

**TENDER NO.**

**Viral Load Fund/**

**2018-19**

**dated**

**01.02.2019**

**Tender Documents**  
**for**  
**Civil and Electrical Works**  
**under**  
**Virology Division (NACO-Laboratories)**  
**ICMR-NICED, Kolkata**

**ICMR-National Institute of Cholera & Enteric Diseases**  
**P-33, C.I.T. Road, Scheme – XM, Beliaghata,**  
**Kolkata – 700 010**

**Dated – 01.02.2019**

Sealed Tender / Quotations are invited for the following civil work at ICMR-NICED.

Sealed Tender, complete in all respect, duly signed with stamped of firm on each page including the tender should be dropped in the tender box, placed before the Despatch section (Dr. S.C. Pal Building) on 1<sup>st</sup> Floor on any working day from Monday to Friday within 11.30 a.m. to 5.30 p.m. Tender will be opened by Tender Opening Committee & in presence of tenderers or authorised representative.

**Important Instruction**

- i) The cost of Tender fees of **Rs. 500/-** (Rupees Five hundred only ) [Non-Refundable] in the form of Demand Draft /Pay Order in favour of Director, NICED Kolkata from any Nationalised Bank should be submitted along with the Technical Bid.
- ii) The validity of tender will be of one year from the date of approval of the Tender.
- iii) The tenders must attach self-attested photocopies of latest and valid GST registration certificate and proof of filling Income Tax returns last 3 years and onwards. Failure to submit the same Tender will be invalid automatically. However Govt. of India / State Govt. Department and Public Sector Undertakings (Central/State) are exempted from submitting GST & Income Tax clearance certificate.
- iv) Self-attested PAN card should be submitted.
- v) Tender document duly signed with rubber seal of the firms in token of acceptance by the tenderer of all terms & conditions.
- vi) Before submitting quotation party may contact, Dr. M.K. Saha, Scientist-F, Head of Virology Divisional / Mr. Pradip Kumar Ghoshal for further information.
- vii) Rate should be followed as per CPWD work manual.

**Cost of Tender Fee Rs. 500.00**  
**(non-refundable)**

## **Tender Notice**

### **ICMR-National Institute Of Cholera & Enteric Disease**

P-33, C.I.T. Road, Scheme-XM, Beliaghata, Kolkata-700010.

Website- [www.niced.org.in](http://www.niced.org.in)

Telephone No. : 2353 6479, 2370 4478, 2370 5533. Fax no. : 2370 5066, 2363 2398.

Email: [store.niced@icmr.gov.in](mailto:store.niced@icmr.gov.in) / [storeniced1@gmail.com](mailto:storeniced1@gmail.com)

NIT. No. : 2018\_DoHR\_393768\_1

Sealed Tenders are invited to execute of the following Civil and Electrical works at ICMR-NICED, Kolkata.

<b>Sl. No.</b>	<b>Tender Code No.</b>	<b>Description</b>	<b>EMD (Rs.)</b>	<b>Estimated cost of job (Rs.)</b>	<b>Last date of submission of bid (upto 1.30 P.M)</b>	<b>Date of opening (3.00 P.M)</b>
1	Viral Load Fund /2018-19	Civil works and Electrical works at NICED, P-33, CIT Road, Scheme – XM, Beliaghata, Kolkata - 700010	18000.00	9 – 10 lac	18.02.2019	18.02.2019

## **Expression of Interest Documents (EOI)**

Sealed quotations are invited from eligible contractors working with Govt. of India/ Govt. of West Bengal/Autonomous bodies of Govt. of India/any reputed public limited company. Vendors must have vast knowledge and expertise in setting up of GLP/R & D Lab facility in India having their own engineering consultant/architect with similar laboratory setup experience.

Name of Work: Civil and Electrical works at NICED, Virology Division, NACO-Laboratories

**INDEX**

Sl. No.	Description	Page
1	Introduction	7
2	Type and Nature of Work	8
3	Calendar Event	10
4	Submission of EOI	11
5	General Terms & Condition	12
6	Role of Contactor	14
7	FORM of Tenderer	15

## **INTRODUCTION**

ICMR-National Institute of Cholera & Enteric Diseases (ICMR-NICED), Kolkata is a premiere Institute of ICMR and engaged for significant research work on Diarrhoeal diseases and others infectious diseases. ICMR-NICED is publishing scientific papers with high impact factors and contributing to development of manpower. Collaborative research with various national and international organization is other scope of activities of ICMR-NICED.

