



## राष्ट्रीय प्रतिरक्षाविज्ञान संस्थान

जैव प्रौद्योगिकी विभाग, विज्ञान और प्रौद्योगिकी मंत्रालय, भारत सरकार का स्वायत्त अनुसंधान संस्थान

अरुणा आसफ अली मार्ग, नई दिल्ली-110067

### **NATIONAL INSTITUTE OF IMMUNOLOGY**

An Autonomous Research Institute of the Department of Biotechnology, Ministry of Science and Technology,  
Government of India

Aruna Asaf Ali Marg, New Delhi-110067

(Ph. No. 011-26717121-45 & 26717010-19)

## **TENDER DOCUMENT**

### **FOR**

# **Comprehensive Annual Maintenance Contract of Biological laboratory (compatible to molecular Aging Lab) at NII, New Delhi**



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NII/EE/Elect/221/22-23/eNIT/21

Date 25.03.23

#### ई -निविदा आमंत्रण सूचना/Notice Inviting E-Tender

E-tenders are hereby invited in two parts, (I-Technical Bid and II- Price Bid) on behalf of the Director, NII, Aruna Asaf Ali Marg, JNU Campus, New Delhi-110067 for the work “**Comprehensive Annual Maintenance Contract of Biological laboratory (compatible to molecular Aging Lab) at NII, New Delhi**” from reputed financially sound, well-versed and well-experienced agency/firm executed similar work **in any Central Govt./State Govt./PSU/Autonomous bodies and other Govt. Departments etc**, as per the schedule of work and General Terms & Conditions available on the Institute’s website <http://www.nii.res.in/others/tenders>, <https://dbt.euniwizarde.com> and <https://eprocure.gov.in/epublish/app>. It may be noted that Corrigendum/amendments etc., if any will be notified on the web site and no separate advertisement will be made for the same. All prospective bidders are therefore advised to regularly visit the above-mentioned Website for any future information or update.



## राष्ट्रीय प्रतिरक्षाविज्ञान संस्थान

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Date 25.03.23

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Sealed tenders are hereby invited in two parts, (I-Technical Bid and II- Price Bid) on behalf of the Director, NATIONAL INSTITUTE OF IMMUNOLOGY, Aruna Asaf Ali Marg, JNU Campus, New Delhi-110067 for the work “**Comprehensive Annual Maintenance Contract of Biological laboratory (compatible to molecular Aging Lab) at NII, New Delhi**” from financially sound, well-versed, well-experienced, dedicated and professional company **executed similar nature of works in any Central Govt./State Govt./PSU/Autonomous bodies and other Govt. Departments**, as per schedule of work and General Terms & Conditions available on the Institute’s website <http://www.nii.res.in/others/tenders>, <https://dbt.euniwizarde.com> and <https://eprocure.gov.in/epublish/app>.

Website <u>URL</u> :	<a href="http://www.nii.res.in/others/tenders">http://www.nii.res.in/others/tenders</a> <a href="https://dbt.euniwizarde.com">https://dbt.euniwizarde.com</a> <a href="https://eprocure.gov.in/epublish/app">https://eprocure.gov.in/epublish/app</a>
कार्य का नाम/Name of work	<b>Comprehensive Annual Maintenance Contract of Biological laboratory (compatible to molecular Aging Lab) at NII, New Delhi.</b>
Earnest Money	₹ 10,000/-
ई-टेंडर अपलोड करने की तारीख और समय/E-tender uploading date and time	18.04.2023 upto 09.00 AM
तकनीकी बोली खोलने की तिथि Date of opening of Technical Bid	18.04.2023 at 9.30 AM
Date of technical presentation	Will be intimated separately to only technically qualified bidders, if required
Date of opening of financial bid	Will be intimated separately to only technically qualified bidders

Time for completion of job	<b>One year</b>
Cost of tender	In order to promote wider participation and ease of bidding, no cost of tender document may be charged for the tender documents downloaded by the bidders)
Contact details	National Institute of Immunology, Aruna Asaf Ali Marg, New Delhi-110067, Ph. 011-26703515, 672

**2. Prequalification criteria (Company should submit all documents/ undertaking/ confirmation etc in support of each of points, failing which the tender will be rejected automatically):**

