



**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)

**ई-निविदा दस्तावेज/E-TENDER DOCUMENT**

**के लिए/FOR**

**कार्य:- एन.आई.आई, नई दिल्ली में स्टोर- II में**

**पार्टिशनिंग का कार्य**

**Work:- Partitioning work in store-II at NII,**

**New Delhi**



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अरुणाआसफ अली मार्ग, नईदिल्ली-110067

**NATIONAL INSTITUTE OF IMMUNOLOGY**

J.N.U Campus, Aruna Asaf Ali Marg, New Delhi 110067

NII/EE/Civil/22-23/20

Date: 07.09.22

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

E-tenders are hereby invited in One Part (**Single Bid**) on behalf of the Director, NII, Aruna Asaf Ali Marg, JNU Campus, New Delhi-110067 for the work “कार्य: - एन.आई.आई, नई दिल्ली में स्टोर- II में पार्टिशनिंग का कार्य / Work: - Partitioning work in store-II at NII, New Delhi” from **Specialized, reputed & financially sound agencies having executed similar nature of works in any Central Govt./State Govt./PSU/Autonomous bodies and other Govt. Departments**, 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 Websites for any future information or update.



## राष्ट्रीय प्रतिरक्षाविज्ञान संस्थान

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Website Url:	<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> .
Name of work	कार्य: - एन.आई.आई, नई दिल्ली में स्टोर- II में पार्टिशनिंग का कार्य / Work: - Partitioning work in store-II at NII, New Delhi
Earnest Money	The bidders are exempted for submission of Bid Security/Earnest Money Deposit. However, they have to submit the bid securing declaration, format as given on <b>Annexure-B</b> .
E-tender uploading date and time	Upto 28.09.2022 till 9:00 AM
Date of opening of financial bid	28.09.2022 10:00 AM
Time for completion of job	15 Days
Cost of tender	In order to promote wider participation and ease of bidding, no cost of tender document will be charged for the tender documents downloaded by the bidders)
Contact details	National Institute of Immunology, Aruna Asaf Ali Marg, New Delhi-110067, Ph. 011-26703715

### **3.0 REGISTRATION PROCESS**

3.1 Bidders to enroll on the e-Procurement module of the portal <https://dbt.euniwizarde.com> by clicking on the 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 / company /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 is exempted for MSME/NSIC vendors etc (subject to fulfilling the 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.

5.11 The bidder should have their registered office/ branch 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 (performa 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 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 eWizard 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, +91-93355030635.

## **सामान्य नियम और शर्तें /GENERAL TERMS AND CONDITIONS**

कार्य: - एन.आई.आई, नई दिल्ली में स्टोर- II में पार्टिनिंग का कार्य /Work: - Partitioning work in store-II at NII, New Delhi

1. The work shall be done as per the instruction and prior approval of Engineer-in-charge of National Institute of Immunology (Hereinafter referred to NII).
2. The each agency is permitted to submit only one tender and is not permitted to change its tender.
3. **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)
4. The bidder shall attach copy of PAN Card.
5. The bidder shall attach copy of GST registration number.
6. The bidder shall attach copy of company RTGS details.
7. The conditional bids shall not be considered under any circumstances and rejected without any notice.
8. 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 companies/agencies. Companies/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.
9. The agency shall be responsible for any damage to the surrounding due to ignorance by their staff/workers and shall rectify the defects free of cost. Decision of the NII authority shall be final in this matter.
10. The Engineer-in-charge or Competent Authority, NII shall be fully empowered to expel any of the Company/agency's staff in case of any indiscipline/misconduct/violence and due to such expulsions, relevant clause of recovery shall be applicable.
11. The Engineer-in-charge or Competent Authority, NII shall be fully empowered to take any action against agency of company's/agency's staff in case of any indiscipline/misconduct/violence and due to such expulsion, relevant clause of recovery shall be applicable.
12. No T & P shall be supplied by the Institute.
13. **Payment terms as follow: -**