It is an Autonomous body funded by Govt. Of India under Ministry of health & family welfare.

## **TYPE AND NATURE OF WORK**

### **CIVIL WORK**

#### **JOB DESCRIPTION**

1. Chipping off plaster up to 7'3" height 1<sup>st</sup> floor, 4<sup>th</sup> floor & 5<sup>th</sup> floor, removing of rubbish. Removal of rubbish from working site and Disposal of the same beyond the compound as per direction by the authority.
2. Supplying, fitting and fixing standard quality (Non Branded) ceramic tiles in walls, fixing with Gray cement at the back of each tile & finishing. The tiles joints with white cement. Including Roughening of wall if necessary.  
Tiles size = (450 x 300) mm. Tiles Colour – off white Glossy

#### **TILES AREA**

##### **At 4<sup>th</sup> Floor**

- |                   |   |                     |
|-------------------|---|---------------------|
| a. Passage area   | = | 800 sq.ft (approx)  |
| b. Room 402, area | = | 1128 sq.ft (approx) |
| c. Room 403, area | = | 310 sq.ft (approx)  |
| d. Room 404, area | = | 427 sq.ft. (approx) |
| e. Washing area   | = | 286 sq.ft.(approx)  |

##### **At 1<sup>st</sup> Floor**

- |                       |   |                     |
|-----------------------|---|---------------------|
| a. Only passage area  | = | 634 sq.ft. (approx) |
| b. Room no. 109, area | = | 666 sq.ft. (approx) |
| c. Room no. 111, area | = | 401 sq.ft. (approx) |
| d. Room no. 112, area | = | 444 sq.ft. (approx) |
| e. Room no. 114, area | = | 310 sq.ft (approx)  |
| f. Room no. 115, area | = | 401 sq. ft.(approx) |
| g. Room no. 116, area | = | 286 sq.ft. (approx) |

**Total Area 6,093 sq.ft**

##### **At 5<sup>th</sup> Floor (Room No. - 507)**

**Tiles fitting on wall Area = 540 sq. ft (approx.)**

3. a) Shifting of various machines as per work requirement and replacing the same after completion of works.

- b) Packing by high quality plastic cover and masking tape for the machineries.

## **PAINTING WORK**

Painting with Plastic Emulsion, ICI brand paints two coats on one coat of prime for ceiling & rest wall (where Tiles work will be done) at 1<sup>st</sup>, 4<sup>th</sup> and 5<sup>th</sup> floor (approx 8750 sq ft.) including sand papering.

### **5<sup>th</sup> floor (Room No.- 507)**

Aluminum glass panel door shutter to be repaired

- a. Main entrance door at passage with Handle 4 pic, Tower bolt 1pic, Including serving charge
- b. Room no. 507 with
  - Floor spring to be changed, Handle to be changed
  - Tower bolt to be changed, Including labour charges

1. **Basin point** open and sifting with inlet & outlet line including labour charge
2. **Painting works** complete for Room no. 507 including labour charge

## **ELECTRICAL WORK**

For

- a) Room no. 402, 403, 404 & Wash Room.
- b) Room no. 109, 111, 112, 114, 115 & 116.
- c) Room No. 507

## **JOB DESCRIPTION:**

Switch, plug & Regulator are Crabtree made cable (wire) are Havels made & Pipes are Dalda Made.

## **WORK DETAILS**

- 1) Power points (16 Amp) = 60 Nos.
- 2) Light points = 115 Nos. (approx)
- 3) A/C points = 4 Nos. (approx)
- 4) Fan Regulator = 26 Nos. (approx)
- 5) DB Installation (only Labour Charges) = 2 Nos.

## **Electronic door access control devises.**

- a. 1<sup>st</sup> floor = Room No. 109 & 110
- b. 3<sup>rd</sup> floor = Room No. 307 & 308
- c. 4<sup>th</sup> floor = Room No. 402
- d. 5<sup>th</sup> floor = Room No. 507

Total= 6 nos.