- a) Company should have working and practical **experience** of executing similar nature of work i.e **Comprehensive Annual Maintenance Contract of Biological laboratory (compatible to molecular Aging Lab)**. In support of this; Company should attach relevant completion certificates showing name of work, purchase order /work order/ agreement number, date of start, date of completion, order value, work done value etc with copy of order copy/agreement copy, BOQ/ schedule of work, user satisfactory certificate where they had installed/executed similar works, up to date contact details of concerned person i.e mobile number, office number, email ID etc; failing which the tender will summarily be rejected.
- b) The Company must be in existence as a contracting firm/Company for executing similar work with all necessary statutory requirements during the financial year 202-23 (upto 31<sup>st</sup> March 2023); supporting documents should be attached i.e order copy, completion certificate as specified.
- c) The Company should have executed at least one similar works of value not less than ₹ 2.66 lakh **or** two similar works not less than of ₹ 1.67 lakh each **or** three similar work not less than of ₹ 1.33 lakh each in any Central Govt./State Govt./PSU/Autonomous bodies and other Govt. Departments during last **seven financial years** [the similar works means **Comprehensive Annual Maintenance Contract of Biological laboratory (compatible to molecular Aging Lab)**]. Other works like CAMC/P & F of central chillers, package units, split/windows units, main piping works etc will not consider in any case. This may be inspected (at the risk and cost of Company) by the Engineer-in-charge if required. **Company shall have to submit (with Technical Bid ) all supporting documents i.e purchase order/agreement/work order with BOQ/schedule of work, Completion certificate (showing name of work, purchase order /work order/ agreement number, date of start, date of completion, order value, work done value etc with copy of order copy/agreement copy, BOQ/ schedule of work, up to date contact details of concern i.e mobile number, office number, email ID etc;) issued by the competent authority etc.**
- d) The Company should have competent personnel stationed in the office/service centre in Delhi/NCR. The service centre in Delhi/NCR must also be stocking spares for providing prompt services during contract period/defect liability/guarantee period and

after that if required by the Institute. **A proof to the effect must be furnished with confirmation letter.**

- e) The Company shall submit copy of balance sheet, P&L Account, ITR for the financial year i.e 2019-20, 2020-21 and 2021-22.
- f) The company shall submit solvency certificate of ₹ 1.7 Lakh in favour of Director, NII, New Delhi.
- g) The Company shall visit/examine the site as per given time schedule or prior appointment and submit duly filled & signed Annexure-B counter signed by Ex. Engg or his representative. **Non-submission of certificate (duly signed by Engg-in-charge or his representative) by bidder treated as unresponsive bid and disqualified automatically.**
- h) The Company shall attach copy of PAN card and GST registration number (pan & GST should be in the name of company).
- i) The Company shall attach copy of Company RTGS details
- j) An affidavit in a e-stamp paper of ₹ 50/- to the effect that ‘Company’ undertakes that :
  - (i) There is no complaint against me/us (Tenderer/Bidder) from any of the Govt. Deptts. / Govt. Institutions etc. towards delaying of execution of work related to Clean room/biological laboratory work/ BSL3 works/SAC/Electrical/HVAC/Laboratories etc or ‘delay/non-attending of complaints during contract period of Clean room/biological laboratory work/ BSL3 works/SAC/Electrical/HVAC/Laboratories work during last Five years.
  - (ii) The documents submitted by me/us are genuine and undisputable and in the event of it coming to notice at a later date that the documents are not genuine, I/we shall be liable for action and such compensation payable to NII as may be decided by the Institute.
  - (iii) I/we will not withdraw his/their Tender after opening of technical bid and if done so; his/their EMD will be forfeited.
  - (iv) I/we will not sublet the work (if awarded to his/their Bidder) and if it does so; the penalty shall be payable by me/us to NII as may be decided by the Institute.
  - (v) The I/we have read all terms and conditions of said tender and submit all documents as per of tender requirements. However, I/we give full rights to Competent Authority of NII to reject my/our bids at any point of time due to short coming or short fall of any documents or breach of any tender condition(s) and to forfeit my/our EMD.
  - (vi) I/we will not defaulter for submission of statutory dues i.e GST etc since August 2017.

### **3.0 REGISTRATION PROCESS**

3.1 Bidders to enrol on the e-Procurement module of the portal <https://dbt.euniwizarde.com> by clicking on the link “Bidder Enrolment”. Enrolment on the e-wizard Portal is free of charge.

3.2 The bidders to choose a unique username and assign a password for their accounts. Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication from the e-Wizard Portal.

3.3 Bidders to register upon enrolment their valid Digital Signature Certificate (Class III Certificates with signing plus encryption key usage) issued by any Certifying Authority recognized by CCA India with their profile.

3.4 Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSCs to others, which may lead to misuse. Foreign bidders are advised to refer “DSC details for Foreign Bidders” for Digital Signature requirements on the portal.

3.5 Bidder then logs in to the site through the secured login by entering their user ID / password and the password of the DSC / e-Token.

#### **4. TENDER DOCUMENTS SEARCH**

4.1 Various built in options are available in the e-Wizard Portal and Institute portal <http://www.nii.res.in/others/tenders>, <https://dbt.euniwizarde.com> which is further synchronizing with CPP Portal i.e <https://eprocure.gov.in/epublish/app> to facilitate bidders to search active tenders by several parameters. These parameters include Tender ID, organization, location, date, value, etc.

4.2 There is also an option of advanced search for tenders, wherein the bidders may combine a number of search parameters such as organization name, form of contract, location, date, other keywords etc. to search for a tender published on the Online Portal.

4.3 Once the bidders have selected the tenders they are interested in, they may download the required documents / tender schedules. These tenders can be moved to the respective ‘interested Tenders’ folder. This would enable the Online Portal to intimate the bidders through e- mail in case there is any corrigendum issued to the tender document.

