junction, including fixing perimeter channels 0.5 mm thick 27 mm high having flanges of 20 mm and 30 mm long, the perimeter of ceiling fixed to wall/partition with the help of rawl plugs at 450 mm centre, with 25mm long dry wall screws @ 230 mm interval, including fixing of gypsum board to ceiling section and perimeter channel with the help of dry wall screws of size 3.5 x 25 mm at 230 mm c/c, including jointing and finishing to a flush finish of tapered and square edges of the board with recommended jointing compound , jointing tapes , finishing with jointing compound in 3 layers covering upto 150 mm on both	Sqm	37.00		

	sides of joint and two coats of primer suitable for board, all as per manufacturer's specification and also including the cost of making openings for light fittings, grills, diffusers, cutouts made with frame of perimeter channels suitably fixed, all complete as per drawings, specification and direction of the Engineer in Charge but excluding the cost of painting with : 12.5 mm thick tapered edge gypsum moisture resistant board				
7	Providing and laying 2.00 mm thick anti-static homogenous polyvinyl chloride sheet of approved make with necessary copper strip/plate of thickness 0.50 mm including accessories at the joint in flooring and seem welding at the joint of the sheets at an interval of 1.50/2.00 mtr by using 4mm dia. Welding electrode with necessary V groove cutting in approved pattern on a smooth and damp proof base using rubber based adhesives of approved quality and manufacture like Dunlop-758 , Fevicol SR-998 etc. including rolling with light wooden roller weighing about 5 kg all complete as per direction of EIC. For 2.00 mm thick	Sqft.	400		
8	Providing and fixing 6 mm thick marine plywood conforming to IS: 710 (Grade I) to frame, backing or studding with screws etc. complete (Plywood make :- Century, Green, Austin, Pokhraj, Aeon)	SQM	18.00		
9	Providing and fixing 12 mm thick marine plywood conforming to IS: 710 (Grade I) to frame, backing or studding with screws etc. complete (Plywood make :- Century, Green, Austin, Pokhraj, Aeon)	Sqm	60.00		
10	Providing and fixing 19mm thick block board of best quality for cupboard with all necessary screws etc. complete as per direction of Engineer-in-charge. (Plywood make :- Century, Green, Austin, Pokhraj, Aeon)	Sqm	54.00		
	Total Amount				

1. All charges shall include the cost of Labor, material, taxes, GST and other incidentals. Nothing extra shall be paid beyond the BOQ rate.
2. The work should be executed as per CPWD / IS Specification.
3. The work will be done according to the direction of Engineer in charge