**CALENDER EVENT**

<b>Date of Issue of Documents</b>	01.02.2019
<b>Last Date of Submission</b>	18.02.2019 at 01.30 PM
<b>Place of Submission of EOI Documents</b>	Tender Box kept on the 1 <sup>st</sup> Floor at NICED-I Building
<b>Date of opening of Technical Bid</b>	18.02.2019 at 03.00 PM
<b>Date of Opening of Financial Bid</b>	To be announced after Verification of Technical Documents
<b>Place of Opening of EOI Documents</b>	Dr. B.C. Deb Auditorium at NICED-1 Building
<b>Address</b>	P-33, C.I.T. Road, Scheme-XM, Beliaghata, Kolkata-700010
<b>Telephone No.</b>	033-2370-5533/4478

## **SUBMISSION OF EOI**

Total Documents Content in Two Envelopes:

**Envelope 1 Contain:** Notice Inviting EOI , Instruction for bidders, Terms & Condition, Obligation of Employer, Declaration of Contactor, Credential – 15 lakh value in a single work order of same type of Govt. Biomedical Laboratory of National repute . Copy of License to be produced for contractor and works men. Electrical Supervisor License, ESI & EPF Registration Certificate, GST Registration Certificate & CST, Bank Draft / Bankers Cheque No. with Date to be mentioned including the name of the Nationalized Bank, Last 3 years Income Tax & Service Tax Clearance Certificate, Professional Tax certificate, current bank solvency certificate, Last 3 years Annual Turn Over should not be less than 50 lakh Per Year. Agency must have vast knowledge and expertise in setting up of GLP/R & D Lab facility in India having their own engineering consultant/architect with similar laboratory setup experience with work order & completion certificate.

**Envelope 2 Contain:** Financial Bid Documents with 2% of Quoted Amount as Earnest Money in the form of Bank Draft on Nationalized Bank.

**Envelope 3 Contain:** Containing envelope 1 & 2 with superscripted with the Details address including the name of the work, tender no., address to Director, ICMR-National Institute Of Cholera & Enteric Diseases, P-33, C.I.T. Road, Scheme –XM, Beliaghata, Kolkata700010.

**Tender Fee and EMD should be submitted in separate sealed envelopes in favor of Director, NICED, Kolkata**

## **GENERAL TERMS & CONDITION**

- 1) The tender documents should be typed. Any cutting / overwriting may be signed by the tenderer otherwise the rates in r/o that particular item may not be considered.
- 2) Each and every page of tender must be numbered and signed by the tenderer along with the seal of the firm.
- 3) Covering letter should clearly indicate the list of enclosures.
- 4) **Security Deposit:**
  - A) The tenderer should submit Bank Guarantee form a Nationalized Bank of 2% of the cost of the work.
  - B) Security Deposit/EMD is liable to be forfeited if the tenderer with draws or awards or impairs or derogates the bid in any respect.
- 5) EMD shall be released unsuccessful bidder after completion of tender process, subject to compliance to all other terms & condition of Tender.
- 6) The rates should be included with all existing taxes.
- 7) **THE RATES QUOTED WILL BE TAKEN AS FIRM AND FINAL.**
- 8) The execution of the work has to be made to the concern, strictly in accordance with the work order and with the approved specification.
- 9) The vendor have to be made within 30 days from the date of dispatch of the work order failing which penalty will be imposed as per rule or cancellation of order and Earnest money will be forfeited. However in exceptional circumstances and on written request the extension the date of supply may be considered by the discretion of the Director.
- 10) **Penalty Clause For Delayed Supply & Work :**
  - A) Penalty of 2% of the value of order per week will be imposed subject to of 10% of the value of order.
  - B) **FOR NON SUPPLY:** EMD of the firm will be forfeited and necessary action will be initiated.