4.4 The bidder should make a note of the unique Tender ID assigned to each tender; in case they want to obtain any clarification / help from the Helpdesk of the e-Wizard portal.

#### **5. BID PREPARATION**

5.1 Bidder should take into account any corrigendum and addendum published on the tender document before submitting their bids.

5.2 Please go through the tender notice and the tender document carefully to understand the documents required to be submitted as part of the bid.

5.3 Please note the number of covers in which the bid documents have to be submitted, the number of documents - including the names and content of each of the document that need to be submitted. Any deviations from these may lead to rejection of the bid.

5.4 Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document / schedule and generally, they can be in PDF formats.

Bid documents may be scanned at least 100 dpi with black and white option and the scanned documents should be legible. Illegible bids will not be considered.

5.5 Copy of constitution or legal status of the bidder / OEM / Sole proprietorship / agency/firm /firm etc.

5.6 Experience Certificates in line with the pre-qualification criteria and other documents mentioned in the tender document.

5.7 Copy of PAN Card / GST Registration.

5.8 Brochure, original technical catalogue with detailed specification and picture of the product offered, if relevant.

5.9 Earnest Money Deposit: The bidder will be required to deposit the Earnest Money Deposit (EMD) as mentioned through online portal **(if applicable)**.

5.10 EMD Fee are exempted for MSME/ NSIC vendors etc (subject fulfil tender conditions). However tender processing fee has to be paid by all the vendors as this fee is being charged by the Online Portal service provider directly **(which is non-refundable)**.

5.11 The bidder should have their registered office/ branch/service Centre in Delhi-NCR.

## **6. BID SUBMISSION**

6.1 Bidder to log into the site well in advance for bid submission so that he/she upload the bid in time i.e. on or before the bid submission deadline. Bidder will be responsible for any delay due to other issues.

6.2 The bidder to digitally sign and upload the required bid documents one by one as indicated in the tender document.

6.3 Bidder to select the payment option as “Online” to pay the tender processing fee/ EMD wherever applicable and enter details of the instrument.

6.4 A standard BOQ format (preformat of price bid) has been provided with the tender document to be filled by all the bidders. Bidders to note that they should necessarily submit their financial bids in the prescribed format and no other format is acceptable.

6.5 The server time (which is displayed on the bidders’ dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, opening of bids etc. The bidders should follow this time during bid submission.

6.6 All the documents being submitted by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data, which cannot be viewed by unauthorized persons until the time of bid opening.

6.7 The uploaded tender documents become readable only after the tender opening by the authorized bid openers.

6.8 Upon the successful and timely submission of bids, the portal will give a successful bid submission message & a bid summary will be displayed with the bid no. along with the date & time of submission of the bid with all other relevant details.

6.9 Kindly add readable scanned PDF of all relevant documents in a single PDF file of compliance sheet.

## **7. ASSISTANCE TO BIDDERS**

7.1 Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority for a tender or the relevant contact person indicated in the tender.

7.2 Any queries relating to the process of online bid submission or queries relating to e-Wizard Portal in general may be directed to the 9.00 am- 6.00pm e-Wizard Helpdesk. The contact numbers for the helpdesk are 011-49606060, +91-8882495599, +91-8210817180.

## सामान्य नियम और शर्तें/GENERAL TERMS AND CONDITIONS

**Name of Work: - Comprehensive Annual Maintenance Contract of Biological laboratory (compatible to molecular Aging Lab) at NII, New Delhi.**

1. **INTERPRETATIONS:** In constructing these Conditions, the Specifications, the Schedule of quantities, Tender, Special Conditions and Contract Agreement the following words shall have the meaning herein assigned to them except where the subject or context otherwise required:
  - a. "Employer" shall mean Director, NII and or any officer authorized by the Director for the purpose.
  - b. "Engineer/Engineer-in-charge" shall mean the Engineer designated by the Employer to superintend and perform other duties as indicated in the contract.
  - c. "Contractor" shall mean the individual or Firm or Agency/firm or Agency, whether incorporated or not, undertaking the work and shall include the legal personal representative or such individual or the persons composing such Firm or Agency/firm or the successors of such Firm or Agency/firm and the permitted assignees of such individual or Firm or Agency/firm .
  - d. "Work/Works" shall mean all work or works defined in schedule of quantities, specifications and such other work or works as the contractor may be entrusted with for carrying out under this contract.
  - e. "Contract" shall mean the Articles of Agreement, the General Conditions, Special Conditions, the Appendix, the Schedule of Quantities, Specifications and drawings etc., attached hereto and duly signed.
  - f. "Contract Price" shall mean the sum named in the Tender, subject to such amount additions thereto or deductions there from as may be made under the provisions, hereinafter contained.
  - g. "Site" shall mean the lands and other places as shown on the site plan, on which the works are to be, provided, by the Employer for the purpose of the Contract.
  - h. "Drawings" shall mean the drawings referred to in the contract etc., and any modifications of such drawings approved in writing by the Employer and such other drawings as may from time to time be furnished or approved in writing by the Employer.
  - i. "Notice in Writing" or written notice shall mean a notice in writing, typed or printed characters sent (unless delivered personally or otherwise provided to have been received) by registered post to the last known private or business address or registered office of the address and shall be deemed to have been received, when in the ordinary course of post, it would have been delivered.
  - j. "Act of Insolvency" shall mean any Act of Insolvency as defined by the Presidency Towns Insolvency Act, or the Provincial Insolvency Act or any act amending such original.