- a) No advance of any kind shall be paid.
  - b) The payment shall be released after satisfactory completion of work.
  - c) The rates shall be inclusive of all taxes, duties & cartage etc. However GST if applicable shall be shown separately.
  - d) Income tax and any other taxes shall be deducted from the agency bill as per govt. of India rules.
14. The time allowed for completion of work shall be **15 days** which shall be reckoned from fifth day from the date of award letter or letter of intent.
15. The work shall be guaranteed for at least one year from the date of actual completion of the work for both material as well as workmanship.
16. 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.
17. 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.
18. 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
19. In case the successful agency resiles from the offer within the validity of tender, the PBG will be forfeited as applicable. Similarly, if successful agency fails to commence the work within 20 day from the date of issue of award letter, the performance guarantee will also be forfeited besides blacklisting the company/agency.
20. 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 company/agency, failure to start the work at NII, within 10 days from date of issue of work order. The contract can also be terminated at the request of agency within 10 days from the date of issue of work order.
21. The agency should take extra precaution to ensure that there is absolutely no damage to the surrounding of execution site 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 company/agency.

22. The bidder shall supply materials at site with challan as desired by the Engineer-in-charge.
23. 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.
24. The agency shall be solely responsible for any accident/medical/health related liability/compensation for the personnel deployed by it at site. The NII shall have no liability in this regard.
25. 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 Company/agency's risk & cost.
26. Bidder shall be responsible for disposing off the all malba/waste . The disposal of such malba/waste shall be done immediately after completion of work at own risk & cost.
27. **The rates quoted by bidders should be realistic and workable for each and every items/Job. Quoting unrealistic/unreasonable lower or higher price will be treated as non-responsive bid and will not be considered for further evaluation. The decision of NII shall be final in this regards.**
28. 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 Work Order is subject to the jurisdiction of the courts at Delhi.

**Executive Engineer, NII**

**बोलीदाता द्वारा घोषणा/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 will render the bid to be rejected.**

**TENDER ACCEPTANCE LETTER**

(To be submitted on Company 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:

\_\_\_\_\_  
Name of Tender / **Work: Partitioning work in store-II 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)

## मूल्य बोली/Price Bid(Part-II)

**कार्य का नाम/Name of Work:** - Partitioning work in store-II at NII, New Delhi

S.No.	Sub-head and item of work	Qty	Unit	Rate (Rs.)	Amount (Rs.)
<b>1</b>	Providing and fixing aluminium work for doors and partitions with extruded built up standard tubular sections/ appropriate Z sections and other sections of approved make conforming to IS: 733 and IS: 1285, fixing with dash fasteners of required dia and size, including necessary filling up the gaps at junctions, i.e. at top, bottom and sides with required EPDM rubber/ neoprene gasket etc. Aluminium sections shall be smooth, rust free, straight, mitred and jointed mechanically wherever required including cleat angle, Aluminium snap beading for glazing / paneling, C.P. brass / stainless steel screws, all complete as per directions of Engineer-in-charge.				
<b>(A)</b>	<b>For fixed portion:</b> Anodised aluminium (anodised transparent or dyed to required shade according to IS: 1868, Minimum anodic coating of grade AC 15) <b>(Make: Jindal, hindalco)</b>	100	Kg		
<b>(B)</b>	<b>For shutters of doors:</b> providing and fixing hinges/ pivots and making provision for fixing of fittings wherever required including the cost of EPDM rubber / neoprene gasket required i/c lock, handle etc.	25	Kg		
<b>02</b>	Providing and fixing 12 mm thick prelaminated particle board flat pressed three layer or graded wood particle board conforming to IS: 12823 Grade 1 Type II, in panelling fixed in aluminum doors, windows shutters and partition frames with C.P. brass / stainless steel screws etc. complete as per architectural drawings and directions of engineer-in-charge. Pre-laminated particle board with decorative lamination on both sides <b>(Make:- Green, Action)</b>	06	Sqm		
<b>03</b>	Providing and fixing frosted glass in aluminium door, shutters and partitions etc. with EPDM rubber / neoprene gasket etc. complete as per the architectural drawings and the directions of engineer-in-charge . (Cost of aluminium snap beading shall be paid in basic item) With float glass panes of 5 mm thickness (weight not less than 12.50 kg/sqm) <b>(Make:- Saint Gobain, Modi Guard)</b>	12	Sqm		
	<b>Total</b>				
	<b>GST@</b>				
	<b>Net total amount</b>				

**Notes:**

- Rates quoted shall be inclusive of duties & cartage etc. as mentioned under Item – 13 (d) of General Terms & Conditions of tender document.).** 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.