- 11) Agency must ensure that challan is submitted in concern store along with the supplies. The number and date of delivery of challan must be indicated in the bill.
- 12) Triplicate bills duly pre receipted on appropriate revenue stamp affixed to be submitted in the name of the Director in respective store.
- 13) The bill should be in printed form having printed bill number, GST/VAT/CST/TIN number as well as D.L.No. (which ever applicable).
- 14) All rejected stores shall be at risk of the vendor and must be removed immediately.
- 15) Job done / Guarantee / warranty certificate must be provided at the time of completion of job.
- 16) In case it is a computer-generated bill it must have the seal of the firm affixed on it.
- 17) Payment: Payment will be made after successfully completion of work. No advance payment will be made.
- 18) EXCLUSIVE RIGHT OF DIRECTOR: The Director, ICMR-NICED Kolkata has the full and exclusive right to accept or reject any or all the tenders without assigning any reasons whatsoever. No enquires, verbal or written shall be entertained in respect of acceptance / rejection of the tender.
- 19) Performance Security: A performance security of 5% of order value shall be deposited within 7 days from the date of letter of acceptance / award by the successful bidder form of A/C Payee Demand Draft/ Bankers Cheque/ Bank Guarantee from any Nationalized Bank in favor of Director, NICED, Kolkata. The Earnest Money of the successful bidder can also be converted into part payment of the performance security.
- 20) Refund of Performance Security: The performance security shall be released after 60 days from the date of completion of all contractual obligations of the bidder including warranty obligations.
- 21) Defect liability period: 6 months from the period of completion as certified by the NICED.

## **ROLE OF CONTACTOR**

Work to be done in the Institute as per Institute norms. As this is a Govt. institute (ICMR) , so necessary precaution should be taken that no hazard or any untoward incident could happen within the campus of the Institute . All work should be executed in consultation with the competent authority of ICMR-NICED. Any damage of Institute assets/ property during the execution the work within the campus will be liable to the contractor. A maximum of one (1) authorized representative of the contractor will be permitted to be present during the opening of the tender. The representatives should possess appropriate letter of authorization in the letterhead of the company and duly signed, clearly indicating the name of the representative and that he / she has been authorized to represent and sign on behalf of the company. He/ She should also possess the official seal of the company for signing necessary document as an when required.

Canvassing (directly / indirectly) for the tender is strictly prohibited and will be liable to rejection of the bid.

Store in Charge  
**For Director**

**LETTER OF APPLICATION BY THE TENDERER  
FORM OF TENDERER**

Tender No. \_\_\_\_\_

Dated:

NIT No.....

From:

Full Address:

.....  
.....

**To  
The Director  
ICMR-National Institute of Cholera & Enteric Disease  
P-33, C.I.T Road Scheme -XM, Beliaghata  
Kolkata - 700010**

Name of work :

2. AND WHEREAS I/We, ..... have read the Tender Notice pertaining to the aforesaid Tender

3. AND WHEREAS I/We, ..... have obtained these Tender Documents from **ICMR-National Institute of Cholera & Enteric Disease, Kolkata.**

4. AND WHEREAS I/We, ..... Have perused these tender Documents and have visited the site and have satisfied ourselves as to the nature of Work and the site condition.

5. AND WHEREAS I/We, ..... forward a sum of ₹ ..... towards the Earnest Money in the following form :-

(ii) Deposit receipt, or Pay Order, or Demand Draft from \_\_\_\_\_ Bank for a sum of ₹ \_\_\_\_\_ in favour of the **Director, National Institute of Cholera & Enteric Disease, Kolkata** and endorse Account Payee and valid upto.....

6. AND WHEREAS I/We, ..... understand that the above mentioned Earnest Money has been deposited subject to the stipulation made in this tender document.

7. AND WHEREAS my/our address for all communication shall be as under:-

.....

.....

.....

8. AND WHEREAS I/We, state that in the event of this offer being unsuccessful, the aforesaid total Earnest Money deposited by us may be refunded to us

9. AND WHEREAS I/We, hereby sign those tender documents by Virtue of the legal authorities vested with me/us enter into commitment on behalf of the tenderer(s), documentary support where of is enclosed.

10. Now, Therefore, I/We, ..... hereby submit these tender as an offer for doing the work defined in those documents at the rate quoted in the schedules contained herein and special conditions and rates given in the covering letter\*.

11. It is certified that all the statements and documents being submitted with offer are true and correct.

12. It is certified that all the tender documents being submitted are the same as downloaded from the website of NICED (Applicable for downloaded documents)/Cpnp (NIT).

13. This application is made in the full understanding that: (a) The offer by the tenderer(s) will be subject to verification of all information submitted with this tender document.

(b) The Director, ICMR- N.I.C.E.D. reserves the right to:-

- Amend scope and value of contract
- Reject or accept this offer(s) without any financial liability.

(\*) **Strike out whichever is not required.**

**Signature of Tenderer(s)  
& SEAL**

**Date**\_\_\_\_\_