"Net Prices" if in arriving at the Contract Amount, the contractor has added to or deducted from the total of the items of the Tender any sum, either as a percentage or otherwise, then the net price of any items, in the tender, shall be the sum arrived at by adding to or deducting from the actual figure appearing in the Tender, as the price of that item, a similar percentage or proportionate sum. Provided always that in determining the percentage or proportion of the sum so added or deducted by the contractor, the total amount of any Prime cost items and provisional sums of money shall be deducted from the total amount of the Tender. The expression "net rates" or "net prices" when used with reference to the contract or account shall be held to mean rates or prices so arrived at. l. "Virtual Completion" shall mean that the

work is in the opinion of the Employer, sufficiently completed for occupation by the Employer, in relation to the scope of work of this contract. m. Words importing persons include firms and corporations. Words importing the singular only, also include the plural and vice versa, where the context requires.

2. The work shall be done as per the instructions and prior approval of Engineer-in-charge of National Institute of Immunology (Hereinafter referred to NII).
3. The agency/firm /agencies may visit/examine the site and its surrounding before the last date of submission of tender on any working day between **3:00 PM to 04:00 PM** by prior appointment with the Engg-in-charge/laboratory In-charge to assess the accessibility and assess the scope of works before submitting their offer. No claims later on in regard to the site and its surrounding or any matter relating thereto shall be entertained. The agency/firm /agencies shall arrange & maintain at his (their) own cost all materials, Tools & Plants, security (for their man/materials), storage for material and facilities to the workmen for executing the work. A certificate for the site inspection should be duly signed by Engg-in-charge as per Annexure-B. **Non-submission of this certificate duly signed by Engg-in-charge will be treated as un-responsive bid and dis-qualified automatically and will not be considered for further evaluation.**
4. Each agency is permitted to submit only one tender and is not permitted to change its tender.
5. **RTGS/NEFT. NII, New Delhi Bank details are under:**  
Beneficiary Name: National Institute of Immunology, New Delhi  
Bank Name: CANARA BANK  
Branch Address: Jit Singh Marg, New Delhi-110067  
Bank Account No.: 1484101001636  
IFSC Code: CNRB0001484  
GSTIN: 07AAATN6040K1ZJ  
PAN: AAATN6040K  
  
(This is mandatory that UTR Number (in case of RTGS/NEFT) is provided in the technical quotation/bid)
6. The bidder shall attach copy of PAN Card.
7. The bidder shall attach copy of GST registration number.
8. The bidder shall attach copy of agency/firm RTGS details.
9. The agency will ensure ESI/PF registration and attach copy of registration.
10. The agency shall submit the copy of registration, if registered with all relevant statutory authority. If not registered, please mention.
11. Technical Bid MUST contain unfilled bid document duly digitally or signed and stamped on each page as a token of acceptance of all terms and conditions /clauses of the tender enquiry.
12. The conditional bids shall not be considered under any circumstances and rejected without any notice.

13. Director, NII reserves the right to reject any or all the tenders in full or in part without assigning any reasons whatsoever, and the decision of the NII in this regard will be binding on all the agency/firm /agencies. Agency/firm /agencies not complying with any of the provisions stated in this tender document are liable to be rejected. Director, NII reserves the right to accept or reject any tender without assigning any reason and does not bind himself to accept the lowest tender.
14. The agency shall be responsible for any damage to the equipments or laboratories equipments caused due to faulty operation/poor servicing/mishandling etc by their staff and shall rectify the defects free of cost. Decision of the NII authority shall be final in this matter.
15. The Engineer-in-charge or Competent Authority, NII shall be fully empowered to expel any of the Agency/firm /agency's staff in case of any indiscipline/misconduct/violence/late attendance/incompetence and due to such expulsions, relevant clause of recovery shall be applicable.
16. The Engineer-in-charge or Competent Authority, NII shall be fully empowered to take any action against the staff of agency in case of any indiscipline/misconduct/violence/ late attendance/incompetence and due to such expulsion, relevant clause of recovery shall be applicable.
17. The Engg-in-charge, or Competent Authority, NII shall be fully empowered to depute any staff at anywhere in NII campus as per the site requirement or in-case of any emergency/urgent work related to the electro-metrical services and additional amount will not be paid in any case.
18. No escalation on material (spares) consumable & tools shall be payable by NII during the tenure of this tender contract.
19. No T & P shall be supplied by the Institute.
20. **Payment terms as follow: -**
  - a) No advance of any kind shall be paid.
  - b) Running/Part payment can be made after successful completion of each quarter.
  - c) Successful bidder shall deposit an amount equal to 3% of the tendered and accepted value of the work (inclusive of GST) as performance guarantee in the form of DD/RTGS/NEFT/PBG within 10 days of issue of award/LOI letter. The performance guarantee shall be remained valid for a period of sixty days beyond the date of completion of contract period. If successful agency fails to submit the P.G within the mentioned time period, the contract shall be cancelled and the agency shall be blacklisting for the period of two years.
  - d) The rates shall be inclusive of all Duties, Octroi, Packing, Forwarding, Cartage, Insurance, Loading-unloading, road permit/state entry permit and Delivery, Installation, Testing, Commissioning, etc at site including temporary constructional Storage, Risks, Overhead Charges, General Liabilities/ Obligations etc. Any variation in the above said components till the completion of the work will also be in the bidder's account. The GST shall be extra as applicable.

However, bidder should mention rate of applicable GST. In case applicable GST rate is not mentioned by the bidder in price bid; then it will be assumed that their quoted rates are INCLUSIVE of all GST

- e) Income tax and any other taxes shall be deducted from the agency bill as per govt. of India rules.
21. The time allowed for completion of work shall be **One year** which shall be reckoned from tenth day from the date of award letter or letter of intent.
22. The Institute shall have the option to extend the terms of this contract for an additional period as mutually agreed, with the same terms and conditions.
23. Time allowed for the work shall be strictly followed otherwise the bidder shall be liable to pay compensation at the rate of **1%** of the tendered value of the work per week of delay on the part of the contractor subject to a maximum of **10%** of the total tendered value of work. The decision of competent authority of NII or the Director on the delay shall be final and binding.
- However, for any reason beyond the control of the contractor the extension of time may be granted upon application by the contractor in prescribed format. No claim for any compensation during the extended period shall be entertained and the NII's decision in this regard shall be final.
24. If bidder at any time makes default during currency of work or does not execute any part of the work with due diligence or Commits default in complying with any of the terms and conditions of the contract and does not initiate any remedy for it or takes effective steps for its remedy or Fails to complete the work(s) or items of work with individual dates of completion, on or before the date(s) so determined, and does not complete them within the period specified in the notice given in writing in their behalf by the Engineer-in-charge.
- The Engineer- in-charge without prejudice to any other right or remedy against the bidder which have either accrued or accrue thereafter to the Government, by a notice in writing to take the part work / part incomplete work of any item(s) out of his hands and shall have powers to take possession of the site and any materials, constructional plant, implements, stores, etc., thereon; and/or Carry out the part work / part incomplete work of any item(s) by any means at the risk and cost of the bidder
25. In case the successful agency resiles from the offer within the validity of tender, the PBG will be forfeited. Similarly, if successful agency fails to commence the work within 20 days from the date of issue of award letter, the performance guarantee will also be forfeited besides blacklisting the agency/firm /agency.
26. Director, NII reserves the right to terminate the contract without any reference or any notice period on account of poor workmanship, non-compliance of set norms/specifications for the works, delay in progress of work, violation of any contract provisions by the agency/firm /agency, failure to start the work at NII, within 20 days from date of issue of Letter of Intent (L.O.I). The contract can also be terminated at the request of agency within 10 days from the date of issue of LOI order.
27. The agency should take extra precaution to ensure that there is absolutely no damage to the facility/laboratories/equipments of NII and if so done; suitable action shall be taken against the agency and all decisions of the Competent Authority of NII shall be final and binding on the agency/firm /agency.
28. The bidder shall supply materials at site with manufacturers test certificate and challan as desired by the Engineer-in-charge.

29. All materials brought at site shall be got approved by the Engineer-in-charge before being used. If rejected, the same shall be removed immediately. The material of only approved make shall be brought at site.
30. Water & electricity required for the job shall be made available free of cost by the Institute. However, necessary piping, valve, wiring, cabling, lamps, switches & sockets, main switches, halogen/tube light fitting and tapping from existing line/connection including labour have to be arranged by the Agency at their own risk & cost.
31. The agency shall depute their own security staff for watch and ward of their materials supplied/ installed at site till the final handing over of the complete work and temporary lockable shed/Almirah etc. shall be arranged by Agency at his own risk and cost. No accommodation/ staff/ lockable space will be provided by NII under any circumstances.
32. The agency shall be solely responsible for any accident/medical/health related liability/compensation and payment as per NCTD order for the personnel deployed by it at NII. The NII shall have no liability in this regard.
33. Each personnel employed/deputed by the successful agency at NII should have agency/firm Identity Card. The personnel without ID card will not be allowed to inter in NII campus and if work will delay due to this; agency shall be responsible for it or agency shall get the approval of their list of employees deputed at NII.
34. The personnel provided by the agency will not claim to become the employees of NII and there will be no Employee and Employer relationship between the personnel engaged by the Agency and NII.
35. No tent or hut shall be allowed to be put up for workers to stay within the campus. The Agency is deemed to have inspected the site and thoroughly acquainted himself with the site conditions, availability of storage space for materials etc.
36. It may here be noted; that the entire staff and labour of the Agency will follow all the security instructions issued by the Institute from time to time and these instructions may include the provisions to make suitable barricades or temporary wall fence to ensure that the labour confines itself to the area of the work ONLY. Serious action will be taken in case any of the Agency/firm /agency's workmen are found to be tampering with the Laboratory equipment and property of the Institute. Suitable damages will be recovered from the Agency/firm /agency's bills if anyone is found to do so. All decisions of the Engineer-in-Charge in respect of the same will be final and binding on the Agency/firm /agency.
37. The successful agency/firm shall carry out Police Verification (and any other statutory verification, if required at any point of time during the contract period) within the reasonable time (or as decided by NII authority) of each of their staff's deputed at NII, on their risk and cost. No additional cost shall be paid by NII at any point of time and deduction from staff salary shall not be allowed for police verification and any other verification.
38. On completion of all work, Agency shall remove all surplus materials & leave the site in a broom clean condition, failing which the same shall be done at Agency/firm /agency's risk & cost.
39. Agency shall be responsible for disposing off the all-old dismantled waste materials away from the campus. The disposal of such materials shall be done immediately after completion of work at own risk & cost.

40. The Engg-In-Charge, NII shall be fully empowered to depute any staff at anywhere in NII campus as per the site requirement or in-case of any emergency/urgent work related to the electro-metrical services and additional amount will not be paid in any case.
41. For maintenance/inspection/repairing/servicing of ACB's, panel's, relays, control wiring, checking of alignment of machine/pumps/motor replacement of compressor, servicing of air-conditioning system, R.O plant, autoclave, fire extinguisher (installed in three facilities) & other electro-mechanical items etc., highly technical manpower, if required, shall be arranged by the Contractor without any extra charge.
42. Mandatory and prescribed tests have to be carried out periodically or as requested for by the Engineer-in-Charge.
43. The rates quoted by bidders should be realistic and workable for each and every items/Job. Quoting unrealistic/unreasonable lower or higher rate will be treated as non-responsive bid and will not be considered for further evaluation. The decision of NII shall be final in this regard.
44. The agency shall ensure compliance of all statutory laws & bye laws of the central govt./ state govt./Municipal authorities related to the employment of their staff and all obligations under Minimum Wage Act, Workman Compensation Act, Provident Fund & Miscellaneous Provision Act, Bonus Act & Contract Labour Act 1970 etc. NII will not be responsible for such purposes in anyway.
45. Any claim, dispute or difference arising out of or in connection with this agreement and which cannot be settled by mutual consultations, shall be referred to sole Arbitration or an Arbitrator to be appointed by Director, NII. The award of the Arbitrator shall be final and binding between the parties as per the terms and conditions of the Agreement to be executed on award of contract. The Arbitrator proceeding shall be governed by the Arbitration and Conciliation Act 1996 and shall be conducted in Delhi

The agreement is subject to the jurisdiction of the courts at Delhi.

## निविदा जमा करने के लिए सामान्य शर्तें/ GENERAL CONDITIONS FOR SUBMISSION OF TENDER

### **1.0 Technical Bid (Part-I) :**

In this bid, the Bidder should submit his bidder profile, organizational setup, credentials, list of plant, machinery & tools in his possession. The Bidder's are required **to attach entire NIT (except the price bid part) duly signed & stamped or digitally signed as a token of acceptance of NIT conditions with this bid.** NII reserves the right to visit the working site mentioned by Bidder's to find out the quality of services rendered. The following documents are essentially to be submitted with technical bid for qualifying.

- (i) Entire NIT (**except Price bid**) duly signed & stamped or digitally signed by the Bidder.
- (ii) All document as asked in the prequalification criteria.
- (iii) The bidder shall attach copy of PAN Card.
- (iv) The bidder shall attach copy of GST registration number.
- (v) The bidder shall attach copy of agency/agency/firm RTGS details.

**2.0 Agency/firm /Firm has to submit a declaration (on their letter pad) that “they will meet/fulfil all the items of scope of work & Technical specifications” of NIT (see Annexure-A).**

### **3.0 Price Bid (Part-II):**

In this bid, the bidder is required to quote his items rate/price for the **“Comprehensive Annual Maintenance Contract of Biological laboratory (compatible to molecular Aging Lab) at NII, New Delhi”** in the schedule of work attached. The scope of work & technical specifications is provided for your reference. The quoted prices shall be **excluding the GST (GST should mentioned separately).** **It is mandatory on Bidder to quote the rate of all items as asked for in the Price Bid (BOQ/ Schedule of work).** Failure to adhere to this condition may lead to rejection of tender. The Tenderer/Bidder should quote unconditional rates.

### **4.0 Validity of Tender:**

Tender shall be valid for our acceptance without any change in rates and NIT conditions for a period of 60 days from the date of opening of Price Bid.

**बोलीदाताद्वाराघोषणा/Declaration by the Bidder**

This is to certify that I/We before signing this tender have read and fully understood all the terms and conditions contained herein and undertake myself/ourselves to abide by them.

**Enclosures:**

1. Terms & conditions (each page must be signed and stamped with the seal)

2. Financial Bid.

(Signature of Bidder with seal)

**Name:**

**Address:**

**Date:**

**NOTE: Submission of all the documents mentioned above along with declaration, is mandatory. Non-submission of any of the documents above will render the bid to be rejected. Also, non adhering of any of the conditions of LTN will render the bid to be rejected.**

**प्रमाणपत्र / अंडरटेकिंग**

**Certificate/Undertaking**

- a) Certified that I / we have visited the site on ----- and assessed the nature and amount of work involved before submitting our offer. We will be able to execute the work within the available site conditions.
- b) I undertake that I / we have visited the place of "**Comprehensive Annual Maintenance Contract of Biological laboratory (compatible to molecular Aging Lab) at NII, New Delhi**", and noted the entry door / approach sizes/quantities, height of building, floor & floor space, existing electrical connections etc. Manpower & Materials supplied by us will be suitable for in the existing location / condition with sufficient space all around. No extra cost will be claimed by me later for any difficulties involved for total execution of works as mentioned in the tender. I also understand that the work is related with already operating/functional laboratory, so we are ready to work in day / night hour subject to availability of site/space.
- c) I undertake that I/we solely responsible for any accident/medical/health related liability/compensation for the personnel deployed at NII during the execution CAMC work (IN or OUT of the Institute's building in which our team members or materials or equipments are involve); we will take full responsibility of it and ready to compensate to the concern & NII and NII will not responsible for it at any point of time.

**(Signature of Bidder ) :**

**(NAME):**

**(SEAL):**

**Note :**

**(i) A certificate for the site inspection should be duly signed by Engg-in-charge or his representative as per annexure-II. Non-submission of this certificate duly signed by Engg-in-charge will be treated as un-responsive bid and dis-qualified automatically and will not be considered for further evaluation.**

**(ii) Above certificate/ undertaking is to be given on the Letter head/pad of the Company.**

**Annexure-D**

(To be submitted on Agency/firm Letter Head).

**AUTHORIZATION LETTER**

We (name of the bidder) hereby authorize Shri / Smt. (name of the authorized person) to sign and submit the bid to NII, New Delhi against their tender No.: Date:

Shri / Smt. (name) is also authorized to negotiate the terms and conditions pertaining to the said tender on behalf of M/s (name of bidder). The specimen signature of Shri / Smt. (name) is appended below.

Specimen Signature: Name:

The undersigned is authorized to delegate the authority on behalf of M/s (name of bidder), as stipulated above.

For (name of bidder)

Seal of the agency/firm /contractor/agency

**TENDER ACCEPTANCE LETTER**

(To be submitted on Agency/firm Letter Head).

Date:

The Director,  
National Institute of Immunology,  
Aruna Asaf Ali Marg,  
New Delhi – 110 067

SUB: Acceptance of Terms && Conditions of Tender. Tender Reference No: \_\_\_\_\_

**Comprehensive Annual Maintenance Contract of Biological laboratory (compatible to molecular Aging Lab) at NII, New Delhi.**

Dear Sir,

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

2 I / We hereby certify that I / / We have read the entire terms and conditions of the tender documents (including all documents like annexure(s), schedules(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 / organization too has 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 in incorrect/untrue or found violated, then your department/organization shall without giving any notice or reason therefore or summarily reject the bidder terminate the contract, without prejudice to any other rights or remedy including the forfeiture of the fully said earnest money deposit absolutely.

Yours faithfully,

Authorized Signatory. (Signature of the Bidder, with Official Seal)

## SCOPE OF WORK

**General Details:** - National Institute of Immunology, New Delhi invites sealed tenders from well-versed and well-experienced vendors for the Comprehensive Annual Maintenance Contract of Biological laboratory (compatible to molecular Aging Lab) (excluding the research related equipments, repair/replacement of compressor, replacement of VFD).

1. The **Comprehensive Annual Maintenance Contract of Biological laboratory** (compatible to molecular Aging Lab) with daily basis inspection and monitoring/maintenance include minor electrical & sensing items installed with the electro-mechanical items including following major components. Responsibilities would include but will not necessarily be limited to the following
  - Modular Double skin Air Handling Unit including centrifugal DIDW fan with TWIN MOTOR ARRGT. Supply air/Return air aluminium VCD section,
  - Pre filter (EU-3), Fine Filter section (EU-9), HEPA filter section (EU-13) with filters,
  - Tubular Heater section with 6x3 =18 KW heater bank, DX type Coil section with 8 Row DX coil (5.5 TR),
  - Main Electrical LT Panel with bus bar for HVAC, Power System and Incomer MCCB and required outgoing MCB breakers, Starters, connector, contactors, meter, selector switch, CT & PT etc and necessary tripping arrangement.
  - MCCB and VFD
  - Polyvinyl-Antistatic Vinyl flooring made from polyvinyl chloride.
  - Quarterly on-site facility validation through 3<sup>rd</sup> party particles counting test with instruments with validation certificates. Validation reports shall be documented with necessary regulation and keep in the records.
  - All sensing and controlling items
  - Air tight door, gasket, PVC circular ducting, grill, etc
  - General look after of laboratory.
2. **Special requirement:** Regular and daily maintenance by senior electro-mechanical engineer (full day basis) with one helper (as per requirement) on daily basis. The validation of facility, leak testing, pressure testing etc as per site requirement and maintaining the records.
3. Maintenance & replacement of air-conditioning items/parts of facility: - Replacement Filters: Pre-filters once in a year, HEPA filter on half yearly basis or as per site requirement, repair/replacement of condensing coil, evaporating coil, motors etc as per site requirement. Spare motor, heater, filters, gas kit, Gas Charging, De-scaling of coil etc. Repair/replacement of insulation & piping for Leaks etc. Belts, Motor, Valves & Miscellaneous items. Regular servicing of evaporator & condenser, coil of chiller's & AHU's etc with chemical, leak testing & repairing etc.
4. Maintenance & replacement of Electrical items/parts of each facility: - Replacement of wiring, cables, power cables (except main incoming cable of each facility), DB, MCB, MCCB, bus-bar, control system etc& other Miscellaneous items/part installed with the facility.

5. All materials should be similar to the existing one and suitable for the system/facilities.
6. Any minor welding works with materials required for laboratory.
7. Repairing/replacement of Polyvinyl-Antistatic Vinyl flooring made from polyvinyl chloride.

**8. ROUTINE AMC SERVICES (ONCE IN 3 MONTHS)**

Routine maintenance services shall include at least the following services:

- a) Cleaning / Replacement of filter
- b) Checking operation of the controls of the system such as selector switch, thermostat, relays, remote control etc
- c) Checking air flow through the supply air grill, return air grill, condenser etc.
- d) Checking operation of the supply and back up electrical power outlet & MCB etc.
- e) Checking operation of the compressor, motors and fans etc
- f) Checking air temperature (as desired or as per the instruction of Engg-in-charge) at the following location (Dry Bulb & Wet Bulb Temp.):
  - I. Supply air grill
  - II. Return air grill
  - III. Inlet air condenser
  - IV. Outlet air from the condenser
- g) Checking Firmness of the Supporting arrangement for the compressor, blower motor, condensing casing and fixing of the DX system etc
- h) Replacement of any component of system found defective after the above checks and tests.
- i) Charging of Refrigerant Gas (either top up or re-filling after pressure testing) during the period of Contract if need arises.
- j) Servicing of main electrical panel with accessories, VFD etc

**9. HALF YEARLY MAINTENANCE SERVICES (ONCE IN 6 MONTH)**

10. The scope of work shall include all checks and tests as detailed under routine maintenance services. In addition, half yearly maintenance services (including extra man power requires to carry out servicing) shall also include:
  - a) Cleaning the condenser and evaporator coils with suitable chemical solution and flushing with high-pressure jet of water.
  - b) Greasing of blower motors and all moving parts.

**11. ON CALL SERVICES: -**

On call services shall include attending to any complaint any time during the year, on receipt of verbal/written complaint from coordinating officer of Engineering Department or concern laboratory, NII

12. The down time for attending the complaints not more than 1 hrs and rectification of defects/complaint shall not exceed 4 hrs failing which a penalty of ₹ 4,000/- per complaint will be deducted from bill.

13. The bidder should depute senior electro-mechanical engineer (full day) with one helper (as per requirement) on daily basis on working days during office timing to carry out operation cum maintenance work and/or attend complaint. And additional manpower to carry out planned services as and when required.
- 14. TAKING OVER ELECTRO-MECHANICAL SYSTEM AND OTHER EQUIPMENTS FOR CAMC CONTRACT**
- a) The all equipments as given in tender shall be taken over for CAMC contract on “AS IS WHERE IS & WHAT EVER IS BASIS”.
  - b) Any repairs required on equipments as given in tender at the time of taking over for CAMC contract, shall be on account of successful company. Nothing extra shall be paid for any kind of repairing or replacement work or any items/parts.
  - c) The contractor shall ensure that all equipments are in proper working condition at the time of handing over& taking over.
15. The contractor should carry out routine, quarterly, half yearly & yearly maintenance as per the site requirement & as per the instruction of user scientist/Engineer-in-charge.
16. The cost of visiting the Site and collecting information for the purpose of submission of the bid shall be on the company account.

**कार्य-अनुसूची/SCHEDULE OF WORK**

**कार्य का नाम/Name of work: - Comprehensive Annual Maintenance Contract of Biological laboratory  
(compatible to molecular Aging Lab) at NII, New Delhi.**

<b>S.No</b>	<b>Description of items</b>	<b>Qty</b>	<b>Unit</b>	<b>Rate (₹)</b>	<b>Amount (₹)</b>
1	The Comprehensive Annual Maintenance Contract of Biological laboratory (compatible to molecular Aging Lab) include minor electrical & sensing items installed with the electro-mechanical items as given in tender and as per site requirement.	01	year		
	GST				

**Total amount**